



OKLAHOMA OFFICE OF WORKFORCE DEVELOPMENT

OKLAHOMA WORKFORCE DEVELOPMENT ISSUANCE #06-2015

TO: Workforce Development Board Chairs
Workforce Development Board Staff
Workforce Development Chief Local Elected Official

FROM: Deidre D. Myers, Deputy Secretary for Workforce Development

DATE: July 1, 2015

SUBJECT: Process for Existing Local Workforce Development Area Conditional Designation

PURPOSE: Oklahoma Workforce Development Issuance #06-2015 provides guidance to current local workforce areas that did not meet the qualifications for initial designation.

REFERENCES:

- WIOA (Public Law 113-128) Sections 106 and 107
- Title 2 Code of Federal Regulations (CFR) Chapter I, Chapter II, Part 200, et al., Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule (Uniform Guidance)
- Title 29 CFR Part 95: Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- Title 29 CFR Part 97: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government

MESSAGE: This directive applies to all current Local Workforce Development Areas (LWDAs) that did not qualify for initial designation. The Governor may grant conditional designation to LWDAs until such time assurances are met or until September 1, 2016. LWDAs interested in receiving conditional designation under WIOA must complete the Application for Conditional Local Board Area Designation and return to the Oklahoma Office of Workforce Development. LWDAs must meet the requirements of conditional designation in order to move to initial designation during Program Year 2016, or to be considered for subsequent designation for Program Year 2017.

ACTION:

The Chief Local Elected Official must submit the completed conditional application to the Governor's Council for Workforce and Economic Development, Oklahoma Office of Workforce Development, no later than **August 7, 2015** to:



Mail: Oklahoma Office of Workforce Development
900 N. Portland Ave.
Oklahoma City, OK 73107

Email: deidre.myers@osuokc.edu

ATTACHMENT(S):

Attachment 1 – Existing Local Area Application for Conditional Local Board Area Designation

INQUIRIES: If you have any questions or concerns regarding issuance, please contact Jeane Burruss at (405) 945-3229, jeane.burruss@osuokc.edu. This policy is available at <http://oklahomaworks.gov/policy-center>.

Existing Local Area

Application for Conditional Local Board Area Designation

Program Year 2015-2016

Local Area

**Existing Local Area
Application for Conditional Local Area Designation
Program year 2015-2016**

This application will serve as your request for Local Workforce Development Area (local area) conditional designation under the Workforce Innovation and Opportunity Act (WIOA) for Program Year (PY) 2015-2016.

If the Oklahoma Office of Workforce Development determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact Jeane Burruss at jeane.burruss@osuokc.edu for technical assistance or questions related to completing and submitting the application.

Name of Local Area

Mailing Address

City, State ZIP

Date of Submission

Contact Person

Contact Person's Phone Number

Local Area Levels of Performance

Instructions: Enter your local area's negotiated levels of performance and actual levels of performance for PY's 2012-2013 and 2013-2014.

Performance Table				
Name of Local Area: _____				
Common Measure	Negotiated PY 2012	Actual PY 2012	Negotiated PY 2013	Actual PY 2013
Adult				
Entered Employment Rate				
Employment Retention Rate				
Average Earnings				
Dislocated Worker				
Entered Employment Rate				
Employment Retention Rate				
Average Earnings				
Youth (Ages 14-21)				
Placement in Employment or Education				
Attainment of a Degree or Certificate				
Literacy and Numeracy Gains				

Local Area Narrative for Conditional Designation

A local area requesting conditional designation must submit a narrative to support an application for conditional designation.

1. Local Area Conditional Designation Considerations

The following considerations represent the type of information a local area must submit in order to be conditionally designated. A local area must respond to the considerations below, and may provide additional information that substantiates the request and supports why the conditional designation is beneficial to the local community.

- a. Describe how the local area will meet/exceed negotiated performance measures for PY15.
- b. Describe how the local area will maintain or improve fiscal integrity. Describe the capacity for the local area to effectively administer programs and services while increasing direct training percentages.
- c. Describe the resources available to administer WIOA activities in the local area (e.g., what training and services are available? How does the local area work with existing partnerships and leverage resources?).
- d. Describe how the local area will produce a more comprehensive and integrated workforce development system (e.g., how will local economic development efforts improve? How will service delivery improve? How will coordination improve between local private industry efforts and local boards to create jobs or foster economic development?).
- e. Identify the level to which the local area is consistent with the local labor markets, employer demands and household commuting patterns. Describe how the population of the local area lives and works within the local area. Provide a determination that the population of the local area meets or exceeds a 200,000 population threshold.
- f. Provide any other narrative information that may be relevant to an objective assessment of the conditional request.

Local Area Assurances

Through PY 2015-2016, the local area assures that:

- A. It will comply with the applicable uniform cost principles included in the appropriate circulars or rules of the Office of Management and Budget (OMB). [WIOA Section 184(a)(3)].
- B. All financial reporting will be done in compliance with federal and State regulations and guidance (i.e. directives and information notices) issued by the Oklahoma Office of Workforce Solutions Development potential cash hold. [29 Code of Federal Regulations (CFR) 97.21(g)].
- C. It will meet State requirements and spend a minimum of 15 percent of combined total of adult and dislocated worker formula fund allocations on training services, beginning with PY 2015-2016 funding.
- D. All close out reports will comply with the policies and procedures issued by the Oklahoma Office of Workforce Development.
- E. It will comply with the audit requirements specified by the State. Failure to comply may result in sanctions imposed by the State.
- F. It will maintain and provide auditors, at all levels, accounting and program records including supporting source documentation.
- G. No funds received under WIOA will be used to assist, promote, or deter union organizing. [WIOA Section 181(b)(7)]
- H. The local board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- I. The local board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all reporting requirements and deadlines.
- J. Funds will be spent in accordance with written Department of Labor guidance, and other applicable federal and State law and regulations.
- K. It will comply with future State policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or State legislation.
- L. Priority shall be given to veterans, recipients of public assistance, or other low-income individuals, and individuals who are basic skills deficient for receipt of career and

training services funded by WIOA Adult funding. [WIOA Section 134(c)(E) and Training and Employment Guidance Letter 10-09]

- M. Priority will also be given to the participation in the designated regional planning areas assisting the Chief Local Elected Officials and Local Board Chairs in developing the regional plan to assist in addressing effectiveness and the reduction of costs.

Application Signature Page

Instructions: The local Chief Local Elected Official (CLEO) and local board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the CLEO and local board chair request conditional designation of the existing local area. They certify that the local area will perform successfully and sustain fiscal integrity for Program Year 15. Additionally, they agree to abide by the local area assurances include in this application

Local Workforce Development Board Chair:

Local Chief Elected Official:

Signature

Signature

Name

Name

Title

Title

Date

Date