



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

## OKLAHOMA WORKFORCE DEVELOPMENT ISSUANCE #01-2017, CHANGE 1

**TO:** Chief Local Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Staff  
Workforce Development Fiscal Agents

**FROM:** Erin E. Risley-Baird, Executive Director

**DATE:** March 9, 2017

**SUBJECT:** Regional and Local Planning Instructions

**PURPOSE:** To issue corrections to the timeline and 30 day comment period to be in alignment with guidance provided from the U.S. Department of Labor. To communicate Oklahoma's instructions for the local and regional plans under the Workforce Innovation and Opportunity Act (WIOA).

### REFERENCES:

- The Workforce Innovation and Opportunity Act (WIOA) Sections 106 - 108
- 20 CFR 679.500 – Subpart D
- 34 CFR 361 – Subparts E and F
- 34 CFR 463 – Subparts I and J
- Training and Employment Notice 21-16, *Workforce Innovation and Opportunity Act (WIOA) Regional and Local Planning and Local Board Responsibilities Questions and Answers (Q&A)*
- Oklahoma Milestone Guidance 7-1-16

**BACKGROUND:** WIOA envisions a workforce development system that is customer-focused on both the job seeker and business, and is able to anticipate and respond to the needs of regional economies. It requires local workforce development boards (WDB) and chief local elected officials (CLEO) to design and govern the system regionally, to align workforce policies and services with regional economies, and to support service delivery strategies tailored to these needs. Workforce regions are intended to provide an opportunity for local areas to collaborate more formally to serve regional economies where they exist. To support this regional approach, WIOA requires States to identify planning regions.

<b>RESCISSIONS</b> OETI #12-2005, OETI #04-2007, OWDI #04-2014	<b>EXPIRATION DATE</b> Continuing
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One purpose of the planning regions is to foster partnerships necessary to reduce costs and meet the training needs of Oklahoma's workforce. Additionally, planning regions allow WIOA resources to be more effectively and efficiently managed. Although strong and effective programs exist in workforce areas, industries recruit and people commute for work across local area boundaries. In some cases, industry sectors or special initiatives may be more effectively served when several workforce areas leverage their strengths and coordinate appropriate services. Identification of planning regions is important because regional economic development areas do not necessarily correspond to State, county, local workforce development areas, or municipal boundaries. Planning regions are established in order to ensure that training and employment services:

- Support economic growth and related employment opportunities;
- Meet the needs of individuals, including those with barriers to employment;
- Meet the skill competency requirements of the region; and
- Meet the specific needs of regional employers and the skills they require.

WIOA requires the planning regions to be composed of:

- One local area that is aligned with the region,
- Two or more local areas that are collectively aligned with the region, or
- Interstate areas contained within two or more states and consist of labor market areas, economic development areas, or other appropriate contiguous sub-areas of those states.

Oklahoma considered the following criteria when developing its regions:

- Labor Market Data
- Input from Nine Public Meetings
- WIA State Plan
- WIOA State Plan
- Commerce Economic Development Areas
- Key Economic Network Meeting Input
- Regional Assets
- Post-Secondary Education Assets
- Health Care Authority Regions
- Unemployment Maps
- County Population
- Commuting Patterns
- Media Market Areas
- Current Funding

[Click here for a map of the planning regions](#)

Presently, two of Oklahoma's workforce development regions (Central and Southeast) are composed of one local workforce development area. The Northeast region is composed of three local workforce development areas (Eastern, Northeast and Tulsa). The Western region is also composed of three local areas (Northwestern, Southwest and South Central). Oklahoma is

not identifying interstate planning regions at this time. This does not prohibit planning regions or local areas in Oklahoma from regionally planning with other states' local areas for the purposes of that state's regional planning requirements.

Local areas identified as single area regions may work and coordinate with other local areas or planning regions who share a common labor market. Activities will include, but are not limited to, the following:

- Identification of sector strategies;
- Development of strategies to serve common employers; and
- Coordination of rapid response and/or layoff aversion activities.

Oklahoma will review and/or modify the identification of single local area regions and planning regions when local area designation is reviewed and/or modified, including local area subsequent designation, ongoing review of local area subsequent designation, and local area re-designation.

**MESSAGE:** This Oklahoma Workforce Development Issuance (OWDI) is intended to provide guidance to the local workforce boards to ensure each local area and region within Oklahoma creates, submits, and implements a local and/or regional plan.

**PLAN DEFINITIONS AND OVERVIEW:** There are two types of plans: regional and local. Each will be explored more fully below.

**Regional Plan** – A Regional Plan is a four-year action plan to develop, align and integrate service delivery strategies and resources among the multiple local workforce development areas in a given region. It is developed collaboratively by two or more Local Boards and chief local elected officials (CLEOs) within a region, as identified by the State. A Regional Plan is required if the State assigns two or more local areas to a region. Therefore, the Western and Northeast Regions must submit a Regional Plan. The Regional Plan must be consistent with the vision and goals of the State Plan. The substance of the Regional Plan is described at WIOA Section 106(c)(2) and 20 CFR 679.510 and Oklahoma's requirements found in Attachment A in this policy. If a region, as designated by the State, includes only one local area (such as the Central and Southeast Regions), then a Regional Plan is not required. In this case, the Local Board must submit only a Local Plan to the Governor for approval.

**Local Plan** – A Local Plan is a four-year action plan to develop, align and integrate service delivery strategies and resources among the six WIOA core programs and partners (Adult, Dislocated Worker, Youth, Wagner-Peyser, Adult Education/literacy, and Vocational Rehabilitation) in a specific local area. The Local Board develops a Local Plan in partnership with CLEO(s) and submits the plan to the Governor for approval according to requirements at 20 CFR 679.550-580, and WIOA Section 108. The Local Plan should support achievement of the State's vision and goals, as outlined in the State Plan. The local plan is described in WIOA Section 108(a), and the contents of the Local Plan are described in WIOA Section 108(b), 20 CFR 670.560, and, Oklahoma's requirements are found in Attachment B in this policy. For local areas that are part of a multi-area region (Western and Northeast), local plan

requirements may be addressed in the Regional plan for any items where there is shared responsibility across areas.

### **PLANNING PROCESS:**

Per section 108 of WIOA, the local WDB, in partnership with the CLEO, shall develop and submit a local plan to the State. If the local area is assigned to a multi-area planning region, the local WDB will submit its local plan as part of the regional plan, as required in section 106 of WIOA, and will not submit a separate local plan.

Since it is only as effective as the partnerships that operationalize it, a regional or local plan must represent a collaborative process among local elected officials, local WDBs, and required and other partners (including economic development, education, and private sector partners).

### **Regional Plan**

Each multi workforce development area planning region, including the individual local WDBs and CLEO of the local areas assigned to the planning region, shall prepare, submit, and obtain approval of a single regional plan, which shall:

- Include a description of the activities described in 20 CFR 679.510 (a);
- Incorporate local plans for each of the local areas in the planning region as an addendum to the regional plan;

The regional plan will be based upon the Strength, Weaknesses, Opportunities and Threats (SWOT) analysis undertaken by the region. This SWOT analysis will include an analysis of 1) the regional labor market data (to determine the in-demand occupational competencies [knowledge, skills and abilities] required by employers within the region), 2) the regional workforce data, 3) key demographics of the region, and, 4) the regional workforce system (including the education system) and its capacity of that system to meet the needs of regional employers. This process should be on-going, but, at a minimum, a SWOT analysis must be conducted every four years in order to serve as the basis for the regional plan; as the regional plan outlines the key workforce issues found in the SWOT analysis and the solutions to address them. The required contents of the regional plan are contained in Attachment A.

Regional plans must be submitted by April 1, 2017 and by April 1 every four years thereafter.

The local workforce development areas within the planning region must coordinate available resources to decide how the regional planning process will occur and indicate who will lead or be responsible for the writing of the plan. Efforts must be made to ensure the lead or ultimate responsible party shall be neutral, such as a third party consultant, or responsibilities shall be rotated in subsequent years amongst the local area's WDB directors.

The planning region shall collaborate with the WIOA core programs and other programs included in Oklahoma's Unified State Plan in the development of the regional plan. The planning region must also coordinate with other partners, including center partners, and economic development, education, and private sector partners, to create a shared understanding of the planning region's workforce development needs, a shared vision of how the planning region can be designed to meet those needs, and an agreement on the key strategies to realize this vision.

The regional plan must support the strategic framework for the workforce development activities and the goals and the reform principles outlined in the State's Unified State Plan. [Click here to read the Unified State Plan's goals and strategies.](#)

### **Local Plan**

For local workforce development areas and single local workforce development regions, the local WDB, in partnership with the CLEO, shall prepare, submit, and obtain approval of a local plan that includes a description of the policies, procedures, and local activities carried out in the local area and that contains all the requirements outlined in §679.560 of Title 20 the Federal Regulations.

The required contents of the local plan are contained in Attachment B of this policy. In addition, the Self-Assessment results (required every 4 years) and SWOT Analysis results (required every 4 years) must be utilized in the local plan.

The local area shall collaborate with the WIOA core programs and other programs included in Oklahoma's Unified State Plan in the development of the local plan. The local area must also coordinate with other partners, including center partners, and economic development, education, and private sector partners, to create a shared understanding of the local area's workforce development needs, a shared vision of how the local area can be designed to meet those needs, and agreement on the key strategies to realize this vision.

The local plan must support the strategic framework for the workforce development activities and the goals and the reform principles outlined in Oklahoma's Unified State Plan. [Click here to see the goals and strategies in Oklahoma's Unified State Plan.](#) Local plans must be submitted by April 1, 2017 and by April 1st every four years thereafter.

**PROVISION OF DATA:** The State will assist the planning regions and single area regions in obtaining the necessary labor market data, operational data elements, and any other data that will support the process of regional or local planning.

**PLAN REVIEW AND PUBLIC COMMENT:** The local WDBs and the CLEOs within the multi area planning region, or single local area region, must ensure that there has been an opportunity for public comment on the development of the regional and/or local plans. Additionally, copies of the proposed regional and local plans must be made available to the public. Members of the

public must be given 30 days to provide their comments on these plans, before the plans are submitted to the State. Any comments expressing disagreement with the approved draft plan, and the area and/or region's response must be included when the plan is submitted.

**PLAN SUBMISSION:** The local WDB of the local plan, or the entity responsible for the development of the regional plan, shall submit the local or regional plan electronically, no later than April 1 to [workforce@osuokc.edu](mailto:workforce@osuokc.edu), with a carbon copy (CC) sent to the Workforce System Coordinator at the Oklahoma Office of Workforce Development. Contact information can be found at [www.oklahomaworks.gov/about](http://www.oklahomaworks.gov/about).

**TECHNICAL ASSISTANCE:** Ongoing support, guidance, training and technical assistance on development of local and regional planning is available to all local areas. Requests for technical assistance may be sent to the Workforce System Coordinator.

**PLAN DECISION:** The State shall have 90 days upon submission of the Local/Regional plans to review and determine approval. The plans will be reviewed by the Oklahoma Office of Workforce Development and the Workforce System Oversight Committee of the Governor's Council for Workforce and Economic Development. If any deficiencies are found in the plan, such as:

- not following the plan format or it is incomplete;
- there are deficiencies in activities carried out in WIOA;
- the plan does not comply with the applicable provisions of WIOA; or,
- it does not align with Oklahoma's state plan,

the region/local area will be notified and provided an opportunity to correct the identified issue(s). Once corrected, the Committee will provide recommendations for approval to the Governor's Council.

The state may choose not to approve a revised draft plan submission for any of the following reasons:

- Deficiencies exist in activities carried out in WIOA;
- The plan does not comply with the applicable provisions of WIOA;
- The plan does not align with Oklahoma's Unified State Plan.

Local/Regional plans submitted to the Governor are considered approved when the State provides the local board/regional contact with a notification of approval. If the State does not send the appropriate contact notification within 90 days of submission, the draft plan is considered approved.

**TIMELINE:** The following table indicates the timeline for the local and regional planning process.

Activity	Due Date
Draft Plan (Regional and Local Components) developed and finalized	March 31
Draft Plan (Regional and Local Components) posted for 30-Day Public Comment	March 31
Presentation to the Governor's Council for Workforce and Economic Development for comment	April 28
Local Board/CLEO Approved Plan with Comments Due and State Review Period Begins	May 1
State Review Period Completed	June 30
Plan (Regional and Local) Goes Into Effect	July 1

**REGIONAL/LOCAL PLAN FREQUENCY:** Both regional and local plans are required every four years. At the end of the first two years of the four-year period, the Local Board, in partnership with the CLEO(s), must review the local plan and submit any modifications as needed in accordance with 20 CFR 679.580. Although the Regional plan is also a four-year plan, at the end of the first two years of the four-year period, the Local Boards within the region must review the regional plan and submit any needed modifications as prescribed in 20 CFR 670.530.

**ACTION REQUIRED:** This OWDI is to become a part of the permanent records of all local Workforce Development Boards and shared with all appropriate staff.

**INQUIRIES:** If you have any questions about this issuance, please contact workforce system staff in the Oklahoma Office of Workforce Development. Contact information can be found at <http://www.oklahomaworks.gov/about/>.

**ATTACHMENT A:** Regional Plan Template

**ATTACHMENT B:** Local Plan Template

**Attachment A**

**Regional Plan Template for July 1, 2017 - June 30, 2021**

*(This template is to be completed by each of Oklahoma’s workforce development regions that are comprised of multiple workforce development areas.)*

<b>Planning Region</b>	
<b>Local Areas Within the Planning Region</b>	

**A. Data Analysis**

1. Provide an analysis of the regional economic conditions, including:
  - a. Existing and emerging in-demand industry sectors and occupations; and,
  - b. Employment needs of employers in existing and emerging in-demand industry sectors and occupations.
  
2. Provide an analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.
  
3. Provide an analysis of the regional workforce, including current labor force employment and unemployment data, information on labor market trends, and the educational and skill levels of the workforce, including individuals with barriers to employment.
  
4. Provide an analysis of workforce development activities, including providing the SWOT analysis, that indicates how the planning region’s service delivery system is prepared to meet the community’s workforce development needs.
  - a. Describe the strengths and weaknesses of the regional workforce development activities.
  - b. Describe the alignment of the regional education and training programs with the employment needs of regional employers.
  - c. Describe the region’s capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment.
  - d. Describe the region’s capacity to meet the employment needs of employers.
  
5. Based on the analysis above, describe the region’s key workforce development issues, and possible solutions to be implemented within the region, to reach the region’s economic and workforce development oriented vision and strategic goals.

## **B. Descriptions of Regional Strategies**

1. Briefly describe the activities and steps taken to develop this regional plan.
2. Describe the shared regional strategy to align available resources among **the required, and any additional, partners** within a planning region.
3. Describe how the planning region, with the collaboration of the local workforce development boards, will support the goals and strategies identified in Oklahoma's Unified State Plan.
4. Describe the development and implementation of joint regional service strategies for common requirements and policies for:
  - a. Work-based learning/training (customized training, incumbent worker training, and on-the-job training); and
  - b. Training services using individual training accounts in a mutual manner. Include copies of any cooperative service delivery agreements.
5. Describe the development and implementation of joint regional services strategies for career pathways. List the career pathways, and, for each, describe:
  - a. The phase of development (conceptual, in initial implementation, being sustained, or, expanding)
  - b. Workforce Demand (need) – Describe the business workforce need being addressed by the strategy. Indicate the industry(s) and occupations being represented, how the need was determined, and the occupational skills to be addressed.
  - c. Relevance – Indicate the connection between the demand and the priority(ies) for the region.
  - d. Strategy – Identify the sector partners and the role of each.
  - e. Funding – Describe available resources that will support the strategy.
  - f. Unfunded Critical Elements – Identify any critical elements for the identified strategy that must be done for the success of the strategy that cannot be met with available resources. This may include: the expansion of an existing strategy, in any phase, from one LWDA to others in the region; the need to procure new training vendors; planning sessions involving multiple partners; training of One-Stop staff; and development of regional data collection systems.
6. Describe the coordination of economic and workforce development within the region including:
  - a. Current economic development organizations engaged in regional planning;
  - b. Education and training providers involved with economic development;
  - a. Current businesses involved with economic development organizations; and,
  - b. Targeted businesses from emerging sectors/industries.
7. Describe the development and implementation of joint regional services strategies for industry sector partnerships/strategies. List the industry sector partnerships and, for each, describe:

- a. The phase of development (conceptual, in initial implementation, being sustained, or, expanding)
  - b. Workforce Demand (need) – Describe the business workforce need being addressed by the strategy. Indicate the industry(s) being represented, how the need was determined, the occupational skills to be developed, the number of jobs being addressed, and the timeframe(s) associated with the need.
  - c. Relevance – Indicate the connection between the demand and the priority(ies) for the region.
  - d. Strategy – Identify the sector partners and the role of each.
  - e. Funding – Describe available resources that will support the strategy.
  - f. Unfunded Critical Elements – Identify any critical elements for the identified strategy that must be done for the success of the strategy that cannot be met with available resources. This may include: the expansion of an existing strategy, in any phase, from one LWDA to others in the region; the need to procure new training vendors; planning sessions involving multiple partners; training of One-Stop staff; and development of regional data collection systems.
8. Describe efforts that have taken place or anticipated efforts to assess the need for and establish regional services strategies, including the use of cooperative service delivery agreements. In addition, describe the strategies and services that will be used to:
- a. Engage employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations;
  - b. Provide business services to employers;
  - c. Manage regional rapid response activities;
  - d. Incorporate relevant secondary and post-secondary education programs and activities within the one-stop delivery system;
  - e. Incorporate within the one-stop delivery system the adult education and literacy activities under WIOA Title II, including the review of applications submitted under Title II;
  - f. Incorporate within the one-stop delivery system the provisions of vocational rehabilitation services under Title IV;
  - g. Strengthen linkages between the one stop delivery system and unemployment insurance programs; and,
  - h. Ensure priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.
9. Describe how administrative cost arrangements have been coordinated, including pooling funds for administrative costs, as appropriate.
10. Describe the coordination amongst the planning region for the provision of transportation, including:
- a. An outline of transportation issues related to workforce development and ways the region will address identified needs. This may include a map of the regional commuting patterns.
  - b. Whether the provision of transportation services can be enhanced, and if so, how.

- c. What organizations currently provide, or could provide transportation services
- d. An established process to promote coordination of transportation supportive services delivery.

If the region has determined regional coordination of transportation not to be appropriate for the planning region at this time, discuss how that determination was made.

11. Describe the coordination amongst the planning region for the provision of other appropriate supportive services in the planning region, including:
  - a. A copy of the Job Seeker Wrap Around Services Service Matrix
  - b. Whether the provision of supportive services could be enhanced, and if so, how.
  - c. What organizations currently provide or could provide supportive services.
  - d. Establishing a process to promote coordination of supportive services delivery.
  - e. If the region has determined regional coordination of support services not to be appropriate for the planning region at this time, discuss how that determination was made.
12. Describe the process to develop, and, the finalized agreement concerning how the region will collectively negotiate and reach agreement with the Governor on local levels of performance for, and report on, the performance accountability measure described in WIOA Section 106(c) for local areas or the planning region.
13. The process the planning region undertook to provide input to the development of the plan, and, a 30 day public comment period of the regional and local plans, prior to submission.

**Each Local Area in the Multi-Area Planning Region must also complete a Local Area Plan (See Attachment B for the template) and submit as an addendum to the regional plan.**

**Signatures for the Regional Plan** - Include signatures on the signature page of **all** of the local workforce development board chairpersons, local workforce development board directors, and the local chief elected officials for all the workforce development areas within the region. The State will not approve a regional plan and attached local plans if all required signatures are not included. Please add/remove signature access as needed for the number of local areas in your region.

By signing the regional plan, all signatories attest that:

- They submit this plan on behalf of the region and the local areas within that region;
- The planning was done with leaders throughout the region and represents the collective thinking of those regional representatives;
- The information contained herein is true and accurate to the best of their knowledge;
- The regional plan and accompanying local plans represent the local workforce development boards' efforts to maximize resources available under Title I of the Workforce Innovation and Opportunity Act and to coordinate these resources with other State and Local programs in the planning region;

- They will operate the local system in accordance with the regional plan, their respective local area plan, and applicable federal and state laws, regulations, policies and rules; and,
- All assurances have been met.

**Workforce Development Board Chair Signatures:**

Local Area Name \_\_\_\_\_  
 Typed/Printed Name: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Local Area Name \_\_\_\_\_  
 Typed/Printed Name: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Local Area Name \_\_\_\_\_  
 Typed/Printed Name: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Local Chief Elected Officials Signatures:**

Local Area Name \_\_\_\_\_  
 Typed/Printed Name: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Local Area Name \_\_\_\_\_  
 Typed/Printed Name: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Local Area Name \_\_\_\_\_  
 Typed/Printed Name: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Workforce Development Board Executive Director Signatures:**

Local Area Name \_\_\_\_\_  
 Typed/Printed Name: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Local Area Name \_\_\_\_\_  
 Typed/Printed Name: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Local Area Name \_\_\_\_\_  
 Typed/Printed Name: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Attachment B**

**Local Plan Template for July 1, 2017 - June 30, 2021**

*(This template is to be completed by each of Oklahoma’s local workforce development areas. As noted by an asterisk (\*) within the plan instructions, as appropriate, a local area in a multi-area region may use the Data Analysis section of the regional plan to meet the requirements of the first section of this plan [Local Workforce Development System Vision questions 1-7], and the Description of Regional Strategies section of the regional plan to meet the requirements of this plan’s Local Workforce Development System Description questions 2b, 2e, 3, 6, 7, 10, and 15] while noting any unique aspects of the local area that are not captured within the regional plan. For those local areas within a multi-area region, this local plan will be submitted as an attachment to the regional plan.)*

<b>Workforce Development Area</b>	
<b>WDB Chair</b>	
<b>Chief Local Elected Official</b>	
<b>WDB Executive Director</b>	
<b>One Stop Operator(s)</b>	

The following signatures attest that:

- They submit this local plan on behalf of the local WDB and Local Elected Officials in the area;
- The planning was done with leaders within the community and represents the collective thinking of those local representatives;
- The information contained herein is true and accurate to the best of their knowledge;
- The local plan represents the local board’s and local elected officials’ efforts to maximize resources available under Title I of WIOA and to coordinate these resources with other State and Local programs in the local area;
- They will operate the local system in accordance with the local plan, and, applicable federal and state laws, regulations, policies and rules; and,
- All assurances within this template have been met.

**WDB Chair Typed/Printed Name:** \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Chief Local Elected Official Typed/Printed Name:** \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## **A. Local Workforce Development System Vision**

1. Provide an analysis of the local area's economic conditions, including:
  - a. Existing and emerging in-demand industry sectors and occupations; and
  - b. Employment needs of employers in existing and emerging in-demand industry sectors and occupations. \*
2. Describe the knowledge and skills needed to meet the employment needs of the employers in the local area, including employment needs in in-demand industry sectors and occupations. \*
3. Provide an analysis of the local workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment.\*
4. Provide an analysis of workforce development activities\*, **including providing the SWOT analysis**, that indicates how the local area's service delivery system is prepared to meet the community's workforce development needs.
  - a. Describe the strengths and weaknesses of workforce development activities.
  - b. Describe the workforce development system's capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment.
  - c. Describe the employment needs of employers.
5. Based on the information above, describe the local area's key workforce development issues and possible solutions to be implemented within the local area.\*
6. Based on the analysis above, provide a description\* of the local board's strategic vision and goals to support economic growth and economic self-sufficiency, including:
  - a. Goals for preparing an educated and skilled workforce, including individuals with barriers to employment; and,
  - b. Goals relating to the performance accountability measures based on performance indicators.
7. Describe the strategy\* to work with entities that carry out the core programs and required partners to align resources available to the local area, to achieve the strategic vision and goals.

## **Local Workforce Development System Description:**

1. Describe the workforce development system in the local area by addressing each of the following.
  - a. List and describe the programs that are included in the system.

- b. List the location(s) of the comprehensive One Stop Center(s) (at least one) within your local area; and any affiliated or specialized centers (both physically and electronically linked, such as libraries) in the local workforce development area.
  - c. Identify your key strategies for aligning the core programs (WIOA Title I, II, III, and IV programs) as well as all required partner programs within the local the local one-stop system of comprehensive and affiliate offices by addressing each of the following items.
    - Assess the types and availability of adult and dislocated worker employment and training activities in the local area.
    - Provide an explanation of how the local board addresses local rapid response activities.
    - Describe how the local board will coordinate relevant secondary and post-secondary education programs and activities with workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services.
    - Describe how the local board, in coordination with the One Stop operator, maximizes coordination, improves service delivery, and avoids duplication of Wagner-Peyser Act services and other services provided through the delivery system.
    - Describe how the local board will coordinate WIOA Title I workforce investment activities with adult education and literacy activities under WIOA Title II, including how the local board will carry out the review of local applications submitted under Title II.
    - Describe and assess the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, and provide an identification of successful models.

**(Include a copy of any completed Process Maps and how they are used to align services and avoid duplication of services).**
  - d. Describe the roles and resource contributions of each of the one-stop partners. **Please include the completed Job Seeker and Business Services service matrices.**
2. Describe how the local board will work with entities carrying out core programs to accomplish the following outcomes:
- a. Expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment.
  - b. Facilitate the development of career pathways\*. Provide a list of the career pathways, and for each include:
    - The phase of development (conceptual, in initial implementation, being sustained, or, expanding);
    - Workforce Demand (need) – Describe the business workforce need being addressed by the strategy. Indicate the industry(s) and occupations being represented, how the need was determined, and the occupational skills to be addressed;
    - Relevance – Indicate the connection between the demand and the priority(ies) for the region;

- Strategy – Identify the sector partners and the role of each;
  - Funding – Describe available resources that will support the strategy;
  - Unfunded Critical Elements – Identify any critical elements for the identified strategy that must be done for the success of the strategy that cannot be met with available resources. This may include: the expansion of an existing strategy, in any phase, from one LWDA to others in the region; the need to procure new training vendors; planning sessions involving multiple partners; training of One-Stop staff; and development of regional data collection systems.
- c. Facilitate co-enrollment, as appropriate, in core programs.
- d. Improve access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).
- e. Facilitate engagement of employers\* in workforce development programs, including small employers and employers in in-demand industry sectors and occupations to:
- Support a local workforce development system that meets the needs of businesses in the local area;
  - Provide better coordination between workforce development programs and economic development;
  - Support sector partnership strategies, including a list of active sector partnerships. For each, describe:
    - The phase of development (conceptual, in initial implementation, being sustained, or, expanding)
    - Workforce Demand (need) – Describe the business workforce need being addressed by the strategy. Indicate the industry(s) being represented, how the need was determined, the occupational skills to be developed, the number of jobs being addressed, and the timeframe(s) associated with the need.
    - Relevance – Indicate the connection between the demand and the priority(ies) for the region.
    - Strategy – Identify the sector partners and the role of each.
    - Funding – Describe available resources that will support the strategy.
    - Unfunded Critical Elements – Identify any critical elements for the identified strategy that must be done for the success of the strategy that cannot be met with available resources. This may include: the expansion of an existing strategy, in any phase, from one LWDA to others in the region; the need to procure new training vendors; planning sessions involving multiple partners; training of One-Stop staff; and development of regional data collection systems.
  - Strengthen linkages between the One Stop delivery system and unemployment insurance programs; and,
  - Implement initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers.

3. Describe how the local board will implement the goals and strategies of Oklahoma's Unified State Plan.\*
4. Describe how the local board will coordinate local workforce development activities with regional economic development activities that are carried out in the local area and how the local board will promote entrepreneurial skills training and microenterprise services.
5. Describe how:
  - a. The local board will ensure the continuous improvement of eligible providers of services through the system in order to meet the employment needs of local employers, workers, and jobseekers; and,
  - b. Entities within the One Stop delivery system, including system/center operators and partners, will comply with section 188 of WIOA, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.
6. Describe how the local board will coordinate WIOA Title I workforce development activities with the provision of transportation, child care, and other appropriate supportive services in the local area. **Include a copy of a completed Job Seeker Wrap Around Services service matrix.\***
7. Provide the executed cooperative agreements\* which define how service providers will carry out the requirements for integration of, and access to, the entire set of services available in the local One Stop system. This includes cooperative agreements between the local WDB and other local entities with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
8. Identify the local:
  - a. Fiscal agent
  - b. One Stop Operator(s)
  - c. Service Provider(s) for Adult and Dislocated Worker WIOA Title I Basic and Individualized Career Services
  - d. Service Provider(s) for Youth WIOA Title I Services
9. Describe the competitive process used to award the subgrants and contracts for WIOA Title I activities.
10. Describe the local levels of performance negotiated with the State.\*
11. Describe the actions the local board will take toward becoming or remaining a high performing board.

12. Describe how training services will be provided through the use of individual training accounts, including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts, and how the local WDB will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.
13. Describe how One Stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA.
14. Describe the direction given to the One Stop center operator to ensure priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.
15. Describe the process used by the local board to provide a 30 day public comment period prior to submission of the plan\*, including an opportunity to have input into the development of the local plan, particularly for representatives of businesses, education, and labor organizations. The required public comment process is outlined in section 108(d) of WIOA.

### **Assurances**

Provide a statement indicating the local workforce development board will agree to the following assurances:

- The Local Workforce Development Board assures it will establish fiscal control and fund accounting procedures to ensure the proper disbursement of, and accounting for all funds received through the Workforce Innovation and Opportunity Act.
- The Local Workforce Development Board assures it shall keep records that are sufficient to permit the preparation of reports required by the Act and shall maintain such records, including standardized records for all individual participants, and submit such reports as the State may require.
- The Local Workforce Development Board assures it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of the Act.
- The Local Workforce Development Board assures funds will be spent in accordance with the Workforce Innovation and Opportunity Act, regulations, written Department of Labor Guidance, written Oklahoma guidance, and all other applicable Federal and State laws.
- The Local Workforce Development Board assures that veterans will be afforded employment and training activities authorized in the Jobs for Veterans Act and 20 C.F.R. Part 1010.
- The Local Workforce Development Board assures it will comply with any grant procedures prescribed by the Secretary which are necessary to enter into contracts for the use of funds under WIOA, but not limited to the following:
  - General Administrative Requirements – Uniform Guidance at 2 C.F.R. Part 200 and 2 C.F.R. Part 2900.
  - Assurances and Certifications – SF 424B – Assurances for Non-Construction Programs; 29 C.F.R. Part 31,32 – Nondiscrimination and Equal Opportunity

Assurance (and Regulation); 29 C.F.R. Part 93 – Certification Regarding Lobbying (and Regulation); 29 C.F.R. Parts 94 and 95 – Drug Free Workplace and Debarment and Suspension; Certifications (and Regulation).