

Oklahoma's 4-Year Local Plan

Workforce Development Area: _____

Chief Local Elected Official: _____

WDB Chair: _____

WDB Executive Director: _____

Signatures for the Local Plan

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 CLEO Typed/Printed Name: _____

Signature _____ Date _____

WDB Chair Typed/Printed Name: _____

Signature _____ Date _____

Executive Director Typed/Printed Name: _____

Signature _____ Date _____

Executive Summary

For consideration, please prepare a document not to exceed 2 pages that synthesizes the context and strategies developed in the local plan. This should include: a summary of the local workforce development system's vision, regional context (as appropriate), and system description.

Submission guidelines

Submit one (1) signed PDF of the final plan. Supporting documents may be linked or included through an additional link such as Dropbox.

Local Plan Sections & Questions

The local plan should operationalize the strategies developed in the regional plan by creating an action plan for implementation. It is encouraged to support responses in the local plan with links and references to specific policies and processes that exemplify the strategies in action. When a strategy has not yet been implemented, the local plan should identify the action plan for implementation with related information to timeline, ownership, and progress tracking.

A. Local Workforce Development System Vision

1. 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.
2. 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.

B. Local Workforce Development System Response to Regional Plan

Section B is not required if LWDB is a single-area planning region, but must be completed by local areas who are members of a multi-area planning region. Local areas may base their responses on those of the regional plan, but are expected to add additional local context and identify specific areas of focus beyond the regional response.

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. The local area may add additional information to the regional SWOT analysis that was developed with the regional plan.
 - 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 regional plan's data analysis, describe the local area's key workforce development issues and possible solutions to be implemented within the local area.

C. 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. Identify the workforce system partners who are physically co-located in those centers.

- c. 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. 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 one-stop system of comprehensive and affiliate offices by addressing each of the following items.
(Include a copy of any completed Process Maps and how they are used to align services and avoid duplication of services).
 - a. Assess the types and availability of adult and dislocated worker employment and training activities in the local area.
 - b. Provide an explanation of how the local board addresses local rapid response activities.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. 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.
 3. 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, work-based learning, 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 and the Regional 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).