

**WASHINGTON STATE
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD
MEETING NO. 200
June 8, 2016**

WIOA LOCAL PLAN APPROVAL - REVISION

Background

On December 14, 2015 the Board approved Local Plan Guidelines, which provided a detailed timeline for submission and approval of the 12 local area workforce development plans under the Workforce Innovation and Opportunity Act (WIOA). The guidelines were shared with the Workforce Development areas and were posted on the Workforce Board website. The timeframe was compressed in an effort to have the Board consider approval of local plans on June 22, 2016, and forward their recommendation to the Governor before the end of June 2016. (Attachment A)

Local areas completed their plans and submitted them to Workforce Board staff on or before May 2. Then in mid-May, staff convened a 12-member review committee, which took five days to complete a comprehensive review of the local plans. (Attachment B) The two teams used a rubric that mirrored the plan guidelines and became the tool used to determine if the response adequately addressed the guidelines. (Attachment C)

WIOA represents an opportunity to build a strong foundation for collaboration across core and partner programs, both at the state and local levels. This planning process has been unique; the federal agencies, the state agencies, and the local councils are transitioning into WIOA, and still have yet to receive final regulations. The state plan has not yet received final approval, as it is still in review. Because of these factors, staff has found that the initial timeline is potentially impractical.

WIOA does not require local plans to be approved before the beginning of the WIOA program year on July 1, 2017. WIOA Section 108(e) instead presumes gubernatorial approval of local plans, 90 days after submission, except for when the local plan does not align to the state plan. The only timelines imposed by WIOA on the local planning process is in Section 108(b). This section has a requirement that local areas revisit their initial local plan two years after the beginning of the first WIOA planning cycle, which will be in 2018.

Staff requests that the Board reconsider its timelines for approving local plans. Additional time will ensure local planners have sufficient time to consider the review comments and to revise their plans to address comments, without concern of a rapid turnaround. Further, to ensure that local areas are able to move forward with the operational requirement of WIOA, Board staff requests the Board to consider provisional approval of all 12 workforce development plans, with final approval moved to January 2017.

Action: Board will discuss and consider provisional approval on June 22, 2016. Then, in January 2017, the Board will consider final approval recommendations, contingent upon local plan revisions in response to comments received from the state review panel, and will forward its recommendations to the Governor.

WIOA LOCAL PLAN SUBMISSION INSTRUCTIONS

Timeframes and Submission of Documents

- ❖ **January 5, 2016 – May 2, 2016:** Plan development period (including Workforce Board and Employment Security Department technical assistance).
- ❖ **May 2, 2016 – May 31, 2016:** Public comment period on local plans.
- ❖ **May 2, 2016:** Draft local plan due to Workforce Board and ESD.
- ❖ **May 23, 2016:** State comments on draft local plans transmitted to local Workforce Development Boards following review.
- ❖ **June 10, 2016:** Final, signed local plans due to the Workforce Board and ESD.
- ❖ **June 22, 2016:** Workforce Board takes action on local plans on behalf of the Governor at special meeting.
- ❖ **June 30, 2016:** Local plans approved by the Governor.
- ❖ **June 30, 2016:** Local Chief Elected Officials and local Workforce Development Boards notified by Workforce Board of Governor approval of their local plans (official correspondence to follow).

WIOA Local Plan Review

DATES: May 10-13 & May 18-20

TIME: 8:30 a.m. – 4:30 p.m.

LOCATION: Washington State Labor Council
3rd Floor Conference Room
906 Columbia Street SW
Olympia

PLAN REVIEW CYCLE

DAY	Team 1	Team 2
1	Pacific Mountain	Southwest WA
2	Olympic Consortium	Northwest
3	Snohomish	Spokane
4	South Central	North Central
5	Seattle/King County	Tacoma/Pierce County
6	Benton Franklin	Eastern Partnership

Day 7 will either be a wrap-up day or a day of rest, depending on how we end up.

Team 1

Don Kay
Elise Rowe
Cindy Wilson
Erin Frasier
Teesha Kirschbaum
Lisa Pan

Team 2

Andrew Clemons
Marie Bruin
Louisa Erickson
Gary Kamimura
Kathy Cooper
Michael MacKillop

Each day you will be expected to complete one full plan review. If you finish early, you are welcome to begin the next day's work, or leave early.

Regional/Local Workforce Plan Rubric DRAFT

SECTION I – REGIONAL DESIGNATION		
Meets Expectations	Category	Comments
<input type="checkbox"/>	1. Workforce Region Name	
<input type="checkbox"/>	2. For each Workforce Development Area Comprising the Workforce Region please list: <ul style="list-style-type: none"> ➤ Workforce Development Area Name and Number ➤ County or Counties Comprising Service Delivery Area ➤ Fiscal Agent/Entity Responsible for the disbursement of grant funds 	

Meets Expectations	Category	Comments
<input type="checkbox"/>	1. Regional Analysis provides an analysis of regional economic factors: <ol style="list-style-type: none"> a) Existing and emerging in-demand industry sectors and occupations, and their employment needs; b) Demographic characteristics of the current workforce, including the educational and literacy levels, with emphasis on youth, adults in transition, and individuals with disabilities. Describes how the local area’s demographics are changing and the planning implications for the anticipated workforce of the future; c) Knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs for in-demand industry sectors and occupations; d) Analysis of the workforce in the region, including current labor force employment/unemployment data, labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment; e) Analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths and weaknesses of such services, and the capacity to provide such services, to address the identified education and skill needs of the workforce and the employment needs of employers in the region. 	

SECTION II – REGIONAL COMPONENT OF PLAN (Continued from Page 1)		
Meets Expectations	Category	Comments
<input type="checkbox"/>	2. Regional Sector Strategies identify which in-demand industry sector(s) or occupation(s) the region is serving and why. For each in-demand sector or occupation, use the Sector Partnership Framework (Attachment A) to describe the current status of regional collaboration in support of the sector/occupation, and identify anticipated next steps and timelines for at least the first two years of plan implementation. Please provide one completed framework for each in-demand industry sector or occupation/occupational grouping the region intends to prioritize.	
<input type="checkbox"/>	3. Regional Service Strategies identify and describe which populations and/or service strategies and/or services will be developed on a regional basis to affect a challenge or opportunity. Please use the Regional Service Strategies Framework (Attachment B) to describe the current status and anticipated next steps during the planning period. The completed framework will serve as the regional cooperative service delivery agreement once the plan is approved.	
<input type="checkbox"/>	4. Coordination with Regional Economic Development Organizations identify regional economic development services and providers in the region and describe how the LWDB(s) will coordinate services with these services and providers. Please complete the framework in Attachment C to describe the current state of coordination with economic development and the anticipated next steps during the four-year plan period.	
<input type="checkbox"/>	5. Coordination of Transportation and/or Other Support Services – as appropriate – describe whether transportation or other support services need to be coordinated across the region based on the regional analysis, and if so which services and how.	
<input type="checkbox"/>	6. Cross-Regional Cost Arrangements – as appropriate – describe any cross-regional cost or resource-sharing or resource leveraging arrangements associated with items 1 through 5 above which may include the polling of administrative costs.	
<input type="checkbox"/>	7. Regional performance negotiation and evaluation describe how the region will collaboratively negotiate and reach agreement with the Governor on local levels of performance and report on performance accountability measures.	

SECTION II – REGIONAL COMPONENT OF PLAN (Continued from Page 2)		
Meets Expectations	Category	Comments
<input type="checkbox"/>	Cross-Regional Component of the Plan coordinates planning with at least one (1) other region.	
<input type="checkbox"/>	For each cross-regional collaboration, one or more of the following strategies have been identified: <ul style="list-style-type: none"> <input type="checkbox"/> Regional Sector Strategies <input type="checkbox"/> Regional Service Strategies <input type="checkbox"/> Regional Economic Development Strategies <input type="checkbox"/> Transportation or other Support Services Strategies <input type="checkbox"/> Cross-Regional Cost Arrangement Strategies 	
<input type="checkbox"/>	For each strategy selection, the following questions have been answered: <ol style="list-style-type: none"> 1. Identify which regions and partners will be part of the cross-regional effort. 2. What is the specific problem or opportunity these cross-regional partners will address together? Why was this problem or opportunity chosen? 3. What is the current performance baseline against which the cross-regional partners will tract success? If data or reliable evidence is insufficient, how will the cross-regional partners establish a performance baseline? 4. What are the strategies or tactics that will be employed by the cross-regional partners to improve outcomes? How did partners identify these particular strategies and tactics? What evidence supported the partners’ selection of these strategies and tactics? 5. What are the measurable goals or targets that the cross-regional partnership will work together to achieve? 6. How will performance be tracked and evaluated over time? Which goals or targets will be achieved during the first two years and the second two years of the plan? Which will be achieved after completion of this plan and when? 7. Who is responsible for reviewing progress and making mid-course corrections? 8. What types and amounts of funding will support this effort and which funding partners will provide these resources? Will funds be 	

	<p>transferred between regions? Will the cross-regional partnership jointly leverage new resources?</p> <p>9. How will the cross-regional partners evaluate the cross-regional partnership, including governance and decision-making, efficient use of resources, community perceptions, and sustainability of the partnership?</p>	
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SECTION III – LWDB COMPONENT OF PLAN

Vision, Goals, and Strategies: Categories 1-3

Meets Expectations	Category	Comments
<input type="checkbox"/>	<p>1. Describe the LWDB’s strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers), in order to support regional economic growth and economic self-sufficiency.</p>	
<input type="checkbox"/>	<p>2. Describe actions the LWDB will take toward becoming or remaining a high-performing board.</p>	
<input type="checkbox"/>	<p>3. Taking into account the regional analysis, describe the local board’s strategy to work with the entities that carry out WIOA core programs to align resources available to the local area and achieve local strategic vision and goals.</p> <ul style="list-style-type: none"> a. Describe the workforce development system in the local area, using Attachment D to specifically clarify the one-stop system and availability of Adult, Dislocated Worker services in the area b. Describe how each partner program fits into the local workforce development system, how the local area’s workforce development system serves youth, adults in transition (e.g., job seekers, dislocated workers, under-employed), and individuals with disabilities, and the public and private workforce initiatives underway. c. Taking into account the regional analyses, describe the strategy to work with core programs to align local resources to achieve the strategic vision. Additional local data may be provided to clarify where the strategy meets local needs not identified in the regional analysis d. Describe how the LWDB will work with entities carrying out core 	

	<p>programs and other workforce development programs to support alignment to provide services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), to support the strategy identified in the state and local plans.</p> <p>e. Describe how the LWDB, working with the entities carrying out core programs, will expand access to employment, training, education, and supportive services for eligible individuals.</p>	
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SECTION III – LWDB COMPONENT OF PLAN – continued from Page 4

Outreach to Individuals with Barriers: Category 4

Meets Expectations	Category	Comments
<input type="checkbox"/>	<p>4. Describe your local area’s efforts to provide targeted outreach to eligible individuals with barriers to employment, in particular veterans and eligible spouses (including any special initiatives to serve the veteran population), Unemployment Insurance Claimants, older workers, at-risk youth, low-income adults, dislocated workers (including the long-term unemployed and under-employed), and individuals with disabilities. In addition, WDAs 3, 8, 9, 10 and 11 must further describe outreach to Migrant and Seasonal Farm Workers (MSFW) to connect them to services in the local one-stop system.</p>	

Coordination of Education and Workforce Investment Activities: Categories 5-6

Meets Expectations	Category	Comments
<input type="checkbox"/>	<p>5. Describe how the LWDB will coordinate education and workforce investment activities in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.</p>	
<input type="checkbox"/>	<p>6. Describe how the LWDB will facilitate development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).</p>	

Business Engagement: Categories 7-9

Meets Expectations	Category	Comments
<input type="checkbox"/>	<p>7. Describe how the LWDB will (i) facilitate engagement of employers, including small employers and employers in demand industry sectors and who have demand occupations, in workforce development programs; (ii) support a workforce development system that meets the needs of local businesses; (iii) better coordinate workforce development programs and economic</p>	

	development; and (iv) strengthen linkages between the one-stop delivery system and the state’s Unemployment Insurance program. LWDBs that intend to use sector strategies for this engagement should complete the sector rubric in Attachment A for each sector prioritized.	
<input type="checkbox"/>	8. Describe how the LWDB will implement initiatives such as incumbent worker training, on-the-job training, customized training, industry and sector strategies, career pathways, utilization of effective business intermediaries, and other business services and strategies to meet the needs of employers in the region.	
<input type="checkbox"/>	9. Describe how the LWDB will ensure continuous improvement of eligible providers of services and ensure that providers meet the employment needs of local employers, workers and job seekers.	

SECTION III – LWDB COMPONENT OF PLAN – continued from Page 5

Access & One-Stops: Categories 10-12

Meets Expectations	Category	Comments
<input type="checkbox"/>	10. Describe how the LWDB will develop an implementation timeline and strategy for wireless Internet access at comprehensive one-stop centers.	
<input type="checkbox"/>	11. Describe how the LWDB will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.	
<input type="checkbox"/>	12. Describe how the LWDB, operators, and partners within the local one-stop delivery system will comply with Section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.	

Title Integration & Activities: Categories 13-19

Meets Expectations	Category	Comments
<input type="checkbox"/>	13. Assess the type and availability of adult and dislocated worker employment and training activities in the local area. Please use Attachment D to list and describe adult, dislocated worker and training activities in the local area.	
<input type="checkbox"/>	14. Assess the type and availability of youth workforce investment activities in the local area, including activities for those with disabilities. Identify successful models of such youth workforce investment activities. Please use Attachment D to list and describe youth workforce investment activities in the local area.	
<input type="checkbox"/>	15. Describe how the LWDB will coordinate workforce investment activities	

	carried out in the local area with statewide rapid response activities.	
<input type="checkbox"/>	16. Describe how the LWDB will coordinate workforce investment activities carried out in the local area under Title I with the provision of transportation, including public transportation, and other appropriate supportive services in the local area.	
<input type="checkbox"/>	17. Describe plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) and services provided in the local area through the one-stop delivery system to improve service delivery and avoid duplication of services.	
SECTION III – LWDB COMPONENT OF PLAN – continued from Page 6		
<input type="checkbox"/>	18. Describe how the LWDB will coordinate workforce investment activities in the local area carried out under Title I with the provision of adult education and literacy activities in the local area carried out under Title II, including a description of how the LWDB will carry out, per WIOA Section 107(d)(11) and Section 232, the review of local applications submitted under Title II.	
<input type="checkbox"/>	19. Describe the cooperative agreements between the LWDB, any local entities that serve individuals with disabilities (101(a)(11)(B) of the Rehabilitation Act of 1973) and local Division of Vocational Rehabilitation and Department of Services for the Blind offices. The agreements and descriptions should describe how all parties will improve services to individuals with disabilities and will also include descriptions of joint activities. Examples include but are not limited to, cross training of staff, providing technical assistance, information sharing, cooperative business engagement, and other efforts to improve coordination.	
Contracting Service Providers: Categories 20-22		
Meets Expectations	Category	Comments
<input type="checkbox"/>	20. Describe the competitive process to be used to award sub-grants and contracts in the local area for activities carried out under Title I.	
<input type="checkbox"/>	21. Describe how adult and dislocated worker training services will be provided, including, if contracts will be used, how the use of such contracts will be coordinated with the use of individual training accounts and how the LWDB will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.	
<input type="checkbox"/>	22. Describe how one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for WIOA programs and programs carried out by one-stop partners.	

LWDB Membership: Category 23		
Meets Expectations	Category	Comments
<input type="checkbox"/>	23. Please use Attachment E to provide a list of current workforce board members and indicate how the membership of the board complies with either the requirements of WIOA or those of an alternative entities requesting certification as an LWDB. Alternative entities must show that they have filled their membership categories, and that the categories are substantially similar to those in WIOA. Describe your efforts to broadly recruit new and replacement board members from across the Local Area.	

SECTION IV – PERFORMANCE ACCOUNTABILITY		
Meets Expectations	Category	Comments
<input type="checkbox"/>	1. How performance information on workforce development programs informs local strategic planning.	
<input type="checkbox"/>	2. How performance information is used to oversee WorkSource system and WIOA Title I.	
<input type="checkbox"/>	3. How WorkSource system and WIOA Title I performance information is used by program operators to inform continuous quality improvement in their day-to-day management.	
<input type="checkbox"/>	4. How performance information is used to conduct performance-based intervention.	