

# *Talent and Prosperity for All*

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## **Integrated Workforce Plan Guidelines for Regional and Local Plans Program Years 2024-2028**



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**October 2023**

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## **Timeframes and Submission of Documents**

- ❖ October 2023 – May 15, 2024: Local planning period.
- ❖ October 2023: State Workforce Board will release guiding principles for local planning process and review of local plans.
- ❖ March 1, 2024 – March 31, 2024: Recommended public comment period on local plans.
- ❖ April 10, 2024: Draft local plan due to State Workforce Board and ESD.
- ❖ April 17, 2024: State comments on draft local plans transmitted to LWDBs following review.
- ❖ May 15, 2024: Final, signed local plans due to the Workforce Board and ESD.
- ❖ May 27-28, 2024: Workforce Board takes action on local plans on behalf of the Governor.
- ❖ June 2024: Local plans approved by the Governor.
- ❖ June 28, 2024: Local Chief Elected Officials and LWDBs notified by Workforce Board of Governor approval of their local plans (official correspondence to follow).

Please submit your draft and final plans electronically in both Word (.doc) and Adobe (.pdf) format to Drew Cassidy at [drew.cassidy@wtb.wa.gov](mailto:drew.cassidy@wtb.wa.gov).

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## **Local Workforce Development Board (LWDB) Contact Information**

When submitting your draft and final plans, please provide the name, title, e-mail address, and phone number of the person we may contact with questions regarding the plan:

- Name of Regional/Local Planning Area:
- Official Name of LWBD:
- Contact Name and Title:
- Mailing Address:
- E-Mail Address:
- Phone Number:

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## INTRODUCTION

### **Background**

The Workforce Training and Education Coordinating Board (Workforce Board) is directed under three statutes to develop the state strategic plan to guide the state's comprehensive workforce development system: the Workforce Innovation and Opportunity Act (WIOA), the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), and the state authorizing statute for the Workforce Board (RCW 28C.18.020). Each statute encourages state-regional-local collaboration across a comprehensive set of services to ensure employment success, workforce-ready individuals, long-term economic security, and resilience to survive and recover from periodic economic downturns. The Workforce Board is committed to promoting a dynamic and responsive state workforce development system. This document provides guidance for Local Workforce Development Boards (LWDBs) in Washington State to develop their regional and local plans, in compliance with WIOA Sections 106(c) and 108, and RCW 28C.18.150. These plans should be based on the state's strategic priorities and current and projected needs of the whole workforce investment system.

### **Integrated Planning Approach**

LWDBs, in partnership with the chief local elected official (CLEO), shall develop and submit a comprehensive four-year plan that details policies, procedures, and activities in alignment with Washington State's workforce development vision and goals, as articulated in the Talent and Prosperity for All (TAP) State Plan (WIOA Section 102(b)(1)(E)), but also consistent with the requirements of the Workforce Innovation and Opportunity Act (WIOA) Sections 106(c) and 108(b), and RCW 28C.18.150. Because all LWDBs are part of workforce regions, consisting of one or more local workforce areas, the LWDB will submit their local plans for each local area as part of the regional plan, integrating the regional planning elements and local planning requirements detailed in sections 106(c) and 108(b) of WIOA. This approach fosters resource optimization, regional cooperation, and addresses local areas' unique needs. Identification of workforce planning across multiple regions should in no way be construed to reduce the authority, autonomy, or allocation of local areas, LWDBs or the CLEOs that govern them.

### **Key Elements and Strategic Roadmap**

The planning region shall collaborate with the WIOA core programs and other programs included in the Talent and Prosperity for All State Plan to ensure a shared understanding, vision, and agreement on strategies and methods. The plans should engage industry sectors, drive economic growth, improve workforce development outcomes, expand career pathways, and promote equal opportunity and performance accountability. The plans must address the regional and local planning elements specified in WIOA such as labor market information, economic development, business engagement, sector strategies, career pathways, equal opportunity, and performance accountability. All plans must support the strategy described in the State Plan developed per WIOA Sections 102 and 103, and otherwise be consistent with the State Plan. The four-year local plan serves as a strategic and comprehensive roadmap for workforce development in local and regional areas. By addressing key planning elements, local plans support a robust and adaptable workforce system, enhancing employment opportunities and fostering economic self-sufficiency and prosperity statewide.

### **Submission and Approval Process**

LWDBs must make available copies of the proposed plan and ensure there is an opportunity for comment from members of the public, including representatives of business, labor organizations, education, and other relevant stakeholders, through electronic and other means such as public hearings and local media, for a minimum of 30 days prior to submission to the State (WIOA Sec. 108(d)). Following public comment, WIOA regulations direct LWDBs submit the regional/local plans to the Workforce Board and Employment Security Department (ESD) for review, along with any comments that represent disagreement with the

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plan. Once reviews are complete, the Workforce Board, in consultation with ESD and other system partners, will make a recommendation to the Governor regarding approval of each regional/local plan.

### **Modification of Regional and Local Plans**

At the end of the first two-year period of the four-year local plan, LWDBs must review their plan, and prepare and submit modifications to reflect any factors impacting plan implementation such as labor market and economic conditions, significant changes in financing, changes to LWDB structure, or adjustments to meet performance goals (20 CFR 679.530 and 679.580). Consistent with WIOA Section 107(e), the Local Board must make information about the development of plan modifications available to the public on a regular basis through electronic means and open meetings. Under WIOA Section 188 public meetings and publicly disbursed information pertaining to regional plan content must be made accessible to individuals with disabilities to ensure an opportunity for full and equal participation in the regional and local planning process. Public comment opportunities must be provided for 30 days, and following the revised plan must be submitted to the State.

### **Streamlined Local Board Certification**

To reduce duplication of processes, the Workforce Board will utilize the regional/local plan as a mechanism to address as many criteria for LWDB certification as possible. LWDBs must undergo certification once every two-years. The approval of the plan will serve as evidence that each LWDB is fulfilling the 13 required functions of local boards. A table has been added to this document for LWDBs to address board membership requirements that are part of the certification process. LWDBs will have the opportunity to update components of their plans once every two-years as part of the board certification process, without the need for major plan modifications.

### **Technical Assistance**

Ongoing support, guidance, training, and technical assistance are available to all local areas. Requests for technical assistance can be sent to the State Workforce Board.

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## STATE STRATEGIC PRIORITIES

The Talent and Prosperity for All (TAP) Plan is Washington’s four-year strategy for a strong and successful workforce development system. This strategy aims to help employers, workers, and communities succeed. The plan encompasses a wide range of employment, education, training, and related services and support to help all **workers** secure and retain good jobs while providing **businesses** with skilled workers they need to compete in the global economy.

### **Workforce Vision**

Every Washington community is thriving, inclusive, and economically resilient.

### **Mission**

We champion strategies and align organizations and stakeholders statewide to enable the future of work, which ensures a successful business climate and livable-wage jobs for all.

### **2024-2028 Guiding Principles**

- Close economic disparities for marginalized populations.
- Comprehensive support for individuals with barriers to employment.
- System-wide performance metrics and accountability.

### **2024-2028 Strategic Priorities**

- **System:** Integrate system services, data, accountability, and resources with clear partners and roles.
- **Industry:** Support business development and competitiveness by aligning with economic development and growth efforts.
- **Youth:** Improve opportunities for young people to transition to an economically successful adulthood.
- **Credentialing:** Explore credential transparency and expansion to improve equitable access, mobility, and long-term economic success.
- **Job Quality:** Develop a job quality framework to guide decisions and key investments in the delivery of business services.

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## 2024-2028 Local Integrated Workforce Plan Goals

- A. Articulate a vision for the local area’s workforce development system.
- B. Develop goals, objectives, and strategies to increase skill levels, employment, earnings, customer satisfaction and return on workforce development investments.
- C. Develop a blueprint to utilize the area’s strategic workforce assets to meet the requirements of the changing economy.
- D. Create a planning process, managed by LWDBs, that assures meaningful opportunities for business, labor, local chief elected officials, program operators, WorkSource partner agencies, and others to communicate their needs, offer perspectives and expertise, and participate in the process. The review and comment process for developing the local integrated workforce plan is transparent and dynamic, with opportunities for interested parties to comment as the plan is developed.
- E. Create a plan that is focused on the unique needs and resources of the local area and is consistent with the state’s most current strategic plan for workforce development, *2024-2028 Talent and Prosperity for All*.
- F. Broadly share goals, objectives, and strategies that:
  - Represent the priorities of the LWDB and its partners.
  - Reflect stakeholder input.
  - Offer guidance and propose approaches that benefit customers of the workforce development system (employers, jobseekers, workers, students, and out-of- school youth).
  - Are supported by current and specific economic and demographic data and needs assessment.
  - Take into account existing workforce development programs and services.
  - Are informed by program performance.
- G. Describe the local area’s WIOA Title I-B operational plans.
- H. Document WIOA Title I-B compliance through the use of an assurances checklist.

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## How is the “Local Workforce Development System” Defined?

The “Local Workforce Development System” means programs that use private and/or public (local, state, and federal) funds to prepare workers for employment, upgrade worker skills, retrain workers, or provide employment or retention services for workers or employers. The “Local Workforce Development System” includes, but is not limited to:

- Secondary vocational education, including activities funded under the federal Strengthening Career and Technical Education for the 21st Century Act (Perkins V);
- Community and technical college vocational education programs, including activities funded under the federal Strengthening Career and Technical Education for the 21st Century Act (Perkins V);
- Private career schools and private college vocational programs;
- Employer-sponsored training;
- Youth, Adult, and Dislocated Worker programs and activities funded by Title I-B of the Workforce Innovation and Opportunity Act (WIOA Title I);
- Work-related adult basic education and literacy programs, including programs funded under the federal Adult Education and Family Literacy Act (WIOA Title II);
- Programs and activities funded under the federal Wagner-Peyser Act (WIOA Title III);
- Vocational rehabilitation programs administered by the Department of Social and Health Services (DSHS) Division of Vocational Rehabilitation and the Department of Services for the Blind (WIOA Title IV);
- Registered apprenticeship programs;
- Other required One-Stop System programs described in WIOA Section 121(b);
- State workforce education programs administered by the public community and technical college system (Job Skills Program, Worker Retraining Program, Customized Training Program, Centers of Excellence, Integrated Basic Education Skills and Training (I-BEST));
- Programs offered by private and public nonprofit organizations that provide job training or work-related adult literacy services;
- May include other state- and federally-funded workforce development programs;
- May include locally-funded workforce development programs; and
- May include other privately funded workforce development programs and initiatives.



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## SECTION I

### Regional Designation

For each Workforce Development Area Comprising the Workforce Region please list:

- Workforce Region Name:
- Workforce Development Area Name and Number:
- County or Counties Comprising Service Delivery Area:
- Fiscal Agent/Entity Responsible for the disbursement of grant funds:

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## SECTION II

### Regional Component of Plan

This section presents the vision, goals, and strategies for the regional workforce development system, addressing WIOA's regional planning requirements. For efficiency and cohesion, regions should adopt a shared mission and objectives, focused on a system viewpoint over individual programs. The plan should articulate strategies that respond to the needs of the regional economy and align with the state's 2024-2028 Strategic Plan for Workforce Development, Talent and Prosperity for All (TAP). The plan should encompass selected objectives and strategies to address the state's strategic goals. The information should give local and state leaders an updated picture of regional workforce programs and the LWDB's ongoing improvement efforts.

The State Workforce Board and ESD view regional planning "as a work in progress" and do not assume that workforce regions will have fully developed strategies for all regional planning elements. The LWDB in a planning region are asked to identify the current status of their regional work and define where they intend to be at the end of two years and possibly at the end of the four-year planning period if they are ready to do so. The State Workforce Board and ESD will be looking for progress along a continuum in future submissions.

Please note that there is no expectation that LWDBs in a multi-area region create a regional coordinating board or some other "super-structure." LWDBs engaged in multi-regional planning are free to manage coordination among themselves in any manner that makes sense to them. The development and submission of the regional components of the plan should in no way be construed to reduce the authority, autonomy or allocation of a local area, the Local Workforce Development Board (LWDB) or the Local Elected Official that govern it.

**In your regional plan, please respond to the elements listed in sections 1 through 7.** (See WIOA Sec. 106(c); 20 CFR 679.500-580). If responses incorporate attachments, please reference them within the narrative using active hyperlinks or as appendices.

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1. **Regional Analysis of Economic Conditions.**

- a. **In-Demand Sectors and Occupations:** Identify and analyze existing and emerging in-demand industry sectors and occupations, and current and future employment needs.
- b. **Workforce Demographics:** Assess the regional demographic characteristics of the current workforce and the impact of demographic changes for future workforce planning, including educational and literacy levels, highlighting youth, transitioning adults, individuals with disabilities, and marginalized populations.
- c. **Skills and Knowledge:** Identify the skills, knowledge, and qualifications required to meet the employment needs of the region, including in-demand sectors and occupations.
- d. **Workforce Metrics:** Present data-driven analysis on current labor force employment, unemployment rates, labor market trends, and the educational and skill levels of the region's workforce, particularly for individuals experiencing barriers to employment.
- e. **Strengths and Weaknesses of Services:** Analyze existing workforce development activities in the region, including education and training capacity, to meet the skills and employment needs of regional employers, including for individuals with barriers to employment.

*Note: The regional labor market analysis should inform the creation of your goals, objectives, and strategies. Additionally, consult the state's strategic plan for supplementary data.*

2. **Regional Sector Strategies.** (20 CFR 679.510(a)(1)(iii))

- a. **Identification and Prioritization:** Determine and explain which in-demand industry sector(s) or occupation(s) the region aims to serve and why.
- b. **Collaborative Approaches:** Describe your strategy, current status of regional collaboration in support of in-demand sectors and occupations and your methods for establishing stakeholder buy-in, targeting industries, gathering baseline knowledge, and engaging with employers and industry partners. Also indicate your plans for implementing and sustaining initiatives, identifying your anticipated outcomes and how progress will be measured. Use the [Sector Partnership Framework \(Attachment A\)](#) for each in-demand industry sector or occupation/occupational grouping, **or** discuss in your strategic narrative.
- c. **Multi-Regional Focus:** If applicable, identify and describe if the sector will be served by multiple areas, the role of any contiguous regions and any collaborative efforts involved.

3. **Regional Service Strategies.** (20 CFR 679.510(a)(1)(ii))

- a. **Strategic Details and Interventions:** Based on the comprehensive regional analysis, identify and describe any services and strategies that will be developed on a regional basis to address specific challenges, opportunities, or targeted populations. Provide specific strategies, tactics, and service models that will be implemented, including a baseline for evaluating their effectiveness and measurable goals.
- b. **Cooperative Agreements:** Complete the [Regional Service Strategies Framework \(Attachment B\)](#) **or** submit any executed cooperative service delivery agreement(s) that outline how local service providers and partners will ensure integrated and accessible services within the one-stop delivery system. The agreements should include specific initiatives to improve services for individuals with disabilities and other target populations, such as, staff cross-training, technical assistance, data sharing, employer engagement, and other cooperative initiatives.

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- c. **Multi-Regional Focus:** If applicable, identify any contiguous regions involved in a collaborative service approach. Clarify how this focus was established and its alignment with overarching workforce system objectives.

*Note: The completed framework may serve as the regional cooperative service delivery agreement upon plan approval. While not all service strategies need to be multi-regional or fully developed initially, LWDBs should make good-faith efforts to explore and integrate such approaches over time.*

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](#), **or** provide a narrative, to describe the current state of coordination with economic development and the anticipated next steps during the four-year plan period.

*NOTE: it is anticipated that workforce regions may have more than one economic development organization, and that LWDBs will continue to work with economic development organizations that are not regional in nature.*

5. **Coordination of Transportation and Other Support Services, as appropriate.** As part of the regional service delivery strategy, 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.
6. **Regional Cost Arrangements, if applicable.** Discuss the coordination of any administrative cost resource-sharing or leveraging arrangements related to items 1 through 5, including the pooling of administrative costs or other resources. Examples include: each LWDB manages its costs separately for common goals; coordination of some or all costs among LWDBs in the region; or the creation of a resource pool for some or all regional costs. (20 CFR 679.510(a)(1)(v))

*Note: Regional cost arrangements are not to be confused with one-stop infrastructure cost sharing MOUs and RSAs.*

7. **Regional performance negotiation and evaluation. Single area regions may describe the process currently used to negotiate performance.** Describe **how** a region will collaboratively negotiate and reach agreement with the Governor on local levels of performance and report on performance accountability measures (WIOA Sec. 116(c)). For multi-regional efforts, describe how the partnering regions will evaluate the partnership, including governance and decision-making, efficient use of resources, community perceptions, and sustainability of the partnership.

*NOTE: There is no requirement that a region negotiate a single level of performance on any measures. The requirement is that the region agrees on how it will manage the negotiation with the Governor, which can include each LWDB negotiating separately.*

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## SECTION III

### Local Component of Plan

**Use the following outline to guide the creation of your local plan.** If elements incorporate attachments, reference them within the narrative using active hyperlinks or as appropriately labeled appendices. LWDBs within a multi-area region should respond to the following questions individually and attach responses to the regional section of the plan. (See WIOA Sec. 107(d); Sec. 108(b) and 20 CFR 679.500-580).

**Note:** You may reference the regional section for items already covered to avoid repetition.

1. **Strategic Vision and Goals:** Describe the LWDB's strategic vision and goals for cultivating an educated and skilled workforce, including considerations for youth and individuals with barriers to employment, to foster regional economic growth and economic self-sufficiency. Explain alignment with the state's strategic priorities.
2. **High-Performing Board Objectives:** Outline actions the LWDB will take to maintain or achieve high performance, ensuring compliance with federal/state performance indicators.
3. **Regional Alignment and Strategy:** Using the regional analysis, describe the local board's strategy to work with entities that carry out WIOA core programs and system partners to align resources available to the local area and achieve the local strategic vision and goals.
  - a. Describe the local area's workforce development system, using [Attachment D](#).
  - b. Describe the partner programs included in the local workforce system, how the system serves youth, marginalized populations, adults in transition, and individuals with disabilities. Explain the public and private workforce initiatives underway.
  - c. Based on regional analyses, outline your strategy to coordinate and work with core programs and other workforce partners to support resource and service alignment, including programs of study authorized under Perkins V, that achieve the strategic vision identified in the state and local plans. You may include additional local data to address specific needs not identified in the regional analysis.
4. **Expanding Access:** Describe how the LWDB, working with core programs, will expand access to employment, training, education, and supportive services for eligible individuals.
  - a. **Targeted Outreach:** Detail how you target outreach to eligible individuals with employment barriers, specifically veterans, eligible spouses, unemployment insurance (UI) claimants, older workers, at-risk youth, low-income adults, dislocated workers, individuals with disabilities, and other marginalized groups.
  - b. **MSFW:** In addition, WDAs 3, 8, 9, 10, and 11 further describe outreach to Migrant and Seasonal Farm Workers (MSFW) to connect them to local one-stop system services.
5. **Education Coordination:** Explain how the LWDB will coordinate relevant secondary and postsecondary education programs and activities with education and workforce investment to coordinate strategies, enhance services, and reduce service duplication.

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6. **Career Pathways and Credentials:** Describe LWDB's plans to develop career pathways and facilitate co-enrollment, as appropriate, in core programs. Discuss strategies to:
- Improve access to activities leading to recognized, industry-aligned, portable, and stackable postsecondary credential and certificates.
  - Initiate or support credentialing reforms that not only offer equitable access but also enhance worker mobility and foster long-term economic success, thereby aligning with the state's strategic focus.
7. **Employer Engagement:** Describe how the LWDB will:
- Facilitate engagement of a diverse range of employers, including small businesses and employers from in-demand industry sectors and occupations.
  - Align workforce development with local business needs and economic development goals to create a supportive business climate and livable-wage jobs.
  - Coordinate and integrate local workforce investment activities and economic development programs to optimize resource use, improve accountability, and foster a cohesive system.
  - Promote entrepreneurial skills training and microenterprise services.
  - 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.

*Note: LWDBs that intend to use sector strategies for this engagement may complete the sector rubric in [Attachment A](#) for each sector prioritized or refer to the corresponding narrative.*

8. **One-Stop System:** Describe how the LWDB will:
- Ensure continuous improvement of eligible providers and ensure they meet the employment needs of local employers, workers, and job seekers.
  - Facilitate access to services provided via the one-stop delivery system, including in remote area, through the use of technology and other means.
  - Design strategies and services to strengthen linkages between the one-stop delivery system and the UI program.
  - Ensure entities within the one-stop delivery system, including operators and partners, 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.
  - Align the roles and resource contributions of the one-stop partners.
9. **Title I-B Activities:** Use [Attachment D](#) to describe and assess the type and availability of adult, dislocated worker, and youth workforce investment activities in the local area. Include activities for youth with disabilities, including identification of successful models of such activities.

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10. **Rapid Response:** Describe how the LWDB will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.
  11. **Supportive Services:** Describe how the LWDB will coordinate Title I-B workforce investment activities with the provision of transportation, including public transportation, and other appropriate supportive services in the local area. (May refer to [Section II.5](#)).
  12. **Wagner-Peyser Coordination:** Describe plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of services provided under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), and other service providers in the one-stop delivery system.
  13. **Title II Coordination:** Describe how the LWDB will coordinate local workforce investment activities under Title I-B, with the provision of adult education and literacy activities under Title II, including how the LWDB will carry out the review of local applications submitted under Title II, per WIOA Sec. 107(d)(11) and Section 232.
  14. **Cooperative Agreements:** (You may reference [Section II.3.B](#) or [Attachment B](#)). Provide or describe cooperative agreements between the LWDB, and 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 include 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.
  15. **Procurement:** Outline the competitive process for awarding Title I-B subgrants and contracts in your local area or provide/link to the relevant local policy. (20 CFR 679.560(b)(15))
  16. **Training Services:** Describe how adult and dislocated worker training services, outlined in WIOA Sec. 134, 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 (WIOA Sec. 122) in the selection of training programs regardless of how the training services are to be provided.
  17. **MIS:** Describe how one-stop centers are implementing or transitioning to an integrated, technology-enabled intake and case management information system for WIOA programs and programs carried out by one-stop partners. (20 CFR 679.560(b)(20))
  18. **Equity:** Explain how the local plan fosters an inclusive, equitable, diverse, and resilient workforce and economy in alignment with the state's vision and strategic priorities.
  19. **Board Composition:** Please use [Attachment E](#) to provide a list of current workforce board members and indicate how the membership of the board complies with WIOA requirements.
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## SECTION IV

### Performance Accountability

LWBDs must include information on performance accountability for the local area's workforce development system. The adjusted levels of performance on (1) federal common measures must be included in Appendix A of the plan. Future years' performance targets will be appended to the local plan at an appropriate later date. The Workforce Board will supply LWBDs with available performance information.

The plan must address each of the following overall goals for performance accountability:

1. How performance information on workforce development programs informs local strategic planning.
2. How performance information is used by the LWBD to oversee and measure the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I, and the local one-stop delivery system.
3. How WorkSource system and WIOA Title I-B performance information is used by program operators to inform continuous quality improvement in their day-to-day management.
4. How performance information is used to conduct performance-based intervention. LWBDs will be held accountable for the results of WIOA Title I-B through a system of performance-based interventions and will share in accountability for career and technical education (CTE) and adult education (ABE/ESL) results.

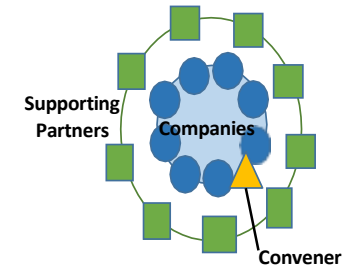
The Workforce Board will issue performance targets once negotiations are complete as Attachment I to this plan.

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## Attachment A: Sector Partnership Framework

### Washington Industry Engagement Framework or Sector Partnership Framework

Sector partnerships are partnerships of companies, from the same industry and in their natural labor market region, with education, workforce development, economic development and community organizations that focus on a set of key priority workforce and other issues identified by the target industry.



Phase I: Prepare your team	Phase II: Investigate	Phase III: Inventory and Analyze	Phase IV: Convene	Phase V: Act	Phase VI: Sustain and evolve
<i>Goal: build buy-in &amp; support</i>	<i>Goal: determine target industries</i>	<i>Goal: build baseline knowledge of industry</i>	<i>Goal: build industry partnership, prioritize activities</i>	<i>Goal: Implement initiatives</i>	<i>Goal: grow the partnership</i>
<ul style="list-style-type: none"> <li>Build a team of workforce, education and economic development leaders for ongoing joint decision-making</li> <li>Inventory current sector partnership or industry-targeted efforts</li> <li>Decide on initial roles &amp; responsibilities – who has the credibility to lead a sector partnership, what support can partners commit to</li> <li>Commit to looking at LMI data together</li> </ul>	<ul style="list-style-type: none"> <li>Determine growth sectors to investigate</li> <li>Ensure relevance for the region</li> <li>Evaluate against 10+ consideration relating to growth, relevance to economic development activities, and other key factors</li> </ul>	<ul style="list-style-type: none"> <li>Conduct a baseline review of demand-side (employer) and supply-side (labor pool) data</li> <li>Analyze industry trends, review existing research</li> <li>Analyze data and develop a brief industry “report” or “snapshot” to start the engagement with employers</li> <li>Identify business champions to bring industry to the table</li> </ul>	<ul style="list-style-type: none"> <li>Prepare support team and set expectations for the meeting – business talking to business</li> <li>Hold event to find out what’s new in industry, growth opportunities, and related needs</li> <li>Ask industry to identify and prioritize key issues</li> <li>Determine whether additional resources are needed</li> </ul>	<ul style="list-style-type: none"> <li>Develop Operational Plan</li> <li>Execute plans, monitor progress</li> <li>Provide status reports to partnership, task forces, stakeholders</li> <li>Identify road-blocks and address them</li> </ul>	<ul style="list-style-type: none"> <li>Identify next opportunities</li> <li>Start the process over again at the appropriate phase</li> <li>Grow the partnership</li> </ul>
<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>Partners identified</li> <li>Meetings held</li> <li>Agreements developed</li> <li>Resources committed</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>Data provided</li> <li>Partners select key industries to explore</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>Industry “Snapshot” or “report” ready for first meeting</li> <li>Industry champions identified</li> <li>Companies invited</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>Plan for action developed</li> <li>Task forces identified</li> <li>Staff and chairs identified/assigned</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>Metrics specific to project identified and reported</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>New projects identified</li> <li>New resources added</li> </ul>

Evaluate



Adjust



Improve



Report



Tell Your Story





**Directions:** Complete the table below to describe current and future activities for at least the next two years for each sector partnership. Please start at the appropriate phase based on the current status of the sector partnership. Please complete one table per sector.

**Attachment A: Sector Partnership** (See [Section II.2](#))






**Sector to be served:** \_\_\_\_\_

**Check one:**     Regional                       Local

Phase	Timeline for each phase	Activities anticipated for each phase to be implemented. Please indicate how each LWDB will participate for sectors served in a multi-area region.	Anticipated outcome(s) for each phase	Measure(s) of progress for each phase
<b>Phase I: Prepare Team</b> <i>Goal: build buy-in &amp; support</i>				
<b>Phase II: Investigate</b> <i>Goal: determine target industries</i>				
<b>Phase III: Inventory &amp; Analyze</b> <i>Goal: build baseline knowledge of industry</i>				
<b>Phase IV: Convene</b> <i>Goal: build industry partnership, prioritize activities</i>				
<b>Phase V: Act</b> <i>Goal: implement ideas</i>				
<b>Phase VI: Sustain &amp; Evolve</b> <i>Goal: grow the partnership</i>				

## Attachment B: Regional Service Coordination Framework

### Washington Regional Service Coordination Framework

Phase I: Prepare your team	Phase II: Investigate	Phase III: Inventory and Analyze	Phase IV: Convene	Phase V: Act	Phase VI: Sustain and evolve
<i>Goal: build buy-in &amp; support</i>	<i>Goal: determine options for coordinated service delivery</i>	<i>Goal: build baseline knowledge</i>	<i>Goal: build partnership, prioritize activities</i>	<i>Goal: Implement initiatives</i>	<i>Goal: grow the partnership</i>
<ul style="list-style-type: none"> <li>• Build a team of workforce, education and economic development leaders for ongoing joint decision-making</li> <li>• Inventory current regional service strategies</li> <li>• Determine initial roles &amp; responsibilities of partners - who will lead, what support can partners commit to</li> <li>• Commit to looking at regional data analysis together</li> </ul>	<ul style="list-style-type: none"> <li>• Identify customers who could be better served by a regional approach based on the regional analysis</li> <li>• Identify services that could be worth coordinating</li> <li>• Ensure relevance for the region and the partners participating</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct a review current services and strategies</li> <li>• Analyze trends, review outcome data and existing research</li> <li>• Develop a brief “report” or “snapshot” of the current state to engage current and potential partners</li> <li>• Identify champions, resources and resource gaps</li> </ul>	<ul style="list-style-type: none"> <li>• Hold event or meeting to find discuss the analysis and develop options for addressing the challenges</li> <li>• Identify a goal and strategy to address it.</li> <li>• Prioritize key issues</li> <li>• Determine whether additional resources are needed and how to bring these to the table</li> </ul>	<ul style="list-style-type: none"> <li>• Develop plan for implementation</li> <li>• Execute plans, monitor progress</li> <li>• Provide status reports to partnership, task forces, stakeholders</li> <li>• Identify road-blocks and address them</li> </ul>	<ul style="list-style-type: none"> <li>• Identify next opportunities</li> <li>• Start the process over again at the appropriate phase</li> <li>• Grow the partnership</li> </ul>
<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>• Partners identified</li> <li>• Meetings held</li> <li>• Agreements developed</li> <li>• Resources committed</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>• Data reviewed</li> <li>• Potential customers/services identified for coordinated approach</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>• “Snapshot” or “report” ready for first meeting</li> <li>• Champions identified</li> <li>• Partners invited</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>• Plan for action developed</li> <li>• Task forces identified</li> <li>• Assignments made</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>• Metrics specific to project identified and reported</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>• New projects identified</li> <li>• New resources added</li> </ul>
Evaluate 	Adjust 	Improve 	Report 	Tell Your Story 	






**Directions:** Complete the table below to describe current and future activities for at least the next two years for any service strategies to be coordinated across the region. Please start at the appropriate phase based on the current status of the regional plan. The completed table may serve as the Regional Cooperative Service Delivery Agreement required by Section 107(d)(11) once the plan is approved.

**Attachment B: Regional Cooperative Service Delivery Agreement**  
(See [Section II.3.B](#))

Phase	Timeline for each phase	Activities anticipated for each phase to be implemented. Please indicate how each LWDB will participate for a multi-area region	Anticipated outcome(s) for each phase	Measure(s) of progress for each phase
<b>Phase I: Prepare Team</b> <i>Goal: build buy-in &amp; support</i>				
<b>Phase II: Investigate</b> <i>Goal: determine options for coordinated service delivery</i>				
<b>Phase III: Inventory &amp; Analyze</b> <i>Goal: build baseline knowledge</i>				
<b>Phase IV: Convene</b> <i>Goal: build partnership, prioritize activities</i>				
<b>Phase V: Act</b> <i>Goal: implement initiatives</i>				
<b>Phase VI: Sustain &amp; Evolve</b> <i>Goal: grow the partnership</i>				

## Attachment C: Regional Economic Development Framework

### Washington Regional Economic Development Framework

Phase I: Prepare your team	Phase II: Investigate	Phase III: Inventory and Analyze	Phase IV: Convene	Phase V: Act	Phase VI: Sustain and evolve
<i>Goal: build buy-in &amp; support</i>	<i>Goal: determine options for coordination with economic development</i>	<i>Goal: build baseline knowledge</i>	<i>Goal: build partnership, prioritize activities</i>	<i>Goal: Implement initiatives</i>	<i>Goal: grow the partnership</i>
<ul style="list-style-type: none"> <li>• Build a team of workforce, education leaders for ongoing joint decision-making</li> <li>• Inventory current regional economic development organizations and strategies</li> <li>• Determine initial roles &amp; responsibilities of partners - who will lead, what support can partners commit to</li> <li>• Commit to looking at regional data analysis and economic development plans together</li> </ul>	<ul style="list-style-type: none"> <li>• Identify opportunities for collaboration based on regional analysis</li> <li>• Identify services and strategies that could support economic development goals</li> <li>• Ensure relevance for the region and the partners participating</li> </ul>	<ul style="list-style-type: none"> <li>• Analyze trends, review outcome data and existing research</li> <li>• Identify champions, resources and resource gaps</li> <li>• Identify topics for discussion</li> <li>• Identify what information is needed to engage</li> </ul>	<ul style="list-style-type: none"> <li>• Hold event or meeting to discuss the analysis and develop options for addressing the challenges</li> <li>• Identify a goal and strategy to address it.</li> <li>• Prioritize key issues</li> <li>• Determine whether additional resources are needed and how to bring these to the table</li> </ul>	<ul style="list-style-type: none"> <li>• Develop implementation strategies</li> <li>• Execute plans, monitor progress</li> <li>• Provide status reports to partnership, task forces, stakeholders</li> <li>• Identify road-blocks and address them</li> </ul>	<ul style="list-style-type: none"> <li>• Identify next opportunities</li> <li>• Start the process over again at the appropriate phase</li> <li>• Grow the partnership</li> </ul>
<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>• Partners identified</li> <li>• Meetings held</li> <li>• Agreements developed</li> <li>• Resources committed</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>• Data reviewed</li> <li>• Potential opportunities for coordinated approach identified</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>• “Snapshot” or “report” ready for first meeting</li> <li>• Champions identified</li> <li>• Partners invited</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>• Plan for action developed</li> <li>• Task forces identified</li> <li>• Assignments made</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>• Metrics specific to project identified and reported</li> </ul>	<b>Sample measures of progress</b> <ul style="list-style-type: none"> <li>• New projects identified</li> <li>• New resources added</li> </ul>
Evaluate 	Adjust 	Improve 	Report 	Tell Your Story 	

**Directions:** Complete the table below to describe current and future activities for at least the next two years regarding regional coordination with economic development. Please start at the appropriate phase based on the current status of the regional plan.

**Attachment C: Regional Economic Development Coordination Plan**  
(See [Section II.4](#))

Phase	Timeline for each phase	Activities anticipated for each phase to be implemented. Please indicate how each LWDB will participate for a multi-area region	Anticipated outcome(s) for each phase	Measure(s) of progress for each phase
<b>Phase I: Prepare Team</b> <i>Goal: build buy-in &amp; support</i>				
<b>Phase II: Investigate</b> <i>Goal: determine options for coordinated service delivery</i>				
<b>Phase III: Inventory &amp; Analyze</b> <i>Goal: build baseline knowledge</i>				
<b>Phase IV: Convene</b> <i>Goal: build partnership, prioritize activities</i>				
<b>Phase V: Act</b> <i>Goal: implement initiatives</i>				
<b>Phase VI: Sustain &amp; Evolve</b> <i>Goal: grow the partnership</i>				

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**Attachment D: Local Area Profile (See [Section III.3.A](#))**

Please complete the following three sections for each Local Area in the Region and submit the information as part of the plan.

**1. Local One-Stop System**

List all comprehensive, affiliate, specialized, and connection one-stop sites in the local area, along with the site operator. If the operator is a partnership, list all entities comprising the partnership.

Site	Type of Site (Comprehensive, Affiliate, Specialized or Connection)	Site Operator(s)
Add more rows if needed		

**2. Other Service Delivery Sites**

List any other service delivery sites in the local area.

Site	Type of Site	Connected to One-Stop System?
Add more rows if needed		

**WIOA Title I-B Service Providers**

Dislocated Worker Program List all current and potential service providers in the area	Indicate service(s) provided by each			WIOA funded?
	Basic	Individualized	Training	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments regarding the adequacy and quality of Dislocated Worker Services available:

Adult Program List all current and potential service providers in the area	Indicate service(s) provided by each			WIOA funded?
	Basic	Individualized	Training	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments regarding the adequacy and quality of Adult Services available:

<b>Youth Program</b> List all current and potential service providers in the area	<b>Indicate service(s) provided by each</b>			<b>WIOA funded?</b>
	Youth Program Elements	Design Framework Services	Services for youth with disabilities?	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments regarding the adequacy and quality of Youth Services available:**



## Attachment E

### Local Workforce Development Board Membership and Certification

LWDBs must complete one of the two tables below. The LWDB must be composed of the required membership, as outlined in WIOA Sec. 107(b) and 20 CFR 679.320 or indicate how the membership of the board meets the requirements for an alternative entity. 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. The information in the appropriate table will be used to certify LWDBs pursuant to WIOA Sec. 107(c)(2), and for subsequent certifications pursuant to Sec. 106(e) and 20 CFR 679.250-260. Data regarding performance and fiscal integrity will be added at the time of certification. The labels in the first column represent minimum criteria for certification. Please add lines as needed.

Official Name of Local Board:
Fiscal Agent:
Contact Name and Title:

**Complete this table to demonstrate Board membership in compliance with WIOA:**

Required categories	Name/Title/Organization*	Nominated by
Business majority (greater than 50% of all members)		
1. Business		
2. Business		
3. Business		
4. Business		
5. Business		
6. Business		
7. Business		
8. Business		
9. Business		
10. Business		
Workforce (20% of members. Majority must be nominated by organized labor)		
1. Labor		
2. Labor		
3. Apprenticeship		
4. Other workforce		

Education & Training		
1. Title II Adult Ed		
2. Higher Education		
Government		
1. Wagner-Peyser		
2. Vocational Rehabilitation		
3. Economic Development		
Add more rows if needed		

***\* LWDBs must provide evidence of active recruitment for any unfilled seats on the board.***

**Complete this table if your LWDB qualifies as an alternative entity.** The table should identify how an alternative entity serving as a Local Workforce Development Board is substantially similar to the local entity described in WIOA Section 107(b)(2), by indicating membership in each of the 4 categories listed above.

<b>Categories</b>	<b>Name/Title/Organization*</b> (please list one per line and add lines as needed)	<b>Nominated by</b>
Business majority (>50%) - Please indicate the total number of seats available for this category: _____		
Workforce/Labor - Please indicate the total number of seats available for this category: _____		

<p>Education - Please indicate the total number of seats avail Please indicate the total number of seats available for this category: ____</p>		
<p>Government/workforce programs (may include economic development) - Please indicate the total number of seats available for this category: ____</p>		
<p>Add more rows if needed</p>		

**\* LWDBs must provide evidence of active recruitment for any unfilled seats on the board.**

## Attachment F

### Local Integrated Workforce Plan Assurances Instructions

This section of the plan is a "check-the-box" table of assurance statements, including the legal reference(s) corresponding to each assurance. Note: Boxes can be electronically populated by double-clicking the check box and selecting "checked" as the default value.

By checking each assurance and signing and dating the certification page at the end of the Local Integrated Workforce Plan, the LWDB and local chief elected official(s) certify that (1) the information provided to the State in the following table is accurate, complete, and meets all legal and guidance requirements and (2) the local area meets all of the legal planning requirements outlined in WIOA law and regulations and in corresponding State guidance. By checking each box and signing the certification page, the LWDB and local chief elected official(s) also assure the State that supporting documentation is available for review upon request (e.g., state or federal compliance monitoring visits).

If a local board is unable to provide assurance for a specific requirement, it must promptly notify the staff contact in ESD's Employment System Administration and Policy Unit to provide the reason for non-compliance and describe specific actions and timetables for achieving compliance. Identified deficiencies within the assurances may result in additional technical assistance and/or a written corrective action request as part of the State's conditional approval of the Local Integrated Workforce Plan.

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## 2020-2024 Local Integrated Workforce Plan Assurances

<input checked="" type="checkbox"/>	Planning Process and Public Comment	References
<input type="checkbox"/>	1. The local board has processes and timelines, consistent with WIOA Section 108(d), to seek input for the local plan's development. This includes providing representatives of businesses, labor organizations, education, other pivotal stakeholders, and the general public an opportunity to comment for a period not exceeding 30 days.	WIOA Sec. 108(d); 20 CFR 679.550(b)
<input type="checkbox"/>	2. The final local plan, and modification, is available and accessible to the public on a regular basis through electronic means and open meetings.	WIOA Sec. 107(e); 20 CFR 679.550(b)(5)
<input type="checkbox"/>	3. The local board has established procedures ensuring public access, including people with disabilities, to board meetings and information regarding board activities, such as board membership, meeting minutes, the appointment of one-stop operators, awarding of grants or contracts to service providers, and the local board's by-laws.	WIOA Sec. 107(e); 20 CFR 679.390 and 679.310
Required Policies and Procedures		References
<input type="checkbox"/>	4. A written policy is established by the LWDB outlining potential conflicts of interest and resolutions. Entities with multiple roles under the LWDB have documented agreements with the LWDB and chief elected official (CEO), ensuring compliance with WIOA, pertinent OMB guidelines, and the State's conflict of interest policies.	WIOA Sec. 107(h); 20 CFR 679.430; WIOA Title I Policy 5405; WorkSource System Policies 1012 and 1025
<input type="checkbox"/>	5. The LWDB affirms that required one-stop partners actively provide access to their programs through the one-stop delivery system, contribute to its maintenance, and participate consistently with local memoranda of understanding (MOU).	WIOA Sec. 121(b); 20 CFR 678.400
<input type="checkbox"/>	6. The LWDB confirms the execution of MOUs with each one-stop partner detailing service provisions, costs and funding arrangements, referral methods, accessibility measures, especially for those with barriers, and periodic reviews at a minimum of every 3 years; and has provided the State with the latest version(s) of its MOU.	WIOA Sec. 121(c); 20 CFR 678.500; WorkSource System Policy 1013
<input type="checkbox"/>	7. The LWDB, aligned with the CEO, affirms its selection of one-stop operators through a competitive process, ensuring their eligibility, transparency, and adherence to all WIOA regulations, including conflict of interest, service coordination, and stakeholder engagement, with full operational functionality achieved by July 1, 2017.	WIOA Sec. 121(d); 20 CFR 678.600; WorkSource System Policy 5404
<input type="checkbox"/>	8. The LWDB has or will negotiate and reach agreement on local performance measures with the local chief elected official(s) and Governor before the start of the program year, using the required objective statistical model.	WIOA Sec. 107(d)(9) and 116(c); 20 CFR 679.370(j) and 677.210
<input type="checkbox"/>	9. The LWDB has procurement policies and procedures for selecting one-stop operators and awarding contracts for youth, training, and career services under WIOA Title I-B, ensuring coordination with local educational entities, budgeting, accessibility compliance, and consumer choice in line with state, local, and WIOA mandates.	WIOA Sec. 107(d)(10); 121(d) and 123; 20 CFR 679.720(l-m); 679.410; 678.600-625 and 681.400; WIOA Title I 5404
<input type="checkbox"/>	10. The LWDB has policies and procedures for identifying and determining the eligibility of training providers and their programs to receive WIOA Title I-B individual training accounts and to train dislocated workers receiving additional unemployment insurance benefits via the state's Training Benefits Program.	WIOA Sections 107(d)(10), 122(b)(3), and 123; 20 CFR 679.720(l-m) and 679.380; WIOA Title I Policy 5611

	Required Policies and Procedures	References
<input type="checkbox"/>	11. The LWDB has written procedures for resolving grievances and complaints alleging violations of WIOA Title I-B regulations, grants, or other agreements under WIOA and written policies or procedures for assisting customers who express interest in filing complaints at any point of service, including, at a minimum, a requirement that all partners can identify appropriate staff contacts and refer customers to those contacts. All parties will be informed of these procedures, ensuring clarity and accessibility, especially for limited-English speaking individuals.	WIOA Sec. 181(c); 20 CFR 683.600; WorkSource System Policy 1012, Rev. 2 and 1025.
<input type="checkbox"/>	12. The LWDB has assurances from its one-stop operator that all one-stop centers and, as applicable, affiliate sites have front-end services consistent with the state's integrated front-end service policy and their local plan.	WorkSource System Policy 1010 Revision 1
<input type="checkbox"/>	13. The local area has established at least one physical, comprehensive, full-service one-stop center ensuring access to specified career, training, employment services, and programs, including those from mandated one-stop partners with at least one Title I-B staff member present, access during regular business days, accommodations for alternative hours where needed, and facilitates direct technological linkages where program staff isn't physically present.	WIOA Sec. 121(e)(2)(A); 20 CFR 678.305; WorkSource System Policy 1016
<input type="checkbox"/>	14. The LWDB ensures all one-stop centers, and Title I-B programs or activities are accessible both physically and programmatically to individuals with disabilities in accordance with 29 CFR part 38 and WIOA sec. 188 to include accessibility of facilities, services, technology and materials.	WIOA Section 188; 29 CFR Part 38; 20 CFR 652.8(j)
<input type="checkbox"/>	15. The one-stop centers undergo certification at least once every three years, based on objective criteria set by the State board in consultation with chief elected officials and local boards. This certification process assesses the centers' effectiveness, physical and programmatic accessibility, and commitment to continuous improvement, in alignment with WIOA Section 121(g) and the requisite standards related to service coordination.	WIOA Sec.121(g); 20 CFR 678.800; WorkSource System Policy 1016
<input type="checkbox"/>	16. The local board certifies that in all determinations, including facility locations, related to WIOA Title I-B financially assisted programs or activities, it neither employs standards nor procedures that lead to discrimination on prohibited grounds, nor does it take actions, directly or through other arrangements, that impair the objectives of the WIOA nondiscrimination and equal opportunity provisions. The board ensures all individuals have equitable access and benefits from one-stop services, without any form of discrimination.	WIOA Section 188; 29 CFR Part 38
<input type="checkbox"/>	17. The LWDB provides to employers the business services outlined in WorkSource System Policy 1014.	WorkSource System Policy 1014
<input type="checkbox"/>	18. The local board complies with the nondiscrimination provisions of Section 188 and assures that Methods of Administration were developed and implemented.	WIOA Section 188; 29 CFR 38; WIOA Policy 5402, Rev. 3; WorkSource System Policy 1012, Rev. 2
<input type="checkbox"/>	19. The local board collects and maintains data necessary to show compliance with nondiscrimination provisions of Section 188.	WIOA Section 185; 29 CFR 38; WIOA Policy 5402, Rev. 3; WorkSource System Policy 1012, Rev. 2

<input type="checkbox"/>	20. The LWDB complies with restrictions governing the use of federal funds for political activities, the use of the one-stop environment for political activities, and the local board complies with the applicable certification and disclosure requirements	WorkSource System Policy 1018; 2 CFR Part 225 Appendix B; 2 CFR Part 230 Appendix B; 48 CFR 31.205-22; RCW 42.52.180; TEGL 2-12; 29 CFR Part 93.100
<input type="checkbox"/>	21. The LWDB ensures that one-stop MSFW and business services staff, along with the Migrant and Seasonal Farm Worker program partner agency, will continue to provide services to agricultural employers and MSFWs that are demand-driven and consistent with ESD's mission.	WIOA Sec. 167; MSFW Services Handbook
<input type="checkbox"/>	22. The LWDB follows confidentiality requirements for wage and education records as required by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, WIOA, and applicable Departmental regulations.	WIOA Sec. 116(i)(3) and 185(a)(4); 20 USC 1232g; 20 CFR 677.175 and 20 CFR part 603
<b>Administration of Funds</b>		<b>References</b>
<input type="checkbox"/>	23. The LWDB has a written policy and procedures to competitively award grants and contracts for WIOA Title I-B activities (or an applicable federal waiver), including a process to be used to procure training services made as exceptions to the Individual Training Account process.	WIOA Sec. 108(b)(16); 20 CFR 679.560(a)(15); WIOA Title I Policy 5601; WIOA Sec. 134(c)(3)(G); 20 CFR 680.300-310
<input type="checkbox"/>	24. The LWDB has accounting systems that follow current Generally Accepted Accounting Principles (GAAP) and written fiscal-controls and fund-accounting procedures and ensures such procedures are followed to insure proper disbursement and accounting of WIOA adult, dislocated worker, and youth program and the Wagner-Peyser Act funds.	WIOA Sec. 108(b)(15), WIOA Title I Policy 5230; WIOA Title I Policy 5250
<input type="checkbox"/>	25. The LWDB ensures compliance with the uniform administrative requirements under WIOA through annual, on-site monitoring of each local sub-recipient.	WIOA Sec. 184(a)(3); 20 CFR 683.200, 683.300, and 683.400- 410; WIOA Policy 5230
<input type="checkbox"/>	26. The LWDB has a local allowable cost and prior approval policy that includes a process for the approval of expenditures of \$5,000 or more for equipment requested by subcontractors.	2 CR Part 200; 20 CFR 683.200; WIOA Title I Policy 5260, Rev. 4
<input type="checkbox"/>	27. The LWDB has a written debt collection policy and procedures that conforms with state and federal requirements and a process for maintaining a permanent record of all debt collection cases that supports the decisions made and documents the actions taken with respect to debt collection, restoration, or other debt resolution activities.	WIOA Section 184(c); 20 CFR Part 652; 20 CFR 683.410(a), 683.420(a), 683.750; WIOA Title I Policy 5265
<input type="checkbox"/>	28. The LWDB has a written policy and procedures for ensuring management and inventory of all properties obtained using WIOA funds, including property purchased with JTPA or WIA funds and transferred to WIOA, and that comply with WIOA, Washington State Office of Financial Management (OFM) and, in the cases of local government, Local Government Property Acquisition policies.	WIOA Sec.184(a)(2)(A); 20 CFR 683.200 and 683.220; OMB Uniform Admin. Guidance; (GAAP); WIOA Title I Policy 5407

<input type="checkbox"/>	29. The LWDB will not use funds received under WIOA to assist, promote, or deter union organizing.	WIOA Sec. 181(b)(7); 20 CFR 680.830-840.
	<b>Eligibility</b>	<b>References</b>
<input type="checkbox"/>	30. The LWDB has a written policy and procedures that ensure adequate and correct determinations of eligibility for WIOA-funded basic career services and qualifications for enrollment of adults, dislocated workers, and youth in WIOA-funded individualized career and training services, consistent with state policy on eligibility and priority of service.	20 CFR Part 680 Subparts A and B; proposed 20 CFR Part 681 Subpart A; WorkSource System Policy 1019, Rev. 8
<input type="checkbox"/>	31. The LWDB has a written policy and procedures for awarding Individual Training Accounts to eligible adults, dislocated workers, and youth receiving WIOA Title I-B training services, including dollar and/or duration limit(s), limits on the number of times an individual may modify an ITA, and how ITAs will be obligated and authorized.	WIOA Sec. 134(c)(3)(G); 20 CFR 680.300-330; WIOA Title I Policy 5601, Rev. 2
<input type="checkbox"/>	32. The LWDB has a written policy and procedures that establish internal controls, documentation requirements, and leveraging and coordination of other community resources when providing supportive services and, as applicable, needs-related payments to eligible adult, dislocated workers, and youth enrolled in WIOA Title I-B programs.	WIOA Sec. 129(c)(2)(G) and 134(d)(2); 20 CFR 680.900-970; 20 CFR 681.570; WorkSource System Policy 1019, Rev. 8
<input type="checkbox"/>	33. The LWDB has a written policy for priority of service at its WorkSource centers and, as applicable, affiliate sites and for local workforce providers that ensures veterans and eligible spouses are identified at the point of entry, made aware of their entitlement to priority of service, and provided information on the array of employment, training and placement services and eligibility requirements for those programs or services.	Jobs for Veterans Act; Veterans' Benefits, Health Care, and Information Technology Act; 20 CFR 1010; TEGL 10-09; Veterans Program Letter 07-09; WorkSource System Policy 1009, Rev. 3



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**Attachment G**

**Local Integrated Workforce Plan Certification**

*This section of the Local Integrated Workforce Plan serves as the LWDB’s certification that it complies with all required components of Title I-B of the Workforce Innovation and Opportunity Act and Wagner-Peyser Act and must be signed by authorized officials.*

*Please customize this signature page to accommodate your CLEO structure (i.e., local areas that require more than one local chief elected official signature).*

The Local Workforce Development Board for \_\_\_\_\_ certifies that it complies with all required components of Title I-B of the Workforce Innovation and Opportunity Act and Wagner-Peyser Act and plan development guidelines adopted by the State Workforce Development Board. The LWDB also assures that funds will be spent in accordance with the Workforce Innovation and Opportunity Act, Wagner-Peyser Act, and their regulations, written U.S. Department of Labor guidance implementing these laws, Office of Management and Budget circulars, and all other applicable federal and state laws and regulations.

\_\_\_\_\_  
**Local Chief Elected Official(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Local Workforce Development Board Chair**

\_\_\_\_\_  
**Date**

## **Attachment H**

### **Public Comment**

*(See WIOA Sec. 108(b)(20))*

Describe the Local Board's public review and comment process, and how an opportunity is provided for various populations and groups such as representatives for business and labor organizations to participate. The description should specify the public comment duration and the various methods used to seek input into the plan prior to submission (e.g., web-posts, newspapers, e-mail, web-posting, events, forums, and plan development workgroups).

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## **Attachment I Performance Targets**

*This page is intentionally left blank pending the results of state board negotiations with chief local elected officials.*