**Appendix D**

**Local Plan Template**

**Workforce Innovation and Opportunity Act**

**[INSERT LOCAL AREA NAME]**

**Submitted by**

[INSERT LOCAL BOARD NAME]

July 1, 2020 – June 30, 2024

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# How to use this Template

This template presents the all the required topics for the local WDB plan for 2020-2024. The template includes a guidance section and five sections that require completion. After reviewing the guidance section, address each of the elements included in the five sections. Each element includes a blank space labeled “click here to enter text.” Please enter your responses to each element in these blank spaces. You do not need to submit your local WDB strategic plan or action plan along with this template. Section 2 of the template requests information from the strategic plan. When fully completed, submit this Local Plan according to the submission instructions in Appendix C.

# Guidance – Policy Emphasis

The areas in this section are receiving statewide emphasis and must be addressed in local plans to meet the requirement of consistency with the Combined State Plan.

* Help individuals gain access to jobs that pay family-sustaining wages and provide opportunities for career progression by providing equitable and universal service delivery
* Increase business engagement and deliver value to business customers by filling jobs in high-demand occupations that are strategic to Virginia’s economy and strengthen Virginia’s regions
* Develop a qualified and desirable workforce with the skills, competencies, and credentials that meets the current and anticipated business needs of Virginia
* Strengthen outreach and recruitment efforts to promote workforce services and stimulate career awareness
* Reduce workforce system barriers through collaborative integration and innovative solutions

When creating and implementing this plan, the following regional partners must be included:

* Business representatives
* Labor organizations
* Registered apprenticeships
* Community based organizations
* Youth representatives
* Adult education and literacy programs
* Higher education (including community colleges)
* Economic development
* Employment services under Wagner Peyser
* Vocational rehabilitation
* Social services

Other areas that must be addressed throughout the plan, when appropriate:

* Accessibility
* Use of technology
* Capacity building
* Continuous process improvement
* Streamlining service delivery
* Measuring performance
* Accountability
* Transparency
* Integrating resources

The local plan must ensure compliance with all Virginia Board of Workforce Development policies and Virginia Workforce Letter guidance documents. These documents can be found here: <https://virginiacareerworks.com/practitioners-corner/>

# Section 1: Workforce and Economic Analysis

Please try to answer the questions in Section 1 in approximately twelve (12) pages. You will not be penalized for going over the page limit. The Virginia Employment Commission’s labor market information website, <https://virginiaworks.com>, contains information that may help you address elements 1.1 through 1.7.

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| 1.1 A descriptive analysis of the regionaleconomic conditions**,** including existing and emerging in-demand industry sectors and occupations; and the employment needs of employers in those industry sectors and occupations. [WIOA Sec. 108(b)(1)(A)] |

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| 1.2 A descriptive analysis of the knowledge and skills required to meet the employment needs of the employers in the local area, including employment requirements for in-demand industry sectors and occupations. [WIOA Sec. 108(b)(1)(B)]  As appropriate, a local area may use an existing analysis, which is a timely current description of the regional economy, to meet the requirements of this section. Local areas are encouraged to utilize regional economic development strategic plans in the identification and prioritization of industry sectors. |

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| 1.3 An analysis of the local workforce, including current labor force employment (and unemployment) data, information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment. [WIOA Sec. 108(b)(1)(C)] |

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| 1.4 An analysis of the workforce development activities (including education and training) in the region to address the identified education and skill needs of the workforce and the employment needs of employers in the region [WIOA Sec. 108(b)(1)(D)] |

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| 1.5 An analysis of the strengths and weaknesses of the workforce development activities identified in 1.4 and the capacity to provide these services [WIOA Sec. 108(b)(1)(D)] |

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| 1.6 Describe and assess the type and availability of youth workforce investment activities in the local area including activities for youth with disabilities, which must include an identification of successful models of such activities. Please include:   * Local area’s strategy for ensuring the availability of comprehensive services for all youth * How the area will identify and select successful providers of youth activities and delivery of the fourteen youth program elements required under WIOA * Strategies to ensure that all eligible WIOA youth receive access to the required program elements and activities during their enrollment in the WIOA youth program * How the required program design elements will be addressed as part of the development of youth service strategies * Strategies to identify, recruit, and retain out-of-school youth, and efforts to ensure the required percent of WIOA youth funds are expended * Policy regarding serving youth who do not meeting income eligibility guidelines, including appropriate referrals * Efforts to coordinate with Job Corps, youth opportunity grants where applicable, registered apprenticeship programs, local offices on youth, and other youth services, including those administered through community colleges and other higher education institutions and local human services agencies * Efforts taken to ensure compliance with applicable child labor and safety regulations * Pay-for-performance policy as applicable |

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| 1.7 Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local area, including:   * Access to and delivery of career services (basic, individualized, and follow-up) * The area’s definition of self-sufficiency to be used when determining eligibility for intensive and training services for employed individuals * The area’s definition of hard-to-serve populations with additional barriers to employment |

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# Section 2: Strategic Vision and Goals

# Please try to answer the questions in Section 2 in approximately twelve (12) pages. You will not be penalized for going over the page limit. Section 2 responses should be greatly influenced by the members of the local workforce development board and other community stakeholders.

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| 2.1 Describe the local board’s strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment). The goals should relate to the performance accountability measures based on primary indicators of performance (found here: https://www.dol.gov/agencies/eta/performance/performance-indicators) to support regional economic growth and economic self-sufficiency [WIOA Sec. 108(b)(1)(E)] |

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| 2.2 Describe how the local board’s strategic vision and goals will support the strategies identified in the Virginia Combined State Plan (found here: <https://virginiacareerworks.com>).  The Combined State Plan will be posted in fall 2020. |

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| 2.3Describe how the local board’s vision and goals align with and/or supports the vision of the Virginia Board of Workforce Development (VBWD) (found here: <https://virginiacareerworks.com>).  The VBWD approved their 2020-2023 Strategic Plan in September 2020. |

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| 2.4 Taking into account the analyses described in 1.1 through 2.3, describe a strategy to work with the entities that carry out the core programs and required partners to align resources available to the local areas to achieve the local board’s strategic vision and goals. [WIOA Sec. 108(b)(1)(F)] |

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| 2.4 Describe the local board strategic plan designed to combine public and private resources to support sector strategies, career pathways, and career readiness skills development. Such initiatives shall include or address:   * Regional vision for workforce development * Protocols for planning workforce strategies that anticipate industry needs * Needs of incumbent and underemployed workers in the region * Development of partners and guidelines for various forms of on-the-job training, such as registered apprenticeships * Setting of standards and metrics for operational delivery * Alignment of monetary and other resources, including private funds and in-kind contributions, to support the workforce development system * Generation of new sources of funding to support workforce development in the region   Adherence to this guidance will satisfy the LWDB’s responsibility to prepare a demand plan for the initial year of this local plan, as required in the Code of Virginia Title 2.2 Chapter 24 Section 2.2-2472(E). |

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Section 3: Local Area Partnerships and Investment Strategies

Please try to answer the questions in Section 3 in approximately twelve (12) pages. You will not be penalized for going over the page limit. Many of the responses below, such as targeted sector strategies, should be based on strategic discussions with the local board and partners.

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| 3.1 Provide a description of the workforce development system in the local area that identifies:The programs that are included in that systemHow the local board will work with the entities carrying out core 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 2006How the local board coordinates and interacts with Chief Elected Officials (CEO)[WIOA Sec. 108(b)(2)] |

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| 3.2 Describe strategies and services that will be used in the local area to:   * Facilitate engagement of employers, including small employers and employers in in-demand sectors and occupations, in workforce development programs * Support a local workforce development system that meets the needs of businesses in the local area * Better coordinate workforce development programs and economic development * Strengthen linkages between the one-stop delivery system and unemployment insurance programs   These strategies and services may include the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies, designed to meet the needs of employers in the corresponding region in support of the strategy described in 2.1.  The local board generally services as the “regional convener” and each regional convener shall develop, in collaboration with other workforce development entities in the region, a local plan for employer engagement. VBWD Policy No.13-01 Business Service Requirements for Local Workforce Investment Areas outlines the role and requirements of Local Workforce Areas and Virginia Workforce Centers in providing services to business customers, and presents required actions by the LWDA in regard to implementation of business services to enhance the business customer’s outcomes and satisfaction with the workforce system through Business Services Teams.  [WIOA Sec. 108(b)(4), Code of Virginia 2.2. Chapter 24 Section 2.2-2472.1] |

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| 3.3 Describe how the local board will coordinate workforce investment activities carried out in the local area with economic development activities carried out in the region in which the local area is located (or planning region), and promote entrepreneurial skills training and microenterprise services. [WIOA Sec. 108(b)(5)] |

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| 3.4 Describe how the local board coordinates education and workforce investment activities with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services. [WIOA Sec. 108(b)(10)] |

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| 3.5 Describe how the local board will collaborate on local workforce investment activities with the community colleges in their area in the planning and delivery of workforce and training services. |

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| 3.6 Describe how the local board will coordinate workforce investment activities in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area. [WIOA Sec. 108(b)(11)] |

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| 3.7 Describe the plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act and services provided in the local area through the one-stop delivery system, to improve service delivery and avoid duplication of services. [WIOA Sec. 108(b)(12)] |

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| 3.8 Describe how the local board will coordinate workforce investment activities in the local area with the provision of adult education and literacy activities, including a description of how the local board will carry out the review of local applications. [WIOA Sec. 108(b)(13)] |

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| 3.9 Describe how the local plan shall:   * Specify the policies and protocols to be followed by all the region’s workforce development entities when engaging the region’s employers * Address how the region’s workforce entities will involve employers in the formation of new workforce development activities * Identify what activities will be undertaken to address employers’ specific workforce needs |

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| 3.10 Describe how the direction given by the Governor and the local board to the one-stop operator to ensure priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. |

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Section 4: Program Design and Evaluation

Please try to answer the questions in Section 4 in approximately twelve (12) pages. You will not be penalized for going over the page limit. Many of the responses below, such as career pathways and individual training accounts, should be based on strategic discussions with the local board and partners.

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| 4.1 Describe how the local board, working with the entities carrying out core programs, will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. [WIOA Sec. 108(b)(3)] |

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| 4.2 Describe how the local board will facilitate the development of career pathways, consistent with the Career Pathways Definitions. [WIOA Sec. 108(b)(3)] |

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| 4.3 Describe how the local board will utilize co-enrollment, as appropriate, in core programs to maximize efficiencies and use of resources. [WIOA Sec. 108(b)(3)] |

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| * 1. Describe one-stop delivery system in the local area, including:  1. The local board’s efforts to ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, and workers and jobseekers. [WIOA Sec. 108(b)(6)(A)] |

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| 1. How the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and through other means. [WIOA Sec. 108(b)(6)(B)] |

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| 1. How entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. [WIOA Sec. 108(b)(6)(C)] |

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| 1. Describe the roles and resource contributions of the one-stop partners. [WIOA Sec. 108(b)(6)(D)] |

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| 1. Describe how one-stop centers are implementing and transitioning to an integrated technology-enabled intake and case management information system for core programs and programs carried out by one-stop partners [WIOA Sec. 108(b)(21)] |

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| 1. Describe the services provided by each partner mandated by federal and state law, and other optional partners. |

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| 1. Identify the Virginia Workforce Center Operator for each site in the local area. |

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| 1. Identify the physical locations of each comprehensive Virginia Workforce Center in the local area, and the co-location strategy for each center (current and planned). |

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| 1. If applicable, identify the locations of Virginia Workforce Network affiliated sites, partner sites, or specialized centers. |

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| 4.5 Describe the policy, process, and criteria for issuing individual training accounts (ITAs) including any limitations on ITA amounts. [WIOA Sec. 108(b)(19)] |

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| 4.6 If training contracts are used, describe processes utilized by the local board to ensure customer choice in the selection of training programs, regardless of how the training services are to be provided. [WIOA Sec. 108(b)(19)] |

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| 4.7 Describe process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate. [WIOA Sec. 134(c)(3)(G)(iii)] |

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| 4.8 Describe how rapid response activities are coordinated and carried out in the local area. [WIOA Sec. 108(b)(8)] |

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Section 5: Compliance

Please try to answer the questions in Section 5 in approximately twelve (12) pages. You will not be penalized for going over the page limit. Most of the response should be staff-driven responses as each are focused on the organization’s compliance with federal or state requirements.

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| 5.1 Describe how the local board meets its responsibilities for oversight, monitoring, and corrective action for WIOA Title I programs. |

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| 5.2 Describe how the local board conducts business in accordance with the Sunshine Provisions of WIOA staffing plans for the local board. |

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| 5.3 Describe the methods and strategies used to ensure timely expenditure of WIOA funds. |

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| 5.4 Describe the process for neutral brokerage of adult, dislocated worker, and youth services. Identify the competitive process and criteria (such as targeted services, leverage of funds, etc.) used to award funds to sub-recipients/contractors of WIOA Title I Adult, Dislocated Worker, and Youth services, state the names of contracted organizations, and the duration of each contract. [WIOA Sec. 108(b)(16)] |

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| 5.5 Identify the entity responsible for the disbursal of grant funds. [WIOA Sec. 108(b)(15)] |

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| 5.6 Describe the strategy used by the local board to leverage WIOA funds with other federal, state, local, and philanthropic resources. |

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| 5.7 Indicate the negotiated local levels of performance for the federal measures. [WIOA Sec. 108(b)(17)] |

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| 5.8 Describe indicators used by the local board to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers and the one-stop delivery system, in the local area.  [WIOA Sec. 108(b)(17)] |

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| 5.9 Provide a description of any replicated cooperative agreements with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. [WIOA Sec. 108(b)(14)] |

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| 5.10 Describe the actions the local board will take towards becoming or remaining a high-performing board |

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| 5.11 Describe the process for getting input into the development of the local plan and providing public comment opportunity prior to submission. Be sure to address how members of the public, including representatives of business, labor organizations, and education were given an opportunity to provide comments on the local plans. If any comments received that represent disagreement with the plan were received, please include those comments here. [WIOA Sec. 108(d)] |

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| 5.12 Describe professional staff development strategies, including:Process used to ensure staff receive continuous training in workforce development practicesMethods to ensure effective use of the Virginia Workforce Connection system of record and to adhere to timely data entry requirements for WIOA servicesProcess to measure staff performance and delivery of high-quality customer serviceProcess to meet and maintain staff certification and Virginia Workforce Center certification as required by Virginia Workforce Council Policy 300-06 |

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**Statement of Compliance, Plan Signatures, & Fiscal Agent Designation**

We hereby certify that this local plan was developed in accordance with the State guidelines, and that local board activities will be conducted in accordance with this plan and the provisions of the Workforce Innovation and Opportunity Act of 2014, its attendant regulations and the applicable state laws and policies. We further certify that the plan was developed by the local workforce development board in partnership with the Chief Elected Officials (CEO), and with the benefit of an open and inclusive plan development process and the required public comment period.

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| --- | --- |
| **Local Area Name / #** |  |
| **Local Plan Point of Contact:** |  |
| **Address:** |  |
| **Phone/e-mail:** |  |

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| **Typed Name & Signature of WDB Chair Date** |

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| **Typed Name & Signature of CEO Consortium Chair** | **Date** |

The Chief Elected Official(s) designate(s) the following entity as the fiscal agent:

Entity: Contact: Address*: \_*

Phone/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local Plan Required Attachments**

**Please provide the links to the documents listed below in the boxes marked “Click here to enter text.” If such links are not available, please include copies of the documents with your submission.**

1. Current Chief Elected Official (CEO) Consortium Agreement: **Click here to enter text.**
2. Current CEO-Local WBD Agreement: **Click here to enter text.**
3. Current Local WBD organizational chart **Click here to enter text.**
   1. Identify board oversight and program administration
4. Copies of executed cooperative agreements between the Local WBD or other local entities and the local office of the Virginia agency/unit administering programs carried out under title I of the Rehabilitation Act of 1973 with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination
   1. **Click here to enter text.**
   2. Cooperative agreements as defined in WIOA section 107(d)(11))
   3. Other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B))
5. Local WDB Policies: provide the link to all policies on the Local WDB website
   1. Click here to enter text.