



## Workforce System Directive Regional and Local Plans

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**Effective Date of Policy:** 11/01/2024

**Policy Number:** WSD #85-2024

**Rescissions:** OWDI #10-2020

**Approved By:** Trae Rahill, Chief Executive Officer

**Approved by Governor's Council for Workforce and Economic Development:** 11/01/2024

### STAKEHOLDERS:

- Chief Local Elected Officials
- Workforce Development Board Chairs
- Workforce Development Board Staff
- Designated Fiscal Agent Staff
- Oklahoma Career Tech
- Oklahoma Rehabilitation Services
- Wagner Peyser

### REFERENCES:

- [Workforce Innovation and Opportunity Act](#) (WIOA) Sections 106-108
- [20 CFR 679.500 Subpart D](#)
- [34 CFR 361.150 Subpart E](#)
- [34 CFR 361.300 Subpart F](#)
- [34 CFR 463 Subparts I and J](#)
- [TEN 21-16](#)

**PURPOSE:** Following 20 CFR 679.500 this policy communicates Oklahoma's instructions for the local and regional plans under the Workforce Innovation and Opportunity Act (WIOA).

### MESSAGE:

#### Plan Overview:

State, Regional, and Local Plans should coordinate effectively to ensure alignment and maximize impact on economic development and employment outcomes. The Regional Plan develops strategies to align with the vision and goals set forth by the state plan. The Local Plan operationalizes the vision by putting those strategies into an action plan. To read the current Oklahoma State Plan's goals and strategies go to <https://wioaplans.ed.gov>.

### **Oklahoma's Planning Regions:**

Planning regions are established to ensure that training and employment services:

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

WIOA requires the planning regions to be composed of:

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

Oklahoma's current regions and local workforce development areas designated in the State:

[Oklahoma 4 Planning Regions](#)

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

- Identification of sector strategies and career pathways.
- Development of strategies to serve common employers, such as business services and Registered Apprenticeship; and
- Coordination of rapid response and/or layoff aversion activities.

### **Planning Process:**

The planning region or local area shall work with WIOA core partners and other programs in Oklahoma's Combined State Plan to develop the Regional and Local Plans. These plans must also coordinate with American Job Center (AJC) partners, as well as economic development, education, and private sector partners, to establish a shared understanding of workforce development needs, clarify roles in addressing those needs, and agree on key strategies to achieve this vision.

### **Regional Plan**

#### **Multiple Local Areas in a Region:**

- When there is more than one local workforce development area within a region, these areas must collaborate to create a Regional Plan.
- Each local area within the region must ensure that their individual local plans are consistent with and incorporated into the regional plan.

- The Regional Plan is then submitted to the state, demonstrating how the local areas will work together to meet the regional workforce needs and objectives.

The substance of the Regional Plan is described at WIOA Section 106(c)(2) and 20 CFR 679.510. Oklahoma’s requirements are further detailed in Attachment A in this policy.

The local workforce development areas within the planning region must coordinate available resources to decide how the regional planning process will occur and indicate who will lead or be responsible for the writing of the plan. This should include partners. Efforts must be made to ensure the lead or ultimate responsible party shall be neutral, such as a third-party consultant, or responsibilities shall be rotated in subsequent years amongst the local area's WDB directors. The Regional Plan will be based upon the Strength, Weaknesses, Opportunities and Threats (SWOT) analysis undertaken by the region. This process should be on-going, but, at a minimum, a SWOT analysis must be conducted every four years to outline the key workforce issues found in the SWOT analysis and the solutions to address them.

This SWOT analysis will include an analysis of:

1. The regional labor market data (to determine the in-demand occupational competencies [knowledge, skills, and abilities] required by employers within the region),  
Note, in-demand occupations will:
  - a. Be part of a sector of the economy that has a high potential for sustained demand or growth in that local area,
  - b. Target industry clusters within the local area,
  - c. Support economic growth priorities; and
  - d. Address industry-specific shortages.
2. In-demand occupational needs of the area,
  - a. Top ten occupational needs as demonstrated by local employers in each local area.
  - b. Regional workforce data that supports this.
  - c. Supporting documentation.
3. Key demographics of the region, and;
4. The regional workforce system (including the education system) and its capacity to meet the needs of regional employers.

The four-year regional plans must be submitted by November 1, 2024, and by November 1 every four years thereafter. Two-year updates to the regional plan must be submitted every four years beginning November 1, 2024

### **Local Plan**

Local workforce development boards in partnership with the CLEO, shall prepare, submit, and obtain approval of a local plan that includes a description of the policies, procedures, and local activities carried out in the local area and that contains all the requirements outlined in

§679.560 of Title 20 the Federal Regulations.

**Single Local Area in a Region:**

- If there is only one local workforce development area within a region, that local area is only required to submit a local plan.
- In this case, the local plan serves as both the regional and local plan, detailing how the workforce development strategies will be implemented within that single local area.

The local plan is described in WIOA Section 108(a), and the contents of the Local Plan are described in WIOA Section 108(b), 20 CFR 670.560. Oklahoma’s requirements are found in Attachment B of this policy. Self-Assessment results (required every 4 years) and regional SWOT Analysis results (required every 4 years) must be utilized in the local plan.

The four-year local plans must be submitted by November 1, 2024, and by November 1 every four years thereafter. Two-year modifications to the local plan must be submitted every four years beginning November 1, 2024.

**Provision of Data**

The State will assist the planning regions and single area regions in obtaining the necessary labor market data, operational data elements, and any other data that will support the process of regional or local planning. All State assisted data will be submitted by the Chief Economist of OESC’s Economic Research and Analysis Division to the local areas by August 1. Performance Negotiation data will be submitted to the areas by September 1.

**Plan Review and Public Comment**

The local WDBs and the CLEOs within the multi area planning region, or single local area region, must ensure that there has been an opportunity for public comment on the development of the regional and/or local plans. Additionally, copies of the proposed regional and local plans must be made available to the public. Members of the public must be given at least 30 days to provide their comments on these plans, before the plans are submitted to the State. Any comments expressing disagreement with the approved draft plan, and the area and/or region’s response MUST be included when the plan is submitted to the State

**Plan Submission Process**

The Local Workforce Development Board responsible for the four-year local plan, or the entity responsible for the development of the four-year regional plan, shall submit all required documents electronically to the State Workforce Board Coordinator at the Oklahoma Employment Security Commission via [WorkforceServices.Inquiry@oesc.ok.gov](mailto:WorkforceServices.Inquiry@oesc.ok.gov), with a carbon copy (cc) to [Deanna.Smith@oesc.ok.gov](mailto:Deanna.Smith@oesc.ok.gov). The submission should include the following documents:

- The local or regional plan.

- Board and Chief Local Elected Official (CLEO) meeting minutes approving the plan.
- All public comments disagreeing with the plan.

**Plan Evaluation Process**

The State has 90 days upon submission of the Local/Regional plans to review and determine approval. The plans will be reviewed by the OESC and the Workforce System Oversight Committee of the Governor’s Council for Workforce and Economic Development.

Plans will be evaluated considering the following criteria:

- Is the plan complete and in the correct format? Are all items in the submission guidelines addressed thoroughly and completely?
- Does the local plan address previously identified deficiencies from monitoring visits? Has the local area made acceptable progress in addressing those deficiencies, if applicable?
- Does the plan comply with the applicable provisions of the WIOA and WIOA Final Regulations, including the required consultations and public comment provisions, and the nondiscrimination requirements of 29 CFR Part 37?
- Does the plan align with Oklahoma’s State Plan? If Regional, does the plan align with appropriate Local Area Plans? If Local Area, does the plan align with the appropriate Regional Plan?

If plans are not consistent with the outlined criteria above, a revised draft may be required. The region/local area will be notified and provided an opportunity to correct the identified issue(s). Once corrected, the Committee will provide recommendations for approval to the Governor’s Council.

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

**PLANNING TIMELINE:**

**Four-year Regional and Local Plan Activity**

- Draft of Regional and Local Plans developed and finalized by September 1
- Draft of Regional and Local Plans posted for 30-Day Public Comment by September 1
- Regional/Local Board/CLEO Approved Plan Submitted to Governor by November 1
- 90 Day State Review Period Begins on November 1 and is completed by January 30

***Two-year Modification***

Four-year regional and local plans must be updated after two years to reflect modifications and changes:

1. In regional labor market and economic conditions; and

2. Other factors affecting the implementation of the local plan, including but not limited to:
  - a. Significant changes in local economic conditions.
  - b. Changes in the financing available to support WIOA title I and partner provided WIOA services.
  - c. Changes to the Local WDB structure. and
  - d. The need to revise strategies to meet local performance goals.

The Local WDBs within a planning region, in partnership with the appropriate chief elected officials, must review the regional plan, and prepare and submit modifications to Oklahoma Employment Security Commission (OESC) by November 1, 2024, and every two years after the approval of subsequent regional plans (2026, 2028, etc.).

Updates and modifications to the local plan must be submitted to OESC by November 1, 2024, and every two years after the approval of the subsequent local plans (2026, 2028, etc.). It is not expected that a plan is fully re-written for the two-year update if it is not necessary, only that updates are provided. Modifications are to be posted for a 30-day public comment period and submitted to the OESC. Submissions are to include all changes made to the local and regional plans.

The local WDB of the local plan, or the entity responsible for the development of the regional plan, shall submit the local or regional plan electronically to [Deanna.Smith@oesc.ok.gov](mailto:Deanna.Smith@oesc.ok.gov) , with a carbon copy (CC) sent to the Workforce System Coordinator at the OESC: [WorkforceServices.Inquiry@oesc.ok.gov](mailto:WorkforceServices.Inquiry@oesc.ok.gov).

**EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT:**

All Recipients, and Sub-recipients/Sub-grantees must comply with WIOA’s Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

**ACTION REQUIRED:** This Workforce System Directive (WSD) is intended to provide guidance to the local workforce boards to ensure each local area and region within Oklahoma creates, submits, and implements a local and/or regional plan.

**INQUIRIES:** If you have any questions or concerns regarding issuance, please email [WorkforceServices.Inquiry@oesc.ok.gov](mailto:WorkforceServices.Inquiry@oesc.ok.gov).

**ATTACHMENTS:**

- Attachment A: Oklahoma’s Regional Plan Template
- Attachment B: Oklahoma’s Local Plan Template

Oklahoma's 4-Year Regional Plan

Planning Region: \_\_\_\_\_

Local Areas Within the Planning Region

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures for the Regional Plan

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

By signing the regional plan, all signatories attest that:

1. They submit this plan on behalf of the region and the local areas within that region.
2. The planning was done with leaders throughout the region and represents the collective thinking of those regional representatives.
3. The information contained herein is true and accurate to the best of their knowledge.
4. The regional plan and accompanying local plans represent the local workforce development boards' efforts to maximize resources available under Title I of the Workforce Innovation and Opportunity Act and to coordinate these resources with other State and Local programs in the planning region.
5. They will operate the local system in accordance with the regional plan, their respective local area plan, and applicable federal and state laws, regulations, policies, and rules; and,
6. All assurances have been met.

**Local Area A: Area Name**

**WDB CLEO Typed/Printed Name:** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Executive Director Typed/Printed Name:** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Local Area B: Area Name**

**WDB CLEO Typed/Printed Name:** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Executive Director Typed/Printed Name:** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Local Area C: Area Name**

**WDB CLEO Typed/Printed Name:** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Executive Director Typed/Printed Name:** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Executive Summary**

For consideration, please prepare a document not to exceed 2 pages that synthesizes the context and strategies developed in the regional plan. This should include: a brief overview of regional data; measurable goals and baseline metrics (when available); and planned workforce strategies.

### **Submission guidelines:**

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

## **Regional Plan Sections & Questions**

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

1. Define and describe the shared vision of the workforce development planning region. Include identified short or long-term regional goals.

### **B. Regional Data Analysis**

1. Provide an analysis of the regional economic conditions, including:
  - a. Existing and emerging in-demand industry sectors and occupations; and,
  - b. Employment needs of employers in existing and emerging in-demand industry sectors and occupations.
2. Provide an analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.
3. Provide an analysis of the regional workforce, including current labor force employment and unemployment data, information on labor market trends, and the educational and skill levels of the workforce, including individuals with barriers to employment.
4. Provide an analysis of workforce development activities that indicates how the planning region's service delivery system is prepared to meet the community's workforce development needs. **Please include the Regional SWOT Analysis.**
  - a. Describe the strengths and weaknesses of the regional workforce development activities.
  - b. Describe the alignment of the regional education and training programs with the employment needs of regional employers.
  - c. Describe the region's capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment.
  - d. Describe the region's capacity to meet the employment needs of employers.

5. Based on the analysis above, describe the region's key workforce development issues, and possible solutions to be implemented within the region, to reach the region's economic and workforce development-oriented vision and strategic goals.

### **C. Description of Regional Strategies**

1. Briefly describe the activities and steps taken to develop this regional plan.
2. Describe the shared regional strategy to align available resources among **the required, and any additional, partners** within a planning region.
3. Describe how the planning region, with the collaboration of the local workforce development boards, will support the goals and strategies identified in Oklahoma's Unified State Plan.
4. Describe the development and implementation of joint regional service strategies for common requirements and policies for:
  - a. Work-based learning/training (customized training, incumbent worker training, Registered Apprenticeship, and on-the-job training).
  - b. Training services using individual training accounts in a mutual manner. Include copies of any cooperative service delivery agreements; and
  - c. Referral and co-enrollment processes and procedures.
5. Describe the development and implementation of joint regional services strategies for career pathways. List the career pathways, and, for each, describe:
  - a. The phase of development (conceptual, in initial implementation, being sustained, or, expanding)
  - b. Workforce Demand (need) – Describe the business workforce need being addressed by the strategy. Indicate the industry(s) and occupations being represented, how the need was determined, and the occupational skills to be addressed.
  - c. Relevance – Indicate the connection between the demand and the priority(ies) for the region.
  - d. Strategy – Identify the sector partners and the role of each.
  - e. Funding – Describe available resources that will support the strategy.
  - f. Unfunded Critical Elements – Identify any critical elements for the identified strategy that must be done for the success of the strategy that cannot be met

with available resources. This may include: the expansion of an existing strategy, in any phase, from one LWDA to others in the region; the need to procure new training vendors; planning sessions involving multiple partners; training of One-Stop staff; and development of regional data collection systems.

6. Describe the coordination of economic and workforce development within the region including:
  - a. Current economic development organizations engaged in regional planning.
  - b. Education and training providers involved with economic development.
  - c. Current businesses involved with economic development organizations; and,
  - d. Targeted businesses from emerging sectors/industries.
  
7. Describe the development and implementation of joint regional services strategies for industry sector partnerships/strategies. List the industry sector partnerships and, for each, describe:
  - a. The phase of development (conceptual, in initial implementation, being sustained, or, expanding)
  - b. Workforce Demand (need) – Describe the business workforce need being addressed by the strategy. Indicate the industry(s) being represented, how the need was determined, the occupational skills to be developed, the number of jobs being addressed, and the timeframe(s) associated with the need.
  - c. Relevance – Indicate the connection between the demand and the priority(ies) for the region.
  - d. Strategy – Identify the sector partners and the role of each.
  - e. Funding – Describe available resources that will support the strategy.
  - f. Unfunded Critical Elements – Identify any critical elements for the identified strategy that must be done for the success of the strategy that cannot be met with available resources. This may include: the expansion of an existing strategy, in any phase, from one LWDA to others in the region; the need to procure new training vendors; planning sessions involving multiple partners; training of One-Stop staff; and development of regional data collection systems.
  
8. Describe efforts that have taken place or anticipated efforts to assess the need for and establish regional services strategies, including the use of cooperative service delivery agreements. In addition, describe the strategies and services that will be used to:
  - a. Engage employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations.

- b. Provide business services to employers.
  - c. Manage regional rapid response activities.
  - d. Incorporate relevant secondary and post-secondary education programs and activities within the one-stop delivery system.
  - e. Incorporate within the one-stop delivery system the adult education and literacy activities under WIOA Title II, including the review of applications submitted under Title II.
  - f. Incorporate within the one-stop delivery system the provisions of vocational rehabilitation services under Title IV.
  - g. Strengthen linkages between the one stop delivery system and unemployment insurance programs: and,
  - h. Ensure priority for program services will be given to individuals with high barriers to employment.
9. Describe how administrative cost arrangements have been coordinated, including pooling funds for administrative costs, as appropriate.
10. Describe the coordination amongst the planning region for the provision of transportation, including:
- a. An outline of transportation issues related to workforce development and ways the region will address identified needs. This may include a map of the regional commuting patterns.
  - b. Whether the provision of transportation services can be enhanced, and if so, how.
  - c. What organizations currently provide, or could provide transportation services
  - d. An established process to promote coordination of transportation supportive services delivery.
  - e. If the region has determined regional coordination of transportation not to be appropriate for the planning region at this time, discuss how that determination was made.
11. Describe the coordination amongst the planning region for the provision of other appropriate supportive services in the planning region, including:
- a. A copy of the Job Seeker Wrap Around Services Service Matrix
  - b. Whether the provision of supportive services could be enhanced, and if so, how.
  - c. What organizations currently provide or could provide supportive services.

- d. Establishing a process to promote coordination of supportive services delivery.
  - e. If the region has determined regional coordination of support services not to be appropriate for the planning region at this time, discuss how that determination was made.
12. Describe the process to develop, and the finalized agreement concerning how the region will collectively negotiate and reach agreement with the Governor on local levels of performance for, and report on, the performance accountability measure described in WIOA Section 106(c) for local areas or the planning region.
13. The process the planning region undertook to provide input to the development of the plan, and a 30-day public comment period of the regional plan, prior to submission.

Oklahoma’s 4-Year Local Plan

Workforce Development Area: \_\_\_\_\_

Chief Local Elected Official: \_\_\_\_\_

WDB Chair: \_\_\_\_\_

WDB Executive Director: \_\_\_\_\_

**Signatures for the Local Plan**

The following signatures attest that:

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

**WDB CLEO Typed/Printed Name:** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Executive Director Typed/Printed Name:** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Executive Summary**

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

## **Submission guidelines**

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

## **Local Plan Sections & Questions**

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

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

1. Provide a description of the local board's strategic vision and goals to support economic growth and economic self-sufficiency, including:
  - a. Goals for preparing an educated and skilled workforce, including individuals with barriers to employment; and,
  - b. Goals relating to the performance accountability measures based on performance indicators.
2. Describe the strategy to work with entities that carry out the core programs and required partners to align resources available to the local area, to achieve the strategic vision and goals.

### **B. Local Workforce Development System Response to Regional Plan**

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

1. Provide an analysis of the local area's economic conditions, including:
  - a. Identifying the specific industries and occupations that are in-demand or emerging in the local area; and
  - b. Employment needs of employers in existing and emerging in-demand industry sectors and occupations. *(What are employers looking for in terms of workforce needs – such as the number of workers or specific roles that need to be filled.)*
2. Describe the knowledge and skills needed to meet the employment needs of the employers in the local area, including employment needs in in-demand industry

sectors and occupations. (*Specify the qualifications necessary to fill the above roles in the in identified in demand sectors and occupations.*)

3. Provide an analysis of the local workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment.
4. Provide an analysis of workforce development activities, including providing the SWOT analysis that indicates how the local area's service delivery system is prepared to meet the community's workforce development needs. The local area may add additional information to the regional SWOT analysis that was developed with the regional plan.
  - a. Describe the strengths and weaknesses of workforce development activities.
  - b. Describe the workforce development system's capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment.
  - c. Describe the employment needs of employers.
5. Based on the regional plan's data analysis, describe the local area's key workforce development issues and possible solutions to be implemented within the local area.

**C. Local Workforce Development System Description**

1. Describe the workforce development system in the local area by addressing each of the following.
  - a. List and describe the programs that are included in the system.
  - b. List the location(s) of the comprehensive One Stop Center(s) (at least one) within your local area; and any affiliated or specialized centers (both physically and electronically linked, such as libraries) in the local workforce development area. Identify the workforce system partners who are physically co-located in those centers.
  - c. Describe the roles and resource contributions of each of the one-stop partners. **Please include the completed Job Seeker and Business Services service matrices.**
2. Identify your key strategies for aligning the core programs (WIOA Title I, II, III, and IV programs) as well as all required partner programs within the local one-stop system of comprehensive and affiliate offices by addressing each of the following



items. (Include a copy of any completed Process Maps and how they are used to align services and avoid duplication of services).

- a. Assess the types and availability of adult and dislocated worker employment and training activities in the local area.
  - b. Provide an explanation of how the local board addresses local rapid response activities.
  - c. Describe how the local board will coordinate relevant secondary and post-secondary education programs and activities with workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services.
  - d. Describe how the local board, in coordination with the One Stop operator, maximizes coordination, improves service delivery, and avoids duplication of Wagner-Peyser Act services and other services provided through the delivery system.
  - e. Describe how the local board will coordinate WIOA Title I workforce investment activities with adult education and literacy activities under WIOA Title II, including how the local board will carry out the review of local applications submitted under Title II.
  - f. Describe and assess the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, and provide an identification of successful models.
3. Describe how the local board will work with entities carrying out core programs to accomplish the following outcomes:
- a. Expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment.
  - b. Facilitate the development of career pathways\*. Provide a list of the career pathways, and for each include:
    - The phase of development (conceptual, in initial implementation, being sustained, or, expanding).
    - Workforce Demand (need) – Describe the business workforce need being addressed by the strategy. Indicate the industry(s) and occupations being represented, how the need was determined, and the occupational skills to be addressed.
    - Relevance – Indicate the connection between the demand and the priority(ies) for the region.
    - Strategy – Identify the sector partners and the role of each; Funding – Describe available resources that will support the strategy; Unfunded

Critical Elements – Identify any critical elements for the identified strategy that must be done for the success of the strategy that cannot be met with available resources. This may include: the expansion of an existing strategy, in any phase, from one LWDA to others in the region; the need to procure new training vendors; planning sessions involving multiple partners; training of One-Stop staff; and development of regional data collection systems.

- c. Facilitate co-enrollment, as appropriate, in core programs.
- d. Improve access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).
- e. Facilitate engagement of employers\* in workforce development programs, including small employers and employers in in-demand industry sectors and occupations to:
  - Support a local workforce development system that meets the needs of businesses in the local area.
  - Provide better coordination between workforce development programs and economic development.
  - Support sector partnership strategies, including a list of active sector partnerships.

For each, describe:

- The phase of development (conceptual, in initial implementation, being sustained, or, expanding)
- Workforce Demand (need) – Describe the business workforce need being addressed by the strategy. Indicate the industry(s) being represented, how the need was determined, the occupational skills to be developed, the number of jobs being addressed, and the timeframe(s) associated with the need.
- Relevance – Indicate the connection between the demand and the priority(ies) for the region.
- Strategy – Identify the sector partners and the role of each.
- Funding – Describe available resources that will support the strategy.
- Unfunded Critical Elements – Identify any critical elements for the identified strategy that must be done for the success of the strategy that cannot be met with available resources. This may include: the expansion of an existing strategy, in any phase, from one LWDA to others in the region; the need to procure new training vendors; planning sessions involving multiple partners; training of One-Stop staff; and development of regional data collection systems. Strengthen linkages between the One Stop delivery system and unemployment insurance programs: and,



- b. One Stop Operator(s)
  - c. Service Provider(s) for Adult and Dislocated Worker WIOA Title I Basic and Individualized Career Services
  - d. Service Provider(s) for Youth WIOA Title I Services
10. Describe the competitive process used to award the subgrants and contracts for WIOA Title I activities.
  11. Describe the local levels of performance negotiated with the State.
  12. Describe the actions the local board will take toward becoming or remaining a high performing board.
  13. Describe how training services will be provided through the use of individual training accounts, including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts, and how the local WDB will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.
  14. Describe how One Stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA.
  15. Describe the direction given to the One Stop center operator to ensure priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.
  16. Describe the process used by the local board to provide a 30-day public comment period prior to submission of the plan, including an opportunity to have input into the development of the local plan, particularly for representatives of businesses, education, and labor organizations. The required public comment process is outlined in section 108(d) of WIOA.

### **Assurances**

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

- The Local Workforce Development Board assures it will establish fiscal control and fund accounting procedures to ensure the proper disbursement of, and accounting for all funds received through the Workforce Innovation and Opportunity Act.

- The Local Workforce Development Board assures it shall keep records that are sufficient to permit the preparation of reports required by the Act and shall maintain such records, including standardized records for all individual participants, and submit such reports as the State may require.
- The Local Workforce Development Board assures it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of the Act.
- The Local Workforce Development Board assures funds will be spent in accordance with the Workforce Innovation and Opportunity Act, regulations, written Department of Labor Guidance, written Oklahoma guidance, and all other applicable Federal and State laws.
- The Local Workforce Development Board assures that veterans will be afforded employment and training activities authorized in the Jobs for Veterans Act and 20 C.F.R. Part 1010.
- The Local Workforce Development Board assures it will comply with any grant procedures prescribed by the Secretary which are necessary to enter into contracts for the use of funds under WIOA, but not limited to the following:
  - General Administrative Requirements – Uniform Guidance at 2 C.F.R. Part 200 and 2 C.F.R. Part 2900.
  - Assurances and Certifications – SF 424B – Assurances for Non-Construction Programs.
  - 29 C.F.R. Part 31,32 – Nondiscrimination and Equal Opportunity Assurance (and Regulation).
  - 29 C.F.R. Part 93 – Certification Regarding Lobbying (and Regulation).
  - 29 C.F.R. Parts 94 and 95 – Drug Free Workplace and Debarment and Suspension; Certifications (and Regulation).