

Attachment C

Requirements for Local Plans

Descriptions of the Local Workforce Development System Vision:

1. A local area analysis of:
 - Economic conditions, including existing and emerging in-demand industry sectors and occupations; and
 - Employment needs of employers in existing and emerging in-demand industry sectors and occupations.
 - As appropriate, a local area may use an existing analysis, which is a current description of the regional economy to meet the requirements of the above paragraphs.
2. 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, as identified on the OhioMeansJobs.com, In-demand Occupations list.
3. An analysis of the regional 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. An analysis of workforce development activities, including education and training in the region, including:
 - The strengths and weaknesses of workforce development activities;
 - Capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment; and
 - The employment needs of employers.
5. A description of the local board's strategic vision and goals to support regional economic growth and economic self-sufficiency, including:
 - Collaboration with JobsOhio and the support to the JobsOhio regional goals;
 - Goals for preparing an educated and skilled workforce, including individuals with barriers to employment; and
 - Goals relating to the performance accountability measures based on performance indicators.
6. A 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.

Descriptions of the Local Workforce Development System:

1. The workforce development system in the local area, including the identification of the following:
 - The programs that are included in the system; and
 - How the local board will work with the entities carrying out the core programs and other workforce development programs to support service alignment; and
 - Location of the comprehensive OhioMeansJobs center and any affiliated or specialized centers in the local workforce development area.
2. How the local board will work with entities carrying out core programs to:

- Expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment;
 - Facilitate the development of career pathways and co-enrollment, as appropriate, in core programs; and
 - 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).
3. The strategies and services will be used in the local area:
 - To 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;
 - To provide better coordination between workforce development programs and economic development;
 - To collaborate with JobsOhio and the support to the JobsOhio regional goals;
 - To strengthen linkages between the OhioMeansJobs delivery system and unemployment insurance programs; and
 - To implement 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 regional employers.
 4. How the local board will strategize to implement the goals and reform principles of the Combined State Plan.
 5. The examination of how the local board will coordinate local workforce development activities with regional economic development activities that are carried out in the local area and how the local board will promote entrepreneurial skills training and microenterprise services.
 6. An explanation of the OhioMeansJobs delivery system in the local area, including:
 - How the local board will ensure the continuous improvement of eligible providers of services through the system and that such providers will meet the employment needs of local employers, workers, and jobseekers;
 - How the local board will facilitate access to services provided through the OhioMeansJobs delivery system through the use of technology and other means;
 - How entities within the OhioMeansJobs delivery system, including OhioMeansJobs center operators and partners, will comply with section 188 of WIOA, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities; and
 - The roles and resource contributions of the OhioMeansJobs center partners.

7. An assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.
8. An explanation of how the local board and the State coordinates statewide rapid response activities.
9. A reference to the Comprehensive Case Management and Employment Program (CCMEP) plan for each county within the local area. (This requirement is fulfilled if each county within the local workforce development area submitted the CCMEP county plan as required in rule 5101:14-1-03 of the Administrative Code.)
 - If a CCMEP county plan is not required to be submitted, the local plan must include a description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities.
10. How the local board will coordinate relevant secondary and post-secondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services.
11. How the local board will coordinate WIOA Title I workforce investment activities with the provision of transportation, child care, and other appropriate supportive services in the local area.
12. How the local board, in coordination with the OhioMeansJobs center operator, maximizes coordination, improves service delivery, and avoids duplication of Wagner-Peyser Act services and other services provided through the OhioMeansJobs delivery system.
13. 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.
14. The executed cooperative agreements which define how service providers will carry out the requirements for integration of and access to the entire set of services available in the local OhioMeansJobs system. This includes cooperative agreements between the local WDB and other local entities with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
15. An identification of the fiscal agent.
16. The competitive process that will be used to award the subgrants and contracts for WIOA Title I activities.
17. The local levels of performance negotiated with the State.
18. The actions the local board will take toward becoming or remaining a high-performing board.
19. 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.

20. How OhioMeansJobs centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA.
21. The direction given to the OhioMeansJobs 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.
22. 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

The following assurances must be provided:

- The Local Workforce Development Board must assure 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 must assure that 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 must assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of the Act.
- The Local Workforce Development Board must assure that funds will be spent in accordance with the Workforce Innovation and Opportunity Act, regulations, written Department of Labor Guidance, written Ohio Department of Job and Family Services guidance, and all other applicable Federal and State laws.
- The Local Workforce Development Board must assure 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 must assure 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).

Signature Page

The signature page of the local plan attests that all assurances have been met and that the local plan represents the local workforce development board's effort 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.

The effective dates of the local plan must be included on the signature page.

Signatures of the local workforce development board chairperson, local workforce development board director, and the chief elected official(s) for the workforce development area must be included on the signature page. The State will not approve a local plan if all required signatures are not included.

Signatures will certify that the local workforce development board will operate the WIOA program in accordance with the local plan and applicable federal and state laws, regulations, policies, and rules.