

**WASHINGTON STATE
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD
SPECIAL MEETING NO. 195
December 14, 2015
WORKFORCE INNOVATION AND OPPORTUNITY ACT
REGIONS DESIGNATION**

The Workforce Board will discuss and take action to recommend to the Governor the designation of workforce planning regions, as required under the Workforce Innovation and Opportunity Act (WIOA). Below is background information on the process of information and input gathering up to this date. Enclosed also are a “white paper” developed to address a number of Frequently Asked Questions and concerns about regional designation (Attachment A), a summary of public comments on the 12 region map (Attachment B), and the Integrated Workforce Plan Guidelines for Regional/Local Plans, Program Years 2016-2020 (Attachment C).

Background

In late 2014, the Workforce Board organized a Steering Committee to direct the development of policy recommendations related to the implementation of WIOA. That Steering Committee convened several standing subcommittees and issue-specific task forces, including a Local Governance and Sector Strategies (LGSS) Subcommittee that considered the designation of workforce regions in detail, beginning in April 2015.

Following the first issuance of proposed federal rules in April 2015, the LGSS Subcommittee drafted a letter to chief local elected officials (CLEOs) and workforce development councils (WDCs) inviting their input on:

- data factors to be considered by the Workforce Board and Governor in designating workforce regions;
- the challenges and opportunities regions presented; and
- any existing regional collaborations that might be formalized as workforce regions.

The letter to CLEOs and WDCs was approved by the subcommittee, the WIOA Steering Committee, and then the Workforce Board at their May 28, 2015 meeting, after which the letter was sent to CLEOs and WDCs for 30 days of public comment. At the end of that comment period the Workforce Board had received comments from 11 of the 12 WDCs, all requesting to be identified as regions unto themselves. Along with their comments, they included input on the data factors that should be considered when designating workforce regions.

In July a Regions Task Force of the LGSS Subcommittee met for six hours and unanimously approved the proposed data factors for designation of regions. Members of the task force included staff from six WDCs, the Governor’s Office, and representatives from labor and business. The following data factors were selected for making regions recommendations:

DATA FACTORS TO CONSIDER WHEN CONFIGURING REGIONS

- **Labor sheds**
 - Population centers – Metropolitan Statistical Areas published by the Office of Management and Budget based on analysis of census data
 - Commute patterns – US Census Longitudinal Employment and Household Dynamics (LEHD) data
 - Industry concentration – Location quotients derived from Bureau of Labor Statistics and 2014 Washington State Quarterly Census of Employment and Wage records
- **Economic regions**
 - Federal Economic Development Districts identified by the federal Economic Development Administration
 - Regional Transportation Planning Organizations and Districts, as identified by WSDOT data
 - Metro Planning Organizations, as identified by WSDOT data
- **Sufficient resources to carry out the requirements of Title I of WIOA** – since regions consist of local areas which must have sufficient resources to carry out Title I of WIOA in order to be designated as areas, regions have the resources to carry out Title I of WIOA by default.
- **Geography** and topography
- **Alignment to the Governor’s identified sectors** – Location quotients derived from Bureau of Labor Statistics and 2014 Washington State Quarterly Census of Employment and Wage records
- **Locally prioritized Industry sectors** – based on a survey of WDCs
- **Locally initiated regional planning efforts** – based on a survey of WDCs

The following day the Steering Committee approved the recommended data factors and directed staff to draft a proposed regions map, based on these factors. After the Workforce Board unanimously approved the regions policy data factors at their August 17, 2015 meeting, staff from the state Employment Security Department (ESD) created a draft policy adopting the data factors recommended by the Workforce Board as factors to consider for workforce region designation. ESD’s workforce region policy was released for two weeks of public comment on August 21, 2015, but was not substantially altered after the comment period closed.

Staff brought a proposed regions map to the Workforce Board for consideration at the Board’s September 17 meeting (a September 8 Steering Committee had been cancelled). The map share with the Workforce Board grouped the 12 existing Workforce Development Areas (WDAs) into six regions.

The Workforce Board voted to send out the proposed map for public comment, asking WDCs, CLEOs, and others to respond with input on the map by October 17. The Workforce Board scheduled a special meeting for October 21, 2015 to consider input on the proposed six regions map and adopt a recommendation for designating workforce regions.

Based on that input, at the special meeting, the Workforce Board voted to refer the proposed Six Regions map back to the Steering Committee for their official consideration and recommendation before adoption by the Workforce Board.

November 10 the Steering Committee scheduled consideration of the Six Regions map and invited open dialogue on the topic. This meeting resulted in a recommendation to the Workforce Board for:

- the 12 existing Workforce Development Areas (WDAs) to be designated workforce regions unto themselves (creating a “Twelve Regions” map); and

- local planning guidance, to be issued by the Workforce Board, ask for specific plans from WDAs to work with geographically contiguous WDAs based on the agreed upon factors in the WIOA Regions policy crafted by ESD.

This Twelve Regions map was presented to the Workforce Board for consideration at the November 19 meeting. The Workforce Board reviewed the map recommendation and voted unanimously to send the Twelve Regions map out for 15 days of public comment, recognizing that the new map represented a substantial departure from the previously considered map.

The comment period ended on December 8, 2015 and resulted in letters from 21 individuals addressing regions. All letters support the Twelve Regions map (See Attachment B).

Action: The Workforce Board is asked to adopt the recommendation for regional area designation.

RECOMMENDED MOTION

WHEREAS, The Workforce Training and Education Coordinating Board (Workforce Board) is designated as the state's Workforce Board by the Governor; and

WHEREAS, the Workforce Innovation and Opportunity Act requires states to fully implement the Act's plan requirements; and

WHEREAS, the Workforce Innovation and Opportunity Act Steering Committee's (Steering Committee) recommendation for regions was reopened for public comments, now

THEREFORE BE IT RESOLVED, the Workforce Board approves the Steering Committee's recommendation to designate regional areas under the Workforce Innovation and Opportunity Act; and

BE IT FURTHER RESOLVED, that the local plan guidance shall ask for specific plans to work with contiguous Workforce Development Areas, based on the agreed upon factors in the Workforce Innovation and Opportunity Act Regions policy.

Regional Designation and Planning under the Workforce Innovation and Opportunity Act

Frequently Asked Questions

Under the Workforce Innovation and Opportunity Act (WIOA), states are required to identify workforce planning regions within their required state workforce development plans.¹ The proposed federal rules accompanying WIOA note that the purpose of regions is to align workforce development activities and resources with regional economies and economic development activities to ensure coordinated and efficient services to both job seekers and employers.² Designation of a local workforce development area as a component of a workforce region does not diminish the authority of the local area board over its budget or programs, but does require a degree of regional collaboration among local area boards in their local and regional planning process.

This white paper on workforce regional designation and planning under the Workforce Innovation and Opportunity Act covers:

- Frequently Asked Questions about the requirements of regional designation and planning;
- Relevant federal law on regional designation and planning, and current proposed federal guidance on the law;
- Corresponding state policy from the Employment Security Department (ESD), based on the regional designation policy approved by the Workforce Board at their August 17, 2015 meeting;
- Guidance on regional designation and planning to be issued by the Workforce Board;
- A summary of Washington’s process to designate workforce regions; and
- The data factors considered when the Workforce Board released a proposed workforce regions map creating six workforce regions.

FREQUENTLY ASKED QUESTIONS ABOUT REGIONAL DESIGNATION AND PLANNING

Does regional designation require the creation of an entity above our local workforce development council?

No. The Act does not create any entity at the regional level that sits above and supersedes a local workforce development council (“WDC”). Local WDCs will maintain separate and distinct governing structures and authority over budget and program decisions.³

Is this an attempt to consolidate local WDCs?

No. Leaders of both the state Workforce Board and the Employment Security Department have openly acknowledged that there is no intent to alter the boundaries of the existing local WDCs. WIOA is clear that the state Workforce Board and ESD are not permitted to alter local WDC boundaries unilaterally.

¹ Workforce Innovation and Opportunity Act of 2014, PL 113-128, Section 106(a)(1) (hereinafter, “WIOA”): “Before the second full program year after the date of enactment of this Act, in order for a State to receive an allotment...and as part of the process for developing the State plan, a State shall identify regions in the State after consultation with the local boards and chief elected officials in the local areas...”

² See Proposed 20 CFR 679.200, available in a Notice of Proposed Rulemaking at <http://www.gpo.gov/fdsys/pkg/FR-2015-04-16/pdf/2015-05530.pdf>

³ See ESD Policy 5615, Section 3(A)(v): “Participation in a region does not diminish the authority of [local workforce development boards] or local [chief elected officials].”

The proposed federal rules for WIOA allow the Governor to redesignate local area boundaries only with the cooperation of the chief local elected officials and local boards affected in the area, unless performance or fiscal issues arise at the local level.⁴ After initial designation of workforce development areas occurs, the Governor *must* approve requests for subsequent designation of that area provided the area “performs successfully,” “[sustains] fiscal integrity,” and meets the requirements of submitting a local and regional plan.⁵ Only chief local elected officials themselves may petition the state to reconfigure the boundaries of a local workforce development area per the proposed federal rules.

Will regional planning affect our local WDC’s funding allocation amounts?

No. WIOA funding distributed by the state will not be distributed regionally unless specific guidance to that effect is issued in the finalized federal rules. Local WDCs will continue to receive their own funding allocation and need not commingle their funds with other WDCs included with them in a planning region.

Will regional designation affect our local WDC’s control over programs?

No. WIOA does not diminish local area board control over programs, but instead directs collaboration between local area boards where appropriate.

Subsequent to the Workforce Board’s adoption of a regional designation policy on August 17, 2015, the ESD policy on designating workforce regions, ESD Policy 5615,⁶ sets forth the data considerations for regional designations and provides guidance on how the state views the regional relationship between local WDCs, affirming:

- Designation of regions does not replace, eliminate, or re-draw local area boundaries unless local [chief elected officials] request re-designation of new local areas by the Governor. After initial designation as a local area under WIOA, existing local area boundaries may otherwise be altered only where a local area fails to meet performance targets or maintain fiscal integrity;⁷
- Participation in a region does not diminish the authority of the local workforce development boards or chief local elected officials;
- The State supports and encourages collaboration between any local areas and regions within the state or across state boundaries to achieve mutual workforce development goals; and
- The State will work with local workforce development boards to address the ability of regions to fulfill their joint regional planning and implementation responsibilities.⁸

How are local WDCs expected to coordinate a regional planning process?

The ESD Policy 5615 is clear about the expected process for regional planning and the elements the state will require regional plans to address. This policy is clearly aligned to the regional planning requirements set in WIOA Section 106(c) on regional planning⁹:

- Following designation of regions, local workforce development boards and chief local elected officials must engage in a regional planning process to prepare, submit, and obtain approval of a single regional plan that incorporates local plans for each of the local areas in the region;

⁴ See Notice of Proposed Rulemaking, Proposed 20 CFR 679.440, available at <http://www.gpo.gov/fdsys/pkg/FR-2015-04-16/pdf/2015-05530.pdf>

⁵ See WIOA Section 106(b)(3) on “Subsequent Designation.”

⁶ See ESD Policy 5615 on Regions Designation and Planning (hereinafter “ESD Policy 5615”), available at http://www.wa.gov/esd/1stop/policies/documents/wioa_title1/5615_RegionsDesignationandPlanning_Final.pdf

⁷ See WIOA Section 106(b)(3) on “Subsequent Designation.”

⁸ See ESD Policy 5615, Section 3(A).

⁹ A discussion on the specific required elements of a regional plan follows below in the “WIOA Section 106” subsection of the “Relevant Law and Policy” section below.

- The regional plan must address the following:
 - Regional service strategies, including use of cooperative service delivery agreements;
 - Development and implementation of sector initiatives for in-demand industry sectors or occupations within the region;
 - Collection and analysis of regional labor market data (in conjunction with the State);
 - Administrative cost arrangements, including pooling of funds, as appropriate;
 - Coordination of transportation and other support services, as appropriate;
 - Coordination of regional economic development services and providers;
 - Establishment of an agreement for how the region will negotiate and reach agreement with the Governor on local levels of performance for, and report on, the performance accountability measures described in WIOA.¹⁰

Do local area boards, or their staff, need to participate in regional planning meetings in person?

No. The local workforce development boards that participate in the region are called on to design a planning process that works for them. There is no expectation that meetings between local area boards or their staff be done in person. The coordination necessary to accomplish the objectives stated in a regional plan could conceivably be done remotely, by telephone or email. Regions encompassing large geographic areas are especially encouraged to work on their plans remotely.

How might our local workforce development area be held accountable for performance and other commitments made by other regional partners?

The state believes that the same principles laid out for performance measures would apply to other types of commitments among local workforce development areas in a region: that accountability would be mutually negotiated in advance among the member local areas. Formal guidance on all details of measuring performance, either locally or regionally, has not been issued but is expected in the spring. The following is our current assessment of the situation.

Sub-state WIOA measures (employment, earnings, credential obtainment, skills gain), will be negotiated similarly to the way they are done currently. The Workforce Board, ESD, and the local regions or workforce development councils will work together to develop sub-state targets to be combined for negotiating with the federal Department of Labor to establish state targets. There is no clear requirement for WDCs in a region to have a single negotiated performance target for these measures. Maintaining these measures on an area basis supports the implementation of both traditional and co-enrollment models for different WDCs, should they be enjoined in a region. Under new WIOA procedures, these targets will be revised after the end of each program year, based on the extent to which the demographics and economics of the year differed from what was assumed in target setting.

WIOA only requires that local workforce development areas in a region reach an agreement on **how** sub-state performance for the region will be negotiated with the Workforce Board. The Workforce Board is not authorized to limit the options of the member local areas in deciding the extent of collective versus individual responsibilities within the region. The statute strongly suggests that the members of a region can choose to keep the negotiation and formal accountability on a “local area-by-local area” basis.¹¹

Neither the Workforce Board nor ESD has any intention of narrowing the broad regional options described by the statutory language: WDCs participating in a region can choose to negotiate separate local area targets, or an overall regional target – or something “in between” if it meets the functional

¹⁰ See ESD Policy 5615, Section 3(B).

¹¹ See WIOA Sec 106 (c)(1)(H).

requirements by accurately representing the contribution of the participants served to overall state performance. The statute does not require formal accountability beyond the state and local area levels.

How have other states addressed regional designation under WIOA?

A review of other states showed that many are in the process of identifying workforce regions. Six states were interviewed because they were fairly far along in their process (California, Colorado, Kentucky, Minnesota, New York, and Ohio). These states identified workforce regions based on the requirements of the law and because their Governors and other elected officials strongly valued greater collaboration among local workforce areas. Like Washington, most had a history of regional collaboration. Identification of workforce regions under WIOA was seen as a mechanism to better support regional partnerships while aligning workforce and economic development. All of these states used the same economic factors identified in Washington's regions policy. Generally, states used population centers as the basis for the identification of urban regions, while additional factors, like commute patterns and industry mix, were used to determine which contiguous local areas were part of these regions. Rural economies were generally grouped based on their industrial make-up or existing regional economic development collaboration.

Among these comparisons, the largest metropolitan regions of the six surveyed states range from about 2.5 million people to 10 million and up to nine workforce development councils. The proposed Puget Sound region, the most populous region proposed in Washington, has about 3.9 million inhabitants and is served by four workforce development councils. The proposed region consisting of four workforce development councils serving the counties east of the Cascades except Spokane County covers 40,000 square miles, an area just slightly larger than California's largest region of seven workforce development councils in the San Joaquin Valley at 39,000 square miles. None of the comparison states is proposing to collapse the workforce development councils grouped together in their identified regions.

How is the state willing to help local WDCs create a regional plan if designated in a workforce region?

ESD Policy 5615 on Regional Designation and Planning sets forth specific commitments from the state to local areas related to regional planning efforts, including an assurance that the state will provide technical assistance and labor market data, as requested by regions, to assist with regional planning and subsequent service delivery efforts. Because WIOA requires local areas to make a large investment in planning, the state will provide ample latitude, whenever possible, to facilitate this work over a reasonable amount of time. To that end, ESD Policy 5615 notes that "the state recognizes that it will take time for regions to develop the alignment envisioned by WIOA and will provide opportunities for phasing various aspects of the regional plan, where possible."¹²

What timeline will the state require for the creation of a regional plan in coordination with another local area?

WIOA is silent on a timeline for the creation and submission of local and regional plans. The law requires regional designations be made in the state plan, due to the federal Departments of Labor and Education on March 3, 2016.¹³ No comparable timeline on local or regional planning is set by the law or in related proposed rules. The Workforce Board and ESD are committed to creating a local and regional planning timeline in consultation with local area boards that will facilitate regional planning.

RELEVANT LAW AND POLICY ON WIOA REGIONS

WIOA Section 106

¹² ESD Policy 5615, Section 3(B).

¹³ See WIOA Section 106(a)(1).

Section 106 of WIOA requires states to identify and designate workforce regions before the second full program year after the Act's enactment in order to receive federal allotments. Regions may be:

1. Comprised of one local area in and of itself;
2. Comprised of two or more local areas within one state; or
3. Comprised of two or more local areas contained in two or more states ("interstate" regions).¹⁴

In addition to these regional planning configurations, the Act requires local workforce development areas grouped into an interstate region to be geographically contiguous.¹⁵ The proposed federal rules indicate that geographic contiguity will also be a requirement for regions consisting solely of Washington WDCs.¹⁶

WIOA Section 106(c) requires the state to consult with local area boards and chief local elected officials on planning regions, and requires that those local area boards and chief local elected officials grouped into a planning region prepare, submit, and obtain approval of a single regional plan.¹⁷ This single plan submission will address several elements required by the Act that are specific to the regional relationship between local area boards, but will also incorporate the local plans for each local area in the planning region containing information and strategies specific to their respective local area.¹⁸ Section 106(c) sets forth the required regional elements to address in the single plan:

WIOA § 106(c)(1): Local boards and CLEOs in a planning region shall engage in a regional planning process that results in...¹⁹

- The preparation of a **regional plan**
- The establishment of **regional service strategies**, including use of cooperative service delivery agreements
- The development and implementation of **sector initiatives** for in-demand industry sectors or occupations for the region
- The collection and analysis of **regional labor market data** (in conjunction with the State)
- The establishment of **administrative cost arrangements**, including the pooling of funds for administrative costs, as appropriate, for the region
- The **coordination of transportation and other supportive services**, as appropriate, for the region
- The **coordination of services with regional economic development** services and providers
- The establishment of an agreement concerning **how** the planning region will collectively **negotiate...on local levels of performance** for local areas in the planning region

The Act leaves considerable leeway for local workforce development areas to select the particular regional service strategies they wish to isolate and work on regionally. Nothing in the Act specifies the particular service strategies, administrative cost arrangements, or coordinated transportation and support services that *must* be addressed in a regional plan. Additionally, the Act only specifies that local areas grouped into a region must discuss in their joint plan *how* negotiations on local levels of performance might proceed regionally. The Act does not require local areas grouped into a region to specify their negotiated local levels of performance in their regional plan submission.

¹⁴ See WIOA Section 106(a)(2)(A)-(C).

¹⁵ See WIOA Section 106(a)(2)(C).

¹⁶ See Notice of Proposed Rulemaking, Proposed 20 CFR 679.210(d), available at <http://www.gpo.gov/fdsys/pkg/FR-2015-04-16/pdf/2015-05530.pdf>

¹⁷ WIOA Section 106(a)(2)(C)(2).

¹⁸ *Id.* "...require local boards and chief elected officials within a planning region to prepare, submit, and obtain approval of a single regional plan that includes a description of the activities described [in Section 106(c)(1)] and that incorporates local plans for each of the local areas in the planning region." Planning requirements that are not regional—and therefore addressed in the local plans—are set forth in WIOA Section 107.

¹⁹ Emphasis added. See WIOA Section 106(a)(2)(C)(1).

Proposed Federal Rules on Regional Planning

In April 2015, the federal Departments of Labor and Education issued a Notice of Proposed Rulemaking (NPRM) containing draft federal regulations to accompany WIOA. Proposed 20 CFR 679.200-210 and 20 CFR 679.510-560 introduced proposed federal rules on regional planning, which may change in response to public comment before final adoption in early 2016. Where proposed federal rules yet to be finalized informed the development of existing state policies, we note the effect below.

In particular, Proposed 20 CFR 679.210 introduces several data factors a state might consider when making workforce regional designations (including population centers, commuting patterns, land ownership, industrial composition, industry location quotients, labor force conditions, and geographic boundaries), which were integrated into the data considerations adopted by the state Workforce Board and discussed in the *Summary of Washington's Regional Designation Process* below.²⁰ Proposed 20 CFR 679.510-560 reinforces the required elements of a regional plan explicitly stated in WIOA Section 106(c), and directs local areas to incorporate their local plans within the regional plan as “the most appropriate and least burdensome approach to implementing [the regional planning provision of WIOA].”²¹ One proposed federal rule in this section allows local areas to provide common responses to any local requirements they deem to be shared regional responsibilities, which may include regional economic analysis. Additionally, the proposed rules mirror the state’s desire to simplify the regional planning process by encouraging states to “minimize the individual local area burden by reducing duplication and encouraging a coordinated service delivery strategy.”²²

ESD WIOA Title I Policy 5615 – Regions Designation and Planning

Responding to the adoption of the Workforce Board’s adopted data factors for making a regional planning designation, ESD developed the state’s administrative policy on Regional Designation and Planning, WIOA Title I Policy 5615.²³ The regional designation section of the policy adopts the Workforce Board’s recommended data factors for consideration and restates WIOA’s baseline considerations for regional designation. The policy also speaks to the state’s vision of how regional plans should be coordinated among local workforce development areas grouped into a region, and relists the statutorily required elements of a regional plan.

Workforce Board Planning Guidance to Local WDCs

At its November 19 meeting, the Workforce Board released for public comment proposed guidance to local workforce development councils on local and regional planning. The proposed planning guidance addresses regional planning in Section II, where the introductory language states that the Workforce Board and ESD view regional planning as “a work in progress” and do not assume that newly formed workforce regions will have fully developed strategies for all regional planning elements required by the Act. Instead, local boards in a workforce 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.”²⁴ Finalized local and regional planning guidance is on hold until the workforce regional designation question is resolved.

²⁰ See Notice of Proposed Rulemaking, Proposed 20 CFR 679.200, 220, available at <http://www.gpo.gov/fdsys/pkg/FR-2015-04-16/pdf/2015-05530.pdf>

²¹ See Notice of Proposed Rulemaking, Proposed 20 CFR 679.510-560, available at <http://www.gpo.gov/fdsys/pkg/FR-2015-04-16/pdf/2015-05530.pdf>

²² *Id.*, at Proposed 20 CFR 679.540(b).

²³ See ESD Policy 5615, available at http://www.wa.gov/esd/1stop/policies/documents/wioa_title1/5615_RegionsDesignationandPlanning_Final.pdf

²⁴ See Workforce Innovation and Opportunity Act Integrated Workforce Plan Guidelines for Regional/Local Plan, Program Years 2016-2020, currently in *draft* form.

SUMMARY OF WASHINGTON’S REGIONAL DESIGNATION PROCESS

In his October 2014 letter designating the Workforce Training and Education Coordinating Board (Workforce Board) the state WIOA board, Governor Inslee recognized WIOA’s new requirement to designate regions, calling on the board to “provide a data-driven evaluation and recommendation for planning regions in consultation with chief local elected officials [and] local workforce development boards and stakeholders, including our partners in Idaho and Oregon.”²⁵

In late 2014, the Workforce Board organized a Steering Committee to direct the development of policy recommendations related to the implementation of WIOA. That Steering Committee convened several standing subcommittees and issue-specific task forces, including a Local Governance and Sector Strategies (LGSS) Subcommittee that considered the designation of workforce regions in detail beginning in April 2015.²⁶ Following the first issuance of proposed federal rules in mid-April 2015, the LGSS Subcommittee developed a draft letter to chief local elected officials (“CLEOs”) and WDCs inviting their input on:

- Data factors to be considered by the Board and Governor in designating workforce regions;
- The challenges and opportunities regions presented; and
- Whether any existing regional collaborations should be formalized as workforce regions.

The letter to CLEOs and WDCs was approved by the subcommittee, the WIOA Steering Committee, and then the Workforce Board at its May 28, 2015 meeting, after which the letter was sent to CLEOs and WDCs for a 30-day public comment period.²⁷ By the end of June 2015, the Workforce Board had received comments from 11 of Washington’s 12 WDCs asking to be identified as regions unto themselves, but also including input on the data factors that should be considered when deciding to group WDCs into a workforce region.

A Regions Task Force of the LGSS Subcommittee met for six hours on July 14, 2015, to consider the proposed data factors for grouping regions and approved the data factors unanimously. The task force membership included staff from six WDCs, the Governor’s Office, and representatives from the labor and business communities. The following data factors were chosen for making a recommendation to group WDCs into a workforce region:

DATA FACTORS TO CONSIDER WHEN CONFIGURING REGIONS

- | |
|--|
| <ul style="list-style-type: none"> ○ Labor sheds <ul style="list-style-type: none"> ▪ Population centers – Metropolitan Statistical Areas published by the Office of Management and Budget based on analysis of census data ▪ Commute patterns - US Census Longitudinal Employment and Household Dynamics (LEHD) data ▪ Industry concentration – Location quotients derived from Bureau of Labor Statistics and 2014 Washington State Quarterly Census of Employment and Wage records ○ Economic regions <ul style="list-style-type: none"> ▪ Federal Economic Development Districts identified by the federal Economic Development Administration |
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²⁵ See October 27, 2014 Letter from Governor Inslee to the Workforce Board, available at <http://wtb.wa.gov/Documents/GovernorWIOALettertoWorkforceBoard.pdf>

²⁶ A membership roster for the Local Governance and Sector Strategies Subcommittee is available at <http://wtb.wa.gov/Documents/LGSSCharter.pdf>

²⁷ See Letter from the Workforce Training and Education Coordinating Board to WDCs and CLEOs, available in draft form in the May Workforce Board meeting packet at page 6 of <http://wtb.wa.gov/Documents/LGS5-4-15SubcommitteeAgenda.pdf>

- Regional Transportation Planning Organizations and Districts, as identified by WSDOT data
- Metro Planning Organizations, as identified by WSDOT data
- **Sufficient resources to carry out the requirements of Title I of WIOA** – since regions consist of local areas which must have sufficient resources to carry out Title I of WIOA in order to be designated as areas, regions have the resources to carry out Title I of WIOA by default.
- **Geography** and topography
- **Alignment to the Governor’s identified sectors** – Location quotients derived from Bureau of Labor Statistics and 2014 Washington State Quarterly Census of Employment and Wage records
- **Locally prioritized industry sectors** – based on a survey of WDCs
- **Locally initiated regional planning efforts** – based on a survey of WDCs

The LGSS Subcommittee unanimously approved the data factors at its July 27, 2015 meeting, followed by the Steering Committee’s approval at its meeting the next day and a directive from the Steering Committee that staff begin drafting a proposed regions map based on the adopted data factors. After the Workforce Board unanimously approved the regions policy data factors at its August 17, 2015 meeting, the state Employment Security Department (ESD) created a draft policy adopting the data factors recommended by the Workforce Board as factors to consider for workforce region designation. ESD’s workforce region policy was released for two weeks of public comment on August 21, 2015, but was not substantially altered after the comment period closed.

Following the cancellation of the September 8 Steering Committee meeting, staff brought a proposed regions map to the Workforce Board for consideration at the Board’s September 17 meeting. The September map grouped the 12 existing WDCs into six workforce regions (the “Six Regions” map; see the *Data Factors Informing the Proposed Six Regions Map* below for the data considerations that underpinned the six regional groupings).

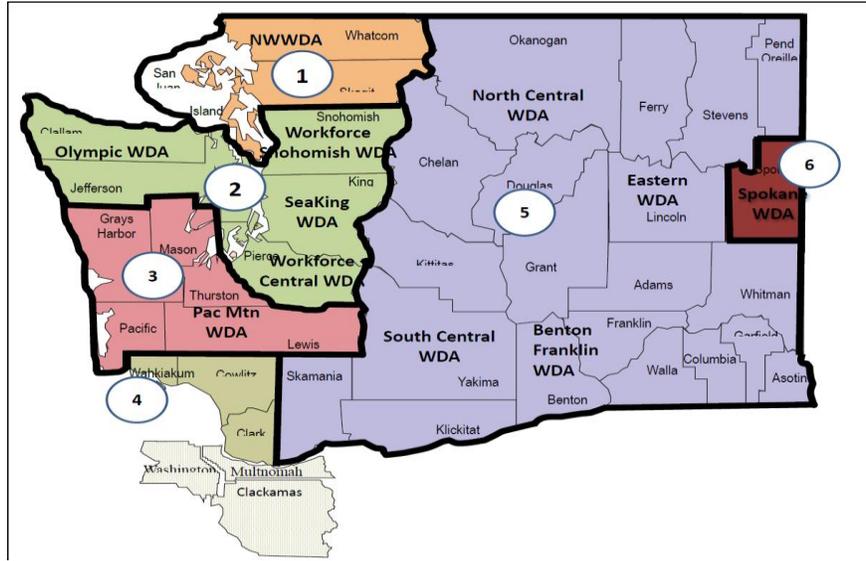
The Workforce Board did not endorse or approve the Six Regions map at its September 17 meeting, but instead voted to send out the proposed map for public comment, asking WDCs, CLEOs, and others to respond with input on the map by October 17. The Workforce Board scheduled a special meeting for October 21, 2015 to consider input on the proposed Six Regions map and adopt a recommendation for designating workforce regions.

At the October 21 special meeting, the Workforce Board voted to refer the proposed Six Regions map back to the Steering Committee for its official consideration and recommendation before adoption of a recommendation from the Workforce Board. The Six Regions map was considered at a meeting of the Steering Committee on November 10. The Steering Committee did not vote on the Six Regions map, but instead recommended to the Workforce Board that:

- The 12 existing WDCs be designated workforce regions unto themselves (creating a “Twelve Regions” map); and
- Local planning guidance, to be issued by the Workforce Board, ask for specific plans from WDCs to work with geographically contiguous WDCs based on the agreed upon factors in the WIOA Regions policy crafted by ESD.

At its November 19 meeting, the Workforce Board reviewed the Steering Committee’s Twelve Regions map recommendation and voted unanimously to send the Twelve Regions map out for 15 days of public comment, recognizing that the new map represented a substantial departure from the previously considered map.

DATA FACTORS INFORMING THE PROPOSED SIX REGIONS MAP



What data factors were cited to recommend a grouping of four WDCs around Puget Sound (Olympic, Snohomish, SeaKing, and Workforce Central – Pierce) into a single workforce region?

Factor Type	Specific Data for Region
Labor Shed	<ul style="list-style-type: none"> More than 300,000 people commute within the Seattle-Tacoma-Bellevue MSA <ul style="list-style-type: none"> 174K+ between King and Snohomish Counties 130K+ between Pierce and King Counties 225K+ from Snohomish and Pierce into King County Parts of these Local Areas are in the Combined Statistical Area <ul style="list-style-type: none"> 100K+ more people commute in and out of the MSA 39K+ between Olympic WDA and Snohomish/ King/Pierce Counties
Current Economic Development Planning Boundaries/Existing Local Regional Planning Efforts	<ul style="list-style-type: none"> Puget Sound Regional Development Council consists of Snohomish, King, Pierce and Kitsap counties The Council: <ul style="list-style-type: none"> Administers the Federal Economic Development District Serves as the Regional Transportation Planning Organization Serves as the Metropolitan Planning Organization <p><i>Note: Olympic WDA (consisting of Kitsap, Jefferson, and Clallam Counties) cannot be split between two regions, unless the Chief Elected Officials want to create new local areas.</i></p>
Shared Industry Sector Priorities	<ul style="list-style-type: none"> Emphasis on Aerospace and Information and Communication Technology in Snohomish, King, and Pierce Counties Overlap in sector strategy emphasis in life sciences, maritime, construction, and trade and transportation sectors

What data factors were cited to recommend a grouping of Southwest WDC (SWWDC) with local WDCs across the border in Oregon into a bi-state workforce region?

Factor Type	Specific Data for Region
Labor Shed	<ul style="list-style-type: none"> Clark County is part of the Portland MSA <ul style="list-style-type: none"> 57K+ people commute into Portland MSA from SWWDC 12K+ commute from Portland MSA into SWWDA This is the 2nd most significant commute pattern in the state, after the Puget Sound
Current Economic Development Planning Boundaries/Existing Local Regional Planning Efforts	<ul style="list-style-type: none"> SWWDC is part of Greater Portland Inc. economic development strategy and has participated in their regional planning process for several years
Shared Industry Sector	<ul style="list-style-type: none"> SWWDC formed the Columbia-Willamette Workforce Collaborative with Portland and Clackamas

Priorities	WDBs. They work together on four sector strategies: manufacturing, Healthcare, Clean Tech, and High Tech
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What data factors were cited to recommend a grouping of four WDCs east of the Cascades (Eastern, North Central, South Central, and Benton-Franklin) into a single workforce region?

Factor Type	Specific Data for Region
Economic Development Planning Boundaries/Existing Local Regional Planning Efforts	<ul style="list-style-type: none"> • The four WDCs in the region have worked collaboratively on other regional planning efforts, including the 2015 East Cascades Workforce Planning Region effort
Shared Industry Sector Priorities	<ul style="list-style-type: none"> • Strong concentration of Agriculture sector, as well as local prioritization of food processing self-identified by three of four WDAs • Strong presence of clean tech sector, particularly in South Central and Eastern WDAs • Focus on Energy and Utilities sectors across proposed region, as well as trade, transportation, and warehousing.

Recap of Public Comment on Designation of 12 Regions

Commenter	Workforce Development Area	Summarized Comments
<p>Bill Clemens</p>	<p>Eastern WDC Chair</p>	<p><i>Members of this WDC and Regional Board of County Commissioners are unanimous in recommending that the Eastern WDC be designated as a WIOA planning region. We urge the Workforce Board to identify our workforce development area as a planning region in its recommendation to the Governor.</i></p> <p>Our 9 county area goes from Canada to Oregon, has 3 federal economic development areas (N, SE, and SW), three Rural Transportation Planning Organizations, minimal shared commuting patterns with the 11 other rural counties, no shared Metropolitan Statistical Area with them, and little to no shared industry interests. In short, the area meets the WIOA criteria for regional designation, while the earlier proposed 20-county region does not.</p> <p>The Steering Committee voted unanimously on November 10th to support the 12 existing WDAs as planning regions for the state, and several of those members are voting members of the Workforce Board. No one publicly spoke against it.</p>
<p>Darcie Gibson</p>	<p>Business partner and Member, Pierce Workforce Central</p>	<p><i>The CLEOs, WDCs throughout the state and the Steering Committee are in agreement that the current 12 WDAs already effectively represent distinct planning regions. I ask you to support the recommendation of all these key stakeholders.</i></p> <p>While the original 6 region map was intended to increase collaboration, I believe it adds unnecessary complexity and hinders flexibility across current WDCs. There is a firm foundation already in place for cross-regional collaboration among the 12 WDCs. WDCs, whether contiguous or not, strategically collaborate when it makes sense to gain better outcomes for job seekers, workers and businesses AND when it positions the WDCs well when competing for federal funds.</p> <p>Adopting any other planning region configuration will hamper the flexibility to strategically partner with one another to address workforce issues and needs as they emerge real time as a result of natural shifts that occur with our workforce and economy.</p>
<p>Scott Hutsell</p>	<p>Chair, Regional Board of County Commissioners, Eastern Partnership WDC</p>	<p><i>We believe that creating such a vast planning region would be entirely unwieldy and highly inefficient. It would undoubtedly reduce the interest in our Council members to actively participate, due to the</i></p>

ATTACHMENT B

Recap of Public Comment on Designation of 12 Regions

		<p><i>additional time and travel costs that would be involved. There has been no explanation whatsoever of the benefit our WDA would derive from such an exercise. If you look at the map for our WDA and consider the requirements in the law, it is apparent that our 9-county area meets the test for a region. We urge you to designate it as such.</i></p> <p>I was surprised to learn that the public comment period on the proposed regional map had been reopened by the Workforce Board after the initial public comment period had already passed.</p> <p>Our WDC and our Regional Board of County Commissioners unanimously agreed to request designation of our WDA as a region, based on the criteria in WIOA that describes the characteristics that should be considered when designating regions.</p> <p>Our 9 county WDA goes from the Canadian border to Oregon. It includes 3 federal economic development agencies, 4 Associate Development Organizations, 3 Rural Transportation Planning Organizations, and 3 district community colleges. All of these elements would point to our WDA as being designated a stand-alone region. We do not share commuting patterns, MSAs, or economic interests of any note with the other 11 rural counties. While ag is identified as a shared industry, there are significant differences between dryland crops and fruit and vegetable crops.</p> <p>On November 10 the Steering Committee listened to feedback on the regional map and every commenter who spoke advised the committee to name the 12 WDAs as the state’s regions. There was no dissenting view expressed, and the Steering Committee voted unanimously to forward a recommendation to the Board to name the 12 WDAs as the regions. Rather than adopting the recommendation, the Board reopened public comment during the November 19 meeting. Apparently there are individuals that may oppose the recommendation that were unwilling to comment on the matter publicly.</p>
<p>Eric Hahn</p>	<p>Chair, Pierce Workforce Central</p>	<p><i>I'm not sure that adding an additional administrative burden to our local boards and workforce agency to coordinate all workforce planning issues is practical or provides the necessary priority to the one area, Pierce County, in dire need of growing and retaining its local workforce.</i></p> <p>I am concerned that the proposed Workforce planning regions were not properly designated, nor incorporated the desire of the local elected officials or economic</p>

Recap of Public Comment on Designation of 12 Regions

		<p>considerations. I do not believe that the regions designation was made without local board and CLEO consultation. I challenge the economic data used to establish the 6-regions map.</p> <p>We do a lot of collaboration with all the workforce boards around the state. I think there are a lot issues that demand that we work across our respective workforce regions. This process is and will continue to work well. However, we need the flexibility to work with other boards and to map out our own strategy as issues and workforce needs emerge. We don't need to create more bureaucratic strategies.</p>
<p>John Vanderkin</p>	<p>Employers Overload, President SWWDC business partner</p>	<p><i>The planning regions map indicates that SWWDC will remain a single area region. Given our history and success at collaboration, I believe this is the correct and appropriate designation and I fully support SW as its own planning region.</i></p> <p>Writing in support of the 12 area planning regions. While the SWWDC sits on the border with Oregon and is part of the Portland Metropolitan Statistical Area, and have significant cross-border travel for workers and similar industry and educational needs, the approach that local business and job seekers require is significantly different.</p> <p>The SWWDC intends to continue building a strong relationship with their collaborative partners.</p>
<p>Joyce Conner</p>	<p>Volt Workforce Solutions, Sr. Business Development Mgr. 2nd Vice Chair, Pierce Workforce Central</p>	<p><i>Identifying single local workforce areas as their own planning regions allows WDCs the flexibility to strategically partner with one another throughout the state to address workforce issues and needs as they emerge as a result of the natural shifts that occur without workforce and economy.</i></p> <p>The original recommendation did not follow common practices set forth with other recommendations.</p> <p>The data discussion did not include comprehensive analysis of the Governor and local sectors; local policies that include minimum wage and sick leave differences, and public transportation access.</p> <p>Data analysis to support a 6-region was inconsistent. Some proposed regions had supporting data that demonstrated the similarity and differences of each WDA, while other regions lacked this analysis.</p> <p>There was not prior consultation with LWDBs of the proposed planning regions prior to its release for public comment.</p>

ATTACHMENT B

Recap of Public Comment on Designation of 12 Regions

		<p>The Board did not honor the uniform recommendation of the LWDBs, even after soliciting comment.</p> <p>Regional collaboration includes both contiguous and non-contiguous WDAs currently work well in our state. These partnerships will continue without formal requirements to conduct regional planning.</p>
Keith McPhun	VP of Operations, Cornell Pump Company, SWWDC business partner	<p><i>I am writing in support of the 12 area planning regions that the Workforce Board has proposed for the State of Washington. I believe this is the correct and appropriate designation and fully support SWWDC as its own planning region.</i></p> <p>The SWWDC sits on the WA/OR border and while there is significant cross-border travel for workers and similar industry and educational needs, there is not enough to justify regional planning.</p> <p>We work closely with two WDBs in Oregon to create regional sector strategies and to align our WorkSource system and business services outreach and community college alignment of certificates and degrees for industry needs. The SWWDC will continue to build strong relationships and collaborative partnerships.</p>
Ken Dahlstedt	Skagit County Commissioner, CLEO for NWWDC, WIOA Steering Committee member	<p><i>It is my view that local elected officials from each of the twelve (12) planning regions has provided public comment that each existing WDA is and should remain a designated Planning Region going forward under the WIOA.</i></p> <p>It is clear that CLEOs have provided their comments on planning regions a number of times. Their strong and uniform official comments, provided after analysis of data and informed discussion at the local board level, has always been that each of the WDAs is – and should remain – a distinct and individual planning region as envisioned and articulated in the WIOA.</p> <p>Based on this this history of the issue, it is unclear to me what is now expected regarding public comment on the new draft regions recommendation and map, released by the WF Board at its November 19 meeting. Are each of the CLEOs expected to once again submit comment, reiterating their position that each existing WDA is and should remain a distinct planning region?</p>
Angela Simmons	iQ Credit Union, SWWDC Vice Chair	<p><i>The SWWDC intends to continue building our strong relationship with our collaborative partners. The planning regions map indicates that SW will remain a single area region. Given our history of</i></p>

Recap of Public Comment on Designation of 12 Regions

		<p><i>and success at collaboration, I believe this is the correct and appropriate designation and fully support SW as its own planning region.</i></p> <p>The SWWDC sits on the WA/OR border and while there is significant cross-border travel for workers and similar industry and educational needs, there is not enough to justify regional planning.</p> <p>After additional investigation, we determined that companies frustrated by our inconsistent training programs and lack of highly qualified employees. Based on this information we have embraced regional planning by working closely with two WDBs in Oregon. Together we created regional sector strategies, worked to align our WorkSource system and business services outreach and convened community college staff to better align certificates and degrees to industry needs. This has been a successful strategy not only for our businesses and job seekers, but also for resource development.</p>
<p>Steve Rogers</p>	<p>Commissioner, Pacific County, and PacMtn CLEO</p>	<p><i>Insisting upon the joining of workforce areas to do regional planning when such is already adequately occurring within the workforce area seems arbitrary and unnecessary.</i></p>
<p>Tanya Dierick</p>	<p>Simpson Human Resources Director, and Chair, PacMtn WDC</p>	<p><i>The Pacific Mountain WDC and Elected Official Consortium encourage affirmation of the WTECB Steering Committee recommendation for the boundaries of regions to be designated as those of the 12 workforce development areas.</i></p> <p>Our five-county region already works together to create a region-wide, data driven and economy sensitive workforce system. In cooperation with our businesses, economic development, community and education partners we are developing a workforce system that truly serves businesses' needs and career seekers.</p> <p>Elected officials involved with this council know the challenges and benefits of working together. We regularly cross boundaries to collaborate for the common good. We have multiple projects and commitments to demonstrate that willingness. We consider the facts, the relevant data and local conditions to make our decisions about what partnerships make sense.</p>
<p>Pat McCarthy</p>	<p>Pierce County Executive CLEO, Workforce Central</p>	<p><i>Identifying single local workforce areas as their own planning regions allows WDCs the flexibility to strategically partner with on another throughout the state to address workforce issues and needs as they emerge as a result of the natural shifts that occur with our workforce and economy.</i></p>

Recap of Public Comment on Designation of 12 Regions

<p>Marilyn Strickland</p>	<p>Mayor, Tacoma CLEO, Workforce Central</p>	<p>Our concerns are:</p> <ol style="list-style-type: none"> 1. Failure to obtain the necessary stakeholder feedback at the taskforce and committee levels, prior to submitting the proposed planning regions to the state WF Board. 2. Incomplete data and inconsistent analysis, leading to flawed rationale. 3. Failure to consult with Chief Elected Officials and Local WDBs as required by law. 4. Not honoring the uniform recommendation of Chief Elected Officials. <p>Prior to the release of the proposed planning regions designation, the state WF Board solicited commend on planning regions designation from CELOs from all 12 WDAs. After much discussion and consideration, we and our peers advised the state WF Board that each current workforce development area effectively represents a distinct planning region.</p>
<p>Sheila Ruhland</p>	<p>President, Tacoma Community College</p>	<p><i>I am writing in support of maintaining the 12 single workforce areas currently in place in Washington State.</i></p> <p>This letter cites Pierce’s collaborative efforts with South Central and Northwest WDC in jointly pursuing and awarding \$6 million in Workforce Innovation Funds from US DOL to address skill gaps within the local homeless population and provide skilled workers to local employers. Also cited was the joint effort with PacMtn WDC on a \$5 million DOL award to transition JBLM transitioning service members to opportunities with local employers. This partnership received a national award for recognition from the US Chamber of Commerce Foundation.</p> <p>Another example of partnering with King County and Snohomish County WDCs to secure joint funding of a H1B grant to address workforce gaps in the healthcare sector.</p> <p>Each of the 12 regions has its own unique qualities, including local policies, economic dynamics, transportation issues, and workforce development requirements.</p>
<p>Kevin Bouchey</p>	<p>Chair, S Central Consortium of County Commissioners</p>	<p><i>The Consortium of Yakima, Kittitas, Klickitat, and Skamania County Commissioners are requesting that the State Workforce Board accept the Regional Task Force recommendation to designate the 12 local areas as regions.</i></p> <ul style="list-style-type: none"> • The data presented does not support the conclusion that a larger regional area would provide a true benefit to worker and business customers. • Common industries across the counties are too board and do not all demonstrate a significant employment shortage.

Recap of Public Comment on Designation of 12 Regions

		<ul style="list-style-type: none"> No cost efficiencies would be achieved, but rather, would result in financial burdens. The South Central WDA has four counties and does actually represent a region with varying labor markets and multiple jurisdictional oversight and should be recognized as its own region. <p><i>During the November 19 meeting we understand that the designation of the 12 local areas as regions was tabled, citing that a workforce board member received a communication requesting more time be made to study the latest map. What is most troubling is that the communication and identification of the commenter asking for a delay was not disclosed publically during the meeting on a matter that has been under consideration for over 5 months. From our perspective, a process of this nature is not transparent, does little to foster trust in government and definitely is detrimental to a positive working relationship between the state and local areas.</i></p>
Lydia Work	President, American Paper Converting, Inc., SWWDC business partner	<p><i>Writing in support of the 12 area planning regions.</i></p> <p>The SWWDC sits on the board with Oregon and is part of the Portland Metropolitan Statistical Area. Together we have created regional sector strategies, worked to align our WorkSource system and business services outreach and convened community college staff to better align certificates and degrees to meet industry needs.</p> <p>The SWWDC intends to continue building strong relationships with collaborative partners. The regions map indicates that SW will remain a single area region – I believe this is the correct and appropriate designation.</p>
Gary Oertli John Bowers	President, South Seattle College Dean for Basic and Transitional Studies, South Seattle College Member of SeaKing WDC	<p><i>As representatives from South Seattle College, we support the designation of King County as a single region.</i></p> <p>The Seattle College and District have many great partnerships with the Seattle-King County WDCs, and we have seen our WDC collaborate locally, regionally, and statewide.</p>
Dr. Lonnie Howard	President, Clover Park Technical College	<p><i>I am in support of what the CLEOs, WDCs, and the State Workforce Board’s Steering Committee recommended – keep the current 12 workforce development areas as planning regions.</i></p> <p>It is my understanding that there is a firm foundation already in place for cross regional collaboration among the existing 12 WDCs throughout the state, each with its own unique characteristics, local policies, economic dynamic, transportation access issues, and workforce development issues that are addressed effectively.</p> <p>There are times when cross collaboration makes sense to gain better outcomes for job seekers, workers, and</p>

Recap of Public Comment on Designation of 12 Regions

		<p>businesses. CPTC faculty and staff have been partners in these efforts.</p> <p>Adopting any other planning region configuration will hamper the flexibility to strategically address the unique needs of our county. With double the unemployment rate in Pierce County than in neighboring counties, with thousands of jobs available, we need to ensure that our resources and focus remain in training our local workforce to fill these jobs locally (not have them commute north).</p>
<p>Charlotte Garrido</p>	<p>Commissioner, Kitsap County WIOA Steering Committee, representing CLEOs</p>	<p><i>I support adopting twelve Washington planning regions as recommended by the WIOA Steering Committee. Since all 12 workforce developments in Washington recommended that each area also be its own planning region. I would further support a phased-in approach, with reconsideration in two years. This phased-in approach would allow local areas to focus on the operational tasks before them.</i></p> <p>There is vital operational work ahead to plan and organize the practical steps and relationships within our workforce area, including intensifying business engagement, alignment with human services, streamlining career pathways in new ways, and determining common measures. These are urgent community-based efforts and fundamental to local relations and creatively implementing workforce development.</p>
<p>Jeff Johnson</p>	<p>President, WSLC Co-Chair, WIOA Steering Committee</p>	<p><i>I hope that the work of the Steering Committee and Subcommittees be honored as we move forward and consider the recommendation to designate the twelve existing WDAs as individual regions.</i></p> <p>On November 10 the Steering Committee hears compelling examples of regional planning which fell outside the bounds of a solidified map. I believe they were compelling enough to warrant system partners having a chance to demonstrate success in this model.</p> <p>We may find that this is not the answer, but we feel it is the right direction. After the first two-year planning period, the Board will have an opportunity to see what worked, what didn't, and decide then if a map is necessary to achieve the full potential of regional planning.</p> <p>I further recommend that adding a requirement for "contiguous" regional planning in the guidelines creates undue limitations and the Board should consider removal of this stipulation.</p>

Workforce Innovation and Opportunity Act

Integrated Workforce Plan Guidelines for Regional/Local Plans Program Years 2016–2020

November 2015

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PLAN SUBMISSION INSTRUCTIONS

Timeframes and Submission of Documents

- ❖ **November 20, 2015 – April 8, 2016:** Plan development period (including Workforce Board and ESD technical assistance).
- ❖ **March 1, 2016 – March 31, 2016:** Public comment period on local plans.
- ❖ **April 8, 2016:** Draft local plan due to Workforce Board and ESD.
- ❖ **April 29, 2016:** State comments on draft local plans transmitted to LWDBs following review.
- ❖ **May 27, 2016:** Final, signed local plans due to the Workforce Board and ESD.
- ❖ **June 10, 2016:** Workforce Board takes action on local plans on behalf of the Governor at special meeting.
- ❖ **June 24, 2016:** Local plans approved by the Governor.
- ❖ **June 30, 2016:** 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 Terri Colbert at tcolbert@wtb.wa.gov and Elise Rowe at erowe@esd.wa.gov.

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:

- Contact Name and Title:
- Mailing Address:
- E-Mail Address:
- Phone Number:

BACKGROUND

Guidelines for Developing 2016-2020 Local Integrated Workforce Plans

One of the new features of Public Law 128-113, the Workforce Innovation and Opportunity Act of 2014 (WIOA), is the implementation of workforce regions. Workforce regions are intended to provide an opportunity for local areas to collaborate more formally to serve regional economies where they exist. Workforce regions recognize that while there are strong and effective programs in workforce areas, industries recruit and people commute for work across local area boundaries. In many cases industry sectors or special can be more effectively served when several workforce areas leverage their strengths and coordinate appropriate services.

WIOA requires the state to identify workforce regions consisting of one or more local workforce areas. Local Workforce Development Boards (LWDBs) are required to develop plans that detail policies, procedures, and activities they will carry out to implement the law. Because all LWDBs are part of workforce regions, whether these are single local area or multi-area regions, all LWDBs must address both regional and local planning requirements described in the law. LWDBs that are part of a multi-area workforce region must submit a single regional plan that includes a description of how the LWDBs in the region will address seven regional planning elements and incorporates local plans for each local area in the planning region. LWDBs in a region consisting of a single area will also submit a single plan that includes the regional and local elements. 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 identification of workforce planning regions should in no way be construed to reduce the authority, autonomy or allocation of local areas, LWDBs or the chief local elected officials that govern them. Submission of the regional component of the local plan should not limit the ability of LWDBs to coordinate with other LWDBs not included in the region as needed.

WIOA requires the development of four year plans, to be revisited/revised after the first two years. In an effort to reduce duplication of processes, the Workforce Board will use the regional/local plan as a mechanism to address as many of the criteria for LWDB certification as possible. LWDBs must be certified once every two years. An approved plan will serve as evidence that each LWDB is addressing 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 be provided the opportunity to update components of their plans once every two years as part of the board certification process, but will not be required to undertake a major plan modification each time they update information for the purpose of board certification. The possible exception relates to the WIOA requirement to provide a 2 year update to the 2016-2020 plan.

WIOA regulations direct LWDB to submit their regional/local plans to the Workforce Board and ESD for review. Once reviews are completed, the Workforce Board, in consultation with ESD, will make a recommendation to the Governor regarding approval of each regional/local plan.

2016-20 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 both the *2016-2026 State Strategic Plan for Workforce Development* and *2016-20 Combined State Plan*.
- 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 operational plans.
- H. Document WIOA Title I compliance through the use of an assurances checklist.

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 Carl D. Perkins Career and Technical Education Improvement Act of 2006.

- Community and technical college vocational education programs, including activities funded under the federal Carl D. Perkins Career and Technical Education Improvement Act of 2006.
- Private career schools and private college vocational programs.
- Employer-sponsored training.
- Youth, Adult, and Dislocated Worker programs and activities funded by Title I of the Workforce Innovation and Opportunity Act (WIOA).
- 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).
- Registered apprenticeship programs.
- The One-Stop System [as described in WIA 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).
- Training Benefits Program.
- 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).
- 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 (consult the Workforce Board's [Workforce Program Directory](#)).
- May include locally-funded workforce development programs.
- May include other privately funded workforce development programs and initiatives.

SECTION I

Regional Designation

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

SECTION II

Regional Component of Plan

This section presents the vision, goals, objectives, and strategies for the workforce development system within the region and addresses the seven required regional planning elements. The plan should articulate strategies that respond to the needs of the regional economy. In addition, the plan should align with the state's *Strategic Plan for Workforce Development* and *WIOA Combined State Plan*. Accordingly, the plan should encompass selected objectives and strategies to address the state's strategic goals. The information should provide local and state leaders a current picture of the workforce development programs in the region and show what the LWDB in the region plan(s) to do to continually refine and improve that system.

The State Board and ESD view regional planning "as a work in progress" and do not assume that newly formed workforce regions will have fully developed strategies for all regional planning elements. 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. It is anticipated that LWDBs may be more ready to proceed with some elements of regional planning and implementation than others. The State Board and ESD will be looking for progress along a continuum in future plan 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 in multi-area regions are free to manage coordination among themselves in any manner that makes sense to them. The development and submission of a 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. Submission of the regional component of the local plan should not limit the ability of a LWDB to coordinate with other LWDBs not included in the region.

Please provide a single, regional response to questions 1 through 7, whether responding as a multi area or single area region. Those in multi-area regions should include information about local variations as appropriate. If responses incorporate attachments, please reference them within the narrative using active hyperlinks or as appendices.

1. **Regional analysis.** Provide an analysis of regional economic conditions including
 - a. existing and emerging in-demand industry sectors and occupations, and their employment needs;
 - b. demographic characteristics of the current workforce, including the educational and literacy levels, with emphasis on youth, adults in transition, and individuals with disabilities. Describe how the local area's demographics are changing and the planning implications for the anticipated workforce of the future;
 - c. knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations;
 - d. analysis of the workforce in the region, including current labor force employment/unemployment data, labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment;
 - e. analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths and weaknesses of such services, and the capacity to provide such services, to address the identified education and skill needs of the workforce and the employment needs of employers in the region;

Note: The regional labor market analysis should provide the framework for the development of goals, objectives, and strategies in the region and in each local area in the region. Plan writers are encouraged to review information on the state's economy and workforce in the state's strategic plan for workforce development.

2. **Regional Sector Strategies.** Identify which in-demand industry sector(s) or occupation(s) the LWDB(s) in the region is/are serving and why. For each in-demand sector or occupation, use the Sector Partnership Framework (Attachment A) to describe the current status of regional collaboration in support of the sector/occupation, and identify anticipated next steps and timelines for at least the first two years of plan implementation. Please provide one completed framework for each in-demand industry sector or occupation/occupational grouping the region intends to prioritize. The 2016-2020 plan provides a baseline from which the region will show progress over time.

NOTE: not all efforts to address the needs of in-demand sector(s) or occupations need to be regional. Regions should prioritize those sector(s) or occupation(s) that require a regional approach based on the regional data analysis. LWDBs in a multi-area region may also serve local sectors based on more localized needs.

3. **Regional Service Strategies.** In response to the regional analysis, identify and describe which populations and/or service strategies and/or services will be developed on a regional basis. Please use the Regional Service Strategies Framework (Attachment B) to describe the current status and anticipated next steps during the planning period. The completed framework will serve as the regional cooperative service delivery agreement once the plan is approved.

NOTE: There is no expectation that all service strategies in multi-area regions will be regional, or that regions will have robust strategies in place at the start of the planning timeline. This plan provides the baseline. LWDBs are expected to make a good faith effort at exploring options to better integrate service delivery as it makes sense 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 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/or 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, as Appropriate.** Describe cost arrangements in the region for costs associated with items 1 through 5 above, which **may** include the pooling of administrative costs. For multi-area regions, options **may** 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. (*Note: Regional cost arrangements are not to be confused with one-stop infrastructure cost sharing MOUs and RSAs.*)
7. **Regional performance negotiation. Single area regions may describe the process currently used to negotiate performance.** Describe *how* a region consisting of multiple workforce areas will collaboratively negotiate and reach agreement with the Governor on local levels of performance and report on performance accountability measures.

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.

SECTION III

LWDB Specific Component of Plan

Use the following outline to guide your responses. If responses incorporate attachments, please 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.

LWDB should reference the regional section of the plan for any items that are already addressed in that section, rather than repeating the response.

1. Describe the LWDB's strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers), in order to support regional economic growth and economic self-sufficiency.
2. Describe actions the LWDB will take toward becoming or remaining a high-performing board.
3. Taking into account the regional analysis, describe the local board's strategy to work with the entities that carry out WIOA core programs to align resources available to the local area and achieve local strategic vision and goals.
 - a. Describe the workforce development system in the local area, using Attachment D to specifically clarify the one-stop system and availability of Adult, Dislocated Worker services in the area
 - b. Describe how each partner program fits into the local workforce development system, how the local area's workforce development system serves youth, adults in transition (e.g., job seekers, dislocated workers, under-employed), and individuals with disabilities, and the public and private workforce initiatives underway.
 - c. Taking into account the regional analyses, describe the strategy to work with core programs to align local resources to achieve the strategic vision. Additional local data may be provided to clarify where the strategy meets local needs not identified in the regional analysis
 - d. Describe how the LWDB will work with entities carrying out core programs and other workforce development programs to support alignment to provide services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), to support the strategy identified in the state and local plans.
 - e. Describe how the LWDB, working with the entities carrying out core programs, will expand access to employment, training, education, and supportive services for eligible individuals.
4. Describe your local area's efforts to provide targeted outreach to eligible individuals with barriers to employment, in particular veterans and eligible spouses (including any special initiatives to serve the veteran population), Unemployment Insurance Claimants, older workers, at-risk youth, low-income adults, dislocated workers (including the long-term unemployed and under-employed), and individuals with disabilities. In addition, WDAs 3, 8,

- 9, 10 and 11 must further describe outreach to Migrant and Seasonal Farm Workers (MSFW) to connect them to services in the local one-stop system.
5. Describe how the LWDB will coordinate education and workforce investment activities in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.
 6. Describe how the LWDB will facilitate development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).
 7. Describe how the LWDB will (i) facilitate engagement of employers, including small employers and employers in demand industry sectors and who have demand occupations, in workforce development programs; (ii) support a workforce development system that meets the needs of local businesses; (iii) better coordinate workforce development programs and economic development; and (iv) strengthen linkages between the one-stop delivery system and the state's Unemployment Insurance program. LWDBs that intend to use sector strategies for this engagement should complete the sector rubric in Attachment A for each sector prioritized
 8. Describe how the LWDB will implement initiatives such as incumbent worker training, on-the-job training, customized training, industry and sector strategies, career pathways, utilization of effective business intermediaries, and other business services and strategies to meet the needs of employers in the region.
 9. Describe how the LWDB will ensure continuous improvement of eligible providers of services and ensure that providers meet the employment needs of local employers, workers and job seekers.
 10. Describe how the LWDB will develop an implementation timeline and strategy for wireless Internet access at comprehensive one-stop centers.
 11. Describe how the LWDB will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.
 12. Describe how the LWDB, operators, and partners within the local one-stop delivery system will comply with Section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.
 13. Assess the type and availability of adult and dislocated worker employment and training activities in the local area. Please use Attachment D to list and describe adult, dislocated worker and training activities in the local area.

14. Assess the type and availability of youth workforce investment activities in the local area, including activities for those with disabilities. Identify successful models of such youth workforce investment activities. Please use Attachment D to list and describe youth workforce investment activities in the local area.
15. Describe how the LWDB will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.
16. Describe how the LWDB will coordinate workforce investment activities carried out in the local area under Title I with the provision of transportation, including public transportation, and other appropriate supportive services in the local area.
17. Describe plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) and services provided in the local area through the one-stop delivery system to improve service delivery and avoid duplication of services.
18. Describe how the LWDB will coordinate workforce investment activities in the local area carried out under Title I with the provision of adult education and literacy activities in the local area carried out under Title II, including a description of how the LWDB will carry out, per WIOA Section 107(d)(11) and Section 232, the review of local applications submitted under Title II.
19. Describe the cooperative agreements between the LWDB, any local entities that serve individuals with disabilities (101(a)(11)(B) of the Rehabilitation Act of 1973) and local Division of Vocational Rehabilitation and Department of Services for the Blind offices. The agreements and descriptions should describe how all parties will improve services to individuals with disabilities and will also include descriptions of joint activities. Examples include but are not limited to, cross training of staff, providing technical assistance, information sharing, cooperative business engagement, and other efforts to improve coordination.
20. Describe the competitive process to be used to award sub-grants and contracts in the local area for activities carried out under Title I.
21. Describe how adult and dislocated worker training services will be provided, including, if contracts will be used, how the use of such contracts will be coordinated with the use of individual training accounts and how the LWDB will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.
22. Describe how one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for WIOA programs and programs carried out by one-stop partners.
23. Please use Attachment E to provide a list of current workforce board members and indicate how the membership of the board complies with either the requirements of WIOA or those of an alternative entities requesting certification as an LWDB. Alternative entities must show that they have filled their membership categories, and that the categories are substantially similar to those in WIOA. Describe your efforts to broadly recruit new and replacement board members from across the Local Area.

Section IV

Performance Accountability

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 LWDBs with available performance information.

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

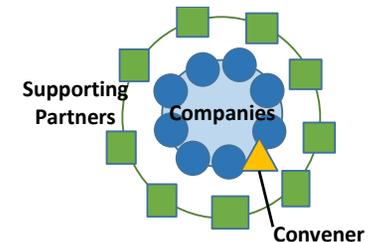
1. How performance information on workforce development programs informs local strategic planning.
2. How performance information is used to oversee WorkSource system and WIOA Title I.
3. How WorkSource system and WIOA Title I performance information is used by program operators to inform continuous quality improvement in their day-to-day management.
4. How performance information is used to conduct performance-based intervention. LWDBs will be held accountable for the results of WIOA Title I 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 H to this plan.

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

Goal: build buy-in & support

- Build a team of workforce, education and economic development leaders for ongoing joint decision-making
- Inventory current sector partnership or industry-targeted efforts
- Decide on initial roles & responsibilities – who has the credibility to lead a sector partnership, what support can partners commit to
- Commit to looking at LMI data together

Sample measures of progress

- Partners identified
- Meetings held
- Agreements developed
- Resources committed

Phase II: Investigate

Goal: determine target industries

- Determine growth sectors to investigate
- Ensure relevance for the region
- Evaluate against 10+ consideration relating to growth, relevance to economic development activities, and other key factors

Sample measures of progress

- Data provided
- Partners select key industries to explore

Phase III: Inventory and Analyze

Goal: build baseline knowledge of industry

- Conduct a baseline review of demand-side (employer) and supply-side (labor pool) data
- Analyze industry trends, review existing research
- Analyze data and develop a brief industry “report” or “snapshot” to start the engagement with employers
- Identify business champions to bring industry to the table

Sample measures of progress

- Industry “snapshot” or “report” ready for first meeting
- Industry champions identified
- Companies invited

Phase IV: Convene

Goal: build industry partnership, prioritize activities

- Prepare support team and set expectations for the meeting – business talking to business
- Hold event to find out what’s new in industry, growth opportunities, and related needs
- Ask industry to identify and prioritize key issues
- Determine whether additional resources are needed

Sample measures of progress

- Plan for action developed
- Task forces identified
- Staff and chairs identified/assigned

Phase V: Act

Goal: Implement initiatives

- Develop Operational Plan
- Execute plans, monitor progress
- Provide status reports to partnership, task forces, stakeholders
- Identify road blocks and address them

Sample measures of progress

- Metrics specific to project identified and reported

Phase VI: Sustain and evolve

Goal: grow the partnership

- Identify next opportunities
- Start the process over again at the appropriate phase
- Grow the partnership

Sample measures of progress

- New projects identified
- New resources added



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.

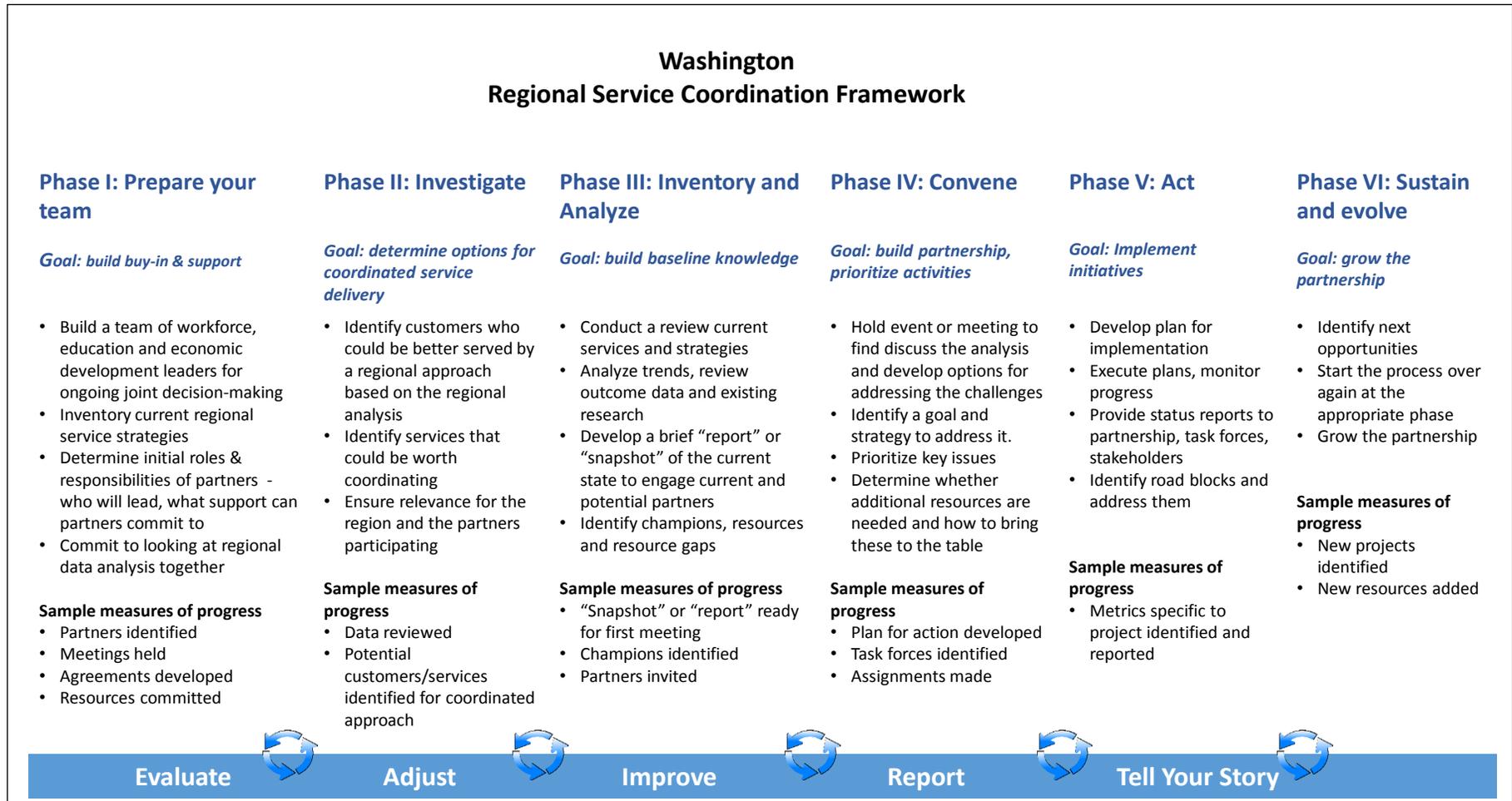
Attachment A: Sector Partnership

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 that will be served in a multi-area region.	Anticipated outcome(s) for each phase	Measure(s) of progress for each phase
Phase I: Prepare your team <i>Goal: build buy-in & support</i>				
Phase II: Investigate <i>Goal: determine target industries</i>				
Phase III: Inventory and Analyze <i>Goal: build baseline knowledge of industry</i>				
Phase IV: Convene <i>Goal: build industry partnership, prioritize activities</i>				
Phase V: Act <i>Goal: Implement initiatives</i>				
Phase VI: Sustain and evolve <i>Goal: grow the partnership</i>				

Attachment B: Regional Service Coordination Framework

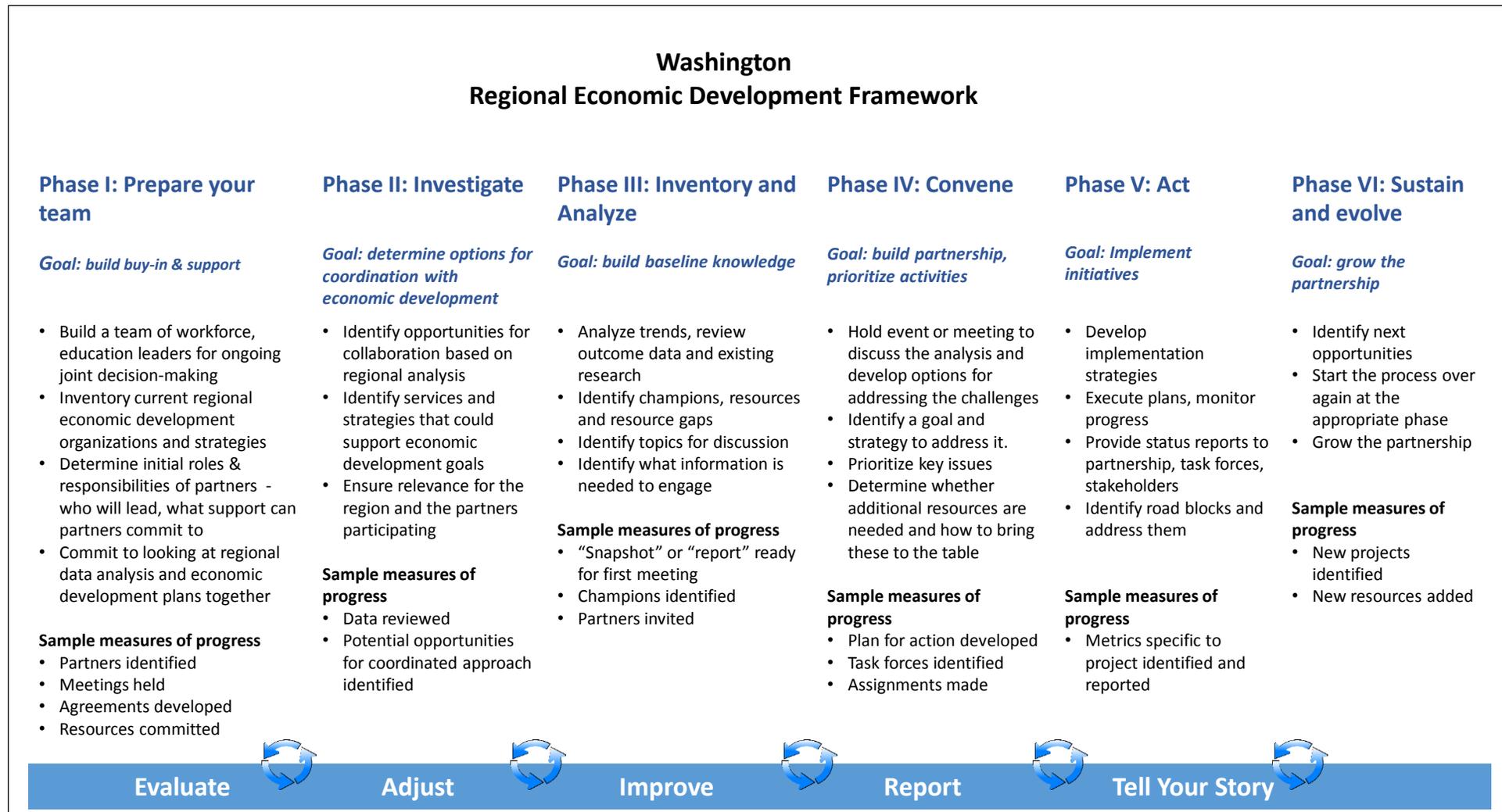


Directions: Complete the table below to describe current and future activities for at least the next two years for any service strategies to be coordinated across the region. Please start at the appropriate phase based on the current status of the regional. The completed table will serve as the Regional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

Attachment B: Regional Cooperative Service Delivery Agreement

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
Phase I: Prepare your team <i>Goal: build buy-in & support</i>				
Phase II: Investigate <i>Goal: determine options for coordinated service deliver</i>				
Phase III: Inventory and Analyze <i>Goal: build baseline knowledge</i>				
Phase IV: Convene <i>Goal: build partnership, prioritize activities</i>				
Phase V: Act <i>Goal: Implement initiatives</i>				
Phase VI: Sustain and evolve <i>Goal: grow the partnership</i>				

Attachment C: Regional Economic Development Framework



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.

Attachment C: Regional Economic Development Coordination Plan

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
Phase I: Prepare your team <i>Goal: build buy-in & support</i>				
Phase II: Investigate <i>Goal: determine options for coordinated service deliver</i>				
Phase III: Inventory and Analyze <i>Goal: build baseline knowledge</i>				
Phase IV: Convene <i>Goal: build partnership, prioritize activities</i>				
Phase V: Act <i>Goal: Implement initiatives</i>				
Phase VI: Sustain and evolve <i>Goal: grow the partnership</i>				

Attachment D: Local Area Profile

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, 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, or Connection)	Site Operator(s)
Add more rows if needed		

2. WIOA Title I 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"/>
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	<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"/>
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Comments regarding the adequacy and quality of Adult Services available:

Youth Program List all current and potential service providers in the area	Indicate service(s) provided by each			WIOA funded?	Services for youth with disabilities?
	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"/>
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	<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 information in the appropriate table will be used to certify LWDBs pursuant to WIOA Section 107(c)(2) and in the second and subsequent certifications pursuant to Section 106(e)(2). 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.

Complete this table for LWDB confirming to WIOA membership criteria

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

* LWDBs must provide evidence of recruitment for any empty seats on the board.

Complete this table for an alternative entity.

Categories	Name/Title/Organization* (please list one per line and add lines as needed)	Nominated by
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:_____		
Education - Please indicate the total number of seats avail Please indicate the total number of seats available for this category:_____		
Government/workforce programs (may include economic development) - Please indicate the total number of seats available for this category:_____		
Add more rows if needed		

* LWDBs must provide evidence of recruitment for any empty seats on the board.

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.

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.

2016-2020 Local Integrated Workforce Plan Assurances

Planning Process and Public Comment	References
<input type="checkbox"/> 1. The local board has processes and timelines, consistent with WIOA Section 108(d), to obtain input into the development of the local plan and provide the opportunity for comment by representatives of business, labor organizations, education, other key stakeholders, and the general public for a period that is no less than 30 days.	WIOA Sections 108(d); proposed 20 CFR 679.550(b)
<input type="checkbox"/> 2. The final local plan is available and accessible to the general public.	Proposed 20 CFR 679.550(b)(5)
<input type="checkbox"/> 3. The local board has established procedures to ensure public access (including people with disabilities) to board meetings and information regarding board activities, such as board membership and minutes.	WIOA Section 107(e); proposed 20 CFR 679.390 and 679.550
Required Policies and Procedures	References
<input type="checkbox"/> 4. The local board makes publicly-available any local requirements for the public workforce system, such as policies, including policies for the use of WIOA Title I funds.	Proposed 20 CFR 679.390
<input type="checkbox"/> 5. The local board has established a written policy or procedure that identifies circumstances that might present conflict of interest for any local workforce investment board or entity that they represent, and provides for the resolution of conflicts.	WIOA Section 107(h); proposed 20 CFR 679.410(a)-(c); WIOA Title I Policy 5405; WIOA Title I Policy 5410
<input type="checkbox"/> 6. The local board has copies of memoranda of understanding between the local board and each one-stop partner concerning the operation of the one-stop delivery system in the local area, and has provided the State with the latest versions of its memoranda of understanding.	WIOA Section 121(c); proposed 20 CFR 678.500-510; WorkSource System Policy 1013
<input type="checkbox"/> 7. The local board has written policy or procedures that ensure one-stop operator agreements are reviewed and updated no less than once every three years.	WIOA Section 121(c)(v); WorkSource System Policy 1008 Revision 1
<input type="checkbox"/> 8. The local board has negotiated and reached agreement on local performance measures with the local chief elected official(s) and Governor.	WIOA Sections 107(d)(9) and 116(c); proposed 20 CFR 679.390(k) and 677.210(b)
<input type="checkbox"/> 9. The local board has procurement policies and procedures for selecting One-Stop operators, awarding contracts under WIOA Title I Adult and Dislocated Worker funding provisions, and awarding contracts for Youth service provision under WIOA Title I in accordance with applicable state and local laws, rules, and regulations, provided no conflict exists with WIOA.	WIOA Sections 121(d) and 123; proposed 20 CFR 678.600-615 and 681.400; WIOA Title I 5404; WIOA Title I Policy 5613
<input type="checkbox"/> 10. The local board has procedures for identifying and determining the eligibility of training providers and their programs to receive WIOA Title I 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; Proposed 20 CFR 679.370(l)-(m) and 680.410-430; WIOA Title I Policy 5611
<input type="checkbox"/> 11. The local board has written procedures for resolving grievances and complaints alleging violations of WIOA Title I 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.	WIOA Section 181(c); proposed 20 CFR 683.600; WIOA Title I Policy 5410; WorkSource System Policy 1012, Revision 1
<input type="checkbox"/> 12. The local board has assurances from its one-stop operator that all one-stop centers and, as applicable, affiliate sites have front-end services consistent	WorkSource System Policy 1010 Revision 1

	with the state's integrated front-end service policy and their local plan.	
<input type="checkbox"/>	13. The local board has established at least one comprehensive, full-service one-stop center and has a written process for the local Chief Elected Official and local board to determine that the center conforms to the definition therein.	WIOA Section 121(e)(2)(A); proposed 20 CFR 678.305; WIOA Title I Policy 5612
<input type="checkbox"/>	14. The local board provides to employers the basic business services outlined in WorkSource System Policy 1014.	WorkSource System Policy 1014
<input type="checkbox"/>	15. The local board has written processes or procedures and has identified standard assessment objectives and resources to support service delivery strategies at one-stop centers and, as applicable, affiliate sites.	WorkSource System Policies 1011 and 1016; WTECB State Assessment Policy
<input type="checkbox"/>	16. All partners in the local workforce and education system described in this plan ensure the physical, programmatic and communications accessibility of facilities, programs, services, technology and materials in one-stop centers for individuals with disabilities.	WIOA Section 188; 29 CFR parts 37.7-37.9; 20 CFR 652.8(j)
<input type="checkbox"/>	17. The local board ensures that outreach is provided to populations and sub-populations who can benefit from one-stop services.	WIOA Section 188; 29 CFR 37.42
<input type="checkbox"/>	18. The local board implements universal access to programs and activities to individuals through reasonable recruitment targeting, outreach efforts, assessments, service delivery, partner development, and numeric goals.	WIOA Section 188; 29 CFR 37.42
<input type="checkbox"/>	19. 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 37.54(a)(1); WIOA Policy 5402, Revision 1; WorkSource System Policy 1012, Revision 1
<input type="checkbox"/>	20. The local board collects and maintains data necessary to show compliance with nondiscrimination provisions of Section 188.	WIOA Section 185; 29 CFR 37.37; WIOA Policy 5402, Revision 1; WorkSource System Policy 1012, Revision 1
<input type="checkbox"/>	21. The local board 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"/>	22. The local board 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 Section 167
<input type="checkbox"/>	23. The local board 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 Sections 116(i)(3) and 185(a)(4); 20 USC 1232g; proposed 20 CFR 677.175 and 20 CFR part 603
	Administration of Funds	References
<input type="checkbox"/>	24. The local board has a written policy and procedures to competitively award grants and contracts for WIOA Title I activities (or applicable federal waiver), including a process to be used to procure training services made as exceptions to the Individual Training Account process.	WIOA Section 108(b)(16); proposed 20 CFR 679.560(a)(15); WIOA Title I Policy 5601; WIOA Section 134(c)(3)(G); proposed 20 CFR 680.300-310
<input type="checkbox"/>	25. The local board 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 Section 108(b)(15), WIOA Title I Policy 5230; WIOA Title I Policy 5250

<input type="checkbox"/>	26. The local board ensures compliance with the uniform administrative requirements under WIOA through annual, on-site monitoring of each local sub-recipient.	WIOA Section 184(a)(3); proposed 20 CFR 683.200, 683.300, and 683.400-410; WIOA Policy 5230
	27. The local board 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.	WIOA Title I Policy 5260
<input type="checkbox"/>	28. The local board 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; proposed 20 CFR 683.410(a), 683.420(a), 683.750; WIOA Title I Policy 5265
<input type="checkbox"/>	29. The local board 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 Section 184(a)(2)(A); proposed 20 CFR 683.200 and 683.220; OMB Uniform Administrative Guidance; Generally Accepted Accounting Procedures (GAAP); WIOA Title I Policy 5407
<input type="checkbox"/>	30. The local board will not use funds received under WIOA to assist, promote, or deter union organizing.	WIOA Section 181(b)(7); proposed 20 CFR 680.850
	Eligibility	References
<input type="checkbox"/>	31. The local board 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 services and training services, consistent with state policy on eligibility and priority of service.	Proposed 20 CFR Part 680 Subparts A and B; proposed 20 CFR Part 681 Subpart A; WorkSource System Policy 1019, Revision 1
<input type="checkbox"/>	32. The local board has a written policy and procedures for awarding Individual Training Accounts to eligible adults, dislocated workers, and youth receiving WIOA Title I 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 Section 134(c)(3)(G); Proposed 20 CFR 680.300-320; WIOA Title I Policy 5601
<input type="checkbox"/>	33. The local board 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 programs.	WIOA Sections 129(c)(2)(G) and 134(d)(2); proposed 20 CFR 680.900-970; proposed 20 CFR 681.570; WorkSource System Policy 1019, Revision 1
<input type="checkbox"/>	34. The local board 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 Revision 1

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 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 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

Describe the Council's public review and comment process. The description should specify the public comment duration and the various methods used to seek input (e.g., web-posts, newspapers, e-mail, web-posting, events/forums and plan development workgroups. Also include any comments that represent points of disagreement with the plan.

Attachment I

Performance Targets

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