**Workforce Innovation and Opportunity Act**

**Local (County) Plan**

Click here to enter NAME OF COUNTY

February 1, 2017 – June 30, 2020

Submitted by

Click here to enter name of Workforce Development Board

Address line 1: Click here to enter ADDRESS.

Address line 2: Click here to enter ADDRESS.

City, State, Zip: Click here to enter City, State, and Zip Code.

Website: Click here to enter WEBSITE.

Plan Contact: Click here to enter NAME OF PLAN CONTACT.

Phone: Click here to enter PHONE., Email: Click here to enter email.

Date submitted: Click to enter a date.

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 INTRODUCTION

**Introduction**

These guidelines direct the first local plan submitted by your county under the Workforce Innovation and Opportunity Act (WIOA). WIOA requires each local workforce development board (LWDB, local board or county board) to develop and submit, in partnership with the chief local elected official, a comprehensive four-year plan to the state. At the end of the first two-year period of the four-year local plan, each local board shall review the local plan and shall submit modifications to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the plan.

The WIOA four-year plan will be effective February 1, 2017 – June 30, 2020. The law emphasizes the importance of collaboration and transparency in the development and submission of the plan. Affected entities and the public must have an opportunity to provide input in the development of the plan. The local board must make the plan available through electronic means and in open meetings in order to ensure transparency to the public.

The LWDBs must provide leadership in assembling their plan. LWDBs also should seek broad stakeholder involvement in the development of their local plan. Local elected officials, local workforce development board members, core program partners and mandatory one-stop partners must be an integral part of the planning process. WIOA encourages an enhanced, integrated system by including new core programs in its planning and performance requirements. Each plan will address how the LWDB will coordinate service delivery with the new core programs of Vocational Rehabilitation and Adult Education.

Each LWDB’s plan should be based on the current and projected needs of the workforce investment system, placing an increased emphasis on coordination and collaboration at all levels to ensure a seamless system for job seekers, including those with disabilities, and employers. The plan must include an identification of the education and skill needs of the workforce and employment needs of the local area and include an analysis of the strengths and weaknesses of services to address these identified needs.

The assessment must include the best available information or evidence of effectiveness and performance information for specific service models as well as a plan to improve the effectiveness of such programs by adopting proven or promising practices as a part of the local vision. The LWDB should provide a complete view of the system-wide needs of the local workforce development area.

The plan must address how the LWDB will foster strategic alignment, improve service integration and ensure that the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. The local plan must lead to greater efficiencies by reducing duplication and maximizing financial and human resources. These plan guidelines require LWDBs to address current and future strategies and efficiencies to address the continuous improvement of Hawaii’s workforce system and its focus on customer service excellence. This plan should align with the Hawaii Unified State Plan.

**All plans must be submitted no later than**

**4:30 p.m. (HST) on**

**Monday, October 31, 2016 to:**

**dlir.workforce.council@hawaii.gov**

**Prior to plan submission, please ensure:**

* The local board has reviewed and approved the plan;
* The board chair and the chief elected official have signed the signature page, and the original must be submitted to the Workforce Development Council by mail at:

Workforce Development Council

830 Punchbowl Street, Room 417

Honolulu, HI 96813

OR

An E-signed copy sent with the plan;

* The submitted plan uses the structure and format provided;
* The plan is one continuous and searchable PDF document that includes all attachments OR a Word document and attachments;
* Responses to all questions are accurate and concise;
* A table of contents with page numbers is included and each page of the plan is numbered; and
* Text typed with a font size of 11 and no greater than 14 points.

**Process of Local Plan Submission** [WIOA, Pub. L. No. 113-128, Sec. 108(d) and (e)]:

**PROCESS**—Prior to the date on which the local board submits a local plan, the local board shall—

(1) make available copies of a proposed local plan to the public through electronic and other means, such as public hearings and local news media;

(2) Allow no fewer than 14 days and no more than 30 days for comments to the local board on the proposed local plan by members of the public, including representatives of business, representatives of labor organizations, and representatives of education, and

(3) include with the local plan any such comments that represent disagreement with the plan.

**PLAN SUBMISSION AND APPROVAL**—A submitted local plan (including a modification) shall be considered to be conditionally approved by the end of the 90-day period; unless a written determination during the 90-day period that—

(1) deficiencies in activities carried out under this subtitle or subtitle B have been identified, through audits conducted under WIOA Sec. 184 or otherwise, and the local area has not made acceptable progress in implementing corrective measures to address the deficiencies;

(2) the plan does not comply with the applicable provisions of WIOA; or

(3) the plan does not align with the State plan, including failing to provide for alignment of the core programs to support the strategy identified in the State plan in accordance with WIOA Sec. 102(b)(1)(E).

**Important References**

Hawaii Unified State Plan: <http://labor.hawaii.gov/wdc/reports/>

WIOA PUBLIC LAW 113-128: <https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

WIOA Definitions: <https://labor.hawaii.gov/wdc/files/2013/01/Local-Plan-Definitions-061715.pdf>

The County of Click here to enter County and the Click here to enter Board name. Workforce Development Board submit this 2016-2020 plan to implement the Workforce Innovation and Opportunity Act of 2014.

SIGNATURE PAGE

We will operate in accordance with the plan and applicable federal and state laws, rules, and regulations.

 Workforce Development Board Chair Chief Elected Official

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Click here to enter NAME of Board Chair. Click here to enter NAME of CLEO

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**1.0 A description of the strategic planning elements consisting of:**

**Section 1: Workforce and Economic Analysis**

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

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| 1.2 An analysis of the knowledge and skills required to meet the employment needs of the employers in the local area (county), including employment requirements for in-demand industry sectors and occupations. [WIOA Sec. 108(b)(1)(B)] |

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

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| 1.4 An analysis and description of adult and dislocated worker workforce development activities, including type and availability of education, training and employment activities. Include analysis of the strengths and weaknesses of such services, and the capacity to provide such services, in order to address the needs identified in 1.2. [WIOA Sec. 108(b)(1)(D) & 108 (b)(7)] |

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| **Activities** | **Strengths** | **Weaknesses** |
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| **Capacity to Provide Services:****Click here to enter text**. |

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| 1.5 An analysis and description of youth workforce activities, including activities for youth with disabilities. Include analysis of the strengths and weaknesses of such services, and the capacity to provide such services. [WIOA Sec. 108(b)(1)(d) and 108(b)(9)] |

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| **Activities** | **Strengths** | **Weaknesses** |
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| **Capacity to Provide Services:****Click here to enter text.** |

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| 1.6 Identify successful models and best practices for youth workforce activities relevant to the local area. [WIOA Sec. 108(b)(9)] |

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**Section 2: Strategic Vision and Goals**

# Section 2 responses should be made in collaboration with the members of the local workforce development board and other community stakeholders.

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| 2.1 Provide the local board’s strategic vision and goals for preparing an educated and skilled workforce in the local area, (including youth and individuals with barriers to employment). [WIOA Sec. 108(b)(1)(E)] |

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| **2.2** Describe how the local board’s vision and goals align with and/or supports the vision of the Hawaii Unified State Plan:“All employers have competitively-skilled employees, and all residents have sustainable employment and self-sufficiency.” [https://labor.hawaii.gov/wdc/files/2012/11/DRAFT-Hawaii-WIOA-Unified-State-Plan-060816.pdf] pg. 75 |

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| 2.3 Describe how the local board’s vision and goals contribute to each of the Unified State Plan goals:a. To provide coordinated, aligned services.b. To prioritize services to vulnerable populations with barriers to employment as described under WIOA, including homeless individuals and Native Hawaiians, which are currently of critical concern to the state.c. To develop sector strategies and a career pathways system that will integrate education and training, and move skilled job seekers into growth industries.d. To fully engage employers in the workforce development system to address the talent shortage.The Hawaii Unified State Plan includes a number of strategies under each goal. It is up to the discretion of the local board to determine what strategies best fit their local needs. (pgs. 77-79) |

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| **2.4** Describe how the local board’s goals relate to the achievement of federal performance accountability measures to support local economic growth and economic self-sufficiency. [WIOA Sec. 108(b)(1)(E)] |

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**Many of the responses below, such as targeted sector strategies, should be based on strategic discussions with the local board, partners, and stakeholders.**

**Section 3: Local Area Partnerships and Investment Strategies**

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| 3.1 Taking into account the analysis in Section 1, describe the local board’s strategy to work with the organizations that carry out core programs to align resources in the local area, in support of the vision and goals described in Question 2.1. [WIOA Sec. 108(b)(1)(F)] |

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| **3.2** Identify the programs/partners that are included in the local workforce development system. Include, at a minimum, organizations that provide services for Adult Education and Literacy, Wagner-Peyser, Vocational Rehabilitation, Temporary Assistance for Needy Families, Supplemental Nutritional Assistance Program, and programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006. [WIOA Sec. 108(b)(2)] |

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| **3.3** Describe efforts to work with partners identified in 3.2 to support alignment of service provision to contribute to the achievement of the Unified State Plan’s goals and strategies. [WIOA Sec. 108(b)(2)] |

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| **3.4** Describe the local board’s plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act and services provided in the local area through the one-stop delivery system to improve services and avoid duplication of services. [WIOA Sec. 108(b)(12)] |

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| **3.5** Describe how the local board will coordinate the workforce investment activities with providing Adult Education and Literacy activities (under Title II) and describe how the local board will carry out a review of local applications submitted under Title II Adult Education and Literacy, consistent with the local plan and the State’s provided criteria. [WIOA Sec. 108(b)(13)] |

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| **3.6** Describe how the local board will coordinate workforce investment activities carried out in the local area with economic development activities carried out in the State, and promote entrepreneurial skills training and microenterprise services. [WIOA Sec. 108(b)(5)] |

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| **3.7** Describe how the local board will coordinate education and workforce investment activities with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services. [WIOA Sec. 108(b)(10)] |

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| **3.8** Describe how the local board will coordinate workforce investment activities with the provision of transportation, including public transportation and other appropriate supportive services in the local area. [WIOA Sec. 108(b)(11)] |

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| **3.9** Based on the analysis described in Section 1.1-1.3, identify the populations that the local area plans to focus its efforts and resources on, also known as targeted populations.  |

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| **3.10** Based on the analysis described in Section 1, identify one to three industries where a sector partnership(s) is currently being convened in the local area or there will be an attempt to convene a sector partnership and the timeframe.  |

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| **3.11** Based on the analysis described in Section 1, describe the local investment strategy toward targeted sectors strategies identified in 3.10 and targeted populations identified in 3.9.  |

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| **3.12** Identify and describe the strategies and services that will be used to: 1. Facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs in addition to targeted sector strategies;
2. Support a local workforce development system described in 3.2 that meets the needs of businesses;
3. Better coordinate workforce development programs with economic development partners and programs;
4. Strengthen linkages between the one-stop delivery system and unemployment insurance programs.

This may include the implementation of incumbent worker training programs, on-the-job training programs, work-based learning programs, apprenticeship models, customized training programs, or utilization of effective business intermediaries and other business services and strategies that support the local board’s strategy in 3.1. [WIOA Sec. 108(b)(4)(A&B)] |

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| **3.13** Does the local board currently leverage or have oversight of funding outside of WIOA Title I funding or county general funds to support the local workforce development system? Briefly describe the funding and how it will impact the local system. If the local board does not currently have oversight of additional funding, does it have future plans to pursue them?  |

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**Many of the responses below, such as career pathways and individual training accounts, should be based on strategic discussions with the local board, partners and stakeholders.**

**Section 4: Program Design and Evaluation**

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| **4.1** Describe how the local board, working with the entities carrying out core programs, will coordinate activities and resources to provide high quality; customer-centered services and expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. [WIOA Sec. 108(b)(3)] |

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| Individuals with Barriers to Employment |  |
| Native Hawaiian | Click here to enter text. |
| Ex-Offenders | Click here to enter text. |
| Youth | Click here to enter text. |
| Individuals with Disabilities | Click here to enter text. |
| Veterans | Click here to enter text. |
| Homeless | Click here to enter text. |

# Others:

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

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| **4.3** Describe how the county board will utilize 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) to maximize efficiencies and use of resources. [WIOA Sec. 108(b)(3)] |

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Local boards will be asked to answer the following question (4.4) at a **later date** after additional federal guidance and final regulations are released by the USDOL.

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| **4.4** Describe county board actions to become and/or remain a high-performing board, consistent with the factors developed by the Workforce Development Council. These factors have not been determined but will include effectiveness and continuous improvement criteria for local boards to assess one-stop centers, guidance on one-stop center infrastructure funds, and roles and contributions of one-stop partners [WIOA Sec. 108(b)(18)] |

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| * 1. Describe one-stop delivery system in the local area, consistent with the One-Stop Center Definitions including:
1. How the county board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, and workers and jobseekers. [WIOA Sec. 108(b)(6)(A)]
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| 1. Describe how the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology, and through other means. [WIOA Sec. 108(b)(6)(B)]
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| 1. Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. [WIOA Sec. 108(b)(6)(C)]
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| 1. Describe the roles and resource contributions of the one-stop partners and if memoranda of understanding or resource sharing agreements are used, provide a summary of those agreements. [WIOA Sec. 108(b)(6)(D)]
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| 1. Describe how one-stop centers are implementing and transitioning to an integrated technology-enabled intake and case management information system for core programs and programs carried out by one-stop partners [WIOA Sec. 108(b)(21)]
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| **4.6** Describe the process and criteria for issuing individual training accounts. [WIOA Sec. 108(b)(19)] |

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| **4.7** If training contracts are used, how will the use of such contracts be coordinated with individual training accounts; and how will the local board ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided. [WIOA Sec. 108(b)(19)] |

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| **4.8** Describe the process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate. [WIOA Sec. 134(c)(3)(G)(iii)]  |

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| **4.9** Describe how the local board will coordinate workforce investment activities in the local area with rapid response activities carried out in the local area (as described in section 134(a)(2) A). [WIOA Sec. 108(b)(8)] |

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**Section 5: Compliance**

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| 5.1 Attach as *Attachment A*, the document signed by the Chief Local Elected Official (Mayor) designating the local workforce development board as the local (county) WIOA administrative entity.  |

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| **5.2** Describe the competitive process and criteria (such as targeted services, leverage of funds, etc.) to be used to award subgrants and contracts for WIOA Title I Adult, Dislocated Worker, and Youth services; provide the names of contracted organizations, and the duration of each contract. [WIOA Sec. 108(b)(16)] |

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| **5.3** Provide an organization chart as *Attachment B* that depicts a clear separation of duties between the board and service provision.  |

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| **5.4** Provide a roster of the local board as *Attachment C*, including the name, title, organization, of each board member; and the category that each member represents. [WIOA Bulletin No.04-15] |

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| 5.5 Provide the policy and process for nomination and appointment of board members demonstrating compliance with WDC Policy/WIOA Bulletin No.04-15. |

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| **5.6** Provide the completed Local Workforce Development Board Membership Certification Request included in WIOA Bulletin No. 04-15 (SN 04), as *Attachment D*. See http://labor.hawaii.gov/wdc/files/2013/01/SN-04-WIOA-04-15-Attmt-2-Cert.-Request.pdf  |

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| **5.7** Provide the name, organization, and contact information of the designated equal opportunity officer for WIOA within the local area. |

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| **5.8** Identify the entity responsible for the disbursal of grant funds. [WIOA Sec. 108(b)(15)] |

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| **5.9** Indicate the negotiated local levels of performance for the federal measures. [WIOA Sec. 108(b)(17)] |

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| **5.10** Describe indicators used by the local board to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers and the one-stop delivery system, in the local area. [WIOA Sec. 108(b)(17)] |

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| 5.11 Provide a description of the replicated cooperative agreements, as defined by WIOA 107(d)(11), in place between the local board and the Department of Human Services’ Division of Vocational Rehabilitation Services with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. [WIOA Sec. 108(b)(14)] |

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| 5.12 Describe the process for getting input into the development of the local plan in compliance with WIOA section 108(d) and providing public comment opportunity prior to submission. Be sure to address how members of the public, including representatives of business, labor organizations, and education were given an opportunity to provide comments on the local plan. If any comments received that represent disagreement with the plan were received, please include those comments as *Attachment E*. [WIOA Sec. 108(b)(20)] |

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| 5.13 (a) Attach the following to the Local Board Plan:(1) The Local Board’s Bylaws as *Attachment F*(2) The Local Board’s Conflict of Interest Policy *as Attachment G*(b) State any concerns the local board has with ensuring the compliance components listed below are in place prior to October 31, 2016. Copies of documents are not required at this time but may be requested during monitoring. Administration of fundsAgreement between all counties and other local governments, if applicable, establishing the consortium of local elected officialsAgreement between the Local Elected Officials and the Workforce Development BoardCode of ConductApproved BudgetMemorandum of Understanding and/or Resource Sharing Agreements, as applicableRequired policies on the following topicsFinancial Management including cost allocation plan, internal controls, cash management, receipts of goods, cost reimbursement, inventory and equipment, program income, travel reimbursement, audit requirements and resolution, annual report, property management, debt collection, procurement, allowable costsProgram Management including equal opportunity for customers, supportive services, needs related payments, file management, eligibility, self-sufficiency criteria, individual training accounts, layoff assistance, priority of services, grievance for eligible training providers list, transitional jobs, stipends, training verification/refundsRisk Management including records retention and public access, public records requests, monitoring, grievance, incident, disaster recovery planBoard Policies including board appointment, board resolutions |

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| 5.14 Describe how the Local Board complies with the requirements of Hawaii’s Sunshine Law on open meetings and meeting records (HRS §92) and WIOA Sec. 107(e):(a) Who is notified of meetings and how are they notified?(b) Where are meeting notices (agenda) posted?(c) Where are the meeting minutes posted? How does the public access meeting minutes? (d) Attach as *Attachment H* the local board agenda and minutes for the last two fiscal years (2014 & 2015).(e) How will information regarding the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities be available to the public? |