

LOCAL PLAN GUIDANCE AND INSTRUCTIONS

PY 2012-2016

OVERVIEW

The Workforce Investment Act of 1998 (WIA), as amended, requires each Local Workforce Investment Board (LWIB), in partnership with the appropriate Chief Elected Official (CEO), to develop and submit a comprehensive five-year local plan to the Governor. The State of Maine developed its Strategic Plan using USDOL's Training and Employment Guidance Letter (TEGL) No. 21-11, moving the planning process beyond compliance to meaningful strategic planning for the state's workforce system. Strategic plan elements are separated from operational plan elements to facilitate cross-program planning. The LWIB will develop its plan for the period of July 1, 2012 through June 30, 2017 in similar format.

PUBLIC NOTICE AND SUBMISSION

Once the local plan has been developed, WIA Section 118(c) requires that the plan be circulated to agencies affected by the plan and made available for public comment for no less than 30 days prior to submission. **It is strongly recommended that the local plan be posted for public comment no later than November 29, 2013 to allow the LWIB sufficient time to address comments.** The plan must be approved by the LWIB prior to the posting period. Following the 30-day review period, the LWIB must ensure that all comments received have been incorporated or addressed in the plan.

The submission timeline is:

September 6, 2013	MDOL provides LWIBs with local plan guidelines.
September 15 – November 24, 2013	LWIB develops local plan for its respective LWIA using guidelines.
December 1-December 27, 2013	LWIB addresses public comments.
December 30, 2013	Deadline for MDOL to receive local plans from LWIBs for review
January 31, 2014	MDOL/SWIB review/approval of local plans:

LWIBs will submit local plans electronically, by both posting on an internet website that is accessible to the public and by transmitting through email to Virginia.A.Carroll@maine.gov. Plans must be submitted in Microsoft Word or PDF format and should include a table of contents that references page numbers and all pages must be numbered including attachments. Plans should address topics laid out below. Plans with electronic signatures are acceptable. If an electronic signature is not available, only the pages carrying official, original signatures must be submitted in hard copy to:

Attn: Virginia Carroll, Division Director
MDOL –Bureau of Employment Services
55 SHS, Augusta, ME 04330-0055

NEGOTIATION OF WIA PERFORMANCE LEVELS

Although local plans will span a five-year period, performance goals must be negotiated on an annual basis. Annual performance negotiations permit LWIBs to realistically set targets in light of changing economic conditions. Current PY 2013 performance levels have already been negotiated and must be incorporated into the local plan for the period from July 1, 2013 to June 30, 2014. For subsequent annual performance negotiation during the life of the local plan, a letter from the Maine Department of Labor advising the LWIB of approved performance measures for each subsequent year will constitute a modification of the plan for the purpose of the performance goal section for that program period. The LWIB must ensure that agreed-upon performance goals for each subsequent year of

the local plan are included in formal copies of the plan and that any published version on the LWIB's website or other forums includes the most recently approved performance levels.

MODIFICATION PROCESS

Modifications to local plans are necessary to maintain the viability of the plan and to ensure that the workforce system is responsive to changing workforce development needs. A modification is required for any significant change impacting the operation of the LWIA. Issues necessitating a plan modification include significant changes such as changes in: local economic conditions; levels of financing to support WIA Title I and partner services; local board structure; local area composition; or a need to revise strategies to meet revised performance goals. (WIA Final Regulations Section 661.355) Plan modifications are subject to the LWIB review and public comment process as well as the state level review and approval process.

REVIEW AND APPROVAL

MDOL will confirm receipt of the local plan, indicating the start date for the review period in accordance with WIA Section 118(d). The plan will be reviewed for alignment with the governor's vision and strategic direction, and for the level in which identified strategies will measure and accomplish the desired outcomes. Plans must comply with all federal, state, and local statutory and regulatory requirements and policies. If not approved, the determination will indicate any remedial action or additional information required for approval.

SECTION I

STRATEGIC PLAN The elements in the local plan must represent the vision, goals, economic and workforce information analyses, strategies, and outcomes that the CEO and strategic partners collaboratively identify for the future of the LWIA. A critical part of this section is economic and workforce information analysis. The LWIB must analyze and interpret labor market information (LMI) and other relevant data to provide context for the overall plan. The plan must be based on: a thorough understanding of the economic strengths and workforce needs and skills of the local workforce investment area, alignment with the governor's vision, strategies, and goals and the best interests of local job seekers and employers. Plans must explain how the strategies will drive quantitative targets and result in the desired outcomes described.

A. VISION: Describe the vision for the LWIA's economy and workforce.

B. OVERARCHING STRATEGIES

1. Describe how the LWIB will guide investments in workforce preparation, skill development, education and training, and other initiatives designed to address skill demands and increase the number of participants receiving industry recognized credentials.
2. Describe how the LWIB will promote an integrated approach to addressing workforce and industry skill needs through increased collaboration among and between workforce system partners, education providers, economic development partners, social services providers and other workforce development stakeholders that will result in jointly packaged service delivery on behalf of participants and employers.
3. Describe how the LWIB will engage stakeholder partners in addressing the employment and training needs of all labor force participants, including the specific challenges affecting target populations seeking to enter or retain employment.
4. Describe the strategies to increase coordination, promote efficiency and maximize and leverage resources to develop a high-demand, skilled workforce that will support the needs of business and industry in the LWIA.

5. Describe how the LWIB will reinforce agreements, define goals and measure outcomes of the collaborations outlined and how they will evaluate the value of the activities to stakeholders, employers and participants.
6. Outline and attach existing and/or proposed policies the LWIB will put in place to increase the number of participants attaining industry-recognized credentials.

C. ECONOMIC & LABOR MARKET ANALYSIS

1. Describe the economic conditions in the LWIA, identifying critical businesses and industries, population and workforce trends, and economic challenges facing the local area.
2. Provide an analysis of the local economy, labor pool, and labor market. Include analysis of growth industries and occupations and the workforce skill needs for projected job growth and how this information is being incorporated into the overall plan.
3. Identify the workforce investment needs of businesses, jobseekers, and workers in the LWIA and the ways in which these are being assessed and addressed.

D. KEY PRIORITIES AND GOALS

1. Based on the LWIB's vision and its economic and labor market analyses, identify the key workforce development priorities for the local area.
2. Describe the strategies to address each key priority, identifying the goals to be achieved.
 - a. Describe how the strategies will align with the governor's priorities outlined in the State Plan.
 - b. Describe how the strategies will support the best interests of jobseekers and employers and the economic development plans for the local area, identifying key partnerships necessary to successfully implement the LWIB's strategies. Specify the roles of specific entities and programs and how the partnerships and priorities will meet the needs of employers and jobseekers.
 - c. Describe strategies for meeting the workforce needs of local area employers.
 - d. Describe the process by which stakeholder partners will play a role in cross informing and/or providing information on creation, expansion, and sustainability of existing businesses or new and emerging industries.
3. Describe plans for increasing engagement with business, industry, education, and economic development and community organizations to achieve greater participation within the local workforce system, in order to identify workforce challenges and develop strategies and solutions to address those challenges.
4. Describe any industry partnerships or sector strategies tailored to the LWIA's economy, and how these strategies intersect with the state's strategies.
5. Describe the LWIB strategy to coordinate discretionary and formula-based investments across programs in support of the vision, including how the LWIB will use program funds to leverage other federal, state, local, and private resources to effectively and efficiently provide services.
6. Describe integrated, cross-program strategies for specific populations and sub-populations.
7. Describe the LWIB's strategies to connect youth to education and training opportunities that lead to employment, ensuring that students, parents, teachers, counselors, and school administrators have access to quality data regarding career pathways and options.
8. Describe the strategies to ensure that eligible youth—including disconnected youth and youth with multiple barriers—have the opportunity to develop and achieve career goals through education and workforce training.

E. DESIRED OUTCOMES

1. Describe the benchmarks that have been (or will be) developed in support of key priorities.
2. Describe – and provide specific quantitative targets for the desired outcomes and results. Local levels of

performance negotiated with the governor and CEO (pursuant to Section 136(c)) are to be used to measure the performance of the LWIA and used by the LWIB to measure the performance of the local service providers, and the delivery system in the LWIA.

3. Describe how the negotiated levels of performance support and ensure the LWIB's vision.
4. Describe any additional goals that the LWIB intends to achieve, for example, an increase in the percentage of workers employed in jobs with family-sustaining wages, or an increase level of employer participation in delivery of workforce development strategies, or the level of cross-program collaboration.
5. Describe how the performance of regional activity is tracked and measured.

F. PLAN DEVELOPMENT

1. Describe the involvement of the Local Elected Official (LEO), the LWIB and stakeholders in the development of the local plan.
2. Describe the collaboration between the LWIB and representatives from economic development, education, the business community, and other interested parties, in the development of the local plan.
3. Describe the process used to make the plan available to the public. Attach a copy of the public notice(s).
4. Provide a summary of the comments received during the review period (*if any*) and how the comments were addressed.

SECTION II

OPERATIONAL PLAN The operational plan makes clear how specific workforce programs will operate, administer, implement, and monitor systems and structures to achieve the vision, strategies, and goals identified in Section I. The current structure of the workforce delivery system at that local level is well documented; therefore, the response should focus on proposed improvements of the current operational structure and the ways in which specific policies and methodologies will be implemented to stimulate an integrated service delivery approach that achieves efficiencies through alignment and sharing of resources.

A. COMMUNICATIONS

1. Describe how the strategic direction and performance goals will be communicated to partners, stakeholders and the public.
2. Describe how LWIB policies are disseminated and how their implementation will be monitored at the local level.
3. Describe how stakeholder service providers are informed about new or changing policies or requirements.

B. SYSTEM OPERATIONS

1. Describe how the LWIB will assess the effectiveness of the current configuration of CareerCenters in their local area and any changes in configuration that will occur as a result of plan implementation.
2. Describe the LWIB's strategy for seamless service delivery, including the transitions among core, intensive, and training services for participants and no-wrong door services for businesses.
3. Describe the measures developed to improve operational collaboration of workforce investment activities and programs, including measures to identify and eliminate existing barriers to coordination and collaboration on service provision.

A. BUSINESS SERVICES

1. Describe how service providers will jointly provide services to businesses and how strategies for joint provision of business services will be communicated and agreed to among service providers and partner stakeholders.

2. Describe how the business-outreach strategy and will promote partnerships and linkages with businesses, professional service organizations, and trade associations to support sector goals.
3. Describe the LWIA's service delivery solutions for business customers, including, but not limited to developing: career ladders, industry-recognized credentials, and/or customized service delivery.
4. Describe how the LWIB will ensure that businesses are offered the full spectrum of workforce services, including: layoff aversion strategies, On-the-Job training, Customized Training, employee recruitment, employee development, labor market information, access to toolkits and other.
5. Explain the methods by which business customer satisfaction will be measured.

B. PARTICIPANT SERVICES

1. Describe the LWIB's strategies and processes for compliance with jobs for Veteran's priority.
2. Describe the criteria used to determine how limited funds will be allocated and prioritized for employment and training activities.
3. Describe how partner resources will be integrated to deliver core and intensive services to adults and dislocated workers.
4. Describe measures to leverage resources to provide increased access to training opportunities.
5. Describe the approach to OJT and Customized Training, including identifying opportunities, marketing, networking, and leverage of resources.
6. Describe current and/or planned use of WIA Title I funds for apprenticeship training.
7. Describe any new or innovative service strategies targeted to specific populations (dislocated workers, displaced homemakers, low-income individuals, migrant and/or seasonal farm workers, minorities, women seeking entry into non-traditional employment, veterans, public assistance recipients, older individuals, persons with limited English proficiency, persons with disabilities, ex-offenders and youth).
8. Describe how the LWIB will promote collaboration among the public workforce system, educational system, human services, juvenile justice, and others to better serve youth who are most in need and have significant barriers to employment. This includes the provision of: career pathways, STEM education, advanced manufacturing targeted sector jobs.
9. Describe the criteria used for awarding grants for youth activities, including criteria used to identify effective or ineffective youth activities and providers of such activities.
10. Describe the framework for: preparing youth for post-secondary education, connecting academic and occupational learning, preparing youth for unsubsidized employment, and connecting youth to the business community through intermediary entities and explain how the LWIB will incorporate the required youth program elements.
11. Describe the services provided to non-WIA eligible youth under the 5% exception and outline related policy.
12. Describe the process and criteria for determining "serious barriers" to employment.
13. Describe how the LWIB coordinates with Job Corps and other youth programs.

C. ADMINISTRATION AND PERFORMANCE

1. Describe how the LWIB ensures that all partner services are made available through the CareerCenter network and that core and intensive services are not duplicated.
2. Describe the monitoring process and oversight criteria and procedures used to move the local workforce investment system toward LWIB goals.
3. Describe the competitive process and non-competitive process to be used to award grants and contracts for activities carried out under WIA Subtitle I, including the process to be used to procure training services that are made as exceptions to the ITA process. Include how community-based organizations and faith-based organizations are notified of contract opportunities.
4. Describe measures used by the LWIB to eliminate duplicative administrative costs.
5. Describe measures taken by the LWIB to partner with other LWIAs for cost sharing or efficiency purposes and detail the efficiencies gained by taking such measures.

6. Describe the ways in which the LWIB will utilize currently approved waivers.

SECTION III

PLANNING PROCESS ASSURANCES

1. Please explain the process and timelines regarding input into the development of the local plan and ways in which CLEOs, LWIB members, businesses, labor organizations, other primary stakeholders and the general public will have input on the plan.
2. Please explain how those responsible for planning or administering programs and activities covered in the local plan will have an opportunity to review and comment on the plan.

ATTACHMENTS

Please include the following attachments *as applicable*:

- A. Policy(s) associated with the planning process and public comment period
- B. Published Notice establishing timeline to obtain public input on local plan
- C. Published comments received / addressed
- D. LWIB PY13 Common Measures Negotiated Performance Goals
- E. LWIB/CLEO Agreement
- F. LWIB/One-Stop Partner Agreement (identifying specific levels and methods of participation of each required and optional partner program in the local service delivery system).
- G. Priority of Service Policy(s)
- H. LWIB Procurement and Sole Source Policy
- I. LWIB Self-sufficiency Policy
- J. Any other LWIB policies cited in the plan narrative