|  |
| --- |
| [Insert LWDA Name] |
| Local Plan |
| July 1, 2021 – June 30, 2025 |

# **Table of Contents**

[**Table of Contents** 1](#_Toc63344908)

[**Strategic Planning Elements** 2](#_Toc63344909)

[**Local Workforce Development System** 3](#_Toc63344910)

[**Workforce Development and Career Pathways** 4](#_Toc63344911)

[**Access to Employment and Services** 4](#_Toc63344912)

[**Business Engagement** 6](#_Toc63344913)

[**Program Coordination** 6](#_Toc63344914)

[**Title II Program Coordination** 7](#_Toc63344915)

[**Youth Activities** 8](#_Toc63344916)

[**Administration** 9](#_Toc63344917)

[**Training Services** 10](#_Toc63344918)

[**Public Comment** 10](#_Toc63344919)

[**List of Attachments** 10](#_Toc63344920)

# **Strategic Planning Elements**

Local Workforce Development Areas (LWDAs) and Regional Demand Lists are now maintained [online](https://dol.ny.gov/lmi-workforce-planning). Changes to the Demand Lists can be made by following the directions on the webpage.

I attest that the priority ranked list of the LWDA’s demand occupations was last updated on [specify date in the text box below].

|  |
| --- |
|   |

How is this information shared with the Local Workforce Development Board (LWDB)? What was the last date on which it was shared?

|  |
| --- |
|   |

1. Provide an analysis of regional economic conditions, including:
2. Existing and emerging in-demand sectors and occupations; and

|  |
| --- |
|   |

1. The employment needs of businesses in those sectors and occupations.

|  |
| --- |
|   |

1. Describe the knowledge, skills, and abilities needed to meet the employment needs of businesses, including those in in-demand sectors and employing individuals in demand occupations.

|  |
| --- |
|   |

1. Provide an analysis of the regional workforce, including:
2. Current labor force employment and unemployment numbers;

|  |
| --- |
|   |

1. Information on any trends in the labor market; and

|  |
| --- |
|   |

1. Educational and skill levels of the workforce in the region, including individuals with barriers to employment.

|  |
| --- |
|   |

1. Provide an analysis of workforce development activities, including education and training, in the region.
2. Identify strengths and weaknesses of these workforce development activities.

|  |
| --- |
|   |

1. Does the local area have the capacity to address the education and skill needs of the local workforce, including individuals with barriers to employment, and the employment needs of businesses? Please explain.

|  |
| --- |
|   |

1. Describe the LWDB’s strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

|  |
| --- |
|   |

1. How do the local area’s workforce development programs, including programs provided by partner agencies, support this strategic vision?

|  |
| --- |
|   |

1. How will the local area, working with the entities that carry out the core programs, align available resources to achieve the strategic vision and goals?

|  |
| --- |
|   |

1. Describe the LWDB’s goals relating to performance accountabilities measures. How do these measures support regional economic growth and self-sufficiency?

|  |
| --- |
|   |

# **Local Workforce Development System**

1. Identify the programs, whether provided by the Career Center or any partners, that are a part of the local area’s workforce development system, including:
2. Core programs;

|  |
| --- |
|   |

1. Programs that support alignment under the Carl D. Perkins Career and Technical Education Act of 2006; and

|  |
| --- |
|   |

1. Other workforce development programs, if applicable.

|  |
| --- |
|   |

1. Describe how the local area will ensure continuous improvement of services and service providers.

|  |
| --- |
|   |

1. Describe how eligible providers will meet the employment needs of local businesses, workers, and jobseekers.

|  |
| --- |
|   |

1. Describe the roles and resource contributions of the Career Center partners.

|  |
| --- |
|   |

# **Workforce Development and Career Pathways**

1. Describe how the LWDB will facilitate the development of career pathways, including co-enrollment in core programs when appropriate.

|  |
| --- |
|   |

1. Describe how the LWDB will improve access to activities leading to recognized postsecondary credentials.

|  |
| --- |
|   |

1. Are these credentials transferable to other occupations or industries (“portable”)? If yes, please explain.

|  |
| --- |
|   |

1. Are these credentials part of a sequence of credentials that can be accumulated over time (“stackable”)? If yes, please explain.

|  |
| --- |
|   |

# **Access to Employment and Services**

1. Describe how the LWDB and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

|  |
| --- |
|   |

1. Describe how the local area will facilitate access to services though the One-Stop delivery system, including remote areas, though the use of technology.

|  |
| --- |
|   |

1. Describe how Career Centers are implementing and transitioning to an integrated technology-enabled intake care management information system.

|  |
| --- |
|   |

1. Provide a description and assessment of the type and availability of programs and services provided to adults and dislocated workers in the local area.

|  |
| --- |
|   |

1. Describe how workforce activities will be coordinated with the provision of transportation, including public transportation, and appropriate supportive services in the local area.

|  |
| --- |
|   |

1. Describe the replicated cooperative agreements in place to enhance the quality and availability of services to people with disabilities, such as cross training to staff, technical assistance, or methods of sharing information.

|  |
| --- |
|   |

1. Describe the direction given to the One-Stop System Operator to ensure priority for adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

|  |
| --- |
|   |

1. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of the Workforce Innovation and Opportunity Act (WIOA) (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:
2. The physical and programmatic accessibility of facilities, programs, and services;

|  |
| --- |
|   |

1. Technology and materials for individuals with disabilities; and

|  |
| --- |
|   |

1. Providing staff training and support for addressing the needs of individuals with disabilities.

|  |
| --- |
|   |

1. Describe the roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

|  |
| --- |
|   |

# **Business Engagement**

1. What strategies and programs, including training programs, will be used to facilitate engagement of businesses, including small businesses and businesses in in-demand sectors and occupations?

|  |
| --- |
|   |

1. If applicable, describe the local area’s use of business intermediaries.

|  |
| --- |
|   |

1. What strategies or services are used to support a local workforce development system that meets the needs of businesses in the local area?

|  |
| --- |
|   |

1. Describe how the local area’s workforce development programs and strategies will be coordinated with economic development activities.

|  |
| --- |
|   |

1. Describe how these programs will promote entrepreneurial skills training and microenterprise services.

|  |
| --- |
|   |

1. Describe how the LWDB will coordinate its workforce investment activities with statewide rapid response activities.

|  |
| --- |
|   |

# **Program Coordination**

1. How do the local area’s programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

|  |
| --- |
|   |

1. Describe how education and workforce investment activities will be coordinated in the local area. This must include:
2. Coordination of relevant secondary and postsecondary education programs;

|  |
| --- |
|   |

1. Activities with education and workforce investment activities to coordinate strategies and enhance services; and

|  |
| --- |
|   |

1. A description of how the LWDB will avoid duplication of services.

|  |
| --- |
|   |

1. Describe plans, strategies, and assurances concerning the coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services.

|  |
| --- |
|   |

1. Provide a list of executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local Career Center System. This includes agreements between the LWDB and entities that serve individuals eligible under the Rehabilitation Act. If no such agreements exist, provide an explanation why this is the case and/or progress towards executing such agreements.

|  |
| --- |
|   |

# **Title II Program Coordination**

1. Provide a description of the LWDB’s strategic vision and goals for preparing an educated and skilled workforce, specifically addressing how to improve access to activities leading to a recognized post-secondary credential, as well as other strategies for serving out-of-school youth (OSY) and adults who have low literacy skills, are English Language Learners, or lack a high school diploma or the equivalent.

|  |
| --- |
|   |

1. Provide a description of how the LWDB will expand access to employment, training, education, and supportive services provided through the NYS Career Center System for Title II participants with barriers to employment.

|  |
| --- |
|   |

1. Identify how the LWDB will facilitate the development of a career pathways and co-enrollment in academic training programs.

|  |
| --- |
|   |

1. Provide a description of how the LWDB will support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including those authorized under the Carl D. Perkins Career and Technical Education Act to support service alignment.

|  |
| --- |
|   |

# **Youth Activities**

1. Provide contact details of Youth Point(s) of Contact for your local area including:

Name of organization, name(s) of Youth Point(s) of Contact, title, address, phone number, and email address. Youth Point(s) of Contact details are primarily used to refer young adults, parents, and partners about youth programs and posted on the [NYSDOL webpage](https://labor.ny.gov/youth/get-local-assistance.shtm).

|  |
| --- |
|   |

1. Provide the number of planned enrollments in PY 2021 for new Out-of-School Youth (OSY), carry-over OSY, new In-School Youth (ISY), carry-over ISY, and work experience. \*
2. New OSY

|  |
| --- |
|   |

1. Carry-over OSY

|  |
| --- |
|   |

1. New ISY

|  |
| --- |
|   |

1. Carry-over ISY

|  |
| --- |
|   |

1. Work experiences

|  |
| --- |
|   |

\*Please note that PY 2021 enrollments will provide the baseline estimate for the remaining three years of the Plan.

1. In Attachment F, Youth Services, located on the New York State Department of Labor (NYSDOL) [website](https://dol.ny.gov/search/lwdb-resources) under the Local Planning section, identify the organization providing the Design Framework which includes: Intake & Eligibility, Objective Assessments, and Individual Services Strategies (ISS), and 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.
2. Explain how providers and LWDB staff ensure the WIOA elements:
3. Connect back to the WIOA Youth Program Design Framework, particularly the Objective Assessments and ISS; and

|  |
| --- |
|   |

1. Are made available to youth with disabilities by describing specific program practices, tools, and services that are tailored to serve youth with disabilities.

|  |
| --- |
|   |

1. Describe successful models for youth services from your local area, including but not limited to virtual work experiences, OSY recruitment. and engagement strategies.

|  |
| --- |
|   |

1. Does your local area plan to serve ISY and/or OSY using the “Needs Additional Assistance” qualifying barrier for eligibility?

[ ] Yes (Attach a Needs Additional Assistance policy that defines reasonable, quantifiable, evidence-based, and specific characteristics of ISY and OSY as described in Technical Advisory (TA) #[19-2](https://dol.ny.gov/system/files/documents/2021/03/ta-19-02.pdf).

[ ] No (Not required to attach a policy)

1. Attach a Basic Skills Deficiency policy of youth program as described in the in TA #[19-2](https://dol.ny.gov/system/files/documents/2021/03/ta-19-02.pdf).

# **Administration**

1. Identify the entity responsible for the disbursal of grant funds as determined by the Chief Elected Official(s) (CEOs) or Governor.

|  |
| --- |
|   |

1. Describe the competitive process to be used to award subgrants and contracts for WIOA Title I activities in the local area.

|  |
| --- |
|   |

1. Provide the local levels of performance negotiated with the Governor and CEO(s) to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the local fiscal agent (when applicable), eligible providers, and the One-Stop delivery system, in the local area.

|  |
| --- |
|   |

1. Describe the actions taken toward becoming or remaining a high-performing LWDB, consistent with factors developed by the State Workforce Investment Board (SWIB). The LWDB will be defined as high performing if it meets the following criteria:
2. It is certified and in membership compliance;
3. All necessary governance actions and items have been accomplished, including executing a local Memorandum of Understanding (MOU), selecting a One-Stop System Operator, and implementing all required local policies, etc.;
4. All One-Stop Career Centers in the LWDA have achieved at least an 80% score in the Career Center Certification process; and
5. The LWDA meets or exceeds all performance goals.

|  |
| --- |
|   |

# **Training Services**

1. Describe how training services will be provided in the local area. This may include incumbent worker, on-the-job, and customized training programs.

|  |
| --- |
|   |

1. Describe how contracts will be coordinated with the use of Individual Training Accounts (ITAs).

|  |
| --- |
|   |

1. Describe how the LWDB will ensure informed customer choice in the selection of training programs regardless of how training services are provided.

|  |
| --- |
|   |

# **Public Comment**

1. Describe the process used by the LWDB to provide a period of no more than 30 days for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission.

|  |
| --- |
|   |

# **List of Attachments**

Please complete all attachments listed below.

**Attachment A** – Units of Local Government

**Attachment B** – Fiscal Agent

**Attachment C** – Signature of Local Board Chair

**Attachment D** – Signature of Chief Elected Official(s)

**Attachment E** – Federal and State Certifications

**Attachment F** – Youth Services Chart

Original signature pages for Attachments C, D and E, must be delivered to NYSDOL in one of the following two ways:

* Electronic signature (if the LWDB has the capability for it) – Note that electronic signatures must follow the requirements and guidelines of the Electronic Signature and Records Act ([ESRA](https://its.ny.gov/nys-technology-law#art3)). LWDBs choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.
* Mail original versions – Hard copies of traditional signature pages may be sent to:

**Attn: Local Plan**

**New York State Department of Labor**

**Division of Employment and Workforce Solutions**

**Building 12 – Room 440**

**W. Averell Harriman Office Building Campus**

**Albany, NY 12240**

All other attachments must be submitted via email with the LWDB Local Plan Template.

In addition to these attachments, LWDBs must provide copies of the agreements listed in the Program Coordination section of this template under [(d).](#ProgramCoordination)  If possible, it is preferable to provide a list of hyperlinks to these agreements available on the LWDB website.