

## LOCAL PLAN GUIDANCE AND INSTRUCTIONS

PY 2012 – PY 2016

### OVERVIEW

The Workforce Investment Act of 1998 (WIA), as amended, requires that each Local Workforce Investment Board (LWIB), in partnership with the appropriate Chief Elected Official (CEO), develop and submit to the governor a comprehensive five-year local plan. The LWIB will develop its plan for the period of July 1, 2012 through June 30, 2017, in alignment with the commonwealth's Program Year (PY) 2012 Integrated Workforce Plan and in accordance with these instructions. Local Workforce Investment Areas (LWIAs) must have a local plan in place to receive formula allotments under WIA or financial assistance under Wagner-Peyser (WIA Section 117(e) and Wagner-Peyser (Section 8(a))).

The commonwealth developed its [Integrated Workforce Plan](#) based on revised guidance from 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. Plan elements are organized in three sections: (1) Strategic Plan, (2) Operational Plan, and (3) Assurances. LWIBs will submit local plans using the same format as the state's plan. In addition to the guidance provided in TEGL No. 21-11, the commonwealth encourages LWIAs to consider USDOL's program and policy priorities, as discussed in [TEGL No. 33-11](#), when developing their local plans.

### PUBLIC NOTICE AND SUBMISSION

Once the local plan has been developed, WIA Section 118(c) requires that the plan be circulated to other areas and/or 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 no later than September 24, 2012 to allow the LWIB sufficient time to address comments.** The plan must be approved by the LWIB prior to the posting period, and the Bureau of Workforce Development Partnership (BWDP) must be included on the stakeholder list for notification of the posting. 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:

August 15, 2012	BWDP provides LWIBs with local plan guidelines
August 15 – November 2, 2012	LWIB develops local plan for its respective LWIA using guidelines
August 20, 2012	BWDP conducts webinar for LWIBs to answer questions about the guidelines and/or the planning process
<b>November 2, 2012</b>	<b>Deadline for BWDP to receive local plans from LWIBs for review</b>

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November 2 – December 31, 2012 BWDP review/approval of local plans:

- BWDP notifies LWIB when approval recommendation is given to the Deputy Secretary for Workforce Development
- Deputy Secretary for Workforce Development sends LWIB plan approval letters
- LWIB provides link to its plan to BWDP when approved plan has been posted for public access

LWIBs will submit local plans electronically, either by posting on an Internet website that is accessible to BWDP or by transmitting to BWDP through email. LWIBs choosing to post on an Internet website must notify BWDP of the site by sending an email to the following email account: [RA-LI-BWDP-Planning@pa.gov](mailto:RA-LI-BWDP-Planning@pa.gov). The email must identify the website's URL, a point-of-contact in the event of problems, and certify that no changes will be made to the version posted after it has been submitted unless prior approval from the commonwealth has been given. LWIBs transmitting plans by email must send the plan to the [RA-LI-BWDP-Planning@pa.gov](mailto:RA-LI-BWDP-Planning@pa.gov) email account. Plans must be submitted in Microsoft Word or PDF format. 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.

### **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 ([TEGL No. 38-11](#)).

LWIBs must negotiate new WIA performance goals for PY 2012. Current (PY 2011) negotiated performance levels were extended along with local plans. Performance negotiations may start upon submission of the local plan and must conclude no later than December 31, 2012; negotiated goals for PY 2012 will apply to the July 1, 2012 – June 30, 2013 performance period. The commonwealth's letter advising a LWIB of agreed-upon goals will constitute a modification to the local plan. For subsequent revisions to performance goals during the life of the local plan, the commonwealth's letter advising a LWIB of agreed-upon goals will also constitute a modification to the plan. The LWIB must ensure that the agreed-upon goals are included in the LWIB's official copy of the local plan and that any published local plan, on the LWIA's website or through other forums, includes agreed-upon goals. The commonwealth will incorporate the agreed-upon goals in the BWDP copies of the local plan.

### **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. Such changes include, but are not limited to:

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significant changes in local economic conditions; changes in the financing to support WIA Title I and partner services; changes in the LWIB structure; or a need to revise strategies to meet performance goals (WIA Final Regulations Section 661.355).

LWIBs will use the attached “Local Plan Modification Summary Form” when submitting plan modifications to BWDP. Specific instructions for plan modification are included in the form. Plan modifications are subject to the review and public comment process as well as the commonwealth review and approval process.

### **REVIEW AND APPROVAL**

BWDP 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, as well as all federal, state, and local statutory and regulatory requirements and policies. If not approved, the determination will indicate any remedial action needed or information required for approval.

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### SECTION I: STRATEGIC PLAN

The elements in this section represent the high-level vision, goals, economic and workforce information analysis, 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 analyzes and interprets labor market information (LMI) and other relevant data to provide context for the overall plan. The plan is based on a thorough understanding of the economic strengths and workforce needs and skills of the LWIA, in alignment with the governor's vision, strategies, and goals and in the best interests of local jobseekers and employers. In addition, this section discusses how local policies, operations, and administrative systems will be aligned in the LWIA. Local strategies drive the quantitative targets and desired outcomes described.

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

#### B. OVERARCHING STRATEGIES

1. Describe how the vision will guide investments in workforce preparation, skill development, education and training, and other initiatives.
2. Describe how the LWIB will align strategies to achieve the governor's vision for Pennsylvania, as expressed in the state's Integrated Workforce Plan.
3. Describe the strategies to increase coordination, maximize and leverage resources to develop a high-demand, skilled workforce to support the needs of business and industry in the LWIA.

#### C. ECONOMIC & LABOR MARKET ANALYSIS

1. Describe the economic conditions in the LWIA, identifying the critical businesses and industries, population and workforce trends, and the economic challenges facing the local area.
2. Provide an analysis of the local economy, labor pool, and labor market. Include analysis of the following data:
  - a. Current makeup of the local economic base by industry
  - b. Industries and occupations expected to grow or decline in the short-term and over the next decade
  - c. Local industries and occupations that have a demand for skilled workers and have available jobs, today and projected over the next decade
  - d. Occupations that are most critical to the local economic base
  - e. Skill needs for the available, critical, and projected jobs
  - f. Current and projected employment opportunities in the LWIA
  - g. Job skills necessary to obtain employment opportunities (from C.2.f.)
  - h. Current and projected demographics of the available labor pool, including the incumbent workforce
  - i. Current LWIA skill gaps and skill gaps projected to occur over the next decade

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- j. Workforce investment needs of businesses, jobseekers, and workers in the LWIA
- k. “In-migration” and “out-migration” of workers that impact the local labor pool

### D. KEY PRIORITIES AND GOALS

1. Based on the LWIB’s vision and its economic and labor market analysis, 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 the local area’s employers. Include strategies that support the creation and sustainability of small businesses and new and emerging industries.
3. Describe plans for increasing engagement with business, industry, education, 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 regional 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 LWIB’s 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

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Fiscal Agent (where appropriate), eligible providers, and the PA CareerLink® delivery system in the LWIA. Attach Table 1 for WIA programs (*Appendix A*).

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 in the number of employers with job opportunities.
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). (*Appendix B*)
4. Provide a summary of the comments received during the review period (*if any*) and how the comments were addressed. (*Appendix C*)

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### 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 LWIB should discuss how participant groups will be served by the programs described in the local plan including, how services are delivered for employers and targeted jobseeker populations. This section includes an overview of the workforce system and its organization at the local level and descriptions of specific workforce programs and required policies.

#### A. OVERVIEW OF THE LOCAL WORKFORCE SYSTEM: STRUCTURE

1. Describe the local workforce development system, its entities and their respective roles and functional relationships. If any entities are incorporated, include corporate board functions.
  - a. Describe the role of the LEO in the governance and implementation of WIA in the LWIA. In LWIAs with more than one unit of government, indicate the decision-making process between/among LEOs. Attach LWIB/CEO Agreement (*Appendix D*).
  - b. Describe the role of the entity responsible for the disbursement of grant funds, as determined by the CEO. Provide the identity and contact information of that entity.
2. Describe the LWIB's role in the local workforce development system.
  - a. Describe the board membership and the process used to identify and select members.
  - b. Describe the committee structure of the LWIB.
  - c. Identify and describe any functions the LWIB has assumed other than those required by statute.
  - d. Describe how the LWIB ensures timely, open, and effective sharing of information among local and state agencies, other boards, the local workforce investment system, and the PA CareerLink® offices.
  - e. Describe the Youth Council:
    - i. Describe how the Youth Council integrates a vision for youth through collaboration with youth-focused agencies and organizations within the LWIA.
    - ii. Describe the relationship between the Youth Council and the LWIB.
3. Identify the PA CareerLink® Operator and describe the process for Operator selection and the relationship of the Operator to the LWIB. Describe any anticipated changes to the Operator/Consortium, and the roles and responsibilities of the Consortium.
4. Identify the WIA Title I Contractor(s) for Adult, Dislocated Worker and Youth services. Describe the process for selection.
5. Provide an organizational chart (*Appendix E*) that delineates the relationship among the agencies involved in the workforce development system, including the LEO and required/optional PA CareerLink® partner programs and lines of authority. The chart should reflect the distinct separation between governance and service delivery structures. For incorporated entities, include the corporate board.
6. Discuss the process used to determine how WIA funds are used for infrastructure, personnel, contracts, and other costs to provide the required WIA core, intensive, and training activities.

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7. Describe any regional workforce development partnerships, including their purpose, roles, goals, objectives, and their activities that help improve LWIA performance.
8. Describe how the strategic direction and performance goals are communicated to partners and stakeholders for PA CareerLink® planning and alignment.
9. Describe how the LWIB will ensure effective implementation of the local plan.

### B. OPERATING SYSTEMS AND POLICIES: SERVICE DELIVERY SYSTEM

1. Describe the LWIA's workforce development service delivery network.
2. Provide the number, type, and location(s) of PA CareerLink® offices in the LWIA. Indicate the name of the site and identify the management position(s) at the site. Include positions such as PA CareerLink Administrator, Manager(s), and Supervisor(s).
3. Describe how the LWIB will assess the effectiveness of its configuration of PA CareerLink® site(s), including, but not limited to, business hours and types of services offered.
4. Describe the type and availability of training and employment activities and supportive services that will be made available in the LWIA and the process to assess and determine service offerings.
5. Describe the LWIB's strategy for seamless service delivery, including the transitions among core, intensive, and training services and referral to partner services for both business and jobseeker customers.
6. Describe measures developed to improve operational collaboration of workforce investment activities and programs. Include measures to identify and eliminate existing barriers to coordination.
7. Attach the current, fully-executed LWIB/One-Stop Partner Agreement (OSPA) to identify current, specific levels and methods of participation of each required and optional partner program in the local service delivery system (*Appendix F*).
8. Describe how individual programs, using the funds allocated under each specific Title, will align with and implement the strategies and vision outlined in the Strategic Plan section.
9. Describe the LWIB's role and functions in the provision of Rapid Response services, including coordination with statewide Rapid Response activities.

### C. OPERATING SYSTEMS AND POLICIES: BUSINESS SERVICES

1. Describe the role of the Business Services Team (BST) in PA CareerLink® office(s).
2. Describe how the LWIB will ensure that the local strategic plan and goals for business services are communicated to and linked with the BST.
3. Describe the BST outreach strategy and plans to promote partnerships and linkages with state and local businesses, professional service organizations, and trade associations and to support sector engagement goals.
4. Describe the LWIA's service delivery solutions for business customers, including, but not limited to, developing career ladders, industry-recognized credentialing, customized service delivery, collaborations and/or partnerships.

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5. Describe how the LWIB will ensure that BSTs offer services and resources to businesses that include, but are not limited to, lay-off aversion strategies, On-the-Job Training (OJT) and customized training opportunities, recruitment, toolkits, data visualization and other materials.
6. Describe the standardized metrics (e.g., repeat business, Return on Investment (ROI), labor market penetration, new hires) that will be used to measure the success and effectiveness of a BST.

### D: OPERATING SYSTEMS AND POLICIES: PRIORITY OF SERVICE

1. Describe the LWIB's strategies and processes for compliance with Jobs for Veterans Priority.
2. Describe the criteria used to determine whether funds allocated for employment and training activities are limited and the process that the PA CareerLink® Operator uses to apply priority.
3. Describe LWIB eligibility and priority selection policy for Adults and Dislocated Workers. Attach the LWIB's Priority of Service policy (*Appendix G*).

### E: SERVICES TO ADULTS AND DISLOCATED WORKERS

1. Describe how partner resources will be integrated to deliver core services to adults and dislocated workers.
2. Describe measures to ensure that intensive services are provided to adults and dislocated workers who meet the criteria in WIA Section 134(d)(3)(A).
3. Describe measures to leverage resources to provide increased access to training opportunities.
4. Describe how the Eligible Training Program/Provider system is used to provide improvement of education and training opportunities in response to the needs of business and industry.
5. If implementing the waiver of the statutory exclusion and regulatory prohibition of using Individual Training Accounts (ITAs) for out-of-school youth, describe training services for out-of-school youth.
6. Describe the approach to OJT and customized training, including identifying opportunities, marketing, networking, and leveraging resources.
7. Describe current and/or planned use of WIA Title I funds for apprenticeship training.

### F: SERVICES TO SPECIFIC POPULATIONS

The Operational Plan must address service strategies for: dislocated workers, displaced homemakers, low-income individuals (such as: migrant and/or seasonal farm workers, women, minorities, individuals training for non-traditional employment), veterans, public assistance recipients, individuals with multiple barriers to employment (including older individuals, persons with limited English proficiency, persons with disabilities, and ex-offenders), and youth.

Where the LWIA employs similar service strategies for all populations, the strategies need only be addressed once. Strategies that are unique to a specific population must be described separately.

1. Describe the strategies to provide services, such as those listed:

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- a. Re-employment services
- b. Unemployment Compensation work test
- c. Rapid Response services
- d. Trade Act services

### G: SERVICES TO YOUTH

1. 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, labor market-based career development, advanced manufacturing, and energy-sector jobs.
2. 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.
3. Describe how policies ensure compliance with applicable safety and child labor laws.
4. Describe the processes used to provide initial intake, objective assessment, case management, individual service strategies, and eligibility assessments for youth. Include policies for Eligibility Verification and Priority Selection for Title I-B Youth (*Appendix H*).
5. Describe the framework for youth programs that includes the following components:
  - a. Preparing youth for post-secondary education
  - b. Connecting academic and occupational learning
  - c. Preparing youth for unsubsidized employment opportunities
  - d. Connecting youth to the business community through intermediary entities
6. Describe how the LWIB incorporates the required youth program elements within the framework, including:
  - a. Tutoring, study skills training, instruction leading to secondary school completion, including drop-out prevention
  - b. Alternative secondary school services
  - c. Summer employment opportunities linked to academic and occupational learning
  - d. Paid and unpaid work experiences
  - e. Occupational skills training
  - f. Leadership development opportunities
  - g. Comprehensive guidance and counseling
  - h. Adult mentoring
  - i. Supportive services
  - j. Follow-up services
7. Describe the services provided to non-WIA eligible youth under the 5% exception.
8. Describe the process and criteria for determining “serious barriers to employment.”
9. Describe how the LWIB coordinates with Job Corps and other youth programs.

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### H. ADMINISTRATION AND PERFORMANCE

1. Describe how the LWIB ensures that all partner services are made available through the PA CareerLink® center and that core services are not duplicated.
2. Describe any LWIA policies or guidelines implemented to support WIA Title I program operations that are not addressed elsewhere in the local plan, including information about the purpose, development, implementation, and monitoring of such policies.
3. Describe the system used to capture and report performance data.
4. Describe the monitoring process and oversight criteria and procedures used to move the local workforce investment system toward LWIA goals.
5. 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.
6. Attach the LWIB Procurement Policy (*Appendix I*).
7. Describe the procedures established for providers of youth or training services to appeal a denial of eligibility, a termination of eligibility, or other action by the LWIB or PA CareerLink® Operator. Attach the appeal policy (*Appendix J*).
8. Describe the procedure(s) for individual customers to appeal a denial of eligibility, reduction or termination of services, or other adverse action by the PA CareerLink® or service provider. Attach the policy (*Appendix K*).
9. Describe the grievance procedure for PA CareerLink® staff. Attach the policy (*Appendix L*).
10. Describe the administration of WIA funds used by the LWIB. Include risk management and oversight responsibilities for WIA funds, PA CareerLink® and other workforce development resources.
11. Describe measures used by the LWIB to eliminate duplicative administrative costs.
12. Describe the property management approach used by the LWIB.

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**SECTION III: ASSURANCES**

This section provides a list of policies and other supporting documentation with which the LWIB assures the commonwealth that it is complying with applicable laws and regulations. A number of elements that were part of the narrative in past local plans are now addressed in this section. Some assurances relate to the requirements for developing the local plan, such as those for stakeholder consultation and public comment. The assurances may form a basis for local self-monitoring of plan requirements and for the commonwealth’s monitoring of LWIAs. Where applicable, a web link is preferred in lieu of the actual document.

**Assurances and Attachments – Planning Process and Public Comment**

<input type="checkbox"/>	<b>1</b>	The LWIB established processes and timelines to obtain input into the development of the Local Plan and to give opportunity for comment by representatives of LEOs, LWIB members, businesses, labor organizations, other primary stakeholders, and the general public.	<b>Reference(s):</b> WIA Sections 117(e), 118(b)(7) 20 CFR 661.305(a)(1), 345
<b>Link(s) or Attachment(s):</b>			

<input type="checkbox"/>	<b>2</b>	The LWIB afforded opportunities to those responsible for planning or administering programs and activities covered in the Local Plan to review and comment on the draft plan.	<b>Reference(s):</b> WIA Sections 118 (c) 20 CFR 661.307
<b>Link(s) or Attachment(s):</b>			

<input type="checkbox"/>	<b>3</b>	The final Local Plan and any attachments are available and accessible to the general public following approval by the commonwealth.	<b>Reference(s):</b> WIA Sections 118(d) 20 CFR 661.345
<b>Link(s) or Attachment(s):</b>			

<input type="checkbox"/>	<b>4</b>	The LWIB established a written policy and procedure to ensure public access (including people with disabilities) to board meetings and information regarding board activities, such as board membership and minutes.	<b>Reference(s):</b> WIA Sections 118(b)(7), 117(e) 20 CFR 661.307 Pennsylvania Sunshine Act PA Management Directive 250.1, Sunshine Act WIIN 3-03, Change 2, Guidelines for Local Boards
<b>Link(s) or Attachment(s):</b>			

**Assurances and Attachments – Required Policies and Procedures**

<input type="checkbox"/>	<b>5</b>	The LWIB made available to the public the local policies & requirements for the public workforce system, including policy for the use of WIA Title I funds.	<b>Reference(s):</b> WIA Sections 117, 129, 134 WIIN 2-00 Change 2 - Financial Mgt TAG WIIN 2-04 Grants
<b>Link(s) or Attachment(s):</b>			

<input type="checkbox"/>	<b>6</b>	The LWIB has established local policies regarding self-sufficiency, including the process for establishing, monitoring compliance with and updating policy using the most recent “Lower Living Standard Income Level” (LLSIL) as published in the Federal Register.	<b>Reference(s):</b> WIA Sections 101(24), 101(25), 127(b)(2)(C), 132(b)(1)(B)(v)(IV)
<b>Link(s) or Attachment(s):</b>			

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<input type="checkbox"/>	<b>7</b>	The LWIB established local Individual Training Account policy including ITAs for Youth, as applicable. Include procedures to ensure that exceptions to the use of ITAs, if any, are justified.	<b>Reference(s):</b> WIA Sections 122, 123, 129 PA Waiver "Allow ITA's for Out-of- School Youth"
<b>Link(s) or Attachment(s):</b>			
<input type="checkbox"/>	<b>8</b>	The LWIB established a written policy and procedure that identifies circumstances that might present a conflict of interest for any LWIB member or the entity that s/he represents, and provides for the resolution of conflicts.	<b>Reference(s):</b> WIA Section 117(g) PA's State & Local Board Conflict of Interest Code WIIN 3-03, Change 2
<b>Link(s) or Attachment(s):</b>			
<input type="checkbox"/>	<b>9</b>	The LWIB complies with the state's established written policy and procedure that set forth criteria to be used by chief elected officials for the appointment of LWIB members.	<b>Reference(s):</b> WIA Sections 117(b), 117 (c) 20 CFR 661.300 20 CFR 661.325 WIIN 3-03, Change 2
<b>Link(s) or Attachment(s):</b>			
<input type="checkbox"/>	<b>10</b>	The LWIB follows the state's established written policies and procedures that set forth criteria to be used to ensure PA CareerLink® centers are certified.	<b>Reference(s):</b> Guidelines for One-Stop Chartering and PA CareerLink® Certification
<b>Link(s) or Attachment(s):</b>			
<input type="checkbox"/>	<b>11</b>	The LWIB has established procedures to ensure the Eligible Training Provider/ Program system is used to provide improvement of education and training opportunities in response to the needs of business and industry. Include the policies and procedures to determine eligibility of local level training providers, the use of performance information to determine continued eligibility, update or revise system information, and the agency responsible for these activities.	<b>Reference(s):</b> WIA Sections 112(b)(17)(A)(iii), 122, 134 20 CFR 663.515, 535 WIIN 1-07, Change 1
<b>Link(s) or Attachment(s):</b>			
<input type="checkbox"/>	<b>12</b>	All partners in the workforce and education system described in this plan will ensure the physical, programmatic, and communications accessibility of facilities, programs, services, technology, and materials for individuals with disabilities in PA CareerLink® centers as detailed in PA's Methods of Administration for Equal Opportunity in WIA Programs (MOA).	<b>Reference(s):</b> WIA Section 188 29 CFR 37 20 CFR 652.8(j) MOA CWDS-Online Accessibility Statement
<b>Link(s) or Attachment(s):</b>			
<input type="checkbox"/>	<b>13</b>	The LWIB ensures that outreach is provided to populations and sub-populations who can benefit from PA CareerLink® centers.	<b>Reference(s):</b> WIA Section 188 29 CFR 37 Guidelines for One-Stop Chartering and PA CareerLink® Certification
<b>Link(s) or Attachment(s):</b>			

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<input type="checkbox"/>	<b>14</b>	The LWIB implements universal access to programs and activities to all individuals through reasonable recruitment targeting, outreach efforts, assessments, services delivery, partnership development, and numeric goals.	<b>Reference(s):</b> WIA Section 188 29 CFR 37.42 MOA
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**Link(s) or Attachment(s):**

<input type="checkbox"/>	<b>15</b>	The LWIB complies with the nondiscrimination provisions of WIA Section 188 and the state’s MOA.	<b>Reference(s):</b> WIA Section 188 29 CFR 37.20 MOA
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**Link(s) or Attachment(s):**

<input type="checkbox"/>	<b>16</b>	The LWIB collects and maintains data necessary to show compliance with nondiscrimination provisions of WIA Section 188 and the state’s MOA.	<b>Reference(s):</b> WIA Sections 185, 188 MOA
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**Link(s) or Attachment(s):**

**Assurances and Attachments – Administration of Funds**

<input type="checkbox"/>	<b>17</b>	The LWIB established written fiscal-control and fund-accounting procedures, and ensures such procedures are followed to ensure the proper disbursement and accounting of funds paid to the sub-recipients through funding allotments made for WIA Adult, Dislocated Worker, and Youth programs, and the Wagner-Peyser Act.	<b>Reference(s):</b> WIA Sections 117, 134, 184 20 CFR 652.8(b), (c) WIIN 2-00 Change 2
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**Link(s) or Attachment(s):**

<input type="checkbox"/>	<b>18</b>	The LWIB ensures compliance with the uniform administrative requirements in WIA through annual, onsite monitoring of each sub-recipient or contractor for services.	<b>Reference(s):</b> WIA Sections 184(a)(3), (4) 20 CFR 667.200, 400(c), 410 WIIN 3-00, Change 2
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**Link(s) or Attachment(s):**

**Required Local Plan Appendices:**

- A: LWIA Common Measures Negotiated Performance Goals
- B: Published Notice(s)
- C: Public Comments Received/Addressed
- D: LWIB/CEO Agreement
- E: Organization Chart
- F: LWIB/One-Stop Partner Agreement
- G: Priority of Service Policy(ies)
- H: Eligibility Verification and Priority Selection for Title I-B Youth
- I: LWIB Procurement Policy(ies)
- J: Training Provider Appeal Policy
- K: Participant Eligibility Appeal Policy
- L: PA CareerLink® Staff Grievance Procedure Policy

LOCAL PLAN GUIDANCE AND INSTRUCTIONS

PY 2012 – PY 2016

**Appendix A -- LWIA Common Measures Negotiated Performance Goals**

WIA Common Measures Performance	Previous Year's Performance <i>(PY 2011)</i>	Proposed Performance Goals <i>(PY 2012)</i>
<p><b><u>WIA Performance Levels</u></b></p> <p><b>Adults Measures:</b>                      Adult Entered Employment Rate (EER)                      Adult Employment Retention Rate (ERR)                      Average Six-Month Earnings</p> <p><b>Dislocated Worker Measures:</b>                      Dislocated Worker EER                      Dislocated Worker ERR                      Dislocated Worker Average Six-Month Earnings</p> <p><b>Youth Measures:</b>                      Literacy Numeracy Gain                      Placement in Education or Employment                      Attainment of Degree or Certificate</p>		



## Local Plan Modification Summary Form (*Reverse*)

### INSTRUCTIONS

A LWIB may submit a plan modification at any time; however, there are certain steps required as part of the modification process.

Prior to submitting the final plan modification to the Bureau of Workforce Development Partnership (BWDP) for review, the LWIB must:

- Ensure that the Local Workforce Investment Board has approved the changes.
- Ensure that the modified plan is made available to the public for review and comment for a minimum of 30 days, in accordance with WIA 118(c) and 20 CFR 661.345. The Plan and a notice inviting public comment must be posted on the LWIB's official website and/or published in local news media. The notice must, at a minimum, summarize the change(s) to the Local Plan; and provide the dates of the comment period, and how to submit comments. If the notice is published on a website but not in local news media, stakeholders and interested parties, including BWDP, must be notified of the public comment period and the notice's posting, and how the notice may be accessed.

Following the 30-day public comment period, the LWIB must incorporate or otherwise address any comments received before submitting the Local Plan modification to the BWDP, along with the following:

- Cover letter signed by both the LWIB Chair and Chief Elected Official (CEO), which describes the reason for the Modification request, the date the LWIB approved the changes to the Local Plan, and the impact of any comments received during the posting period (if none were received within the comment period, the letter must state that there were no comments).
- Completed "*Local Plan Modification Summary Form*"
- Documentation showing that the LWIB published the notice inviting public comment (in accordance with above requirements), and that the notice was published for the required 30 days.
  - If the public notice was posted on the LWIB's website, BWDP will accept the following as evidence for fulfilling public notice requirements: 1) a screen print of the online posting with the aforementioned information generated on the date the public comment period begins, and 2) documentation of how stakeholders were informed of the public comment period (e.g., an e-mail to stakeholders and other interested parties).
  - If the public notice was published in the local news media, BWDP will accept the following as evidence for fulfilling public notice requirements: 1) a copy of the advertisement from the news media; and 2) a billing receipt showing dates of publication.
- All comments received during the review period, comment acknowledgements, and a summary of all changes to the Plan as a result of such comments must be included in the Plan submission.

BWDP will notify the LWIB Director by email when the Local Plan modification request is received in the Bureau. Within 90 days of the date the modification request was received, the Director of BWDP will send a letter notifying the LWIB of the disposition of the Plan modification (approval/denial) to the CEO and LWIB Chair with a copy to the LWIB Executive Director.

Please direct all questions to the BWDP email account at: [RA-LI-BWDP-Planning@pa.gov](mailto:RA-LI-BWDP-Planning@pa.gov)