**Click Here to Enter Local Area WDB Name.**

 **Workforce Innovation and Opportunity Act**

**Comprehensive Four-Year Title I Plan**

**July 1, 2024 - June 30, 2028**

North Carolina Department of Commerce

Division of Workforce Solutions

313 Chapanoke Road, Suite 120

4316 Mail Service Center

Raleigh, NC 27699-4316

**Introduction and Instructions**

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Area Workforce Development Board (WDB) to develop and submit, in partnership with the chief local elected official (CLEO), a comprehensive four-year plan.

The WIOA Comprehensive Four-Year Title I Plan is to provide current information and be effective July 1, 2024 - June 30, 2028 and will include required current local policies. The Local Area Plan will support the alignment strategy described in the 2024-2025 NC Unified State Plan in accordance with WIOA Section 102(b)(1)(E), and otherwise be consistent with the NC Unified State Plan. North Carolina Governor Roy Cooper’s mission is to ensure North Carolinians are better educated, healthier, and have more money in their pockets so that they can live more abundant, purposeful lives. The cornerstone to achieving this goal is to help people get good-paying jobs to support themselves and their families. Through NC Job Ready, Governor Cooper’s workforce development initiative, North Carolina is working to build a stronger and better workforce. NC Job Ready is built on three core principles: education and skills attainment are the foundation to a strong and resilient workforce; an employer-led workforce development system is key to the growth of a highly skilled and job ready workforce; and local innovation is critical to a dynamic and effective workforce system. In addition, Local Area WDBs shall comply with WIOA Section 108 in the preparation and submission of the plan.

The NCWorks Commission developed the strategic vision and mission for North Carolina’s Workforce System based on Governor Cooper’s NC Job Ready Initiative. This vision is to build a job-ready workforce to strengthen North Carolina companies, attract new businesses, and ensure our state can adapt to a changing economy. The mission of the state’s workforce development system is to ensure North Carolina has an innovative, relevant, effective, and efficient workforce development system that develops adaptable, work-ready, skilled talent to meet the current and future needs of workers and businesses to achieve and sustain economic prosperity, and to ensure North Carolinians are ready for the jobs of today and tomorrow by increasing access to education and skills training, fostering employer leadership to prepare workers, and supporting and scaling local innovation.

Plans are reviewed by the Division of Workforce Solutions and NCWorks Commission staff. Upon completion of Plan reviews and the resolution of any concerns, as applicable, fully compliant Plans will be given Final Approval. Approval letters are distributed through Workforce Information System Enterprise (WISE). Local WDBs must have a compliant workforce board in place to receive Final Plan Approval and distribution of formula WIOA program year funding.[WIOA Section 108(e)]

**Federal and State Requirements for Local Administration of the
Workforce Innovation and Opportunity Act**

Local Area WDBs should reference the Workforce Innovation and Opportunity Act, Public Law 113-128, enacted July 22, 2014. Additional information is available at the U.S. Department of Labor Employment and Training Administration website: <https://www.dol.gov/agencies/eta>.

North Carolina policy information is available at: <https://www.commerce.nc.gov/jobs-training/workforce-professionals-tools-resources/workforce-policies>. Local Area WDBs should reference the North Carolina WIOA Unified State Plan to be posted March 2024.

**Local Area Plan Submission and Due Date**

The Local Area Plan must be submitted through Workforce Information System Enterprise (WISE), the Division’s web-based financial system.

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| **The Program Year 2024 - 2028 Plan is Due: May 1, 2024** |

Each attachment must be clearly labeled in either Word or PDF format. Forms requiring original signatures may use DocuSign® (or similar) and may be uploaded in WISE.

If original signatures are obtained, forms may be mailed (and must be uploaded in WISE) to the Local Area WDB’s assigned Planner at:

Division of Workforce Solutions

313 Chapanoke Road, Suite 120

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Raleigh, NC 27699-4316

1. **Local Area Workforce Development Board (WDB) Overview**

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| *The Local Area WDB**Overview provides important contact information that is used throughout the Division of Workforce Solutions (DWS). It is important that this section remain current during the Program Year. Updates should be submitted to the Local Area WDB’s assigned DWS Planner when changes occur.**In the first section and anywhere else in the Local Area Plan, please include the appropriate salutation along with Titles such as Dr., The Honorable, Chairperson, and Judge.* |

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| 1. Provide the **Local Area WDB**’s official (legal) name as it appears on the local Consortium Agreement established to administer the WIOA or, if not a Consortium, in the formal request for Local Area designation.
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| Click here to enter text. |

* If the Local Area is a Consortium, attach a copy of the current Consortium Agreement.
	+ Name document: *Local Area WDB Name Consortium Agreement*.
* If the Local Area is not a Consortium, attach a copy of the formal request for Local Area designation.
	+ Name document: *Local Area WDB Name Local Area designation letter.*
* If the Local Area WDB officially changed its name, please attach a copy of the Status of Incorporation, attorney’s letter, or other document.

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| 1. List the counties served by the Local Area WDB.
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| Click here to enter text. |

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| 1. Provide the name, title, organization name, address, phone number, and email address of the **Local Area WDB Director**.
 |
| Name: Click here to enter text. | Title & Salutation: Click here to enter text. |
| Organization Name: Click here to enter text. | Address: Click here to enter text. |
| Phone Number: Click here to enter text. | Email Address: Click here to enter text. |

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| 1. Provide the name, elected title, local government affiliation, address, phone number, and email address of the **Chief Local Elected Official** (CLEO).
 |
| Name: Click here to enter text. | Elected Title & Salutation: Click here to enter text. |
| Government Affiliation: Click here to enter text. | Address: Click here to enter text. |
| Phone Number: Click here to enter text. | Email Address: Click here to enter text. |

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| 1. Provide the name, title, business name, address, phone number, and email address of the **individual authorized to receive official mail for the Chief Local Elected Official** (CLEO), if different than question 4.
 |
| Name: Click here to enter text. | Title & Salutation: Click here to enter text. |
| Business Name: Click here to enter text. | Address: Click here to enter text. |
| Phone Number: Click here to enter text. | Email Address: Click here to enter text. |

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| 1. Provide the name, address, phone number and email address of the **Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds**. This is the entity responsible for the disbursal of grant funds. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].
 |
| Name: Click here to enter text. | Title & Salutation: Click here to enter text. |
| Organization Name: Click here to enter text. | Address: Click here to enter text. |
| Phone Number: Click here to enter text. | Email Address: Click here to enter text. |

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| 1. Provide the name, title, organization name, address, phone number and email address of the **Administrative/Fiscal Agent’s signatory official**.
 |
| Name: Click here to enter text. | Title & Salutation: Click here to enter text. |
| Organization Name: Click here to enter text. | Address: Click here to enter text. |
| Phone Number: Click here to enter text. | Email Address: Click here to enter text. |

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| 1. Attach a copy of the **Administrative Entity/Fiscal Agent’s organizational chart** with an ‘effective as of date’.
 |
| * Name document: *Administrative Entity Name Organizational Chart*.
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| 1. Provide the **Administrative Entity’s Unique Entity Identifier (UEI)** number and assurance that the ‘System for Award Management’ (SAM) status is current. Administrative Entities must register at least annually on the SAM website <https://sam.gov/content/home> to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].
 |
| Click here to enter text. |

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| 1. Provide the name of the **Local Area WDB’s Equal Opportunity Officer** who shall be responsible for assuring that discrimination does not occur in its programs or projects. ([CPS 10-2021](https://www.nccommerce.com/documents/commission-policy-cps-09-2021-workforce-innovation-and-opportunity-act-wioa-youth-formula), Change 1)
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| Click here to enter text. |

* Composition of the Local Area WDBs shall comply with WIOA Section 107. Local Area WDB Membership Requirements have been provided as a reference at [Appendix D](#Appendix_D).

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| 1. Provide each **Local Area WDB members’** name, business title, business name and address, phone number and email address on the provided form. The first block is reserved to identify the Local Area WDB chairperson (*form provided*). Indicate all required representation and indicate if vacant. [WIOA Section 107(b)(2)].
 |
| * Name document: *Local Area WDB Name Board List*.
 |

* If a Local Area WDB list is not in compliance, please provide the current list and state the expected date that a compliant list will be provided (detailing vacant positions). Do not change required category names except to clarify those representing multiple categories. When determing the total number of members, representatives serving in more than one category must be counted and listed only once on the form. Identify any names representing a dual category with an asterisk (\*).

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| ***Notes:**** *Please complete the entire form. Check the block on the last page of the form certifying compliance with required WIOA Local Area WDB business nomination process.*
* *Representatives with expired terms will not be included in the counted list of Board members. Board member terms must stated in a month/date/year format.*
* *Plans that do not have a compliant workforce Board will not receive Final Approval. Formula funds will not be awarded until the Local Area WDB has a compliant workforce Board.* *Exceptions are allowed only when realignment is occurring in the upcoming program year.*
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| 1. Briefly describe how the Local Area WDB works with local elected officials to ensure viable local business representatives are appointed to the Local Area WDB in compliance with WIOA Section 107.
 |
| Click here to enter text. |

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| *The Chief Local Elected Official must establish by-laws consistent with applicable local procedures, state, and federal laws to include WIOA Final Rules and Regulations 679.310(g). The Local Area WDB shall submit by-laws that clearly demonstrate all WIOA and North Carolina required elements described in* [*Appendix A*](#Appendix_A)*. Additional by-laws guidance/template and electronic meeting formats have been provided in* [*Appendix B*](#Appendix_B) *and* [*Appendix C*](#Appendix_C)*.* |

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| 1. Attach the Local Area WDB By-Laws including date adopted/amended. By-Laws must include the required elements found in [Appendix A](#Appendix_A).
 |
| * Name document: *Local Area WDB Name By-Laws*.
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| 1. To demonstrate that the attached Local Area WDB By-Laws comply, complete By-Laws Required Elements – Crosswalk chart (form provided).
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| *Sunshine Provision – The Local Area WDB shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Area WDB, including information regarding the Local Area Plan prior to submission of the Local Area Plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the Local Area WDB. [WIOA Section 107(e)]* |

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| 1. Describe how the Local Area WDB will make copies of the proposed Local Area Plan available to the public. If stating the Local Area Plan will be on the Local Area WDB website, provide link, as well as individual’s contact information for distribution of Plan. [WIOA Section 108(d) and 108(b)(20)]
 |
| Click here to enter text. |

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| *Public Comment – The Local Area WDB shall make copies of the proposed Local Area Plan available to the public through electronic and other means, such as public hearings and local news media; allow for public comment not later than the end of the 30-day period beginning on the date the proposed Local Area Plan is made available; and, include with submission of the Local Area Plan any comments that represent disagreement with the Local Area Plan. [WIOA Section 108(d) and 108(b)(20)]* |

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| 1. Attach a copy of the Local Area WDB’s organizational chart with an ‘effective as of date.’ Include position titles, names, and contact information.
 |
| * Name document: *Local Area WDB Name Organizational Chart*.
 |

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| 1. Complete the following chart for the PY2024 Local Area WDB’s planned meeting schedule to include, date, time, location, and virtual link (if applicable). (Expand form as needed)
 |
| **Date** | **Time** | **Location (include address, room #****and virtual link)** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| ***Note:*** *All Local Area WDB meetings shall be held in accessible facilities. All materials and discussions should be available in an accessible format upon request as indicated under North Carolina specific requirements detailed in* [*Appendix A*](#Appendix_A)*.* |

*The Comprehensive Four-Year Plan is developed in partnership with the chief local elected official and approved by the Local Area WDB. This approval should be reflected in the Local Area WDB meeting minutes as an Action item.*

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| 1. Provide the Month and Date of the Local Area WDB meeting that the Comprehensive Four-Year Plan was approved. Attach a copy of the Local Area WDB minutes that reflect this action item.
 |
| * Name document: *Local Area WDB Name Plan Approval Minutes*.
 |

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| 1. Attach a copy of the signed ‘Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions’ Form (*form provided)*. [Required by the Regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR 180, participants’ responsibilities.]
 |
| * Name document: *Local Area WDB Name Certification Form*.
 |

Document must have the original signature or DocuSign® (or similar) of the Administrative Entity signatory official. If using original signatures, mail the signed Certification form to the assigned DWS Planner at:

N.C. Division of Workforce Solutions

313 Chapanoke Road, Suite 120

4316 Mail Service Center

Raleigh, NC 27699-4316

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| 1. Submit the original Local Area WDB and Chief Local Elected Official (CLEO) Signatory Page (*form provided*), bearing the original signatures of the CLEO(s) and the Local Area WDB Chairperson, and attach a copy of the signed document if not using DocuSign® (or similar).
 |
| * Name document: *Local Area WDB Name Signatory Page*.
 |

If using original signatures, mail the Signatory Page to the assigned DWS Planner at:

N.C. Division of Workforce Solutions

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1. **Local Area WDB Strategic Planning**

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| ***The Local Area WDB is required to the keep the Local Area Plan up to date and adaptable as events and funding changes occur, which may require local area responses. Local Area Plans will require an annual modification.*** *North Carolina has implemented integrated services delivery with an enhanced emphasis on regional planning and services. This approach is consistent with federal, state, and regional initiatives and opportunities. North Carolina’s workforce development system includes businesses, organizations, agencies, employed and unemployed persons, training and educational institutions, adults, and youth. To enhance services to all constituents, aligning workforce development planning and services with regional labor markets is both effective and productive.* ***North Carolina Governor Roy Cooper’s NC Job Ready Initiative is built on three core principles: skills and education attainment are the foundation to a strong and resilient workforce; an employer-led workforce development system is key to the growth of a highly skilled and job ready workforce; and local innovation is critical to a dynamic and effective workforce system.******At the local level, the Local Area WDBs are creatively working to address the new challenges of job growth and expansions. Employers in Local Area WDB areas continue to have a shortage of lower-wage, entry-level and middle-skilled level workers. As a Local Area WDB and workforce system, Local Area WDBs are leveraging resources and engaging in new partnerships that include the business community, economic developers, chambers of commerce, NCWorks Career Centers, community colleges, public schools, and community partners. Working together, Local Area WDBs are paving the way for an even stronger economy through sector partnerships and career pathways initiatives.*** |

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| 1. Provide a description of the Local Area WDB’s strategic vision and goals for preparing an in-demand industry-driven, educated, and skilled workforce, including youth and individuals with barriers to employment. Include goals relating to the performance accountability measures based on primary indicators of performance and how it aligns with regional economic growth, industry sectors, and economic self-sufficiency. [WIOA Section 108(b)(1)(E)]
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| Click here to enter text. |

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| 1. Provide a description of how the Local Area WDB, working with the entities carrying out core programs, will expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. Include how the Local Area WDB will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to a recognized postsecondary credential including a credential that is an industry-recognized certificate or certification, portable, and stackable. Include how these strategies will be a result of regional economic and employer-driven priorities. [WIOA Section 108(b)(3)]
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| Click here to enter text. |

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| 1. Considering the analyses described in the Regional Strategic Planning Section III, describe strategies to work with the entities that carry out the core programs that align resources available to the Local Area to achieve the strategic vision and goals. [WIOA Section 108(b)(1)(F)]
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| Click here to enter text. |

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| 1. Provide a description of strategies concerning maximizing coordination of services provided under the Wagner-Peyser Act and services provided in the Local Area through the NCWorks Career Center system.  Include how this coordination of services improves service delivery and avoids duplication of services. [WIOA Section 108(b)(12)]
 |
| Click here to enter text. |

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| 1. Describe how the Local Area WDB implements **each** of the following initiatives: incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, layoff aversion, utilization of effective business intermediaries, and other employer services and strategies, designed to meet the needs of employers in the corresponding region in support of the regional strategy to meet the needs of businesses. [WIOA Section 108 (b)(4)(B)]
 |
| Click here to enter text. |

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| 1. Provide a description of how the Local Area WDB coordinates workforce investment activities – including strategies enhancing services, promoting participation in training programs, and avoiding duplication of services – is carried out in the Local Area with the provision of Adult Education and Literacy activities. [WIOA Section 108(b)(13)]
 |
| Click here to enter text. |

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| 1. Describe the Local Area’s workforce development system. Identify the following: the programs that are included in the system, how the Workforce Development Board will work with the entities administering core programs and other workforce development programs to support alignment and provision of services, and the programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.).  [WIOA Section 108(b)(2)]
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| Click here to enter text. |

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| 1. Provide a description of (a) cooperative agreements, as defined in WIOA Section 107(d)(11), between the Local Area WDB and other local entities described in Section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) with respect to efforts that will enhance the provision of service 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 to include cooperation, collaboration, and coordination. [WIOA Section 108(b)(14)]
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| Click here to enter text. |

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| 1. Provide a brief description of the actions the Local Area WDB will take toward becoming or remaining a high-performing Local Area WDB, consistent with the factors developed by the NCWorks Commission. [WIOA Section 108(b)(18)]
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| Click here to enter text. |

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| 1. Discuss the increase and expansion of service delivery and awareness efforts to reengage individuals with barriers to include dislocated workers, opportunity youth/high school dropouts, women, people of color in hard-to-reach communities, individuals with disabilities, and justice involved individuals to help reconnect the disconnected workforce. More importantly, clarify how success is measured.
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| Click here to enter text. |

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| 1. Provide a description of how the Workforce Development Board coordinates workforce investment activities carried out in the Local Area with:
2. statewide rapid response activities as described in WIOA Section 134(a)(2)(A).
3. specifically describe the coordination and delivery of services to businesses to include systems that are used to determine economic trends and partners within your Early Warning Network to help identify those businesses that are expanding and/or struggling.  [WIOA Section 108(b)(8)]
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| Click here to enter text. |

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| 1. Provide an overview of how the region partners with NC Community Colleges, UNC institutions, and independent colleges in the local areas to prepare workers to succeed by using skills and education attainment with a focus on diversity, equity, inclusion, and accessibility.
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| Click here to enter text. |

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| 1. Based on the history of economic development projects in the Local Area, how many projects does the Local Area WDB expect to engage in during the upcoming program year? Please indicate the type of services the Local Area WDB expects to provide.
 |
| Click here to enter text. |

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| 1. Provide a description of how the WDB is employing sector strategies by creating industry-led sector partnerships to facilitate engagement of employers and better coordinate workforce development services, training, and economic development activities. Include a brief example(s) of existing industry sector initiatives / partnerships or describe the strategy to implement them for evidence-based in-demand industry sectors for the region [WIOA Section 106 (c)(1)(C), Section107 (d)(4)(D)
 |
| Click here to enter text. |

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| 1. Identify the Career Pathways developed by the Local Area. Complete the chart below.
 |
| **Pathway Name** | **Partner WDBs** | **Year the pathway was developed** | **Number of trainees (to date) who have utilized the pathway** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| 1. In addition to facilitating the development of career pathways, also describe the review process for in-demand career pathways to determine if new pathways are needed, or if current pathways should be updated or removed based on the needs of the industry.
2. Include plans for new career pathways.
3. Explain how career pathways in the local area are in alignment with other partners/stakeholders’ (Department of Public Instruction (DPI), community colleges, myFutureNC, universities, etc.) existing pathways or if they are duplicates.
4. Describe the strategy to avoid duplication efforts.
5. Describe the strategy to promote pathways and recruit participants.
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| 1. Provide a description of the Local Area WDB’s capacity to provide workforce investment activities to address (a) education attainment and skill needs of high-demand fields (b) strategies for awareness and cultivation efforts to increase access to education and postsecondary credentials and certificates, availability of learn-and-earn opportunities (internships, apprenticeships, summer employment) and (c) supportive services for hard-to-reach communities. (d) Explain strategies that include NextGen, NCCareers.org and any awareness models for success. (e) Explain strategies to align work across the North Carolina Community College System (NCCCS) and (DPI) to increase youth apprenticeships or assist businesses in hiring youth apprentices.
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1. **Regional Strategic Planning:**

*North Carolina is defined by an expansive geography that covers over 53,000 square miles and spans from the mountains in the west, to the piedmont region in the state’s center to the coastal plain region in the east. This expansive geography contributes to the state’s diverse mix of rural communities, small towns, cities, metropolitan areas, and regional economic centers, each with its own unique industrial composition. Part of North Carolina’s economic development strategy includes organization of the state’s 100 counties into eight multi-county regions called Prosperity Zones, which are intended to help ensure economic growth across all areas of the state, by leveraging regional economic, workforce, and educational resources. Overlaying the eight prosperity zones are North Carolina’s 20 Local Area WDBs that facilitate the delivery of workforce services to the state’s citizens and employers.*

*Local Area WDBs are to continue, or begin, formal interaction based on these regional geographies.  The following regional configurations will be used for submission of this Regional Plan:*

* *Western Region: Southwestern, Region C (Foothills), and Mountain Area WDBs;*
* *Northwest Region: High Country, Western Piedmont, and Region C (Foothills)WDBs;*
* *Piedmont Triad Region: Piedmont Triad Regional and GuilfordWorks WDBs;*
* *Southwest Region: Centralina, Charlotte Works, Region C (Foothills), and Gaston County WDBs;*
	+ *North Central Region: Kerr-Tar, Durham County, Turning Point, Mid-Carolina, and Capital Area WDBs;*
* *Sandhills Region: Cape Fear, Lumber River and Mid-Carolina WDBs;*
* *Northeast Region: Rivers East, Northeastern, and Turning Point WDBs; and*
* *Southeast Region: Eastern Carolina and Cape Fear WDBs.*

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| 1. Provide an analysis of the regional economic conditions to include: a) existing and emerging in-demand industry sectors and occupations; as well as conditions that contribute to potential layoffs and closures and, b) knowledge and skills needed to meet the employment needs of employers in those industry sectors and occupations. Include sources used and business involvement in determining needs. [WIOA Section 108 (b)(1)(A)(i)(ii) and (B)].
 |
| Click here to enter text. |
| 1. Describe how the regional strategic vision aligns with the [NCWorks Commission’s 2023-2025 Strategic Plan.](https://www.nccommerce.com/documents/ncworks-commission-strategic-plan-2019-2021)
 |
| Click here to enter text. |

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| 1. Provide an analysis of the workforce in the region, 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 region, including individuals with barriers to employment. [WIOA Section 108 (b)(1)(C)].
 |
| Click here to enter text. |

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| 1. Describe strategies, used to facilitate engagement of businesses and other employers, including small employers and in-demand industry sector occupations. Describe methods and services to support the workforce system in meeting employer needs. [WIOA Section 108 (b)(4)(A)(i)(ii)].
 |
| Click here to enter text. |

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| 1. Describe strategies and services used to coordinate workforce development programs  and economic development. [WIOA Section 108 (b)(4)(A)(iii)].
 |
| Click here to enter text. |

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| 1. Outline regional transportation issues related to workforce development and ways the region is/will address needs identified.  Include a description *and* map of the regional commuting patterns. [WIOA Section 108(b)(11)].
 |
| Click here to enter text. |

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| 1. Briefly provide a description of how the Local Area WDB will coordinate education and workforce investment activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services. [WIOA Section 108(b)(10)].
 |
| Click here to enter text. |

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| 1. Briefly describe how the NCWorks Career Centers serve military veterans.
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| Click here to enter text. |

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| 1. Explain the strategic plan for how the region will respond to national emergencies or weather-related disasters to serve victims (such as lay-off aversion activities) and utilize special grants efficiently throughout the recovery period.
 |
| Click here to enter text. |

1. **NCWorks Commission**

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| *The NCWorks Commission recommends policies and strategies which value diversity, equity, inclusion, and accessibility while enabling the state’s workforce to compete in the current and future global economy. The commission leads, builds partnerships, forms alliances, and is accountable for strengthening North Carolina’s innovative, inclusive, relevant, effective, and efficient workforce development system.**The Commission is designated as the state’s WDB under the federal Workforce Innovation and Opportunity Act. Led by a private sector chair, the 37-member Commission includes representatives from the business community, heads of state workforce agencies, educators, and community leaders. All members are appointed by the Governor.**Mission of the NCWorks Commission: To ensure North Carolina has an innovative, relevant, effective, and efficient workforce development system that develops adaptable, work-ready, skilled talent to meet the current and future needs of workers and businesses to achieve and sustain economic prosperity; and to ensure North Carolinians are ready for the jobs of today and tomorrow by increasing access to education and skills training, fostering employer leadership to prepare workers, and supporting and scaling local innovation.**After extensive stakeholder work and programmatic reviews, the following systemwide goals and objectives were created for the workforce development system:** *Prepare workers to succeed in the North Carolina economy by increasing skills and education attainment.*
* *Create a workforce system that is responsive to the needs of the economy by fostering employer leadership.*
* *Promote replication of creative solutions to challenging workforce problems by supporting local innovation.*
* *Promote system access, alignment, integration, and modernization.*
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| 1. Briefly describe how the Local Area WDB engages with local employers and informs them of the wide array of business services offered. Include how the Local Area WDB (a) ensures collaboration with other employer-facing workforce program representatives, such as (b) Vocational Rehabilitation, (c) Agriculture Services, (d) Foreign Labor, (e) Re-Entry, and (f) Veterans Services, through processes and procedures for information sharing and efficient employer customer service delivery.
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| 1. Please provide a brief overview of the business services team within the local area. Please identify the individual staff roles the Local Area WDB utilizes to conduct business services (that is Business Services Representative (Local Area WDB staff), contractor staff, Business Engagement Coordinator, NCWorks Career Center Manager, DWS staff, Disabled Veterans Outreach Program, identify who makes regional and local employer referrals to Agricultural Services and/or Foreign Labor staff, etc.).
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| 1. Briefly describe how the Local Area WDB plans to increase NCWorks brand awareness at the local level (consult NCWorks Commission 2023-2025 Strategic Plan).
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| *Communities across North Carolina are developing strong local models of workforce development. North Carolina should build on those successes and replicate them in more places to continue building and expanding innovative solutions.* |

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| 1. Describe how the Local Area WDB and the partners identify, address, and provide new and innovative solutions to support the job growth and business expansions of the local workforce system while including Diversity, Equity, Inclusion, and Accessibility.
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| *The U.S. Departments of Commerce and Labor have jointly identified Recruitment and Hiring; Benefits; Diversity, Equity, Inclusion, and Accessibility; Empowerment and Representation; Job Security and Working Conditions; Organizational Culture; Pay; and Skills and Career Advancement as the eight key principles of a good job. Refer to Training and Employment Guidance Letter No. 07-22 for details.* |

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| 1. Describe the Local Area WDB’s strategy for:
	1. incorporating job quality principles into ongoing workforce development activities, to assist with identifying and creating long-term partnerships with employers offering good jobs;
	2. creating strategic, flexible career pathways to good jobs that respond to local labor market needs.
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| 1. Describe how the Local Area WDB ensures that individuals from underserved and underrepresented communities have equitable access to the services of the workforce system and the jobs created in the economic growth spurred by federal investments.
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| 1. Describe how the Local Area WDB is engaged in work-based learning projects with local employers.
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| 1. Briefly describe how the local 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 Section 108(b)(6)(A)]
 |
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1. **NCWorks Career Centers**

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| *North Carolina’s workforce system includes multiple agencies, programs, and funders. Collaboration, policy alignment, systemic communication, integration, and modernization of the workforce system will ensure a strong and healthy workforce system that can adapt to a changing economy.*  |

*For any documents that are missing or are unnecessary based on the response provided, please state, “No document is loaded and/or it will be loaded by a specific date”.*

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| 1. Identify PY 2024 NCWorks Career Center location(s) including Comprehensive and Affiliate Sites; On-site partners; how NCWorks Career Center operator(s) are designated; provider(s) of WIOA career services and method of selection; whether youth service provider is on-site and, if so, youth services offered. Use the PY 2024 NCWorks Career Center Chart. [WIOA Section 121(b)(1)(A) and (b)(1)(B)]
 |
| * Name document: *Local Area Name PY 2024 NCWorks Career Centers.*
 |

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| 1. Provide the name(s) of the current One-Stop provider(s), date, and process for when the competitive procurement of the One-Stop Operator(s) occurred. Include the expected length of the contract(s) (one to four years and the current year the contract is (e.g., two of three years). [WIOA Section 108(b)(16)]
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| 1. Provide a brief description of how Career and Training Services are provided. [WIOA Section 121(e), 134(c)]
2. Provide a description of how Career and Training services are provided to adults.
3. Provide a description of how Career and Training services are provided to dislocated workers.
4. Provide a description of how Career and Training services are provided to youth.
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| 1. Describe how Local Area WDBs determine the need for enrollment in Training Services.
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| 1. Describe how follow-up services are provided through the NCWorks Career Centers. [WIOA Section 134(c)(2)(xiii)]
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| 1. Describe how:
2. New NCWorks Career Center staff (DWS, service providers, and partner staff) are trained in the integrated service delivery system model (include a training timeline).
3. How long after the initial start date does staff have full access to NCWorks.gov?
4. The staff development activities reinforce and improve the initial training efforts.
5. Describe the specific training that staff receive around diversity, equity, inclusion, and accessibility.
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| 1. Briefly explain coordination with the Trade Adjustment Act (TAA) to maximize resources and prevent duplicative services. Please include specific details on how case managers for WIOA and TAA programs coordinate to provide seamless services to eligible participants.
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| 1. Briefly describe how the NCWorks Career Center serves persons with disabilities.
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| 1. Briefly describe the integrated service delivery strategy for serving employers and how the Local Area WDB staff and staff within the NCWorks Career Center coordinate outreach strategies and services to maximize resources and prevent duplicative services.
 |
| Click here to enter text. |

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| 1. Describe Local Area WDB strategies and services that will be used to strengthen linkages between Local Area WDBs and the NCWorks Career Center system and unemployment insurance programs. [WIOA Section 108(b)(4)(A)(iv)]
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| Click here to enter text. |

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| 1. Attach a flowchart for services – flowchart must include:
2. initial one-on-one interviews with customers,
3. skills assessments, and
4. determination of the need for further services.
 |
| * Name document: *Local Area WDB Name Services Flowchart 2024.*
 |

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| 1. Attach the Memorandum of Understanding (MOU) between the Local Area WDB and partners concerning operation of the NCWorks Career Center system. [WIOA Section 121(c)(1)(2)(A)]
 |
| * Name document: *Local Area WDB Name NCWorks Career Center MOU.*
 |

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| 1. Describe the Local Area WDB’s method for providing oversight to include:
2. the review process and the frequency of review for the NCWorks Career Center system in the Local Area, including processes for ensuring quality customer service; and
3. the roles and any resource contributions of the NCWorks Career Center partners. [WIOA Section 121(a)(3)] [WIOA Section 108(b)(6)(D)]
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| Click here to enter text. |

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| 1. Describe how the Local Area WDB facilitates access to services provided through the NCWorks Career Center delivery system, including in remote areas, through the use of technology and through other means. **[**WIOA Section 108(b)(6)(B)]
 |
| Click here to enter text. |

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| 1. Describe how NCWorks Career Centers are using virtual technology to provide integrated, technology-enabled intake and case management information systems for programs carried out under WIOA including youth programs, and programs carried out by NCWorks Career Center partners. What software are NCWorks Career Centers using? [WIOA Section 108 (b)(21)]
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| Click here to enter text. |

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| 1. Describe how entities within the NCWorks Career Center system, including Career Center operators and partners, will comply with Section 188, if applicable, and provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities. [WIOA Section 108(b)(6)(C)]
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1. **Employer Services**

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| 1. Please describe the efforts of the Local Area WDB staff, Employer services staff and Career Center

staff have made to deliver business services on a regional basis in the following areas:1. Utilizing regional and local economic data to inform priorities [WIOA Section 108 (b)(1)(A)(i)(ii) and (B)].
2. Collaborating with employer-facing partners such as Agricultural Services, Foreign Labor and Veteran Services to meet employer needs and jobseeker recruitment efforts.
3. Providing local and regional Rapid Response services, including identifying struggling and at-risk businesses and providing services to help avert layoffs. [WIOA Section 108 (b)(8)]
4. Coordinating with DWS TAA and Business Services staff to provide Rapid Response assistance and appropriate career and training services to workers for whom a petition has been filed. (20 CFR 618.816)
5. Including Historically Underutilized Businesses (OG 20-2021)
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| 1. Please describe employer-focused partnership efforts in the areas of education and training and economic development in the following areas:
2. Enhancing the use of On-the-Job Training (OJT), Incumbent Worker Training (IWT), apprenticeships, and other work-based learning opportunities to support the regional economy and individuals' career advancement.
3. Coordinating and promoting entrepreneurial skills training and microenterprise services. [WIOA Section 108 (b)(5)]
4. Participating in regional economic strategic planning and economic development recruitment, retention and expansions with employers, education partners and economic developers. [WIOA Section 108 (b)(4)(A)(iii)].
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1. **Performance**

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| U.S. Department of Labor (USDOL) has the following WIOA Performance Indicators:* Employment Rate – 2nd Quarter After Exit
* Employment Rate – 4th Quarter After Exit
* Median Earnings – 2nd Quarter After Exit
* Credential Attainment Rate
* Measurable Skill Gains
* Effectiveness in Serving Employers (system-wide measure, not program specific)
 |

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| 1. Examine the Local Area WDB’s current Adult, Dislocated Worker, and Youth performance on the Federal Primary Indicators of Performance for PY 2022-2023 and prior Program Years. (Reports available via FutureWorks BI.) What are some factors that have impacted performance levels both positively and negatively in the current program year?
2. Provide at least two examples of positive factors and two examples of negative factors with an explanation of each. Some examples to consider include:
* unemployment rate
* factory closures/openings
* economic development recruitment
* retention and expansion efforts
* regional industry growth priorities
* weather events and natural disasters that may have impacted the area
* internal operational factors
1. Are there any factors that you anticipate will impact your performance during the upcoming program year(s) either positively or negatively?
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| Click here to enter text. |

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| 1. What strategies and methods are in place to meet or exceed performance goals? Include information about tracking performance, ensuring accountability of positive performance outcomes, and training.

 Consider including the following information:* Who is responsible for tracking performance?
* Which reporting resources are used?
* Is FutureWorks BI employed? If so, how, and how often?
* How often is training provided to staff?
 |
| Click here to enter text. |
| 1. Discuss what corrective action steps are in place if, at any point during the program year, the Local Area WDB is not on track to meet or exceed yearly performance indicator goals.

This question is intended to be hypothetical and is seeking what plan the Local Area WDB has in place to address failing performance, if it were to occur. Answers should address how the Local Area WDB:* monitors performance,
* communicates with staff,
* makes changes to Local Area WDB performance and training strategies based on reporting data,
* and utilizes follow-up accountability measures.
 |
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| 1. How is performance information shared throughout the hierarchy of staff? Please detail how the Local Area WDB addresses performance data in its relationship with its service provider(s) and how case managers are using performance data to drive Local Area WDB performance.

 Consider including the following information:1. How is performance tracked in your organization?
2. How is performance information communicated with staff?
3. How are staff/contractors held accountable?
4. How is training provided in your organization?
 |
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| 1. Discuss the factors that contribute to the Local Area WDB’s credential attainment indicator.
2. What are the challenges that the Local Area WDB faces in achieving its credential attainment goal?
3. What are some of the strategies that contribute to the Local Area WDB’s success in achieving its credential attainment goal?
4. How do case managers make use of NCcareers.org and the NC Workforce Credentials list?
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| Click here to enter text. |

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| 1. **When selecting an eligible training provider from the State Eligible Training Provider List to certify for local use, what is the review process the Local Area WDB uses to make this decision?** How does the Local Area WDB ensure informed customer choice in the selection of training providers? **In other words, how are customers advised that they have options in choosing their provider?** [WIOA Section 108(b)(19)]
 |
| Click here to enter text. |
| 1. **Indicate whether the Local Area WDB has additional requirements for training providers above and beyond those requirements stated in the State ETPL policy. Does the Local Area WDB make use of USDOL’s trainingproviderresults.gov website in its evaluation of which training providers to certify for local area use? If so, how?**
 |
| Click here to enter text. |
| * **Name Document:** *Local Area WDB Name* *ETPL Policy*.
 |

1. **Equal Opportunity**

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| 1. Describe processes to ensure individuals are not discriminated against based on age, disability, sex, race, color, or national origin. [WIOA Section 188]
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| Click here to enter text. |

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| 1. Attach the Local Area WDB’s current Equal Opportunity (EO) Complaint Grievance Procedure to address EO requirements [29 CFR 38.35].
 |
| * Name document: *Local Area WDB Name* *EO Complaint Grievance Procedure*.
 |

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| 1. Describe the methods used to ensure local Equal Opportunity procedures are updated.
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1. **Adult and Dislocated Worker Services**

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| 1. Provide an analysis of the strengths and weaknesses of existing Adult and Dislocated Worker education and training services.
2. Include how services are provided and the capacity to address the identified education and skill needs of the workforce and the employment needs of employers.
3. Describe plans to address any weaknesses identified. [WIOA Section 108(b)(1)(D)]
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| 1. Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area. [WIOA Section 108(b)(7)]
 |
| Click here to enter text. |
| 1. Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that ensures an arm’s-length relationship between the Local Area WDB and service delivery. Include the expected length of the contract(s) (one to three years and the current year status of the contract (e.g., two of three years). Identify any serviceprovider contract extensions. [WIOA Section 108(b)(16), CPS 04-2022]
 |
| Click here to enter text. |

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| ***Note:*** *While Final Regulations Section 679.410 (b) and (c) provide exceptions to the competitive procurement process, Local Area WDBs must have an arm’s-length relationship to the delivery of services.* |

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| 1. Attach the Local Area WDB’s Adult/Dislocated Worker Service Provider list effective July 1, 2024 using the PY 2024 Adult/Dislocated Worker Service Provider List provided.
 |
| * Name document: *Local Area WDB Name PY 2024 Adult/Dislocated Worker Service Provider List*.
 |

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| 1. Describe the Local Area WDB’s vision for serving the WIOA eligible Adults and Dislocated Workers to include (a) high level goals, (b) outreach strategies, (c) services delivery, and (d) expected outcomes.
 |
| Click here to enter text. |

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| 1. Describe the Local Area WDB’s method for ensuring that a sufficient number of adults receiving individualized career and training services in the Local Area are from one of the following priority of services categories: public assistance, low-income individuals and individuals who are basic skills deficient. [134(c)(3)(E), 3(24)]
 |
| Click here to enter text. |

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| 1. Describe follow-up services provided to Adults and Dislocated Workers. [WIOA Section 134(c)(2)(xiii)]
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| *Per Training and Employment Guidance Letter (TEGL) 19-16 and Section 134(C)(2)(A), funds described shall be used to provide career services, which shall be available to individuals who are adults or dislocated workers through the one-stop delivery system and shall, at a minimum, include - (xiii) follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.* |
| 1. Please describe the process for monitoring the service provider(s) in the Local Area WDB. Include details such as how it is conducted, who is involved, and how often.
 |
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1. **Youth Services**

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| *USDOL provides funds to states who in turn provide local workforce areas resources to deliver a comprehensive array of youth services that focus on assisting out-of-school youth and in-school youth with one or more barriers to employment, prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career/promotional opportunities. USDOL and North Carolina’s priorities are:** *Out-of-School Youth (OSY) – A minimum of 75% of the Youth funds allocated to Local Area WDBs, except for the Local Area WDB expenditures for administration, must be used to provide services to OSY;*
* *Work Experience – Not less than 20% of Youth funds allocated to the Local Area WDB, except for the Local Area WDB expenditures for administration, must be used to provide paid and unpaid work experiences; and a*
* *Focus on Partnering – Co-enrollment encouraged where appropriate with Title II and IV.*
 |

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| 1. Provide a general overview of the local current total population (within five years) of the Title I WIOA eligible youth by Local Workforce Development Board area. Include the following general information:

**In-School Youth Analysis** 1. Approximately, what number of the Youth are ages 14-21?
2. Approximately, what percentage of these youth are low-income (eligible for WIOA In-school program)?
3. Approximately, what number of these Youth are in the current school dropout statistics?

 **Out-of-School Analysis** 1. Approximately what number of Youth ages 16-24 of the current total population (within five years) make up the population?
2. Youth ages 16-24 represent what % of the population?
3. What are the general educational levels of this age group?
4. What is the general employment status of this age group?
 |
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*\*NC Division of Labor and Economic Analysis Division (LEAD) is a data resource.*

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| 1. Based on the analysis in question 1, does the local Workforce Development Board plan to serve In-School Youth?
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| Click here to enter text. |

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| 1. Provide a description and assessment of the type and availability of youth workforce activities in the Local Area WDB, including activities for youth who are individuals with disabilities. Include identification of successful models of such youth workforce investment activities being used and/or planned. [WIOA Section 108 (b)(9)]
 |
| **Youth Workforce Activity** | **Activities For Persons with Disabilities?** | **Brief Assessment/Model Used** | **Success Rating** |
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| 1. Describe how the Local Area WDB’s Young Adult (NextGen) Program design is unique to include:
2. providing objective assessments;
3. supportive services needed; and
4. developmental needs of each participant, for the purpose of identifying appropriate services and career pathways for participants. [WIOA Section 129(c)(1)(A)]
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| 1. How does the Local Area WDB ensure the Individual Service Strategy (ISS) identifies appropriate services based on the objective assessment and is linked to youth performance indicators, career pathways, and program elements? [WIOA Section 129(c)(1)(B)] How does the provider ensure the ISS is unique to the individual?
 |
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| 1. Describe the Local Area WDB’s strategy to ensure Youth (NextGen) Program activities lead to a high school diploma or its equivalent or a recognized post-secondary credential and post-secondary education and training opportunities. [WIOA Section 129(c)(1)(C)]
 |
| Click here to enter text. |

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| 1. Describe how follow-up services will be provided for (NextGen) youth. [WIOA Section 134(c)(2)(xiii)]
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| ***Note:*** *All youth participants must receive some form of follow-up for a minimum duration of 12 months.* |

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| 1. Where does the Local Area WDB plan to serve the young adults (NextGen): NCWorks Career Centers Specialized Centers, Services Provider Offices, or Hybrid situations? Explain if it is both NCWorks Career Centers and Provider Offices or some other option.
 |
| Click here to enter text. |

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| 1. Attach the Local Area WDB Youth Service Provider’s chart, effective July 1, 2024, using the PY 2024 Youth Service Provider List provided. Complete each column to include specifying where Youth Services are provided.
 |
| * Name the document: *PY 2024* *Local Area WDB Name Youth Service Provider List*.
 |

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| 1. Provide the date and process for the competitive procurement of the Youth Programs that ensures an arm’s-length relationship between the Local Area WDB and service delivery. Include the expected length of the contract(s) (one to three years and the current year status of the contract (e.g., two of three years). Identify any serviceprovider contract extensions. [WIOA Section 108(b)(16), CPS 04-2022]
 |
| Click here to enter text. |

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| *USDOL granted North Carolina a waiver for Program Years 2022 and 2023, which reduced the minimum Title I Youth expenditure rate requirement for OSY from 75% to 50% and allowed the maximum expenditure rate for in-school youth (ISY) to be increased from 25% to up to 50%. NC is requesting the same waiver for Program Year 2024.* |

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| 1. Provide the Local Area WDB’s approach to meeting the required 75% minimum (NextGen) youth expenditures on out-of-school youth and include special outreach efforts and highlight planned program design.
2. State how the WDB will achieve the 75% OSY expenditure rate and describe the steps that will be taken to comply with the WDB's programmatic goals and outcomes.
3. Describe why there is a need to serve additional ISY in the local area region and state how the WDB will achieve the 25% ISY expenditure rate.
4. Describe how the local area region will be able to meet the demand for youth services by using the waiver.

[WIOA Section 129(a)(4)(A)] (CPS 09-2021, Change 1) (OG 07-2022, Change 1) |
| Click here to enter text. |

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| 1. How does the Local Area WDB ensure that the minimum of 20% of funds is spent on work experience and is the Local Area WDB expending the 20% minimum on work experience, to include an estimate of expenditures that will be paid wages to youth? If the Local Area WDB has not been meeting the minimum of 20% of funds, please explain additional measures to be taken this year. [WIOA Section 129(c)(4)] (CPS 09-2021, Change 1)
 |
| Click here to enter text. |

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| 1. Does the Local Area WDB have a dedicated full-time Youth Business Services Representative (or similar title) at the Local Area WDB level or at the Provider level. If so, state at which level, how many representatives, and how this impacts the Youth Program Design?
 |
| Click here to enter text. |

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| 1. Does the Local Area WDB have special programs for young adults that are Justice-Involved or have a substance use disorder? If yes, please briefly describe them.
 |
| Click here to enter text. |

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| 1. Describe how the Local Area WDB partners, aligns, and leverages, as appropriate with:
2. Title II Adult Education and Family Literacy Act program resources and policies.
3. Title IV Vocational Rehabilitation program resources and policies.
4. Integrates adult education with occupational education and training and workforce preparation, as Local Area WDB’s and the creation of career pathways for youth. [USDOL TEGL 8-15]
 |
| Click here to enter text. |

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| 1. Specify if the Local Area WDB plans to offer incentives for (NextGen) youth. If yes, attach the Youth Incentive Policy, which should include:
2. criteria to be used to award incentives;
3. type(s) of incentive awards to be made available;
4. whether WIOA funds will be used; and
5. the Local Area WDB’s internal controls to safeguard cash/gift cards.
 |
| * Name document: *Local Area WDB Name Youth Incentive Policy.*
 |

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| ***Note:*** *Federal funds may not be spent on entertainment costs. Youth Incentive Policies should include: compliance with the Cost Principles in 2 CFR part 200; identify types of items that may be awarded (gift cards, plaques, certificates, checks); identify types of achievements/completion of activities (an inclusive list is required); practices for internal controls for safeguarding incentives, and provide a sample list of required documentation for reimbursement (diploma, evaluations).* |

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| 1. If the Local Area WDB does not offer incentives for (NextGen) youth, please explain why.
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| Click here to enter text. |

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| 1. Describe the local strategy to prepare the youth (NextGen) for unsubsidized employment, including with small employers, specifically those that include in-demand industry sectors and occupations of the local and/or regional labor markets. [WIOA Section 129(c)(1)(C)(v)]
 |
| Click here to enter text. |

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| 1. Please complete the Youth Program Elements chart provided to demonstrate how the Local Area WDB ensures each of the 14 youth program elements is made available to youth participants. Be certain to complete both columns of the chart to demonstrate partnerships and potential use of shared funding. Please specify partners. [WIOA Section 129(c)(2)(A)]
 |
| * Name document: *Local Area* *WDB* *Name Youth Program Elements Chart.*
 |

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| 1. Does the Local Area WDB have a standing committee to provide information to assist with planning, operational, and other issues relating to the provision of services to youth? [WIOA Section 107(b)(4)(A)(ii)]
 |
| 1. If no, describe how oversight to planning, operational, and other issues relating to the provision of services to youth will be provided.
 |
| Click here to enter text. |
| 1. If yes, please provide a response to the following
 |
| 1. Provide the committee’s purpose/vision.
 |
| Click here to enter text. |
| 1. Provide the youth committee’s top three goals or objectives for PY 2024.
 |
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| 1. Provide a list of youth committee members to include members’ agency/organization, one of which must be a community-based organization with a demonstrated record of success in serving eligible youth. Provide the Committee’s Chair information in the first block (*who must be a Local Area WDB member*).
 |
| * Name document: *Local Area WDB Name Youth Committee Members* [WIOA Section 107(b)(4)(A)(ii)]
 |
| 1. Complete the following chart for the PY 2024 Youth Committee’s planned meeting schedule to include dates, time, and location. (Expand form as needed or mark Not Applicable.)
 |

| **Date** | **Time** | **Location (include address and room #)** |
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1. **Local Area WDB Innovations**

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| 1. List all additional funding received by the Local Area WDB (for example, to include but not limited to, special grants, NC Job Ready Workforce Investment Grants, Business Services funds, National Dislocated Worker Grants (NDWG) (disaster), YouthBuild, Foundations, American Rescue Plan Act (ARPA), Partners for Reentry Opportunities in Workforce Development (PROWD), NCWorks Commission Local Innovation Fund Grant, and/or outside funding to include a brief description of the source and the amount received).
 |

| **GrantName/Kind** | **BriefDescription** | **Beginningand End date** | **Source and Amount** | **Partner Organization (if applicable)** |
| --- | --- | --- | --- | --- |
|  Click here to enter text.  |  Click here to enter text.  |  Click here to enter text.  |  Click here to enter text.  |  Click here to enter text.  |
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| 1. Provide a clear and detailed example of the Local Area WDB’s best or promising **Adult/Dislocated Worker** program practice that has yielded positive results with evidence, which affirms this practice is effective.
 |
| Click here to enter text. |

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| 1. Provide a clear and detailed example of the Local Area WDB’s best or promising **Youth** program practice that has yielded positive results with evidence, which affirms this practice is effective.
 |
| Click here to enter text. |

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| 1. Provide a clear and detailed example of the Local Area WDB’s best or promising **regional strategy** that has yielded positive results with evidence, which affirms this practice is effective.
 |
| Click here to enter text. |

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| 1. Provide a clear and detailed example of the Local Area WDB’s best or promising **virtual services strategy** that has yielded positive results with evidence, which affirms this practice is effective.
 |
| Click here to enter text. |

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| 1. Provide a clear and detailed example of the Local Area WDB’s innovative **business services strategies** and engagement practices that demonstrated employers taking charge and driving the agenda that has yielded positive results with evidence, which affirms this practice is effective.
 |
| Click here to enter text. |

1. **Program Year 2024 Local Area WDB Plan Required Policy Attachments**

|  |
| --- |
| 1. The following policies are *required* to be attached as separate documents in WISE as part of the PY 2024 Local Area Plan. The Local Area Plan is not complete without these documents.
 |
| * Name Each Document: *Local Area WDB Name, Policy Name.*
 |

* In the first column, state if the policy is attached or why it is missing and when it can be expected. If two of the policies have been combined, please make a notation.
* In the second column mark “Yes” ***only*** if the policy has been changed/revised for the PY 2024 Plan and has not been previously submitted to the DWS.
* Revised policies should be submitted with a highlight or summary of the changes made to the local policy.
* Do not add an empty document in WISE as a “placeholder”.

| **Required Local Area WDB Policies** | **Attached (Yes/No).** **If no, why?** | **Revised for PY 2024 (Yes/No) and needs review** |
| --- | --- | --- |
| 1. Adult/Dislocated Worker Experience Policy
 | Click here to enter text. | Click here to enter text. |
| 1. Competitive Procurement Policy
 | Click here to enter text. | Click here to enter text. |
| 1. Conflict of Interest Policy
 | Click here to enter text. | Click here to enter text. |
| 1. Nondiscrimination/Equal Opportunity Standards and Complaint Procedures
 | Click here to enter text. | Click here to enter text. |
| 1. Financial Management Policy for Workforce Innovation and Opportunity Act Title I
 | Click here to enter text. | Click here to enter text. |
| 1. Individualized Training Account Policy
 | Click here to enter text. | Click here to enter text. |
| 1. On-the-Job Training Policy
 | Click here to enter text. | Click here to enter text. |
| 1. Oversight Monitoring Policy, Tool and Schedule
 | Click here to enter text. | Click here to enter text. |
| 1. Priority of Service Policy
 | Click here to enter text. | Click here to enter text. |
| 1. Youth Work Experience Policy
 | Click here to enter text. | Click here to enter text. |
| 1. Supportive Services Policy
 | Click here to enter text. | Click here to enter text. |
| 1. Local Area WDB WIOA and TAA Co-enrollment Policy
 | Click here to enter text. | Click here to enter text. |
| 1. Eligible Training Provider Policy
 | Click here to enter text. | Click here to enter text. |
| 1. Non-Criminal Complaint Procedures
 | Click here to enter text. | Click here to enter text. |

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| 1. Designate whether the following local *Optional Policy* is included and used at the Local Area WDB and is included in the Local Area Plan or write “N/A” implying “Not Applicable”, if the Local Area WDB does not have this policy and; therefore, does not use these services.
 |

In the second column mark “Yes” ***only*** if the policy has been changed for PY 2024 and has not been previously submitted to the DWS.

* Do not add a blank document in WISE as a “placeholder”.
* These policies are required to operate/offer these services
* If “Yes”, load the policy as a separate document.
* Name document: *Local Area WDB Name, Policy Name*. (Example: IWT Policy – Yes. Attached as *Board Name IWT Policy*.)

| **Optional Local Area WDB Policies** | **Yes- the Local Area WDB has a policy or N/A****(Not Applicable)** | **Revised for PY 2024 (Add Yes or N/A for this column)** |
| --- | --- | --- |
| 1. Local Area WDB Guidance for Local Incumbent Worker Grants
 | Click here to enter text. | Click here to enter text. |
| 1. Local Area WDB Needs-Related Policy
 | Click here to enter text. | Click here to enter text. |
| 1. Local Area WDB Transitional Jobs Policy
 | Click here to enter text. | Click here to enter text. |
| 1. Local Area WDB Youth Incentive Policy
 | Click here to enter text. | Click here to enter text. |

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| 1. Individual Training Accounts (ITAs) are required [Regulations Section 680.300] to pay the cost of training provided with Adult and Dislocated Worker funds and limitations on duration and amount may be included [Regulations Section 680.320]. Please provide the following ITA elements in summary:
 |

| **Individual Training Accounts (ITA) Summary** |
| --- |
| Dollar Amounts | Click here to enter text. |
| Time Limits | Click here to enter text. |
| Degree or Certificates allowed (Associate, Bachelor’s, other) | Click here to enter text. |
| Procedures for determining case-by-case exceptions for training that may be allowed | Click here to enter text. |
| Period for which ITAs are issued (semester, school year, short-term, etc.) | Click here to enter text. |
| Supportive Services covered by ITA (provide examples such as uniforms, tools, physical exams, etc.) | Click here to enter text. |
| Other | Click here to enter text. |

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| 1. Provide a description of how training services under chapter 3 of subtitle B will be provided in accordance with section 134(c)(3)(G), including if contracts for the training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided. [WIOA Section 108(b)(19)]
 |
| Click here to enter text. |

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| 1. Please specify the supportive services provided by the Local Area WDB Supportive Services Policy. List specific items under Supplies, Emergency, and Other, as identified in the Local Area WDB policy. (Expand form as needed.)
 |

| **Transportation** | **Childcare** | **Supplies***(include examples)* | **Emergency***(include examples)* | **Other***(include examples)* |
| --- | --- | --- | --- | --- |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| ***Note:*** *The Local Area WDB must adequately safeguard all forms of supportive services payments (i.e., gas cards, cash, gift cards, etc.) and assure that they are used solely for authorized purposes. The Supportive Services Policy must include the Local Area WDB’s internal controls to safeguard supportive services. The internal controls must address issuance, storage, and reconciliation of supportive services throughout the area and be clearly stated within the policy.* |

**Attachment Checklist from Local Area Plan Instructions**

[ ]  Local Area WDB Signed copy of Consortium Agreement (if applicable)

[ ]  Local Area WDB Administrative Entity Organizational Chart

[ ]  Local Area WDB Board Members (*form* *provided*)

[ ]  Local Area WDB By-Laws

[ ]  Local Area WDB By-Laws Required Elements Crosswalk (*form provided)*

[ ]  Local Area WDB Organizational Chart

[ ]  Local Area WDB Administrative Entity Certification Regarding Debarment\* (*form provided*)

[ ]  Local Area WDB Workforce Development Area Signatory Form\* (*form provided*)

[ ]  Local Area WDB NCWorks Career Centers (*form* *provided*)

[ ]  Local Area WDB Adult and Dislocated Worker Service Provider (*form* *provided*)

[ ]  Local Area WDB Eligible Training Provider Policy

[ ]  Local Area WDB 14 Youth Program Elements Chart (*form provided*)

[ ]  Local Area WDB Youth Committee Meeting Schedule (*optional*)

[ ]  Local Area WDB Youth Committee Members (*optional*)

[ ]  Local Area WDB Youth Service Provider (*form* *provided*)

[ ]  Local Area WDB Youth Incentive Policy *(optional)*

[ ]  Local Area WDB WIOA and TAA Co-enrollment Policy (*required*)

[ ]  Local Area Adult/Dislocated Worker Work Experience Policy

[ ]  Competitive Procurement Policy

[ ]  Conflict of Interest Policy

[ ]  Nondiscrimination/Equal Opportunity Standards and Complaint Procedures

[ ]  Financial Management Policy for Workforce Innovation and Opportunity Act Title I

[ ]  Local Area WDB Individualized Training Account Policy

[ ]  On-the-Job Training Policy

[ ]  Local Area WDB Oversight Monitoring Policy, Tool, and Schedule

[ ]  Priority of Service Policy

[ ]  Youth Work Experience Policy

[ ]  Local Area WDB Supportive Services Policy

[ ]  Local Area WDB Incumbent Worker Training Policy *(optional)*

[ ]  Local Area WDB Needs-Related Policy *(optional)*

[ ]  Non-Criminal Complaint Procedures

[ ]  Local Area WDB Transitional Jobs Policy *(optional)*

[ ]  Memorandum of Understanding

[ ]  Customer Flow Chart

\*Mail signed and unfolded originals to assigned DWS Planner at:

N.C. Division of Workforce Solutions

313 Chapanoke Road, Suite 120

4316 Mail Service Center

Raleigh, NC 27699-4316

DocuSign® (or similar) signature pages may be uploaded in WISE.

**Appendices**

|  |  |
| --- | --- |
| NC Local Area WDB By-Laws Required Elements | [Appendix A](#Appendix_A) |
| By-Laws Guidance | [Appendix B](#Appendix_B) |
| Guidance Regarding Meetings and Conferencing via Electronic Means | [Appendix C](#Appendix_C) |
| Local Area WDB Membership Requirements | [Appendix D](#Appendix_D) |

At a minimum the Local Area WDB by-laws must include the following items for DWS approval. When submitting the Local Area WDB by-laws, please specify the section (provide a clear crosswalk) where the following required elements are located within the submitted by-laws.

**Elements 1-7 are the *required* elements designated at WIOA Final Rule 679.310(g).**

1. The nomination process used by the Chief Local Elected Officials (CLEOs) to elect the Local Area Board Chair and members.
2. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year.
3. The process to notify the Chief Local Elected Officials (CLEOs) of a Board member vacancy to ensure a prompt nominee within ninety (90) days of the vacancy.
4. The proxy and alternative designee process that will be used when a Board member is unable to attend a meeting and assigns a designee as per the requirements of 20 CFR 679.110(d)(4).
5. The use of technology such as phone and web-based meetings, that will be used to promote Board member participation (20 CFR 679.110(d)(5)).
6. The process to ensure Board members actively participate in convening the workforce development system’s stakeholders, brokering relationship with a diverse range of employers, and leveraging support for workforce development activities.
7. A description of any other conditions governing appointment or membership on the Board as deemed appropriate by the Chief Local Elected Officials (CLEOs); (20 CFR 679.310(g)(1-7)).

**North Carolina specific requirements that must be specified within the by-laws:**

1. The adopted generally accepted parliamentary procedure, such as Robert’s Rules of Order, chosen by the Board.
2. Whether an appointee filling a vacancy will serve the remainder of the unexpired term or be appointed for a new full term.
3. The Board’s policy assuring attendance and participation of its members.
4. Quorum requirements to be not less than 51% constituting 51% of the total filled Board positions.
5. Any standing committees the Board has established shall be included in the by-laws.
6. The Board’s conflict of interest policy, which may not be any less stringent than the requirements of the DWS’s Policy, shall be referenced in the by-laws.
7. The process the Board will take when expedient action is warranted between Board meetings, such as calling a special meeting or allowing the Executive Committee to act on behalf of the Board.
8. Board meetings will be held in accessible facilities with accessible materials available upon prior request.
9. The Board will meet no less than four times per program year.

*This template is provided for guidance purposes only. It contains sample language that may be used in by-laws development. It is not required that Boards utilize this template or language within. This template reflects multiple counties within a Consortium. Single-county Boards and non-Consortia will need to adjust their by-laws accordingly.*

**Article 1**

**Name and Purpose**

Section 1. Name

The name of this organization shall be the **Click Here to Enter WDB Name. Board** (hereinafter referred to as the “Board”).

Section 2. Purpose and Responsibilities

The purpose for which the Board is organized is to perform all functions of a WDB and Local Workforce Development Area as set forth in the Federal Workforce Innovation and Opportunity Act of 2014 (“WIOA”), or the corresponding provision of any applicable federal or state laws of related purpose and the rules and regulations promulgated thereunder, and Section 143B-438.11 of the North Carolina General Statutes and to perform such functions with the **Click Here to Enter WDB Name.** **WDB**.

The Board services area shall encompass the counties of **Click Here to Enter WDB Name.**.

The Board responsibilities shall include:

1. Develop and submit Local Area Plan annually to the Governor, a comprehensive 4-year Local Area Plan, in partnership with the Chief Local Elected Official.
2. Perform workforce research and regional market analysis.
3. Convene local workforce development system stakeholders to assist in the development of the Local Area Plan and identify non-federal expertise and resources to leverage support for workforce development activities.
4. Lead efforts to engage with a diverse range of employers and with entities in the region involved.
5. Lead efforts with representatives of secondary and postsecondary education programs in the Local Area to develop and implement career pathways within the Local Area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers.
6. Lead efforts in the Local Area to identify proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers in the local workforce system, and to identify and disseminate information on promising practices carried out in other local areas.
7. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and jobseekers.
8. Conduct program oversight.
9. Negotiate and reach agreement on local performance accountability measures.
10. Designate or certify one-stop operators, contractors, and service providers and, in appropriate circumstances, terminate for cause the eligibility of such operators.
11. Coordinate activities with education and training providers in the local area.
12. Develop a budget for the activities of the Local Area WDB consistent with the Local Area Plan and the duties of the Local Area Board and subject to the approval of the Chief Local Elected Official.
13. Annually review the physical and programmatic accessibility provisions of all one-stop centers, as well as locations for contractors and service providers, in the local area, in accordance with the Americans with Disabilities Act of 1990.

**Article 2**

**Board Members**

Section 1. Appointment

There shall be a Board of no more than **Click Here to Enter Number.** Board members. Members of this organization shall be appointed by the following procedure: The Chief Local Elected Official (of the **Click Here to Enter Name.** County Board of Commissioners, hereinafter referred to as the CLEO) shall appoint members based on nominations from the following: local business organizations; local education agencies; vocational education institutions, community-based organizations, and higher educational institutions; and private and proprietary schools; state or local labor organizations and other interested organizations.

The number of business sector nominees shall be at least 51% of the number of individuals to be appointed and are appointed from amongst individuals nominated by local business organizations and business trade associations. The nominated candidate or company must be a member of the nominating organization. A majority of the Members shall be representatives of businesses in the local area (including small businesses or organizations representing businesses that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area) and are owners, chief executives or operating officers, or other business executives or employers with optimum policy making or hiring authority. The members of the local Board shall represent diverse geographic areas within the local area.

Section 2. Composition

Organized Labor and Community Based Organizations:Not less than 20% of the Members shall be representatives of the workforce within the local area, who:

1. shall include representatives of labor organizations, who have been nominated by local labor federations, or other representatives of employees;
2. shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.
3. may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
4. may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;

Education and training activities:The Board shall include representatives of entities administering education and training activities in the local area, who:

1. shall include a representative of eligible providers administering adult education and literacy activities under Title II of the WIOA;
2. shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);
3. may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to training;

The Board shall include representatives of governmental and economic and community development entities serving the local area, who:

1. shall include a representative of economic and community development entities;
2. shall include an appropriate representative from the State Employment Service Office under the Wagner-Peyser Act serving the local area;
3. shall include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973, serving the local area;

1. may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance, and
2. may include representatives of philanthropic organizations serving the local area; and

This Board may include such other individuals or representatives of entities as the Chief Local Elected Official determines appropriate.

Section 3. Tenure

All appointments will be for a two-year term to expire on June 30 of each respective term. No member shall serve more than three consecutive terms (6 years) or a total of five terms (10 years) in any one appointed position. An individual whose initial appointment is to fill an unexpired term or an initial staggered term of less than two years, shall be eligible to serve the number of full-length terms other members are eligible to serve, unless, prior to the time for reappointment that individual has already served six consecutive years. Members may be re-appointed at the discretion of the Chief Local Elected Official subject to the term limitations outlined in this section.

Terms shall be staggered to ensure that at any given time a percentage of the members are experienced in WDB functions.

The Board shall advise the Consortium Counties of potential Board member vacancies prior to the end of the term. In the case of a midterm vacancy, an immediate replacement shall be requested of the Consortium County represented by the departing Board member. The appointed Board member shall fill the remaining term of office.

The Board shall not compensate Board Members for their services, but by resolution of the Board, a fixed sum and expenses, if any, may be allowed for attendance at each regular or special meeting of the Board.

Section 4. Termination for Cause

By two-thirds majority vote of the membership or by action of the Chief Local Elected Official, a member may be removed for cause from the Board. Cause would be for such actions as malfeasance, misconduct, or any action which would be deemed not in the best interest of the Board; or three unexcused absences from regular scheduled meetings within the preceding twelve calendar months. Notice that a removal vote that may be taken for cause must be included on the agenda of said meeting. The Chair shall send a precautionary letter to the said Board member upon two unexcused absences within the preceding twelve calendar months prior to the next meeting.

Section 5. Resignation

Letters of resignation must be submitted to the **Click Here to Enter WDB Name.** Chair. Three consecutive absences without justification and no response to the above referenced letter from the chair will be considered acceptable terms for resignation. Justification must be submitted in writing. The Board Chair has the authority to accept or deny justification.

Section 6. Vacancies

Upon vacancy of any position on this Board, the procedure in Article II, Section 1, will be followed to provide replacement representation to complete the remainder of that term of appointment.

**Article 3**

**Meetings**

Section 1. Regular Meetings

The Board shall meet at a public location at such time and place as determined by the Chairperson. All meetings must be held in an accessible facility, in accordance with the Americans with Disabilities Act (ADA) requirements. All materials must be in an accessible format (i.e., large print, Braille, interpreter, etc.), as needed or indicated.

The Board will meet no less than four times per program year. Regular Board meetings are face to face; however, Board members may attend meetings via conference call, video communications and other alternative methods.

Five working days’ notice shall be delivered to each member stating a reasonable time, date and place of the meeting and the meeting’s purpose unless deemed an emergency by the Chair or Executive Committee calling for said special meeting.

Section 2. Special Meetings

The Chair of the Board and Committee Chair may, when deemed necessary, call a special meeting of the Board via conference call, video communications, or alternative media sources for transacting any business designated in the call.

Section 3. Quorum

At all meetings (regular or special) of the Board, a majority of the Board members present constitutes a quorum for transacting business. A quorum shall require the participation of Board members constituting 51% of the total filled Board positions. Proxy representatives who are unable to cast votes shall not count toward meeting the quorum requirement. Votes may be cast via electronic medium for remote attendees. The act of the majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board. However, a two-thirds vote of those present shall be required to amend any provision of these by-laws.

Section 4. Conduct of Meetings

All meetings of this Board shall be conducted in accordance with the latest edition of Robert’s Rules of Order.

Section 5. Open Meetings

Local Area Board Conducts Business Openly:The Local Area Board must conduct its business in an open manner as required by WIOA sec. 107(e), by making available to the public, on a regular basis through electronic means and open meetings, information about the activities of the local Board. (20 CFR 679.390) This includes:

1. Information about the Local Area Plan, or modification to the Local Area Plan, before submission of the Local Area Plan;
2. List and affiliation of Local Area WDB members;
3. Selection of one-stop operators;
4. Award of grants or contracts to eligible training providers of workforce investment activities including providers of youth workforce investment activities;
5. Minutes of formal meetings of the Local Area Board; and
6. Local Area Board by-laws, consistent with § 679.310(g).

Section 6. Proxy Representation and Voting

A member may designate a representative to attend a meeting of the Board in his/her absence. The proxy must meet the membership criteria for the member’s affiliation type. The proxy will count toward the appointed member’s attendance. The representative may participate in discussions and may vote so long as the member provides written voting instructions to the Chair allowing his/her proxy representative to cast votes in accordance with the written voting instructions.

Each Board member present shall be entitled to one vote on each matter for which a vote is taken. Votes may be cast telephonically or via electronic medium.

Section 7. Conflict of Interest and Voting

No WDB member (whether compensated or not) shall engage in any activity, including participation in the selection, award or administration of a sub-grant or contract supported by WIOA funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when:

1. The individual,
2. any member of the individual 's immediate family,
3. the individual's partner, or
4. an organization which employs, or is about to employ any of the above, has a financial interest in the firm or organization selected for the award.

No WDB member, member of his/her immediate family, officers, employees, or agents of the WDB member's agency or business, shall neither solicit nor accept gratuities, favors, or anything of value from contractors, potential contractors, or parties to sub agreements.

A WDB member shall not cast a vote on, or participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member.

No WDB members shall participate in a governmental decision including voting on a matter (including recommendations, appointments, obligating or committing the WDB to a course of action) when such action influences a decision or exercises judgement in making a decision. Any member with a potential or actual conflict of interest shall comply with requirements for public disclosure and recusal.

**Article 4**

**Organization**

Section 1. Officers

The officers of this Board shall be a Chair, a Vice-Chair, and a Secretary.

Section 2. Election of Officers

Officers of this Board shall be elected in June for two-year terms. The Chair and Vice-Chair will be elected from among the members who are representatives of the business sector. The secretary will be elected from among all members.

The Chair shall appoint a nominating committee to recommend officers who shall be elected from the Board's business sector membership and shall begin their term at the beginning of the new program year effective July 1. These officers shall serve until their successors are elected and qualified or until they are no longer Board members. If an officer is unable to complete his/her term the Board shall elect a successor to complete the remaining portion of the original term. The Vice-Chair shall not be required to succeed the Chair at the end of the Chair’s term of office.

Section 3. Chair

The Chair shall preside at Board meetings, designate standing and ad hoc committees deemed appropriate and appoint their Chair and members. The Chair shall not vote except in the case of a tie, in which event he/she shall cast the deciding vote.

Section 4. Vice-Chair

The Vice-Chair shall assume all duties and responsibilities of the Chair in his/her absence from meetings. In the event that the office of Chair is vacated before the end of the term, the Vice- Chair shall assume the office in an acting capacity until such time as the Board elects a new Chair.

Section 5. Secretary

The Secretary shall be responsible for proper notification of meetings, review, and submission of the minutes to the Board, and shall carry out any other duties deemed appropriate by the Chair. Local Area staff will serve as support personnel in performing these duties.

Section 6. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Secretary (from a sector other than business), and the previous Chair or Vice-Chair. As determined by the Chair of the Board, chairs of Board committees will attend Executive Committee meetings. Responsibilities of the Executive Committee are as follows: make standing committee assignments and coordination among committees, prepare recommendations to Board on state and national issues, act as needed between regularly scheduled Board meetings, and develop immediate and long-range goals for Board concurrence.

Section 7. Vacancy

If an office becomes vacant, the Board shall elect a successor at its next meeting.

**Article 5**

**Committees**

Section 1.

The Chair of the Board shall have the power, except as otherwise provided in this Article, to appoint the members of any Committee for a term of two (2) years. No Committee, except as elsewhere provided in this Article, shall take any action or position on behalf of the Board, bind the Board, or exercise the authority of the Board in the management of the Corporation. The Chair of all the Committees shall be members of the Board. The Executive Committee of the Board shall meet at the call of the Chair of the Board or the written request of any two (2) members of the committee. The Board's other Committees shall meet at the call of their respective Chair or the Chair of the Board.

Section 2.

Electronic meetings shall be permissible in lieu of face-to-face committee meetings at the discretion of the Committee Chair. An electronic meeting of the Committee occurs when Board members are in different locations, connected by electronic means, through audio, video, or both. All votes taken during an electronic meeting shall be by roll call. All scheduled electronic meetings shall be held in such a way that all members participating can hear each other at the same time. When speaking, each member will be asked to clearly identify himself, so that proper recognition is given and recorded. All Board policies, administrative practices, and by-laws shall apply equally to electronic meetings.

Section 3.

The Local Area WDB may establish standing committees to provide information and assist the Board in carrying out its responsibilities (20 CFR 679.360).

**Article 6**

**Amendments**

Section 1. Amendment Procedure

Board by-laws can be amended at any regular Board meeting provided the proposed amendment(s) has been submitted in writing to the Board members at least two weeks prior to the meeting.

Section 2. Vote Needed

The by-laws shall be amended upon affirmative vote by a two-thirds majority of the Board.

**Article 7**

**Severability**

In the event that any of the rules, regulations, restrictions, covenants, or conditions of these
by-laws are held to be partially or wholly invalid or unenforceable for any reason, such holding shall not affect, alter, modify, or impair in any manner any of the other terms, provisions, rules, regulations, restrictions, covenants, or conditions contained herein.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Adopted This NUMBER DATE Day of MONTH, YEAR.* |
|  |
| *Board Director, Printed Name and Signature*  |  | *Date* |
|  |
| *Chief Local Elected Official Printed Name and Signature*  |  | *Date* |

|  |
| --- |
|  |
| *Board Chair, Printed Name and Signature*  |  | *Date* |

All public WDB meetings and Committee meetings will be held at specified times and places which are convenient and open to the public.

The Board believes it is in the best interest of its members, systems, and customers that the fullest participation and attendance in all meetings be achieved whenever possible. Furthermore, it recognizes that the use of electronic, audio or video conferencing for meeting attendance and voting requirements is permissible so long as the meeting is conducted in accordance with the Sunshine Provision.

The Board in all of its regular and special, standing committee, and ad hoc committee meetings complies with and intends to comply with the provisions of the Sunshine Provision. Therefore, the Board hereby adopts this policy, to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of audio or video conferencing for its meetings *or* any of the standing committee and ad hoc committee meetings as set forth and adopted according to the following rules as applicable:

1. All pertinent provisions of the Sunshine Provision must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; and, in particular, any use of closed sessions shall be in compliance with the provisions of WIOA.
2. All Board and Committee members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a quorum is, in total, present and accounted for, and their votes shall be recorded by the Board Director.
3. A Board or Committee member who attends a meeting by electronic, video, or audio conference must provide notice to the Board Director at least 24 hours prior to the meeting unless such advance notice is impracticable.
4. The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g., a speakerphone) in order that the public audience, the members in attendance and any staff in attendance will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing and participating in such input, vote, or discussion.
5. As the Board or its committees begin each new matter of business, the Chair will check with all remote locations(s) where members are to ensure that each such connection is active.
6. When a motion is made, and seconded, and discussion regarding the motion begins, the Chair will check that the connection with remote location(s) where members are present is active. Prior to closing discussion and taking any vote, the Chair will ask all remote location(s) where member(s) is(are) present whether there are any additional comments, questions, or information to be added to the discussion.
7. All decisions will be made using majority rule except when a higher vote is required. There will be no muting of any connections with remote location(s) where members are present at any time. There will be no sidebar discussions.
8. The procedures outlined above shall also apply to each Board and its Committee members.

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| **Representative of Business (WIOA Section 107(b) (2)(A))** |

**Who May Satisfy the Requirements:**

The majority of the members of the Local Area WDB must be representatives of private sector business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Business representatives serving on Local Area WDBs may also serve on the State Board. Each business representative must meet the following criteria:

* be an owner, chief executive officer, chief operating officer, or other individual with optimum policy making and hiring authority;
* provide employment opportunities in **in-demand** industry sectors or occupations, as those terms are defined in WIOA section 3(23); and provide high-quality, work-relevant training and development opportunities to its workforce or the workforce of others (in the case of organizations representing business as per WIOA Sec. 107(b)(2)(A)(ii); and
* are appointed from among individuals nominated by local business organizations and business trade associations.

In North Carolina, examples of allowable business organizations may include chambers of commerce, trade organizations, large non-profit organizations, such as Rex Hospital, and for-profit organizations, such as Duke Hospital, depending on the specific circumstances. Examples of unallowable business organizations include the N.C. Department of Public Safety or other state or municipal agencies.

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| **Representative of Workforce (WIOA Section 107(b)(2)(B))** |

**Who May Satisfy the Requirements:**

**Not less than 20%** of the members of the Local Area WDB **must** be workforce representatives. These representatives:

* **must** include **two or more representatives of labor organizations,** where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;

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| *Employee representatives must come from organizations that advocate, enhance, or protect the rights of a group of employees. In North Carolina, such examples include the North Carolina Association of Educators (NCAE), the State Employees Association of North Carolina (SEANC), and the National Guard Association). The National Council for Accreditation of Teacher Education (NCATE) is an example of an organization that is not allowable as a labor organization.* |

* **must** include **one or more representatives of a joint labor management, or union affiliated, registered apprenticeship** program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

In addition to the representatives enumerated above, the Local Area WDB **may** include the following to contribute to the 20% requirement:

* one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and

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| *In North Carolina, examples of allowable community-based organizations include organizations such as Goodwill and community action agencies.* |

* one or more representatives of organizations that demonstrated experience or expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

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| *Community College representatives would not be appropriate for this category.* |

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| **Representatives of Education and Training (WIOA Section 107(b) (2)(C))** |

**Who May Satisfy the Requirements:**

The balance of Local Area WDB membership **must include:**

* **At least one** eligible provideradministering **adult education and literacy** activities under WIOA Title II;
* **At least one** representative from an **institution of higher education** providing workforce investments activities, including community colleges; and
* **At least one representative** from each of the following governmental and economic and community development entities:
	+ **Economic and community development** entities;
	+ The **State Employment Service Office** under the Wagner-Peyser Act (29 U.S. C. 49 et seq.) serving the local area; and
	+ The programs carried out under Title I of the Rehabilitation Act of 1973, other than Sec. 112 or part C of that title.

In addition to the representatives enumerated above, the Chief Local Elected Official (CLEO) **may** appoint other appropriate entities in the local area, including:

* Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education and training needs for individuals with barriers to employment;
* Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;
* Philanthropic organizations serving the local area;
* and Other appropriate individuals as determined by the Chief Local Elected Official (CLEO).
* The board chair shall be elected among the business representatives.

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| ***The Division of Workforce Solutions may request additional information from Local Area WDBs on representatives and the organizations they represent at any time in order to determine compliance with these requirements. The final determination on whether requirements are met is made by the Division of Workforce Solutions.*** |