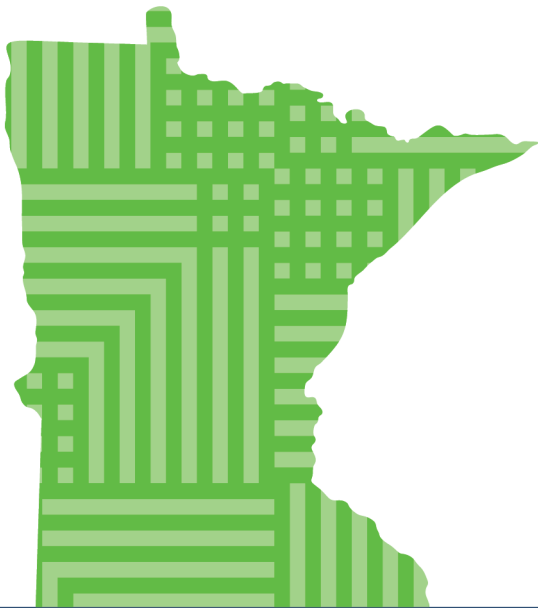




**MINNESOTA**

GOVERNOR'S WORKFORCE  
DEVELOPMENT BOARD



**WIOA State,  
Regional and  
Local Plan  
Guidance**

**for 2024-2027**

PREPARED BY THE GOVERNOR'S WORKFORCE DEVELOPMENT BOARD

## **WIOA Combined State Plan for 2024-2027**

Under the Workforce Innovation and Opportunity Act (WIOA), the Governor of each state must submit a Unified or Combined State Plan to the Secretary of the U.S. Department of Labor that outlines a four-year strategy for the State's workforce development system. The State Plan serves as the state's strategic workforce development plan and provides analyses of the state's economic conditions, workforce characteristics, and workforce development activities. These analyses drive the required vision and goals for the state's workforce development system and alignment strategies for workforce development programs to support economic growth. The successful submission and approval of the State Plan in turn ensures that Minnesota receives the annual federal appropriation to support the workforce development operating budget of nearly \$330 million.

A state has two options for submitting a State Plan — a Unified State Plan or a Combined State Plan. Minnesota submits a Combined State Plan that meets the requirements described above and outlines a four-year strategy for WIOA's core programs plus the following Combined State Plan partner programs:

- Career and technical education programs authorized under the Carl D. Perkins Career and Technical Education Act of 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) (20 U.S.C. 2301 et seq.)
- Temporary Assistance for Needy Families program (42 U.S.C. 601 et seq.)
- Employment and Training programs under the Supplemental Nutrition Assistance Program (programs authorized under section 6(d)(4) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4)))
- Trade Adjustment Assistance for Workers programs (Activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.))
- Jobs for Veterans State Grants Program (programs authorized under 38, U.S.C. 4100 et. seq.)
- Senior Community Service Employment program (programs authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.))
- Reintegration of Ex-Offenders program (programs authorized under section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532))

Minnesota has chosen to submit a combined plan to strengthen federally funded workforce programs and related state programs. The Governor's Workforce Development Board (GWDB)

is established under WIOA and will support the development, implementation, and modification of the State Plan as required by the Act.

## State Plan Organization

As described by the Department of Labor (DOL) in the [WIOA State Plan Information Collection Request \(ICR\)](#), the major content areas of the Combined State Plan include strategic and operational planning elements. WIOA separates the strategic and operational elements to facilitate cross-program strategic planning.

- The Strategic Planning Elements section includes analyses of the state's economic conditions, workforce characteristics, and workforce development activities. These analyses drive the required vision and goals for the state's workforce development system and alignment strategies for workforce development programs to support economic growth.
- The Operational Planning Elements section identifies the State's efforts to support the State's strategic vision and goals as identified in the Strategic Planning Elements section. This section ensures that the state has the necessary infrastructure, policies, and activities to meet its strategic goals, implement its alignment strategy, and support ongoing program development and coordination. Operational planning elements include:
  - State Strategy Implementation,
  - State Operating Systems and Policies,
  - Assurances,
  - Program-Specific Requirements for the Core Programs, and
  - Program-Specific Requirements for the Combined State Plan partner programs.

The GWDB will be responsible for developing the Strategic Planning Elements and State Strategy Implementation, but this work is only possible with the contributions of each of the program partners.

In addition to the question prompts provided for each of the programs by the DOL in the ICR (linked above and below), each program partner should describe as part of their contribution to the State Strategy Implementation section of the Combined Plan:

- 1) How the State Plan Vision, Goals and Strategies will be implemented by their programs;

- 2) Promising practices from the previous 4-year plan will your program be expanding on, including the data or empirical evidence used to inform this decision; and
- 3) What areas described in your last state plan contribution you will not continue to pursue, including the data or empirical evidence used to inform this decision.
- 4) How is your program aligning programmatic activities with state or federal investments in the Bipartisan Infrastructure Law (BIL), the Creating Helpful Incentives to Produce Semiconductors (CHIPS) and Science Act, and the Inflation Reduction Act (IRA) (collectively referred to as Investing in America (IIA))?

State Plan Administrators should send their responses to these questions for inclusion in the State Strategy Implementation section to [kay.kammen@state.mn.us](mailto:kay.kammen@state.mn.us) after proofreading and receiving appropriate internal approvals.

More information about the specific plan section requirements can be found in the DOL “Requirements for Workforce Innovation and Opportunity Act (WIOA) State Plans for Program Years (PY) 2024 – 2027 [Training and Employment Guidance Letter \(TEGL\) 04-23](#)” (WIOA TEGL), the Department of Education “Requirements for Workforce Innovation and Opportunity Act (WIOA) State Plans for Program Years (PY) 2024 – 2027 [Program Memorandum OCTAE 24-2](#)”, and the accompanying [WIOA State Plan Information Collection Request \(ICR\)](#) as described below with ICR page numbers:

- Adult, Dislocated Worker, and Youth (Title I), *pages 18-23*
- The Wagner-Peyser Act Employment Service program (authorized under the Wagner-Peyser Act, as amended by title III), *pages 23-27*
- Adult Education and Family Literacy Act program (Title II), *pages 27-33*
- The Vocational Rehabilitation program (authorized under Title I of the Rehabilitation Act of 1973, as amended by Title IV) and State Services for the Blind, *pages 33-45*
- Career and technical education programs authorized under the Carl D. Perkins Career and Technical Education Act of 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), *pages 55-61*
- Temporary Assistance for Needy Families program, *pages 62-64*
- Employment and Training programs under the Supplemental Nutrition Assistance Program, *pages 65-68*
- Trade Adjustment Assistance for Workers programs, *page 69*
- Jobs for Veterans State Grants program), *page 70*

- Senior Community Service Employment, *pages 73-74*

Program Administrators should inform the GWDB by Monday, November 13, 2023, if there is a need for a waiver request.

## **Strategic Vision, Goals and Strategies for 2024-2027**

The State Strategic Vision, Goals and Strategies for 2024-2027 were developed by modifying the previous State Plan's Vision, Goals and Strategies in consultation with workforce program administrators, the Governor's Workforce Development Board, the Minnesota Association of Workforce Boards, and the National Governor's Association. The shift in Vision, Goals and Strategies represents a new strategic direction for workforce development in the state, one that is focused on breaking down silos across workforce partners and being more intentional and proactive about the delivery of programs and services to Minnesotans. More information on the rationale behind the updated language can be found below.

### **2024-2027 WIOA Strategic Vision**

The strategic vision of the One Minnesota Workforce Development Vision is a healthy economy where all Minnesotans have equitable access to a workforce development system in which partners across the state are working toward a collective goal of providing workforce development programs that are responsive to employer needs in in-demand occupations and lead to good jobs with family-sustaining wages.

### **2024-2027 WIOA State Plan Goals**

1. Increase interagency and local area coordination and alignment around shared goals, maximizing efficiency and coordination of workforce funding and programs and improving system integration, and creating a "no wrong door" approach for individuals or employers engaging in the workforce system.
2. Build employer-led industry-sector partnerships across the state to create or expand responsive and equitable workforce development programs and career pathways with embedded work-based learning or on-the-job training, including Registered Apprenticeships, focused on closing gaps in participation and representation based on race, ethnicity, disability, gender, veteran status, and age.
3. Create a more inclusive, equitable, accessible, and proactive workforce system to serve all Minnesotans, preparing employers and the current and emerging workforce for the changing nature of work including new and emerging technology,

changing labor market demands, and for the state's shifting demographics, including our new Minnesotans.

## **2024-2027 WIOA State Plan Strategies**

For the state to achieve the One Minnesota Vision for workforce development, each workforce partner across the state should be working toward implementing the Governor's major workforce priorities in a unified manner. For the 2024-2027 State, Local and Regional plans, we request that plan writers describe how they are implementing any or all of the priorities put forward by the Governor and those requested by DOL and the U.S. Department of Education who oversee and approve the State plans.

The strategies described below are intended to support and advance the coordination of statewide initiatives and strategies and better understand how these strategies can be implemented at a program or local level. This will also help with improving alignment between federally funded and state-funded programs, ensuring that all programs are moving in similar strategic directions.

- [Drive for 5](#): The Drive for 5 Initiative was created to prepare more Minnesotans for high-demand jobs in five occupational categories: technology, the trades, caring professions, manufacturing, and education. Plan writers are encouraged to consider how their programs, local areas, or regions prioritize any or all of the five in-demand sectors.
- [Targeted Populations](#): This state-wide initiative was created to bring workers who have been overlooked for employment – particularly people of color – into the workforce at family-sustaining wages. Plan writers are encouraged to consider who their program's Targeted Populations are and their plans for providing pathways to family sustaining wages.
- [Office of New Americans \(ONA\)](#): ONA was created to support immigrant and refugee inclusion, reduce barriers to employment, and improve connections between employers and job seekers. Plan writers are encouraged to consider how they will work with ONA to support immigrants and refugees in their programs.
- [Good Jobs Principles](#) The U.S. Department of Labor and U.S. Department of Commerce released the Good Jobs Principles to create a shared vision of job quality across workforce partners. Plan writers are encouraged to consider how they will support their employer clients in adopting Good Jobs Principles to provide high-quality employment opportunities and improve retention.

- [North Star Promise](#): Minnesota is implementing a free college program beginning in the fall of 2024. Plan writers are encouraged to examine eligibility criteria as compared to their existing clients and consider how they will account for changes in uses of funds in light of the free college program.
- [Individualized Career Services](#): Career services to job seekers play a critical role in supporting placement, and providing more individualized career services as described in section 134(b)(2)(A)(xii) of WIOA are an evidence-based model for improving individual's earnings. Plan writers are encouraged to describe how they will be utilizing this strategy to improve outcomes for job seekers, and how they may potentially shift funding to career services as funding for workforce training becomes more readily available with the implementation of the North Star Promise Program.
- [Attracting and retaining workers](#): Minnesota continues to face challenges with population growth, which makes attracting and retaining workers all the more important to supporting a healthy and thriving economy in our state. Plan writers are encouraged to describe what strategies they are implementing to support employers in improving job quality and marketing of job opportunities to support attraction and retention strategies.
- [Supportive Services](#): Providing wraparound or supportive services is critical to ensuring that underrepresented populations or individuals with barriers to employment have access to the resources they need to enroll or complete workforce development programs and are retained in employment. Plan writers are encouraged to describe how they are providing supportive services, leveraging partnerships to expand access to such services, or potentially shifting resources to provide supportive services as funding for workforce training becomes more readily available with the implementation of the North Star Promise Program. Please see the [WIOA TEGL](#) for more implementation ideas.

## **Explanation of Changes**

Vision: The updated version has a new focus on workforce partners across the state working toward a set of collective goals of equitably providing workforce development programming for MN employers.

Goal #1 was modified to recognize a strategic focus on increased interagency and local area coordination and alignment around shared goals. This coordination should result in partners understanding how their individual work contributes to the collective goals, and how the work



of each of the partners in the workforce system can meet the needs of individuals and employers. This shared understanding will help reach the “no wrong door” approach which will ensure that our workforce customers – employers and job seekers – will be able to understand and access the full range of workforce services offered in the state whether they engage a CareerForce Center, a community college, or any partner in the system.

Goal #2 was modified to provide more emphasis on the importance of developing sector partnerships to inform workforce development programs, and for there to be a more specific focus on addressing gaps in opportunities in in-demand occupations for underrepresented populations. Plan writers should describe existing sector partnerships, in-demand sectors within their areas where they will focus on creating or participating in new sector partnerships, and detailed demographic information on how the labor force in the sectors of focus align with state or local labor market information and how they plan to address any gaps in representation (e.g. reaching proportional share of women for the state or local labor market).

Goal #3 was modified to have a focus on innovative service delivery with customer-focused design so that our workforce system is more nimble and ready to respond to the changing ways our customers interact with the workforce system. This includes creating ways to better anticipate future workforce needs.

## **State, Regional, and Local Plan Timeline**

The following timeline reflects the timeline provided by DOL’s State Plan TEGL. A review committee will be selected for the state, local and regional plans to read, provide recommended updates, and recommendations for plan approval for the 16 local areas and 6 regions in Minnesota.

- **August 17:** State Program Administrators to finalize timeline, roles, and responsibilities
- **September 20:** Workforce Summit and “Ideas to Action” afternoon planning session
- **September 21:** GWDB Meeting, State Plan Vision and Goals Review and Approval
- **Mid-October:** DEED Guidance issued for State, Local and Regional Plans
- **December 8:** Due date for first drafts of each of the State Plan sections
- **By the end of December 2023:** State Plan submitted to GWDB Executive Committee and GWDB State Plan special committee
- **January 15, 2024:** State Plan submitted for Governor's Review and posted for 30-day Public Comment Period



- **January 15 - February 15, 2024:** Staff review public comments and feedback from Governor's Office when available
- **January 31, 2024:** Subsequent Designations and Board Certifications for Local Workforce Development Areas due
- **February 17-27, 2024:** Staff incorporate any final changes needed from Governor's Office or Public Comment
- **February 28, 2024:** Special Virtual GWDB Meeting to Approve State Plan
- **March 4, 2024:** WIOA 2024-2027 State Plan submitted to US DOL. The WIOA Combined State Plan for 2024 must be submitted to US DOL via the [WIOA State Plan Portal](#) with federal review/approval to be completed by June 2, 2024
- **May 6, 2024:** Local and Regional Plans due
- **May 6 – August 1:** GWDB Local and Regional Plan Special Committee review and provide feedback or suggested modifications
- **August 2, 2024:** All Local and Regional Plans receive final determinations

<b>WIOA 2024-2027 Combined State Plan - State Program Administrator Assignments by Title and Program</b>		
<b>State Plan Section/Subsection</b>	<b>Program</b>	<b>State Administrator</b>
Overview, Section I, Executive Summary, Section II, Strategic Elements, Section III, Operational Planning Elements, Section IV, Coordination with State Plan Programs, Section V, Common Assurances for Core Programs	GWDB	Katie McClelland, Director Kay Kammen, Sr. Policy Analyst and State Staff Editor for the WIOA Combined State Plan
Section I Section IIA	DEED LMI	Cameron Macht, Assistant Director, DEED LMI
Section IIA Section IIIA	DEED Economic Development	Jessica Miller, Director of Workforce Strategy, DEED

<b>State Plan Section/Subsection</b>	<b>Program</b>	<b>State Administrator</b>
Section IIIA	DOC	JoAnn Brown, Sr. State Program Administrative Supervisor
Section VI, Requirements for Core Programs Title I-B Adult and Dislocated Worker	DEED Adult/Dislocated Worker	Nancy Omondi, DEED Adult/Dislocated Worker Director
Section IIIA Section VI, Requirements for Core Programs Title I-B Youth	DEED Youth	Kay Tracy, DEED Youth Services Director
Section IIIA and B Section VI, Requirements for Core Programs Title III, Wagner-Peyser (Employment Services)	DEED CareerForce, Employment Services	Mike Lang, DEED Employment Services Director
Section IIIA Section VI, Requirements for Core Programs Title II - Adult Education and Family Literacy Act	MDE Adult Basic Education	Brad Hasskamp, MDE Adult Education Supervisor
Section VI, Requirements for Core Programs Title IV - Vocational Rehabilitation	DEED VRS	Dee Torgerson, DEED VRS Director
Section VI, Requirements for Core Programs Title IV - Vocational Rehabilitation - State Services for the Blind	DEED SSB	Natasha Jerde, State Services for the Blind (SSB) Director
Section VII, State Plan Partner Programs Career and Technical Education - Perkins V	Minnesota State	Shannon Bryant, Executive Director of Workforce and Economic Development Karl Ohrn, State Director for Career Technical Education (CTE)
Section VII, State Plan Partner Programs Temporary Assistance for Needy Families (TANF)	DHS TANF	Pamela McCauley, TANF Program Manager

<b>State Plan Section/Subsection</b>	<b>Program</b>	<b>State Administrator</b>
Section VII, State Plan Partner Programs Employment & Training Programs under the Supplemental Nutrition Assistance Program (SNAP)	DHS SNAP E&T	Alicia Smith, DHS SNAP E&T
Section III A Section VI, Requirements for Core Programs Section VII, State Plan Partner Programs Trade Adjustment Assistance (TAA)	DEED TAA	Sarah Saito, DEED TAA Supervisor
Section III A and B Section VI, Requirements for Core Programs	DEED Rapid Response Team	Jason Wadell, State Rapid Response Team Supervisor
Section III A and B Section VII, State Plan Partner Programs Jobs for Veterans' State Grants	DEED Veterans Employment Services	Ray Douha, DEED Veterans Employment Services Director
Section VII, State Plan Partner Programs Senior Community Service Employment Program (SCSEP)	DEED Employment & Training Programs Division	Lensa Idossa, Adult/Dislocated Worker Supervisor
Performance Indicators Appendix	All WIOA Core Programs	

The GWDB has created a [SharePoint Site](#) as a repository for guidance, resources, and pertinent timelines. Program Administrators will have access to working documents and will be able to share information with others on the planning team.

For questions regarding State Plan contributions, please contact Kay Kammen at [Kay.Kammen@state.mn.us](mailto:Kay.Kammen@state.mn.us). For questions about Local or Regional Plan contributions, please contact Sonji Davis at [Sonji.Davis@state.mn.us](mailto:Sonji.Davis@state.mn.us).

## **Regional and Local Planning Guidance**

WIOA requires that in addition to a State Plan being submitted by each state applying for funding under the Act, local and regional plans must also be submitted to remain in compliance with the legislation. This guidance for Local and Regional planning reflects a commitment that is guided by the One Minnesota Plan. Minnesota does best when state agencies and community partners collaborate to achieve common goals. Through the state, local and regional planning process, the GWDB seeks to build in alignment of the state agency, local, and regional programs and priorities. This involves transparency in the state's planning, programs, initiatives and funding prior to the start of the local and regional planning process. The Workforce Summit provided an opportunity for both state and local partners to hear from one another, to share best practices and discover potential ways for interagency and local coordination taking into consideration where we are as a state and what we hope to accomplish in the next four years.

In the planning process each local area provides an opportunity to share with the state their regional perspective on ways to incorporate the state's vision, goals, and strategies for interagency coordination at the local level. Local/regional planning will now be overseen by the Governor's Workforce Development Board (GWDB) staff, with the goal of increasing alignment and strategic coordination with the State Plan.

### Regional Planning Guidance

- Regional plan narratives must be reviewed for updates in regional activities, partners, and or developments identified and deemed necessary by their area's regional leadership team. Regional plan narratives must incorporate updates in data analysis. In order for communities to flourish there must be equitable access for all Minnesotans to workforce development programming, employment, and a family sustaining wage. DEED's Labor Market Analysts have provided data specific to regions and local areas. Regions have challenges, successes, trends, and promising practices that are unique to their respective locations.
- Regional work plans must be reviewed and updated, based on guidance criteria. The updated work plans should reflect the updated narratives and prioritization of alignment with the state's planned goals.

### Local Planning Guidance

- Local plans must be reviewed for updates in policies, activities, partnerships, and or other area updates identified and deemed necessary by the Local Workforce Development Board. Plans should reflect that WIOA places an emphasis on the

integration of services by WIOA partners. All one-stop partners are responsible for providing access to programs and services that will assist in the reemployment of unemployed individuals. It's imperative that partner agencies work seamlessly together with a shared goal to provide opportunities for both the unemployed and the underemployed, particularly for individuals with barriers to employment, including individuals with disabilities and English language learners. Local areas all have challenges, promising practices, and silos of excellence that are unique to their respective locations.

- Local work plans must be reviewed for strategic alignment with the state's updated vision and goals. The local plans work plan and narrative must take into consideration our One Minnesota vision where all Minnesotans are aware of and can access Workforce Development programs and services. There should also be an effort to prioritize the alignment of local strategies with state identified goals.

Through this planning process our local partners are being asked to incorporate strategic alignment between local, state, and federal programs, planning, and resources. It is critical that local areas and regions look to their economic and labor market information (LMI) and adjust strategies for what may now be a different set of circumstances post pandemic, with growing and declining industries, occupations and skills, and changing demographics. Regionally there will be a need to adapt workforce goals and strategic focus for those communities with disproportionately higher unemployment rates and lower earning particularly among underserved population groups, or individuals facing barriers to employment (e.g., low-income individuals, English language learners, individuals without housing, and individuals with disabilities).

### Regional and Local Plan Structure

The Regional and Local plan template is organized into four sections:

- Section A: Vision, Goals and Strategies
- Section B: Program Operations
- Section C: Program and Service Delivery
- Section D: Assurances and Certifications

In the Local and Regional Plan template are links to a variety of TEGL's, regulations, and State laws and regulations. Recently, the release of [TEGL 03-23](#) provided Local and Regional areas with guidance that exemplifies best practices in outreach. In the future, TEGL guidance and

information will be shared by DEED with local area in full and in a highlighted and summarized form for easier access to critical information.

#### Local and Regional Plan Required Attachments

- Attachment A - Regional Oversight Committee
- Attachment B – Local Workforce Development Area Contacts
- Attachment C – Local Area Board Membership List
- Attachment D – Local Area Board Subcommittee List
- Attachment E – Local Workforce Development Area Sub-Grantee List
- If applicable, Attachment F - Local Workforce Development Area Non-CFC Program Service Delivery Location List
- Attachment G - Local Workforce Development Area Key Industries in Regional Economy

#### Timing

Local Areas will submit their planning drafts to the GWDB staff contact for Local and Regional planning guidance by May 6, 2024. A review committee will be selected for the state, local and regional plans to read, provide recommended updates, and recommendations for plan approval for the State Plan, 16 local areas and 6 regions in Minnesota. The full timeline can be found in the timeline section above, with specific local and regional plan timeline details below:

- **May 6, 2024:** Local and Regional Plans due
- **May 6 – August 1, 2024:** GWDB State, Local and Regional Plan Special Committee review and provide feedback or suggested modifications
- **August 2, 2024:** All Local and Regional Plans receive final determinations

## **Regional Plan Template**

### **SECTION A: REGIONAL VISION, GOALS AND STRATEGIES**

- A.1. Describe the regional workforce development area's vision for a skilled workforce.
- A.2. Describe the region's strategic alignment with the State's Vision, Goals and Strategies.
- A.3. Describe best practices or area of strength of the region as it relates to the State's Vision, Goals and Strategies that should be considered for replication or scale across the state.
- A.4. Describe the strategy to work with the entities within your region to carry out the core programs to align resources available in the region to achieve the strategic vision and goals of the local area boards and the state.
- A.5. Describe any additional goals being set by the regional leadership or individual local area boards.
- A.6. Describe how the region is working together to prepare the workforce for state and federal investments in the Bipartisan Infrastructure Law (BIL), the Creating Helpful Incentives to Produce Semiconductors (CHIPS) and Science Act, and the Inflation Reduction Act (IRA) (collectively referred to as Investing in America (IIA)).

### **SECTION B: REGIONAL OPERATIONS**

- B.1. Provide a Strengths Weaknesses Opportunities Threats (SWOT) analysis of the regional workforce system.
- B.2. Describe the selection process for the membership who will provide the leadership to oversee the development and coordination of the regional plan.
- B.3. Describe how the selected organizations from the region will provide oversight to development and implementation of the regional plan. Complete Attachment A - Regional Oversight Committee
- B.4. Describe how the approach used will ensure that partner engagement includes diverse representation, specifically among populations experiencing barriers to employment.
- B.5. Describe how the local area boards will direct system alignment within the region through shared policies and practices.
- B.6. Describe any cooperative service arrangements being planned for the region and how they will promote consistency within the regional workforce development area and with state policy.



## **SECTION C: PROGRAM AND SERVICE DELIVERY**

- C.1. Describe the condition of the regional economy (cite the sources of data and analysis);
- C.2. Describe the sectors or occupations of focus for region, including:
  - a. How the region will use the labor market information and conduct outreach to business and industry to select the targeted sectors for developing sector partnerships for occupations in demand that provide family sustaining wages. If sectors and occupations have been already selected, describe them within this response.
  - b. Alignment to the five sectors of focus in Drive for 5, including which local area in the region is focused on each or any of the Drive for 5 sectors. Complete Attachment G – Local Workforce Development Area Key Industries in Regional Economy.
  - c. The make-up of the sector partnerships will be determined and the expertise and resources they bring to the partnership.
- C.3. The demographic makeup of the labor force in those sectors as compared to the regional labor force, and how the region will work to close any identified gaps.
- C.4. How the local board will make opportunities in these areas known to customers, including employers and job seekers, and how the local board will create, modify or expand responsive workforce development programs and initiatives.
- C.5. Based on the regional/local assessment of workforce development system services, describe how strategies will be created to pursue a more responsive alignment of employment and training services.
- C.6. Describe how the entities responsible for participating in this process will be selected, including their expected roles and responsibilities.
- C.7. Describe how outcomes will be determined in terms of employment and training services.

## **Local Plan Template**

### **SECTION A: LOCAL BOARDS VISION, GOALS AND STRATEGIES**

- A.1. Describe the local area board's strategic vision for preparing a skilled workforce and how it aligns with the State's Vision, Goals and Strategies.
- A.2. Describe the local area board's goals for preparing an educated and skilled workforce, including youth, individuals with barriers to employment, and individuals underrepresented in the local labor force.
- A.3. Describe how these goals relate to the performance accountability measures based on the primary indicators to support regional economic growth and economic self-sufficiency.
- A.4. Describe the strategy to work with the entities within your local workforce development area that carry out the core programs to align resources available to the local area to achieve the strategic vision and goals of the local area board and the state.
- A.5. Describe a best practice or area of strength of the local area as it relates to the State's Vision, Goals and Strategies that should be considered for replication or scale across the state.
- A.6. Describe the sectors or occupations of focus for the local area board, including:
  - a. How those sectors compare to the sectors of focus within your workforce region;
  - b. The demographic makeup of the labor force in those sectors as compared to the local labor force, and how the local area will work to close any identified gaps;
  - c. How the local board will make opportunities in these areas known to customers, including employers and job seekers, and how the local board will create, modify or expand responsive workforce development programs and initiatives.
- A.7. Describe the process used by the local area board to provide opportunity for public comment, including comment by representatives from businesses and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan.
- A.8. Describe how the local area is working together to prepare the workforce for state and federal investments in the Bipartisan Infrastructure Law (BIL), the Creating Helpful Incentives to Produce Semiconductors (CHIPS) and Science Act, and the Inflation Reduction Act (IRA) (collectively referred to as Investing in America (IIA)).

## SECTION B: PROGRAM OPERATIONS

### **CareerForce Operations – Connection to Services**

- B.1. Describe how local area boards will work with each other, core title providers and available data to designate at least one CareerForce Center per local workforce development area as comprehensive and make recommendations on recognizing affiliate and standalone partner sites.
- B.2. Describe the strategies to ensure proper connectivity and coordination among the physical sites within the local workforce development area.
- B.3. Describe the strategies to ensure proper connectivity and coordination among the service providers within the local workforce development area.
- B.4. Describe other strategies that will be used to maximize services and access to services, such as non-traditional hours or using partner facilities.
- B.5. Describe the strategic approaches to ensure all elements of Career Services are available at service locations or online, including services for youth and individuals with barriers to employment or service access.
- B.6. Describe how the local area board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.
- B.7. Describe how the one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by one-stop partners.
- B.8. Describe how supportive services, such as transportation and other needs, will be coordinated to better serve individuals with specific barriers to training, education and employment.

### **CareerForce Operations - Accessibility**

- B.9. Describe strategies that will be used to leverage technology for services and ensure compliance with accessibility standards.
- B.10. Describe the replicated cooperative agreements (as defined in section 107(d)(11) of WIOA) between the local area board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under title I of such Act (29 U.S.C. 720 et seq.) (other than section 112 or

part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such Act (29 U.S.C. 721(a)(11) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

- B.11. Describe how entities within the one-stop delivery system will comply with section 188 of WIOA, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities including providing staff training and support for addressing the needs of individuals with disabilities.

**CareerForce Operations – EEO Compliance**

- B.12. The local workforce development area and their partners are aware of the responsibilities of the Equal Opportunity Officer, including attending DEED sponsored EO Training?

Yes

\_\_\_\_\_

- B.13. The local workforce development area is aware of and conducts annually a physical and program accessibility review.

Yes

\_\_\_\_\_

- B.14. Does the local workforce development area have in place an agreed upon WIOA Discrimination complaint process per the [regulations](#)?

Yes

\_\_\_\_\_

- B.15. Does the local workforce development area have in place an agreed upon WIOA Program Complaint Policy per the [regulations](#)?

Yes

\_\_\_\_\_

- B.16. Does the local workforce development area have in place a [language access policy and plan](#)? Describe your local workforce development areas language access policy. If you do not have a policy in place, use the following link as a guide in creating your policy

[Language Access Assessment and Planning Tool for Federally Conducted and Federally Assisted Programs \(lep.gov\)](#). This link on pages 9-15 includes sample assessments, questions and information on: 1) Understanding how LEP individuals interact with your agency; 2) Identification and assessment of LEP Communities; 3) Providing language assistance services; 4) Training of staff on policies and procedures; 5) Providing notice of language assistance services. Should you have questions pertaining to your LWDA's language access policy contact the Office of Diversity and Equal Opportunity at [DEED.ODEO@state.mn.us](mailto:DEED.ODEO@state.mn.us)

Yes

\_\_\_\_\_

- B.17. Describe the affirmative outreach strategies your local workforce development area will employ to recruit participants that are representative of the populations in your region. (You may also attach an outreach or engagement plan if one exists for your LWDA).

### **CareerForce Partners**

- B.18. Describe the roles and resource contributions of the one-stop partners.
- B.19. Describe how the local area board will ensure continuous improvement of eligible providers of services through the system.
- B.20. Describe the local workforce development area's processes to assure non-duplicative services and avoid duplicate administrative costs.
- B.21. Describe how the Memorandum of Understanding will be or has been developed and used to ensure commitment of resources from service providers and required partners.
- B.22. Describe how local area boards will ensure state policies on infrastructure funding requirements are adhered to and the process for addressing any discrepancies or disagreements.
- B.23. Describe how local area boards, who contract out for provider services, will ensure that providers fully participate in infrastructure funding requirements and the alignment of service delivery within the local workforce development area 134(c)(3)(G) of WIOA.
- B.24. Describe the competitive process to be used to award the sub-grants and contracts in the local workforce development area for activities carried out under section 107(d)(16) WIOA.
- B.25. Describe and identify the entity responsible for the disbursement of grant funds described in section 107(d)(12)(B)(i)(III) of WIOA.

### **Levels of Performance**

- B.26. Describe how the local levels of performance negotiated with the Governor and chief elected official will be used to measure the performance of the local workforce development area and to be used by the local area board for measuring the performance of the local fiscal agent, eligible providers under subtitle B of WIOA and the One-stop delivery system.
- B.27. Describe the actions the local area board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the state board.

**Local Workforce Board Governance**

- B.28. Briefly describe the local area board's policy and timetable for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Include in your description any plans to fill the terms that will be expiring as of June 30, 2024.
- B.29. Is your local area board currently in compliance with WIOA?  
Yes \_\_\_\_\_  
No \_\_\_\_\_  
If No, what steps will be taken to bring your local area board into compliance by June 30, 2024?
- B.16. Please include in Attachment B the composition of your board, including the sectors represented on the board, and to the extent practicable, the demographic makeup of your board.

**SECTION C: PROGRAM AND SERVICE DELIVERY**

**Local Area Board Program and Service Delivery**

- C.1. Describe how the local area board, working with the entities carrying out core programs will expand access to employment opportunities for eligible individuals, particularly eligible individuals with barriers to employment.
- C.2. Describe how the local area board, working with the entities carrying out core programs, will expand access to supportive services for eligible individuals, particularly eligible individuals with barriers to employment.

- C.3. Describe how the local area board will facilitate the development of career pathways, co-enrollments (as appropriate) and activities that lead to industry recognized post-secondary credentials that are portable and stackable.
- C.4. Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local workforce development area.
- C.5. Describe and assess the type and availability of youth workforce investment activities in the local workforce development area, including youth with disabilities, which description and assessment shall include an identification of successful models of such youth workforce development activities.
- C.6. Describe how training services under chapter 3 of subtitle B of WIOA will be provided in accordance with section 134(c)(3)(G) of WIOA, including, if contracts for 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 area board will ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided.
- C.7. Describe the plans and strategies for, and assurances concerning, maximizing coordination of service provided by the state employment service under Wagner-Peyser Act, and services provided in the local workforce development area through the one-stop delivery system, to improve service delivery and avoid duplication of services.

**Interagency Coordination**

- C.8. Describe how the local workforce development system will work with entities carrying out core programs to align and support services with programs of study authorized under Carl D. Perkins Career and Technical Education Act.
- C.9. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with relevant secondary and post-secondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.
- C.10. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with public transportation and other appropriate supportive services.
- C.11. Describe how the local area board will coordinate workforce investment activities carried out under this title in the local workforce development area with the provision of adult education and literacy activities under title II, including a description of how the local area board will carry out, consistent with subparagraphs (A) and (B)(i) of section



107(d)(11) and section 232 of WIOA, and the review of local applications submitted under title II of WIOA.

### **Employer & Economic Development Engagement**

- C.12. Describe how the local area board will ensure that eligible providers meet the employment needs of local employers, workers and job seekers.
- C.13. Describe how the local area board will facilitate engagement of employers, including small employers, and employers in in-demand industry sectors and occupations, in workforce development programs.
- C.14. Describe how the local area board will support a local workforce development system that meets the needs of businesses in the local workforce development area.  
102(b)(4)(ii).
- C.15. Describe how the local area board will better coordinate programs and services with local and regional economic development providers.
- C.16. Describe how the local area board will strengthen linkages between the one-stop delivery system and unemployment insurance programs by offering services to laid-off workers and possible lay-off preventative services for businesses, such as incumbent worker training that up-skills the workers and meets the needs of employers (can include but not be limited to, on-the-job training, apprenticeships, etc.).
- C.17. Describe how the local area board will coordinate workforce investment activities with economic development activities, including the promotion of entrepreneurial skills training and microenterprise services.

### **Dislocated Worker Supports**

- C.18. How does the local workforce development area ensure staff comply with the policies and procedures for Rapid Response as communicated on DEED's website?
  - a. How does the local workforce development area inform the state Rapid Response team within 24 hours about an actual or potential dislocation event when there is possibility of a mass layoff (50 or more dislocations)?
  - b. Describe how the local area board will coordinate workforce investment activities carried out in the local workforce development area with statewide rapid response activities.

- C.19. How does the local workforce development area inform the state Trade Act staff of companies that are potentially TAA certifiable?
- a. How does the local workforce development area cooperate with the state Trade Act staff where the layoff involves a company that the DOL trade-certified?
  - b. Is the local workforce development area willing to participate in TAA Counselor Training and TAA Participant Training when a trade-certification occurs?
- Yes \_\_\_\_\_

- C.20. The local workforce development area has developed and implemented local Supportive Service policies that are consistently applied for all participants.
- Yes \_\_\_\_\_

Describe the steps taken to ensure consistent compliance with the policy.

**Services to Military Service Members and Spouses**

- C.21. Are all WIOA-funded partners complying with the guidance provided in [TEGL 10-09](#) regarding Priority of Service for Veterans and Eligible Spouses?
- Yes \_\_\_\_\_
- C.22. How do you identify current or former Military Service Members coming into your CareerForce Center?
- C.23. How do you inform current or former Military Service Members coming into your CareerForce Center about “Veteran Priority of Service?”
- C.24. If your CareerForce Center has a presence on the Internet (outside of your local DEED CareerForce Center site) how do you promote Public Law 107-288, “Veterans Priority of Service” to veterans on that website?
- C.25. How do you identify current or former Military Service Members with “significant barriers to employment?”
- C.26. When a current or former Military Service Member with a significant barrier to employment is identified, how do you refer them to an appropriate intensive service

provider when there is no Disabled Veteran Outreach Program (DVOP) specialist in your CareerForce Centers?

- C.27. How are DVOP and/or Local Veterans Employment Representatives (LVER) staff integrated into the overall service delivery strategy in your CareerForce Centers?
- C.28. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program universal customers) are registering in MinnesotaWorks.net and are making their resumes viewable to employers?
- C.29. Are all WIOA-funded partners complying with the guidance provided in [TEGL 11-11, Change 1](#) and [TEGL 11-11, Change 2](#) regarding Selective Service?

Yes \_\_\_\_\_

**SECTION D: ASSURANCES AND CERTIFICATIONS**

**Training and Employment Guidance and State Law Compliance**

**Conflict of Interest and Integrity:** Local area boards must make decisions in keeping with several laws and regulations. Indicate below that your local area board is aware and that the local workforce development area's conflict of interest policies are in compliance with DOL Training and Employment Guidance Letter [\(TEGL\) 35-10](#) and [Minnesota OGM 08-01](#) and its relevant federal laws and regulations, including being aware of the:

- A) referenced statute on Government Records
- B) requirement to retain documentation for six years.

Yes \_\_\_\_\_

**Handling and Protection of Personally Identifiable Information:** The local workforce development area is complying with the guidance provided in [TEGL 39-11](#).

Yes \_\_\_\_\_

**Human Trafficking:** The local workforce development area is aware of [TEGL 09-12](#) and will follow the procedures for working with trafficked persons.

Yes \_\_\_\_\_

**Gender Identification:** The local workforce development area is aware of [TEGL 37-14](#) (and associated Attachments [1](#) and [2](#)) and will follow the procedures for developing a similar policy including key terminology and have in place regarding working with customers who may be lesbian, gay, bisexual and transgender. Local workforce development areas will also participate in any related training.

Yes

\_\_\_\_\_

**Uniform Guidance:** The local workforce development area is aware of [TEGL 15-14](#) regarding Uniform Guidance.

Yes

\_\_\_\_\_

### **Assurances**

By signing and submitting this plan, the local area board is assuring on behalf of itself and the subgrantee, where applicable:

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA) and the Workforce Innovation and Opportunity Act and any other DEED/Workforce Development Employment and Training funds, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions and other assurances of the following laws:

- **Accessibility** - [Section 508 of the Rehabilitation Act of 1973, as amended](#) - Requires that federally funded program providers make their electronic information and technology accessible to people with disabilities;
- **ACORN** – [Funds may not be provided](#) to the Association of Community Organizations for Reform Now, or any of its affiliates, subsidiaries, allied organizations or successors;
- **Audits** – [2 CFR 200.501](#) and [Single Audit Act Amendments of 1996](#) - organization-wide or program-specific audits shall be performed;
- **Buy American**- Buy American Act – award may not be expended unless the funds comply with [USC 41, Section 8301-8303](#);

- **Data Sharing** – [MN Access to Government Data](#), [MN Duties of Responsible Authority](#); [MN Access to Information](#); [MN Administrative Rules Data Practices](#); [DEED Policy – Data Practices](#);
- **Disability** - that there will be compliance with the [Architectural Barriers Act of 1968](#), [Sections 503 and 504 of the Rehabilitation Act of 1973](#), as amended, and the [Americans with Disabilities Act of 1990](#);
- **Drug-Free Workplace** – [Drug-Free Workplace Act of 1988](#) – requires all organizations to maintain a drug-free workplace;
- **Equipment** – [2 CFR 200. 313](#), [200.439](#) – must receive prior approval for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year;
- **Fire Safety** – [15 USC 2225a](#) – ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act ([Public Law 101-391](#));
- **Fraud/Abuse** - that the provider has policies on fraud and abuse and will contact DEED for potential fraud and abuse issues; [20 CFR 667.630](#); [DEED Policy – Fraud Prevention and Abuse](#);
- **Health Benefits** – [Public Law 113-235, Division G, Sections 506 and 507](#) – ensure use of funds for health benefits coverage complies with the [Consolidated and Further Continuing Appropriations Act, 2015](#);
- **Insurance** - that insurance coverage be provided for injuries suffered by participants in work-related activities where Minnesota's workers' compensation law is not applicable as required under Regulations [20 CFR 667.274](#);
- **Insurance** – [Flood Disaster Protection Act of 1973](#) – provides that no Federal financial assistance to acquire, modernize or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification;
- **Limited English** - [Executive Order 13166](#) - Improving access to services for persons with limited English proficiency;
- **Nondiscrimination** - [Section 188 of the Workforce Innovation and Opportunity Act](#) (WIOA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;

- **Nondiscrimination** - [Section 188 of the Workforce Investment Act of 1998 \(WIA\)](#) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;
- **Nondiscrimination** - [Title VI of the Civil Rights Act of 1964, as amended](#) – Prohibits discrimination on the bases of race, color, and national origin under any program receiving federal financial assistance;
- **Nondiscrimination** - [Title VII of the Civil Rights Act of 1964, as amended](#) - Prohibits discrimination on the basis of race, color, religion, sex or national origin in employment;
- **Nondiscrimination** - [Title II of the Genetic Information Nondiscrimination Act of 2008](#) - Prohibits discrimination in employment on the basis of genetic information;
- **Nondiscrimination** - [Title V of the Older Americans Act of 1965](#) - Prohibits discrimination based on race, color, religion, sex, national original, age disability or political affiliation or beliefs in any program funded in part with Senior Community Services Employment Program funds;
- **Nondiscrimination** - [Title IX of the Education Amendments of 1972, as amended](#) - Requires applying nondiscrimination provisions, based on sex, in educational programs;
- **Nondiscrimination** - [Title I \(Employment\) Americans with Disabilities Act \(ADA\)](#) - Prohibits state and local governments, from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment;
- **Nondiscrimination** - [Title II \(State and Local Governments\) Americans with Disabilities Act \(ADA\)](#) - Prohibits qualified individuals with disabilities from discrimination in services, programs, and activities;
- **Nondiscrimination** - [Section 504 of the Rehabilitation Act of 1973, as amended](#) - Prohibits discrimination against qualified individuals with disabilities;
- **Nondiscrimination** - [Age Discrimination Act of 1975, as amended](#) - Prohibits discrimination on the basis of age;
- **Nondiscrimination** - [Title 29 CFR Part 31](#) Nondiscrimination in federally-assisted programs of the Department of Labor, effectuation of Title VI of the Civil Rights Act of 1964;
- **Nondiscrimination** - [Title 29 CFR Part 32](#) Nondiscrimination on the basis of disability in programs and activities receiving or benefiting from federal assistance;

- **Nondiscrimination** - [Title 29 CFR Part 33](#) Enforcement of nondiscrimination on the basis of disability in programs or activities conducted by the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 35](#) Nondiscrimination on the basis of age in programs or activities receiving federal financial assistance from the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 37](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Investment Act of 1998;
- **Nondiscrimination** - [Title 29 CFR Part 38](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Innovation and Opportunity Act;
- **Nondiscrimination** - [Executive Order 13160](#) Nondiscrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent in federally conducted education and training Programs;
- **Nondiscrimination** - [Executive Order 13279](#) - Nondiscrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants, contracts, and loans;
- **Nondiscrimination** - [The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A](#) - Prohibits discrimination in employment and providing public services on the basis of race, color, creed, religion, natural origin, sex, marital status (employment only), disability, status with regard to public assistance, sexual orientation, familial status (employment only), citizenship, or age (employment only), and local human rights commission activity (employment only);
- **Nondiscrimination** - that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA and [WIOA Section 188](#), as provided in the regulations implementing that section, will be completed;
- **Opportunity** – [Executive Order 12928](#) – encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals;
- **Personally Identifiable Information (PII)** – [Training and Guidance Letter 39-11](#) – must recognize and safeguard PII except where disclosure is allowed by prior written approval of the Grant Officer or by court order;
- **Procurement** – Uniform Administrative Requirements – [2 CFR 200-317-36](#) – all procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition;



- **Publicity** – no funds shall be used for publicity or propaganda purposes, preparation or distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state/local legislature or legislative body, except in presentation to the Congress or any state/local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government;
- **Salary/Bonus** – [Public Law 113-235, Division G, Title I, Section 105](#) – none of the funds appropriated under the heading “Employment and Training” shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of [Executive Level II](#). Further clarification can be found in [TEGL 5-06](#);
- **Seat Belts** - [Executive Order 13043](#) – Increasing Seat Belt Use in the United States;
- **Text Messaging** – [Executive Order 13513](#) – encouraged to adopt and enforce policies that ban text messaging while driving company-owned or –rented vehicles or GOV or while driving POV when on official Government business or when performing any work for or on behalf of the Government;
- **Trafficking of Persons** – [2 CFR 180](#) – OMB Guidelines to Agencies on Government wide Debarment and Suspension – may not engage in severe forms of trafficking, procure a commercial sex act or use forced labor in the performance;
- **Veteran Priority of Service** - [Public Law 107-288: Jobs for Veterans Act](#) - Priority of service for veterans (including veterans, eligible spouses, widows and widowers of service members) in qualified job training programs;
- **Veterans** - [Public Law 112-56: Vow to Hire Heroes Act of 2011](#) - Establishes guidelines for service providers who are providing employment, training, academic or rehabilitation services for military veterans;
- **Veterans** - that veterans will be afforded employment and training activities authorized in WIA and WIOA Section 134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. ([38 USC 4215](#)), U.S. Department of Labor,

[Training and Employment Guidance Letter 5-03](#) and Minnesota's Executive Order 06-02;

- **Voter Registration** - that the required voter registration procedures described in [Minnesota Statutes 201.162](#) are enacted without the use of federal funds;
- **Voter Registration** – [52 USC 20501 – 20511](#) – National Voter Registration Act of 1993.

### **Certifications**

By signing and submitting this plan, the local area board is certifying on behalf of itself and the subgrantee, where applicable:

- A. That this ***Regional and Local Workforce Development Area Plan*** was prepared and is in accordance with all applicable titles of the WIOA Act of 2014, Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with Minnesota's current and future state plans;
- B. that it has provided at least a thirty day period for public comment and input into the development of plan by members of the local area board and the public (including persons with disabilities) and has provided information regarding the plan and the planning process, including the plan and supporting documentation, in alternative formats when requested and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor's representative) Section 118(c); Section 108 (d)
- C. that the public (including individuals with disabilities) have access to all of the local area boards and its components' meetings and information regarding the local area board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the contract/master agreement issued by DEED have been established;
- E. that it is, and will maintain a certifiable local area board;
- F. that it will comply with the confidentiality requirements of WIA Section 136 (f)(3) and WIOA Section 116 (i)(3)
- G. that the respective contract/master agreement and all assurances will be followed;
- H. that it will ensure that no funds covered under the contract/master agreement are used to assist, promote, or deter union organizing;
- I. that this plan was developed in consultation with the local area board;

- J. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- K. that the local area board members will not act in a manner that would create a conflict of interest as identified in 20 CFR 667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- L. that local area board and staff are aware of local WorkForce Center services, and are working with and referring to the WorkForce Center services as appropriate;
- M. that all staff are provided the opportunity to participate in appropriate staff training;
- N. that, if applicable, the local area board must maintain the currency of its information in the System Award Management until submission of the final financial report or receive the final payment, whichever is later;
- O. that sponsored (in whole or in part) conferences are charged to the grantee as appropriate and allowable; and
- P. that funds are not used for the purpose of defraying costs of a conference unless it is directly and programmatically related to the purpose of the award.
- Q. that the local area board and its sub-grantees must also adhere to the same certifications and assurances that DEED must assure.

## **WIOA Guidance**

This list of guidance is non-exhaustive and applies only to ETA programs. ETA has published a number of documents to guide the operationalization of WIOA, with the most recent and popular listed below. Find the full library of guidance [here](#).

- [Training and Employment Guidance Letter \(TEGL\) 04-23](#)
  - *Conveys to states the Administration's priorities, State Plan requirements, submission process, and deadline for WIOA Unified and Combined State Plans (State Plans) for PY 2024 through 2027, consistent with WIOA Sections 102 and 103.*
- [Training and Employment Guidance Letter \(TEGL\) 05-23](#)
  - *Provides information to the public workforce system and other entities that receive federal financial assistance under Title I of WIOA, as well as education and training programs or activities receiving DOL financial assistance, regarding the prohibition on discrimination based on actual or perceived religion, shared ancestry, or ethnic characteristics.*
- [Training and Employment Guidance Letter \(TEGL\) 09-22](#)
  - *Guidance and planning information to states, local workforce areas, and other recipients of Workforce Innovation and Opportunity Act (WIOA) Title I youth formula funds on the activities associated with the implementation of WIOA.*
- [Training and Employment Guidance Letter \(TEGL\) 07-22](#)
  - *Increasing Employer and Workforce System Customer Access to Good Jobs.*
- [Training and Employment Notice \(TEN\) 16-22](#)
  - *The Employment and Training Administration is Implementing Grant Solutions for Grant Award Processing and the Payment Management System for Financial Reporting.*
- [Training and Employment Guidance Letter \(TEGL\) 22-20](#)
  - *Program Year (PY) 2021 Funding Allotments and Instructions for the Indian and Native American (INA) Programs.*
- [Training and Employment Guidance Letter \(TEGL\) 23-20](#)
  - *Program Year (PY) 2021 Planning Guidance for National Farmworker Jobs Program Career Services and Training Grantees and Housing Grantees.*

- [Training and Employment Guidance Letter \(TEGL\) 07-20](#)
  - *Effective Implementation of Priority of Service Provisions for Most in Need Individuals in the Workforce Innovation and Opportunity Act (WIOA) Adult Program.*
- [Training and Employment Guidance Letter \(TEGL\) 08-19](#)
  - *Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs.*
- [Training and Employment Guidance Letter \(TEGL\) 19-16](#)
  - *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules.*
- [Training and Employment Guidance Letter \(TEGL\) 21-16](#)
  - *Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance.*

## SIGNATURE PAGE

Local Workforce Development  
Area Name

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Local Area Board Name

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Name and Contact Information for the Local Area Board Chair:

**Name**

---

**Title**

---

**Organization**

---

**Address 1**

---

**Address 2**

---

**City, State, ZIP Code**

---

**Phone**

---

**E-mail**

---

Name and Contact Information for the Local Elected Official(s):

**Name**

---

**Title**

---

**Organization**

---

**Address 1**

---

**Address 2**

**City, State, ZIP Code**

**Phone**

**E-mail**

We, the undersigned, attest that this submittal is the Local Plan for our Workforce Development Board and Local Workforce Development Area and hereby certify that this Local Plan has been prepared as required and is in accordance with all applicable state and federal laws, rules and regulations.

**Local Area Board Chair**

**Local Elected Official**

Name

\_\_\_\_\_

Name

\_\_\_\_\_

Title

Local Area Board Chair

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

Signature

Date

\_\_\_\_\_

Date

\_\_\_\_\_



**Attachment A**

**REGIONAL OVERSIGHT COMMITTEE**

**Regional Workforce  
Development Area**

**Local Workforce Development  
Area**

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<b>MEMBER (Name, Title)</b>	<b>ORGANIZATION</b>	<b>LWDA</b>	<b>COMMITTEE ROLE</b>

**Attachment B**

**LOCAL WORKFORCE DEVELOPMENT AREA CONTACTS**

<b>ROLE</b>	<b>Contact Name</b>	<b>Phone</b>	<b>Email</b>	<b>Reports to (name only)</b>
Rapid Response Liaison for Mass Layoffs				
Equal Opportunity Officer				
Program Complaint Officer				
Records Management/Re cords Retention Coordinator				
ADA Coordinator				
Data Practices Coordinator				
Language Access Coordinator				

CareerForce Center in \_\_\_\_\_

<b>ROLE</b>	<b>Contact Name</b>	<b>Phone</b>	<b>Email</b>	<b>Reports to (name only)</b>

Site Representative				
Job Service Manager				
Vocational Rehabilitation Services Manager				
State Services for the Blind Manager				
Local Workforce Development Area Director				
Adult Basic Education (ABE)				
Carl Perkins Post- Secondary Manager				
Adult				
Dislocated Worker				
Youth				

**Attachment C**

**LOCAL AREA BOARD MEMBERSHIP LIST**

**Regional Workforce  
Development Area**

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**Local Workforce  
Development Area**

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<b>MEMBER</b>	<b>POSITION/ORGANZIATION</b>	<b>TERM ENDS</b>
Representatives Of Business in Local Workforce Development Area		
Labor & Community-Based Organizations		
Education & Training		
Government		

**CONTACT INFORMATION**

<b>NAME</b>	<b>ADDRESS/PHONE/EMAIL</b>
Chair	
Vice Chair	

Secretary	
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## **Attachment G**

### **LOCAL WORKFORCE DEVELOPMENT AREA KEY INDUSTRIES IN REGIONAL ECONOMY**

Based on your most recent analysis of regional economies, provide a list of the key industries in your regional economy.