

Instructions for Local Workforce Investment Plans Program Year 2011

The local workforce investment plans pertain to Program Year 2011 (July 1, 2011 through June 30, 2012). The plans will be due to the State Workforce Innovation Council, c/o the Indiana Department of Workforce Development by 5:00 p.m. EST on Friday, April 29, 2011. Plans must be submitted in electronic format using Microsoft Office (except where otherwise noted) via email to: nklinck@dwd.in.gov.

Overview

Governor Mitchell E. Daniels, Jr. has made growing Indiana jobs and personal income the organizing principles of his administration. In line with the Governor's overall agenda, he has laid out the following three priorities for the publicly funded workforce system:

- 1. Grow jobs in Indiana**
- 2. Increase personal income of Indiana residents**
- 3. Deliver premier customer service**

To achieve success on these priorities, the State Workforce Innovation Council and the Indiana Department of Workforce Development have established four strategic goals for workforce investment programs. All workforce investment initiatives and activities throughout the State of Indiana must cohere to the following four strategic goals, and all four goals must be met by each workforce investment board and regional workforce board through the activities described in the local plans:

1. *Ensure Hoosiers understand and achieve occupational goals that advance Indiana's economy.*

Provide relevant, reliable and visible career development for Indiana adults and at-risk youth that includes career development, adult remedial education, occupational training, workplace-skill development, and (re)employment assistance, with a focus on high-wage or high-demand jobs.

2. *Identify, align and connect Indiana employers with qualified workers.*

Ensure collaborative and integrated partnerships between the workforce investment system and the employment community, focusing on high-wage or high-demand sectors, that provide reliable and visible support to employers seeking qualified workers. Reciprocally, ensure partnerships that provide input to the educational and supportive programs and services provided to youth and adult learners and workers.

3. *Achieve a cohesive workforce investment system.*

Provide a workforce investment system whose education and support programs articulate with the state's public, private, nonprofit and community-based institutions to insure the delivery of highest-quality opportunities for career-development and re(employment).

4. *Deliver optimal high quality and efficiency statewide.*

Ensure a workforce investment system delivered by professional staff who possess the knowledge and skills to support youth and adult learners in their career development and (re)employment.

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All workforce investment boards and regional workforce boards are required to develop and submit workforce investment plans, adhering to the guidelines established within this policy and the attached instructions. Local and regional workforce investment plans are expected to be data driven and, and as required by Section 118(a) of the Workforce Investment Act, must be consistent with the State Workforce Investment Plan. Local plans are subject to review and approval by the State Workforce Innovation Council (SWIC); approved plans will form the basis for the SWIC's performance review of the WIBs/RWBs at the close of the Program Year.

Plan Contents:

All workforce investment plans will consist of seven (7) sections:

- 1) Executive Summary
- 2) Labor Market Analysis
- 3) Operational Plans
- 4) Partnerships
- 5) Budget
- 6) Governance and Structure
- 7) Program Contact Persons and Signature Page

All questions or items contained within these instructions must be addressed within the plan in the order they are presented. In responding, please preserve all section headings and bullet-points.

1) Executive Summary

The Executive Summary should provide a concise description of the entirety of the plan. It should be able to function as a stand-alone document that describes the key themes, initiatives, and actions to be taken by the workforce investment board or regional workforce board during Program Year 2011 (July 1, 2011 – June 30, 2012).

(The Executive Summary should not exceed two pages)

2) Labor Market and Demographic Analysis

Please conduct a careful analysis and evaluation of the attached labor market and demographic data and respond to the questions that follow. Additional, validated data may be included the analysis— please cite additional data used and its source, and include the data in an appendix to the plan.

All subsequent sections of the plan should be based upon the findings presented in this section plan.

- What are the area's primary business sectors by business size?
(Response should not exceed one page)
- What are the area's high-demand, high wage occupations, and what job skills and educational attainment are needed for those occupations?
(Response should not exceed two pages.)
- What industries and occupations within the local area's economy are expected to grow or decline within the next three years and within the next ten years? Does the area have any "targeted"

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employment sectors? If so, describe the information and process utilized to establish the “targeted” sector.

(Response should not exceed two pages)

- How and to what extent do the current and projected employment opportunities within the local area/region differ? What actions is the area undertaking to respond to that anticipated divergence?
(Response should not exceed two pages)

- Please attach the policy (including the “demand occupation” list) currently used in allocating occupational training funds. Given the responses to the questions above, does the current policy require modification? If not, why; if so, in what way?
(Response should not exceed one page, excluding attachment)

- Analyze statistically the area’s workforce according to the following categories and evaluate it against the employment needs described above.

- Demographics (Age, Gender, Race)
- Educational Attainment (HSD/GED, Associate, Bachelor, Advanced Degree)
- Employed/Unemployed numbers and percentages

Which demographic groups are most in need of career development, training and re(employment) services?

(Response should not exceed one page)

- Based upon labor market information and demographics, what makes the area unique to its contiguous areas and within the state as a whole?
(Response should not exceed one page)

3) Operational Plans

- Provide the address, phone number, and hours of operations for each WorkOne office located within the area. Identify which offices are “full-service” and “express.”
- Does the WIB/RWB use any performance metrics in addition to Common Measures? If so, describe those metrics. Please attach as appendices copies of performance reports presented to the WIB/RWB for the last two quarters of calendar-year 2010 and the first quarter of calendar-year 2011.
(Response should not exceed one-half page, not including attachments)
- How does the WIB/RWB measure the success of its executive staff/regional operator? In the case of an RWB seeking to transition to a WIB, how will the success of its executive staff be measured going forward?
(Response should not exceed one page)

WIA Adult and Dislocated Worker Services

- Complete WIA Adult and Dislocated Worker Services Matrix attachment.
(Directions included. WIBs/RWBs will be provided a formatted template to complete)

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- Describe the criteria to be used by the WIB/RWB and the process followed by the board to determine if WIA Annual Adult funds shall be considered “limited.” Although a WIB/RWB can generally consider WIA Adult funds as unlimited, a limitation is *required* when any of the following conditions exists:
 - Has the area requested additional WIA funds/discretionary funds for Adult programs in previous three program years?
 - Has the area transferred any WIA Dislocated Worker Funds into the WIA Adult program within previous three program years?
 - Does the area regularly expend over 90% of its WIA annual Adult funds?

(Response should not exceed one-half page)
- In accordance with the process outlined above, describe the process to ensure priority is provided to recipients of public assistance if WIA Adult funds are “limited.” If WIA Adult funds are not limited, please skip to the next question.

(Response should not exceed one-half page)
- Describe the process that the WIB/RWB will use to ensure priority is provided to veterans and veterans’ spouses. Describe the process to ensure that DVOPs and LVERs serve *only* veterans and veterans’ spouses.

(Response should not exceed one-half page)
- How does WIB/RWB measure the success of its service providers?

(Response should not exceed one-half page)
- How does WIB/RWB measure the efficacy of the training providers at which recipients awarded Individual Training Accounts enroll? Under what conditions would the WIB/RWB disallow enrollment in a given institution?

(Response should not exceed one-half page)
- Please include policies or processes to track and support learner persistence in and completion of the program in the program of study.

(Response should not exceed one-half page)

WIA Youth Services

- Complete Youth Services Matrix attachment
(Directions included. WIBs/RWBs will be provided a formatted template to complete)
- Indicate the number of WIA Youth service staff persons located within the local area/region?
- Describe specific outreach activities targeted to Youth within the local area/region. *(Response should not exceed one-half page)*
- How does WIB/RWB measure the success of Youth service providers?
(Response should not exceed one-half page)

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Other Services

- How does the WIB/RWB ensure that local staff coordinate activities with the State Rapid Response team/Dislocated Worker Unit to perform the following:
 - Secure and share information when there is a possibility of a mass layoff (50 or more workers)?
 - Coordinate activities where a layoff involves a company that is Trade Adjustment Act certified?

(Response should not exceed one page)

- How does the WIB/RWB ensure the coordination of the following programs, at minimum, at each WorkOne?
 - Unemployment Insurance
 - Trade Act
 - Title 38 Veterans Programs (LVER, DVOP)
 - Work Profiling Reemployment Services (WPRS) and Reemployment Eligibility Assessment (REA)

(Response should not exceed two pages)

- What strategies does the WIB/RWB employ to conduct outreach to and serve ex-offenders? With which partner organizations does the WIB/RWB work in serving ex-offenders?

(Response should not exceed one-half page)

- Briefly describe the business services, specifically job recruitment, job posting, and job matching services, that are offered within the local area/region.

(Response should not exceed one page)

4) Key Partnerships

- Complete WIB/RWB Partnership Matrix
(Directions included. WIBs/RWBs will be provided a formatted template to complete)
- Attach One-Stop Partner MOU –**WIBs only need to respond**
(Must follow guidance contained within DWD policy – sample MOU provided in policy)
- Describe the policy and process for referring clients to other agencies/organizations that provide social-services, including but not limited to: nutritional assistance, home rent/utility subsidies, domestic-violence support, personal-finance management, legal counseling, disability support, substance-abuse intervention.
(Response should not exceed one page)
- Describe how the WIB partners with economic development entities within the local area and at the state level.
(Response should not exceed one-half page)

5) Budget

- Attach a copy of the WIB/RWB's budget, including all funding streams.
(Directions included. WIBs/RWBs will be provided a formatted template to complete)

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- Describe how the WIB/RWB will ensure that administrative spending is kept to a minimum
 - Explain how WIA administrative funds will be utilized, including projected expenditures for the following categories:
 - Staffing (Administrative Cost)
 - Travel
 - Outreach
 - Other (describe)
 - Provide any policies/procedures the WIB/RWBs will utilize to approve the following:
 - Hiring of staff
 - Travel
- (Response should not exceed two pages, not included any attached policies)*

6) Governance and Structure

- Describe how the WIB/RWB consulted with members of the public, including local elected officials, representatives of business, labor, and economic development prior to the submission of this plan
(Response should not exceed one-half page)
- Describe the role of the local elected officials in the governance and implementation of WIA programs in the local area/region. (Attach a copy of the local elected official agreement)
(Response should not exceed one-half page, not including attached agreement)
- Who is the chief elected official for the area, and how is liability for the misuse of WIA funds assumed by the local elected officials? - **WIBs only need to respond.**
(Response should not exceed one-half page)
- Identify who the fiscal agent or entity responsible for the disbursement of WIA grant funds in the local area is.
 - Name:**
 - Organization:**
 - Address:**
 - Telephone Number:**
 - Email Address:**
- Describe the nomination and selection process used to appoint members to the workforce investment board. – **WIBs only need to respond.**
(Response should not exceed one-half page)
- Using available workforce data, describe how business representatives that serve on the WIB are appointed to accurately reflect the employment opportunities (primary industries, business size) and the geographic diversity of the local workforce service area. – **WIBs only need to respond.**
(Response should not exceed one-half page)
- Attach a copy of the WIB/RWB bylaws (example of bylaws can be found at http://www.in.gov/dwd/files/SWIC_Bylaws-9-16-10.pdf)

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- The following information, at minimum, is required in the by-laws:
 - Quorum rules
 - Attendance rules
 - Membership terms
 - Identification of Board Officers and Election Procedures
 - Description and duties of any WIB/RWB subcommittees (Youth Council mandatory for WIBs)
 - Voting Rules
 - Description of what constitutes a conflict of interest to a board member and what actions will be taken by the board member in the event of a conflict of interest
 - Describe how the WIB/RWB and any of its subcommittees comply with Open Door Laws
 - Rules for Amending Bylaws

- Provide a description of the WIB/RWB’s support and administrative staffing
 - Complete chart below, indicating the compensation of the top five paid individuals employed/contracted by the WIB/RWB, or employed/contracted by any entities using WIA funds to provide administrative or staff support to the WIB/RWB.

Executive Compensation					
	Staff Person Name	Salary	Benefits	Bonuses	Total Annual Compensation
1		\$	\$	\$	\$
2					
3					
4					
5					

- Attach WIB/RWB Organization Chart, and provide a brief description of the key responsibilities of all WIB or Regional Operator staff persons
(Response should not exceed one page)

- Who is the area’s OneStop Operator (OSO), what are its roles and responsibilities, and describe the OSO designation process – **WIBs only need to respond.**
(Response should not exceed one page)

- Identify what WIA services and/or activities will be awarded through competitive grants within the local area/region, and briefly describe the competitive process that was or will be utilized within each competition?
 - OneStop Operator? (**WIBs only**)
 - WIA Youth Service Providers? (**WIBs only**)
 - WIA Adult Service Providers?
 - WIA Dislocated Worker Providers?
 - Other?*(Response should not exceed two pages)*

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- How does the WIB/RWB eliminate real or perceived conflict of interest in developing RFPs, scoring proposals, and issuing grant awards?
(Response should not exceed one-half page)

7) Program Contact Lists and Signature Page

- Provide the name and contact information of the WIB/RWB's primary contact persons for the following:
 - WIA Adult and Dislocated Worker Programs
 - WIA Youth Programs
 - Fiscal management
 - Electronic/Information systems
 - Data collection/performance
 - WIA Equal Opportunity Officer
 - WIA program complaints
- The Local Plan must be signed and dated by the following (include printed name and title, and contact information):
 - Workforce Investment Board/Regional Workforce Board Chairperson
 - Chief Elected Official

(Attach the signatory page in PDF format)

Attachments to be included

- 1) Local Area/Region List of Demand Occupations or Policy (PDF format acceptable)
- 2) WIA Adult and Dislocated Worker Services Matrix
- 3) WIA Youth Services Matrix
- 4) WIB/RWB Partners Matrix
- 5) Copy of WIB MOU (for WIBs only, in PDF format)
- 6) Copy of local elected officials agreement (for WIBs only, in PDF format)
- 7) Copy of WIB/RWB Bylaws (PDF format acceptable)
- 8) Copy of performance reports to the WIB/RWBs for Q3 and Q4 2010, Q1 2011. (PDF or MS Publisher format acceptable)
- 9) Any other attachments (PDF format acceptable, excepting spreadsheets containing numerical data)