

## Attachment D

### Requirements for Regional Plans

#### Descriptions of regional labor market information and other analysis:

1. A regional analysis of:
  - Economic conditions, including existing and emerging in-demand industry sectors and occupations; and
  - Employment needs of employers in existing and emerging in-demand industry sectors and occupations.
2. An analysis of the regional workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment.
3. An analysis of workforce development activities, including education and training in the region, including:
  - The strengths and weaknesses of workforce development activities;
  - The alignment of education and training programs with the employment needs of regional employers;
  - The capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment; and
  - The employment needs of employers.
4. An analysis of the operational data measures, and how the analysis is reflective of the planning region's service delivery system.

#### Descriptions of regional strategies:

1. Identification of the shared regional strategy to align available resources within a planning region by working with the core programs and other required partners.
2. Description of how the planning regions, with the collaboration of the local workforce development boards, will support the goals and reform principle strategies identified in the Combined State Plan.
3. Establishment of joint regional service strategies, including developing common requirements and policies for work-based training (customized training, incumbent worker training, and on-the-job training) and for training services, through the use of individual training accounts. The planning region must also develop and use cooperative service delivery agreements.
4. Utilization of shared strategies and mutual services in the planning region:
  - Engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations;
  - Provision of business services to employers;
  - Coordination of workforce development programs and economic development;
  - Management of regional rapid response activities;
  - Collaboration with JobsOhio;

- Coordination with relevant secondary and post-secondary education programs and activities with education and workforce investment activities;
  - Coordination with WIOA Title I workforce investment activities with adult education and literacy activities under WIOA Title II, including the review of applications submitted under Title II will be reviewed.
  - Strengthening linkages between the OhioMeansJobs delivery system and unemployment insurance programs; and
  - Ensuring priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.
5. Coordination amongst the planning region for administrative costs, including pooling funds for as appropriate, and WIOA Title I workforce investment activities with the provision of transportation (including coordination with transportation regions once developed by the Ohio Department of Transportation) and other appropriate supportive services in the planning region.
  6. Identification of how the planning region will provide training services, through the use of individual training accounts, in a mutual manner.
  7. The process the planning region undertook to provide a 30 day public comment period prior to submission of the regional plan and the individual local plans.

### **Local Plan Requirements**

**(Completed for each local area in the planning region and submitted as an addendum to the regional plan)**

Description of the Local Workforce Development System (provide a description for each):

1. The workforce development system in the local area that identifies:
  - The programs that are included in the system; and
  - Location of the OhioMeansJobs centers in the local workforce development area.
2. An explanation of the OhioMeansJobs delivery system in the local area, including:
  - How the local board will ensure the continuous improvement of eligible providers of services through the system and that such providers will meet the employment needs of local employers, workers, and jobseekers;
  - How the local board will facilitate access to services provided through the OhioMeansJobs delivery system through the use of technology and other means;
  - How entities within the OhioMeansJobs delivery system, including OhioMeansJobs center operators and partners, 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;
  - How the local board will coordinate with the regional JobsOhio; and

- The roles and resource contributions of the OhioMeansJobs center partners.
3. A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.
  4. A reference to the Comprehensive Case Management Program (CCMEP) plan for each county within the local area. (This requirement is fulfilled if each county within the local workforce development area submitted the CCMEP county plan as required in rule 5101:14-1-03 of the Administrative Code.)
  5. How the local board, in coordination with the OhioMeansJobs center operator, maximizes coordination, improves service delivery, and avoids duplication of Wagner-Peyser Act services and other services provided through the OhioMeansJobs delivery system.
  6. The executed cooperative agreements which define how service providers will carry out the requirements for integration of and access to the entire set of services available in the local OhioMeansJobs system.
  7. An identification of the fiscal agent.
  8. The competitive process that will be used to award the subgrants and contracts for WIOA Title I activities;
  9. The actions the local board will take toward becoming or remaining a high-performing board.
  10. How OhioMeansJobs centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA.

### Assurances

The following assurances must be provided:

- The Local Workforce Development Boards within the planning region must assure it will establish fiscal control and fund accounting procedures to ensure the proper disbursement of, and accounting for all funds received through the Workforce Innovation and Opportunity Act.
- The Local Workforce Development Boards within the planning region must assure that it shall keep records that are sufficient to permit the preparation of reports required by the Act and shall maintain such records, including standardized records for all individual participants, and submit such reports as the State may require.
- The Local Workforce Development Boards within the planning region must assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of the Act.
- The Local Workforce Development Boards within the planning region must assure that funds will be spent in accordance with the Workforce Innovation and Opportunity Act, regulations, written Department of Labor Guidance, written Ohio Department of Job and Family Services guidance, and all other applicable Federal and State laws.
- The Local Workforce Development Boards within the planning region must assure that veterans will be afforded employment and training activities authorized in the Jobs for Veterans Act and 20 C.F.R. Part 1010.

- The Local Workforce Development Boards within the planning region must assure it will comply with any grant procedures prescribed by the Secretary which are necessary to enter into contracts for the use of funds under WIOA, but not limited to the following:
- General Administrative Requirements – Uniform Guidance at 2 C.F.R. Part 200 and 2 C.F.R. Part 2900.
- Assurances and Certifications – SF 424B – Assurances for Non-Construction Programs; 29 C.F.R. Part 31, 32 – Nondiscrimination and Equal Opportunity Assurance (and Regulation); 29 C.F.R. Part 93 – Certification Regarding Lobbying (and Regulation); 29 C.F.R. Parts 94 and 95 – Drug Free Workplace and Debarment and Suspension; Certifications (and Regulation).

### Signature Page

The signature page of the regional plan attests that all assurances have been met and that the regional plan and accompanying local plans represent the local workforce development boards' efforts to maximize resources available under Title I of the Workforce Innovation and Opportunity Act and to coordinate these resources with other State and Local programs in the planning region.

The effective dates of the regional plan and the accompanying local plans must be included on the signature page.

Signatures of all the local workforce development board chairpersons, local workforce development board directors, and the chief elected officials for all the workforce development areas must be included on the signature page. The State will not approve a regional plan and attached local plans if all required signatures are not included.

Signatures will certify that the local workforce development boards in the planning region will operate the WIOA program in accordance with the regional plan and applicable federal and state laws, regulations, policies, and rules.