



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
DIVISION OF WORKFORCE SERVICES  
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Nashville, TN 37243-1002  
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**Workforce Services Policy: Regional and Local Plans**

**Effective:** April 3, 2020\*

**Duration:** Automatic Annual Renewal

**Purpose:**

To provide guidance and establish procedures regarding the preparation of both Regional and Local Plans required by the Workforce Innovation and Opportunity Act (WIOA).

**Scope:**

Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD); Division of Workforce Services (WFS); Tennessee Department of Economic and Community Development (ECD); Tennessee Department of Education (TNED); Tennessee Department of Human Services (DHS); State Workforce Development Board (SWDB); Title I – Adult, Dislocated Worker, and Youth Programs, Title II – Adult Education and Family Literacy Act Program(AE); Title III – Wagner-Peyser Act Program (WP); Title IV – Vocational Rehabilitation Program (VR); Regional Planning Council (RPC); Local Workforce Development Boards (LWDB); Local Workforce Development Areas (LWDA); American Job Center (AJC); One-Stop Operator (OSO); Workforce System Sub-Recipients (Sub-Recipients); Workforce System Partners (Partners)

**I. State of Tennessee Workforce Vision:**

To increase the competitive position of Tennessee business through the development of a high skilled workforce.

**A. Strategic Goals:**

- Clear Connection to Current Industry/Employers
- Clear Pipeline Development Infrastructure
- Clear Integration with Economic Development
- Outcome Visibility- Clear Data/Reporting and Predictive Analysis

\*This policy was updated by resolution of the SWDB on 8/25/23 to remove reference to prior years in the policy title and Attachment A in this auto-renewable policy.

## **B. Key Objectives**

- In order to achieve the State's vision, the following five (5) key objectives have been developed by the State Workforce Development Board:
  - Create an Integrated Intake System to Efficiently Deliver Services
  - Create a Shared Vision for Supporting Tennesseans with the Greatest Number of Barriers to Enter the Workforce
  - Create a Trained Workforce to Meet Current Industry Needs
  - Create New Dashboards to Measure the Effectiveness of the Integrated Workforce Strategy
  - Create a Simple and Effective Engagement Experience for All Candidates

## **C. Regional Planning Council:**

The Regional Planning Council (RPC) is comprised of its core WIOA partners:

- Title I- Workforce Development Activities
- Title II- Adult Education and Literacy
- Title III- Amendments to the Wagner-Peyser Act
- Title IV- Amendments to the Rehabilitation Act of 1973

The RPC should also include other WIOA partners, such as:

- Career and Technical Education
- Post-secondary Representatives
- Department of Human Services
  - Temporary Assistance for Needy Families (TANF)
  - Supplemental Nutrition Assistance Program (SNAP)
- Economic and Community Development
- Department of Corrections
- Other partners required to meet the State Vision, Goals, and Objectives

Responsibilities:

- Meet quarterly to advise and recommend action plans for the Local Workforce Development Areas (LWDAs);
- Meet monthly during strategic plan development
- Ensure the WIOA regional plan action steps intended to streamline regional workforce systems using the four (4) strategic goals and five (5) key workforce objectives;
- Foster a culture of achievement within the region;
- Set WIOA implementation schedules and meetings with stakeholders; and
- Leverage region and Local Workforce Development Boards (LWDBs) without duplication;

LWDBs are subject to the open meeting requirements of the TCA 8-44-101. The intent of the law is to ensure that meetings are properly noticed, agendas are made available and that the public has an opportunity to provide comment on local policy and operations.

The State Workforce Development Board (SWDB) is providing additional community engagement requirements to ensure that the interests of client populations are placed at the center of all planning and is in compliance with TCA 8-44-101 and WIOA Section 107(e).

#### **D. Requirements for the Planning Process:**

Follow applicable open meeting guidelines.

- Notification must be shared with all relevant regional/local stakeholders, and the general public to ensure opportunities to participate in and to provide feedback on local/regional plan
- Stakeholders invited to participate in planning processes must include all members of the Regional Planning Council and other community based partners, such as: organizations providing services to the re-entry population and English learners, as well as adult education partners, SNAP/TANF representatives, disability organizations associated with the Department of Vocational Rehabilitation and located within other systems.
- The RPC must hold one (1) listening session or planning meeting outside of regular business hours (regular business hours are presumed to be 8am-5pm Monday through Friday). This meeting should be public and made available to participants in the geographic area where the board has jurisdiction.
- LWDBs must post the meeting notice in a prominent, clear location on the LWDB website, in the lobby of office(s), and at America's Job Centers (AJCs).
- The LWDBs, representing each LWDA in a RPC, must provide an opportunity for public comment on local and regional plan modifications developed through both the local<sup>1</sup> and regional<sup>2</sup> planning process before submitting the plan modifications to the Governor. To provide adequate opportunity for public comment, the LWDBs must additionally do all of the following once planning modifications have been drafted:
  - Make copies of the proposed regional and local plan modifications available to the public through electronic and other means, such as public hearings and local news media.
  - Include an opportunity for comment by members of the public, including representatives of business, labor organizations, education, and other relevant stakeholders.
  - Provide a minimum of fifteen (15) and no more than a thirty (30) day period for comment on the plan before its submission to the SWDB, beginning on the date on which the proposed plan is made available.
- The LWDBs must submit any comments that express disagreement with the plan modifications as an attachment to the plan modifications submitted to SWDB<sup>3</sup>.
- The LWDB must make information about the development of plan modifications available to the public on a regular basis through electronic means and open meetings<sup>4</sup>. Public meetings and publicly disbursed information pertaining to regional and local plan content must be made accessible to individuals with disabilities to ensure an opportunity for full and equal participation in the regional and local planning process<sup>5</sup>.

#### **II. Plan Submission:**

Deadlines for submission and approval of the regional and local plans are located in **Attachment A**.

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<sup>1</sup> 20 CFR 679.510(b)

<sup>2</sup> 20 CFR 679.550(b)

<sup>3</sup> 20 CFR 679.510(b)(4)

<sup>4</sup> WIOA Section 107(e)

<sup>5</sup> WIOA Section 188

Regional and local plans must follow the format as laid out in Local/ Regional Planning Guide **(Attachment B)**. A checklist of required items will be provided for guidance to ensure all elements have been provided **(Attachment C)**. The required items and contents will be reviewed and scored for quality and completeness to meet compliance requirements. The review will be conducted utilizing the scoring matrix in **Attachment D & E**.

Each RPC and LWDB within the planning region must submit one (1) package that includes the following:

- Electronic version of the regional plan or local plan in pdf format with required attachments labeled and signatures.
- A Chief Local Elected Official (CLEO) signature is required for local plans, but not regional plans. However, CLEOs are still required to approve final regional plans and include documentation of the approval (meeting minutes, resolutions etc.) with their submission.

### III. Decision<sup>6</sup>:

The Tennessee State Workforce Development Board (SWDB) will send a notification of approval within 90 days of submission. If no approval notice has been sent after 90 days by the SWDB, the plans will be considered approved. If the plan is not approved, the Tennessee Department of Labor and Workforce Development will follow up with any regional and/or local areas.

The Tennessee Department of Labor and Workforce Development may choose not to approve a draft plan submission for any of the following reasons:

- Deficiencies exist in activities carried out in WIOA Sections 211 and 212, and WIOA sections 221, 222, 223, 224 and 225<sup>7</sup>;
- The plan does not comply with the applicable provisions of WIOA, such as provisions outlined in the WIOA Section 188;<sup>8</sup>
- The plan does not align with Tennessee's Combined State Plan<sup>9</sup>; or
- The plan does not align with the respective regional or local plan(s).

#### References:

20 CFR part 679; WIOA Section 107(e); WIOA Section 188; 2 CFR Parts 220, 225, 230; 20 CFR Parts 601, 651, 652 et al.; 20 CFR 678.305(d), 678.800; Notice of Proposed Rule Making (NPRM); WIOA Section 121(g); TEGL 10-19

#### Attachments:

**Attachment A- Deadlines for Regional and Local Plans**

**Attachment B- Regional and Local Plan Guide**

**Attachment C- Regional and Local Plan Checklist**

**Attachment D- Regional Plan Scoring Matrix**

**Attachment E- Local Plan Scoring Matrix**

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<sup>6</sup> 20 CFR 679.570

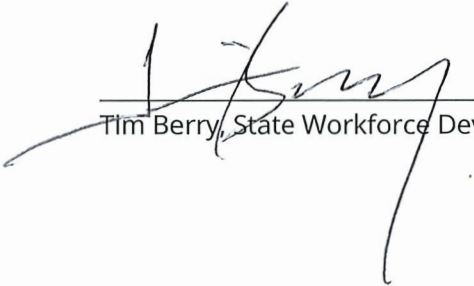
<sup>7</sup> 20 CFR 679.570(a)(1)

<sup>8</sup> 20 CFR 679.570(a)(2)

<sup>9</sup> 20 CFR 679.570(a)(3)

**Contact:**

For any questions related to this policy, please contact the Program Integrity Unit at [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov).

A handwritten signature in black ink, appearing to read 'Tim Berry', is written over a horizontal line.

Tim Berry, State Workforce Development Board Chair

## Attachment A- Deadlines for Regional and Local Plans

<b>REGIONAL/LOCAL PLAN TIMELINE</b>	
<b><i>ACTIVITY</i></b>	<b><i>DEADLINE DATE</i></b>
<b>Regional/Local Plan Policy Approved</b>	<b>April 3</b>
<b>Regional/Local Areas Plans submitted to SWA with CLEO Signature</b>	<b>June 30</b>
<b>Approval recommendations issued to SWDB</b>	<b>July 17</b>
<b>SWDB Presentations</b>	<b>August 28</b>
<b>All plans to receive full approval</b>	<b>September 30</b>



### Plan Components

<b>Executive Summary with Abstract &amp; Coversheet</b>
<b>I. Regional Plan Components</b>
Economic and Workforce Analysis
Strategies for Service Integration
Vision, Goals and Implementation Strategies
<b>II. Local Plan Components</b>
Operating Systems and Strategies
Performance Goals and Evaluation
Technical Requirements and Assurances
<b>III. Required Attachments</b>

Regional and local plans should not exceed 35 pages. Information in attachments does not count toward these page limits. As stated above, required and elective local and regional plans must be included as informational attachments to the main narrative descriptions of the local and regional plans. These include but are not limited to items pertaining to community engagement, outreach, and the public comment process, background information, and information pertaining to the assessment of need and population size. All other required local and regional plans are expected to be addressed within the 35-page narrative limit of the associated local and regional plans.

## Regional Planning Regulations:

The Workforce Innovation and Opportunity Act and final regulations (§ 679.510(a)) require Local Workforce Development Boards (LWDBs) and Local Elected Officials (LEO) within an identified planning region to participate in a regional planning process that results in the preparation of a regional plan that includes:

- The establishment of regional service strategies, including the use of cooperative service delivery agreements;
- The development and implementation of sector initiatives for in-demand industry sectors or occupations for the planning region;
- The collection and analysis of regional labor market data (in conjunction with the state), which must include the local planning requirements at § 679.560(a)(1)(i) and (ii);
- The coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate;
- The coordination of transportation and other supportive services as appropriate;
- The coordination of services with regional economic development services and providers; and
- The establishment of an agreement concerning how the planning region will collectively negotiate and reach an agreement with the Governor on local levels of performance for, and report on, the performance accountability measures described in WIOA Sec. 116(c) for Local Workforce Development Areas (LWDAs) or the Regional Planning Councils (RPCs).

## Economic and Workforce Analysis

This chapter must demonstrate how the region has collected and analyzed regional labor market information which must include the local planning requirements. RPCs are encouraged to use the labor market information provided by the State. This will provide consistency in the data used for regional analysis throughout the state.

### A. Plans must include an analysis of:

- Economic conditions including existing and emerging in-demand industry sectors and occupations;<sup>1</sup>
- Employment needs of employers in existing and emerging in-demand industry sectors and occupation;<sup>2</sup>
- Knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations;<sup>3</sup> and

<sup>1</sup>20 CFR 679.560(a)(1)(i))

<sup>2</sup> 20 CFR 679.560(a)(1)(ii)



- 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, including individuals with disabilities.<sup>4</sup>

RPCs must answer all questions when responding to this requirement:

1. How were all partners involved in providing, analyzing and agreeing on supply and demand data and the targeted sectors/industries/occupations/skills?
2. How is the region changing in terms of demographics, labor supply, and occupational demand?
3. What are the policy and service implications of the current and projected Labor Market Information?
4. What special populations exist in the region, what is their magnitude, and what are the policy and service implications to meet the needs of these individuals?
5. What sectors/industries/occupations/skills are in demand and targets of opportunity?
  - a. What sectors/industries/occupations have favorable location quotients?
  - b. What sectors/industries/occupations have favorable demand projections based on growth?
  - c. What sectors/industries/occupations have favorable demand projections based on replacements?
  - d. What sectors/industries/occupations are considered mature but still important to the economy?
  - e. What sectors/industries/occupations are considered emerging in the regional economy?

- B.** Describe the development and implementation of sector initiatives for in-demand industry sectors or occupations for the planning region.<sup>5</sup>

RPC must answer all of the following questions when responding to this requirement:

1. What sectors/industries/occupations/skills are the regional priorities, in order of priority, and how was this determined? Explain how the status of growing, maturing and emerging was factored into the ranking.
2. Which employers were engaged and what data was used to determine the development of sector strategy?

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<sup>3</sup> 20 CFR 679.560(a)(2)

<sup>4</sup> 20 CFR 679.510(a)(1)(iv)

<sup>5</sup> 20 CFR 679.510(a)(1)(iii)

3. What other public-private partnerships exist in the region that could support sector strategies and what is their role in planning? This includes community and non-profit partnerships.
4. How well do the existing skills of job seekers match the demands of local businesses?
5. Describe the plans for future strategy development for future sectors. If applicable, discuss the next sectors to be targeted.
6. Describe how the areas will work together to ensure regional businesses are served across LWDAs.

### Strategies for Service Integration

This regional component of the plan must describe the regional service strategies, including the use of cooperative service delivery strategies.

- A.** Provide an analysis of workforce development activities, including education and training, in the region. This analysis must include the strengths and weaknesses of workforce development activities and the capacity to provide workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, including individuals with disabilities, and the employment needs of employers.<sup>6</sup>

RPC must address all of the following questions when responding to this requirement:

1. How well do existing training programs in the region and LWDAs prepare job seekers to enter and retain employment with regional businesses?
  2. What existing service delivery strategies will be expanded based on a promising return on investment (ROI)?
  3. What new service strategies will be used to address regional educational and training needs based on promising ROI?
    - a. What existing service delivery strategies will be curtailed or eliminated based on minimal ROI?
    - b. What steps will be taken to support the state strategies and goals to align and integrate education, workforce and economic development?
    - c. What formal and informal cooperative procedures will the core partners and other required partners establish to align services and coordinate delivery?
- B.** Describe how transportation and other supportive services are coordinated within the region.<sup>7</sup>

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<sup>6</sup> 20 CFR 679.560(a)(4)

<sup>7</sup> 20 CFR 679.510(a)(1)(vi)

RPCs must answer the following questions when responding to this requirement:

1. What regional organizations currently provide or could provide supportive services?
2. What policies and procedures will be established to promote coordination of supportive services delivery?

**C.** Describe the coordination of services with regional economic development services and providers.<sup>8</sup>

RPCs must answer all of the following questions when responding to this requirement:

1. What economic development organizations or businesses are actively engaged in regional planning?
2. What economic development organizations or businesses were invited to participate but declined?
3. What input was provided by regional economic development organizations and businesses?
4. What input provided by economic development and businesses was incorporated into the regional plan?

**D.** Describe the coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate.<sup>9</sup>

### Vision, Goals and Implementation Strategies

This section will outline how the LWDB(s) will coordinate the regional workforce, education and economic development activities with regional activities that are carried out in the local areas. The responses must illustrate that business, education and workforce development stakeholders have provided input and are in agreement with the plan.

**A.** Describe the strategic vision to support state, and regional economic growth.<sup>10</sup>

**B.** Describe the goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment, including individuals with disabilities).<sup>11</sup>

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<sup>8</sup> 20 CFR 679.510(a)(1)(vii)

<sup>9</sup> 20 CFR 679.510(a)(1)(v)

<sup>10</sup> 20 CFR 679.560(a)(5)

<sup>11</sup> 20 CFR 677.155(a)(1)

- C. Describe the strategies relating to the performance accountability measures based on performance indicators to include State and Local Measures (Key Performance Indicators).<sup>12</sup>
- How the RPC will work with each LWDA to achieve the negotiated measures to include established procedures.
  - How the measures will be monitored and progress tracked towards meeting those regional measures.
  - How the RPC will focus efforts on serving priority populations to help meet the negotiated measures.
- D. Provide a description of the regional and local strategies that will achieve the vision and goals. This must include a description of the strategies and services that will be used in the regional planning areas:
- To facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations;<sup>13</sup>
  - To support a local workforce development system that meets the needs of businesses in the LWDA;<sup>14</sup>
  - To better coordinate workforce development programs and economic development;<sup>15</sup>
  - To strengthen linkages between the one-stop delivery system and unemployment insurance programs;<sup>16</sup>
  - To promote entrepreneurial skills training and microenterprise services;<sup>17</sup> and
  - To implement initiatives such as apprenticeships, incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers.<sup>18</sup> Include information obtained through the comprehensive needs assessment adopted in the **Strengthening Career and Technical Education for the 21st Century (Perkins V) Act** proposal.

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<sup>12</sup> 20 CFR 677.155(a)(1)

<sup>13</sup> 20 CFR 679.560(b)(3)(i)

<sup>14</sup> 20 CFR 679.560(b)(3)(ii)

<sup>15</sup> 20 CFR 679.560(b)(3)(iii)

<sup>16</sup> 20 CFR 679.560(b)(3)(iv)

<sup>17</sup> 20 CFR 679.560(b)(4)

<sup>18</sup> 20 CFR 679.560(b)(3)(v)



## Attachment B- Regional and Local Planning Guide

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- E.** Describe the steps that will be taken to support the state key objectives to align and integrate education, workforce and economic development including:
- Create an integrated intake system to efficiently deliver services
  - Create a shared vision for supporting Tennesseans with the greatest number of barriers, including individuals with disabilities, to enter the workforce
  - Create a trained workforce to meet current industry needs
  - Create new dashboards to measure the effectiveness of the integrated workforce strategy
  - Create a simple and effective engagement experience for all candidates

## Local Plan Regulations:

The Workforce Innovation and Opportunity Act and final regulations (§ 679.550(a)) require Local Workforce Development Boards (LWDBs) and Local Elected Officials (LEO) within the Local Workforce Development Area (LWDA) to develop and submit a 4-year plan. This plan must identify and describe the policies, procedures, and local activities that are carried out in the LWDA.

## Operating Systems and Strategies

This chapter must provide an overview of all the operating systems with attachments of policies adopted by the LWDB. This section will also include how the LWDBs will coordinate the local workforce, education and economic development activities with local activities that are carried out by the LWDB. The responses must illustrate that business, education and workforce development stakeholders have provided input and are in agreement with the plan.

- A.** Provide a description of the one-stop delivery system in the LWDA including the roles and resource contributions of the one-stop partners.
  - Identify the career services and other program services to be provided, include the location (address) at which services will be accessible including the:
    - Comprehensive One-Stop Centers
    - Affiliated Workforce Centers
    - Specialized Workforce Centers, and
    - Access Points
  - Explain how the one-stop centers provide all required or relatable services of customers based on their respective need(s) and a customer centered design.
  - Provide information regarding the one-stop operator and describe the methods for coordinated service delivery between the operators and partners.
    - Name of the procured one-stop operator
    - Describe the functions and scope of work of the one-stop operators
    - Describe how the one-stop operator was procured
  - Describe the local one-stop operator's role and responsibility for coordinating referrals among required partners.
  
- B.** Provide information regarding the use of technology in the one-stop delivery system, including a description of:

- How the workforce centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA.<sup>19</sup>
  - How the Local 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.<sup>20</sup>
- C.** Describe how the Local Board will support the strategy identified in the TN Combined State Plan and work with entities carrying out core programs, including a description of:<sup>21</sup>
- Expanding access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, including individuals with disabilities;<sup>22</sup>
  - Facilitating the development of career pathways and co-enrollment, as appropriate, in core programs;<sup>23</sup> and
  - Improving access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).<sup>24</sup>
- D.** Provide information regarding the local coordination strategies with state (including the Combined Plan), regional and local partners to enhance services and avoid duplication of activities, including a description of:
- Adult, Dislocated Worker and Youth employment and training activities under WIOA Title I.<sup>25</sup>
  - Adult education and literacy activities under WIOA Title II. This description must include how the Local Board will carry out the review of local applications submitted under Title II consistent with WIOA Sec. 107(d)(11)(A) and (B)(i) and WIOA Sec. 232.<sup>26</sup>
  - Wagner-Peyser Act (29 U.S.C. 49 et seq.) services under WIOA Title III.<sup>27</sup>
  - Vocational rehabilitation service activities under WIOA Title IV.<sup>28</sup>

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<sup>19</sup> 20 CFR 679.560(b)(20)

<sup>20</sup> 20 CFR 679.560(b)(5)(ii)

<sup>21</sup> 20 CFR 679.560(b)(1)(ii)

<sup>22</sup> 20 CFR 679.560(b)(2)(i)

<sup>23</sup> 20 CFR 679.560(b)(2)(ii)

<sup>24</sup> 20 CFR 679.560(b)(2)(iii)

<sup>25</sup> 20 CFR 679.560(b)(6)

<sup>26</sup> 20 CFR 679.560(b)(12)

<sup>27</sup> 20 CFR 679.560(b)(11)

<sup>28</sup> 20 CFR 679.560(b)(13)

- Relevant secondary and post-secondary education programs and activities with education and workforce investment activities.<sup>29</sup>
  - How the Local Board will support the strategy identified in the State Plan under § 676.105 and work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the **Strengthening Career and Technical Education for the 21st Century (Perkins V) Act (20 U.S.C. 2301 et seq.)** to support service alignment.<sup>30</sup>
  - Services to veterans and eligible spouses, to include priority of service and the use of available Jobs for Veterans State Grants (JVSG) staff.
  - Other services provided in the one-stop delivery system including but not limited to the programs outlined in WIOA Sec. 121.
- Provide a copy of the local supportive service policy and describe how the Local Board will coordinate the provision of transportation and other appropriate supportive services in the local area;<sup>31</sup> and
  - Describe the local referral process.
    - Identify the entities between who the referrals occur.
    - Explain the method(s) that will be used to refer participants between programs (external and internal).
    - Define the roles related to referrals.
    - Identify the method of tracking referrals
    - Describe specific arrangements to assure that individuals with barriers to employment, including individuals with disabilities, can access available services.
- E.** Provide a description of how the local area will provide adult and dislocated worker employment and training activities including:
- A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.<sup>32</sup>
  - A description of how the Local Board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.<sup>33</sup>
- F.** Provide a description of how the local area will provide youth activities including:

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<sup>29</sup> 20 CFR 679.560(b)(9)

<sup>30</sup> 20 CFR 679.560(b)(1)(ii)

<sup>31</sup> 20 CFR 679.560(b)(10)

<sup>32</sup> 20 CFR 679.560(b)(6)

<sup>33</sup> 20 CFR 679.560(b)(7)



- A description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities.<sup>34</sup>
  - A description of how local areas will meet the requirement that a minimum of 50 percent with waiver, or 75 percent without waiver, of the youth expenditures be for out-of-school youth.
  - A description of how LWDA will meet the requirements of the in-school youth waiver including the expenditure requirement for in-school youth and individual training account (ITA) opportunities for at-risk in-school youth.
- G.** Provide a description of how the LWDA will provide services to priority populations as outlined in Tennessee’s State Combined Plan:
- Provide information on how priority will be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient consistent with WIOA Sec. 134(c)(3)(E).
  - Describe how the LWDB will determine priority populations and how to best serve them, along with any other state requirements.
  - Describe how the LWDB will focus efforts on priority populations to help meet the negotiated State and Local Performance Measures (Key Performance Indicators).
- H.** Provide a description of training policies and activities in the local area, including:
- How local areas will encourage the use of work-based learning strategies, including the local area goals for specific work-based learning activities and proposed outcomes related to these activities.
  - Provide a copy of the local Individual Training Account Policy and describe how training services outlined in WIOA Sec. 134 will be provided through the use of individual training accounts, 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 Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.<sup>35</sup>
  - Provide a copy of the local training provider approval policy and procedures. Describe how the Local Board will ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers and jobseekers.

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<sup>34</sup> 20 CFR 679.560(b)(8)

<sup>35</sup> 20 CFR 679.560(b)(18)

- Explain how the LWDB has reviewed their eligible training providers to determine if there are enough providers to meet the demand of industry.
- I. Provide a description of how the LWDB will implement initiatives such as apprenticeships, incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of employers in the corresponding region in support of the business service strategy.
  - J. Describe how the Business Services Team is structured and the process of disseminating the service strategy for employers from the LWDB to the team members responsible for implementation.
  - K. Provide a description on the initiatives the LWDB is implementing or will implement to insure accessibility to programmatic services to rural areas (to include Distressed and At-Risk Counties).
    - Provide details on how the LWDB has or will implement new programs to best serve the Rural area (to include Distressed and At-Risk Counties).
  - L. Provide a description on the initiative the LWDB is implementing or will implement to serve individuals who will be re-entering the workforce who were previously incarcerated or justice involved.
    - Provide details on how the LWDB has or will implement new programs to best serve those who were previously incarcerated or justice involved.

### Performance Goals and Evaluation

The plan must include information on the actions the LWDB will take toward becoming or remaining a high performing board, consistent with the factors developed by the State Workforce Development Board (SWDB).

- A. Provide information regarding the local levels of performance negotiated with the Governor and chief elected official consistent with WIOA Sec. 116(c), to be used to measure the performance of the LWDA and to be used by the LWDB for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I Subtitle B and the one-stop delivery system in the LWDA.
  - a. WIOA primary indicators of performance:
    - i. Entered Employment Rate 2nd quarter after exit

- ii. Entered Employment Rate 4th quarter after exit
- iii. Median Earnings quarter after
- iv. Measureable Skills Gain
- v. Credential Rate
- vi. Effectiveness Serving Employers

- B.** Based on the assigned level of responsibility, determined by the RPC, for the LWDB to meet State and Local Performance Measures (Key Performance Indicators):
- a. Explain how the measures will be monitored and progress will be tracked towards meeting the negotiated measures and how that information will be reported to the LWDB.

## Technical Requirements , Assurances, and Evaluation

This chapter includes the technical requirements and assurances that are required by the Workforce Innovation and Opportunity Act.

**A.** Physical and Programmatic Accessibility

- Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA Sec. 188 and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. Include specific arrangements that have been implemented to ensure services are accessible to all.

**B.** Fiscal Management

- Identify the entity responsible for the disbursement of grant funds described in WIOA as determined by the chief elected official or the Governor under WIOA.
- Provide a copy of the local procurement policies and procedures and describe the competitive procurement process that will be used to award the sub-grants and contracts for WIOA Title I activities.
- Describe how the LWDA will meet the required 40 percent minimum participant cost rate (MPCR)

**C.** Budget Information and Supporting Materials

- Provide a **detailed budget** that lists the sources and uses of Tennessee Department of Labor and Workforce Development (TDLWD) pass-through funds and all non-Federal matching funds.

- Provide a budget narrative that includes a detailed explanation of expenditures by the line items listed on Standard Form 424A. Include purpose of travel and supply/equipment lists, and describe expenses in the 'other' line item, if applicable.
  - If the budget includes personnel or contractual expenses (cash or in-kind resources), estimate the number of hours/days and hourly rate (or portion of FTE and salary) for the time that is expected to be spent on the proposed project by key personnel, contractors, or consultants.
  - If budget includes land or buildings, provide an **MAI appraisal** or comparable appraisal.
  - Identify each non-TDLWD funding source as federal, state, local, or private. Include a **letter of commitment** from each funding source that specifies the amount of funds committed and the kind of funds committed (grant, loan, cash, in-kind, etc.).
  - Provide a description of leveraged funds to include any fee based and/or revenue generated.
  - Provide descriptions of in-kind resources, including the methods used to determine their value.
  - Enclose pertinent supporting materials, as applicable. This response should not include form letters.
- D.** Describe a planned or existing approach regarding which local strategies will be financed by the transfer of Title I workforce funds, including the maximum dollar amount and/or percentage that is authorized to be transferred on an annual basis:
- To transfer funds between the adult and dislocated worker funding streams.
  - To use funds for incumbent worker training as outlined in WIOA Sec. 134(d)(4)(A)(i).
  - To use funds for transitional jobs as outlined in WIOA Sec. 134(d)(5).
- E.** Provide copies of executed cooperative agreements (as applicable) which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop system, with respect to efforts that will enhance the provision of services to individuals with disabilities.
- This may include cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts at cooperation, collaboration and coordination.
- F.** Provide copies of Title VI trainings to all service providers, One-Stop Operators, and LWDB.



## Attachment C- Regional and Local Planning Checklist

- Executive Summary and Coversheet
- Regional Plan Components
  - Economic and Workforce Analysis
  - Strategies for Service Integration
  - Vision, Goals and Implementation Strategies
- Regional Plan Attachments
  - Must provide, overall narrative description of the manner in which the stakeholder involvement requirements were met for the regional plan
  - Documentation of outreach efforts to all required planning partners, and must provide documentation that the State Workforce Development Board was provided the relevant information on all planning meetings, listening sessions, or other public meetings related to the planning process
- Local Plan Components
  - Operating Systems and Strategies
  - Performance Goals and Evaluation
  - Technical Requirements and Assurances
- Local Plan Attachments
  - Must provide, overall narrative description of the manner in which the stakeholder involvement requirements were met for the local plan
  - Copy of the local training provider approval policy and procedures.
  - Copy of the local Individual Training Account Policy
  - Copy of the local supportive service policy
  - Copies of executed cooperative agreements
  - Copy of the local procurement policies and procedures
  - Copies of Title VI trainings to all service providers, One-Stop Operators, and Board.
  - Organizational Chart with staff and titles



# Attachment D-Regional Plan Scoring Matrix

<b>Follow these guidelines when grading each question:</b>					
<b>Pass</b> = Answer directly provides specific detail associated with the element					
<b>Fail</b> = Answer does not directly provide specific detail associated with the element					
<b>Economic and Workforce Analysis</b>		<b>Pass</b>	<b>Fail</b>	<b>Comments:</b>	
1.	The plan includes an analysis of the economic conditions including existing and emerging in-demand industry sectors and occupations.				
2.	The plan analyzes the employment needs of employers in existing and emerging in-demand industry sectors and occupation.				
3.	The plan provides an analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.				
4.	The plan includes 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.				
5.	The plan describes the involvement of all partners in providing, analyzing and agreeing on supply and demand data and the targeted sectors/industries/occupations/skills.				
6.	The plan addresses how the region is changing in terms of demographics, labor supply and occupational demand.				
7.	The plan indicates the policy and service implications of the current and projected Labor Market Information.				



## Attachment D-Regional Plan Scoring Matrix

8.	The plan identifies special populations that exist in the region, including their magnitude, and the policy and service implications to meet the needs of these individuals.			
9.	The plan identifies sectors, industries, occupations, and skills that are in demand.			
10.	The plan identifies sectors, industries, and occupations that have favorable location quotients.			
11.	The plan identifies sectors, industries, and occupations that have favorable demand projections based on growth.			
12.	The plan identifies sectors, industries, and occupations that have favorable demand projections based on replacements.			
13.	The plan identifies sectors, industries, and occupations that are considered mature, yet important to the economy.			
14.	The plan identifies sectors, industries, and occupations that are considered emerging in the regional economy.			
15.	The plan defines what sectors, industries, occupations, and skills that are regional priorities, in order of priority, including how this determination was made and how growing, maturing, and emerging factor in.			
16.	The plan identifies which employers are engaged and data used in the development of sector strategies.			



# Attachment D-Regional Plan Scoring Matrix

17.	The plan identifies other public-private partnerships exist in the region that could support sector strategies and what is their role in planning. The response includes community and non-profit partners.			
18.	The plan describes how well the existing skills of job seekers match the demands of local businesses.			
19.	The plan details the plans for future strategy development for future sectors.			
20.	The plan describes how the areas will work together to ensure regional businesses are served across LWDAs			
<b>Strategies for Service Integration</b>		<b>Pass</b>	<b>Fail</b>	<b>Comments:</b>
21.	The plan describes the regional service strategies, including use of cooperative service delivery strategies.			
22.	The plan provides an analysis of workforce development activities, including education and training in the region.			
23.	The plan indicates the strengths and weaknesses of workforce development activities and 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.			
24.	The plan describes how well existing training programs in the region and local areas prepare job seekers to enter and retain employment with regional businesses.			
25.	The plan identifies what existing service delivery strategies will be expanded based on promising return on investment (ROI).			





## Attachment D-Regional Plan Scoring Matrix

26.	The plan defines what new service strategies will be used to address regional educational and training needs based on promising ROI.			
27.	The plan identifies what existing service delivery strategies will be curtailed or eliminated based on minimal ROI.			
28.	The plan identifies what formal and informal cooperative procedures the core partners and other required partners will establish to align services and coordinate delivery.			
29.	The plan explains what steps will be taken to support the state strategies and goals to align and integrate education, workforce and economic development.			
30.	The plan describes how transportation and other supportive services are coordinated within the region.			
31.	The plan identifies the regional organizations that currently provide or could provide supportive services.			
32.	The plan describes the policies and procedures that will be established to promote coordination of supportive services delivery.			
33.	The plan identifies the economic development organizations or businesses that are actively engaged in regional planning.			
34.	The plan identifies the economic development organizations or businesses that declined to be engaged in regional planning.			
35.	The plan details the input provided by regional economic development organizations and businesses.			
36.	The plan describes the input provided by economic development and businesses that was incorporated into the regional plan.			
37.	The plan describes coordination of administrative cost			



# Attachment D-Regional Plan Scoring Matrix

	arrangements, including pooling of funds, as appropriate.			
<b>Vision, Goals, and Implementation Strategies</b>		<b>Pass</b>	<b>Fail</b>	<b>Comments:</b>
38.	The plan describes the strategic vision to support state, regional and local economic growth.			
39.	The plan describes the goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment).			
40.	The plan describes the strategies relating to the performance accountability measures based on State and Local Performance Measures (Key Performance Indicators).			
41.	A plan was provided on how the region will work with each LWDA to achieve negotiated targets based with established procedures.			
42.	A description of how State and Local Performance Measures will be monitored and tracked towards meeting regional measures.			
43.	A description how the Regional Planning Council will focus efforts on serving priority populations to meet negotiated measures.			
44.	The plan provides a description of the regional strategies that will achieve the vision and goals, including a description of the strategies and services that will be used in the regional planning areas.			
45.	The plan describes the facilitation of engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations.			
46.	The plan indicates how the local workforce development system meets the needs of the businesses in the local			



## Attachment D-Regional Plan Scoring Matrix

	area.			
47.	The plan describes the strategies to better coordinate workforce development and economic development.			
48.	The plan describes the strategies to strengthen linkages between the one-stop delivery system and unemployment insurance programs.			
49.	The plan identifies the strategies to promote entrepreneurial skills training and microenterprise services.			
50.	The plan identifies the implementation of initiatives such as apprenticeships, incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers.			
51.	The plan describes the steps that will be taken to support the state key objectives to align and integrate education, workforce and economic development.			
52.	The plan identifies how the region will support the efforts in creating an integrated intake system to efficiently deliver services.			
53.	The plan identifies how the region will support the shared vision for supporting Tennesseans with the greatest number of barrier to enter the workforce.			
54.	The plan identifies how the region will help create a trained workforce to meet current industry needs.			
55.	The plan identifies how the region will support the creation of dashboards that measure the effectiveness of the integrated workforce strategy.			



# Attachment D-Regional Plan Scoring Matrix

56.	The plan identifies how the region will ensure all candidates have a simple and effective engagement experience.			
Scoring Criteria			# of Pass	# of Fail
Economic and Workforce Analysis				
Strategies for Service Integration				
Vision, Goals, and Implementation Strategy				
Overall Score:				
Approved (100% Pass)				
Conditionally Approved (less than 100% Pass)				



# Attachment E- Local Plan Scoring Matrix

Follow these guidelines when grading each element:					
Pass = Answer directly provides specific detail associated with the element					
Fail = Answer does not directly provide specific detail associated with the element					
Operating Systems and Strategies		Pass	Fail	Comments:	
1.	The plan provides a description of the one-stop delivery system in the local area, including the roles and resource contributions of the one-stop partners.				
2.	The plan identifies the career services and other program services to be provided, include the location (address) at which services will be accessible including, Comprehensive One-Stop Centers, Affiliate One-Stop Centers, Specialized Workforce Centers, and Access Points.				
3.	The plan explains how the one-stop centers provide all required or relatable services of customers based on the customers respective need(s) and a customer centered design.				
4.	The plan provides information regarding the one-stop operator and describes the methods for coordinated service delivery between operator and partners.				
5.	The plan identifies the name of the procured one-stop operator, and the procurement process.				
6.	The plan describes the functions and scope of work of the one-stop operators.				
7.	The plan describes how the one-stop operator was procured.				



## Attachment E- Local Plan Scoring Matrix

8.	The plan describes the one-stop operator's role and responsibility for coordinating referrals among required partners.			
9.	The plan describes how the workforce centers are implementing and transition to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA.			
10.	The plan describes how the Local 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.			
11.	The plan describes how the Local Board will support the strategy identified in the TN Combined State Plan and work with entities carrying out core programs.			
12.	The plan provides a description of how the local board will Expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment.			
13.	The plan provides a description of how the local board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.			
14.	The plan provides a description of how the local board will improve access to activities leading to a recognized post-secondary credential.			
15.	The plan provides information regarding the local coordination strategies with state, regional and local partners to enhance services and avoid duplication activities.			



## Attachment E- Local Plan Scoring Matrix

16.	The plan provides coordination strategies to include Adult, Dislocated Worker and Youth employment and training activities under WIOA Title I.			
17.	The plan provides coordination strategies to include Adult education and literacy activities under WIOA Title II.			
18.	The plan provides a description of how the Local Board will carry out the review of local applications submitted under Title II.			
19.	The plan provides coordination strategies to include Wagner-Peyser Act (29 U.S.C. 49 et seq.) services under WIOA Title III.			
20.	The plan provides coordination strategies to include Vocational rehabilitation service activities under WIOA Title IV.			
21.	The plan provides coordination strategies to include relevant secondary and post-secondary education programs and activities with education and workforce investment activities			
22.	The plan describes how the Local Board will support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the Strengthening Career and Technical Education for the 21st Century (Perkins V) Act (20 U.S.C. 2301 et seq.)to support service alignment.			
23.	The plan provides coordination strategies to include services to veterans and eligible spouses, to include priority of service and the use of available Jobs for Veterans State Grants (JVSG) staff.			



## Attachment E- Local Plan Scoring Matrix

24.	The plan provides coordination strategies to include other services provided in the one-stop delivery system including but not limited to the programs outlined in WIOA Sec. 121.			
25.	The plan provides a copy of the local supportive service policy.			
26.	The plan describes how the local board will coordinate the provision of transportation and other appropriate supportive services in the local area.			
27.	The plan describes the local referral process.			
28.	The plan identifies the entities between who referrals occur.			
29.	The plan explains the method(s) that will be used to refer participants between programs (external and internal).			
30.	The plan defines the roles related to referrals.			
31.	The plan identifies the method of tracking referrals.			
32.	The plan describes specific arrangements to assure that individuals with barriers to employment, including individuals with disabilities, can access available			





## Attachment E- Local Plan Scoring Matrix

	services.			
33.	The plan describes how the local area will provide adult and dislocated worker employment and training activities.			
34.	The plan provides a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.			
35.	The plan describes how the Local Board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.			
36.	The plan describes the process in which the local area will provide youth activities.			
37.	The plan includes a description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which includes an identification of successful models of such activities.			
38.	This plan includes a description of how local areas will meet the requirement that a minimum of 50 percent with waiver, or 75 percent without waiver, of the youth expenditures be for out-of-school youth.			
39.	The plan includes a description of how local areas will meet the requirements of the in-school youth waiver including the expenditure requirement for in-school youth and individual training account (ITA) opportunities for at-risk in-school youth.			



## Attachment E- Local Plan Scoring Matrix

40.	The plan provides a description of how the local area will provide services to priority populations as outlined in Tennessee's State Combined Plan.			
41.	The plan describes how priority will be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient consistent with WIOA Sec. 134(c)(3)(E). (§ 679.560(b)(21)).			
42.	The plan describes how the Local Board will determine priority populations and how to best serve them, along with any other state requirements.			
43.	The plan describes how the LWDB will focus efforts on priority populations to help meet the negotiated State and Local Performance Measures (Key Performance Indicators).			
44.	The plan provides a description of training policies and activities in the local area.			
45.	The plan includes a copy of the local Individual Training Account Policy.			
46.	The plan defines how training services outlined in WIOA Sec. 134 will be provided through the use of individual training accounts, 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.			
47.	The plan describes how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.			



## Attachment E- Local Plan Scoring Matrix

48.	The plan includes a copy of the local training provider approval policy and procedures.			
49.	The plan describes how the Local Board will ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers and jobseekers.			
50.	The plan explains how the LWDB has reviewed their eligible training providers to determine if there are enough providers to meet the demand of industry.			
51.	The plan provides a description of how the area will implement initiatives such as apprenticeships, incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of employers in the corresponding region in support of the business service strategy.			
52.	The plan describes how the Business Services Team is structured and the process of disseminating the service strategy for employers from the LWDB to the team members responsible for implementation.			
53.	The plan describes the initiatives the LWDB is implementing or will implement to insure accessibility to programmatic services to rural areas (to include Distressed and At-Risk Counties).			
54.	The plan provides details on how the LWDB has or will implement new programs to best serve the Rural area (to include Distressed and At-Risk Counties).			



# Attachment E- Local Plan Scoring Matrix

55.	The plan provides a description on the initiative the LWDB is implementing or will implement to serve individuals who will be re-entering the workforce who were previously incarcerated or justice involved.			
56.	The plan provides details on how the LWDB has or will implement new programs to best serve those who were previously incarcerated or justice involved.			
<b>Performance</b>		<b>Pass</b>	<b>Fail</b>	<b>Comments:</b>
57.	The plan includes information on the actions the Local Board will take toward becoming or remaining a high performing board, consistent with the factors developed by the State Board.			
58.	The plan provides information regarding the local levels of performance negotiated with the Governor and chief elected official consistent with WIOA Sec. 116(c), to be used to measure the performance of the local area and to be used by the Local Board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I Subtitle B and the one-stop delivery system in the local area.			
59.	The plan provides the LWDBs primary indicators of performance.			
60.	A description of how State and Local Performance Measures will be monitored and tracked towards meeting negotiated measures and reported to the Local Workforce Development Board.			
<b>Technical Requirements and Assurances</b>		<b>Pass</b>	<b>Fail</b>	<b>Comments:</b>
61.	The plan describes how the Local Board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the			



# Attachment E- Local Plan Scoring Matrix

	use of technology and other means.			
62.	The plan indicates how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA Sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).			
63.	The plan includes specific information on arrangements that have been implement to ensure physical and programmatic access to all.			
64.	The plan identifies the entity responsible for the disbursement of grant funds described in WIOA as determined by the chief elected official or the Governor under WIOA.			
65.	The plan includes a copy of the local procurement policies and procedures and describes the competitive procurement process that will be used to award the subgrants and contracts for WIOA Title I activities.			
66.	The plan details how the local area will meet the required 40 percent minimum participant cost rate (MPCR).			
67.	The plan includes a <b>detailed budget</b> that lists the sources and uses of Tennessee Department of Labor and Workforce Development (TDLWD) pass-through funds and all non-Federal matching funds.			
68.	The plan includes a budget narrative that includes a detailed explanation of expenditures by the line items listed on Standard Form 424A.			
69.	If applicable, the plan includes purpose of travel and supply/equipment lists, and describe expenses in the 'other' line item.			
70.	If applicable, the budget includes personnel or contractual expenses (cash or in-kind resources),			



## Attachment E- Local Plan Scoring Matrix

	estimate the number of hours/days and hourly rate (or portion of FTE and salary) for the time that is expected to be spent on the proposed project by key personnel, contractors, or consultants.			
71.	If applicable, budget includes land or buildings, provide an MAI appraisal or comparable appraisal.			
72.	The plan identifies Identify each non-TDLWD funding source as federal, state, local, or private.			
73.	The plan includes a letter of commitment from each funding source that specifies the amount of funds committed and the kind of funds committed (grant, loan, cash, in-kind, etc.).			
74.	The plan provides a description of leveraged funds to include any fee based and/or revenue generated.			
75.	The plan provides a description of in-kind resources, including the methods used to determine their value.			
76.	If applicable, this plan includes pertinent supporting materials.			
77.	The plan describes the planned or existing approach regarding which local strategies will be financed by the transfer of Title I workforce funds, including the maximum dollar amount and/or percentage that is authorized to be transferred on an annual basis.			
78.	The plan describes the planned or existing method of funds transfer between the adult and dislocated worker funding streams.			
79.	The plan details the use of incumbent worker training as outlined in WIOA Sec. 134(d)(4)(A)(i).			
80.	The plan defines the use of funds for transitional jobs as outlined in WIOA Sec. 134(d)(5).			
81.	The plan includes copies of the executed cooperative agreements (as applicable) which define how all local			



## Attachment E- Local Plan Scoring Matrix

	service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop system, with respect to efforts that will enhance the provision of services to individuals with disabilities.			
82.	The plan indicates that all service providers, One-Stop Operators and Board have been provided copies of Title VI trainings.			
Scoring Criteria		# of Pass		# of Fail
<b>Operating Systems and Strategies</b>				
<b>Performance</b>				
<b>Technical Requirements and Assurances</b>				
Overall Score:				
Recommend for State Workforce Development Board Approval (100% Pass)				
Recommend for Corrections (Less than 100% Pass)				