TO: Local Elected Officials  
Local Workforce Development Board  
Chairs and Executive Directors

FROM: New Jersey State Employment and Training Commission  
New Jersey Department of Labor and Workforce Development


Date: February 28, 2019  
[All changes from 2016 guidance are provided in blue font.]

I. **Purpose:** The purpose of this Local Plan guidance is to provide instructions to local workforce development boards regarding the preparation and submission of the first Local Plan as required under the Workforce Innovation and Opportunity Act (WIOA).

II. **Background:** The Workforce Innovation and Opportunity Act (WIOA) requires each local workforce development board (WDB) to develop and submit, in partnership with the chief elected official (CEO), a comprehensive four-year plan to the Governor. The local plan shall support the vision, goals and strategy described in the State plan and otherwise be consistent with the State plan. Further, WIOA Section 108 and Title 20-CFR 679.500 require that the four-year local plan be modified after two years.

The Local WIOA four-year plan 2019 Modification will be effective July 1, 2018 - June 30, 2020. Local Plans must comply with the requirements outlined in WIOA (in particular Section 108) and align with and support the strategies described in the New Jersey WIOA Combined State Plan, 2018 Modification. The State shall provide technical assistance and labor market data, as requested by local areas, to assist with such local planning and subsequent service delivery efforts. Each Local Plan forms a portion of the Regional Plan for the region in which the WDB is located. The Local Plan must adhere to all state and local public comment requirements and must be submitted to the State Employment and Training Commission (SETC) with any changes noted in blue font no later than June 30, 2019. (Please note, as outlined below in Section VI, Plan Preparation and Submission Process, local areas must keep in mind their timeline to allow time for approval processes by Chief Elected Officials or other local requirements as well as the 30-day Public Comment period. This must all be completed for final submission on June 30, 2019.)

III. **Technical Assistance:** To ensure each Local Plan is compliant with WIOA requirements and aligns with the New Jersey WIOA Combined State Plan, technical assistance for Local Plans will be provided by the State Employment and Training Commission, and in particular the Regional contact for the region in which the local area is located.
These Regional staff are:

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<td>Gary Altman</td>
<td>NORTH:</td>
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<td>Acting Executive Director</td>
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IV. **Local Planning Regulations:** WIOA requires Local Boards and chief elected officials to participate in a regional planning process resulting in a comprehensive four-year plan, which shall be modified every two years. Each area prepares a Local WIOA Plan that serves as a portion of the Regional Plan. The Local Plan shall include the following elements (drawn directly from the Act Section 108):

- An analysis of the regional economic conditions
- An analysis of the workforce in the region and the knowledge and skills needed to meet the employment needs of the employers in the region
- The local board’s strategic vision and goals for preparing an educated and skilled workforce
- A strategy to work with the entities that carry out the core programs to align resources available to the local area, to achieve the strategic vision and goals
- A description of the workforce development system in the local area and strategies to deliver services and expand employment and training opportunities for eligible individuals. See the attached template table for this work.
- The strategies and services that will be used in the local area to facilitate engagement of employers, coordinate workforce development with economic development, UI programs, rapid response and other partners
- The one-stop delivery system in the local area including all its components, supportive services and partnerships
- How the local board will coordinate education and workforce investment activities with relevant secondary and postsecondary education programs
- The competitive process to be used to award the sub-grants and contracts in the local area for WIOA activities
- The local levels of performance to be used to measure the performance of the local area
• The actions the local board will take toward becoming or remaining a high-performing board
• A description of how training services will be provided
• Other documentation and attestations as required by DOL.

The Local Planning Guidance Framework attached outlines the above listed WIOA requirements and provides a template for preparing the Local Plan.

V. **Local Plan Framework.** Each local area shall participate in a local planning process and adhere to the Framework while preparing the Local Plan. In order to respond appropriately to each of the elements of the Framework, Local Plans are anticipated to be 50-75 pages in length. The 2019 Plan Modification may replace some text and add new text, but the local plan should still conform to the 50 to 75-page guideline. The 2019 Modification may include Appendices that are not part of this page count.

VI. **Plan Preparation and Submission Process:**
Local Plans must be submitted by each local area, to the New Jersey State Employment and Training Commission (SETC), via email to your SETC liaison (see above list), with copy to SETC@dol.nj.gov by the due date of June 30, 2019.

**Prior to the date** on which the local board submits a local plan, the local board shall—

a. Make available copies of a proposed local plan to the public through electronic and other means, such as public hearings and local news media; ensuring that the document is available in accessible formats;
b. Allow members of the public, including representatives of business, representatives of labor organizations, and representatives of education to submit to the local board comments on the proposed local plan, not later than the end of the 30-day period beginning on the date on which the proposed local plan is made available; and
c. Include with the local plan submission any such comments that represent disagreement with the plan.

The Local Plan submitted (including any future modification to such a local plan) shall be considered to be approved by the Governor at the end of the 90-day period beginning on the day the Governor receives the plan (including such a modification), unless the Governor makes a written determination during the 90-day period that—

(i) deficiencies in activities carried out under this subtitle or subtitle B have been identified, through audits conducted under section 184 or otherwise, and the local area has not made acceptable progress in implementing corrective measures to address the deficiencies; this may include failure to address outstanding state or federal issues that require corrective action or improvement plans;
(ii) the plan does not comply with the applicable provisions of the Act; or
(iii) the plan does not align with the State plan, including failing to provide for
alignment of the core programs to support the strategy identified in the State plan in accordance with section 102(b)(1)(E).

VII. **Firewalls and Conflict of Interest**

For purposes of future solicitations, federal and state procurement regulations include strong language regarding the relationship between plan creation, solicitation and one-stop operator selection. Local Workforce Development Boards retain the responsibility to ensure that proper firewalls are created and that the process to develop and implement the local plan does not result in an actual or subsequent conflict of interest.
APPENDIX A: LOCAL PLAN FRAMEWORK

Instructions:
Please address all of the elements outlined below in your Local Plan. In doing so, if the local area is not fully prepared to provide a complete response to the specified element at the time of plan submission, the plan must indicate how the local area and WDB plan to address the respective requirement over the life of the Local Plan timeline. The SETC reserves the right to determine whether the plan is responsive or require revisions.

For the 2019 Plan Modification, under WIOA Section 108 and Title 20-CFR 679.500, local WDBs must review the local plan and modify to “reflect changes in labor market and economic conditions and other factors... including but not limited to significant changes in local economic conditions, changes in financing available to support WIOA Title I and partner-provided services; changes to the local WDB structure; and the need to revise strategies to meet local performance goals.”

Please address the following elements in a narrative of 50 - 75 pages and follow the framework and section numbering outlined below. The entire local plan should demonstrate how the local area supports and aligns with the following key elements and themes of the state plan, and is consistent with the regional plan.

Goals of New Jersey’s Talent Development Strategy:
New Jersey’s strategic talent development strategy is focused on two foundational goals:
1. Building an Innovative, Skilled Workforce to Power Economic Growth
2. Building Economic Opportunity for all New Jersey Residents

The Mission of New Jersey’s Talent Development Strategy:
New Jersey will increase the number of residents with an industry-valued credential or degree through high quality partnerships and integrated investments.

Five Strategic Themes:
New Jersey’s Talent Development Strategy is focused on five critical themes.
- Theme 1: Building Career Pathways with a focus on Industry-Valued Credentials
- Theme 2: Expanding High-Quality Employer-Driven Partnerships
- Theme 3: Providing Career Navigation Assistance through One-Stop Career Centers and Broad Partnerships
- Theme 4: Strengthening Governance through Effective Workforce Development Boards and Regional Collaborations
- Theme 5: Ensuring System Integrity through Metrics and Greater Transparency

The most important way to strengthen New Jersey’s workforce is to build High Quality Partnerships with a wide range of employers, state departments, local governments, educational institutions, organized labor and community-based organizations that play critical roles in the labor market. Regional planning within the workforce development system provides an opportunity to strategically coordinate services, resources, and strategies that contribute to the development of talent throughout New Jersey.
Local Plan Elements
The Local Plan will include at a minimum the following elements. This list and the Framework attached are drawn directly from the Workforce Innovation and Opportunity Act, Section 108.

Introduction: Provide an introductory consideration of how the local area understands and plans to implement locally the Goals, Mission and Five Strategic Themes of the New Jersey Talent Development Strategy outlined above, and the concepts and strategies outlined in the New Jersey Blueprint for Talent Development. This summary should provide specific consideration of current practices within the local area as well as new and promising practices, methods and strategies being planned.

I. Describe the strategic planning elements consisting of—

a. An analysis of the local and regional economic conditions including existing and emerging in-demand industry sectors and occupations; and the employment needs of employers in those industry sectors and occupations. The New Jersey Department of Labor and Workforce Development (LWD) is committed to supporting local areas in preparation of this analysis. This analysis may be drawn from existing data, including Regional Plans. In particular, New Jersey asks that your Local Plan include this reference in order to comply with USDOL requirements:

• “Please align with Section II. Regional Data Analysis of the [North/Central/South] Regional Plan, 2019 Modification submitted to the State on June 30, 2019 for an initial analysis responding to this element.”

However, local areas are expected to also present additional data and analysis about unique economic, industry and labor market information, information on demographics and target populations, and other key information regarding the local area. Any use of non-LWD data must cite its source, timeliness and validity.

For the 2019 Modification, updated labor market and economic data must be included. LWD provided both regional and local labor market information (LMI) to the local WDBs on February 22, 2019 (with additional data to be provided in March 2019).

b. 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. Describe how the local area plans to work in conjunction with the New Jersey Industry Partnerships and other industry and occupational associations and networks in developing and delivering in-demand services. Analysis of alignment between key industry pipeline and the provision of services by the one stop system should be included.

c. An analysis of the workforce in the region, including current labor force employment (and unemployment) data, and information on labor market
trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment. Your analysis must be supported by data. Any use of non-LWD data must cite its source, timeliness and validity.

d. An analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths and weaknesses of such services, and the capacity to provide such services, to address the identified education and skill needs of the workforce and the employment needs of employers in the region.

Local areas should address the range of current activities within the local area delivered by WIOA Core and Partner programs, and other programs, including:

- WIOA Title I Adult
- WIOA Title I Dislocated
- WIOA Title I Youth
- Title II Adult Education/Literacy
- Title III Wagner-Peyser Employment Service Program
- Title IV Vocational Rehabilitation
- Trade Adjustment Assistance (TAA) Program
- Senior Community Service Employment Program
- Jobs for Veterans State Grant
- Migrant and Seasonal Farmworkers Program
- Ex-Offender Programs
- Carl T. Perkins Career and Technical Education Act
- Unemployment Insurance
- WorkFirst New Jersey (TANF) Employment and Training Program
- SNAP Employment and Training Programs
- New Jersey Workforce Development Partnership Program
- New Jersey Supplemental Workforce Fund for Basic Skills
- And other local public or other programs with which the local workforce system collaborates.

e. Describe the local board’s strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), including goals relating to the performance accountability measures based on primary indicators of performance described in section 116(b)(2)(A) of the Act in order to support regional economic growth and economic self-sufficiency. Describe how this supports the regional plan efforts and potential for shared cost. Describe how the local plan may differ from the regional plan, with a justification for the variance.

f. Taking into account analyses described above, a strategy to work with the entities that carry out the core programs to align resources available to the local area, to achieve the local area’s strategic vision and goals.
II. Describe the workforce development system in the local area, including identifying the programs that are included in that system and how the local board will work with the entities carrying out core programs and other workforce development programs to support alignment to provide services. Identify any areas of weakness in service delivery or resources and discuss the regional or local solutions that are most appropriate.

The local area should include in this description plans for services delivered by WIOA Core and Partner programs, and other programs, including:

- WIOA Title I Adult
- WIOA Title I Dislocated
- WIOA Title I Youth
- Title II Adult Education/Literacy
- Title III Wagner-Peyser Employment Service Program
- Title IV Vocational Rehabilitation
- Trade Adjustment Assistance (TAA) Program
- Senior Community Service Employment Program
- Jobs for Veterans State Grant
- Migrant and Seasonal Farmworkers Program
- Ex-Offender Programs
- Carl T. Perkins Career and Technical Education Act
- Unemployment Insurance
- WorkFirst New Jersey (TANF) Employment and Training Program
- SNAP Employment and Training Programs
- New Jersey Workforce Development Partnership Program
- New Jersey Supplemental Workforce Fund for Basic Skills
- And other local public or other programs with which the local workforce system collaborates.

III. Describe how the local board, working with the entities carrying out core programs, will:

a. expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment,

b. how the local board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs; discuss coordination of local services with the Trade Adjustment Assistance (TAA) services provided through LWD, including the identification of potential customers for co-enrollment.

c. improve access to activities leading to an industry valued credential, as made available through the Industry-Valued Credential List published by the New Jersey Department of Labor and Workforce Development. Highlight how the local area’s education and occupational training programs will include employability skills (soft skills) training, experiential learning opportunities; including classroom training, on-the-job training, internships, externship,
registered apprenticeship and any other training methods that are delivered.

d. **Provide/expand Registered Apprenticeship and Pre-Apprenticeship opportunities, and other work-based learning opportunities planned in your local workforce area.**

e. **Local Areas with Significant MSFW local offices must describe their efforts to conduct vigorous outreach in their service areas or regions, in coordination with LWD staff, to communicate a full range of services to a population that may be unable to be reached by normal intake activities.**

**IV. Describe the strategies and services that will be used in the local area in order to—**

a. **Facilitate engagement of employers**, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs.

b. **Support a local workforce development system that meets the needs of businesses in the local area.**

c. **Better coordinate workforce development programs and economic development.**

d. **Strengthen linkages between the one-stop delivery system and unemployment insurance programs.**

e. **Create linkage during program delivery between individual customers and employers.**

f. **Describe the structure of the current business engagement model in your local area; include a description of the roles of the WDB staff, LWD business services representative, the Veterans Business Representative, the program partner agencies and external partners, such as business organizations and chambers of commerce. Discuss how local workforce area services are aligned with state-driven business engagement activities. Identify any challenges and opportunities within the current model, and areas for continuous improvement.**

This description should include **implementation of initiatives** such as:

- Incumbent worker training programs
- On-the-job training programs
- Customized training programs
- **Other Work-Based Learning 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 local area.

- It should also include content on how the area is supporting and or expanded registered apprenticeship in demand industries. **Provide a detailed description of local workforce efforts to grow Registered Apprenticeship and Pre-Apprenticeship pathways, and the specific demand industries and occupations that are focused on by these programs. This should include information on how the local WDB coordinates their efforts with the New Jersey LWD Office of**
Apprenticeship, as the main point of entry/inquiry, and United States DOL Office of Apprenticeship. The WDB should also describe how they will leverage State apprenticeship and pre-apprenticeship grants to build capacity.

V. Describe how the local board will drive an effective partnership between workforce development activities and economic development activities in both the local area and in the region. This will include a description of how the local board will coordinate local workforce investment activities with regional economic development activities that are carried out in the local area and how the Local WDB will promote entrepreneurial skills training and microenterprise services.

VI. Describe the one-stop delivery system in the local area, including—
   a. Describe how the local board will ensure the continuous improvement of one stop operator/providers of services through the system and ensure that such providers meet the employment needs of local employers, and workers and jobseekers. Include in this description the local board’s process for selecting and evaluating providers through solicitations (Requests for Proposals) for services, process for utilizing the Eligible Training Provider List (setting of local standards of the Eligible Training Provider List), review of sub-grantee budgets and reports, and a description of the local area’s monitoring and compliance unit and their activities; include a discussion of the LWDB process to complete the One-Stop Certification, as outlined by SETC Policy #2016-14.

   b. Describe 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 through other means; such as distance learning; include a description of how equity and equal access to services are achieved for services provided through the One-Stop system.

   c. Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with section 188 of the Act regarding non-discrimination, 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 an updated description of how both physical and programmatic accessibility of services is ensured in the One-Stop system, for customers with disabilities and those with other barriers (such as foreign-language speakers). Identify tools and processes used. Please note that an automatic referral to Vocational Rehabilitation services is not appropriate for customers with disabilities; the needs of each customer must be assessed and appropriate services may be provided under any WIOA program, or other workforce programs in the local area.

   d. Describe the flow of services delivered at the One-Stop centers, including a discussion of the utilization of state and local staff for each area, in compliance with federal and state law. A diagram of customer flow and services provision may
be provided as an appendix to the plan, as appropriate. Include the updated local One-Stop Partner Matrix (attached to this document) as an appendix.

e. Describe the roles and resource contributions of the one-stop partners. This should include a description of the local Workforce Development Board’s Memoranda of Understanding (MOU) agreements with the local one-stop partners and resource sharing agreements. Also include a description of the steps taken, and any agreements reached with partners, regarding One-Stop infrastructure costs and shared costs. These local MOUs and agreements should be included as appendices to the local plan. The following are key elements of the MOUs:

- Mission/Vision of the Local System
- Agreement:
  - Parties to the agreement
  - Duration of Agreement
  - Process for Updating and Reviewing MOU for Local WDB Certification
  - Definition of Roles/Responsibilities of Each Party
  - Description of One-Stop delivery services provided by each partner
  - Dispute Resolution Procedures
  - Breach of Agreement
  - Severability
  - Modification of Agreement
- Infrastructure Costs and Local Infrastructure Funding Agreement
- Oversight and Review Schedule of Local Workforce System
- Description of Technical Assistance Available for the Partnership
- Referrals:
  - Within the Partnership
  - Within the Local Area
- Access for individuals with barriers to employment, including individuals with disabilities
- Performance and other reporting requirements
- Record retention and personally identifiable information policies
- Signatures [Local Board, one-stop partners, chief elected official(s)]

VII. Describe and assess the type and availability of **adult and dislocated worker employment and training activities in the local area**. Include a description of how your education and occupational training programs will include employability skills training content (soft skills) that prepares workers for a range of workplace activities and behaviors and a range of skills that are required to succeed in today’s workforce.

VIII. Describe how the local board will coordinate workforce development activities carried out in the local area with **statewide rapid response activities**, as described in section 134(a)(2)(A) of the Act.
IX. Youth Activities:
   a. Describe and assess the type and availability of youth workforce development activities in the local area, including activities for youth who are individuals with disabilities, and youth with low levels of literacy, juvenile or adult justice systems-involved youth, low income and foster youth, etc. This description and assessment shall include an identification of successful models of such youth workforce development activities. In place of a discussion of the WIA to WIOA Youth Transition plans, discuss the current state of youth programming and activities of the local WDB Youth Council. Discuss steps taken and planned, including performing full environmental scans, to ensure that the local workforce system is addressing local needs and identifying resources to provide access to quality workforce services for all youth.
   b. Describe how your area will satisfy the requirement for 75% of WIOA Title I Youth funds to be used for Out-of-School Youth, and 20% of total youth funds to be used for work experience activities. If the local area plans to use 100% of Youth funds for Out-of-School Youth, describe how local one-stop services will continue to be made available to all youth (both in-school and out-of-school), as appropriate. Provide a description of the work experience model currently used in the local area, or the model to be implemented for satisfying the work experience requirement, as appropriate.
   c. Describe the design framework for youth programs in the local area, and how the 14 program elements required in § 681.460 are to be made available within that framework.
   d. Clarify how and if the area will be securing any youth program elements without the procurement of programs and services. How will the local area leverage existing partner resources, including co-enrollment measures or partnerships?

X. Describe how the local board will coordinate education and workforce development activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

XI. Describe how the local board will coordinate workforce development activities carried out under this title in the local area with the provision of transportation, including public transportation, and other appropriate supportive services such as; child care and public housing.

XII. Describe plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) and services provided in the local area through the one-stop delivery system, to improve service delivery and avoid duplication of services.
XIII. Describe how the local board will coordinate workforce development activities carried out under this title in the local area with the **provision of adult education and literacy activities under Title II in the local area**, including a description of **how the local board will carry out**, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the **review of local applications submitted under Title II (iii)**.

a. Describe how the local board will work in conjunction with local Title II providers, to coordinate workforce development activities in the local area, by integrating the provision of adult education and literacy activities under WIOA Title II. This includes, but is not limited to, Integrated Education and Training (IETs) and the implementation of the career pathways model. Include an outline of how the local area will coordinate testing between workforce development, the One-Stop Career Centers, and adult education providers. Coordination includes partner referrals, but must go beyond that process to demonstrate a collaborative effort to ensure quality and timeliness of services to the customer.

**NOTE:** See SETC Policy #2017-02 for additional guidance on coordination of Adult Literacy Services. The policy is available on the SETC website at [http://njsetc.net/njsetc/policy/resolutions/](http://njsetc.net/njsetc/policy/resolutions/).

**NOTE:** The current LWD grant award period for Title II local/consortia grants will end on June 30, 2020. A new grant award period for local adult education activities under Title II is anticipated to begin on July 1, 2020, in alignment with new local workforce plans.

b. This section must include a description of how the local area will effectively refer One-Stop clients to WIOA Title II programs and how Title II program recipients will access One-Stop Career Center services. Include information about existing and planned efforts for co-location and co-enrollment of Title II activities within the One-Stop system.

c. Describe all literacy services including those provided through the Workforce Learning Link, WFNJ and any other WIOA program and services.

XIV. Describe the **replicated cooperative agreements** (as defined in section 107(d)(11)) between the local board or other local entities described in section 101(a)(11)(B) of the **Rehabilitation Act** of 1973 (29 U.S.C. 721(a)(11)(B)) and the **local office of a designated State agency or designated State unit** administering programs carried out under title I of such Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.iv Describe in this section what internal mechanisms will support these initiatives and how these technical assistance initiatives are **coordinated with or supported by the Division of Vocational Rehabilitation Services and the New Jersey Commission for the Blind and Visual Impaired**.
XV. Identify the **entity responsible for the disbursal of grant funds** described in section 107(d)(12)(B)(i)(III), as determined by the chief elected official or the Governor under section 107(d)(12)(B)(i).v

XVI. Describe the **competitive process used to competitively select the One-Stop Operator**, and to **award the sub-grants and contracts** in the local area for activities carried out under WIOA Title I. Include details of the LWDB role in the process and discuss how any other local agencies are involved; also describe efforts to ensure that no conflict of interest is present in the process; include a description of the process used by the LWDB to award WIOA Youth program contracts.

XVII. Describe how the **local levels of performance** negotiated with the Governor and chief elected official pursuant to section 116(c), will be used to measure the performance of the local area and will be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under subtitle B, and the one-stop delivery system, in the local area.vi Describe any additional performance measures developed or used locally. Include an appendix providing the local area performance goals for four program years: PY 2016, PY 2017 and PY 2018, PY 2019.

XVIII. Describe the local board as follows:
   a. **Membership**: provide a list of members, and indicate alignment with new requirement per SETC policy #2015-01 and WIOA. Include description of how membership aligns with New Jersey key industries and local area priorities.
   b. Discuss recruitment plans to address any deficiencies.
   c. Describe development/training programs with board members.
   d. Describe the actions the local board will take toward becoming or remaining a high-performing workforce development board, consistent with the factors developed by the State.

XIX. Describe **staff and partner development and training efforts**. Provide plans/timeline for such trainings. Include both local and partner staff efforts.

XX. Describe how **training services under chapter 3 of subtitle B** will be provided in accordance with section 134(c)(3)(G), including, if contracts for the training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.vii Within this section, be sure to address how training will lead to industry-valued credentials. Identify any additional local area policies or practices regarding types of training or training providers/performance, that are used in conjunction with the ETPL.

XXI. Describe **process to create the local plan**, and provide assurances that it was an open and transparent process, including:
   a. List and describe any meetings of workgroups, taskforces or similar efforts.
Documentation of these meetings, including minutes and attendees, must be maintained locally. Include a list of the participants and their organizations. (This should include local elected officials, local public entities, regional and local economic development partners, WIOA system partners such as Adult Education and Literacy providers, community colleges, NJ Industry Partnerships and other entities with a stake in the local workforce system and plan.) Provide a description of how local stakeholders, including representatives of Titles I, II, III and IV programs, were specifically involved in the 2019 Modification process. Include meeting dates (beyond standing WDB/committee meetings), attendee names, and organizations represented.

b. Describe the process used by the local board to make available copies of the proposed local plan to the public, through electronic and other means such as public hearings and local news media; ensuring that the document was made available in accessible formats.

c. Describe the process used to provide an opportunity for public comment, including comment by representatives of businesses, representatives of labor organizations, and representatives of education and input into the development of the local plan, prior to submission of the plan. Describe any additional local requirements or processes for local public comments. Provide a list of stakeholders who were notified of the opportunity for public comment. Include as an attachment to the Local Plan any such comments including those that represent disagreement with the plan.

XXII. Describe how one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop partners.

XXIII. Priority of Service:

a. Describe how the local board will ensure 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 consistent with WIOA sec. 134(c)(3)(E) and § 680.600

b. Veterans Services: Each local area must develop and describe its policy for providing Veterans services and maintaining the Priority of Service as required by USDOL.

Roles and Responsibilities of Jobs for Veterans State Grant Funded Staff: USDOL- VETS provides LWD with an annual grant to cover Disabled Veteran Outreach Program (DVOP) staff and Local Veterans Employment Representatives (LVERs) – now known as Veterans Business Representatives. LVERs outreach to businesses on behalf of all veterans. DVOPs focus their effort on providing intensive services to veterans with defined significant barriers to employment and who served for more than 180 days and were discharged with other than a dishonorable discharge, or met other requirements to be considered by USDOL to be a Jobs for Veterans State Grants (JVSG) program-eligible veteran. USDOL advocates for the delivery of time intensive, one-
on-one services using a case management approach. In order to ensure that DVOPs only see veterans with barriers to employment, each local area must have a veterans’ customer flow plan that uses all staff in the One-Stop to serve veterans; with only the small subset of veterans with a significant barrier to employment referred to the DVOP. Please note that TEGL 20-13 Change 2 speaks to two categories of significant barriers to employment: veterans between 18 and 24 years of age and Vietnam era veterans. Refer to LWD guidance for a complete list of USDOL significant barriers. Customer pre-assessments should be conducted during triage or registration and veterans who are either ineligible because of their term or type of military service or because they don’t have a significant barrier should receive “Priority of Service” (go to the front of the line for services and training), but should not be automatically sent to the DVOP. USDOL estimates that 70%-80% of veterans coming into the One-Stop should be served by Wagner-Peyser and other non-JVSG staff. Local areas should describe their processes for ensuring that staff deliver these veterans services as required.

**Priority of Service:** All veterans have priority of service within WIOA. However, as described in TEGL 10-09 and NJ WINS #11-16, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the following order:

1. First, to veterans and eligible spouses who are also included in the group given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
2. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
3. Third, to veterans and eligible spouses who are not included in WIOA’s priority groups.
4. Last, to non-covered persons outside the groups given priority under WIOA.

In practice, the priority of service policy means that in any cases where there are lines or waiting lists, those with higher priority move ahead of other individuals in those lines or waiting lists based on the priority of service. Local areas must describe their Priority of Service policy and process. The local policy and process must align with TEGL 10-09 and LWD-issued guidance, NJ WINS #11-16.

**Signage:** USDOL -VETS also requires appropriate signage to encourage Veterans to self-identify and to make them aware of Priority of Service. Each local area must describe its process to ensure adequate signage. This may be within the Priority of Service policy.

**XXIV. Additional Local Elements**

Local boards may include any additional elements to the local plan that they believe are relevant that do not fit within the framework outlined above. In order to retain formatting and order of elements, all additional sections should begin with this item number and be placed here at the end of the plan.
ENDNOTES:

The following notes include direct citations from the relevant sections of the Workforce Innovation and Opportunity Act that are referenced within the Section 108 guidance for Local Plans. These citations are provided to add clarity for local areas as they consider their responses.

The primary indicators include: the percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program; the percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program; the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program; the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (iii)), during participation in or within 1 year after exit from the program; the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment; and the indicators of effectiveness in serving employers established pursuant to clause (iv).

Section 134(a)(2)(A) reads:

(2) REQUIRED STATEWIDE EMPLOYMENT AND TRAINING ACTIVITIES.—
(A) STATEWIDE RAPID RESPONSE ACTIVITIES.—
(i) IN GENERAL.—A State shall carry out statewide rapid response activities using funds reserved by the Governor for the State under section 133(a)(2), which activities shall include—
(I) provision of rapid response activities, carried out in local areas by the State or by an entity designated by the State, working in conjunction with the local boards and the chief elected officials for the local areas; and
(II) provision of additional assistance to local areas that experience disasters, mass layoffs, or plant closings, or other events that precipitate substantial increases in the number of unemployed individuals, carried out in local areas by the State, working in conjunction with the local boards and the chief elected officials for the local areas.
(ii) USE OF UNOBLIGATED FUNDS.—Funds reserved by a Governor under section 133(a)(2), and section 133(a)(2) of the Workforce Investment Act of 1998 (as in effect on the day before the date of enactment of this Act), to carry out this subparagraph that remain unobligated after the first program year for which such funds were allotted may be used by the Governor to carry out statewide activities authorized under subparagraph (B) or paragraph (3)(A), in addition to activities under this subparagraph.

Subparagraphs (A) and (B)(i) of section 107(d)(11) read:

(11) COORDINATION WITH EDUCATION PROVIDERS.—
(A) IN GENERAL.—The local board shall coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of adult education and literacy activities under title II, providers of career and technical education (as defined in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302)) and local agencies administering plans under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741).
(B) APPLICATIONS AND AGREEMENTS.—The coordination described in subparagraph (A) shall include—
(i) consistent with section 232—
(I) reviewing the applications to provide adult education and literacy activities under title II for the local area, submitted under such section to the eligible agency by eligible providers, to deter- mine whether such applications are consistent with the local plan; and
(ii) making recommendations to the eligible agency to promote alignment with such plan;
Section 232 reads:
SEC. 232. LOCAL APPLICATION.
Each eligible provider desiring a grant or contract from an eligible agency shall submit an application to the eligible agency containing such information and assurances as the eligible agency may require, including—

1. a description of how funds awarded under this title will be spent consistent with the requirements of this title;
2. a description of any cooperative arrangements the eligible provider has with other agencies, institutions, or organizations for the delivery of adult education and literacy activities;
3. a description of how the eligible provider will provide services in alignment with the local plan under section 108, including how such provider will promote concurrent enrollment in programs and activities under title I, as appropriate;
4. a description of how the eligible provider will meet the State adjusted levels of performance described in section 116(b)(3), including how such provider will collect data to report on such performance indicators;
5. a description of how the eligible provider will fulfill one-stop partner responsibilities as described in section 121(b)(1)(A), as appropriate;
6. a description of how the eligible provider will provide services in a manner that meets the needs of eligible individuals; and
7. information that addresses the considerations described under section 231(e), as applicable.

iv References in this section are to Section 107(d)(11) referenced in prior footnote.

v From the Act, Section 107 as referenced:
(A) BUDGET.—The local board shall develop a budget for the activities of the local board in the local area, consistent with the local plan and the duties of the local board under this section, subject to the approval of the chief elected official.
(B) ADMINISTRATION.—
   (i) GRANT RECIPIENT.—
      (l) IN GENERAL.—The chief elected official in a local area shall serve as the local grant recipient for, and shall be liable for any misuse of the grant funds allocated to the local area under sections 128 and 133, unless the chief elected official reaches an agreement with the Governor for the Governor to act as the local grant recipient and bear such liability.
      (II) DESIGNATION.—In order to assist in administration of the grant funds, the chief elected official or the Governor, where the Governor serves as the local grant recipient for a local area, may designate an entity to serve as a local grant sub-recipient for such funds or as a local fiscal agent. Such designation shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds as described in subclause (I).
      (III) DISBURSAL.—The local grant recipient or an entity designated under subclause (II) shall disburse the grant funds for workforce investment activities at the direction of the local board, pursuant to the requirements of this title. The local grant recipient or entity designated under subclause (II) shall disburse the funds immediately on receiving such direction from the local board.

vi This Subsection reads:
(c) LOCAL PERFORMANCE ACCOUNTABILITY MEASURES FOR SUB-TITLE B.—
   (1) IN GENERAL.—For each local area in a State designated under section 106, the local performance accountability measures for each of the programs described in subclauses (I) through (III) of subsection (b)(3)(A)(ii) shall consist of—
      (A)(i) the primary indicators of performance described in subsection (b)(2)(A) that are applicable to such programs; and
(ii) additional indicators of performance, if any, identified by the State for such programs under subsection (b)(2)(B); and

(B) the local level of performance for each indicator described in subparagraph (A).

(2) LOCAL LEVEL OF PERFORMANCE.—The local board, the chief elected official, and the Governor shall negotiate and reach agreement on local levels of performance based on the State adjusted levels of performance established under subsection (b)(3)(A).

(3) ADJUSTMENT FACTORS.—In negotiating the local levels of performance, the local board, the chief elected official, and the Governor shall make adjustments for the expected economic conditions and the expected characteristics of participants to be served in the local area, using the statistical adjustment model developed pursuant to subsection (b)(3)(A)(viii). In addition, the negotiated local levels of performance applicable to a program year shall be revised to reflect the actual economic conditions experienced and the characteristics of the populations served in the local area during such program year using the statistical adjustment model.

vi Section 134(c)(3)(G):

(G) USE OF INDIVIDUAL TRAINING ACCOUNTS.—

(i) IN GENERAL.—Except as provided in clause (ii), training services provided under this paragraph shall be provided through the use of individual training accounts in accordance with this paragraph, and shall be provided to eligible individuals through the one-stop delivery system.

(ii) TRAINING CONTRACTS.—Training services authorized under this paragraph may be provided pursuant to a contract for services in lieu of an individual training account if—

(I) the requirements of subparagraph (F) are met;

(II) such services are on-the-job training, customized training, incumbent worker training, or transitional employment;

(III) the local board determines there are an insufficient number of eligible providers of training services in the local area involved (such as in a rural area) to accomplish the purposes of a system of individual training accounts;

(IV) The local board determines that there is a training services program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve individuals with barriers to employment;

(V) the local board determines that—

(aa) it would be most appropriate to award a contract to an institution of higher education or other eligible provider of training services in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations; and

(bb) such contract does not limit customer choice; or

(VI) the contract is a pay-for-performance contract.

(iii) LINKAGE TO OCCUPATIONS IN DEMAND.— Training services provided under this paragraph shall be directly linked to an in-demand industry sector or occupation in the local area or the planning region, or in another area to which an adult or dislocated worker receiving such services is willing to relocate, except that a local board may approve training services for occupations determined by the local board to be in sectors of the economy that have a high potential for sustained demand or growth in the local area.

(iv) RULE OF CONSTRUCTION.—Nothing in this paragraph shall be construed to preclude the combined use of individual training accounts and contracts in the provision of training services, including arrangements that allow individuals receiving individual training accounts to obtain training services that are contracted for under clause (ii).
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### Strength of Partnership (1-Weak to 5-Strong)

### CAREER SERVICES

- Eligibility Determination
- Outreach, Intake and Orientation
- Initial Assessment of skill levels
- Job Search and Placement Assistance
- Career Counseling
- Provision of info on on-demand sectors and occupations
- Appropriate recruitment and other business services
- Provision of referrals and coordination of activities with other programs and services.
- Provision of workforce and labor market statistics, including the provision of accurate information related to local, regional, and national labor market areas.
- Provision of performance information and cost on eligible providers
- Provision of information on how the local area is performing on local performance accountability measures and any additional measures.
- Provision of information relating the availability of support services or assistance and the appropriate referral to those services and assistance.
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided by WIOA.
- Provisional of information and assistance regarding filling claims under UI programs.

### INDIVIDUALIZED CAREER SERVICES

- Comprehensive and Specialized Assessment for Adults and Dislocated Workers
- Development of individual employment plans
- Group and Individual Counseling and mentoring
- Career Planning/Case Management
- Short Term Pre-Vocational services
- Internships and Work Experiences
- Workforce preparation Activities
- Financial Literacy
- Out-of-Area Job Search Assistance
- English language acquisition and integrated education.

### FOLLOW UP SERVICES

- Unsubsidized Employment for up to 12 months
- Transitioning to Career Services

### TRAINING SERVICES

- Occupational Skills Training
- On-The-Job Training
- Incumbent Worker Training
- Programs that combine Workplace Training with Related Instruction
- Training Programs operated by Private Sector
- Skill Upgrading and Retraining
- Entrepreneurial Training
- Transitional jobs
- Job Readiness Training
- Adult Education and Literacy Activities
- Customized Training

**Others: Explain**
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