



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SERVICES
220 French Landing Drive
Nashville, TN 37243-1002
(615) 741-1031

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 local¹ and regional² 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 SWDB³.
- The LWDB must make information about the development of plan modifications available to the public on a regular basis through electronic means and open meetings⁴. 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 process⁵.

II. Plan Submission:

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

¹ 20 CFR 679.510(b)

² 20 CFR 679.550(b)

³ 20 CFR 679.510(b)(4)

⁴ WIOA Section 107(e)

⁵ 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. Decision⁶:

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 225⁷;
- The plan does not comply with the applicable provisions of WIOA, such as provisions outlined in the WIOA Section 188;⁸
- The plan does not align with Tennessee's Combined State Plan⁹; 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

⁶ 20 CFR 679.570

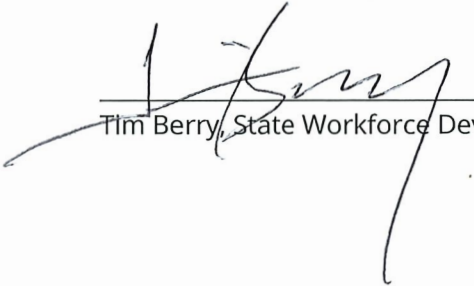
⁷ 20 CFR 679.570(a)(1)

⁸ 20 CFR 679.570(a)(2)

⁹ 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.

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

REGIONAL/LOCAL PLAN TIMELINE	
<i>ACTIVITY</i>	<i>DEADLINE DATE</i>
LWDA Executive Director Work Session for Regional and Local Planning Guidance	December 13, 2023
State Workforce Agency (SWA) Issues 2024-2027 Regional and Local Plan Guidance	January 8, 2024
Regional and Local Plans Due for Public Comment	March 8, 2024
Plans with CLEO Signature Due to SWA	April 8, 2024
Internal Regional and Local Plan Review Period	April 8-19, 2024
Approval Recommendations Sent to Chief Strategy Officer and Chief of Staff	April 24, 2024
Approval Recommendations Sent Out to State Workforce Development Board (SWDB) Members	April 26, 2024
Plans Presented to SWDB	May 17, 2024
Any Approval Conditions Resolved	May 17- June 14, 2024
Full Approval	June 17, 2024



Attachment B- Regional and Local Planning Guide

The Attachment B- Regional and Local Planning Guide, will be a template provided to each Regional Planning Council (RPC) and Local Workforce Development Board (LWDB). This template will be separated into a Regional Plan and Local Plan, each including a Strategy Tracker. These documents will be completed and submitted by the identified dates in Attachment A.

The templates for this Attachment provided to the RPCs and LWDBS are as follows:

Regional Plan

- Regional Plan Guidance Template (including link to Strategy Tracker)
- Regional Plan Signatures Template

Local Plan

- Local Plan Guidance Template (including link to Strategy Tracker)
- Local Plan Signatures Template



Attachment C- Regional and Local Planning Checklist

- Completed Regional Plan Template
- Regional Plan Attachments
 - Documentation of CLEO approval
- Completed Local Plan Template
- Local Plan Attachments
 - Required Policies
 - CLEO Signature Page
 - Partners MOU & IFA
 - Additional Cooperative Agreements
 - Budget Information and Supporting Materials



Attachment D-Regional Plan Scoring Matrix

Follow these guidelines when grading each question:				
Satisfactory = Answer directly provides specific detail associated with the element				
Needs Improvement = Answer does not directly provide specific detail associated with the element				
Regional Labor Market Analysis		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
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 occupations.			
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.			



Attachment D-Regional Plan Scoring Matrix

Support of State Initiatives		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
7.	The plan addresses how local initiatives will positively address LFPR efforts.			
8.	The plan provides how the local area is addressing each of the seven pillars of the Business Engagement Plan.			
9.	The plan explains how the local area will implement SYEP to include the leveraging of partnerships.			
10.	The plan explains the outreach strategy for SYEP.			
11.	The plan describes how the local area will be implementing recommendations made by the KPMG assessment study.			
12.	The plan provides the plan for an innovative funding structure to include what additional funding sources will be sought after and how the local area will staff and administer this additional funding.			
Regional Service Strategies		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
13.	The plan describes the regional service strategies, including the use of cooperative service delivery strategies			



Attachment D-Regional Plan Scoring Matrix

14.	The plan provides an analysis of workforce development activities, including education and training in the region.			
15.	The plan indicates the strengths and weaknesses of workforce development activities and the capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers.			
16.	The plan defines what new service strategies will be used to address regional educational and training needs based on promising ROI.			
17.	The plan identifies what formal and informal cooperative procedures the core partners and other required partners will establish to align services and coordinate delivery.			
18.	The plan describes the strategic vision to support state, regional, and local economic growth.			
Sector Initiatives for In-Demand Sectors or Occupations		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
19.	The plan identifies sectors, industries, occupations, and skills that are in demand.			
20.	The plan identifies sectors, industries, and occupations that are considered emerging in the regional economy.			



Attachment D-Regional Plan Scoring Matrix

Economic Development/Business Engagement		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
21.	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.			
22.	The plan describes the strategies to better coordinate workforce development and economic development.			
23.	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.			
Coordination of Supportive Services		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
24.	The plan describes how transportation and other supportive services are coordinated within the region.			
Performance Accountability		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
25.	The plan describes the strategies relating to the performance accountability measures based on			



Attachment D-Regional Plan Scoring Matrix

	State and Local Performance Measures (Key Performance Indicators).			
26.	A plan was provided on how the region will work with each LWDA to achieve negotiated targets based on established procedures.			
27.	A description of how State and Local Performance Measures will be monitored and tracked towards meeting regional measures.			
Coordination of Cost Arrangement		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
28.	The plan describes the coordination of administrative cost arrangements, including pooling of funds, as appropriate.			
Public Comments		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
29.	The plan includes the process for providing an adequate amount of time for a public comment period.			
30.	Included comments from the public comment period in a separate attachment.			
Stakeholder Involvement		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
31.	The planning period includes the involvement of all required stakeholders and how they were engaged.			
Attachments		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
32.	Documentation of CLEO approval is attached.			



Attachment D-Regional Plan Scoring Matrix

Scoring Criteria	# of Satisfactory	# of Needs Improvement
Regional Labor Market Analysis		
Support of State Initiatives		
Regional Service Strategies		
Sector Initiatives for In-Demand Sectors or Occupations		
Economic Development/Business Engagement		
Coordination of Support Services		
Performance Accountability		
Coordination of Cost Arrangement		
Public Comments		
Stakeholder Involvement		
Attachments		
Overall Score:		
Recommend for State Workforce Development Board Approval (100% Satisfactory)		
Recommend for Corrections (Less than 100% Needs Improvement)		



Attachment E- Local Plan Scoring Matrix

Follow these guidelines when grading each element:					
Satisfactory = Answer directly provides specific detail associated with the element					
Needs Improvement = Answer does not directly provide specific detail associated with the element					
Regional and Local Analysis		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:	
1.	The plan provides an analysis of the in-demand sectors and occupations, specifically the needs of businesses.				
2.	The plan compares the LWDA to the region on economic conditions.				
3.	The plan provides an analysis of the workforce development and education activities.				
Strategic Planning Element		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:	
4.	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.				
5.	The plan describes how the local area's workforce development programs, including programs provided by partner agencies, supports the local strategic vision.				
6.	The plan addresses how the local performance measures address regional economic growth and self-sufficiency.				
Support of State Initiatives		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:	
7.	The plan addresses how local initiatives will positively address LFPR efforts.				



Attachment E- Local Plan Scoring Matrix

8.	The plan provides how the local area is addressing each of the seven pillars of the Business Engagement Plan.			
9.	The plan explains how the local area will implement SYEP to include the leveraging of partnerships.			
10.	The plan explains the outreach strategy for SYEP.			
11.	The plan describes how the local area will be implementing recommendations made by the KPMG assessment study.			
12.	The plan provides the plan for an innovative funding structure to include what additional funding sources will be sought after and how the local area will staff and administer this additional funding.			
Local One-Stop System		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
13.	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.			
14.	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.			
Workforce Development and Career Pathways		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
15.	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.			
16.	The plan provides a description of how the local board will improve access to activities leading to a recognized post-secondary credential.			



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Access to Employment and Services		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
17.	The plan provides coordination strategies to include services to veterans and eligible spouses, including priority of service and the use of available Jobs for Veterans State Grants (JMSG) staff.			
18.	The plan provides a copy of the local supportive service policy.			
19.	The plan describes how the local board will coordinate the provision of transportation and other appropriate supportive services in the local area.			
20.	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)).			
21.	The plan describes how the Local Board will determine priority populations and how to best serve them, along with any other state requirements.			
22.	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.			
23.	The plan provides a description of 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.			



Attachment E- Local Plan Scoring Matrix

24.	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.			
25.	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.).			
Business Engagement		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
26.	The plan describes how the Local Board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.			
27.	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.			
Training Services		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:



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28.	The plan describes how the local area will provide adult and dislocated workers with employment and training activities.			
29.	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.			
30.	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, and how the use of such contracts will be coordinated with the use of individual training accounts under that chapter.			
31.	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.			
32.	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 job seekers.			
Program Coordination		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
33.	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

34.	The plan provides coordination strategies to include Adult, Dislocated Worker, and Youth employment and training activities under WIOA Title I.			
35.	The plan provides coordination strategies to include Adult education and literacy activities under WIOA Title II.			
36.	The plan provides a description of how the Local Board will carry out the review of local applications submitted under Title II.			
37.	The plan provides coordination strategies to include Wagner-Peyser Act (29 U.S.C. 49 et seq.) services under WIOA Title III.			
38.	The plan provides coordination strategies to include Vocational rehabilitation service activities under WIOA Title IV.			
39.	The plan provides coordination strategies to include relevant secondary and post-secondary education programs and activities with education and workforce investment activities			
40.	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.			
41.	The plan provides coordination strategies to include other services provided in the one-stop delivery			



Attachment E- Local Plan Scoring Matrix

	system including but not limited to the programs outlined in WIOA Sec. 121.			
Youth Activities		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
42.	The plan describes the process by which the local area will provide youth activities.			
43.	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.			
Administration		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
44.	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.			
45.	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.			



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46.	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.			
Public Comment		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
47.	The plan includes the process for providing an adequate amount of time for a public comment period.			
48.	Included comments from the public comment period in a separate attachment.			
Stakeholder Involvement		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
49.	The planning period includes the involvement of all required stakeholders and how they were engaged.			
Attachments		Satisfactory	Needs Improvement	Comments/Areas of Opportunity:
50.	Provided LWDA Organizational Chart listing staff and titles			
51.	Provided any executed cooperative agreements (MOUs), if applicable.			



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52.	Provided a link to the policy page or the Eligible Training Provider List (ETPL) approval policy.			
53.	Provided a link to the policy page or the Individual Training Accounts (ITA) policy.			
54.	Provided a link to the policy page or the Supportive Services Policy			
55.	Provided a link to the policy page or the Procurement Policy			
56.	Provided a link to the policy page or the Youth Needs Additional Assistance Policy			
57.	Provided 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.			
58.	Provided a budget narrative that includes a detailed explanation of expenditures by the line items listed on Standard Form 424A.			
59.	If applicable, provided the purpose of travel and supply/equipment lists, and describe expenses in the 'other' line item.			
60.	If applicable, the provided budget includes personnel or contractual expenses (cash or in-kind resources), estimates the number of hours/days and hourly rate (or portion of FTE and salary) for the time that is			



Attachment E- Local Plan Scoring Matrix

	expected to be spent on the proposed project by key personnel, contractors, or consultants.			
61.	If applicable, the provided budget includes land or buildings, provide an MAI appraisal or comparable appraisal.			
62.	Provided identification for each non-TDLWD funding source as federal, state, local, or private.			
63.	Provided 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.).			
64.	Provided a description of leveraged funds to include any fee-based and/or revenue generated.			
65.	Provided a description of in-kind resources, including the methods used to determine their value.			
Scoring Criteria		# of Satisfactory		# of Needs Improvement
Regional and Local Analysis				
Strategic Planning Element				
Support of State Initiatives				
Local One-Stop System				
Workforce Development and Career Pathways				
Access to Employment and Services				
Business Engagement				
Training Services				
Program Coordination				



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Youth Activities		
Administration		
Public Comments		
Stakeholder Involvement		
Attachments		
Overall Score:		
Recommend for State Workforce Development Board Approval (100% Satisfactory)		
Recommend for Corrections (Less than 100% Needs Improvement)		