

## 2020-2024 Local Plan Assurances

Check the following boxes to accept the assurances listed below.

|                                     |    | Assurance   | References  |
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| <input checked="" type="checkbox"/> | 1. | The Local Board has processes and timelines, consistent with WIOA Section 108(d), to obtain input into the development of the local plan and provide the opportunity for comment by representatives of business, labor organizations, education, other key stakeholders, and the general public for a period that is no less than 30 days.<br><b>Please refer to Section 9. Line Item (H), Pages 97-98 of the Local Plan.</b> | WIOA Sections 108(d);<br>20 CFR 679.550(b)            |
| <input checked="" type="checkbox"/> | 2. | The final Local Plan is available and accessible to the general public.<br><b>Please refer to Section 9. Line Item (H), Pages 97-98 of the Local Plan.</b>  | 20 CFR 679.550(b)(5)                                  |
| <input checked="" type="checkbox"/> | 3. | The Local Board has established procedures to ensure public access (including people with disabilities) to board meetings and information regarding board activities, such as board membership and minutes.<br><b>Please refer to Attachment A to the Local Plan.</b>   | WIOA Section 107(e);<br>20 CFR 679.390 and<br>679.550 |
| <input checked="" type="checkbox"/> | 4. | The Local Board makes publicly-available any local requirements for the Local Area, such as policies, including policies for the use of WIOA Title I funds.<br><b>Please refer to Section 3. Line Item (B), Pages 48-52 of the Local Plan.</b>  | 20 CFR 679.390  |
| <input checked="" type="checkbox"/> | 5. | The Local Board has established a written policy or procedure that identifies circumstances that might present conflict of interest for any local workforce investment board or entity that they represent, and provides for the resolution of conflicts.<br><b>Please refer to Section 9. Line Item (S). Pages 110-111 of the Local Plan.</b>  | WIOA Section 107(h)                                   |
| <input checked="" type="checkbox"/> | 6. | The Local Board has copies of memoranda of understanding between the Local Board and each American Job Center partner concerning the operation of the American Job Center delivery system in the Local Area, and has provided the State with the latest versions of its memoranda of understanding.<br><b>Please refer to Attachment B to the Local Plan.</b>   | WIOA Section 121(c);<br>20 CFR 678.500-510            |
| <input checked="" type="checkbox"/> | 7. | The Local Board has written policy or procedures that ensure American Job Center operator agreements are reviewed and updated no less than once every three years.<br><b>Please refer to Policy #31, Pages 55-56 in Attachment I of the Local Plan.</b>   | WIOA Section 121(c)(v)                                |
|                                     | 8. | The Local Board has procurement policies  | WIOA Sections 121(d)                                  |

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| <input checked="" type="checkbox"/> |     | and procedures for selecting One-Stop operators, awarding contracts under WIOA Title I Adult and Dislocated Worker funding provisions, and awarding contracts for Youth service provision under WIOA Title I in accordance with applicable state and local laws, rules, and regulations, provided no conflict exists with WIOA.<br><b>Please refer to Policy #71, Pages 132-135 in Attachment I of the Local Plan.</b>   | and 123; 20 CFR 678.600-615 and 681.400   |
| <input checked="" type="checkbox"/> | 9.  | The Local Board has procedures for identifying and determining the eligibility of training providers and their programs to receive WIOA Title I individual training accounts.<br><b>Please refer to Attachment D to the Local Plan.</b>  | WIOA Sections 107(d)(10), 122(b)(3), and 123; 20 CFR 679.370(l)-(m) and 680.410-430 |
| <input checked="" type="checkbox"/> | 10. | The Local Board has written procedures for resolving grievances and complaints alleging violations of WIOA Title I regulations, grants, or other agreements under WIOA and written policies or procedures for assisting customers who express interest in filing complaints at any point of service, including, at a minimum, a requirement that all partners can identify appropriate staff contacts and refer customers to those contacts.<br><b>Please refer to Policy #70 in Attachment I of the Local Plan.</b> | WIOA Section 181(c); 20 CFR 683.600   |
| <input checked="" type="checkbox"/> | 11. | The Local Board has established at least one comprehensive, full-service American Job Center and has a written process for the local Chief Elected Official and Local Board to determine that the center conforms to the definition therein.<br><b>Please refer to Section 3. Line Item (A). Page 47 of the Local Plan.</b>  | WIOA Section 121(e)(2)(A); 20 CFR 678.305   |
| <input checked="" type="checkbox"/> | 12. | All partners in the local workforce and education system described in this plan ensure the physical, programmatic and communications accessibility of facilities, programs, services, technology and materials in the Local Area's American Job Centers for individuals with disabilities.<br><b>Please refer to Section 3. Line Item (G). Pages 55-56 of the Local Plan.</b>  | WIOA Section 188; 29 CFR parts 37.7-37.9; 20 CFR 652.8(j)                           |
| <input checked="" type="checkbox"/> | 13. | The Local Board ensures that outreach is provided to populations and sub-populations who can benefit from American Job Center services.<br><b>Please refer to Section 2. Line Item D. Page 37. Section 3. Line Item (B). Pages 48-52 of the Local Plan.</b>  | WIOA Section 188; 29 CFR 37.42  |

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| <input checked="" type="checkbox"/> | 14. | The Local Board implements universal access to programs and activities to individuals through reasonable recruitment targeting, outreach efforts, assessments, service delivery, partner development, and numeric goals.<br><b>Please refer to Section 1. Line Item (D). Page 15; Section 3. Line Item (B). Pages 48-52; and, Section 3. Line Item (F). Pages 54-55 of the Local Plan.</b> | WIOA Section 188; 29 CFR 37.42  |
| <input checked="" type="checkbox"/> | 15. | The Local Board complies with the nondiscrimination provisions of Section 188, and assures that Methods of Administration were developed and implemented.<br><b>Please refer to Section 1. Line Item (F). Pages 22-24; Section 3. Line Items (G) &amp; (H). Pages 55-58 of the Local Plan.</b>   | WIOA Section 188; 29 CFR 37.54(a)(1)  |
| <input checked="" type="checkbox"/> | 16. | The Local Board collects and maintains data necessary to show compliance with nondiscrimination provisions of Section 188 of WIOA.<br><b>Please refer to Section 9. Line Item (L), Pages 103-106 of the Local Plan.</b>  | WIOA Section 185; 29 CFR 37.37  |
| <input checked="" type="checkbox"/> | 17. | The Local Board complies with restrictions governing the use of federal funds for political activities, the use of the American Job Center environment for political activities, and the Local Board complies with the applicable certification and disclosure requirements.<br><b>Please refer to Section 9. Line Item (S). Pages 110-111 of the Local Plan.</b>                          | CFR Part 230 Appendix B; 48 CFR 31.205-22; RCW 42.52.180; TEGL 2-12; 29 CFR Part 93.100 |
| <input checked="" type="checkbox"/> | 18. | The Local Board ensures that American Job Center staff, along with the Migrant and Seasonal Farmworker program partner agency, will continue to provide services to agricultural employers and MSFWs that are demand-driven and consistent with ESD's mission.<br><b>Please refer to Section 5. Line Item (C). Pages 83-84 of the Local Plan.</b>  | WIOA Section 167  |
| <input checked="" type="checkbox"/> | 19. | The Local Board follows confidentiality requirements for wage and education records as required by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, WIOA, and applicable Departmental regulations.<br><b>Please refer to Section 5. Line Item B(2). Page 86. Section 9. Line Item (S). Pages 110-111 of the Local Plan.</b>                                      | WIOA Sections 116(i)(3) and 185(a)(4); 20 USC 1232g; 20 CFR 677.175 and 20 CFR part 603 |
| <input checked="" type="checkbox"/> | 20. | The Local Board has a written policy and procedures to competitively award grants and contracts for WIOA Title I activities (or applicable federal waiver), including a  | WIOA Section 108(b)(16); 20 CFR 679.560(a)(15); WIOA Title I Policy 5601;               |

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|                                     |     | process to be used to procure training services made as exceptions to the Individual Training Account process.<br><b>Please refer to Policy #72, Pages 136-138 in Attachment I of the Local Plan.</b>   | WIOA Section 134(c)(3)(G); 20 CFR 680.300-310   |
| <input checked="" type="checkbox"/> | 21. | The Local Board has accounting systems that follow current Generally Accepted Accounting Principles (GAAP) and written fiscal-controls and fund-accounting procedures and ensures such procedures are followed to insure proper disbursement and accounting of WIOA adult, dislocated worker, and youth program and the Wagner-Peyser Act funds.<br><b>Please refer to Attachment H to the Local Plan.</b>        | WIOA Section 108(b)(15), WIOA Title I Policy 5230; WIOA Title I Policy 5250   |
| <input checked="" type="checkbox"/> | 22. | The Local Board ensures compliance with the uniform administrative requirements under WIOA through annual, on-site monitoring of each local sub-recipient.<br><b>Please refer to Section 1. Line Item (E). Pages 21-22; Section 3. Line Item (E). Page 54; Section 4. Line Item (L). Page 75; Section 9. Line Item (B). Page 91; Line Item (J). Pages 98-103 and Attachment E to the Local Plan.</b>              | WIOA Section 184(a)(3); 20 CFR 683.200, 683.300, and 683.400-410  |
| <input type="checkbox"/>            | 23. | The Local Board has a written debt collection policy and procedures that conforms with state and federal requirements and a process for maintaining a permanent record of all debt collection cases that supports the decisions made and documents the actions taken with respect to debt collection, restoration, or other debt resolution activities.<br><b>Please refer to Attachment H of the Local Plan.</b> | WIOA Section 184(c); 20 CFR Part 652; 20 CFR 683.410(a), 683.420(a), 683.750  |
| <input checked="" type="checkbox"/> | 24. | The Local Board has a written policy and procedures for ensuring management and inventory of all properties obtained using WIOA funds, including property purchased with JTPA or WIA funds and transferred to WIOA, and that comply with WIOA, and, in the cases of local government, Local Government Property Acquisition policies.<br><b>Please refer to Attachment H of the Local Plan.</b>                   | WIOA Section 184(a)(2)(A); 20 CFR 683.200 and 683.220; OMB Uniform Administrative Guidance; Generally Accepted Accounting Procedures (GAAP) |
| <input checked="" type="checkbox"/> | 25. | The Local Board will not use funds received under WIOA to assist, promote, or deter union organizing.<br><b>Please refer to Policy #73 in Attachment I of the Local Plan.</b>   | WIOA Section 181(b)(7); 20 CFR 680.850  |
|                                     | 26. | The Local Board has a written policy and procedures that ensure adequate and correct determinations of eligibility for WIOA-funded  | 20 CFR Part 680 Subparts A and B; 20 CFR Part 681 Subpart   |

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| <input checked="" type="checkbox"/> |     | <p>basic career services and qualifications for enrollment of adults, dislocated workers, and youth in WIOA-funded individualized career services and training services, consistent with state policy on eligibility and priority of service.</p> <p><b>Please refer to Policies #12, #14, #24, #25 &amp; #58 in Attachment I to the Local Plan.</b></p>   | A.   |
| <input checked="" type="checkbox"/> | 27. | <p>The Local Board has a written policy and procedures for awarding ITAs to eligible adults, dislocated workers, and youth receiving WIOA Title I training services, including dollar and/or duration limit(s), limits on the number of times an individual may modify an ITA, and how ITAs will be obligated and authorized.</p> <p><b>Please refer to Attachment D to the Local Plan.</b></p>  | WIOA Section 134(c)(3)(G); 20 CFR 680.300-320  |
| <input checked="" type="checkbox"/> | 28. | <p>The Local Board has a written policy and procedures that establish internal controls, documentation requirements, and leveraging and coordination of other community resources when providing supportive services and, as applicable, needs-related payments to eligible adult, dislocated workers, and youth enrolled in WIOA Title I programs.</p> <p><b>Please refer to Section 2. Line Item (G). Pages 44-45 of the Local Plan. Attachment D.</b></p>   | WIOA Sections 129(c)(2)(G) and 134(d)(2); 20 CFR 680.900-970; 20 CFR 681.570   |
| <input checked="" type="checkbox"/> | 29. | <p>The Local Board has a written policy for priority of service at its American Job Centers and, as applicable, affiliate sites and for local workforce providers that ensures veterans and eligible spouses are identified at the point of entry, made aware of their entitlement to priority of service, and provided information on the array of employment, training and placement services and eligibility requirements for those programs or services.</p> <p><b>Please refer to Attachment I to the Local Plan.</b></p> | Jobs for Veterans Act; Veterans' Benefits, Health Care, and Information Technology Act; 20 CFR 1010; TEGL 10-09; Veterans Program Letter 07-09 |
| <input checked="" type="checkbox"/> | 30. | <p>The Local Board has developed plans and strategies for 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 American Job Center delivery system, to improve service delivery and avoid duplication of services.</p> <p><b>Please refer to Section 5. Page 83 of the Local Plan.</b></p>  |  |

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| <div data-bbox="191 58 245 121">x</div> | 31. The Local Board will provide reasonable accommodation to qualified individuals with disabilities unless providing the accommodation would cause undue hardship.<br><b>Please refer to Section 1. Line Item (F). Pages 24; Section 2. Line Item (A). Page 29; Section 3. Line Item (G). Pages 55-56; Section 7. Line Items (A) &amp; (B). Pages 88-89; Section 9. Line Items (M), (N) &amp; (O). Pages 106-107 of the Local Plan.</b> |  |
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The Local Workforce Development Board for Region 5, certifies, that it complies with all required components and assurances of the Workforce Innovation and Opportunity Act plan development guidelines issued by the State of West Virginia. The Local Board also assures that funds will be spent in accordance with the Workforce Innovation and Opportunity Act, Wagner-Peyser Act, and their regulations, written U.S. Department of Labor guidance implementing these laws, Office of Management and Budget circulars, and all other applicable federal and state laws, regulations, and policies.