

High Country  
Workforce Development Board

**North Carolina Modification for  
Local Area Workforce Development  
Workforce Innovation and Opportunity Act  
Title I Plans**

**July 1, 2025 - June 30, 2026**

North Carolina Department of Commerce  
Division of Workforce Solutions  
313 Chapanoke Road, Suite 120  
4316 Mail Service Center  
Raleigh, NC 27699-4316

## **Introduction and Instructions**

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Area Workforce Development Board (WDB) to develop and submit, in partnership with the chief local elected official (CLEO), a comprehensive four-year plan. Comprehensive Four-Year Plans were submitted in May **2024**.

In North Carolina, annually, each Local Area WDB, in consultation with the chief local elected official, is to provide updates to the Comprehensive Four-Year Plan. The WIOA Program Year (PY) **2025** Plan is to provide current information and be effective **July 1, 2025 - June 30, 2026**, and will include updated current local policies. The Local Area Plan will support the alignment strategy described in the **2024-2027** NC Unified State Plan in accordance with WIOA Section 102(b)(1)(E), and otherwise be consistent with the NC Unified State Plan. Local Area WDBs shall comply with WIOA Section 108 in the preparation and submission of the Plan.

Through its strategic planning efforts, the NCWorks Commission developed a vision and mission for North Carolina's Workforce System. This vision is to build a job-ready workforce to strengthen North Carolina companies, attract new businesses, and ensure our state can adapt to a changing economy. The mission of the state's workforce development system is to ensure North Carolina has an innovative, relevant, effective, and efficient workforce development system that develops adaptable, work-ready, skilled talent to meet the current and future needs of workers and businesses to achieve and sustain economic prosperity and to ensure North Carolinians are ready for the jobs of today and tomorrow by increasing access to education and skills training, fostering employer leadership to prepare workers, and supporting and scaling local innovation.

## **Federal and State Requirements for Local Administration of the Workforce Innovation and Opportunity Act**

Local Area WDBs should reference the Workforce Innovation and Opportunity Act, Public Law 113-128, enacted July 22, 2014. Additional information is available at the U.S. Department of Labor Employment and Training Administration website: <https://www.dol.gov/agencies/eta>.

North Carolina policy information is available at: <https://www.commerce.nc.gov/jobs-training/workforce-professionals-tools-resources/workforce-policies>. Local Area WDBs should reference the North Carolina WIOA Unified State Plan at: <https://www.commerce.nc.gov/north-carolina-wioa-unified-state-plan-2024/open>.

### **Local Area Plan Submission and Due Date**

The Local Area Plan must be submitted through Workforce Information System Enterprise (WISE), the Division's web-based financial system.

**The Program Year 2025 - 2026 Plan is Due:  
May 1, 2025**

Each attachment must be clearly labeled in either Word or PDF format. Forms requiring original signatures may use DocuSign® (or similar) and may be uploaded in WISE.

If original signatures are obtained, forms may be mailed (and must be uploaded in WISE) to the Local Area WDB's assigned Planner at:

Division of Workforce Solutions  
313 Chapanoke Road, Suite 120  
4316 Mail Service Center  
Raleigh, NC 27699-4316

## I. Local Area Workforce Development Board (WDB) Overview

*The Local Area WDB Overview provides important contact information that is used throughout the Division of Workforce Solutions (DWS). This section must remain current during the Program Year. Updates should be submitted to the Local Area WDB's assigned DWS Planner when changes occur.*

*In the first section and anywhere else in the Local Area Plan, please include the appropriate salutation along with Titles such as Dr., The Honorable, Chairperson, and Judge.*

1. Provide the **Local Area WDB's** official (legal) name as it appears on the local Consortium Agreement established to administer the WIOA or, if not a Consortium, in the formal request for Local Area designation.

The Local Area's legal name is the High Country Workforce Development Consortium.

The local consortium is the High Country Workforce Consortium.

- If the Local Area is a Consortium and the agreement has been updated since the PY24 Plan submission, attach a copy of the current Consortium Agreement. If the Consortium Agreement has not been updated since the PY24 Plan submission, state N/A.
  - Name document: *Local Area WDB Name Consortium Agreement.*
- If the Local Area is not a Consortium and there have been updates to the Local Area designation since the PY24 Plan submission, attach a copy of the formal request for Local Area designation. If the Local Area is not a Consortium and there have not been updates since the PY24 Plan submission, state N/A.
  - Name document: *Local Area WDB Name Local Area designation letter.*
- If the Local Area WDB officially changed its name, please attach a copy of the Status of Incorporation, attorney's letter, or other document to verify the official name change. If not applicable, state N/A.

2. Provide the name, title, organization name, address, phone number, and email address of the **Local Area WDB Director.**

Name: Ms. Misty Bishop-Price

Title & Salutation: Director

Organization Name: High Country WDB

Address: 468 New Market Blvd., Boone, NC 28607

Phone Number: 828-265-5434, ext. 119

Email Address:

[misty.bishopprice@highcountrywdb.com](mailto:misty.bishopprice@highcountrywdb.com)

3. Provide the name, elected title, local government affiliation, address, phone number, and email address of the **Chief Local Elected Official (CLEO)**.

Name: Mr. Dennis Aldridge	Elected Title & Salutation: County Commissioner
Government Affiliation: Avery County	Address: PO Box 717, Newland, NC 28657
Phone Number: 828-733-8212	Email Address: dennis.aldridge@averycountync.gov

4. Provide the name, title, business name, address, phone number, and email address of the **individual authorized to receive official mail for the Chief Local Elected Official (CLEO)**, if different than question 4.

Name: Mr. Dennis Aldridge	Title & Salutation: County Commissioner
Business Name: County of Avery	Address: PO Box 717, Newland, NC 28657
Phone Number: 828-733-8212	Email Address: dennis.aldridge@averycountync.gov

5. Provide the name, title, organization name, address, phone number, and email address of the **Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds**. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].

Name: Ms. Julie Wiggins	Title & Salutation: Executive Director
Organization Name: High Country Council of Governments	Address: 468 New Market Blvd., Boone, NC 28607
Phone Number: 828-265-5434, ext. 125	Email Address: jwiggins@hccog.org

6. Provide the name, title, organization name, address, phone number, and email address of the **Administrative/Fiscal Agent's signatory official**.

Name: Ms. Julie Wiggins	Title & Salutation: Executive Director
Organization Name: High Country Council of Governments	Address: 468 New Market Blvd., Boone, NC 28607
Phone Number: 828-265-5434, ext. 125	Email Address: jwiggins@hccog.org

7. Attach a copy of the **Administrative Entity/Fiscal Agent's organizational chart** with an 'effective as of date'.

- Name document: *Administrative Entity Name Organizational Chart*.
- [Attached](#).

8. Provide the **Administrative Entity's Unique Entity Identifier (UEI)** number and assurance that the 'System for Award Management' (SAM) status is current. Administrative Entities must register at least annually on the SAM website <https://sam.gov/content/home> to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].

[W4THDT4G8ZQ8 / 5CXG0 expires December 10, 2025](#)

9. Provide the name of the **Local Area WDB's Equal Opportunity Officer** who shall be responsible for assuring that discrimination does not occur in its programs or projects. (CPS 10-2021, Change 1)

[Rebecca Bloomquist](#)

10. Provide each **Local Area WDB member's** name, business title, business name and address, phone number, and email address on the provided form. The first block is reserved to identify the Local Area WDB chairperson [*form provided*]. Indicate all required representation and if the category is vacant. [WIOA Section 107(b)(2)].

- Name document: *Local Area WDB Name Board List*.
- [Attached](#).

- Composition of the Local Area WDBs shall comply with WIOA Section 107. Local Area WDB Membership Requirements have been provided as a reference in [Appendix D](#).
- If a Local Area WDB list is not in compliance, please provide the current list and state the expected date that a compliant list will be provided (detailing vacant positions). Do not change required category names except to clarify those representing multiple categories. When determining the total number of members, representatives serving in more than one category must be counted and listed only once on the form. Identify any names representing a dual category with an asterisk (\*).

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**Notes:**

- Please complete the entire form. Check the block on the last page of the form certifying compliance with the required WIOA Local Area WDB business nomination process.
  - Representatives with expired terms will not be included in the counted list of Board members.
  - Board member terms must be stated in a month/date/year format.
  - Plans that do not have a compliant workforce Board will not receive Final Approval. Formula funds will not be awarded until the Local Area WDB has a compliant workforce Board. Exceptions are allowed only when realignment is occurring in the upcoming program year.
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*The Chief Local Elected Official must establish by-laws consistent with applicable local procedures, state, and federal laws to include WIOA Final Rules and Regulations 679.310(g). The Local Area WDB shall submit by-laws that clearly demonstrate all WIOA and North Carolina required elements described in [Appendix A](#). Additional by-laws guidance/template and electronic meeting formats have been provided in [Appendix B](#) and [Appendix C](#).*

11. Attach the Local Area WDB By-Laws including the date adopted/amended, if they have been updated since the PY24 Plan submission. Please state N/A if the By-Laws have not been updated since the PY24 Plan submission. By-Laws must include the required elements found in [Appendix A](#).

- Name document: Local Area WDB Name By-Laws.
- [Attached](#).

12. To demonstrate that the attached Local Area WDB By-Laws comply, complete the By-Laws Required Elements – Crosswalk chart if the By-Laws have been updated since the PY24 Plan submission (form provided). Please state N/A if the By-Laws have not been updated since the PY24 Plan submission.

- Name document: Local Area WDB Name By-Laws Required Elements- Crosswalk chart.
- [Attached](#).

*Sunshine Provision – The Local Area WDB shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Area WDB, including information regarding the Local Area Plan prior to submission of the Local Area Plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the Local Area WDB. [WIOA Section 107(e)]*

13. Describe how the Local Area WDB will make copies of the proposed Local Area Plan available to the public. If stating the Local Area Plan will be on the Local Area WDB website, provide the link, as well as the individual's contact information for the distribution of the Plan. [WIOA Section 108(d) and 108(b)(20)]

The plan will be posted on the HCWDB’s website for at least 30 days. The High Country COG (the Board’s fiscal agent) distributes a weekly newsletter to all the member governments in the region. An announcement will be included in the weekly newsletter during the public comment period to include a link to the plan on the Board’s website. The High Country COG’s website will also be used to solicit public comments by either posting the plan on its website or providing a link to the plan on the Board’s website. The WDB site is [www.highcountrywdb.com](http://www.highcountrywdb.com). Those wishing to submit comments should submit in writing via email to the WDB Director, Misty Bishop-Price at [misty.bishopprice@highcountrywdb.com](mailto:misty.bishopprice@highcountrywdb.com).

*Public Comment – The Local Area WDB shall make copies of the proposed Local Area Plan available to the public through electronic and other means, such as public hearings and local news media; allow for public comment not later than the end of the 30-day period beginning on the date the proposed Local Area Plan is made available; and, include with submission of the Local Area Plan any comments that represent disagreement with the Local Area Plan. [WIOA Section 108(d) and 108(b)(20)]*

14. Attach a copy of the Local Area WDB’s organizational chart with an ‘effective as of date.’ Include position titles, names, and contact information.

- Name document: Local Area WDB Name Organizational Chart.
- Attached.

15. Complete the following chart for the PY2025 Local Area WDB’s planned meeting schedule to include, the date, time, location, and virtual link (if applicable). (Expand form as needed)

Date	Time	Location (include address, room # and virtual link)
July 10, 2025	2pm	High Country COG; 468 New Market Blvd., Boone NC 28607 in Board room <a href="https://us02web.zoom.us/j/81234567890">https://us02web.zoom.us/meeting/register/tZwtf-ugqDIrGdX8u--suzHuvzHF7snYXhsM</a>
September 11, 2025	2pm	High Country COG; 468 New Market Blvd., Boone NC 28607 in Board room <a href="https://us02web.zoom.us/j/98765432109">https://us02web.zoom.us/meeting/register/Bg81dIcyQSe9hpm4YsMUHw</a>
November 13, 2025	2pm	High Country COG; 468 New Market Blvd., Boone NC 28607 in Board room <a href="https://us02web.zoom.us/j/10987654321">https://us02web.zoom.us/meeting/register/xNdR8nw2Q_iVhnDAJxP7ag</a>
January 8, 2026	2pm	High Country COG; 468 New Market Blvd., Boone NC 28607 in Board room <a href="https://us02web.zoom.us/j/21098765432">https://us02web.zoom.us/meeting/register/fSHSw-pmSfGTKJpNAIHbEA</a>
March 12, 2026	2pm	High Country COG; 468 New Market Blvd., Boone NC 28607 in Board room <a href="https://us02web.zoom.us/j/32109876543">https://us02web.zoom.us/meeting/register/J5LZirWLRdG34xdXPnF9mQ</a>
May 14, 2026	2pm	High Country COG; 468 New Market Blvd., Boone NC 28607 in Board room <a href="https://us02web.zoom.us/j/43210987654">https://us02web.zoom.us/meeting/register/gVndsbpkR2qTkH8P4B4t6w</a>



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*Note: All Local Area WDB meetings shall be held in accessible facilities. All materials and discussions should be available in an accessible format upon request as indicated under North Carolina-specific requirements detailed in [Appendix A](#).*

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16. Provide the Month and Date of the Local Area WDB meeting that the PY25 Local Area Plan was approved. Attach a copy of the Local Area WDB minutes that reflect this action item.

- Name document: *Local Area WDB Name Plan Approval Minutes*.  
[Plan approval is scheduled for the May 8, 2025, WDB meeting.](#)

17. Attach a copy of the signed 'Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions' Form (*form provided*). [Required by the Regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR 180, participants' responsibilities.]

- Name document: *Local Area WDB Name Certification Form*.
- [Attached](#).

Documents must have the original signature or DocuSign® (or similar) of the Administrative Entity signatory official. If using original signatures, mail the signed Certification form to the assigned DWS Planner at:

N.C. Division of Workforce Solutions  
313 Chapanoke Road, Suite 120  
4316 Mail Service Center  
Raleigh, NC 27699-4316

18. Submit the original Local Area WDB and Chief Local Elected Official (CLEO) Signatory Page (*form provided*), bearing the original signatures of the CLEO(s) and the Local Area WDB Chairperson, and attach a copy of the signed document if not using DocuSign® (or similar).

- Name document: *Local Area WDB Name Signatory Page*.
- [Attached \(DocuSign\)](#).

If using original signatures, mail the Signatory Page to the assigned DWS Planner at:

N.C. Division of Workforce Solutions  
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Raleigh, NC 27699-4316

## II. Local Area WDB Strategic Planning

*The Local Area WDB is required to keep the Local Area Plan up to date and adaptable as events and funding changes occur, which may require local area responses. Local Area Plans will require an annual modification. North Carolina has implemented integrated services delivery with an enhanced emphasis on regional planning and services. This approach is consistent with federal, state, and regional initiatives and opportunities. North Carolina's workforce development system includes businesses, organizations, agencies, employed and unemployed persons, training and educational institutions, adults, and youth. To enhance services to all constituents, aligning workforce development planning and services with regional labor markets is both effective and productive.*

*At the local level, the Local Area WDBs are creatively working to address the new challenges of job growth and expansions. Employers in Local Area WDB areas continue to have a shortage of lower-wage, entry-level and middle-skilled level workers. As a Local Area WDB and workforce system, Local Area WDBs are leveraging resources and engaging in new partnerships that include the business community, economic developers, chambers of commerce, NCWorks Career Centers, community colleges, public schools, and community partners. Working together, Local Area WDBs are paving the way for an even stronger economy through sector partnerships and career pathways initiatives.*

1. Based on the history of economic development projects in the Local Area, how many projects does the Local Area WDB expect to engage in during the upcoming program year? Please indicate the type of services the Local Area WDB expects to provide.

It is expected that Board staff and career center staff will continue to attend and partner on economic development events that include special summits and regular meetings, and job fairs that are often held in conjunction with local economic development commissions. As opportunities arise, the WDB partners with various projects and planning efforts such as the current Watauga and Wilkes Childcare study and ongoing strategy meetings, the annual Vision Northwest Workforce Summit (last year focused on AI and this year's topic is related to skilled labor needs/business needs), and MyFutureNC planning events coordinated with economic development. Another pressing topic related to economic development is around housing concerns (lack of affordable housing) which has resulted in participating in various meetings and partnerships. Currently the WDB Director serves on committees related to this work. Staff and centers also support the economic development of expanding businesses to address hiring needs by hosting specialized hiring events in the career centers, such as for the North Wilkesboro Speedway, and partner with service delivery in the event of downsizing. Staff and economic development may also serve on joint committees that allow for greater interaction such as the local Business Advisory Committee and STABLE Workplaces. The WDB is fortunate in its relationship with economic development in the region and has an engaged economic development representative who serves on the board. In addition, the Watauga NCWorks Career Center is located in the Appalachian Enterprise Center, a business incubator run by the Watauga County EDC. Board staff also provide economic forecasting data through Chmura's Jobs EQ on request to economic developers and partners.

While much of the work of expansion and economic development projects is confidential, staff engage and partner where possible once information is available. Staying engaged keeps us informed of potential projects, opportunities, and barriers for the region (such as lack of available space/specifications for incoming businesses). Services may include joint meetings to discuss workforce needs and strategies to address business needs. For example, Board and center staff were engaged in initial meetings this year related to a new IT company, Provalus, currently expanding with a new facility in Wilkes County. This meeting consisted of discussions around training and workforce needs and how we can meet their hiring needs. Centers are always made available to develop and assist with hiring events to meet new and expanding business needs. Centers generally host monthly to weekly events for employers trying to meet their workforce needs. The annual Wilkes job fair is a joint event hosting 50 employers and typically serves about 250 job seekers. Staff have also assisted in the hiring of employees for one of the largest economic impact opportunities related to the reopening and ongoing events at the North Wilkesboro Speedway.

In response to Hurricane Helene, staff have been engaged in many business recovery meetings in partnership with local economic development groups. The WDB has applied for funding for layoff aversion through Business Edge to assist businesses impacted by the hurricane.

While we do not have a specific “number” these are the types of services provided, and we will continue to engage in moving forward.

2. Identify any **new** Career Pathways developed by the Local Area since the last Local Area Plan submission. Complete the chart below.

Pathway Name	Partner WDBs	Year the pathway was developed	Number of trainees (to date) who have utilized the pathway
N/A; no new career pathways.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

a. Does the Local Area have plans for the creation and implementation of new career pathways?

While there is not a plan for the creation/implementation of new pathways at this time, the Board continues to engage in career pathway engagement opportunities as they arise with educational partners.

### III. NCWorks Career Centers

North Carolina's workforce system includes multiple agencies, programs, and funders. Collaboration, policy alignment, systemic communication, integration, and modernization of the workforce system will ensure a strong and healthy workforce system that can adapt to a changing economy.

For any documents that are missing or are unnecessary based on the response provided, please state, "No document is loaded and/or it will be loaded by a specific date".

1. Identify PY 2025 NCWorks Career Center location(s) including Comprehensive (Tier I) and Access Points (Affiliate or Specialized) Sites; On-site partners; how NCWorks Career Center operator(s) are designated and procurement information; provider(s) of WIOA career services and method of selection; whether the youth service provider is on-site and, if so, youth services offered. Use the PY 2025 NCWorks Career Center Chart. [WIOA Section 121(b)(1)(A) and (b)(1)(B)]

- Name document: Local Area WDB Name PY 2025 NCWorks Career Centers.
- [Attached](#).

2. Provide the name(s) of the current One-Stop provider(s), date, and process for when the competitive procurement of the One-Stop Operator(s) occurred. Include the expected length of the contract(s) (one to four years and the current year the contract is (e.g., two of three years). [WIOA Section 108(b)(16)]

The One Stop Operators for our seven (7) centers were procured through our WIOA Adult, Dislocated Worker, and Youth Request for Proposal process that was released in January 2023, followed by a bidders conference, and responses were due in February 2023. The HCWDB made the recommendation of service providers and the one-stop operators at its regularly scheduled meeting in March 2023. Mayland Community College (MCC) was selected as the Operator and Service Provider for Avery/Mitchell/Yancey counties. Goodwill was selected as the Service Provider for Alleghany/Ashe/Watauga/Wilkes Counties, while DWS was selected as the One-Stop Operator for these counties. Contracts are typically one-year contracts with the option to renew based on satisfactory performance for up to three years. PY25 will begin the third year during this cycle. RFP's will be released this year for PY26 service provision.

3. Attach the Memorandum of Understanding(MOU) between the Local Area WDB and partners concerning the operation of the NCWorks Career Center system. [WIOA Section 121(c)(1)(2)(A)]

- Name document: Local Area WDB Name NCWorks Career Center MOU.
- [Attached](#).

## IV. Performance

The U.S. Department of Labor (USDOL) has the following WIOA Performance Indicators:

- Employment Rate – 2nd Quarter After Exit
- Employment Rate – 4th Quarter After Exit
- Median Earnings – 2nd Quarter After Exit
- Credential Attainment Rate
- Measurable Skill Gains
- Effectiveness in Serving Employers (system-wide measure, not program-specific)

1. Examine the Local Area WDB's current Adult, Dislocated Worker, and Youth performance on the Federal Primary Indicators of Performance for PY 2023-2024 and prior Program Years. (Reports available via FutureWorks BI.) What are some factors that have impacted performance levels both positively and negatively in the current program year?

a. Provide at least two examples of positive factors and two examples of negative factors with an explanation of each. Some examples to consider include:

- unemployment rate
- factory closures/openings
- economic development recruitment
- retention and expansion efforts
- regional industry growth priorities
- weather events and natural disasters that may have impacted the area
- internal operational factors

b. Are there any factors that you anticipate will impact your performance during the upcoming program year(s) either positively or negatively?

a. Staff continue to learn and develop their understanding of WIOA expectations and measures. The Local Area has worked closely with staff to develop their understanding of WIOA and local policies. Board staff continuously provide technical assistance and review files for services and keying in an effort to improve performance. Positive factors include open communication with providers on service delivery to discuss best practices and issues that may be occurring with cases. Monitoring involves making sure outcomes are keyed correctly and those with training activities have keyed credentials and MSGs. Another positive factor involves providers conducting their own internal monitoring and being aware of monitoring concerns that are brought forward by DWS by participating in available trainings and presentations that impact service delivery and performance. With our increased focus on work-based learning around OJT and WEX we also anticipate this to have a positive impact on performance. Negative factors that could impact performance involve staff turnover and vacancies, along with business disruptions

related to Hurricane Helene. Staffing changes disrupt service delivery and consistent keying. In general, enrollments are lower due to lower unemployment rates (with the exception related to severely impacted counties by Hurricane Helene) and reduced funding which could also impact performance when there are smaller numbers in the performance measure pool. With smaller numbers, it can be more challenging to reach goals such as employment retention and wages. While we have experienced few layoffs, serving dislocated workers can also present a challenge with finding new employment with comparable wages to their previous job.

- b. We anticipate the impacts of Hurricane Helene may have some negative impacts on future performance due to the number of local businesses and individuals impacted by the storm. Measures related to earnings, retention, and education could see impacts. We did have work-based learning placements that had to be stopped; students in training programs that were canceled or fell behind; and some of the highest unemployment rates in the state following the storm. Also, looking over the next couple of years with more anticipated funding reductions, center locations, and staffing may be required to restructure which could further reduce enrollments and pose challenges to performance. With our most recent performance negotiations raising our local goals for the next two years and the recent local challenges, we could see measures negatively impacted.

2. What strategies and methods are in place to meet or exceed performance goals? Include information about tracking performance, ensuring accountability of positive performance outcomes, and training.

Consider including the following information:

- Who is responsible for tracking performance?
- Which reporting resources are used?
- Is FutureWorks BI employed? If so, how, and how often?
- How often is training provided to staff?

WDB staff, along with service provider management, is responsible for tracking performance and will continue to run performance reports from both NCWorks and FutureWorks. As monthly data is updated in FutureWorks, the Board provides reports to gauge how we are doing in WIOA performance outcomes and service delivery. Staff will also run reports from NCWorks regularly to see which customers are in the performance pool and identify deficiencies in the keying of data. Staff monitor these cases in NCWorks to determine that all critical data has been keyed into the system to give us the best possible performance outcomes. WDB Staff continuously provides technical assistance to service providers in efforts to meet performance measures by assisting them with improving their understanding of keying and with the calculation of performance measures. Staff also review exit reports to ensure data is keyed and request that staff review each case individually before exit to ensure all data and case notes are properly keyed to ensure the best possible performance outcome. As part of our regional training, staff are reminded of training resources such as the staff guides under Staff Online Resources and are expected to participate in annual DWS trainings around MSG's and data validation. This continues to be emphasized with all staff on an ongoing basis, and they are reminded of



the measures with each update. Staff also engage in webinars provided by FutureWorks and Geo Solutions to assist in using those systems. DWS providing quarterly performance reports will assist in the reviewing and sharing of performance with staff.

Performance measures are also discussed during performance negotiations with DWS as upcoming measures are set for the local area.

3. Discuss what corrective action steps are in place if, at any point during the program year, the Local Area WDB is not on track to meet or exceed yearly performance indicator goals.

This question is intended to be hypothetical and is seeking what plan the Local Area WDB has in place to address failing performance, if it were to occur. Answers should address how the Local Area WDB:

- monitors performance,
- communicates with staff,
- makes changes to Local Area WDB performance and training strategies based on reporting data,
- and utilizes follow-up accountability measures.

While our goal is that the Local Area will achieve performance goals, we anticipate impacts of Hurricane Helene may have some impact this year and in future years. As part of our local monitoring, HCWDB staff review monthly invoices from the WIOA service providers. During this process, spending limits and expectations are reviewed to ensure compliance with WIOA requirements. Board staff also informally and formally review participant files for documentation and service delivery to assist in positive outcomes and key corrections. Corrective action plans will be developed to remedy any issues observed. Staff are continuing to learn the WIOA measures and understand how data is best keyed into NCWorks. All staff are aware of the expectation for achieving measures. Staff also participate in local Super User meetings to stay informed of up-to-date information and attend available training when offered. The WDB also partners with the Regional Analyst for technical assistance and training as needed. If corrective action is needed, the board sends written comments to staff specific to any findings that need to be addressed/corrected. In most cases, staff are given one to two weeks to remedy any monitoring findings and submit their follow-up to the board for review. Often board staff assist with corrections related to activity dates as it is past the 15-day keying requirement. Common findings are then addressed during any regional staff meetings. Provider staff know they can reach out to the board for specific questions regarding cases and service delivery, which helps improve overall outcomes. Board staff may also review customer reports and review cases for data entry to support positive performance outcomes. Should there be any significant concerns, board staff would provide more in-depth technical assistance. Performance is monitored by the board and provider management. Training on performance is generally held annually and is frequently discussed with staff to assist in their understanding of the measures. Staff also have other training opportunities through workforce conferences, Workforce GPS, and go-to resources to assist in understanding performance and refer to guides under staff online resources in NCWorks. Board staff may also reach out to DWS program monitors for technical assistance when needed.

4. How is performance information shared throughout the hierarchy of staff? Please detail how the Local Area WDB addresses performance data in its relationship with its service provider(s) and how case managers are using performance data to drive Local Area WDB performance.

Consider including the following information:

- a. How is performance tracked in your organization?
- b. How is performance information communicated with staff?
- c. How are staff/contractors held accountable?
- d. How is training provided in your organization?

As previously mentioned, WDB staff will run performance reports from both databases, such as NCWorks and FutureWorks, and communicate these with service providers/all center staff. As data is updated in FutureWorks, the performance dashboard is shared across the region showing attainment outcomes throughout the year. When needed, staff may also receive roster reports to review customers impacting individual measures to review for keying accuracy. WDB staff will monitor cases in NCWorks to determine that all necessary data/activities/outcomes are keyed correctly to ensure that we glean the best possible and accurate performance outcomes. Any identified deficiencies are provided to staff and expected to be addressed/corrected within two weeks. WDB staff will meet to go over the results with staff and directors to give guidance and technical assistance as needed. The WDB staff will update the board as appropriate as to where we are currently in meeting our performance measures. Contractors also provide summaries of services that assist them in knowing their data and performance impacts. Reports are provided to all staff in various mediums via staff discussions, to emails that include relevant data, charts, or Excel documents. Staff also receive Soon to Exit reports and review cases to ensure all relevant data impacting performance is keyed appropriately. Provider staff know we have open communication regarding serving customers, which also helps promote positive performance. Provider staff and board staff regularly engage in communication regarding service delivery and have ongoing opportunities for informal and formal monitoring. Service provider management/compliance specialists also regularly review staff files to ensure the most accurate keying possible and that service delivery results in positive outcomes. Training around performance is handled in various ways, including being provided at service provider meetings, through the use of conferences and webinars by DWS (such as annual MSG and data validation sessions), and other resources such as Workforce GPS.

5. Discuss the factors that contribute to the Local Area WDB's credential attainment indicator.
- a. What are the challenges that the Local Area WDB faces in achieving its credential attainment goal?
  - b. What are some of the strategies that contribute to the Local Area WDB's success in achieving its credential attainment goal?
  - c. How do case managers make use of NCcareers.org and the NC Workforce Credentials list?

Generally the High Country has had success in meeting the local credential attainment measure. Based on customer need and service plans, customers enrolled in education/training will fall into the local credential measure. Based on completing assessments using NC Careers or other sources and



reviewing the types of credentials in demand on the Workforce Credentials list that may align with their goals and local employment areas, customers receive guidance related to successful training areas and strategies for successful completion. As part of training, the Measurable Skill Gains measure is a real-time performance indicator that is entered in NCWorks Online at least once per year for those participating in training services; however, for those in longer training, we have emphasized keying a skills gain each semester to show progress towards credential completion. This allows staff to see student progress/grades to better provide guidance/counseling as needed which will assist towards credential completion. Board staff have emphasized the importance of keying measurable skills gains to assist in reaching our goal. During internal monitoring, staff review to see if skills gains have been keyed for those in training, most commonly obtained through the use of report cards along the way. Measurable Skill Gains can be used as a means to monitor a participant's progress toward successfully completing training by reviewing training progress/goals. Staff also utilize the MSG Q&A found on NCWorks as a resource in this area. Also, during monitoring, training activities are reviewed for successful completion and then verified that a corresponding credential has been keyed accordingly in the "Credential" tab. If needed, supportive services can be provided that assist with the cost of exams/credentials to help ensure successful completion and credential attainment. We may see challenges regarding this measure when customers fail to remain in regular contact with their career advisor; however, when this occurs, staff often can reach out directly to the training provider regarding their training or completion status.

6. When selecting an eligible training provider from the State Eligible Training Provider List to certify for local use, what is the review process the Local Area WDB uses to make this decision? How does the Local Area WDB ensure informed customer choice in the selection of training providers? In other words, how are customers advised that they have options in choosing their provider? [WIOA Section 108(b)(19)]

To be approved in the High Country area and receive WIOA Title 1 funds, the training provider must be listed on the Eligible Training Providers List (ETPL) maintained in NCWorks.gov to include the required information following the process outlined in the Eligible Training Provider Guidelines. Board staff review and "recommend" approval of programs to the ETPL. Once information regarding the training programs is reviewed and approved at the state level, the local area will approve programs based on local demand following career pathways and aligning with the needs of employers. Staff and potential WIOA participants are referred to NCWorks Online to search for training providers. If they are interested in a training provider or program that is not approved by the Local Area, they may request that the training provider/program be added and/or approved by the state/WDB. Board staff work with local providers to assist in the requirement of keying their program data in NCWorks to be supported via WIOA. Center staff work with customers to identify training programs that meet their needs and utilize the ETPL for options in choosing a training provider.

7. Indicate whether the Local Area WDB has additional requirements for training providers above and beyond those requirements stated in the State ETPL policy. Does the Local Area WDB make use of USDOL's trainingproviderresults.gov website in its evaluation of which training providers to certify for local area use? If so, how? Attach the Local Area ETPL Policy, if it has been updated since the PY24 Plan submission.

Currently the High Country does not have additional requirements in place beyond the state ETPL policy. Currently, we have not utilized the USDOL website in the evaluation of training providers.

Name Document: *Local Area WDB Name ETPL Policy*.  
N/A

## V. Equal Opportunity

1. Attach the Local Area WDB's current Equal Opportunity (EO) Complaint Grievance Procedure to address EO requirements, if it has been updated since the PY24 Plan submission. If the EO Complaint Grievance Procedure has not been updated since the PY24 Plan submission, please state N/A.[29 CFR 38.35].

- Name document: *Local Area WDB Name EO Complaint Grievance Procedure*.
- Attached.

## VI. Adult and Dislocated Worker Services

1. Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that ensure an arms-length relationship between the Local Area WDB and service delivery. Include the expected length of the contract(s) (one to three years and the current year status of the contract (e.g., two of three years). Identify any service provider contract extensions. [WIOA Section 108(b)(16), CPS 04-2022, Change 1]

Service Provider and One Stop Operators for our seven (7) centers were procured through our WIOA Adult, Dislocated Worker, and Youth Request for Proposal process that was released January 2023, followed by a bidders conference, and responses were due February 2023. The HCWDB made the recommendation of service providers and the one-stop operators at its regularly scheduled meeting in March 2023. Mayland Community College (MCC) was selected as the Operator and Service Provider for Avery/Mitchell/Yancey counties. Goodwill was selected as the Service Provider for Alleghany/Ashe/Watauga/Wilkes Counties, while DWS was selected as the One-Stop Operator for these counties. Contracts are typically one-year contracts with the option to renew based on satisfactory performance for up to three years.

For PY25, service provider contracts will be entering their third year of the contract. RFP's will be released this year for PY26 service provision.

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**Note:** While Final Regulations Section 679.410 (b) and (c) provide exceptions to the competitive procurement process, Local Area WDBs must have an arms-length relationship to the delivery of services.

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2. Attach the Local Area WDB's Adult/Dislocated Worker Service Provider list effective July 1, 2025, using the PY 2025 Adult/Dislocated Worker Service Provider List provided.

- Name document: Local Area WDB Name PY 2025 Adult/Dislocated Worker Service Provider List.
- Attached.

## VII. Youth Services

*USDOL provides funds to states who in turn provide local workforce areas resources to deliver a comprehensive array of youth services that focus on assisting out-of-school youth and in-school youth with one or more barriers to employment, prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career/promotional opportunities. USDOL and North Carolina's priorities are:*

- *Out-of-School Youth (OSY) – A minimum of 75% of the Youth funds allocated to Local Area WDBs, except for the Local Area WDB expenditures for administration, must be used to provide services to OSY;*
- *Work Experience – Not less than 20% of Youth funds allocated to the Local Area WDB, except for the Local Area WDB expenditures for administration, must be used to provide paid and unpaid work experiences; and a*
- *Focus on Partnering – Co-enrollment is encouraged where appropriate with Title II and IV.*

1. Attach the Local Area WDB Youth Service Provider's chart, effective July 1, 2025, using the PY 2025 Youth Service Provider List provided. Complete each column to include specifying where Youth Services are provided and procurement information.

- Name the document: *PY 2025 Local Area WDB Name Youth Service Provider List.*
- [Attached.](#)

2. Provide the date and process for the competitive procurement of the Youth Programs that ensures an arm's-length relationship between the Local Area WDB and service delivery. Include the expected length of the contract(s) (one to three years and the current year status of the contract (e.g., two to three years). Identify any service provider contract extensions. [WIOA Section 108(b)(16), CPS 04-2022, Change 1]

Service Provider and One Stop Operators for our seven (7) centers were procured through our WIOA Adult, Dislocated Worker, and Youth Request for Proposal process that was released January 2023, followed by a bidders conference, and responses were due February 2023. The HCWDB made the recommendation of service providers and the one-stop operators at its regularly scheduled meeting in March 2023. Mayland Community College (MCC) was selected as the Operator and Service Provider for Avery/Mitchell/Yancey counties. Goodwill was selected as the Service Provided for Alleghany/Ashe/Watauga/Wilkes Counties, while DWS was selected as the One-Stop Operator for these counties. Contracts are typically one-year contracts with the option to renew based on satisfactory performance for up to three years.

For PY25, service provider contracts will be entering their third year of the contract. RFP's will be released this year for PY26 service provision.

USDOL granted North Carolina a waiver for Program Years 2022-2025 which reduced the minimum Title I Youth expenditure rate requirement for OSY from 75% to 50%. Implementing this waiver for the OSY expenditure rate allows the maximum expenditure rate for in-school youth (ISY) to be increased from 25% to up to 50%. While this waiver has been granted, Local Areas are not required to implement it.

3. Provide the Local Area WDB's approach to meeting the required 75% minimum (NextGen) youth expenditures on out-of-school youth and include special outreach efforts and highlight planned program design.

*If the WDB is choosing to implement the WIOA Title I OSY 75% expenditure requirement waiver for PY 2025, please state N/A for the question above and respond appropriately to questions a – c.*

*If the WDB does not desire to implement the waiver, please state N/A for questions a, b, and c.*

- a) State how the WDB will achieve the 50% OSY expenditure rate and describe the steps that will be taken to comply with the WDB's programmatic goals and outcomes.
- b) Describe why there is a need to serve additional ISY in the local area region and state how the WDB will achieve the 50% ISY expenditure rate.
- c) Describe how the local area region will be able to meet the demand for youth services by using the waiver.

[WIOA Section 129(a)(4)(A)] (CPS 09-2021, Change 1) (OG 07-2022, Change 2)

High Country has emphasized services to out of school youth over the past several years and continues to do so. Our RFP states that providers should plan to dedicate at least 75% of youth funding towards out of school youth, and funds are distributed as such in contracts. Service delivery to youth will include services targeted towards education and employment services that will assist in meeting our programmatic goals and outcomes. Credential attainment and MSGs will tie directly to those enrolled in education, followed by services to assist youth in entering employment. We have also seen success in our work-based learning services assisting youth in entering employment and will continue to make this a program goal. Discussion also continues with Adult Education on ways to partner and refer in order to serve dropouts or those who are basic skills deficient. Staff continue to work with partners and emphasize our target population of out-of-school youth. Current program design elements being considered include services/activities directly related to soft skills and career pathways, with an emphasized focus on work experience opportunities. Minimal funds are available for in-school enrollments, while the majority is transferred to out-of-school. Currently, we do not see a need to expend additional in-school youth funds. High Country elected not to implement the WIOA Title I Youth 75% expenditure requirement waiver.

A: N/A

B: N/A

C: N/A

4. How does the Local Area WDB ensure that the minimum of 20% of funds is spent on work experience and is the Local Area WDB expending the 20% minimum on work experience, to include an estimate of expenditures that will be paid wages to youth? If the Local Area WDB has not been meeting the minimum of 20% of funds, please explain additional measures to be taken this year. [WIOA Section 129(c)(4)] (CPS 09-2021, Change 1)

The Local Area is currently exceeding this goal. Contracted service providers know the requirement that a minimum of 20% of youth funding is dedicated to work experience. This amount is specified in their contracts. Staff are actively assessing youth and setting up work experiences at locations to meet the needs of youth. Service providers submit monthly reports to the board staff tracking all work experience expenditures related to wages, staff time, and other allowed costs. Previous discussions with DWS monitors have assisted in clarifying the 20% guidelines. In discussion with our service providers, we have emphasized the WEX should be a program focus moving forward. The WDB continues to provide technical assistance to service providers to discuss work experience and strategies to meet expectations.

Following past expenditures, the WDB anticipates that roughly \$130,000 will be spent on youth work-based learning for PY24, including WEX wages and OJT wage reimbursements. These amounts will be adjusted for PY25 based on allocations/expenditures. However, this is only an estimate, and expenditures and successes with youth work-based learning activities will continue to be monitored.

The following are the strategies/initiatives that the service providers have implemented to meet the 20% minimum on work experience:

- Strategic outreach and engagement to partners that work with youth such as GED orientation sessions; DSS (SNAP and Foster Care programs); local pregnancy/parenting centers; Head Start; local health departments; vocational rehabilitation; juvenile justice counselors; and local public schools.
- Engage local community and employers by continuously reviewing job listings/contacting employers to discuss filling positions with WEX/OJT candidates; present to local employer groups (manufacturing associations, chambers of commerce, etc.); work with customized training for referrals; present to civic groups; work with chambers of commerce and economic development commissions to promote WEX/OJT.
- Continue and maintain communication and quality relationships with current WEX providers while seeking new locations appropriate for youth.
- Coordinate with business services staff to identify local small to medium businesses that would work well for youth internships.
- Coordinate with local school service providers to identify in-school youth who may benefit from work experience activities. This may include traditional high school and/or alternative school settings.

5. Specify if the Local Area WDB plans to offer incentives for (NextGen) youth. If yes, attach the Youth Incentive Policy, if it has been updated since the PY24 Plan submission. The policy should include:
- criteria to be used to award incentives;
  - type(s) of incentive awards to be made available;
  - whether WIOA funds will be used; and
  - the Local Area WDB's internal controls to safeguard cash/gift cards.

- Name document: Local Area WDB Name Youth Incentive Policy.
- Incentives are offered; no changes to policy since PY24.

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*Note: Federal funds may not be spent on entertainment costs. Youth Incentive Policies should include: compliance with the Cost Principles in 2 CFR part 200; identify types of items that may be awarded (gift cards, plaques, certificates, checks); identify types of achievements/completion of activities (an inclusive list is required); practices for internal controls for safeguarding incentives, and provide a sample list of required documentation for reimbursement (diploma, evaluations).*

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6. If the Local Area WDB does not offer incentives for (NextGen) youth, please explain why.

N/A

7. Please complete the Youth Program Elements chart provided to demonstrate how the Local Area WDB ensures each of the 14 youth program elements is made available to youth participants. Be certain to complete both columns of the chart to demonstrate partnerships and the potential use of shared funding. Please specify partners. [WIOA Section 129(c)(2)(A)]

- Name document: Local Area WDB Name Youth Program Elements Chart.
- Attached.

8. Does the Local Area WDB have a standing committee to provide information to assist with planning, operational, and other issues relating to the provision of services to youth? [WIOA Section 107(b)(4)(A)(ii)]

- a. If no, describe how oversight to planning, operational, and other issues relating to the provision of services to youth will be provided.

Currently, the WDB does not have a standing youth committee. Locally, youth services are provided within the career centers. Given the increased age of youth up to 24, we feel many needed services will be similar to those of our adult services. WDB staff reviews information related to services through the centers, which includes youth services, and reports to the WDB as appropriate. WDB staff also serve as a Youth Lead, which serves as a platform for best practices related to youth services. Service providers also provide updates to the local WDB at each meeting on service delivery. Staff also participate in ongoing USDOL youth webinars focused on youth service delivery. Youth staff also attend the NC Youth Forum, designed to provide youth-specific material for front-line staff.



b. If yes, please provide a response to the following

a) Provide the committee's purpose/vision.

N/A

b) Provide the youth committee's top three goals or objectives for PY 2025.

N/A

Click here to enter text.

Click here to enter text.

c) Provide a list of youth committee members to include members' agency/organization, one of which must be a community-based organization with a demonstrated record of success in serving eligible youth. Provide the Committee's Chair information in the first block (*who must be a Local Area WDB member*).

- Name document: Local Area WDB Name Youth Committee Members [WIOA Section 107(b)(4)(A)(ii)]
- N/A

c. Complete the following chart for the PY 2025 Youth Committee's planned meeting schedule to include dates, times, and locations. (Expand form as needed or mark Not Applicable.)

Date	Time	Location (include address and room #)
N/A	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.



## VIII. Program Year 2025 Local Area WDB Plan Required Updated Policy Attachments

1. The following policies, **if updated** since the PY24 Plan submission, are *required* to be attached as separate documents in WISE as part of the PY 2025 Local Area Plan. The Local Area Plan is not complete without these documents.

- Name Each Document: *Local Area WDB Name, Policy Name*.
- In the first column, state if the policy is attached or why it is missing and when it can be expected. If two of the policies have been combined, please make a notation.
- In the second column mark “Yes” **only** if the policy has been revised for the PY 2025 Plan and has not been previously submitted to the DWS Planner.
- Revised policies should be **submitted with a highlight** or summary of the changes made to the local policy.
- Do not add an empty document in WISE as a “placeholder”.

Required Local Area WDB Policies	New or Revised and needs review (Yes/No)
1. Adult/Dislocated Worker Experience Policy	Yes
2. Competitive Procurement Policy	No
3. Conflict of Interest Policy	No
4. Nondiscrimination/Equal Opportunity Standards and Complaint Procedures	No
5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I	No
6. Individual Training Account Policy	No
7. On-the-Job Training Policy	No
8. Oversight Monitoring Policy, Tool and Schedule	No
9. Priority of Service Policy	No
10. Youth Work Experience Policy	Yes
11. Supportive Services Policy	No
12. Local Area WDB WIOA and TAA Co-Enrollment Policy	No
13. Eligible Training Provider Policy	Yes
14. Non-Criminal Complaint Procedures	No

2. Designate whether the following local *Optional Policies* have been **updated** and are included in the Local Area Plan or write “N/A” implying “Not Applicable” if the Local Area WDB does not have this policy and; therefore, does not use these services.

In the second column mark “Yes” **only** if the policy has been changed for PY 2025 and has not been previously submitted to the DWS Planner.

- Do not add a blank document in WISE as a “placeholder”.
- These policies are required to operate/offer these services.
- If “Yes”, load the policy as a separate document.
- Name document: *Local Area WDB Name, Policy Name*. (Example: IWT Policy – Yes. Attached as Board Name IWT Policy.)

Optional Local Area WDB Policies	Yes - the Local Area WDB has a policy or N/A (Not Applicable)	New or Revised and needs review (Yes or N/A )
1. Local Area WDB Guidance for Local Incumbent Worker Grants	Yes	N/A
2. Local Area WDB Needs-Related Payment Policy	N/A	N/A
3. Local Area WDB Transitional Jobs Policy	N/A	N/A
4. Local Area WDB Youth Incentive Policy	Yes	N/A

3. Individual Training Accounts (ITAs) are required [Regulations Section 680.300] to pay the cost of training provided with Adult and Dislocated Worker funds and limitations on duration and amount may be included [Regulations Section 680.320]. Please provide the following ITA elements in summary:

Individual Training Accounts (ITA) Summary	
Dollar Amounts	\$4,300 annually and \$8,600 lifetime limit
Time Limits	Generally, two years; however, longer as necessary based on training needs.
Degree or Certificates allowed (Associate, Bachelor’s, other)	Generally, Associate’s degrees; however, as need is identified, assisting with a Bachelor’s is allowed along with other shorter-term diploma/certification/or licensure programs.

### Individual Training Accounts (ITA) Summary

Procedures for determining case-by-case exceptions for training that may be allowed	Service providers typically make decisions on training programs for customers. However, often when questions come up or something out of the ordinary arises the service providers contact WDB staff for guidance.
Period for which ITAs are issued (semester, school year, short-term, etc.)	Generally, by semester or as needed due to shorter-term training.
Supportive Services covered by ITA (provide examples such as uniforms, tools, physical exams, etc.)	These items are usually other training costs or supportive services, outside of ITA amounts.
Other	N/A

4. Please specify the supportive services provided by the Local Area WDB Supportive Services Policy. List specific items under Supplies, Emergency, and Other, as identified in the Local Area WDB policy. (Expand form as needed.)

Transportation	Childcare	Supplies <i>(include examples)</i>	Emergency <i>(include examples)</i>	Other <i>(include examples)</i>
Yes	Yes	Yes	Yes	N/A
Mileage or local provider for education and employment.	Usually via a local provider.	Items that may be needed to assist with training and employment goals such as uniforms or a stethoscope.	May include costs related to utilities, car repairs, and rent.	N/A
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**Note:** The Local Area WDB must adequately safeguard all forms of supportive services payments (i.e., gas cards, cash, gift cards, etc.) and assure that they are used solely for authorized purposes. **The Supportive Services Policy must include the Local Area WDB's internal controls to safeguard supportive services. The internal controls must address the issuance, storage, and reconciliation of supportive services throughout the area and be clearly stated within the policy.**

## Attachment Checklist for Local Area Plan Instructions

- Local Area WDB Signed copy of Updated Consortium Agreement (submit only if have been updated - *(if applicable)*)
  - Local Area WDB Administrative Entity Organizational Chart
  - Local Area WDB Board Members *(form provided)*
  - Local Area WDB By-Laws (submit only if have been updated)
  - Local Area WDB By-Laws Required Elements Crosswalk (submit only if By-Laws have been updated - *form provided*)
  - Local Area WDB Organizational Chart
  - Local Area WDB Administrative Entity Certification Regarding Debarment\* *(form provided)*
  - Local Area WDB Workforce Development Area Signatory Form\* *(form provided)*
  - Local Area WDB NCWorks Career Centers *(form provided)*
  - Local Area WDB Adult and Dislocated Worker Service Provider *(form provided)*
  - Local Area WDB 14 Youth Program Elements Chart *(form provided)*
  - Local Area WDB Youth Committee Meeting Schedule ( *if applicable*)
  - Local Area WDB Youth Committee Members ( *if applicable*)
  - Local Area WDB Youth Service Provider *(form provided)*
  - Local Area Memorandum of Understanding
  - Local Area Board Minutes Approving Plan Draft
  - Local Area WDB Youth Service Provider *(form provided)*
- \*Only Policies that are new or have been updated since the Program Year 2024 Plan submission should be submitted\****
- Local Area WDB Youth Incentive Policy
  - Local Area WDB Eligible Training Provider Policy
  - Local Area WDB WIOA and TAA Co-enrollment Policy
  - Local Area Adult/Dislocated Worker Work Experience Policy
  - Competitive Procurement Policy
  - Conflict of Interest Policy
  - Nondiscrimination/Equal Opportunity Standards and Complaint Procedures
  - Financial Management Policy for Workforce Innovation and Opportunity Act Title I
  - Local Area WDB Individual Training Account Policy
  - On-the-Job Training Policy
  - Local Area WDB Oversight Monitoring Policy, Tool, and Schedule
  - Priority of Service Policy
  - Youth Work Experience Policy
  - Local Area WDB Supportive Services Policy
  - Local Area WDB Incumbent Worker Training Policy

- Local Area WDB Needs-Related Policy
- Non-Criminal Complaint Procedures
- Local Area WDB Transitional Jobs Policy

\*Mail signed and unfolded originals to assigned DWS Planner at:

N.C. Division of Workforce Solutions  
313 Chapanoke Road, Suite 120  
4316 Mail Service Center  
Raleigh, NC 27699-4316

DocuSign® (or similar) signature pages may be uploaded in WISE

