# Local Board Certification Application

# for

# Program Years 2024-25

**Local Workforce Development Area**

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## Application for Local Board Certification

This application serves as a request for Local Workforce Development Board (Local Board) certification for Program Years (PY) 2024-25 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the West Virginia State Workforce Development Board (WVSWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact Jonathon Compton for technical assistance or questions related to completing and submitting this application.

Completed applications must be submitted by 5 p.m. EDT on Friday, May 3, 2024.

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Name of Local Area

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Mailing Address

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City, State, ZIP

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Date of Submission

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Contact Person

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Contact Person’s Phone Number

## Local Board Membership

WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting Local Board members.

1. Provide the names of the individuals appointed for each membership category listed below.
2. Attach a roster for the current Local Board.

Category: Business– WIOA Section 107(b)(2)(A) requires that business members constitute a simple majority of the Local Board, and WIOA Section 107(b)(3) states that the chairperson shall also be a member under this category. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Specifically, a majority of the Local Board’s business members shall constitute the following representatives under this membership category:

* Owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
* Representatives of businesses, including small businesses or business organizations.
* Individuals appointed by those who have been nominated by local business organizations and business trade associations.

List the Local Board’s business members and identify the chairperson by typing **CHAIR** after their name:

### Local Board Business Members

| **Name** | **Title** | **Entity** | **Appointment Date** | **Term End Date** |
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Category: Labor–Not less than 20 percent of the Local Board members shall be representatives from the Local Area’s workforce (WIOA 107[b][2][B]) and:

* Shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees.
* Shall include one or more representatives of a joint labor-management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.
* May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.
* May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

List the Local Board’s labor members:

### Local Board Labor Members

| **Name** | **Title** | **Entity** | **Appointment Date** | **Term End Date** |
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Category: Education – WIOA Section 107[b][2][C] requires that each Local Board include members who represent entities that administer education and training activities in the Local Area. Specifically, the Local Board shall have education representatives under this membership category from the following entities:

* Eligible Title II adult education and literacy providers.
* Institutions of higher education providing workforce investment activities, including community colleges.

Additional members may be representatives from local educational agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

List the Local Board’s education members:

### Local Board Education Members

| **Name** | **Title** | **Entity** | **Appointment Date** | **Term End Date** |
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Category: Governmental and Economic and Community Development – WIOA Sections 107[b][2][D] and [E] require each Local Board to include governmental, economic, and community development representatives under this membership category from the following entities:

* Economic and community development organizations.
* The state’s employment service office under the Wagner-Peyser Act.
* Programs carried out under Title I of the federal Rehabilitation Act.

A Local Board may have additional representatives from transportation, housing and/or public assistance agencies; philanthropic organizations; and/or an individual or representatives of entities determined to be appropriate by the local CEO.

List the Local Board’s governmental and economic and community development members:

### Local Board Governmental and Economic and Community Development Members

| **Name** | **Title** | **Entity** | **Appointment Date** | **Term End Date** |
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## Application Signature Page

Instructions – The Chief Local Elected Official (CLEO) and Local Board Chair must sign and date this form.

By signing the application below, the CLEO and Local Board Chair request certification of the Local Board.

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| --- | --- | --- |
| Local Workforce Development Board Chair |  | Local Chief Elected Official |
|  |  |  |
| Signature |  | Signature |
|       |  |       |
| Name |  | Name |
|       |  |       |
| Title |  | Title |
|       |  |       |
| Date |  | Date |