

## Evaluation For LWDB Certification Form

This form is utilized by CareerSource Florida and FloridaCommerce to review the submission of Local Workforce Development Boards (LWDBs) seeking LWDB certification or re-certification in compliance with all state laws and federal regulations and provide a recommendation to the State Workforce Development Board for consideration and approval, if appropriate. All items below must be identified as 'met' for a LWDB to be certified.

1. **LWDB:** Choose an item.

Requirement	Citation	Met/ Not Met	Notes
1. <b>BOARD COMPOSITION:</b> There is a valid and submitted LWDB Board Composition Tool that indicates board appointments and composition are in accordance with federal and state law.	20 CFR 679.320, 20 CFR 679.340, 20 CFR 679.350	Choose an item.	
2. <b>PERFORMANCE:</b> There is documentation that the board negotiated local performance indicators and ensured compliance that assisted in the meeting or exceeding of all negotiated and adjusted targets identified through federal and state required performance accountability measures.	20 CFR 679.370	Choose an item.	
3. <b>SERVICE PROVISION:</b> There is documentation that the board appropriately and effectively <ol style="list-style-type: none"> <li>a. Provided for all state and federally required services, including core services, consistent with the law, and including electronically available services.</li> <li>b. Developed and implemented strategies for meeting the skill needs of employers</li> <li>c. Led efforts to develop and implement career pathways in partnership with business and education partners.</li> </ol>	20 CFR 679.370		
4. <b>FISCAL INTEGRITY:</b> There is documentation that the board manages funds responsibly and maintains fiscal integrity and transparency. Including: <ol style="list-style-type: none"> <li>a. The timely submission of budgets for review</li> <li>b. The publishing of its most recent IRS Form 990 and all required contracts</li> <li>c. The submission of required compensation disclosures</li> <li>d. The submission of required infrastructure funding agreements</li> <li>e. The submission of documentation demonstrating that LWDB workforce investment activities are aligned the needs of local employers and support local economic growth</li> </ol>	20 CFR 679.370		

<p>5. <b>MONITORING:</b> There is documentation that the board conducted oversight of local programs and services and required activities. This documentation included:</p> <ul style="list-style-type: none"> <li>a) annual self-assessments to evaluate compliance with certification criteria, including board composition, service delivery, and accessibility,</li> <li>b) internal monitoring results, including any corrective actions taken,</li> <li>c) Local Operating Procedures (LOPs) and Local Policies are in alignment with State Workforce Policies</li> <li>d) Any required or executed Memorandum(s) of Understanding</li> <li>e) Those related to the certification of one-stop centers</li> </ul>	<p>20 CFR 679.310, 20 CFR 679.370</p>	<p>Choose an item.</p>	
<p>6. <b>PARTNERSHIP:</b> There is documentation that the board actively and effectively partnered and coordinated with</p> <ul style="list-style-type: none"> <li>a. economic development organization,</li> <li>b. public and private educational entities,</li> <li>c. local businesses,</li> <li>d. community organizations, and</li> <li>e. required WIOA partners.</li> </ul>	<p>20 CFR 679.370</p>	<p>Choose an item.</p>	
<p>7. <b>COMPLIANCE:</b> There is documentation that the board ensured compliance with</p> <ul style="list-style-type: none"> <li>a. transparency and public access to meetings and records requirements,</li> <li>b. the conflict-of-interest provisions,</li> <li>c. requirements specific to Education and Industry Consortiums</li> <li>d. the timely submission of a local plan in alignment with the State Plan.</li> </ul>	<p>20 CFR 679.310, 20 CFR 679.370, 20 CFR 679.390, 20 CFR 679.430,</p>	<p>Choose an item.</p>	
<p><b>Workforce Research and Regional Labor Market Analysis:</b> There is evidence of workforce research and regional labor market analysis consistent with federal requirements.</p>	<p>20 CFR 679.370</p>	<p>Choose an item.</p>	
<p>Other Considerations:</p>		<p>Choose an item.</p>	