*Instructions:*

Use the form below to request a **new** Local Workforce Development Area (LWDA) in Oregon. Please use one form for per new LWDA request, and complete all sections.

A completed physical (or scanned) copy of this form that includes the signature of a chief local elected official from each county/unit of local government, and related resolutions (if any) must be submitted to:

Education & Workforce Policy

c/o GOVERNOR'S OFFICE

900 Court Street NE, Suite 160

Salem, OR 97301

**Attn: Workforce Policy Advisor**

**Complete the following:**

* Requested new local workforce development area (WDA) boundaries (include a list of all counties that will be part of the proposed local WDA):
* In accordance with 20 CFR 679.240(a)(1-3), please explain how the requested change meets each of the following federal criteria:

1. Local Labor Market
   1. How is the new area consistent with labor market areas to the extent that is possible?
2. Common Economic Development
   1. How does the proposed area increase alignment with economic development districts and regional solutions areas?
3. Education and Training Institutions/Resources
   1. How will the proposed geographic area be served by local educational agencies and intermediate educational agencies?
   2. How will the proposed geographic area served by postsecondary educational institutions and area vocational education schools?
   3. How far will individuals need to travel to receive workforce services provided in proposed local area (How far must individuals travel to local WorkSource Sites)?

* Please provide a brief description as to why you believe the requested change will be more effective or efficient, or produce better performance results for customers than the existing local WDA structure.

In order for this request to be considered, at least one chief local elected officials from each county within the proposed area must sign this form or submit a resolution. From each of the counties to be included in the new area (and/or the City of Portland), provide:

* The signature of at least one chief elected official (CEO), or
* A resolution passed in support of this action.

If no resolution has yet been passed, please indicate the date by which such a resolution is anticipated.

**Signature of Chief Local Elected Official: Title: County/City: Date:**

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(add additional signature lines as needed)