

Kentucky Work Ready Communities

CHECKLIST

Congratulations on your decision to apply for the Kentucky Work Ready Community program. This checklist includes recommended and required steps in completing your application.

✓ Organize a Local Application Committee

This committee will play many important roles in the application process as well as the long-term qualification and requalification process. The committee should include individuals from key stakeholders in the community including employers, local workforce investment boards, economic development representatives, education (secondary and post-secondary), and elected officials.

✓ Gather information

Some of the required criteria are simple data points that can be gathered from official sources. These include high school graduation rate, educational attainment, and broadband access. See the Work Ready Community Criteria for the official data sources.

✓ Create Plans and Complete the Required Narratives

Several criteria require narratives to be completed that outline plans to reach established goals within a certain period of time. Each of the required narratives and their details are outlined in the application materials (page 7). This step will require collaboration with members of the Local Application Committee.

✓ Gather Letters of Commitment, Meeting Minutes, Attendee Lists and Signatures

Signatures and letters of commitment are required from community leaders as outlined in the criteria requirements document. Meeting minutes and signed attendee lists from the Application Committee meetings are also required.

✓ Complete the Application Materials and Submit

You must submit the following items:

- a. the completed application form (page 11),
- b. additional high schools included and graduation rate calculations (only if you are including high schools not already in the state reporting graduation rate),
- c. required and optional supporting plans/narratives (page 12),
- d. letters of commitment (page 15), and
- e. meeting minutes, attendee list and signatures from the application committee meeting(s) - showing representation from all required stakeholders.

Once received, the Work Ready Community Review Panel will process your application, verify data, and review plans. If the committee approves status (either Work Ready Community or Work Ready Community in Progress) it will make a recommendation to the Kentucky Workforce Investment Board, which will have final approval.

Please submit two complete copies of all materials via US mail and one electronic copy of the application page (page 11) via email to:

Kentucky Workforce Investment Board
Attn: Tom West
Capital Plaza Tower, Third Floor
500 Mero Street
Frankfort, KY 40601

thomas.west@ky.gov