

Program Year 2020–2023 WIOA Regional and Local Plan Guidelines

WIOA Section 106(a), requires states to identify planning regions. Further, WIOA Section 106(b) requires the Governor to designate local workforce development areas within the state for the purposes of WIOA. Per WIOA Section 106(a)(2)(B), a planning region may include two or more local areas. Planning regions provide an opportunity for local areas to collaborate on a more formal basis within the larger regional economy. Per Section 679.220, the purpose of identifying planning regions is to align workforce development activities and resources with larger regional economic development areas and available resources to provide coordinated and efficient services to both jobseekers and employers. WIOA Section 106(c), requires local Workforce Development Boards (WDBs) and Chief Elected Officials (CEOs) to engage in a regional planning process that results in the development of a regional plan. In addition, WIOA Section 108(a), requires that each local WDB develop a local plan in partnership with the CEOs.

WIOA Planning Regions

WIOA envisions a workforce development system that is focused on both job seeker and employer customers and is able to anticipate and respond to the needs of regional economies. To achieve that responsiveness, WIOA emphasizes a variety of approaches that developed over a number of years prior to its passage, including **regional approaches** for the following:

- Creating and using labor market information, including real-time LMI;
- The marriage of Sector Strategies with Career Pathways;
- Work based learning, especially Apprenticeship and OJT;
- Technical college collaboration;
- Business services organized and delivered in a unified manner, across jurisdictions and disciplines;
- Emphasis on solid partnerships at the strategic level, especially with economic development;
- Emphasis on real integration at the service delivery level, especially with community colleges, and across workforce areas; and
- Changes in local workforce board size and structure, so as to make the above more feasible.

Most importantly for current purposes, the law seeks to establish a regional basis for planning, resource alignment and even service delivery, while retaining local workforce areas as the basic program administrative unit.

The State's WIOA Planning Regions are identified as follows:

Region A: WDA 1, 2, 3

Region B: WDA 4, 5

Planning regions have the opportunity to develop their own name during the initial planning process.

Plan Modifications

Per Sections 679.530 and 679.580, WIOA regional and local plans, At the end of year two of the four-year planning period, regional and local plans must be reviewed to determine if a modification is

necessary. If there are no changes as established in the modification criteria, the planning region or local WDB must submit a signed attestation.

Conditions which require a modification to the regional plan include:

1. Changes in labor market and economic information;
2. Factors affecting the implementation of the regional plan such as changes in financing available to support WIOA Title I and partner-provided services; and/or
3. Changes to the strategic goals.

Conditions which require a modification to the local plan include:

1. Changes in labor market and economic information;
2. Factors affecting the implementation of the local plan, such as changes in financing available to support WIOA Title I and partner-provided services;
3. Changes to the local Workforce Development Board structure;
4. Changes to the local vision; and/or
5. Changes to the strategic goal.

Public Review and Comment

All regional and local plans, and any modifications to such plans, are subject to a 30-day public review and comment period as described in WIOA and the WIOA Final Regulations. This 30-day review period will begin on the date the proposed plan is made available to public and must be completed before the local and/or regional plan is submitted to the Governor for approval. To satisfy this requirement each local WDB must:

- Make available copies of the proposed local and/or regional plan to the public through electronic and other means, such as public hearings and local news media;
- Allow members of the public, including representatives of business, labor organizations, and education, to submit to the local board for consideration, comments on the proposed local and/or regional plan; and
- Submit any comments that express disagreement with the plan to the Governor along with the plan.

Plan Approval Requirements

Upon receipt of the regional and/or local plan, including a modification of such plan, DWD-DET has 90 days to review the submission. DWD-DET will respond in writing within the 90-day period to acknowledge approval of the plan. Regional and/or local plans will be considered approved **unless the DWD-DET makes a written determination during the 90-day period that:**

- There are deficiencies in workforce investment activities that have been identified through audits, and the local area has not made acceptable progress in implementing plans to address the deficiencies; or
- The plan does not comply with applicable provisions of the WIOA and the WIOA Final Regulations, including the required consultations and public comment provisions, and the nondiscrimination requirements of 29 CFR Part 37; or
- The plan does not align with the State Plan, including with regard to the alignment of the core programs to support the strategy, vision and goals as outlined in the PY2020-PY2023 WIOA State Plan.

Program Year 2020 – 2023 WIOA Regional Planning Guidelines

WIOA Section 106(c)(1) requires local WDBs and chief elected officials of each planning region to engage in a regional planning process that results in the preparation and submission of a single regional plan. Regional plans must incorporate the local plans for each local area within the planning region consistent with the requirements of local plans identified at WIOA Section 108(b). The regional plan must address all of the following:

Planning Region: Provide the name for the planning region.

Local Areas Included in this Planning Region: Provide the local areas included in the planning region.

Plan Period: Identify the program period(s) covered by the plan.

1. Provide an analysis of the regional labor market data and economic conditions, including:
 - a. Existing and emerging in-demand industry sectors and occupations; and
 - b. The employment needs of employers in those industry sectors and occupations.

The analysis may include:

- An assessment of industry sectors that are considered mature but still important to the regional economy.
- A discussion of regional geographic factors (advantages or disadvantages) that may impact the regional economy and the distribution of employers, population, and service providers in the region.

Data will be compiled from the Quarterly Census of Employment and Wages, Occupational Employment Survey, and long-term Industry and Occupational Projections and from DWD labor exchange services such as Job Center of Wisconsin. DWD Regional Economists will provide information that may be supplemented by WDB Business Services Staff.

2. Provide an analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs of in-demand industry sectors and occupations.
3. Provide an analysis of the workforce in the region including current labor force employment and unemployment data, information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment.
4. Describe efforts that have taken place, or are anticipated during the planning period, to assess the need for and establish regional service strategies, including the use of cooperative service delivery agreements. In addition:
 - a. Describe the strategies and services that will be used in the planning region to better coordinate workforce development programs and services with regional economic development services and providers;
 - b. Describe how the planning region will strategically coordinate workforce development activities with all required partners (Title I, Job Corps, Migrant and Seasonal Farmworker, Native American, YouthBuild, Title II, Title IV, Title V, Trade

- Adjustment Assistance, Jobs for Veterans State Grants, Unemployment Compensation, Reentry Employment Opportunities, Carl D. Perkins Career and Technical Education, Community Services Block Grant, Department of Housing and Urban Development employment and training programs FSET, and TANF);
- c. Describe the strategies and services that will be used in the planning region to strengthen linkages between the one-stop delivery system and unemployment insurance programs; and
 - d. Provide a description of how the planning region will coordinate workforce development activities carried out in the region with statewide rapid response activities, as described in Section 134(a)(2)(A).
5. Describe the development and implementation of sector initiatives for in-demand industry sectors or occupations for the planning region and explain how sector partnerships will be utilized to facilitate the engagement of employers in workforce development programs. Regions should consider:
 - a. Current in-demand industry sectors and occupations within the region;
 - b. The status of regional collaboration in support of sector initiatives;
 - c. Regional sector priorities based on data driven analysis; and
 - d. Business involvement and public-private partnerships in current initiatives.
 6. If determined appropriate by the planning region, describe how administrative cost arrangements have been/will be coordinated, including the pooling of funds for administrative costs, or discuss why these are not appropriate for the planning region at this time. Regions may consider current or proposed resource leveraging agreements or establishment of a process to evaluate cost sharing agreements.
 7. If determined appropriate by the planning region, describe the coordination of transportation and other supportive services, or discuss why these are not appropriate for the planning region at this time. Regions may consider:
 - a. Establishing a process to assess coordination of transportation and other supportive services delivery; and
 - b. Whether, and if so, how, to enhance the delivery of transportation and other supportive services delivery.
 8. Describe other strategies and services that will be used in the planning region to support a local workforce development system that meets the needs of businesses in the planning region.
 9. Describe how career pathways will be used to meet the needs of employers and support work-based learning opportunities.
 10. Describe the agreement concerning how the planning region will collectively negotiate and reach agreement with the Governor on local levels of performance for, and report on, the performance accountability measures described in WIOA Section 116(c) for local areas or the planning region. Describe if the planning region is negotiating performance as a region or as individual local areas.
 11. Briefly describe the activities and steps taken to develop this regional plan.

12. Describe the process used by the local boards in this planning region to provide an opportunity for public comment, including comment by representatives of businesses and representatives of labor organizations, and other public input into the development of the plan prior to its submission.

Program Year 2020-2023 WIOA Local Plan Guidelines

Local plans serve as a four-year action plan (July 1, 2020 through June 30, 2024) to develop and align service delivery strategies with the State's strategy, vision, and goals as outlined in the 2020-2023 WIOA State Plan. WIOA Section 108(a) requires local WDBs and Chief Elected Officials to develop and submit a comprehensive four-year local plan that supports the vision of the State Plan. The local plan must include answers to the following questions.

For those local WDBs that are part of a planning region, question 1 can be removed from the local plan submission since it duplicates the question in the regional plan.

1. Provide an analysis of regional labor and economic conditions in the local area including:
 - a. Existing and emerging in-demand industry sectors and occupations; and
 - b. The employment needs of employers in those industry sectors and occupations

Data will be compiled from the Quarterly Census of Employment and Wages, Occupational Employment Survey, and long-term Industry and Occupational Projections and from DWD labor exchange services such as Job Center of Wisconsin. DWD Regional Economists will provide information that may be supplemented by WDB Business Services Staff.

2. Provide an analysis of the knowledge and skills needed to meet the employment needs of the employers in the local area, including employment needs of in-demand industry sectors and occupations.
3. Provide an analysis of the workforce in the local area, including current labor force employment (and unemployment) data, and information on labor market trends, and the educational and skill levels of the workforce in the local area, including individuals with barriers to employment.
4. Provide an analysis of the workforce development activities (including education and training) in the local area, including an analysis of the strengths and weaknesses of such services, and the capacity to provide such services to address the identified education and skill needs of the workforce and the employment needs of employers in the local area.
5. Describe the local WDB's strategic vision and goals for preparing an educated and skilled workforce (including individuals with barriers to employment), including goals relating to the performance accountability measures based on primary indicators of performance described in WIOA Section 116(b)(2)(A) to support economic growth and economic self-sufficiency.
6. Describe the strategies and services that will be utilized to facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs. Specifically:
 - a. What outreach activities are planned to increase business engagement in the local area?
 - b. How will the Business Services Team be utilized for this purpose?
 - c. How will the members (particularly business members) of the local WDB and Youth Council/Committee support these efforts?

- d. How will sector partnerships be utilized for this purpose?
 - e. What are the goals and objectives for these activities?
7. Discuss the implementation of initiatives designed to meet the needs of employers in the local area that support the local WDB's strategy, including:
- **Work-Based Learning Programs:** Explain how the local area will utilize and promote incumbent worker training programs, on-the-job training programs, customized training programs, internships, or other activities during the planning period.
 - **Sector Partnerships Participation:** Explain how the local area will utilize the relationships built by the Business Services Team to enhance or expand participation in Sector Partnerships and expand business services efforts. Indicate specific planned objectives and measurable outcomes for PY2020.
 - **Sector Partnerships - Status and Objectives:** Identify what sector partnerships the local area is currently engaged in or plans to engage in during PY2020? Indicate the current status of those partnerships, (active, emerging, or exploring), plus PY2020 planned objectives and measurable outcomes.
 - **Career Pathways:** Explain how the local area will utilize information gathered through its Business Services Team to provide a baseline for consideration of new or enhanced Sector Partnerships, and how this information will be used to inform changes to or development of Career Pathways in the local area. Indicate specific PY2020 planned objectives and measurable outcomes.
8. Describe how the local WDB, working with the entities carrying out core programs, will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. Include how the local board will:
- a. Facilitate the development of career pathways;
 - b. Facilitate, as appropriate, co-enrollment in core programs; and
 - c. Improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).
9. Describe the strategy employed to work with adult education providers funded under Title II of WIOA and vocational rehabilitation providers funded under Title IV of WIOA to align resources available to the local area to achieve the strategic vision and goals described in question 5.
10. Describe the strategies and services that will be utilized to strengthen linkages between the one-stop delivery system and unemployment insurance programs.
11. Describe how the local WDB will coordinate workforce investment activities carried out in the local area with economic development activities carried out in the planning region and promote entrepreneurial skills training and microenterprise services.
12. Provide a description of the workforce development system in the local area that:
- Identifies the programs that are included in that system; and

- Describes strategies used by the local WDBs to engage with the required WIOA partners to provide core service alignment and to increase awareness of career pathways and the critical role that workforce development plays in ensuring that everyone has access to educational and career pathways that result in meaningful employment.
13. Describe the one-stop delivery system in the local area, in particular:
- a. Identify the locations of the comprehensive physical one-stop center(s) (at least one) within the local area, and list the location(s) of networked affiliate sites, both physical and electronically linked, such as libraries.
 - b. Identify key strategies for integrating the core programs, as well as all required partner programs (Title I, Job Corps, Migrant and Seasonal Farmworker, Native American, YouthBuild, Title II, Title IV, Title V, Trade Adjustment Assistance, Jobs for Veterans State Grants, Unemployment Compensation, Reentry Employment Opportunities, Carl D. Perkins Career and Technical Education, Community Services Block Grant, Department of Housing and Urban Development employment and training programs FSET, and TANF), within the local one-stop system of comprehensive and affiliate offices.
 - c. Describe the roles and resource contributions of each of the one-stop partners.
 - d. Describe how the local WDB will facilitate meaningful access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and through other means, and other innovative strategies and initiatives to streamline and enhance services, as well as increase access.
 - e. Identify the types of assessments and assessment tools that will be utilized within the one-stop delivery system and how these assessments will be coordinated across participating programs to avoid duplication of effort and multiple assessments of customers being served by more than one partner program.
 - f. Describe strategies that will be utilized in the one-stop system to improve accessibility and services for limited English proficient individuals/English Language Learners.
 - g. Provide a description of how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with Section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.
 - h. Provide a description of how the local WDB will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, workers, and jobseekers.
 - i. Provide a description of how training services under chapter 3 of subtitle B will be provided in accordance with section 134(c)(3)(G), including, if contracts for the training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.
 - j. Describe how the local area will conduct outreach to individuals with barriers to employment. Include strategies for engagement with the local WDB and Youth Council/committee to increase the awareness of the services offered to returning veterans, out-of-school youth, individuals with disabilities, long-term unemployed, and

other targeted groups. What additional strategies will be utilized to reach out to these groups? What are the objectives and goals for this effort?

14. Provide a description of how the local WDB will coordinate education and workforce investment activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.
15. Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area. In particular, identify how the local area will expand services to dislocated workers utilizing all sources of formula and discretionary funds targeted to the dislocated worker population.
16. Provide a description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities. Include an identification of successful models of such youth workforce investment activities. In addition, indicate how services to out-of-school youth will be expanded and enhanced to incorporate additional work-based learning opportunities.
17. Provide the local area's definitions of the "requires additional assistance" eligibility criterion for:
 - a. In-school Youth; and
 - b. Out of School Youth.
18. Provide a description of how the local WDB will coordinate workforce investment activities carried out under this title in the local area with the provision of adult education and literacy activities under title II in the local area, including a description of how the local WDB will carry out, consistent with subparagraphs (A) and (B)(i) of Section 107(d)(11) and Section 232, the review of local applications submitted under Title II.
19. Describe how executed cooperative agreements and MOU(s) define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local One-Stop delivery system. This includes cooperative agreements [WIOA section 107(d)(11)] between the local Workforce Development Board (WDB) or other local entities [WIOA section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 USC 721(a)(11)(B)) and the Division of Vocational Rehabilitation, or other relevant entities [Title I of the Rehabilitation Act (29 USC 720 et seq.)], with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
20. Provide a description of how the local WDB will coordinate workforce investment activities carried out under this title in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area.
21. Provide a description of plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-

- Peyser Act (29 U.S.C. 49 et seq.) and services provided in the local area through the one-stop delivery system, to improve service delivery and avoid duplication of services.
22. Identify the administrative entity and/or fiscal agent responsible for the disbursement of Title I funds in the local area, as determined by the chief elected official or the Governor.
 23. Describe the competitive process used to award the sub-grants and contracts in the local area for the WIOA Title I activities.
 24. Provide a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 116(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under subtitle B, and the one-stop delivery system, in the local area.
 25. Provide a description of the actions the local WDB will take toward becoming or remaining a high-performing board, including but not limited to:
 - Local WDB Roles: Identify the role of the Local WDB and Youth Council/Committee in supporting Business Services, Sector Partnerships, Career Pathways, and Work-Based Learning. What actions will be taken to ensure that these areas are a priority for the local area? What actions and commitments will be made of the local WDB or Youth Council/Committee members (in particular those representing business) to support these initiatives?
 - Local WDB Participation: Describe how the local WDB will make businesses in the local area aware of opportunities to participate on the local WDB to ensure representation of industry sectors with the greatest labor force demand. Describe how the local WDB will maintain a minimum of at least 51% of businesses as active members and participants on the local WDB.
 26. Describe the process used by the local WDB to provide an opportunity for public comment, including comment by representatives of businesses and representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan.