

**Workforce Development System  
Technical Advisory # 17-8  
August 2, 2017**

**To:** Workforce Development Community

**SUBJECT:** Regional and Local Planning under the Workforce Innovation and Opportunity Act

**PURPOSE**

Provide guidance to Local Workforce Development Boards (LWDBs) on conducting Regional and Local Planning under the Workforce Innovation and Opportunity Act (WIOA).

**POLICY**

Beginning with Program Year (PY) 2017, LWDBs in consultation with their Chief Elected Officials (CEOs), will conduct WIOA Regional and Local Planning per the guidance provided herein.

Regional and Local Plans span a four-year interval with updates every two years.

**ACTION**

Due to the timing of information needs, PY 2017 WIOA Regional and Local Plan actions are disaggregated into four components as follows.

1. Local Planning Information for the Title II program – Due August 31, 2017. The time necessary to complete the Local Plan is too long for the Title II service procurement component to be relevant. Therefore, the Title II service procurement component of the Local Plan will be completed prior to completion of the Local Plan, to procure services for the Title II Program in a timely manner. This will not be necessary in future years.
2. Local Planning Information for Demand Occupation Lists – Due August 31, 2017. Maintaining current Demand Occupation Lists are a foundational element of training eligibility, and LWDBs are accustomed to regularly updating the list of occupations that are in-demand in the LWDA. Therefore, maintaining the LWDA Demand Occupation list will continue to be treated as a separate component to allow LWDBs to react quickly to changes in demand in the labor market.

3. Local Plan Template – Due November 30, 2017. WIOA regulations require development of the Regional Plan to be informed by the Local Plans of the LWDA in the region. Therefore, completion of Local Plans are due prior to completing Regional Plans.
4. Regional Plan – Due January 31, 2018.

Upon completion of the WIOA Regional and Local Planning components; NYSDOL will compile and post on the NYSDOL website in a manner that complies with WIOA Regional and Local planning regulatory requirements.

The following provides additional information on completing each component of the PY 2017 WIOA Regional and Local Plans.

### **1. Local Planning Information for Title II**

In order for the New York State Education Department (NYSED) to award contracts for the provision of WIOA Title II through a procurement process, LWDBs must provide local plan information to potential applicants related to the provision of Title II services in the Local Workforce Development Area (LWDA). This information will be incorporated into applications submitted to NYSED.

To meet this requirement, LWDBs must complete the following.

- a. Provide a description of the LWDB’s strategic vision and goals for preparing an educated and skilled workforce, specifically addressing how to improve access to activities leading to a recognized post-secondary credential, as well as other strategies for serving out-of-school youth and adults who have low literacy skills, are English Language Learners, or lack a high school diploma or the equivalent.
- b. Provide a description of how the LWDB will expand access to employment, training, education, and supportive services provided through the NYS One-Stop Career Center system for Title II participants with barriers to employment.
- c. Identify how the LWDB will facilitate the development of career pathways and co-enrollment in academic and training programs.
- d. Provide a description of how the LWDB will “support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including those authorized under the Carl D. Perkins Career and Technical Education Act to support service alignment.”

Title II information must be submitted to NYSDOL by August 31, 2017 via email to [LWDB@labor.ny.gov](mailto:LWDB@labor.ny.gov), using the subject line “[LWDA NAME] Local Plan Title II Information.” NYSDOL will review how well each submission meets the intention of this guidance, and notify LWDBs whether the information provided is sufficient or requires further work.

Final approval of the Title II information by the LWDB and NYSDOL will be achieved as part of the approval and submission of the complete Local Plan.

Each LWDB's submission will be posted on NYSDOL's Workforce Planning webpage under the Local Planning section at:

<https://labor.ny.gov/workforcenypartners/wioa/workforce-planning.shtm>, so it can be accessed by potential Title II applicants.

Information on how LWDBs will review and advise SED on submissions to the Title II RFP will be provided in separate guidance.

## **2. Local Planning Information for Demand Occupation Lists**

To submit local priority demand occupation designations, please visit

<https://labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm>, click on the appropriate region, and follow the instructions in the spreadsheet.

## **3. Local Plan Template**

NYSDOL has created a Local Plan Template, located in the Local Plan section of the Workforce Planning section of the NYSDOL website (<https://labor.ny.gov/workforcenypartners/wioa/workforce-planning.shtm>), that provides details on the information required within the WIOA Local Plan. LWDBs must complete the template and submit it to NYSDOL by November 30, 2017. It must be submitted via email to [LWDB@labor.ny.gov](mailto:LWDB@labor.ny.gov) using the subject line "[LWDA Name] PY 17-20 Local Plan." Note that there is a public comment period of no more than 30 days that must be satisfied prior to the Local Plan being submitted to NYSDOL.

Each LWDB submission will be posted on NYSDOL's Workforce Planning webpage under the Local Planning section at: <https://labor.ny.gov/workforcenypartners/wioa/workforce-planning.shtm>. This, in addition to the Title II information and Demand Occupation List update completed earlier, will complete the Local Planning requirement for the LWDA.

## **4. Regional Planning Information**

The LWDBs and CEOs of a planning region must collaborate to create the Regional Plan. Regional Plans must also incorporate the Local Plans from each LWDA in each region. It is not necessary to resubmit each Local Plan individually, provided they have already been submitted and appear on the NYSDOL Workforce Planning webpage.

Regional Plans must include the following.

- a. Regional Service Strategies, including cooperative service delivery agreements.
- b. Sector initiatives for in-demand industry sectors or occupations.
- c. The collection and analysis of regional labor market data.

- d. The establishment of a regional spending plan that includes administrative cost arrangements between LWDBs and the pooling of funds where applicable.
- e. The coordination of supportive services.
- f. The coordination of services with Economic Development partners.
- g. An agreement concerning performance accountability measure negotiation and reporting.

LWDB's must ensure the Regional Plan aligns with Priority Projects and other funding of their associated Regional Economic Development Council (REDC). To do this, LWDBs should review their associated REDC's Progress report, available at <https://regionalcouncils.ny.gov/>.

The PY 2017 WIOA Regional Plan must be completed by January 31, 2018. NYSDOL will review how well each Regional Plan meets the intention of this guidance, and notify LWDBs whether the plan is approved or requires further work.

The Regional Plan must be submitted via email to [LWDB@labor.ny.gov](mailto:LWDB@labor.ny.gov). The LWDBs in the region should designate one LWDB Director to submit the document, and the submission email must copy the LWDB Directors and Chief Elected Officials within the region, and contain the subject line "[Region]: PY 17-20 Regional Plan." Note that there is a public comment period of no more than 30 days that must be satisfied prior to the Regional Plan being submitted to NYSDOL.

This, in addition to completing the Local Plan segments, will complete the required WIOA Regional Plan for the LWDBs in the region.

Each Regional Plan will be posted on NYSDOL's Workforce Planning webpage under the Regional Planning section at <https://labor.ny.gov/workforcenypartners/wioa/workforce-planning.shtm>.

## REFERENCES

Workforce Innovation and Opportunity Act of 2014; §106, §107, §108, §232.

Regulations: Workforce Innovation and Opportunity Act of 2014; Part 679, Subpart D.

## INQUIRIES

Please direct all questions regarding this WDS TA to: [LWDB@labor.ny.gov](mailto:LWDB@labor.ny.gov).