



Workforce and Talent Development Board Policy

Subject: Local Plan Development and Modification

Publish Date: MM/DD/YYYY

☒ New Policy ☐ Revised Policy

Overview

The Workforce Innovation and Opportunity Act (WIOA) requires local workforce development boards to submit plans for their local area consistent with WIOA every four years for approval by the Governor. WIOA also requires local workforce development boards to review their plans at the end of the first two years of a four-year plan for modification based on specified criteria. In Oregon, all local areas are also considered regions under WIOA (i.e. all local plans are considered regional plans, and regional plans are likewise local plans).

Policy Statement

Local Plan Development

Local workforce development boards, in partnership with the chief local elected official (CLEO), must develop and submit a comprehensive four-year plan using the WIOA Local Plan Template (see References) and following the Local Plan Development Process (Attachment A). The Template will include all required elements for each local area's plan. Responses submitted are minimally expected to be aligned with and support the:

- Workforce and Talent Development Board's current Strategic Plan for the workforce system
- Governor and other identified priorities included in the Template,
- WIOA, and
- Regional and local priorities.

Local Plan Modification

Local workforce development boards, in partnership with the CLEO, must modify local plans using the originally submitted WIOA Local Plan Template (see References) and following the Local Plan Modification Process (Attachment B) **where significant changes have occurred** in any or all of the following criteria over the first two years of the original four-year plan:

- Labor market and economic conditions,
- Financing available to support WIOA Title I and partner-provided WIOA services,
- Local board structure,
- Strategies to meet local performance goals, and
- Other significant changes.

Additionally, local plan modifications can occur at any time depending on emerging circumstances.

Effective Date

Upon publication.

Required Action

All local boards must review and implement this policy and related links and may develop additional, program-specific guidance, as necessary.

Contact

Questions are to be referred to hecc.wtdbpolicy@hecc.oregon.gov.

Attachments

Attachment A – Local Plan Development Process

Attachment B – Local Plan Modification Process

References

WIOA Sec. 108. Local Plan.

20 CFR § 679.550 What are the requirements for the development of the local plan?

20 CFR § 679.560 What are the contents of the local plan?

20 CFR § 679.570 What are the requirements for approval of a local plan?

20 CFR § 679.580 When must the local plan be modified?

WIOA Local Plan Template (evergreen link TBD)

Attachment A

Local Plan Development Process

- Develop a plan for workforce development activities in the local area consistent with the Local Plan Development and Modification policy and using the WIOA Local Plan Template (see References) provided by Higher Education Coordinating Commission (HECC).
- Participate in training regarding local plan development and the Template provided by the HECC.
- Receive appropriate local board approval of a draft plan for the local area prior to posting the draft plan for public comment.
- Post the approved draft plan for a minimum of 30 days for public comment.
- Respond to public comments received and incorporate response as appropriate for the local area into the final plan submitted.
- Submit the plan for workforce development activities in the local area according to the instructions and by the deadline provided by the HECC.
- Local boards may submit documents in addition to the Template as attachments.
- Evaluation of plans will be separated into Strategic and Operational components. Strategic components will be qualitatively evaluated by a WTDB member team. Operational components will be evaluated on a pass-fail basis by a WIOA state staff team.
- Plans will be considered for approval by the WTDB, and, if approved, recommended to the Governor's Office for acceptance.

Attachment B

Local Plan Modification Process

- If required or desired, considering the Local Plan Development and Modification policy, develop modifications for workforce development activities in the local area using the original WIOA Local Plan Template submitted to the Higher Education Coordinating Commission (HECC).
- Provide modifications using a track-changes format.
- Receive appropriate local workforce development board approval of the draft modifications for the local area prior to posting the draft plan for public comment.
- Post approved draft modified plan for a minimum of 30 days for public comment.
- Respond to public comments received and incorporate response as appropriate for the local area into the final modification submitted.
- Submit the modification for workforce development activities in the local area according to the instructions and by the deadline provided by the HECC.
- Local boards may have additional plan documents as attachments to the Template.
- Evaluation of modifications will be considered on a case-by-case basis by a WIOA state staff team to determine the level of review required.
- Modifications will be considered for approval by the WTDB, and, if approved, recommended to the Governor's Office for acceptance.