

**Workforce Development System
Technical Advisory # 21-02
April 2, 2021**

To: Workforce Development Community

SUBJECT: Local and Regional Planning under the Workforce Innovation and Opportunity Act (WIOA)

PURPOSE

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

POLICY

Local and Regional Plans span a four-year interval with modifications every two years. Beginning with Program Year (PY) 2017, LWDBs, in consultation with their Chief Elected Official(s) (CEOs), will conduct WIOA Local and Regional Planning per the guidance provided herein.

Local and Regional Plans must be made available for public comment for a period of no more than 30 days.

ACTION

LWDBs must take the following action to complete WIOA Local and Regional Plans:

1. Local Plan

WIOA provides specific elements that must be addressed in the development of the Local Plan for the Local Workforce Development Area (LWDA). This includes strategic planning elements and plans to work with partners in the local workforce development system, as well as review of WIOA Title II applications and designation of local demand occupation lists, both of which are detailed in the Additional Information section of this Technical Advisory.

To assist LWDBs in the development of WIOA Local Plans, the New York State Department of Labor (NYSDOL) created a fillable [template](#) that provides details on the information required within the Local Plan.

Prior to submission, the WIOA Local Plan must be made available for public comment for a period of no more than 30 days. LWDBs must notify NYSDOL upon making the WIOA Local Plan available for public comment.

To assist in the approval of the Local Plans, LWDBs must submit draft Local Plans to NYSDOL upon completion of the public comment period. Submissions should be done via email to LWDB@labor.ny.gov using the subject line “[LWDA Name] Local Plan.” These draft plans SHOULD NOT contain required signatures (CEO(s), LWDB Chair etc.), but must contain all other portions of the Local Plan template. They will be reviewed by a team of NYSDOL reviewers on behalf of the Governor. Once reviewed, NYSDOL will inform LWDBs that:

- a. The Local Plan is approvable as written; or
- b. That there are parts of the Local Plan that must be revised before it can be approved.

If the Local Plan is approvable as written, LWDBs should obtain the necessary signatures and submit the Local Plan to NYSDOL for final approval and posting to NYSDOL’s [Workforce Planning](#) webpage under the Local Planning section.

If the Local Plan is in need of revisions, those revisions should be made and a new draft Local Plan should be resubmitted to NYSDOL. Another round of NYSDOL review will take place prior to the LWDB obtaining the necessary signatures.

Once completed and posted, the LWDB will have completed the Local Planning requirement for the LWDA.

2. Regional Plan

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.

Note: If a region includes only one local area, a Regional Plan is not required.

A template was also created for the Regional Plan, which must include:

1. Regional Service Strategies, including cooperative service delivery agreements;
2. Sector initiatives for in-demand industry sectors or occupations;
3. The collection and analysis of regional labor market data;
4. The establishment of a regional spending plan that includes administrative cost arrangements between LWDBs and the pooling of funds where applicable;
5. The coordination of supportive services;
6. The coordination of services with Economic Development partners; and

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7. An agreement concerning performance accountability measure negotiation and reporting.

LWDBs 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](#).

As with the Local Plans, LWDBs must make the Regional Plan available for a public comment period of no more than 30 days. During this public comment period, LWDBs must notify NYSDOL that the Regional Plan is available for comment so a preliminary review can be done. This will allow NYSDOL to identify issues that need to be addressed prior to the submission of the Regional Plan.

The Regional Plan must be submitted to NYSDOL via email to LWDB@labor.ny.gov using the subject line “[Region Name]: Regional Plan.” The LWDBs in the region should designate one LWDB Director to submit the document. The submission email must contain an attestation that all LWDBs and CEOs in the region were consulted during the development of the Regional Plan, and copy the additional LWDB Directors and CEOs within the region.

Each submission will be reviewed for final approval and posted on NYSDOL's [Workforce Planning](#) webpage under the Regional Planning section.

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

ADDITIONAL INFORMATION

Local and Regional Plans

WIOA Local and Regional Planning is split into two components:

1. Local Plan – WIOA regulations require a four-year plan to develop, align, and integrate service delivery strategies and to support the State's vision and strategic and operational goals. Local Plans are combined within a region to create the Regional Plan.
2. Regional Plan – The purpose of the Regional Plan is to coordinate resources among multiple LWDBs in a region to help each meet the goals of their Local Plan. Due to the Regional Plan being a combination of the region's Local Plans, it should be submitted approximately 60 days after submission of the Local Plan.

WIOA Title II

As part of the Local Plan requirements, LWDBs are asked to assist the New York State Education Department (NYSED) in reviewing applications for the WIOA Title II procurement process. LWDBs must provide Local Plan information to applicants

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related to the provision of Title II services in the LWDA, which will be incorporated into applications submitted to NYSED.

Local Planning Demand Occupation Lists

Priority demand occupation lists are also a required component of the Local Plan but are stored on the NYSDOL [website](#). LWDBs develop lists by gathering workforce intelligence from their REDC, NYSDOL's Labor Market Analysts, and relationships with the local and regional business community. Although part of the Local Plan, LWDBs should update demand occupation lists regularly outside of the normal Local Planning cycle as new data become available. To submit local priority demand occupation designations, visit the Priority Occupations of Regions and LWDA's webpage, click on the appropriate region, and follow the instructions in the spreadsheet.

REFERENCES

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

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

Training and Employment Notice (TEN) No. [21-16](#) (December 5, 2016): Workforce Innovation and Opportunity Act (WIOA) Regional and Local Planning and Local Board Responsibilities Questions and Answers (Q&A).

INQUIRIES

Please direct all questions regarding this WDS TA to: LWDB@labor.ny.gov.

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