

**To:** Indiana's Workforce Investment System

**From:** Indiana Department of Workforce Development (DWD)

**Date:** October 8, 2020

**Subject:** DWD Memorandum 2020-05  
PY 2020 WIOA Local and Regional Plan Instructions

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## Purpose

To provide workforce development boards (WDBs) with local and regional plan instructions to develop a comprehensive four-year workforce plan.

## Rescissions

- DWD Policy 2015-04 (Amended) Local and Regional Plan Instructions for Workforce Development Boards

## References

- Workforce Innovation and Opportunity Act (WIOA), Sections 106, 107, 108, and 134
- Training and Employment Notice (TEN) 21-16
- Indiana Strategic Workforce Plan, Draft Version 1, February 6, 2020.
- 20 CFR Subpart D, § 679.500 - § 679.580
- 20 CFR § 679.280
- 20 CFR § 679.390
- Multi-Year Adult Education Competitive Grant Application (Request for Application)
- DWD Policy 2016-09 Equal Opportunity and Nondiscrimination Guidance Letter

## Content

WIOA provides designated regions and local workforce areas the responsibility and opportunity to develop employment and training systems tailored specifically to local and regional economies. The system must address the specific needs of local and regional employers. It should work to develop the skills employers require and meet the needs of the full range of learners and workers, including those with barriers to employment.

A local plan is the primary vehicle for communicating the Local Board's vision for the local workforce system and how it will provide service delivery across federal programs to foster better alignment of education and training to ensure that the workforce system is job-driven, and matches employers with skilled individuals. As such, WIOA requires WDBs, in partnership with the regional chief elected official (RCEO), to develop and submit a comprehensive four-year local plan to the State for approval. The plan must address current and future strategies and efficiencies to advance the continuing modernization of the workforce system and the creation of a customer-centered system. It must also support and be consistent with the strategies described in the State Strategic Workforce Plan (State Plan). The

development of the local plan must be a collaborative effort involving a variety of stakeholders and the public.

### ***Indiana's Strategic Vision<sup>1</sup>***

Indiana's strategic vision is to create a talent system that affords all Hoosiers equitable opportunities for lifelong learning and increased personal economic mobility and provides employers the talent to grow and diversify their workforce. We will endeavor to increase intergenerational social and economic mobility by:

- Ensuring quality pathways that provide opportunities for career advancement, personal prosperity, and well-being for all Hoosiers;
- Partnering with Indiana employers and education and training providers to identify and close the skills gap while meeting emerging talent needs; and
- Strengthening Indiana's economy by aligning programs and funding to meet current and future workforce needs.

### ***Requirements for Completing the Plan<sup>2</sup>***

#### **Local Plan**

WIOA requires specific criteria be addressed within the local plan, including State determined criteria. Therefore, each local plan must be submitted utilizing **Attachment A – Planning Template**, which incorporates the federal and state required criteria. Additionally, each local area must complete **Attachment B – Projected Program Participants**, which details projections of participants and related budgets for program year 2020.

#### **Regional Plan**

WIOA allows the State to identify “planning regions” in order to align workforce development resources to regional economies and ensure coordinated and efficient services to both job seekers and employers. The State has identified one planning region, comprised of local areas 5 and 12, which share similar economies and workforce development activities. Planning regions are required to coordinate regional service strategies and sector initiatives; to collect and analyze regional labor market data, administrative costs, and transportation; to partner with economic development agencies; and to negotiate local performance consistent with the regional planning requirements. As such, planning regions are required to collaborate on certain questions within their local plans. These questions will be noted in **Attachment A**. If there are additional questions that the local areas wish to collaborate on, this is encouraged as appropriate, but the notated questions must be addressed jointly at a minimum. If there are additional local areas that wish to collaborate, they may also answer any questions that reflect their collaboration as appropriate.

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<sup>1</sup> Indiana's Strategic Workforce Plan, Pages 34-35.

<sup>2</sup> COVID-19 - Responses ought to be based on the best available information, should address how local areas and regions will adapt their strategy, vision and service provision methods to meet worker and employer needs, particularly how technology will be used to achieve workforce goals in the local and regional plans in light of the COVID-19 pandemic.

### **Public Comment**

Prior to submitting the local or regional plan to the state for approval, WIOA requires the WDB to make copies of the plan available for public comment. This requirement encourages local areas to consider efforts to maximize transparency and inclusiveness in the planning process. The plan must be made available for public comment through electronic means and open meetings consistent with the “sunshine provisions” referenced in WIOA sec. 107(e)<sup>3</sup>. Members of the public, including representatives of business, labor organizations, and education, must be allowed to submit comments to the WDB no later than the end of the 30-day period following the date on which the plan is made available to the public. All comments that represent disagreement with the plan must be included with the plan’s submission to DWD.

### **Submission Requirements**

The Governor’s Workforce Cabinet (GWC) has granted an extension to all LDWBs through Friday, January 29, 2021. Local and regional plans must be submitted to DWD electronically, via email to: [policy@dwd.in.gov](mailto:policy@dwd.in.gov), using **Attachments A** and **B**. Plans must be submitted no later than **4:30pm on Friday, January 29, 2021**.

### **Review and Approval of the Plan**

Once the plans have been submitted to DWD, the review process will begin. All plans submitted to DWD are considered approved after 90 days, beginning January 29, 2021, unless DWD, in collaboration with the GWC, makes a written determination within the 90-day period that:

1. There are deficiencies in local workforce activities that the WDB has not made acceptable progress in implementing corrective measures to address the deficiencies; or
2. The local plan does not comply with WIOA; or
3. The local plan does not align with the State Plan, including failing to provide for alignment of the core programs to support the strategy identified in the State Plan.

**Note: As part of the review and approval process, each WDB may be required to present its Local Plan to the full GWC. Further information will be provided at a later date.**

### **Modification Procedures**

At the end of the first 2-year period of the 4-year local plan, the WDB, in partnership with the RCEO, must review the plan to prepare and submit modifications. Modification of the plan helps ensure that they are being used to drive service delivery strategies and that local activities remain consistent with the plan. Modifications should reflect changes in regional labor market and economic conditions and other factors affecting the implementation of the local plan, including but not limited to changes in the financing available to support WIOA Title I and partner-provided WIOA services, changes to local board structure, and/or a need to revise strategies to meet performance goals. DWD will provide additional instruction through modification guidance.

**Note: Although local and regional plans are due January 29, 2021, the two-year modifications will be due by September 30, 2022.**

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<sup>3</sup> 20 CFR § 679.390

## Action

All local and regional planning areas must follow the guidance provided in this Memorandum and ensure the local and regional plans are submitted on the templates in **Attachments A** and **B** to DWD Policy [policy@dwd.in.gov](mailto:policy@dwd.in.gov) by the dates indicated above.

## Effective Date

Immediately

## Ending Date

Upon rescission.

## Additional Information

Questions regarding the content of this publication should be directed to DWD Policy: [policy@dwd.in.gov](mailto:policy@dwd.in.gov).

## Attachments

***Attachment A – Planning Template***

***Attachment B – Projected Program Participants***