



**OKLAHOMA WORKFORCE DEVELOPMENT ISSUANCE #10-2020**

**TO:** Chief Local Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Staff  
Workforce Development Fiscal Agents

**FROM:** Don Morris, Executive Director

**DATE:** Current Date, 2020

**SUBJECT:** Regional and Local Planning Instructions

**PURPOSE:**

To communicate Oklahoma’s instructions for the local and regional plans under the Workforce Innovation and Opportunity Act (WIOA).

**REFERENCES:**

- The Workforce Innovation and Opportunity Act (WIOA) Sections 106 - 108
- 20 CFR 679.500 – Subpart D
- 34 CFR 361 – Subparts E and F
- 34 CFR 463 – Subparts I and J
- Training and Employment Notice 21-16, Workforce Innovation and Opportunity Act
- (WIOA) Regional and Local Planning and Local Board Responsibilities Questions and Answers (Q&A)
- Oklahoma Milestone Guidance 7-1-16

**BACKGROUND:**

WIOA envisions a workforce development system that is customer-focused on both the job seeker and business, and is able to anticipate and respond to the needs of regional economies. It requires local workforce development boards (WDB) and chief local elected officials (CLEO) to design and govern the system regionally, to align workforce policies and services with regional economies, and to support service delivery strategies tailored to these needs.

**MESSAGE:**

This Oklahoma Workforce Development Issuance (OWDI) is intended to provide guidance to the local workforce boards to ensure each local area and region within Oklahoma creates, submits, and implements a local and/or regional plan.

***Oklahoma’s Planning Regions***

Planning regions are established in order to ensure that training and employment services:

- Support economic growth and related employment opportunities;
- Meet the needs of individuals, including those with barriers to employment;

**RESCISSIONS**

OWDI #01-2017, Change 1

**EXPIRATION DATE**

Continuing



- Meet the skill competency requirements of the region; and
- Meet the specific needs of regional employers and the skills they require.

WIOA requires the planning regions to be composed of:

- One local area that is aligned with the region,
- Two or more local areas that are collectively aligned with the region, or
- Interstate areas contained within two or more states and consist of labor market areas, economic development areas, or other appropriate contiguous sub-areas of those states.

[Click here for a map of the planning regions](http://oklahomaworks.gov/wp-content/uploads/2016/03/OK-4-Planning-Regions.pdf) (<http://oklahomaworks.gov/wp-content/uploads/2016/03/OK-4-Planning-Regions.pdf>).

Local areas identified as single area regions may work and coordinate with other local areas or planning regions who share a common labor market. Activities will include, but are not limited to, the following:

- Identification of sector strategies and career pathways;
- Development of strategies to serve common employers, such as business services and Registered Apprenticeship; and
- Coordination of rapid response and/or layoff aversion activities.

### ***Plan Overview***

State, regional, and local plans should be coordinated and function collaboratively to strengthen the state workforce system. The regional plan develops strategies to align with the vision and goals set forth by the state plan. The local plan operationalizes the vision by putting the strategies into an action plan.

#### **REGIONAL PLAN**

A Regional Plan is a strategic plan to develop, align and integrate service delivery strategies and resources among the multiple local workforce development areas in a given region. The Regional Plan must be consistent with the vision and goals of the State Plan. The substance of the Regional Plan is described at WIOA Section 106(c)(2) and 20 CFR 679.510. Oklahoma's requirements are further detailed in Attachment A in this policy. Regional plans will be submitted every four years by April 1 with updates submitted every 2 years.

#### **LOCAL PLAN**

A Local Plan is a four-year action plan to develop, align and integrate service delivery strategies and resources among the six WIOA core programs and partners (Adult, Dislocated Worker, Youth, Wagner-Peyser, Adult Education/literacy, and Vocational Rehabilitation) in a specific local area. The Local Board develops a Local Plan in partnership with CLEO(s) and submits the plan to the Governor for approval according to requirements at 20 CFR 679.550-580, and WIOA Section 108. The Local Plan should support achievement of the State's vision and goals, as outlined in the State Plan as well as the strategies developed in the Regional Plan. The local plan is described in WIOA Section 108(a), and the contents of the Local Plan are described in WIOA Section 108(b), 20 CFR 670.560, and, Oklahoma's requirements are found in Attachment B in this policy. The Local Plan will be submitted every four years by September 1 with updates submitted every 2 years.

### **Planning Process:**

Since it is only as effective as the partnerships that operationalize it, a regional or local plan must represent a collaborative process among local elected officials, local WDBs, and required and other partners (including economic development, education, and private sector partners).

#### **REGIONAL PLAN**

Each multi workforce development area planning region, including the individual local WDBs and CLEO of the local areas assigned to the planning region, shall prepare, submit, and obtain approval of a single regional plan, which shall include a description of the activities described in 20 CFR 679.510 (a).

The local workforce development areas within the planning region must coordinate available resources to decide how the regional planning process will occur and indicate who will lead or be responsible for the writing of the plan. Efforts must be made to ensure the lead or ultimate responsible party shall be neutral, such as a third party consultant, or responsibilities shall be rotated in subsequent years amongst the local area's WDB directors.

The planning region shall collaborate with the WIOA core programs and other programs included in Oklahoma's Unified State Plan in the development of the regional plan. The planning region must also coordinate with other partners, including center partners, and economic development, education, and private sector partners, to create a shared understanding of the planning region's workforce development needs, a shared vision of how the planning region can be designed to meet those needs, and an agreement on the key strategies to realize this vision.

The required contents of the regional plan are contained in Attachment A. The regional plan will be based upon the Strength, Weaknesses, Opportunities and Threats (SWOT) analysis undertaken by the region. This process should be on-going, but, at a minimum, a SWOT analysis must be conducted every four years in order to serve as the basis for the regional plan; as the regional plan outlines the key workforce issues found in the SWOT analysis and the solutions to address them.

This SWOT analysis will include an analysis of:

- 1) the regional labor market data (to determine the in-demand occupational competencies [knowledge, skills and abilities] required by employers within the region),
- 2) the regional workforce data,
- 3) key demographics of the region, and,
- 4) the regional workforce system (including the education system) and its capacity of that system to meet the needs of regional employers.

The four-year regional plans must be submitted by **April 1, 2021** and by April 1 every four years thereafter. Two-year updates to the regional plan must be submitted every four years beginning April 1, 2023.

#### **LOCAL PLAN**

Local workforce development boards in partnership with the CLEO, shall prepare, submit, and obtain approval of a local plan that includes a description of the policies, procedures, and local activities carried out in the local area and that contains all the requirements outlined in §679.560 of Title 20 the Federal Regulations.

The local area shall collaborate with the WIOA core programs and other programs included in Oklahoma's Unified State Plan in the development of the local plan. The local area must also coordinate with other partners, including center partners, and economic development, education,

and private sector partners, to create a shared understanding of the local area's workforce development needs, a shared vision of how the local area can be designed to meet those needs, and agreement on the key strategies to realize this vision.

The required contents of the local plan are contained in Attachment B of this policy. In addition, the Self-Assessment results (required every 4 years) and regional SWOT Analysis results (required every 4 years) must be utilized in the local plan.

The local plan must support the strategic framework for the workforce development activities and the goals and the reform principles outlined in Oklahoma's Unified State Plan. [Click here to read the Unified State Plan's goals and strategies](https://oklahomaworks.gov/2020plan/) (https://oklahomaworks.gov/2020plan/). The four-year local plans must be submitted by **September 1, 2021** and by September 1 every four years thereafter. Two-year updates to the regional plan must be submitted every four years beginning September 1, 2023.

#### PROVISION OF DATA

The State will assist the planning regions and single area regions in obtaining the necessary labor market data, operational data elements, and any other data that will support the process of regional or local planning.

#### PLAN REVIEW AND PUBLIC COMMENT

The local WDBs and the CLEOs within the multi area planning region, or single local area region, must ensure that there has been an opportunity for public comment on the development of the regional and/or local plans. Additionally, copies of the proposed regional and local plans must be made available to the public. Members of the public must be given at least 30 days to provide their comments on these plans, before the plans are submitted to the State. Any comments expressing disagreement with the approved draft plan, and the area and/or region's response must be included when the plan is submitted.

#### PLAN SUBMISSION PROCESS

The local WDB of the four-year local plan, or the entity responsible for the development of the four year regional plan, shall submit the local or regional plan electronically, to [workforce@okcommerce.gov](mailto:workforce@okcommerce.gov), with a carbon copy (CC) sent to the Workforce System Coordinator at the Oklahoma Office of Workforce Development. [Contact information](#) can be found at [www.oklahomaworks.gov/about](http://www.oklahomaworks.gov/about).

#### PLAN EVALUATION PROCESS

The State shall have 90 days upon submission of the Local/Regional plans to review and determine approval. The plans will be reviewed by the Oklahoma Office of Workforce Development and the Workforce System Oversight Committee of the Governor's Council for Workforce and Economic Development. If any deficiencies are found in the plan, such as:

- not following the plan format or it is incomplete;
- there are deficiencies in activities carried out in WIOA;
- the plan does not comply with the applicable provisions of WIOA; or,
- it does not align with Oklahoma's state plan, the region/local area will be notified and provided an opportunity to correct the identified issue(s). Once corrected, the Committee will provide recommendations for approval to the Governor's Council.

The state may choose not to approve a revised draft plan submission for any of the following reasons:

- Deficiencies exist in activities carried out in WIOA;
- The plan does not comply with the applicable provisions of WIOA;
- The plan does not align with Oklahoma's Unified State Plan.

Local/Regional plans submitted to the Governor are considered approved when the State provides the local board/regional contact with a notification of approval. If the State does not send the appropriate contact notification within 90 days of submission, the draft plan is considered approved.

***Planning Timeline:***

**Four-year Regional Plan Activity**

- Draft Regional Plan developed and finalized by March 1
- Draft Regional Plan posted for 30-Day Public Comment by March 1
- Local Board/CLEO Approved Plan Submitted to Governor by April 1
- 90 Day State Review Period Begins on April 1 and is completed by June 30

**Four-year Local Plan Activity**

- Draft Local Plan developed and finalized by August 1
- Draft Local Plan posted for 30-Day Public Comment by August 1
- Local Board/CLEO Approved Plan Submitted to Governor by September 1
- 90 Day State Review Period Begins on September 1 and is completed by November 30

***Two-year Plan Modifications and Updates***

Four-year regional and local plans must be updated after two years to reflect modifications and changes:

- 1) In regional labor market and economic conditions; and
- 2) Other factors affecting the implementation of the local plan, including but not limited to:
  - a. Significant changes in local economic conditions,
  - b. Changes in the financing available to support WIOA title I and partner-provided WIOA services;
  - c. Changes to the Local WDB structure; and
  - d. The need to revise strategies to meet local performance goals.

The Local WDBs within a planning region, in partnership with the appropriate chief elected officials, must review the regional plan and prepare and submit modifications to OOWD by April 1, 2023 and every two years after the approval of subsequent regional plans (2027, 2031, etc). Updates and modifications to the local plan must be submitted to OOWD by September 1, 2023 and every two years after the approval of the subsequent local plans (2027, 2031, etc.). It is not expected that a plan is fully re-written for the two-year update if it is not necessary, only that updates are provided.

Modifications are to be posted for a 30-day public comment period and submitted to the Oklahoma Office of Workforce Development. Submissions are to include all changes made to the local and regional plans. The local WDB of the local plan, or the entity responsible for the development of the regional plan, shall submit the local or regional plan electronically to

[workforce@okcommerce.gov](mailto:workforce@okcommerce.gov), with a carbon copy (CC) sent to the Workforce System Coordinator at the Oklahoma Office of Workforce Development. [Contact information](#) can be found at [www.oklahomaworks.gov/about](http://www.oklahomaworks.gov/about).

***EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT:***

All Recipients, and Sub-recipients/Sub-grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

**ACTION REQUIRED:**

This Oklahoma Workforce Development Issuance (OWDI) is to become a part of your permanent records and made available to appropriate staff and sub-recipients.

**INQUIRIES:**

If you have any questions about this issuance, please contact workforce system staff in the Oklahoma Office of Workforce Development. Contact information can be found at <http://www.oklahomaworks.gov/about/>.

**ATTACHMENT A:** Oklahoma's Regional Plan Template

**ATTACHMENT B:** Oklahoma's Local Plan Template