

## REGIONAL AND LOCAL PLANNING GUIDANCE FOR PY 2017-2020

### EXECUTIVE SUMMARY

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This policy provides guidance and establishes the procedures regarding the preparation of both regional and local plans required by the *Workforce Innovation and Opportunity Act* (WIOA). This policy applies to Local Workforce Development Boards (Local Board), and is effective on date of issuance

This policy contains some state-imposed requirements. State-imposed requirements are indicated in the narrative of the text.

This directive finalizes Workforce Services Draft *Directive Regional and Local Planning Guidance for PY 2017-2020* (WSDD-146), issued for comment on July 1, 2016. The Workforce Development Community provided various comments during the draft comment period. A summary of the comments, including all changes, is provided as Attachment 10.

This policy supersedes Workforce Services Directive WSD12-14, dated May 22, 2013. Retain this directive until further notice.

### REFERENCES

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- WIOA (Public Law 113-128) Sections 106 and 107
  - Title 20 *Code of Federal Regulations* (CFR): Section 679.200 through 679.580
  - *California Unemployment Insurance Code* (CUIC) Sections 14000 through 18012
  - Department Of Labor (DOL) Training and Employment Guidance Letter 14-15, Subject: *WIOA Requirements for Unified and Combined State Plans* (March 4, 2016)
  - California's Workforce Development Strategic Plan PY 2016-2019
  - [WSD15-17](#), Subject: *California WIOA Regional Planning Units (RPU)* (February 24, 2016)
  - [WSD15-14](#), Subject: *WIOA Adult Program Priority of Service* (January 22, 2016)
  - [WSD15-12](#), Subject: *WIOA Phase I Memorandums of Understanding (MOU)* (January 20, 2016)
  - [WSDD-151](#), Subject: *WIOA Phase II Memorandums of Understanding* (September 16, 2016)

## BACKGROUND

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This directive is intended to serve as guidance for the preparation of both local and regional workforce plans required by the WIOA. It begins by providing background on the relationship between the State Plan, regional plans, and local plans, and gives an overview of the requirements for regional and local plans. The California Workforce Development Board (State Board) intends to provide additional guidance and technical assistance materials pertaining to model local and regional partnerships as well as best practices, both encouraged and recommended, to Local Boards and their partners as they move forward to develop and implement their plans.

### **The State Plan and Its Relationship to Regional and Local Plans**

The State Plan is the controlling state policy document for regional and local plans. It sets the state's policy direction for these plans, and serves as a conceptual map for Local Boards and their partners as they jointly develop the regional and local plans required by WIOA. The State Plan has three policy objectives and an overarching stretch goal. The narrative content of regional and local plans should be tailored to address how Local Boards and their planning partners will help California reach its policy objectives and goals. The policy objectives of the State Plan are the following:

- *Fostering “demand-driven skills attainment”* – Workforce and education programs need to align program content with the state's industry sector needs so as to provide California's employers and businesses with the skilled workforce necessary to compete in the global economy.
- *Enabling upward mobility for all Californians, including populations with barriers to employment* – Workforce and education programs need to be accessible for all Californians and ensure that everyone has access to a marketable set of skills, and is able to access the level of education necessary to get a good job that ensures both long-term economic self-sufficiency and economic security.
- *Aligning, coordinating, and integrating programs and services* – Workforce and education programs need to economize limited resources to achieve scale and impact, while also providing the right services to customers, based on each customer's particular and potentially unique needs, including any needs for skills-development.

The goal of the State Plan is to produce a million “middle-skill” industry-valued and recognized post-secondary credentials between 2017 and 2027. These credentials are broadly defined here as sub-baccalaureate credentials with demonstrable labor market value, including industry-recognized certificates, or certifications, or certificates of completion of apprenticeship, or professional licenses, recognized by California or the federal government, as well as industry-valued associate degrees that facilitate movement into either the labor market

or longer term educational programs aligned with the state’s workforce needs. During this time the state will also double the number of people enrolled in apprenticeship programs.

Under the State Plan, state agencies and departments who are party to the State Plan are mandated to work jointly to ensure that relevant programs at the local level are carrying out the operational and policy commitments agreed upon during the planning process in furtherance of the foregoing objectives and goals. Local Boards and their partners should review Chapter 5 of the State Plan and the corresponding partnership agreements, which detail the commitments and responsibilities of the WIOA core programs as well as other State Plan program partners.

The State Board encourages and recommends broad and inclusive partnerships that include Community Based Organizations (CBOs) and non-profits. The State Board will grant considerable flexibility for Local Boards and their partners to determine the nature, scope, and depth of these partnerships based on local and regional needs and priorities, provided that plans are consistent with the policy direction and goals of the State Plan, and that the needs of target populations identified in WIOA Section 24(A)-(M) are addressed either by local or regional plans.

State Plan content can be found here: [California WIOA Unified State Plan](#).

### **The Function of Regional Plans**

Regional plans and partnerships required by WIOA function under California’s State Plan as the primary mechanism for aligning educational and training provider services with regional industry sector needs in California’s fourteen WIOA Regional Planning Units (RPU). California state law requires coordination between the K-12, Community Colleges, and WIOA systems and requires the use of sector strategies as the operational framework for the state’s workforce system. These two state mandated requirements are met under the State Plan by making federally required WIOA regional plans and partnerships the primary mechanism for aligning educational and training programs with regional industry sector needs. As such, the main aim of regional plans is the development of “regional sector pathway” programs, by which we mean the identification, utilization, and servicing of career pathway programs aligned with regional industry sector needs in each of the RPUs.

#### *Regional Sector Pathways*

The purpose of “regional sector pathways” is to ensure that demand industries in each region are having their workforce needs met while also ensuring that students, workers, and other individuals, including individuals from populations with barriers to employment, have the opportunity to develop the requisite skills in-demand in their respective regional labor markets, and that the proper remediation and other supportive services are available to ensure participants can succeed. Regional sector pathway programs should ultimately result in the

attainment of industry-recognized post-secondary credentials by those who complete these programs.

The State Board recognizes that completing “regional sector pathway” programs will take longer for some individuals (e.g., those with basic skills related challenges) than it will for others. Nevertheless, it is the intent of the State Plan that regional partners develop regional sector pathway programs in a manner that makes relevant training and education programs accessible for those who face barriers to employment, including individuals from target populations. As a result, regional partners will need to not only identify relevant regional sector pathways, but also partner to provide the services needed to ensure the successful completion of pathway programs by those who enter them. Local Boards and their partners should develop partnerships with relevant organizations and CBOs who specialize in providing services to target populations to help ensure that individuals from relevant target populations can participate in regional sector pathway programs, and that career pathway programmatic elements are in place to meet the needs of target populations. For example, including the Department of Rehabilitation (DOR) and Independent Living Centers in partnership efforts will help ensure the physical and programmatic accessibility of these programs for individuals with disabilities.

### *Regional Organizing and Planning Efforts*

Regional sector pathways are expected to be identified and developed through regional planning and organizing efforts that involve industry sector leaders, organized labor, community colleges, K-12 programs, Adult Schools, Adult Education Block Grant (AEBG) Consortia, regionally organized Local Boards operating jointly in RPUs, CBOs, business associations, and regional economic development agencies. Regional planning efforts may involve a broader group of partners and efforts should be inclusive, taking into consideration the characteristics, demographics, and nature of each region so as to ensure that relevant stakeholders have an opportunity to provide input to and feedback on the regional plan and the regional sector pathways emphasized by the regional plan. For example, in those areas of the state where limited English proficient and foreign born are a significant share of the population and/or workforce, efforts should be made to include CBOs representing and serving these communities in the planning process. Practices that should be considered when conducting the regional plan process include the following:

- Hold public meetings at multiple times and locations that allow a diverse range of individuals and organizations to attend, including evening and weekend meetings. This includes holding meetings at public facilities such as libraries, community centers, or neighborhood organizations recognized within the community.
- Ensure that interpreters are available when holding meetings in limited English proficient communities. Translate materials, including electronic communications and invitations, in other languages when appropriate.
- Use meeting locations within access to public transportation, and walking and biking routes.

- Partner with community leaders and organizations that can assist with outreach.

To reduce duplication of effort, regional organizing and planning efforts undertaken under WIOA are expected to be informed by, aligned with, and build upon other relevant regional planning efforts undertaken by planning partners. Existing regional planning by AEBGs and Community College consortia, and SlingShot coalitions, for example, could serve to inform WIOA planning efforts and coordination activities between the partners. Any regional planning efforts conducted prior to the passage of WIOA or issuance of state Regional and Local Planning guidance can serve as a foundation for WIOA regional planning to the extent that prior plans are relevant to and consistent with the intent and policy requirements of WIOA regional plans.

In addition, Local Boards and their required partners can economize their efforts by incorporating already completed planning work in their plans. Specifically, the task of identifying regional sector pathway programs should build upon any existing regional efforts in this area, especially those involving industry sector leaders and training and education providers, as long as the pathways identified have clear relationship to regional labor market needs and have been or will be validated by relevant industry sector employers as part of regional planning efforts. Pathways emphasized in regional plans are expected to have a clear labor market rationale for their inclusion in the regional plan.

Information pertaining to WIOA regional planning and its relationship to Strong Workforce Program regional planning efforts can be found [here](#).

### **The Function of Local Plans**

Under the State Plan, the primary purpose of local workforce plans and partnerships is to facilitate access to workforce services at the local level. While WIOA Section 106 regional plans and partnerships are specifically focused on constructing a regional training and education architecture that aligns with regional labor markets, individuals will access and experience this regional workforce architecture primarily through local service delivery efforts, principally those of WIOA partners operating in the America's Job Center of California (AJCC) system, formally known as a One-Stop Career Centers, but potentially through other partners of the workforce system as well. In this regard, it is typically at the local level where services will be integrated, resources braided, and supportive services provided to individuals being served by the partners.

#### *Program Alignment, Integrated Services, Braided Resources, and Upskilling On-Ramps*

Local workforce development plans are required to ensure a baseline level of WIOA core program alignment compliant with federal regulations at the local level, in and through AJCCs (the state's One-Stop system) so that core program and mandated services are coordinated, and when appropriate, integrated to make accessible a menu of customizable services available to customers on the basis of their needs (e.g., programs should be accessible to individuals with disabilities and those that are limited English proficient and, in general, should be

customer-centered such that customers can access the relevant services for which they are eligible). Additionally, AJCCs are required to operate as an access point for “regional sector pathway” programs. As such, local plans and AJCC MOUs should reflect the strategic vision of the relevant WIOA RPU regional plan such that AJCCs are operating as an “on ramp” or “gateway” to the “Regional Sector Pathways” programs either built-out or identified through the regional planning process. In developing these “on ramps,” Local Boards should consider alternative ways to provide services and the necessary supports to guarantee access for members of populations with barriers to employment to ensure that they move through the system seamlessly.

Under the California State WIOA Plan, AJCCs will continue to provide the full menu of One-Stop services, including services now known under WIOA as “career services,” and AJCCs will continue to provide as labor exchange services, especially for those dislocated workers who do not need further training to reenter the labor market. However, the State Plan mandates a greater emphasis on treating AJCCs as an access point for education and training services for those who want and need them. Moreover, local plans and AJCC MOUs must provide more emphasis on coordinating and aligning program services across WIOA core programs to best serve relevant client populations. To this end, Local Boards and their partners should review Chapter 5 of the State Plan and the corresponding partnership agreements, as these detail the commitments and responsibilities of State Plan program partners that are directly associated with local plans and AJCC MOUs.

## **POLICY AND PROCEDURES**

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### **WIOA Regional Plan Requirements**

WIOA Section 106(c) “Regional Coordination” identifies eight RPU requirements, referred to, hereafter as the “A-H RPU” requirements. A-H RPU requirements include the following:

- The preparation of a regional plan.
- The establishment of regional service strategies, including use of cooperative service delivery agreements.
- The development and implementation of sector initiatives for in-demand industry sectors or occupations for the region.
- The collection and analysis of regional labor market data (in conjunction with the State).
- The establishment of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate, for the region.
- The coordination of transportation and other supportive services, as appropriate, for the region.

- The coordination of services with regional economic development services and providers.
- The establishment of an agreement concerning how the planning region will collectively negotiate and reach agreement with Governor on local levels of performance for, and report on, the performance accountability measures described in WIOA Section 116(c), for the Local Workforce Development Area(s) (Local Area) or the planning region.

\*Note that WIOA section 106 also makes clear that local plans are considered part of the regional plan and are submitted with Regional Plans to the state for approval.

### *Final Rule Regulations*

Title 20 CFR 679.500-580 of the regulations provides additional guidance on regional plan elements, and the preparation, submission, and modification of the regional plans. Required planning elements essentially mirror the A-H RPU requirements from WIOA Section 106 and reiterate that local plans need to be submitted with regional plans. The regulations also make clear that the regional planning process must be open to the public. Relevant language from the regulations pertaining to the public comment and plan modification process are as follows:

- Local Boards representing each Local Area in the planning region must provide an opportunity for public comment on the development of the regional plan or subsequent plan modifications before submitting the plan to the Governor. To provide adequate opportunity for public comment, the Local Boards must do the following:
  - Make copies of the proposed regional plan available to the public through electronic and other means, such as public hearings and local news media.
  - Include an opportunity for comment by members of the public, including representatives of business, labor organizations, and education.
  - Provide no more than a 30-day period for comment on the plan before its submission to the Governor, beginning on the date on which the proposed plan is made available.
  - The Local Boards must submit any comments that express disagreement with the plan to the Governor along with the plan.

Consistent with WIOA Section 107(e), the Local Board must make information about the plan available to the public on a regular basis through electronic means and open meetings.

- At the end of the first 2-year period of the 4-year local plan, the Local Boards within a planning region, in partnership with the appropriate Chief Elected Official(s) (CEO), must review the regional plan and prepare and submit modifications to the regional plan to reflect changes:

- In regional labor market and economic conditions.
- 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.

### **Special Note on Accessibility for Individuals with Disability**

Under WIOA Section 188 public meetings and publicly disbursed information pertaining to regional plan content must be made accessible to individuals with disabilities to ensure an opportunity for full and equal participation in the regional planning process.

### *State Law Requirements Relevant to Regional Planning*

State law requires the State Board to implement additional standards for certifying high-performing (HPB) Local Boards. In order to be considered eligible for HPB certification, a Local Board is required meet all regional planning requirements of the federal law and State Plan [CUIC Section 14200(3)(A)-(B)].

Other HPB certification criteria would require local planning with the following entities:

- Key stakeholders, including the major employers and industry groups from the relevant regional economy and organized labor.
- Partners in K–12 education, career technical education, the community college system, other post-secondary institutions, and other Local Areas operating in the relevant regional economy [See CUIC Section 14200 (4)-(5)].
- Partnerships with DOL programs, including Youth Build and Job Corps programs, and California Conservation corps programs and their local affiliates [as required by pending legislation Assembly Bill (AB) 2719].

Local plans are considered to be part of the regional plan under federal law and regulation. Local plans can demonstrate that they involve key stakeholders, including the major employers and industry groups from the relevant regional economy and organized labor, and can demonstrate that they account for the entire workforce training pipeline for the relevant regional economy, including partners in K–12 education, career technical education, the community college system, other post-secondary institutions, and other Local Areas operating in the relevant regional economy **by making use of regional planning efforts that meet these very same criteria**, provided that the relevant local plan demonstrates operational alignment with the strategic objectives of the respective regional plans, the regional plans were developed with the relevant required stakeholders enumerated directly above, and the local plan demonstrates some level of coordination with the partners enumerated in the HPB certification criteria.

### **State Plan Requirements Relevant to Regional Planning**

The State Plan provides additional requirements for WIOA regional plans in the following areas:

- Required regional partners
- Development of regional sector pathways
- Industry-valued post-secondary credential attainment
- Accessibility and inclusivity
- Job quality considerations
- Regional assessment

#### *Required Regional Planning Partners*

Under the State Plan, the required regional partners for developing and implementing the regional plans are as follows:

- Industry sector leaders, including associations, business organizations, and organized labor from the region’s priority industry sectors.
- Regionally organized Local Boards.
- Local economic development agencies.
- Regional consortia of community colleges.
- Regional consortia of adult education providers, (including both WIOA Title II and other state-funded adult education and basic skills programs).
- Representatives of K-12 Career and Technical Education (CTE) programs funded by either federal Perkins funds or various state-specific CTE funding streams, when relevant county offices of education and other local educational agencies determine that participation will benefit the students participating in regional CTE programs.
- DOR

Per the State Plan, and agreement between DOR and the State Board, Local Boards are required to invite DOR to participate in WIOA regional planning efforts, particularly any regional planning efforts pertaining to employer engagement, and in particular, coordinated efforts to engage federal contractors to take advantage of “503” hiring requirements. Following the release of the State Plan, DOR committed to participating in regional planning to further encourage program alignment and partnership with WIOA State Plan partners operating at the regional level. As such, DOR is a required regional planning partner.

Additional regional partners may also include the Employment Training Panel (ETP), Independent Living Centers, the Assistive Technology Network, county welfare agencies, county CalFresh Supplemental Nutrition Assistance Program Employment and Training (SNAP

E/T) programs, as well as community groups with experience representing and serving individuals with barriers to employment. Furthermore, the State Board recommends the following:

- Local Boards are encouraged to contact ETP and County Welfare agencies and invite them to participate in regional planning efforts.
- Local Boards in single county RPUs should make it a priority to engage County Welfare programs at the RPU/County level so as to reduce duplicative efforts between Local Boards and county-operated Temporary Assistance for Needy Families (TANF)/CalWORKs programs.
- Regional planning efforts should involve a broader group of partners and efforts should be made to be inclusive, taking into consideration the characteristics, demographics, and nature of each region so as to ensure that relevant stakeholders have an opportunity to provide input to and feedback on the regional plan and the regional sector pathways emphasized by the regional plan:
  - Efforts should be made to involve CBOs that have experience serving or working with high-need and historically disadvantaged communities such as farm workers, ex-offenders, out of school and/or disconnected and foster youth, including former foster youth.
  - In those areas of the state where limited English proficient and foreign born are significant share of the population and/or workforce, efforts should be made to include CBOs representing and serving these communities in the planning process.
  - Local Boards and their regional partners should give due consideration to the language needs of the communities in their jurisdiction, ensuring accessibility and outreach efforts so that community organizations and prospective recipients of services are aware of and can participate in the regional planning process, including being able to submit comments during the public comment period.

Attachment 1 provides a map of RPU boundaries and details assigned RPU regional planning partners. This attachment does not provide an exhaustive list of organizations that may participate in regional planning efforts, but it does identify the regional planning partners required under the State Plan. Additional information pertaining to relevant regional partners and initiative can also be found [here](#) and [here](#).

#### *Regional Planning Partner Modification*

Should RPUs, Community College Regional Consortia, or AEBG consortia disagree with the required regional planning partners noted in Attachment 1, they may jointly petition the State

Board, California Community Colleges Chancellor's Office, and California Department of Education for a regional planning modification. Petitioners must provide an evidence-based rationale for the alternate planning relationships identified in the proposal and must enumerate an itemized list of alternate regional planning partners. The proposal for alternative regional planning partners must include data and analysis that address all of the following:

- An explanation as to why the state assigned partners detailed in Attachment 1 are inappropriate for regional planning purposes.
- Shared regional industries of focus.
- Commute patterns of workforce.
- Prior regional collaborations strategies and outcomes.
- A signed agreement by the proposed regional planning partners that identifies the proposed alternate planning partners.

Regional Planning Modification petitions which propose to alter RPU, College Consortia, or AEBG consortia boundaries will not be accepted. The modification process is provided as a means to propose alternate partnership relations between systems, not change the required partnerships within systems. Essentially the modification process is designed to allow for feedback on the assigned partnerships identified in this regional planning guidance and provide for a mechanism for making alterations concerning partnership across systems if this guidance has failed to identify the most appropriate planning partners.

Regional planning may include additional partners not specified in Attachment 1, including partners technically outside of the RPU boundaries where such coordinated planning activity makes sense for local and regional operational reasons. There is no need to submit a Regional Planning Partner Modification to do so. Modification requests are only necessary in those instances where there is a proposal to **not** include assigned regional planning partners in the planning process.

#### *Required Regional Plan Content*

Under the State Plan, regional plans must be developed as vehicles to implement three of the seven policy strategies emphasized in the State Plan:

- Sector strategies
- Career pathways
- Regional partnerships

These three policy strategies are discussed at length in Chapter 3 and Chapter 5 of the State Plan and the regional plan requirements detailed below are directly relevant to efforts to bring these strategies together in regional efforts to build "regional sector pathways."

### *Requirements Pertaining to Identification and Development of Regional Sector Pathways*

Working with the planning partners identified above, Local Boards in RPU are required to identify, develop, prioritize, service, and feed “regional sector pathway” programs. To this end, regional plans must include the following:

- A description of the way planning partners, including local economic development agencies, assessed regional industry workforce needs, including a description of the data sources utilized, the industry leaders engaged, and the manner in which industry engagement took place, including a summary of any relevant convening activities, the dates partners met, who attended, and what was decided.
- An analysis of the manner in which regional partners, including industry leaders, have determined, or will determine whether existing training and education programs in the region were/are meeting industry’s workforce needs. This analysis should provide a description of any areas of identified training and education deficiency and what planning partners have committed to do to resolve relevant deficiencies.
- A description of any existing career pathway programs in the region that have been identified as meeting leading and emergent industry sector needs. This description should specifically articulate the manner in which industry participated in the identification of relevant pathways.
- A description of the work being done by industry, workforce boards, economic development agencies, and relevant faculty partners to recommend and implement any necessary adjustments to further develop career pathway programs that meet regional industry needs.

### *Requirements Pertaining to Industry-Valued Post-Secondary Credential Attainment*

Under the State Plan, regional sector pathway programs should result in the attainment of industry-valued and recognized post-secondary credentials that are portable and aligned with regional workforce needs. As a result, all regional plans are required to identify the following:

- The process used to determine industry-valued and recognized post-secondary credentials, including a description of the process taken to insure industry leads this discussion.
- The current industry-valued and recognized post-secondary credentials being emphasized in the regional plan and the process that will be used to ensure their relevance in subsequent years as labor markets change.
- The manner in which regional partners, including industry leaders, determined that the relevant credentials are actually industry valued.
- The relevant training and education providers providing the credentials.

- How the regional planning partners will establish regional goals for, and track attainment of industry-recognized credentials produced in each region, including each Local Board's contribution, and the total contribution of industry-recognized credentials produced by the partners collectively in the RPU

Attachment 2 provides the State Board's policy statement and framework for identifying industry-recognized credentials. Regional partners must develop their approach to both credentials and regional career pathways with this framework in mind.

#### *Requirements Pertaining to Accessibility and Inclusivity*

Regional planning is intended to be inclusive and regional sector pathway programs must be flexibly designed and include, as appropriate, remedial programming, so as to allow individuals with barriers to employment and other target populations, including those with limited basic skills and limited English proficiency, an ability to work their way along these pathways. Regional sector pathway programs must be designed to allow participation of individuals with disabilities. As a result, all regional plans are required to provide the following:

- A description of regional planning outreach efforts made to include stakeholders and CBOs representing the individuals from target populations that represent the demography of the region, including those groups who have experience serving or working with high-need and historically disadvantaged communities such as farmworkers, ex-offenders, those who are limited English proficient, out of school and/or disconnected and foster youth (including former foster youth). This description should include how and which groups (by name) were contacted and invited to participate in regional planning efforts.
- A description of the manner in which AEBG consortia participated in the WIOA regional planning process.
- An analysis of the need for basic skills education in the RPU, including background on the demography and languages spoken in the region, as well as an enumeration of the estimated number of individuals being served regionally, the types of basic skills related services offered in the RPU, and an overview of the way the regional partners are working together to meet any unmet needs.
- An analysis of the way basic skills education will be integrated into regional sector pathways programs emphasized by the regional plan, including an analysis of any strategies to serve members of the regional population who have limited English proficiency.
- A description of regional efforts to streamline and coordinate intake, assessment, and referrals of individuals needing basic skills remediation.

- An analysis of the ways in which RPU partners, including Local Boards, Community Colleges, Adult Schools, and AEBG consortia will ensure program and physical accessibility and participation in regional sector pathway programs for individuals with disabilities.
- As appropriate, an analysis of the need for, and a description of the means by which regional partners will work together to place individuals enrolled in TANF/CALWORKS in regional sector pathway programs.
- An analysis of the way regional program partners will work together to provide supportive services to individuals enrolled in regional sector pathways programs, including individuals from populations with barriers to employment. Regional plans should demonstrate how partners will work together to ensure a comprehensive provision of services that facilitate program completion.
- A description of the role of CBOs, such as Independent Living Centers, in helping provide services to and integrating individuals with barriers to employment into region sector pathway programs, including participation in program development, outreach, and the provision of specialized supportive services for relevant target populations.
- A description of the process Local Boards and their partners will use to retain individuals in relevant programs as they work their way through the career pathway progressing into livable wage jobs and careers.

#### *Requirements Pertaining to Job Quality*

State law directs the State Board to develop strategies that help people enter and retain employment and emphasizes the development of policies that lead to “placement in a job providing economic security or job placement in an entry-level job that has a well-articulated career pathway or career ladder to a job providing economic security” (CUI Section 12013). State law defines these jobs as those that provide, “a wage sufficient to support a family adequately, and, over time, to save for emergency expenses and adequate retirement income, based on factors such as household size, the cost of living in the worker’s community, and other factors that may vary by region.” References to “job with good wages and benefits” in this guidance are those jobs that meet this definition.

State law and the State Plan both make clear that sector initiatives and career pathways programs should focus efforts on moving people into jobs that provide economic security. The State Board acknowledges that some individuals being served by the workforce system will require multiple interventions over an extended period of time to help move them into a job that provides economic security. However, the expectation is that a focus on quality jobs should not serve as a deterrent to the provision of services to those with barriers to employment. To facilitate the development of a workforce system geared toward upward mobility, job quality and economic security, all regional plans are required to provide the following information:

- A description of the projected earnings of those employed in occupations directly related to the regional sector pathway programs identified in the regional plan.
- A comparison of the foregoing wage levels to the median wage in the relevant RPU.

The State Board recognizes that not all jobs are good jobs and that education and training alone will not solve the problem of poverty. There is a hidden cost to low wage work that is ultimately borne by communities, particularly communities of color and immigrant populations. The State Board is committed to developing a workforce system that enables economic growth and shared prosperity on the basis of innovation, quality, and skills attainment rather than low wages, contingent employment, and low or no benefits. As such, State Plan partners and providers covered by the plan should make it a priority to work with employers who offer jobs with good wages and benefits, support for ongoing skills training and employee advancement, good working conditions (including paid sick days, paid family leave, and paid medical or short-term disability leave), and adequate hours with predictable schedules that enable employees to meet their family caregiving commitments. As a result, all regional plans are required to provide the following information:

- A description of the way each of the Local Boards in the RPU will assist and prioritize working with employers who offer jobs with good wages and benefits, especially those employers who have a history of hiring high-need or historically disadvantaged populations, including individuals from populations with barriers to employment.
- A description of the process Local Boards will take to implement incumbent worker training strategies to ensure progression along career pathways.

#### *Additional Requirements Pertaining to Regional Assessment*

The State Plan requires regional partners to determine the extent to which persons receiving training and education services aligned with regional industry needs in each RPU are actually obtaining employment in occupations and sectors directly related to their programs of study. Developing this capacity will require creativity and the development of an operational plan for collecting relevant information. As a consequence, all regional plans are required to provide the following information:

- How the regional partners in the RPU will work together to track training-related employment for individuals entering the labor market.

#### **Additional Requirements Being Issued/Clarified At this Time**

A significant share of the California population is foreign born, including several million individuals in the workforce who are limited English proficient. The following counties have a workforce that is at least 15 percent limited English proficient: Imperial, Monterey, San Benito, Los Angeles, Tulare, Merced, Santa Clara, Madera, Fresno, Orange, San Joaquin, San Mateo, Santa Barbara, Kern, Kings, Alameda, San Francisco, Napa, Stanislaus, San Bernardino, Ventura,

Riverside, San Diego, Yolo, Sutter, Contra Costa, and Sacramento. RPUs containing one or more of these counties must assess and specify in their regional plans how they will address the needs of and provide services to those who are limited English proficient. These RPUs are required to provide the following information in their regional plans:

- A description of regional planning outreach efforts made to include stakeholders and CBOs in the region who represent limited English proficient individuals.
- An assessment of the need to provide services to and how services will be provided to limited English proficient individuals. This requirement must be addressed specifically in the regional analysis background sections of Regional/Local plans.
- A description of the services that will be provided to limited English proficient individuals. These services should be specifically detailed in any sections of the regional plan that deal with the provision of services to individuals with basic skills challenges. Regional plans must also specify how basic skills programs in the RPU will serve individuals from these communities.

### **State Plan Requirements that Meet Federal A-H Regional Plan Requirements**

State board staff have reviewed and compared State Plan requirements with WIOA Section 106 A-H requirements and have determined that RPUs that meet State Plan requirements for their regional plan may be able to simultaneously meet a number of the federal regional plan requirements. As RPUs develop their plans, they should consider the following:

- RPUs that meet the State Plan requirements pertaining to the identification and development of regional sector pathway programs will meet federal regional plan requirements pertaining to the development and implementation of sector initiatives for in-demand industry sectors or occupations in the region.
- RPUs that meet the State Plan program and physical accessibility and inclusivity requirements for regional plans will meet the federal requirement for the establishment of regional service strategies if the RPU develops a cooperative service delivery agreement that does any of the following:
  - Seamlessly integrates basic skills programs in the RPU with regional sector pathways programs emphasized by the regional plan so that students with basic skills challenges can enter, participate in, and successfully move along regional sector pathway programs.
  - Achieves streamlined, coordinated intake, the use of a common assessment tool, and coordinated referral for individuals needing basic skills remediation.
  - Ensures program and physical accessibility, the coordinated provision of services, and participation in regional sector pathway programs for individuals with disabilities.

- Provides coordinated supportive services to, and enrolls TANF/CALWORKS participants in, regional sector pathway programs.
- RPU plans that meet State Plan requirements to provide an analysis of the way regional program partners will work together to provide supportive services to individuals enrolled in regional sector pathways programs will meet federal requirements pertaining to the coordination of transportation and other supportive services so long as supportive services are actually provided in a coordinated fashion and this coordination is described in the plan and detailed in a regional MOU. A regional plan that provides coordinated supportive services to, and enrolls TANF/CALWORKS in, regional sector pathway programs will also meet this federal requirement so long as supportive services are actually provided in a coordinated fashion and this coordination is described in the plan and detailed in a regional MOU.
- RPU plans that meet the State Plan requirements to provide a description of the way planning partners, including local economic development agencies, assessed regional industry workforce needs will meet federal requirements pertaining to the collection and analysis of regional labor market data as long as they specify how labor market provided by the state informed their assessment of regional labor market needs.
- RPUs can meet the federal requirements pertaining to the coordination of services with regional economic development agencies provided that they meet the State Plan requirements to involve economic development agencies in regional efforts to develop regional sector pathways and provided that economic development agencies' services and priorities help determine the sectors emphasized in the RPU's regional plan.
- RPUs can meet the federal requirements pertaining to the establishment of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate, for the region if they can demonstrate, through an agreed to MOU that they have pooled resources to meet any of the State Plan requirements for RPUs specified in this planning guidance.

## **Local Planning Requirements**

### *WIOA, Final Rule, and State Law*

The State Board has reviewed the applicable federal statute, regulations, and state law, and determined that the requirements for local plans enumerated in these three sources are currently consistent, though pending state legislation (AB 2719) would add additional state planning requirements for local plans. The disposition of the bill will be known by September 30, 2016, and if passed and signed by the Governor will become effective January 1, 2017.

The guidance sections that follow will detail federal requirements, review additional requirements in pending legislation and the State Plan, and then specify areas where Local Boards can meet these local plan requirements by being strategic in the way they draft regional and local plans.

### *Federal Requirements*

Federal statute and regulations require that local plans provide information in thirteen general areas, which including the following:

- Analytical background concerning the regional economy, labor market needs, and the workforce and education system operating in the region.
- A cohesive statement pertaining to the vision, goals, and strategy of the Local Board and its partners.
- Detail on local program alignment to implement State Plan policy strategies.
- Detail on a number of specified services and service delivery strategies.
- Required Information Pertaining to AJCCs.
- Required Information Pertaining to Specific Programs, Populations, and Partners.
- Relevant Information Pertaining To Grants and Grant Administration.
- Relevant information pertaining to performance goals.
- Relevant information pertaining to HPB efforts.
- Relevant information on training activities.
- Public transparency, accessibility, and inclusivity information.
- Relevant information pertaining to common intake and case management efforts.
- Other miscellaneous information requirements.

Greater detail for these federal local plan requirements is set forth in the sections that follow.

### *Analytical Background Requirements*

Analytical background concerning the regional economy, labor market needs, and the workforce and education system operating in the region. For reasons explained further on in the guidance, these local plan requirements will be submitted as part of the regional plan, and not for each local plan. According to the WIOA, the relevant background information must include the following:

- A regional analysis of economic conditions, including existing and emerging in-demand industry sectors and occupations, and employment needs of employers in existing and emerging in-demand industry sectors and occupations. A Local Area may use an existing

analysis, which is a timely current description of the regional economy, to meet the foregoing requirements.

- An analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.
- An analysis of the regional workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment. Target populations include the following:
  - Displaced homemakers.
  - Low-income individuals.
  - Indians, Alaska Natives, and Native Hawaiians, as those terms are defined in Section 3221 of Title 29 of the United States Code.
  - Individuals with disabilities, including youths who are individuals with disabilities.
  - Older individuals.
  - Ex-offenders.
  - Homeless individuals, as defined in Section 14043e-2(6) of Title 42 of the United States Code, or homeless children and youths, as defined in Section 11434a(2) of Title 42 of the United States Code.
  - Youth who are in, or have aged out of, the foster care system.
  - Individuals who are limited English proficient, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
  - Eligible migrant and seasonal farmworkers, as defined in Section 3322(i) of Title 29 of the United States Code.
  - Individuals within two years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. Section 601 et seq.).
  - Single parents, including single, pregnant women.
  - Long-term unemployed individuals.  
[Reference WIOA Section 24(A)-(M)]
- An analysis of workforce development activities, including education and training, in the region. This analysis must include the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers.

For added assistance, Regional Planning Unit summaries containing relevant labor market information for each of the 14 RPUs were prepared by the Employment Development Department's (EDD) Labor Market Information Division (LMID). These summaries may be accessed on the [Regional Economic Analysis Profiles](#) webpage by scrolling down the page and selecting "Regional Planning Unit Summaries."

This EDD LMID data are intended to assist Local Boards as they prepare the background analyses described above and should serve as an important data source for these analyses. Local Boards may also use other reputable information sources in the background analyses they prepare for their plans. Regional and local plans should tie overall plan content to the analytical background information they provide in their plans.

#### *Vision, Goals, and Strategy Statement*

A cohesive statement pertaining to the vision, goals, and strategy of the Local Board and its partners. This statement must include the following:

- A description of the Local Board's strategic vision to support regional economic growth and economic self-sufficiency. This must include goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), and goals relating to the performance accountability measures based on WIOA performance indicators described in Title 20 CFR 677.155(a)(1). Vision, goals, and strategy must be linked to the analytical background information.
- Taking into account analyses described above, a strategy to work with the entities that carry out the core programs and other required partners to align resources available to the Local Area, to achieve the strategic vision of the local plan.

#### *Local Program Alignment to Implement State Plan*

Required detail on local program alignment to implement State Plan policy strategies includes the following:

- A description of the workforce development system in the Local Area that identifies programs included in the system.
- How the Local Board will support the seven policies identified in the State Plan and will work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the *Carl D. Perkins Career and Technical Education Act of 2006* (20 U.S.C. 2301 *et seq.*) to support service alignment and implement the policy strategies emphasized in the State Plan.

#### *Information on Specified Services and Service Delivery Strategies*

Required detail on specific required services and service delivery strategies includes the following:

- A description of the ways the Local Board will work with entities carrying out core programs to expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. Target populations identified in WIOA Section 24(A)-(M).
- A description of the way the Local Board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.
- A description of the way the Local Board will improve access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).
- A description of the way Local Boards and their partners will facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations.
- A description of the way Local Boards and their partners will support a local workforce development system that meets the needs of businesses in the Local Area.
- A description of the way Local Boards and their partners will better coordinate workforce development programs and economic development.
- A description of the way Local Boards and their partners will strengthen linkages between the AJCC delivery system and unemployment insurance programs.

The foregoing may provide a description of the way Local Boards and their partners will implement initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers. These initiatives should support the strategy the Local Board will use to work with entities carrying out core programs to expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment.

### **Information Pertaining to AJCCs**

Local plan requirements pertaining to AJCCs include the following:

- A description of the way the Local Board will ensure the continuous improvement of eligible providers of services through the system and that such providers will meet the employment needs of local employers, workers, and jobseekers.

- A description of the way the Local Board will facilitate access to services provided through the AJCC delivery system, including in remote areas, through the use of accessible technology and other means.
- A description of the way entities within the AJCC delivery system, including AJCC operators and the AJCC partners, will comply with WIOA Section 188, if applicable, and applicable provisions of the *Americans with Disabilities Act of 1990* (42 U.S.C. 12101 *et seq.*) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.
- A description of the roles and resource contributions of the AJCC partners.
- The inclusion, as an appendix in each Local plan, of a list of MOUs and cooperative agreements that are in progress and copies of executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local AJCC system. This includes cooperative agreements (as defined in WIOA Section 107[d][11]) between the Local Board or other local entities described in WIOA Section 101(a)(11)(B) of the *Rehabilitation Act of 1973* (29 U.S.C. 721[a][11][B]) and the local office of a designated state agency or designated state unit administering programs carried out under Title I of such act (29 U.S.C. 720 *et seq.*) (other than Section 112 or part C of that Title 29 U.S.C. 732, 741 and subject to Section 121[f]) in accordance with Section 101(a)(11) of such Act (29 U.S.C. 721[a][11]) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

#### *Specific Programs, Populations, and Partners*

Information requirements pertaining to specific programs, populations, and partners includes the following:

- An examination of how the Local Board will coordinate local workforce investment activities with regional economic development activities that are carried out in the Local Area and how the Local Board will promote entrepreneurial skills training and microenterprise services.
- A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the Local Area.
- A description of how the Local Board will coordinate rapid response activities carried out in the Local Area

- A description and assessment of the type and availability of youth workforce activities in the Local Area including activities for youth who are individuals with disabilities. Include successful evidence-based models of such activities.
- How the Local Board will coordinate relevant secondary and post-secondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services.
- How the Local Board will coordinate WIOA Title I workforce development activities with the provision of transportation and other appropriate supportive services in the Local Area.
- Plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act (29 U.S.C. 49 et seq.) services and other services provided through the AJCC delivery system.
- How the Local Board will coordinate WIOA Title I workforce development activities with adult education and literacy activities under WIOA Title II. This description must include how the Local Board will carry out the review of local applications submitted under title II consistent with WIOA Sections 107(d)(11)(A) and (B)(i) and Section 232.

#### *Required Information Pertaining To Grants and Grant Administration*

Relevant information pertaining to grants and grant administration includes the following:

- An identification of the entity responsible for the disbursement of grant funds described in WIOA Section 107(d)(12)(B)(i)(III), as determined by the CEO or the Governor under WIOA Section 107(d)(12)(B)(i).
- The competitive process that will be used to award the subgrants and contracts for WIOA Title I activities.

#### *Performance Goals*

The local plan should describe the levels of performance negotiated with the Governor and CEO consistent with WIOA Section 116(c), to be used to measure the performance of the Local Area and to be used by the Local Board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I subtitle B, and the AJCC delivery system in the Local Area.

#### *Federal High Performance Board Requirements and Local Plans*

Under state law the next certification for HPB status will take place midway through the implementation of WIOA regional and local plans (2019). Further information from the State Board on certification criteria for HPB status under state law will be forthcoming, but Local

Boards should note that the use of the term “high performing board” under state law is broader than it is under federal law and was developed to encourage Local Boards to adopt a number of statutorily identified best practices, many of which involve comprehensive planning efforts with education partners and alignment with regional labor market needs.

Under the federal law, the local plan is required to describe the actions the Local Board will take toward becoming or remaining a high performing board, consistent with the factors developed by the state in accordance with the requirements of WIOA Section 101(d)(6). Relevant local plan content will need to identify how Local Boards will assess the effectiveness and continuous improvement of AJCCs as well as how they will comply with state-issued AJCC policies specified in all policy directives pertaining to AJCCs including the following:

- [WSD15-14](#) – WIOA Adult Program Priority of Service
- [WSD15-12](#) – WIOA Phase I Memorandums of Understanding
- [WSD15-151](#) – WIOA Phase II Memorandums of Understanding

#### *Training Activity*

The local plan should describe how training services outlined in WIOA Section 134 will be provided through the use of individual training accounts. If contracts for training services will be used, the local plan must include a description of how the use of such contracts will be coordinated with the use of individual training accounts, and how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.

#### *Transparency, Accessibility, and Inclusivity*

The local plan must describe the process used by the Local Board, consistent with WIOA Section 108(d), to provide a 30-day public comment period prior to submission of the plan, including an opportunity to have input into the development of the local plan, particularly for representatives of businesses, education, and labor organizations. There should be a concerted effort to engage representatives from the local community in this process, and reasonable accommodation should be made to include representatives from target populations, including accommodation for individuals with language needs and individuals with disabilities. Under WIOA Section 188 and relevant regulations, public meetings and publically disbursed information pertaining to local plan content must be made accessible to individuals with disabilities to ensure an opportunity for full and equal participation in the local planning process.

Per the direction of the State Board, the process for public comment should include outreach to help facilitate the involvement of a broad group of partners and should take into consideration the characteristics, demographics, and nature of each local area so as to ensure that relevant stakeholders have an opportunity to provide input to and feedback on the plan:

- Efforts should be made to involve CBOs that have experience serving or working with high-need and historically disadvantaged communities such as farm workers, ex-offenders, out of school and/or disconnected and foster youth, including former foster youth.
- In those areas of the state where limited English proficient and foreign born are significant share of the population and/or workforce, efforts must be made to include CBOs representing and serving these communities.
- Local Boards and their regional partners should give due consideration to the language needs of the communities in their jurisdiction, ensuring accessibility and outreach efforts so that community organizations and prospective recipients of services are aware of and can participate in public comment process.

Practices that should be considered when conducting the local plan development and public comment processes include the following:

- Hold public meetings at multiple times and locations that allow a diverse range of individuals and organizations to attend, including evening and weekend meetings. This includes holding meetings at public facilities such as libraries, community centers, or neighborhood organizations recognized within the community.
- Ensure that interpreters are available when holding meetings in limited English proficient communities. Translate materials, including electronic communications and invitations, in other languages where appropriate.
- Schedule meeting locations within access to public transportation, and walking and biking routes.
- Partner with community leaders and organizations that can assist with outreach.

To ensure adequate effort in each of the foregoing areas, local plans must include the following:

- A description of local outreach efforts made to include stakeholders and CBOs representing the individuals from target populations characteristic of the demography of the region, including those groups who have experience serving or working with high-need and historically disadvantaged communities, such as farmworkers, ex-offenders, those who are limited English proficient, and out of school and/or disconnected and foster youth (including former foster youth). This description should note how and which groups (by name) were contacted and invited to participate in both planning efforts and the public comment process.

*Intake and Case Management*

The local plan should describe how AJCCs are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and by AJCC partners. The State Board recognizes that efforts to move in this direction are somewhat contingent on state-led data-sharing and coordination efforts between core programs. For purposes of this section, please describe how Local Boards currently handle intake and case management and whether their existing approach allows for the tracking of co-enrolled individuals across WIOA core programs and other programs party to the State Plan.

#### *Other Miscellaneous Requirements*

Other local plan requirements include the following:

- The direction given by the Governor and the Local Board to the AJCC operator to ensure priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient consistent with WIOA Section 134(c)(3)(E) and 20 CFR Section 680.600.
- The local plan should identify the portions that the Governor has designated as appropriate for common response in the regional plan where there is a shared regional responsibility, as permitted by 20 CFR Section 679.540(b).
- Comments submitted during the public comment period that represent disagreement with the plan must be submitted with the local plan.

#### *Pending State Legislation*

AB 2719 (Eduardo Garcia, pending, 2016) would require that Local Boards include the following entities in Local planning efforts pertaining to the development and implementation of career pathways:

- Adult Education consortiums.
- School districts.
- Schools operating in partnership with DOL programs (Job Corps, Youth Build, and California Conservation Corps).
- Community colleges.

#### **State Plan Requirements for Local Plans**

The State Plan adds four requirements for local plans:

- Local plans must specify how Local Boards will work with WIOA Section 166 grantees to include in their local plans their strategies to provide Indian and Native Americans equal access to AJCC services.
- Local plans must specify how Local Boards will work with WIOA Section 167 grantees to include in their local plans their strategies to provide eligible Migrant Seasonal Farmworkers equal access to AJCC services. When possible, efforts should be made to co-enroll and coordinate services with 167 grantees.
- Local plans must specify how Title II program applicants will be given access to local plans for purposes of reviewing the local plan and developing Title II applications for funding. Local plans must also specify how the Local Board will carry out the review of Title II grant applications to determine whether such applications are consistent with the local plan, and how Local Boards will make recommendations to the eligible agency to promote alignment with the local plan, as described in WIOA Sections. 107(d)(11)(A) and (B)(i) and Section 232.
- Local plans must specify how AJCCs will serve as an on-ramp for the regional sector pathways emphasized in the corresponding regional plan.

### **State Adjustments to Local Plan Requirements**

Title 20 CFR Section 679.540(b) grants the state the ability to issue planning guidance that transfers local plan requirements into the regional plan whenever there is a shared regional responsibility. The State Board is availing itself of this flexibility to reduce duplication of effort and reduce the workload of Local Boards wherever federal and state regional plan requirements substantially overlap WIOA local plan requirements. Accordingly, the State Board has determined the following:

- Regional Labor Market, Economic, and Background Analyses required in local planning efforts is unnecessary provided that the corresponding RPU background analyses meet the information requirements for local plan content. As a consequence the State Board is directing Local Boards to work with their partners to develop a common background analysis that meets the informational specifications of the local plan background analysis and simply place this information in the regional plan. The required informational elements are as follows:
  - A regional analysis of economic conditions including existing and emerging in-demand industry sectors and occupations, and employment needs of employers in existing and emerging in-demand industry sectors and occupations. RPU partners may use an existing analysis, which is a timely current description of the regional economy, to meet the foregoing requirements.

- An analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.
- An analysis of the regional workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment.
- An analysis of workforce development activities, including education and training, in the region. This analysis must include the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers.
- Local plan content requirements pertaining to career pathways, post-secondary credential attainment, coordination with economic development agencies, employer engagement, sector strategies, and coordination with secondary and post-secondary institutions may simply indicate the way local services and operations are integrated into broader RPU efforts in each of these areas so long as broader RPU efforts in these areas are developed in consultation with required planning partners.
- Local Boards may propose to handle any other local planning requirement through collective regional efforts so long as there is an agreement for shared responsibility with other Local Boards in the RPU for collectivizing the relevant function(s). Such efforts are encouraged, though contingent on State Board approval.

### **Additional Requirements Being Issued/Clarified At this Time**

A significant share of the California population is foreign born, including several million individuals in the workforce who are limited English proficient. The following counties have a workforce that is at least 15 percent limited English proficient: Imperial, Monterey, San Benito, Los Angeles, Tulare, Merced, Santa Clara, Madera, Fresno, Orange, San Joaquin, San Mateo, Santa Barbara, Kern, Kings, Alameda, San Francisco, Napa, Stanislaus, San Bernardino, Ventura, Riverside, San Diego, Yolo, Sutter, Contra Costa, and Sacramento. Local areas containing one or more of these counties must assess and specify in their local plans how they will address the needs of and provide services to those who are limited English proficient. Local plans are required to provide the following information:

- A description of planning outreach efforts made to include stakeholders and CBOs in the local area who represent limited English proficient individuals.

- An assessment of the need to provide services to and how services will be provided to limited English proficient individuals. This requirement must be addressed specifically in the regional analysis background sections of Regional/Local plans.
- A description of the services that will be provided to limited English proficient individuals. These services should be specifically detailed in any sections of the local plan that deal with the provision of services to individuals with basic skills challenges. Local plans must specify how basic skills programs in the local area will serve individuals from these communities.

### **PY 2017-2020 Strategic Four Year Local Plan Format**

The RPUs and Local Boards should arrange their completed regional and local plans in the following order:

1. Cover Page
2. RPU Regional Plan
  - a. List of Regional Partners Who Are Party to the Plan
  - b. Regional Economic and Background Analysis
  - c. Required Content on Regional Sector Pathways
  - d. Required Content on Industry-Valued Post-Secondary Credential Attainment
  - e. Required Content on Accessibility and Inclusivity
  - f. Required Content on Job Quality Considerations
  - g. Required Content on Regional Assessment
  - h. A description of the manner federal WIOA regional plan requirements not covered by the State Plan required content are being met
  - i. Any Regional MOUs or Cooperative Service Agreements between RPU partners
  - j. Any Community College and AEBG Related Attachments to the regional plan, including Strong Workforce Program regional plans required as part of AB 1602 (Assembly Budget Committee, Chapter 24, Statutes of 2016)
3. Local plans for All the Local Areas in the RPU; each local plan will contain the following:
  - a. A cohesive statement pertaining to the vision, goals, and strategy of the Local Board and its partners
  - b. Required detail on local program alignment to implement State Plan policy strategies
  - c. Required detail on specified services and service delivery strategies
  - d. Required Information Pertaining to AJCCs, including the following State Plan requirements for local plans:

- Detail specifying how Local Boards will work with WIOA Section 166 grantees to include in their local plans their strategies to provide Indian and Native Americans equal access to AJCC services.
  - Detail specifying how Local Boards will work with WIOA Section 167 grantees to include in their local plans their strategies to provide eligible Migrant Seasonal Farmworkers equal access to AJCC services
  - Detail specifying how AJCCs will serve as an on-ramp for the regional sector pathways emphasized in the corresponding regional plan
- e. Required Information Pertaining to Specific Programs, Populations, and Partners
  - f. Relevant Information Pertaining To Grants and Grant Administration
  - g. Relevant information pertaining to performance goals
  - h. Relevant information pertaining to HPB efforts
  - i. Relevant information on training activities
  - j. Public Transparency, Accessibility, and Inclusivity information
  - k. Relevant information pertaining to common intake and case management efforts
  - l. Other miscellaneous information requirements, including the State Plan requirement that Local Boards specify how Title II program applicants will be given access to local plans for purposes of reviewing the local plan and developing Title II applications for funding
  - m. Local Board Assurances
  - n. List of Comprehensive AJCC and AJCC Partners in the Local Area
  - o. AJCC MOU Local Area Grant Recipient Listing
  - p. Copy of Local Board Bylaws
  - q. Program Administration Designee and Plan Signatures
  - r. Public comments received that disagree with the regional and local plan.

All regional and local plans will be reviewed by a team of readers that may include representatives from the State Board, EDD Regional Advisors, and other state partners such as the State Board of Education, the California Department of Education, the Department of Rehabilitation, and the Chancellor's Office. Upon review, the State Board will send each Local Board a letter by July 1, 2017, advising them of the approval status of the local plan for PY 2017-20.

*Submission Requirements and Deadline for Regional and Local Plan(s)*

***Regional and local plans must be submitted to the State Board no later than March 15, 2017. Each RPU and Local Boards within the RPU must submit one package that includes the following:***

- ***One electronic version of the regional plan and local plan(s) in a pdf format copied to a compact disc.***
- ***One original of the regional plan and each local plan(s) with the original signatures of the RPU Local Board Chairs and the CEO(s) or their designated alternates.***
- ***Three copies of the regional plan and each local plan(s).***

***If local approval cannot be achieved by the submission deadline, the Local Board must submit at least one copy of the unsigned plan by the due date and provide a detailed explanation for the signature absence(s) and the date by which the signed original and copies will be sent. A signed copy must be submitted no later than June 1, 2017. Electronic copies of the signature approval page will be accepted and should be sent to [Daniel.Patterson@cwdb.ca.gov](mailto:Daniel.Patterson@cwdb.ca.gov), Attention: Regional and Local Plans.***

***\*Note that alternates must be formally designated by official action of their respective Local Board or locally approved policy.***

***(Also Note, alternates must be formally designated by official action of their respective Local Board or locally approved policy.)***

## **ACTION**

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Share this directive with all relevant parties. All local/regional plans should be received by the State Board no later than 5:00 p.m., on March 15, 2017. All submittals must be mailed or hand-delivered to the following:

Mail	California Workforce Development Board Attn: Regional/Local Plan PO Box 826880, MIC 45 Sacramento, CA 94280
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Hand Delivered	California Workforce Development Board Attn: Regional/Local Plan 800 Capitol Mall, Suite 1022 Sacramento, CA 95814
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## **INQUIRIES**

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If you have any questions, contact your Regional Advisor at 916-654-7799 and/or the State Board at 916-324-3425.

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Central Office Workforce Services Division

Attachments are available on the internet:

1. [Local and Regional Planning Partners](#)
2. [Credentials Framework for Regional Planning Guidance](#)
3. [Regional and Local Plan Guide](#)
4. [Assurances](#)
5. [Local Area Grant Recipient Listing](#)
6. [Bylaws Cover Page](#)
7. [Program Administration Designee and Plan Signatures](#)
8. [Public Comments Cover Page](#)
9. [Regional Plans Cover Page](#)
10. [WIOA Local Planning Timeline](#)
11. [WIOA Local and Regional Plan Scoring](#)
12. [Local Plan Scoring Matrix](#)
13. [Regional Plan Scoring Matrix](#)
14. [Summary of Comments](#)