

# Iowa WIOA Local Planning Guidance and Template

## BACKGROUND

Section 108 of WIOA and 20 CFR 679.500-560 requires that each Local Workforce Development Board (LWDB) develop and submit to the State, in partnership with the Chief Elected Official(s), a comprehensive plan on the current and projected needs of the local area's one-stop delivery system. The law emphasizes the importance of collaboration and transparency in the development and submission of the plan.

The Local Plan is an action plan to develop, align, and integrate service delivery strategies and resources across the one-stop delivery system in a Local Workforce Development Area (LWDA). The Local Plan must support achievement of Iowa's vision, goals, and strategies as outlined in the State Plan and is implemented as a business-led, results-oriented, and integrated system.

This document provides a working outline of the local planning requirements included in the Workforce Innovation and Opportunity Act (WIOA), final regulations, and jointly-issued state policy. Further, this guidance will provide clarification on the submission process and timeline. This guidance should be used in conjunction with all state policies, including the [Local Planning](#) policy, to develop a comprehensive local plan that meets all requirements. WIOA Administration and Governance and Title I-B state policies can be located in the Iowa [ePolicy](#) website.

Outlined below is the State of Iowa's vision for workforce and WIOA implementation as approved by the Iowa State Workforce Development Board. Please review the state vision and strategies as it is intended to inform the local planning process.

## STATE OF IOWA WORKFORCE VISION AND STRATEGIES

Guided by Governor Reynolds's vision to build a Future Ready Iowa, Iowa's WIOA Unified State Plan establishes three goals and corresponding strategies for the state workforce system.

### **Iowa's Vision:**

Iowa's workforce delivery system partners will collaborate to build a Future Ready Iowa. The system will provide the training and education needed to develop a pipeline of skilled workers who are prepared to meet the workforce needs of Iowa's current and emerging industries. Iowa employers will have access to the skilled workforce needed to prosper in today's global economy.

### **Goals and Strategies:**

**Goal I:** Iowa's employers will have access to skilled, diverse and Future Ready workers

State Strategy 1.1: Expand and support the framework of sector partnerships that are championed by business and industry to drive career pathways.

State Strategy 1.2: Grow the skilled labor force by advancing the Future Ready Iowa initiatives, resources and programming to all Iowans.

State Strategy 1.3: Collaborate with sector partnerships and Iowa employers to enhance work based learning opportunities for all Iowans.

**Goal II:** All Iowans will be provided access to a continuum of high quality education, training, and career opportunities.

State Strategy 2.1: Further develop and promote accessible career pathways to all Iowans.

State Strategy 2.2: Educate the system, partners and communities about the programs, initiatives, resources and opportunities available to up-skill the workforce.

State Strategy 2.3: Connect all Iowans with long-term career opportunities from high-growth, in-demand sectors.

**Goal III:** Iowa's workforce delivery system will align all programs and services in an accessible, seamless and integrated manner.

State Strategy 3.1: Align workforce programs and initiatives to improve service delivery and outcomes for all Iowans.

State Strategy 3.2: Ensure seamless access to programs and services of the workforce delivery system to all Iowans.

State Strategy 3.3: Continuous improvement of the system to ensure no programmatic or physical barriers exist to accessing programs and services by all Iowans.

Each goal has identified outcomes and measures that will be tracked statewide in order to gauge progress and to better understand our system's success in working towards this shared vision and shared goals. These goals and strategies should help all Iowa workforce delivery system partners consider how services are delivered, whether the services are reaching in need populations, and where improvements are needed to help address gaps in the system.

As primary contributors to the development of these strategies, LWDBs will be expected to communicate how they will support Iowa's growth with these strategies. Instructions are provided further in the guidance.

## LOCAL PLAN TIMELINE AND SUBMISSION

### TIMELINE

WIOA requires each LWDB to submit a comprehensive 4-year plan, with a required review at the end of the first 2-year period of the plan. With the realignment of local workforce development areas and continued WIOA system transformation in Iowa throughout Program Years 2019 and 2020, Iowa will require the following timeline for development of local plans, to ensure all local plans cycles are consistent with the state planning cycle beginning in Program year 2024.

## DEADLINES CHART

| DEADLINE                | KEY TASK  |
|-------------------------|---|
| <b>January 15, 2021</b> | Local Planning Guidance published   |
| August 13, 2021         | Suggested deadline to post local plan for required 30-day public comment period |
| September 15, 2021      | Suggested deadline for end of public comment period                             |
| <b>October 1, 2021</b>  | Deadline to submit Local Plans to State for review                              |
| <b>January 1, 2022</b>  | Effective date of Local Plans for PY21 – PY23                                   |
| <b>April 1, 2024</b>    | Deadline for submission of PY24 – PY27 4-year Local Plans                       |

Local Plans will be reviewed in the order received by the Iowa State Core Partner Working Group.

## SUBMISSION

Each local plan is required to be submitted on or before the deadline of 12:59pm October 1, 2021 within the [IowaGrants.gov](http://IowaGrants.gov) system. Additional training and guidance on this system will be provided at a later date. The submission of the plan will follow the outline of local plan contents below.

## LOCAL PLAN CONTENTS

The following sections are designed to function as an outline of the local plan sections. The required content sections are in outline form, while additional “Notes” are included under some sections to provide additional guidance and suggestions for plan contents. Each section of the outline will be a section within the IowaGrants system for submission of the plan. With the “Notes” sections removed, the outline can be used to draft your responses to each section and to create a draft plan to post for public comment.

### SECTION 1 – INFRASTRUCTURE

A description of the local workforce development system in the local area.

1. Describe the local workforce delivery system in the local workforce development area (LWDA), including the following:
  - a. Name of the LWDA
  - b. Identification of the counties included in the LWDA
  - c. A roster of all LWDB members, including the organization representing and title/role and the city/county each is from, and identification of the LWDB Chairperson
  - d. Identification of Subcommittees of the LWDB and the chair of each
  - e. Identification of the Fiscal Agent (entity responsible for disbursement of Title I grant funds)
  - f. Identification of all LWDB Staff and brief description of their role(s)
  - g. Identification of the competitively selected WIOA Title I Adult, Dislocated Worker, and Youth service providers
  - h. Identification of the One-Stop Operator for the local area
  - i. Identification of the office locations in the local area, including:
    - i. Comprehensive One-Stop locations
    - ii. Affiliated sites
    - iii. Specialized Centers
  - j. A description of the process used to draft the local plan

## SECTION 2 – STRATEGIC PLANNING ELEMENTS

Questions in this section are designed to address the aspects of the local area’s labor force, such as its composition and the determination of skills gaps between the talent needed by employers in the local area and the knowledge and skills held by workers and job seekers. It is recommended that these plans include data samples and streamlined graphics and tables that support the narrative provided. The local board must cite the source(s) used to collect all or part of the local area labor market

1. **Economic Analysis:** Include a local area analysis of the:
  - a. Economic conditions including existing and emerging in-demand industry sectors and occupations.
  - b. Employment needs of employers in existing and emerging in-demand industry sectors and occupations.

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*NOTE: Planners should describe and analyze local labor market information data so as to articulate the local area’s economic conditions and employment needs of employers. This includes: identification of key industry sectors, identification of existing and emerging in-demand industry sectors and occupations based on growth, demand projections, etc. In providing an analysis in this section, LWDBs may use an existing analysis of the local area economy to meet the requirements, as long as it is within a year of final submission. [20 CFR 679.560(a)(1)(iii)]. Best Practices for this section include: conducting surveys and focus groups with employers to identify their needs, consultation with local sector boards, consultation with local chambers of commerce, consultation with local area business services teams, etc.*

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2. **Workforce Analysis:** Include a current analysis of:
  - a. The knowledge and skills needed to meet the employment needs of employers in the local area, including employment needs in in-demand industry sectors and occupations.
  - b. An analysis of the local workforce, including current labor force employment and unemployment data, information on labor market trends, and education and skill levels of the workforce, including individuals with barriers to employment.

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*NOTE: The narrative should focus on characteristics of the local area population such as age distribution, educational attainment levels, individuals with barriers to employment, and employment status. This section should focus on trends in each of these areas and explain why some of these groups are harder or easier to serve. The response should explain how the local area identifies skills gaps between the existing labor force and the needs of area employers and the qualifications of the existing workforce. The narrative may also be supported by identifying the certifications, degrees or fields of study most in-demand in the local area, identifying the employability skills most desired by employers in the area, identifying special*

*populations that exist in the area and any policy/service implications to meet the needs of these individuals, etc.*

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3. **Workforce Development, Education and Training Analysis:** Include an analysis of:
    - a. The strengths and weaknesses of workforce development activities.
    - b. Capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment.
    - c. The employment needs of employers.
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*NOTE: In addition to the required analysis, the narrative may address how well existing training programs in the area prepare job seekers to enter and retain employment in the area's in-demand industry sectors and occupations and/or analyze the capacity of the area's workforce partners to provide activities to address the needs of area employers.*

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4. **Vision** - Include a description of:
    - a. The LWDB's strategic vision to support the economic growth and economic self-sufficiency of the local area, including:
      - i. Goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.
      - ii. Goals relating to performance accountability measures based on the performance indicators.
    - b. The LWDB's strategic vision to align local resources, required partners, and entities that carry out core programs to achieve the strategic vision and goals.
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*NOTE: The local area's strategic vision and goals must align with the State of Iowa's vision, goals, and strategies. The local area's strategic vision and goals should demonstrate how the local area will align resources with the core and required programs to ensure an educated and skilled workforce is available to meet employer demand.*

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5. **Strategies** – Taking into account the analyses described in sections 1-3 above:
    - a. Describe the strategy to work with the entities that carry out the core programs and required partners to align resources available in the local area to achieve the strategic vision and goals described in section 4 above.
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*NOTE: Provide an explanation of how these strategies will assist in aligning all of the resources available to achieve the strategic vision and goals of the local area.*

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## SECTION 3 – IowaWORKS SYSTEM COORDINATION

Questions in this section are designed to address collaboration and coordination across workforce system partners to ensure the LWDB is administering an effective and efficient local workforce system.

1. The workforce development system in the local area, including the identification of:
  - a. The programs that are included in the system
  - b. Describe the steps the LWDB will take to locally implement and support the state strategies identified in the State Plan and 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, to support service alignment.

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*NOTE: The list of programs in the local system should include the core programs, required partner programs, and other programs. A chart that lists each program and identifies if it is a core, required or other program along with the office locations the program is offered is ideal. This section should describe how local strategies align with and support the stateside strategies identified in the Iowa WIOA Unified State Plan. This should include specific strategies for local coordination amongst core and required programs in the local area to support service alignment.*

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2. Describe how the LWDB will work with the entities carrying out the core programs to:
  - a. Expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.
  - b. Facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.
  - c. Improve access to activities leading to a recognized postsecondary credential, including a credential that is an industry-recognized certificate or certification, portable, and stackable.

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*NOTE: The narrative should: describe strategies and operation elements established to ensure that participant co-enrollment across relevant programs is practiced; describe strategies and operational elements established to increase awareness and access to WIOA Title II programs and Title IV programs; describe efforts to identify and improve access to activities leading to recognized post-secondary credentials; describe operational elements the LWDB has developed to address the systemic process created to develop and promote Career Pathways. The local plan should make clear the definition of “industry-recognized credential” applied in the local area and if programs utilize different definitions.*

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3. Describe the strategies and services that will be used in the local area to:

- a. Facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations.
- b. Support a local workforce system that meets the needs of employers in the area.
- c. Better coordinate workforce development programs and economic development.
- d. Strengthen linkages between the one-stop delivery system and unemployment insurance programs.
- e. Implement initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, other work-based learning opportunities, registered apprenticeships, industry and sector strategies, career pathway initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of local employers. These initiatives must support the strategies described in a.-c. above.

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*NOTE: The narrative should describe the above strategies and services by: indicating how the area will engage employers in in-demand industry sectors and occupations to ensure that employment and training activities in the local area meet the needs of its employers; describe how integrated business services teams are used in the local area to serve employers; describe how the area plans to better coordinate with area economic development strategies; describe how the LWDB can improve strategies and practices to increase business and employer engagement over current levels; describe how the LWDB's strategies and operational elements support unemployment insurance programs and resources employed for the benefit of local area businesses and citizens. The narrative may contain other strategies the area employs to expand employment and training opportunities for workforce system participants in in-demand industries and occupations.*

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4. Describe how the LWDB will coordinate local workforce investment activities with economic development activities that are carried out in the local area and how the LWDB will promote entrepreneurial skills training and microenterprise services.

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*NOTE: Alignment between the public workforce system and local economic development activities is critical in order to identify and fulfill industry talent needs by training customers for emerging and in-demand job skills. Furthermore, microenterprise development refers to training for the purposes of self-employment. Describe the resources the LWDB will use to promote entrepreneurial skills training and microenterprise services, including how the LWDB will support and promote a training strategy that leads to self-employment. How might this strategy be used to help individuals with barriers to employment, including persons with disabilities?*

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5. Describe the one-stop delivery system in the local area, including:

- a. How the LWDB will ensure the continuous improvement of eligible providers through the system and that such providers will meet the employment needs of local employers, workers, and job seekers.
- b. How the LWDB will facilitate access to the services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.
- c. How entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with section 188 of WIOA, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, including providing staff training and support for addressing the needs of individuals with disabilities.
  - i. Include how the LWDB will utilize Disability Access Committees (DACs) as a strategy.
  - ii. Describe the process that an individual would use to request an accommodation as well as how an individual will know what accommodations/assistive technology equipment are available.
  - iii. Describe how partners/operator will ensure individuals with disabilities can participate in workshops and services offered throughout the center.
- d. The roles and resource contributions of the one-stop partners.

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*NOTE: The narrative should provide details on how the LWDB will work with eligible training providers in the area to ensure the most current and relevant training is available to meet the needs of local employers, workers, and job seekers. Also describe how services will be provided in remote areas to ensure equal access to all employers and job seekers in the local area. Include how the needs of individuals with disabilities are met, including physical and programmatic accessibility, to ensure access for all center customers. Describe the roles and contributions one-stop center partners make to the system: which programs are offered and where, how are costs shared amongst partners, etc.*

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6. A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.

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*NOTE: The narrative should provide a description of how the local area will provide adult and dislocated worker employment and training activities, including a list of the services that are provided and the availability of those services across the local area. Questions you may ask to assess services include: are comprehensive employment and training services offered in the area; what additional services could be provided to increase the success of participants; are all services widely available across the area; what partnerships have been developed locally to increase access to these services in rural areas or areas of low access?*

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7. How the LWDB will coordinate workforce investment activities in the local area with statewide rapid response activities.

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*NOTE: The narrative should describe the strategy and roles of IowaWORKS center staff to coordinate and provide rapid response activities locally and in conjunction with statewide activities.*

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8. The type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which much include an identification of successful models of such activities.
  - a. Include how the LWDB will utilize the Youth Standing Committee as a strategy.

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*NOTE: The narrative should provide a description of how the local area will provide youth activities, including a list of the services that will be provided and the availability of those services across the local area. Questions you may ask to assess services include: are comprehensive employment and training services offered in the area; what additional services could be provided to increase the success of participants; are all services widely available across the area; what partnerships have been developed locally to increase access to these services in rural areas or areas of low access? The narrative must include how the local area will meet the minimum expenditure rate for out-of-school youth and the minimum expenditure rate for youth experiential learning (work experiences). The narrative should also describe how the Youth Standing Committee will guide youth activities in the local area.*

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9. How the LWDB will coordinate relevant secondary and postsecondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services.
  - a. Include the name of the Title II adult education provider grantee(s) in the local area that were included in this coordination.

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*NOTE: The narrative should describe LWDB strategies to coordinate and enhance workforce services regarding secondary and postsecondary education. The description needs to include methods involved to avoid duplication of services. Also describe the LWDB actions related to Perkins Act Section 134 biennial "CTE comprehensive needs assessment." Please describe the relevant education programs in the local are that include adult education, community colleges, CECs, private licensed schools and basic skills training.*

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10. How the LWDB will coordinate WIOA Title I workforce investment activities with the provision of transportation and other appropriate supportive services in the local area.

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*NOTE: The narrative must include a list of the transportation and other supportive services available in the local area. Description how those services will be coordinated with other Title I workforce investment activities in the area, such as, is a supportive service only available if a participant is receiving certain other services? Please provide a link to the LWDB's supportive services policies.*

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11. Plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act services and other services provided through the one-stop delivery system.

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*NOTE: The Wagner-Peyser program is authorized to and should provide many of the same Career Services that can be provided by other WIOA core programs. The plan should describe how core programs coordinate service delivery to maximize the resources and services provided by all WIOA core programs and avoid duplication of services. TEGl 16-16 and TEGl 16-16, Change 1 provide additional information.*

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12. How the LWDB will coordinate WIOA Title I workforce investment activities with adult education and literacy activities under WIOA Title II, including how the LWDB will carry out the review of local applications submitted under Title II.

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*NOTE: In accordance with WIOA Title II, the Iowa AEFLA grant application requires the LWDB to review all AEFLA applications submitted to IDOE from eligible providers within the local area to determine whether the applications are consistent with their Local Plans. The plan should describe the process the LWDB will following in selecting knowledgeable reviewers to conduct an alignment review of adult basic education and English language acquisition services with one-stop center activities and services as described in the Local Plan. The plan should also detail how the LWDB will disclose, manage, reduce or eliminate conflict of interest from reviewers of the Title II applications for the local area.*

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13. Provide copies of executed cooperative agreements which 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 one-stop delivery system. This includes cooperative agreements (as defined in WIOA Sec. 107(d)(11)) between the Local WDB or other local entities described in WIOA Sec. 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 the Rehabilitation Act (29 U.S.C. 720 et seq.) (other than Sec. 112 or part C of that title (29 U.S.C. 732, 741) and subject to Sec. 121(f)) in accordance with Sec. 101(a)(11) of the Rehabilitation 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 of cooperation, collaboration, and coordination.

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*NOTE: To expedite the review process please provide links to the electronic version of all agreements.*

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14. The competitive process that will be used to award sub-grants and contracts for WIOA Title I activities.

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*NOTE: Please describe the competitive procurement process established to select WIOA Title I Adult, Dislocated Worker, and Youth service providers by the LWDB. This section should establish the ongoing local procedures used for the procurement and is not specific to any individual procurement completed. Also include the manner in which the LWDB will address the settlement of all contractual and administrative issues, such as protests, appeals, and disputes. This should include an assurance that all federal, state, and local procurement laws, regulations and policies are followed.*

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15. Provide information on the local levels of performance negotiated with the Governor and CLEO and LWDB, to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I subtitle B, and the one-stop delivery system in the local area.

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*NOTE: This section is not required for the PY2021 local plan submission.*

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16. The actions the LWDB will take toward becoming or remaining a high-performing WDB, consistent with the factors developed by the State WDB.

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*NOTE: This section is not required for the PY2021 local plan submission.*

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17. How training services will be provided through the use of individual training accounts (ITAs), including:
- If contracts for training services will be used.
  - How the use of contracts will be coordinated with the use of ITAs.
  - How the Local WDB will ensure informed consumer choice in the selection of training programs regardless of how the training services are to be provided.

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*NOTE: The plan must describe limitations for ITA amount and duration, if established in the local area. Limitations may include a range or maximum amount and length of time. Training contracts may only be used if at least one of the five circumstances listed in TEGL 19-16 section 8 applies. The local plan must include if training contracts will be used and the process for their use. The plan must also describe how the LWDB will ensure consumer choice, for example, will the local area develop forms that must be completed to compare and contracts providers?*

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18. The process used by the LWDB to provide a 20 business days' public comment period prior to submission of the plan, including an opportunity to have input into the development of the local plan, particularly representatives of businesses, education, and labor organizations.

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*NOTE: Please describe the methods utilized by the LWDB to ensure robust availability to review the plan by the many local stakeholders. This may include posting the plan online and then advertising and/or further communicating the where the plan can be reviewed. Additionally, the LWDB could host public meetings to review the local plan draft and accept feedback from the public.*

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19. How one-stop centers are implementing and transitioning into an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and by one-stop partners.

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*NOTE: The plan should describe how the local area is using technology to integrate application processes and case management of the core and required programs. How are the IowaWORKS case management system and other IT systems used to integrate services, etc.?*

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20. A description of how the LWDB will ensure priority of service for the WIOA Title I-B Adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient (20 CFR 680.600).

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*NOTE: The narrative should describe the process for how the LWDB will ensure priority of service is followed for Adult services. For example, how will it be documented, will a waiting list be created, how will adult participants be added to the waiting list – first come, first serve, etc.?*

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21. A description of how the LWDB will provide Veterans priority of service.

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*NOTE: The strategies must include processes that ensure veterans and eligible spouses are identified at the point of entry and give n an opportunity to take full advantage of priority of services for all types of career and training services (20 CFR 680.650).*

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22. Assurances

- a. By submitting this local plan, the Local Workforce Development Board assures it has established all local policies and procedures required by State WIOA policy and federal legislation and that all local policies are made available on the local area website.

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*NOTE: The state agencies responsible for administering the core partner programs provide state policies that establish the requirement of local policies and should provide each area with those requirements.*

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**REMINDER: Comments submitted during the public comment period must be submitted with the plan, along with any actions taken to resolve or respond to those comments.**