

COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM

WORKFORCE INVESTMENT ACT

VIRGINIA WORKFORCE LETTER (VWL) #13-04

TO: LOCAL WORKFORCE INVESTMENT BOARDS

FROM: OFFICE OF WORKFORCE DEVELOPMENT SERVICES

SUBJECT: Requirements for Workforce Investment Act (WIA) Local Plan Annual Report

DATE: March 10, 2014

Purpose:

To provide guidance to Local Workforce Investment Areas regarding the content of the WIA Local Plan Annual Report including report contents and procedures for submitting the report to the Virginia Community College System (VCCS) Office of Workforce Development Services (WDS). The WIA Local Plan Annual Report is due on or before September 1st of each year.

References:

- Workforce Investment Act of 1998, Section 111(d)(2)(B); Section 117(d)(1); Section 117(h)(4)(A); and Section 118;
- 20 CFR Part 664.460, WIA Final Rules;
- Code of Virginia § [2.2-2670](#) – Powers and Duties of the Virginia Workforce Council;
- Virginia Workforce Council Policy [10-01](#) – One Stop Service Delivery System; and
- Virginia Workforce Letter (VWL) [12-03](#) – Requirements for Virginia Workforce Network 2012 Local Plans

Background:

Section 118 of WIA establishes the requirement that each Local Workforce Investment Board (LWIB) shall develop and submit to the Governor a comprehensive 5-year local plan, in partnership with the appropriate chief elected official. WIA further requires plans to be consistent with the State Plan. In 2012, the Governor's Strategic Workforce Plan was developed along with the WIA and Wagner-Peyser Integrated State Plan (State Plan). This five year State Plan covers the period July 1, 2012 – June 30, 2017. The Statewide Partner Memorandum of Understanding was also revised in conjunction with the State Plan, and covers the same timeframe. The VCCS, in its role as WIA administrative agency, disseminated guidance and reviewed local plans in collaboration with the Virginia Workforce Council and the Governor's chief workforce advisor. Local plan approval letters included performance requirements and a notice regarding annual reports for the local plan period.

Local Plan Annual Report Contents:

There are six required sections for the Local Plan Annual Report:

1. Progress and Updates on Implementation of Local Plan Strategies, Goals and Objectives
Provide an update on the specific strategies, goals and objectives listed in the area's current approved local plan. Detail any changes and/or additions to projected goals and objectives. This section should also detail any changes or updates from the approved local plan in the area's governance structure, staffing plan, one-stop service delivery system, adult and dislocated worker training activities, youth program activities, and business services.

2. Implementation of Local Memorandum of Understanding

Provide details on the status of implementing the local memorandum of understanding (MOU) concerning the operation of the one-stop delivery system in the local area with each partner entity that carries out any of the state or federally mandated programs or activities, as well as optional partners. Describe promising practices and challenges with regard to the local MOU implementation.

3. Customers Served and Customer Satisfaction

Provide information on jobseeker and business customers served by the local workforce investment system. Include a discussion about specific target populations to include veterans, long-term unemployed, low skilled adults, young adults and others. Data regarding WIA Common Measures and state performance measures can be referenced; however, this section should provide a narrative that describes the story behind the performance numbers for the local area. This section should also describe the method used by the local area to evaluate customer satisfaction, including the methodology, the number of individuals and employers that were included in the evaluation, the response rate, and a summary of the results.

4. Return on Investment

Provide information on the cost of local workforce investment activities relative to the effect of the activities on the performance of participants. Include details about local efforts to seek sources of financing in addition to WIA funds.

5. Demand Plan

The Code of Virginia states that each LWIB shall develop and submit to the Governor and the Virginia Workforce Council an annual workforce demand plan for its local workforce investment area based on a survey of local and regional businesses that reflects local employers' needs and requirements and the availability of trained workers to meet those needs and requirements. This demand plan should specifically:

- Identify skills needed by the top industry sectors (identify no less than 5 sectors) in the local area;
- Identify skills of the local workforce and gaps in skills with regard to those needed by the top industry sectors;
- Identify specific credentials required by the top industry sectors in the local area; and,
- Describe and/or illustrate the top 5 career pathways in the local area.

Secondary data sources such as the Virginia Employment Commission's Labor Market Information site (<https://data.virginialmi.com>) can be used in completion of the Demand Plan.

6. *Waivers*

Include details to complete the chart illustrated below for all applicable waivers in use at the local level. LWIAs that do not use waivers are not required to complete this section of the annual report. This section of the annual report may also be used to submit a new waiver request.

Waiver Description	Impact on local area activities	Impact on local performance
<i>Waiver of WIA Section 133(b)(4) to increase the allowable transfer amount between adult and dislocated worker funding streams allocated to a local area. (Transfer authority up to 50%)</i>		
<i>Waiver of WIA section 123 requirements to competitively select providers of youth program elements which applies to section 129(c)(2)(D),(G), and (I); and 20 CFR 664.410(a)(4), (7), and (8),(9), and (10).</i>		
<i>Waiver of the provision at 20CFR Part 663.530 that prescribes a time limit on the period of initial eligibility for training providers.</i>		
<i>Waiver of WIA Section 134(a) to permit local areas to use a portion of local funds for incumbent worker training. (Up to 20% of dislocated worker funds, only where part of layoff aversion strategy).</i>		
<i>Waiver of the prohibition at 20CFR 664.510 on the use of Individual Training Accounts for older and out-of-school youth.</i>		

Procedures for submission of Local Plan Annual Reports:

The Local Plan Annual Report is due by September 1st of each program year. Local areas may submit reports electronically either by posting it on a website that is accessible to VCCS or by transmitting it through e-mail to VCCS. Areas choosing to post on a website should notify VCCS of its posting by sending an e-mail to stateplan@vccs.edu. The e-mail must identify the URL for the report, provide contact information in the event of problems accessing the site, and certify that no changes will be made to the version posted on the website after it has been submitted to VCCS. Areas submitting the report via e-mail should also send a copy to the WIA Programs Administrator. Reports submitted via e-mail must be in Microsoft Word or PDF format.

Please submit inquiries regarding this workforce letter to:

Workforce Investment Act Programs Administrator
 James Monroe Building, 17th Floor
 101 N. 14th Street
 Richmond, VA 23219
 Telephone: (804) 819-1666
 Fax: (804) 819-1699
 Email: stateplan@vccs.edu