




COMMONWEALTH OF VIRGINIA
VIRGINIA COMMUNITY COLLEGE SYSTEM

WORKFORCE INNOVATION AND OPPORTUNITY ACT

**The Virginia Community College System
VIRGINIA WORKFORCE LETTER (VWL) #16-01, Change 1**

TO: Local Workforce Development Boards

FROM: George Taratsas
Administrator, Federal Workforce Programs 

SUBJECT: Requirements for Workforce Innovation and Opportunity Act (WIOA) Local Workforce Development Area Plans

EFFECTIVE DATE: November 1, 2016

PURPOSE:

The purpose of this letter is to provide Local Workforce Development Areas (LWDAs) with procedures and guidance on development and submission of local area plans under Title I of the WIOA. VWL 16-01, Change 1 rescinds VWL 16-01 and makes the following revisions:

- Updates the language in the Adult and Dislocated Worker Services Provided, Section C. 2. f., p. 7
- Revises the contact information under the Inquiries section, p. 13.

REFERENCES:

Virginia Board of Workforce Development Policy No. 200-03 Duties of Local Workforce Development Boards
Virginia Board of Workforce Development Policy No. 200-06 Designation of Regions and Planning Requirements
Virginia Board of Workforce Development Policy No. 13-01 Business Service Requirements for Local Workforce Investment Areas
Virginia Board of Workforce Development Policy No. 300-02 One Stop Service Delivery (to be published Dec. 2016)
Commonwealth of Virginia WIOA Combined State Plan for the period of July 1, 2016 through June 30, 2020
Workforce Innovation and Opportunity Act, Sections 108 and 188

Code of Virginia §2.2-2670 & §2.2-2472

Workforce Innovation and Opportunity Act; Employment and Training Administration; Labor; Final Rule, 20 CFR Part 679.500 through 679.580

REVISION HISTORY:

This letter replaces VWL 16-01, Requirements for the WIOA Local Workforce Development Area Plans, dated September 15, 2016.

PERSON EFFECTED:

Local Workforce Development Boards (LWDBs)
Partner Agencies in the Local Workforce System

BACKGROUND:

Title I, Chapter 2, Section 108 of WIOA establishes the requirement that each Local Workforce Development Board (LWDB) shall develop and submit to the Governor a comprehensive four-year local plan, in partnership with the appropriate chief elected official.

Under 20 CFR Part 679.500 of the WIOA Rules and Regulations, the local plan shall be a comprehensive four-year action plan designed to develop, align, and integrate service delivery strategies and to support the State's vision and strategic and operational goals. The local plan shall set forth the strategy to: (1) Direct investments in economic, education, and workforce training programs to focus on providing relevant education and training to ensure that individuals, including youth and individuals with barriers to employment, have the skills to compete in the job market and that employers have a ready supply of skilled workers; (2) Apply job-driven strategies in the one-stop delivery system; (3) Enable economic, education, and workforce partners to build a skilled workforce through innovation in, and alignment of, employment, training, and education programs.

In previous years, the Virginia Community College System (VCCS), in its role as administrator for the Workforce Investment Act, promulgated guidance and reviewed local plans on behalf of the Governor. Local areas submitted updated five-year plans in 2012, however, due to the significant changes in plan requirements from WIA to WIOA, new local plans are required. The VCCS will continue, in its role as WIOA administrative agency, to prepare guidance and review local plans on behalf of the Governor. The VCCS office of Workforce Development Services will also collaborate with the Governor's Advisor for Workforce Development as well as the Virginia Board of Workforce Development, in the review and approval of local plans.

WIOA further requires local plans to be consistent with the Combined State Plan. In 2016, The Commonwealth of Virginia WIOA Combined State Plan for July 1, 2016 through June 30, 2020 (Combined State Plan) was developed. This four- year State Plan emphasizes multiple areas for the Virginia Workforce System to develop or enhance.

The state recognizes that many local areas have already engaged in robust strategic planning activities with local and regional workforce stakeholders. In those instances, where strategic workforce planning efforts are already underway, this VWL should be used to ensure alignment with those efforts. Local plans must address each of the

elements noted in the GUIDANCE section of this document. It is not necessary to address the policy emphasis areas separately from the specific plan content elements; local areas are encouraged to incorporate responses to the emphasis areas noted below throughout the local plan document as appropriate.

GUIDANCE:

A. POLICY EMPHASIS:

The following areas noted below are receiving statewide emphasis and must be addressed in local plans to meet the requirement of consistency with the Combined State Plan, in accordance with WIOA Section 108,

- Increase business engagement and deliver value to our customers;
- Achieve measurable skills development in our job seeking customers in the form of workforce credentials that matter to business;
- Fill jobs in demand occupations that show promise for long-term growth in industries that are strategic to Virginia's economy and strengthen Virginia's regions;
- Help individuals, including individuals with barriers, gain access to the middle class and demonstrate career progression; and
- Ensure that workforce system public investments generate a quality return to Virginia and the customers we serve.

These goals can be achieved in part through the judicious use of activities such as: co-location, co-enrollment, common screening and assessment, affirmative referrals, business services teams, professional development, and the effective use of sector strategies, labor market information, career pathways and credential attainment.

Special emphasis must also be given to inter-agency collaboration. Specifically, the following partners must be included throughout the planning process and, as appropriate, in service delivery: business representatives, labor organizations, registered apprenticeships, community based organizations, youth representatives, adult education and literacy programs, higher education (including community colleges), economic development, employment services under Wagner Peyser, vocational rehabilitation, and social services. Other entities may also be included as determined appropriate by the Local Workforce Development Board (WDB) and the chief elected officials.

According to the Code of Virginia, Virginia's Community Colleges are the Commonwealth's Training Coordinator. As such, the Local WDB must describe the role of the community colleges in the development and implementation of the local plan.

In addition, several other areas must also be addressed: accessibility, use of technology, capacity building, continuous process improvement, streamlining service delivery, measuring performance, accountability, transparency, and integrating resources.

Finally, the local plan must ensure compliance with all Virginia Board for Workforce Development Policies and VCCS-WDS Virginia Workforce Letter guidance documents. These documents can be found on the Elevate Virginia website under Practitioner's Corner/Policies (<http://www.elevatevirginia.org/practitioners-corner/resources/>).

B. PLAN DEVELOPMENT:

Local WDBs must develop the local plan in partnership with the appropriate chief elected officials of the local area. The plan must identify and describe the policies, procedures, and local activities that are carried out in the local area, consistent with the State Plan. The Local WDB must adhere to §679.550 - §679.580 in the development of the local area plan.

The Local WDB must provide an opportunity for public comment on the development of the local plan or subsequent plan modifications before submitting the plan to the Governor. To provide adequate opportunity for public comment, the Local WDB must:

- Make copies of the proposed local 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, prior to its submission to the Governor; and
- Include any comments that express disagreement with the plan to the Governor along with the plan.

The Local WDB must also make information about the plan available to the public on a regular basis through electronic means and open meetings, as noted in WIOA sec. 107(e).

The elements described below are required to be included in each local plan, in accordance with WIOA Section 108, § 679.560 of the WIOA Final Rules and Regulations, the Code of Virginia, the Governor, and the VBWD.

C. CONTENTS:

The local plan shall include the following elements.

1. Local Strategic Planning Elements

a. Workforce Demand Analysis

Provide a descriptive analysis of the regional economic conditions including:

- i. existing and emerging in-demand industry sectors and occupations
- ii. employment needs of employers in existing and emerging in-demand industry sectors and occupations
- iii. 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

As appropriate, a local area may use an existing analysis, which is a timely current description of the regional economy, to meet the requirements of this section. Local areas are encouraged to utilize regional economic development strategic plans in the identification and prioritization of industry sectors.

b. Workforce Supply Analysis

Provide a descriptive analysis of the regional workforce, including:

- i. current labor force employment and unemployment data
- ii. information on labor market trends
- iii. educational and skill levels of the workforce, including individuals with barriers to employment

c. *SWOT Analysis*

Provide a descriptive analysis of workforce development activities including:

- i. education and training in the region
- ii. strengths and weaknesses of workforce development activities
- iii. 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

d. *Vision & Goals*

Provide a description of the Local WDB's strategic vision to support regional economic growth and economic self-sufficiency, including:

- i. goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment)
- ii. goals relating to the performance accountability measures based on performance indicators described in § 677.155(a)(1)

e. *Strategy & Partnerships*

Provide a description, taking into account the analyses described above, of a strategy to work with the entities that carry out the core programs and required partners to align resources available to the local area, to achieve the strategic vision and goals described above.

f. *Additional Strategic Elements*

Additionally, the local plan must address the following elements per the Code of Virginia Title 2.2 Chapter 24 Section 2.2-2472(F) which states that each workforce development board shall develop and execute a strategic plan designed to combine public and private resources to support sector strategies, career pathways, and career readiness skills development. Such initiatives shall include or address the following:

- i. a regional vision for workforce development
- ii. protocols for planning workforce strategies that anticipate industry needs
- iii. the needs of incumbent and underemployed workers in the region
- iv. the development of partners and guidelines for various forms of on-the-job training, such as registered apprenticeships
- v. the setting of standards and metrics for operational delivery
- vi. alignment of monetary and other resources, including private funds and in-kind contributions, to support the workforce development system
- vii. the generation of new sources of funding to support workforce development in the region

Adherence to this guidance will also satisfy the Local WDB's responsibility to prepare a demand plan for the initial year of the local area plan as required in the Code of Virginia Title 2.2 Chapter 24 Section 2.2-2472(E) which states: Each local workforce development board shall develop and submit to the Governor and the Board an annual workforce demand plan for its workforce development board area based on a survey of local and regional businesses that reflects the local employers' needs and requirements and the availability of trained workers to meet those needs and requirements and the availability of trained workers to meet those needs and requirements.

2. Local Workforce Development System Elements

a. *Programs/Partners Overview*

Provide a description of the workforce development system in the local area that identifies:

- i. the programs that are included in the system
- ii. how the Local WDB will support the strategy identified in the State Plan under § 676.105
- iii. how the Local WDB 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
- iv. how the Local WDB will collaborate with the community colleges
- v. how the Local WDB coordinates and interacts with Chief Local Elected Officials (CLEO)
- vi. how the Local WDB meets its responsibilities for oversight, monitoring, and corrective action for WIOA Title I programs
- vii. how the Local WDB conducts business in accordance with the Sunshine Provisions of WIOA staffing plans for the Local WDB

b. *Collaborative Strategies*

Provide a description of how the Local WDB will work with entities carrying out core programs to:

- i. expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment
- ii. facilitate the development of career pathways and co-enrollment, as appropriate, in core programs
- iii. improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable)

c. *Business Services*

Provide a description of how the plan shall:

- i. specify the policies and protocols to be followed by all of the region's workforce development entities when engaging the region's employers
- ii. address how the region's workforce entities will involve employers in the formation of new workforce development initiatives
- iii. identify what activities will be undertaken to address employers' specific workforce needs

Provide a description of the strategies and services that will be used in the local area:

- iv. to facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations
- v. to support a local workforce development system that meets the needs of businesses in the local area
- vi. to better coordinate workforce development programs and economic development
- vii. to strengthen linkages between the one-stop delivery system and unemployment insurance programs that may include the implementation of 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

The Code of Virginia Title 2.2 Chapter 24 Section 2.2-2472.1 states that the Local WDB generally serves as the “regional convener” and that each regional convener shall develop, in collaboration with other workforce development entities in the region, a local plan for employer engagement. VBWD Policy No. 13-01 Business Service Requirements for Local Workforce Investment Areas outlines the role and

requirements of Local Workforce Areas and Virginia Workforce Centers in providing services to business customers, and presents required actions by the LWDA in regard to implementation of business services to enhance the business customer's outcomes and satisfaction with the workforce system through Business Services Teams.

d. Economic Development Collaboration

Provide a description of how the Local WDB will coordinate local workforce investment activities with regional economic development activities that are carried out in the local area and how the Local WDB will promote entrepreneurial skills training and microenterprise services.

e. One Stop System

Provide a description of the one-stop delivery system in the local area, including:

- i. how the Local WDB 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
- ii. how the Local WDB will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means
- iii. how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA sec. 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
- iv. the roles and resource contributions of the one-stop partners
- v. the services provided by each partner mandated by federal and state law, and other optional partners
- vi. the Virginia Workforce Center Operator for each site in the area
- vii. the physical locations of each comprehensive Virginia Workforce Center in the local area, and the co-location strategy for each center (current and planned)
- viii. if applicable, the locations of Virginia Workforce Network affiliated sites, partner sites or specialized centers

Provide a description of professional staff development strategies to include:

- ix. process used to ensure that staff receive continuous training in workforce development practices
- x. methods to ensure effective use of the Virginia Workforce Connection system of record and to adhere to timely data entry requirements for WIOA services
- xi. process to measure staff performance and delivery of high-quality customer service
- xii. process to meet and maintain staff certification and Virginia Workforce Center certification as required by Virginia Workforce Council Policy 10-01

f. Adult & Dislocated Worker Services Provided

Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area, to include:

- i. access to and delivery of career services (basic, individualized, and follow-up)
- ii. the area's definition of self-sufficiency to be used when determining eligibility for intensive and training services for employed individuals

- iii. the area's definition of hard-to-serve populations with additional barriers to employment

g. Rapid Response Coordination

Provide a description of how the Local WDB will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as appropriate.

h. Youth Services Provided

Provide a description and assessment of the type and availability of youth workforce investment activities in the local area including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities; and the following:

- i. the local area's strategy for ensuring the availability of comprehensive services for all youth
- ii. how the area will identify and select successful providers of youth activities and delivery of the fourteen youth program elements required under WIOA
- iii. strategies to ensure that all eligible WIOA youth receive access to the required program elements and activities during their enrollment in the WIOA youth program
- iv. how the required program design elements will be addressed as part of the development of youth service strategies
- v. strategies to identify, recruit and retain out-of-school youth, and efforts to ensure the required percent of WIOA youth funds are expended
- vi. policy regarding serving youth who do not meet income eligibility guidelines, including appropriate referrals
- vii. efforts to coordinate with Job Corps, youth opportunity grants where applicable, registered apprenticeship programs, local offices on youth, and other youth services, including those administered through community colleges and other higher education institutions and local human services agencies
- viii. efforts taken to ensure compliance with applicable child labor and safety regulations
- ix. pay-for-performance policy as applicable

i. Supportive Service Provision

Provide a description of how the Local WDB will coordinate WIOA Title I workforce investment activities with the provision of transportation and other appropriate supportive services in the local area.

j. Training Services

Provide a description of how training services outlined in WIOA sec. 134 will be provided through the use of individual training accounts, including, if contracts for training services will be used; and the following:

- i. how the use of such contracts will be coordinated with the use of individual training accounts
- ii. how the Local WDB will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided

k. Collaboration with the Community Colleges

Provide a description of how the Local WDB will collaborate local workforce investment activities with the community colleges in their area in the planning and delivery of workforce and training services.

l. Collaboration with Education

Provide a description of how the Local WDB 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.

m. Collaboration with Adult Education and Literacy

Provide a description of how the Local WDB will coordinate WIOA Title I workforce investment activities with adult education and literacy activities under WIOA Title II, including how the Local WDB will carry out the review of local applications submitted under Title II consistent with WIOA secs. 107(d)(11)(A) and (B)(i) and WIOA sec. 232.

n. Priority of Service

Provide a description of how the direction given by the Governor and the Local WDB to the one-stop 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 sec. 134(c)(3)(E) and § 680.600.

o. Incorporation of Technology

Provide a description of how one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and by one-stop partners.

p. Efficient and Effective Service Delivery

Provide a description of the 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 one-stop delivery system.

q. Fiscal Agent

Provide a description of the fiscal and budgetary strategies used in the local area, to include:

- i. identification of the entity/fiscal agent responsible for the disbursement of grant funds described in WIOA sec. 107(d)(12)(B)(i)(III), as determined by the chief elected official
- ii. the methods and strategies used to ensure timely expenditure of WIA funds
- iii. the competitive process to be used to award the grants and contracts in the local area for activities carried out under WIA
- iv. the strategy used by the LWIB to leverage WIA funds with other Federal, State, local and philanthropic resources

r. Procurement

Provide a description of the competitive process that will be used to award the sub-grants and contracts for WIOA Title I activities.

s. Performance

Provide a description of the local levels of performance negotiated with the Governor and chief elected official consistent with WIOA sec. 116(c), to be used to measure the performance of the local area and to be used by the Local WDB 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.

t. *Quality Assurance*

Provide a description of the actions the Local WDB will take toward becoming or remaining a high-performing WDB, consistent with the factors developed by the State WDB.

u. *Public Comment Period*

Provide a description of the process used by the Local WDB, consistent with WIOA sec. 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.

3. Public Comments Received Section

Comments submitted during the public comment period that represent disagreement with the plan must be submitted with the local plan. If a comment that represents disagreement with the plan has been addressed and is no longer in disagreement in a later draft of the plan, please note the location in the document where the individual dissenting comment has been addressed.

4. Attachments

Please provide the following items as attachments to the plan, or include links to the document location:

- a. Current CLEO Consortium Agreement
- b. Current CLEO-Local WDB Agreement
- c. Current Local WDB organizational chart (identify board oversight and program administration)
- d. Copies of executed 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 at cooperation, collaboration, and coordination

**Note that the above criteria may be met through a single comprehensive MOU signed by all of the individual partners*

- e. Eligible Training Provider Policy (including process to evaluate and recertify providers)
- f. Individual Training Account Policy
- g. On-the-Job Training Policy
- h. Customized Training Policy
- i. Priority of Service Policy
- j. Monitoring Policy (include monitoring tool and schedule)
- k. Equal Opportunity (EO) Policy - must include:
 - i. name and contact information for the EO Officer
 - ii. EO liaisons for each Virginia Workforce Center in the area, if different from the
 - iii. EO Officer)
 - iv. description of efforts to ensure recruitment and hiring of staff will be done in a manner as to reflect the available workforce in the local and regional areas without regard to race,

color, religion, gender, national origin, age, disability status, political affiliation, and, for beneficiaries of WIOA Title I services, citizenship or participation in a WIOA Title I-funded program or activity

- v. process used to monitor and review the area's equal opportunity performance
- l. Grievance Policy (related to participants, employees, vendors, and other parties, non- EO)
- m. A certification of the plan development process and approval of authorized local area representatives (see Attachment A of this VWL)

D. SUBMISSION:

The state encourages local areas to engage in a collaborative planning process that moves beyond compliance to a strategic approach for the local and regional Virginia Workforce Network. In order to allow local areas ample time to collaborate with a wide variety of workforce stakeholders and to adhere to the public comment period requirements, local plans for the 2016-2020 time period will be accepted for review between February 27, 2017 and March 1, 2017. Local plans must be stamped as received by VCCS-WDS no later than 5:00 PM EST on March 1, 2017. VCCS-WDS shall act on the behalf of the Governor in receiving the local plans and coordinating the plan reviews. Local areas must submit **at least one signed hard copy** of the local plan to George Taratsas Administrator, Federal Workforce Programs at VCCS (see address in Inquiries section below).

Local plans should follow the formatting guidelines below.

- Submit application on 8-1/2 inch by 11-inch paper with a one-inch margin on all sides.
- A standard 12-point font, such as Times New Roman or Ariel, should be used.
- All text must be double-spaced.
- Boldface type, underlining, and italics may be used. However, all text should be printed in black ink only.
- Plans should not be submitted in binders or special covers.

Local areas must also submit **an additional copy electronically** by transmitting it through e-mail to the VCCS at WIOA@vccs.edu. Plans submitted via e-mail must be in PDF format and follow the formatting guidelines noted above.

The WIOA Programs Administrator will confirm receipt of the local plan by VCCS within two business days of receipt and indicate the date for the start of the review period. Submissions will be reviewed for completeness, adherence to provided guidelines, content, development, and overall quality by a review committee of workforce development professionals from WDS and other partner agencies. The results of the local plan review will be made available to the local WDB and local elected officials. An initial approval status of approved, conditionally approved or not approved will be assigned to each plan and technical assistance will be made available for those local areas in need of additional support to obtain an approved local plan status. Local Plan review results will be presented to the VBWD at the June 2017 meeting and the VBWD will make approval recommendations to the Governor's Chief Workforce Development Advisor. Approvals will be issued by the Governor's Chief Workforce Development Advisor.

All local plans submitted by March 1, 2017 shall be considered to be approved at the end of the 90-day period beginning on the day the VCCS confirms receipt of the plan, unless a written determination during the 90- day period is made indicating one of the following:

- There are deficiencies in workforce investment activities that have been identified through audits and the local area has not made acceptable progress in implementing plans to address deficiencies
- The plan does not comply with applicable provisions of WIOA and the WIOA regulations, including the required consultations and public comment provisions, and the nondiscrimination requirements of 29 CFR part 38
- The plan does not align with the State Plan, including with regard to the alignment of the core programs to support the strategy identified in the State Plan in accordance with WIOA sec. 102(b)(1)(E) and § 676.105

Local Area Plan Submission and Approval Timeline

Event	Date
VWL with Local Plan Guidance Released	September 15, 2016
Local Plans Due	March 1, 2017
Review and Evaluation Period	March 2, 2017 through April 7, 2017
Initial Approval Status and Summary Feedback to LWDBs	April 12, 2017
Response from LWDBs Due (as needed)	May 10, 2017
Second Review and Evaluation Period (as needed)	May 11, 2017 through June 2, 2017
Presentation of Local Plan Review Results to VBWD	June 15, 2017
Final Approval Deadline	June 30, 2017

The Local Area’s Program Year (PY) 2017 WIOA Title I formula allocations may be delayed pending approval of the local plan.

E. MODIFICATION:

WIOA regulations § 679.580 sets out the requirements for local plan modification. At the end of the first 2-year period of the 4-year local plan, each Local WDB, in partnership with the appropriate chief elected officials, must review the local plan and prepare and submit modifications to the local plan to reflect the following:

- Changes in labor market and economic conditions
- Changes in other factors affecting the implementation of the local plan, including but not limited to:
 - Significant changes in local economic conditions
 - Changes in the financing available to support WIOA Title I and partner provided WIOA services
 - Changes to the Local WDB structure
 - The need to revise strategies to meet local performance goals

INQUIRIES:

Submit inquiries regarding this VWL to the VCCS Office of Workforce Development Services:

VCCS-Workforce Development Services
Administrator, Federal Workforce Programs
Workforce Development Services
Virginia Community College System
Arboretum III
300 Arboretum Place, Suite 200
Richmond, VA 23236
Telephone: (804) 819-5387
Fax: (804) 786-8430
Email: WIOA@vccs.edu

Attachment A: Statement of Compliance, Plan Signatures & Fiscal Agent Designation

We hereby certify that this local plan was developed in accordance with the State guidelines, and that local board activities will be conducted in accordance with this plan and the provisions of the Workforce Innovation and Opportunity Act of 2014, its attendant regulations and the applicable state laws and policies. We further certify that the plan was developed by the local workforce development board in partnership with the local elected officials, and with the benefit of an open and inclusive plan development process and the required public comment period.

Local Area Name / #	
Local Plan Point of Contact:	
Address:	
Phone/e-mail:	

Typed Name & Signature of WDB Chair	Date

Typed Name & Signature of CLEO Consortium Chair	Date

The Chief Local Elected Official(s) designate(s) the following entity as the fiscal agent:

Entity: _____

Contact: _____

Address: _____

Phone/Email: _____