

ARIZONA DEPARTMENT OF ECONOMIC SECURITY



**WORKFORCE INNOVATION AND  
OPPORTUNITY ACT POLICY  
MANUAL**

**CHAPTER 2 - SECTION 1000**

**SUBJECT: Local Plan Submission**

**1000 BACKGROUND AND PURPOSE**

This section provides policy for the Local Workforce Development Boards (LWDBs) on Local Plan Submission. The Workforce Innovation and Opportunity Act (WIOA) requires that each LWDB submit a 4-year local plan and local plan modification at the end of the first 2-year period of the 4-year local plan.

References: Workforce Innovation and Opportunity Act (WIOA) of 2014 (P.L. 113-128), 20 CFR 679.500, *et. seq.*

**1001 LWDB SUBMISSION**

Each LWDB, in partnership with the appropriate CEO, must develop and submit a comprehensive 4-year local plan, starting in 2016, to the Department of Economic Security (DES) for review and recommendation for approval to the Workforce Arizona Council.

**1002 REQUIREMENTS FOR DEVELOPMENT OF THE LOCAL PLAN**

- A. The LWDB must develop a local plan which identifies and describes the policies, procedures, and local activities that are carried out in the Local Workforce Development Area (LWDA), consistent with the Arizona Unified State Workforce Development Plan.
- B. Core partners must assist with the development of the local plan.
- C. If a consultant assists with the development of the local plan, the LWDB must follow the requirements found in Section 102.02H of the Fiscal Policy, "Allowable Costs."
- D. LWDBs must provide adequate opportunity for public comment on the development of the local plan or subsequent plan modifications before submitting the plan to DES by:
  - 1. Making copies of the proposed local plan available to the public through electronic and other means, such as public hearings and local news media;

2. Giving an opportunity for comments by members of the public, including representatives of business, labor organizations, and education; and
  3. Prior to submission of the local plan to the State, the LWDB must allow for public comment. The public comment period must be no more than 30 days. LWDBs must submit any comments that express disagreement with the local plan to the State along to the State with the plan.
- E. LWDBs must make information about the plan available to the public on a regular basis through electronic means and open meetings.
- F. When a LWDB makes significant changes to the draft local plan after the public comment period, prior to submission to DES, the draft local plan must be posted for a second public comment, which must be no more than 30 days.

### **1003 CONTENTS OF THE LOCAL PLAN**

The local plan must identify how ARIZONA@WORK partners and programs in each LWDA will align with the Arizona Unified State Workforce Development Plan to implement the local workforce strategic planning elements as found in the Exhibit: *Required Elements for Submission of Local Plans (2020-2023) by Local Workforce Development Boards under the Workforce Innovation and Opportunity Act (WIOA)*.

### **1004 APPROVAL OF THE LOCAL PLAN**

LWDBs must submit a completed local plan to DES for review and recommendation of approval to the Workforce Arizona Council.

- A. All local plans must be approved by the Workforce Arizona Council.
- B. Local plans will be considered approved 90 days after DES receives the plan, unless DES determines in writing that:
1. There are deficiencies in workforce investment activities that have been identified through audits and the local plan area has not made acceptable progress in implementing its plan to address deficiencies;
  2. The local plan does not comply with applicable provisions of WIOA and its regulations, including the required consultations and public

comment provisions, and the nondiscrimination requirements of 29 CFR Part 38; or

3. The local plan does not align with the Arizona Unified State Workforce Development Plan, including alignment of the core programs to support the strategy identified in the State Plan.

### **1005 LOCAL PLAN MODIFICATION**

- A. At the end of the first 2-year period of the local plan, each LWDB in partnership with the CEO, must review prepare and submit local plans modifications that reflect changes to:
  1. Labor market and economic conditions; and
  2. Other factors affecting the implementation of the local plan including:
    - a. Significant changes in the local economic conditions;
    - b. Changes in available financing to support WIOA Title I-B and partner-provided WIOA services;
    - c. Changes to LWDB structure;
    - d. The need to revise strategies to meet local performance goals;or
  3. Any significant changes to service delivery in the LWDA.
- B. The LWDB must submit a modification to the local plan if there are significant changes as described above in Section A.
- C. Any modifications to the local plan are subject to the requirements for public comments as described in section 1002.B.