

## REGIONAL AND LOCAL PLANNING GUIDANCE PY 21-24

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### GENERAL INSTRUCTIONS

The attached Directive is being issued in draft to give the Workforce Development Community the opportunity to review and comment prior to final issuance.

Submit any comments by email or mail no later than **October 16, 2020**.

All comments received within the comment period will be considered before issuing the final Directive. Commenters will not be responded to individually. Rather, a summary of comments will be released with the final Directive.

Comments received after the specified due date will not be considered.

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**Email**            [WIOAStatePlan@cwdb.ca.gov](mailto:WIOAStatePlan@cwdb.ca.gov)  
Include "Draft Directive Comments" in the email subject line.

**Mail**             California Workforce Development Board  
CWDB Policy Unit  
800 Capitol Mall, Suite 1022  
Sacramento, CA 95814

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If you have any questions, contact CWDB Policy Unit at [WIOAStatePlan@cwdb.ca.gov](mailto:WIOAStatePlan@cwdb.ca.gov).

## REGIONAL AND LOCAL PLANNING GUIDANCE FOR PY 21-24

### EXECUTIVE SUMMARY

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

This policy contains some state-imposed requirements. All state-imposed requirements are indicated by ***bold, italic*** type.

This policy supersedes Workforce Services Directive, *Regional and Local Planning Guidance for PY 2017-2020 (WSD16-07)*, dated September 16, 2016. Retain this Directive until further notice.

### REFERENCES

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- [Workforce Innovation and Opportunity Act \(PDF\) \(WIOA\)](#) (Public Law 113-128) Sections 106 – 108 and 121
  - [Title 20 Code of Federal Regulations \(CFR\): WIOA; Notice of Proposed Rulemaking Final Rule](#) Section 679.200 through 679.580
  - Training and Employment Notice (TEN) [21-16 \(PDF\)](#), *WIOA Regional and Local Planning and Local Board Responsibilities Questions and Answers* (December 5, 2016)
  - [California Unemployment Insurance Code](#) (CUIC) Sections 14000 through 18012
  - [California's Workforce Development Strategic Plan PY 2020-2023](#)
  - Workforce Services Directive [WSD19-09 \(PDF\)](#), *Strategic Co-Enrollment – Unified Plan Partners* (February 12, 2020)
  - [WSD19-13 \(PDF\)](#), *Selection of AJCC Operators and Career Services Providers* (June 8, 2020)
  - [WSD18-12 \(PDF\)](#), *WIOA Memorandums of Understanding* (April 30, 2019)
  - [WSD18-01 \(PDF\)](#), *Regional and Local Plans PY 17-21 Two Year Modifications* (July 27, 2018)
  - [WSD17-07 \(PDF\)](#), *WIOA Youth Program Requirements* (January 16, 2018)

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

- [WSD17-01 \(PDF\)](#), *Nondiscrimination and Equal Opportunity Procedures* (August 1, 2017)
- [WSD16-04 \(PDF\)](#), *Rapid Response and Layoff Aversion Activities* (July 22, 2016)
- [WSD15-14 \(PDF\)](#), *WIOA Adult Program Priority of Service* (January 22, 2016)
- Workforce Services Information Notice [WSIN19-26 \(PDF\)](#), *Local Board Review of the WIOA Title II AEFLA Applications* (April 20, 2020)

## BACKGROUND

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### Overview of State Plan, Regional Plans, and Local Plans

The California Unified Strategic Workforce Development Plan (State Plan) is an overarching state policy document that provides a conceptual outline for Local Boards and their partners as they jointly develop Regional and Local Plans. The State Plan policy objectives, developed in collaboration with WIOA partners and Local Boards, drive towards the shared vision of creating a comprehensive system that impacts poverty, promotes income mobility, and embeds equity as a cornerstone of service-delivery.

As outlined under WIOA Section 106, Regional Plans provide a roadmap for alignment of resources and investments to meet specific outcomes within the 15 Regional Planning Units (RPU). Regional Plans are used to articulate how RPUs will build intentionality around industry sector engagement, drive workforce development outcomes across multiple jurisdictions, and expand on-ramps to career pathways for individuals who experience barriers to employment.

As outlined in WIOA Section 108, Local Plans provide an action plan for operationalizing the road map laid out in the Regional Plan by describing how individuals' access services through the America's Job Centers of California<sup>SM</sup> (AJCC) system. Local Plans are used to articulate how Local Boards will coordinate with local partners to ensure a person-centered service-delivery.

In addition to the federal planning requirements, WIOA indicates that Regional and Local Plans should be consistent with the vision and goals of the State Plan. For the purpose of developing cohesive narratives for Regional and Local Plans, this guidance weaves together both federal and state requirements. The intent is to assist in the development of a seamless blueprint for the operationalization and implementation of all required plan content.

### Changing Economic Landscape

The onset of the COVID-19 pandemic in early 2020 changed the economic landscape globally for millions of workers and employers. The California unemployment rate soared past 16 percent as shelter-in-place orders shuttered large and small businesses throughout the state. Employers that were deemed essential adjusted their business operations to respond to changes in consumer demand and to adhere to updated health protocols to protect staff and the public from further spread of the virus.

The effects of the public health crisis, the ensuing economic uncertainty, and continuing challenge of reopening businesses and industries impacted by the upheaval will likely take years to fully comprehend. The California Workforce Development Board (CWDB) recognizes that Regional and Local plans will be developed during a changing and unprecedented economic and workforce climate and encourage Local Boards to supplement data sources with local experiences, where appropriate.

## POLICY AND PROCEDURES

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### **Regional Plans**

According to WIOA, the establishment of regions is intended to align workforce development activities and resources with larger regional economic development areas and available resources. While the vision and policy objectives laid out in the State Plan were used to guide the development of the criteria below, RPUs have significant discretion to determine how these approaches will be best actualized within their regions.

### **Analytical Overview of the Region**

This section of the Regional Plan should provide a detailed analysis of the economic conditions and trends in the region as well as an analysis of the current workforce. The analysis may be completed using data compiled from a variety of resources, including: local partners providing measures of self-sufficiency; WIOA core, required, and state partners; Labor Market Information (LMI); Bureau of Labor Statistics; CAAL-Skills reports; employer engagement; and other relevant sources. For reference, California LMI data is available on the [Regional Planning Unit Labor Market Data webpage](#).

#### *Workforce and Economic Analysis*

The Regional Plan represents the big picture of a region's economy and workforce environment with a focus on collaborative strategies to be implemented across multiple Local Workforce Development Areas (Local Area) to attain regional goals and objectives. This should start with a meaningful and rich analysis that provides insight in to the current and future needs of employers and job seekers in the region. The data in this analysis should then be used as a foundation for informing the rest of the plan.

The Regional Plan should do the following:

- Provide an analysis of the industries and occupations for which there is existing demand.
- Provide an analysis of the industries and occupations for which demand is emerging.
- Provide an assessment of the employment needs of employers, including a description of the knowledge, skills, and abilities required, including credentials and licenses.
- Provide an analysis of current employment and unemployment data, including labor force participation rates, and trends in the region.

- Provide an analysis of key labor market trends, including across existing industries and occupations.
- Provide an analysis of the educational and skill levels of the workforce.

### **Using Key Indicators to Measure Progress**

A key objective of Regional Planning efforts is to connect AJCC services to a regional skills infrastructure that aligns with regional labor market needs. To that end, previous Regional Planning cycles utilized ten Regional Indicators to assess coordination and measure progress within the RPUs. The indicators provided a useful measure of processes and activities utilized by RPU partners to establish a foundation for driving a regional approach and aligning the needs of regional industry sectors and employers.

In an effort to further refine how progress is evaluated, the number of indicators has been narrowed to focus on four specific elements. As a part of their Regional Plans, RPUs will be asked to set numerical goals related to the four key indicators and include an explanation of how the RPUs arrived at each goal. The explanation should include a numerical benchmark of where the RPU is currently in relation to the goal as well as how the analysis and information outlined in the Regional Plans was used to determine the goal.

This reformatted approach will assist the CWDB and RPUs to work collaboratively during the four year Regional Plan timeframe to: refine determinants for concrete measurable outcomes, define a uniform methodology that factors the unique needs and composition of each RPU, and plan for continuing technical assistance to achieve success.

RPUs will not be penalized for not meeting the goals set in the 2021-2024 Regional Plans. Furthermore, RPUs are encouraged to use the public comment process to provide feedback and input on the proposed outcome measures identified below.

### **Fostering Demand-Driven Skills Attainment**

This section of the Regional Plan aligns with the key indicator of the region's process for communicating industry workforce needs to supply-side partners. This means that workforce and education programs should receive timely and accurate information and use that information to align program content with the state's industry sector needs to provide California's employers and businesses with the skilled workforce necessary to compete in the global economy.

#### *Regional Sector Pathways*

Regional sector pathway programs are career pathway programs that result in the attainment of industry-valued and recognized postsecondary credentials. Credentials are both portable and aligned with regional workforce needs. Regional Plans should be used to cultivate partnerships to promote the expansion of employer engagement and recruitment as well as coordination between the education and workforce development systems.

The Regional Plan should do the following:

- Describe how the RPU and regional partners will expand or develop and implement sector initiatives for in-demand industry sectors or occupations for the region.
- ***Describe how the RPU and regional partners will increase participant access to training and education programs that align with regional labor market dynamics.***
- ***Describe how the RPU and regional partners will ensure the training and education programs identified above lead to post-secondary credentials that are industry-recognized certificate or certification, portable, and stackable.***
- ***Describe how the RPU will work with the Department of Industrial Relations Division of Apprenticeship Standards to improve program alignment and expand pre-apprenticeship and apprenticeship opportunities in the region.***

#### *Outcome Measure A*

Using the workforce and economic analysis, including the sectors and occupations emphasized, estimate a goal for advancing workforce system participant employment growth and job placement. Provide a specific numeric value or percentage increase (not a range) and describe how the analysis was used to determine the goal. The numeric goal can include individuals served within the region by any federal, state, or local funding source.

Working with Regional and Local Plan partners, over the four-year period of PY 21-24:

- ***How many individuals will be placed in jobs that align with the sectors and occupations emphasized in the Regional Plan?***

#### **Enabling Upward Mobility for All Californians**

This section of the Regional Plan aligns with the key indicator of the region's policies for supporting equity and strives to improve job quality as well as shared target populations of emphasis. This means that workforce and education programs should be accessible for all Californians, especially populations who experience barriers to employment, making sure 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.

#### *High Road Workforce System*

California's vision for the future of workforce development is centered on the establishment and growth of a High Road workforce system that is focused on meaningful industry engagement and placement of Californians in quality jobs that provide economic security. Regional Plans should serve as a blueprint for regional efforts to advance work with employers who offer jobs with good wages and benefits, support ongoing skills training and employee development, 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.

The Regional Plan should address the following:

- ***Describe how the RPU will prioritize working with employers who provide quality jobs that provide economic security through family sustaining wages and comprehensive benefits.***
- ***Describe how the RPU will implement incumbent worker training strategies to ensure progression along career pathways.***

#### *Outcome Measure B*

Using the workforce and economic analysis, including the sectors and occupations emphasized, estimate goals for reskilling, upskilling, and educational attainment. Provide a specific numeric value or percentage increase (not a range) and describe how the analysis was used to determine the goal. The numeric goal can include individuals served within the region by any federal, state, or local funding source.

Working with Regional and Local Plan partners, over the four-year period of PY 21-24:

- ***How many individuals will complete training aligned with the sectors and occupations emphasized in the Regional Plan?***
- ***How many individuals will attain industry recognized credentials aligned with the sectors and occupations emphasized in the Regional Plan?***

#### *Equity and Economic Justice*

California believes that diversity is a strength, and advancing equity is an economic and moral imperative. To that end, the workforce system should ensure the provision of workforce and education services that recognize historically unserved or underserved communities, including: BIPOC (Black, Indigenous, persons of color), Latinx, immigrants, refugees, people with disabilities, LGBTQ (lesbian, gay, bisexual, transgender, and queer), and others who experience systemic barriers in the labor force. Advancing equity within the workforce and education system and ensuring greater opportunity for upward mobility for all Californians is vital to repairing and sustaining a healthy economy.

The CWDB recognizes that many individuals may need multiple interventions and access to a variety of services provided over an extended period of time in order to find and enter a quality job. Therefore, CWDB wants to support and encourage RPUs and Local Boards to invest in longer-term approaches when serving individuals who experience barriers to employment.

While the majority of services are delivered at the local level, the establishment of career pipelines at the regional level allows RPUs to work directly with regional employers and partners in order to remove barriers and address structural issues that can prevent historically unserved and underserved communities from accessing those opportunities.

The Regional Plan should address the following:

- ***Describe how the RPU and regional partners will work with employers and training providers to ensure that historically unserved and underserved communities have equal access to the regional sector pathways, earn and learn opportunities, and other longer term approaches identified by the RPU.***
- ***Describe how the RPU and regional partners will work with employers and training providers to ensure that historically unserved and underserved communities are able to access all appropriate interventions, including a range of supportive services, to ensure successful completion of the regional sector pathways, earn and learn opportunities, and other longer term approaches identified by the RPU.***

### *Outcome Measure C*

Using the workforce and economic analysis, including the sectors and occupations emphasized, estimate anticipated progress toward upward mobility, economic security, job quality, and economic self-sufficiency for broader workforce system participants. Provide a proposed method of measurement, a numeric value or percentage, and describe how the analysis was used to determine the goal. The numeric goal can include individuals served within the region by any federal, state, or local funding source.

Working with Regional and Local Plan partners, over the four-year period of PY 21-24:

- ***How does the RPU propose to measure efforts to get workforce program participants on a path to the middle class?***
- ***Using the above measurement, how many individuals will be placed on a path to the middle class?***

Regions may wish to consider the following approaches:

- Measuring wage gain in real and/or percentage terms for workforce system participants.
- Measuring attainment of regional living wages by program participants who were not economically secure or self-sufficient prior to program participation.
- Policies supporting career planning and use of work supports/benefits to assure wage progression.
- Job quality policies and education for business.
- Measuring movement up and across income quintiles for workforce program participants.

### **Aligning, Coordinating, and Integrating Programs and Services**

This section of the Regional Plan aligns with the key indicator of the region's deployment of shared resources to provide services, training, and education to meet population needs. This means that workforce and education programs must economize limited resources to achieve scale and impact, while also providing the right services to clients, based on each client's particular and potentially unique needs, including any needs for skills development.

## *System Alignment*

Successful system alignment often begins with identifying a shared mission and objectives. This provides the foundation for developing strategies with a system viewpoint rather than thinking about programs as separate and in siloes. By identifying ways to align program design, reduce duplication of efforts, and leverage critical resources, RPU's can increase the impact of their shared mission.

The Regional Plan should address the following:

- Describe administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate, for the region.
- Describe regional service strategies, including use of cooperative service delivery agreements or Memorandums of Understanding.
- Describe the coordination of services with regional economic development services and providers.
- Describe the coordination of supportive services such as transportation, child care, housing, etc.
- Describe how the planning region will collectively negotiate and reach agreement with on local levels of performance for, and report on, the performance accountability measures described in WIOA Section 116(c).

## **Local Plans**

The Local Plan demonstrates operational alignment with the strategic objectives of the respective Regional Plans, drives coordination with local partners, and highlights key service-delivery strategies. In this regard, it is typically at the local level where service delivery will be integrated, resources will be braided, and supports will be provided to participants through workforce system partners.

Recognizing the need for flexibility to determine the nature, scope, and depth of partnerships based on local and regional needs and priorities, Local Boards should use the planning process as a tool for building upon and furthering existing partnerships that were established under the previous Local and Regional planning and modification processes. This includes partnerships with the WIOA core and required program partners identified under WIOA Section 121. This also includes the Cal Fresh Employment & Training (E&T), Child Support Services, Competitive Integrated Employment, and English Language Learners, the Foreign Born and Refugees partnerships established in *Regional and Local Plans PY 17-21 – Two Year Modifications* ([WSD18-01](#)) (PDF).

### *Local Overview*

This section of the Local Plan should provide an overview and analysis of the workforce development and education programs and services that are available within the Local Area through the Local Board and its partners. Using the needs of the local community as a basis, Local Boards should provide an analysis of areas where the local workforce system is strong in

meeting the needs of job seekers, especially those with barriers to employment, and employers. Local Boards should also identify opportunities for the local workforce system to improve its ability to meet the workforce and education needs of their community.

The Local Plan should address the following:

- The workforce development activities, including education and training, in the Local Area. This should 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.

### *Strategic Vision*

This section of the Local Plan should outline the Local Board's strategic vision for the local workforce system over the next four years. As was outlined in the Regional Plan guidance, advancing equity within the workforce and education systems and ensuring greater opportunity and upward mobility for all Californians, are vital to repairing and sustaining a healthy economy.

The Local Plan should address the following:

- The Local Board's strategic vision to support economic growth and economic self-sufficiency over the next four years. This should include the Local Board's service-delivery strategies for ensuring equitable access to the regional sector pathways and industry recognized post-secondary credentials identified in your respective Regional Plan.

### *Core Program Partner Coordination*

This section of the Local Plan should address local coordination with the WIOA core program partners over the next four years. Under WIOA, the ultimate vision is for the core programs to partner and operate as a unified system, assessing strategic needs and aligning them with service strategies to meet needs of workers and employers.

The Local Plan should address the following:

- How the Local Board will coordinate with adult education and literacy activities established under WIOA Title II. This should include how the Local Board will participate in the review of local applications for adult education providers as outlined in *Local Board Review of the WIOA Title II AEFLA Applications (WSIN19-34) (PDF)*
- How the Local Board will coordinate with employment services established under WIOA Title III. This should include how the Local Board will maximize coordination and avoid duplication of Wagner-Peyser Act services.
- ***How the Local Board will coordinate with vocational rehabilitation programs established under WIOA Title IV. This should include coordinating case management and aligning service delivery.***

## *AJCC System Partner Coordination*

This section of the Local Plan should address how AJCC partners will work together to define roles, facilitate access to services and resources, and establish agreement for ongoing coordination and collaboration over the next four years. Recognizing that the workforce system is broader than just the core programs established under WIOA, AJCCs provide an opportunity to connect customers with the full range of services available in their communities. This includes education and training services as well as other wrap-around, supportive and supplementary services that are critical to ensuring the successful placement and retention of quality jobs.

The Local Plan should address the following:

- The roles and resource contributions of Local Boards and AJCC partners identified in the Memorandums of Understanding, as outlined in *WIOA Memorandums of Understanding (WSD18-12) (PDF)*.
- How the Local Board and AJCC partners 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.
- How the Local Board and AJCC partners will strengthen linkages between the one-stop delivery system and unemployment insurance programs.
- How the Local Board and AJCC partners will coordinate relevant secondary and postsecondary education programs and activities, including programs authorized under the Carl D. Perkins Career and Technical Education Act of 2006, to coordinate strategies, enhance services, and avoid duplication of services.
- How the Local Board and AJCC partners will coordinate workforce development programs and economic development activities as well as promote entrepreneurial skills training and microenterprise services.
- How the Local Board and AJCC partners will implement and transition to an integrated, technology-enabled intake and case management information system for programs carried out under this act and programs carried out by one-stop partners. This should include efforts related to co-enrollment as outlined in *Strategic Co-Enrollment – Unified Plan Partners (WSD19-09) (PDF)*.
- How the Local Board and AJCC partners will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.
- How the Local Board and AJCC partners will comply with WIOA Section 188 and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities. This includes providing staff training and support for addressing the needs of individuals with disabilities as outlined in *Nondiscrimination and Equal Opportunity Procedures (WSD17-01) (PDF)*.
- ***How the Local Board will work with WIOA Section 166 grantees to provide Indian and Native Americans equal access to AJCC services.***

- ***How the Local Board will work with WIOA Section 167 grantees to provide eligible Migrant and Seasonal Farmworkers equal access to AJCC services.***

#### *State Strategic Partner Coordination*

This section of the Local Plan should address how Local Boards will continue to grow the strategic partnerships established under the previous Local Plan modification guidance. When Local Boards conducted their two-year modification of the PY 2015-2020 Local Plans, they were asked to establish new partnerships with strategic partners included in the State Plan. Local Boards should explain the progress made in those partnerships since the modifications were complete as well as their plan to continue the partnerships over the next four years.

The Local Plan should address the following:

- ***How the Local Board will coordinate with County Health and Human Services Agencies and other local CalFresh E&T partners such as community based organizations (CBO) and community colleges to serve their local CalFresh populations.***
- ***How the Local Board will coordinate with Local Child Support Agencies and partner CBOs to serve their local non-custodial parent population.***
- ***How the Local Board will coordinate with Local Partnership Agreement partners established in alignment with the Competitive Integrated Employment Blueprint to improve services for jobseekers with Intellectual Disabilities and Developmental Disabilities.***
- ***How the Local Board will coordinate with local partners, including CBOs, to improve service delivery to individuals who are English language learners, foreign born and/or refugees.***

#### *Title I Services*

This section of the Local Plan should address the services and activities established for Local Boards under WIOA Title I, including the provision of adult, dislocated workers, and youth services.

The Local Plan should address the following:

- A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the Local Area.
- How the Local Board will coordinate workforce investment activities carried out in the Local Area with statewide rapid response activities as outlined in *Rapid Response and Layoff Aversion Activities* ([WSD16-04](#)) (PDF).
- A description and assessment of the type and availability of youth workforce investment activities in the Local Area as outlined in *WIOA Youth Program Requirements* ([WSD17-07](#)) (PDF). This should include activities for youth with disabilities. This should also include strategies that have been implemented or are planned to be implemented to increase the digital literacy and fluency of youth participants.

- How training services outlined in WIOA Section 134 will be provided through the use of individual training accounts. This should include if contracts for training services will be used, and if so, how the use of such contracts will be coordinated with the use of individual training accounts. This should also include 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.
- How the Local Board will 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 as outlined in *WIOA Adult Program Priority of Service (WSD15-14) (PDF)*.
- How the Local Board will coordinate workforce and education activities with the provision of appropriate supportive services.

### *Title I Administration*

This section of the Local Plan should address the various administrative requirements established for Local Boards under WIOA Title I.

The Local Plan should address the following:

- The entity responsible for the disbursement of grant funds as determined by the chief elected official or the Governor.
- The competitive process that will be used to award the sub-grants and contracts for WIOA Title I activities.
- ***Indicate whether the Local Board internally fulfills or contracts out the duties of the AJCC Operator and/or the Career Services Provider as outlined in Selection of AJCC Operators and Career Services Providers (WSD19-13) (PDF). This should include the name(s) and role(s) of any entities that the Local Board contracts with.***
- 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 between the Local Board and the local office of a designated State agency or designated State unit administering programs carried out under Title I of the Rehabilitation Act of 1973 with respect to efforts that will enhance the provision of services to individuals with disabilities.

### *Staff Training and Capacity Building*

This section of the Local Plan should describe strategies for staff preparation, training, and ongoing professional development to effectively respond to multifaceted participant needs. Local Boards are encouraged to work with WIOA core, required, and strategic partners to identify available training, participate in joint-trainings, and share resources and best practices, when appropriate.

The Local Plan should address the following:

- ***Describe training and/or professional development that will be provided for frontline staff for targeted sectors and promoting job quality.***
- ***Describe training and/or professional development that will be provided to frontline staff to ensure cultural competencies and an understanding of multi-faceted experiences of trauma-exposed populations.***
- ***Describe training and/or professional development that will be provided to frontline staff to gain and expand proficiency in digital fluency and distance learning.***
- ***Describe training that will be provided to frontline staff on common case management or co-enrollment strategies. This should include if partners were involved in the delivery of training.***

## **Stakeholder and Community Engagement**

Development of comprehensive plans entails building broad and inclusive partnerships with regional and local entities in a variety of sectors. This includes engaging with employers, labor organizations, and community based organizations as well as WIOA core, required, and strategic program partners. This will ensure the inclusion of person-centered approaches to addressing multifaceted barriers to employment by utilizing input from the communities themselves.

Stakeholders participating in the planning processes should include, but are not limited to, employers, labor organizations, education partners, human services and housing partners as well as community based organizations that provide services to target populations such as: justice-involved, English language learners, refugees, immigrants, youth, older adults, veterans, people with disabilities, and any other entities supporting historically unserved or underserved communities.

Using the Stakeholder and Community Engagement Summary Template (Attachment 2), RPUs and Local Boards should provide a detailed description of how meaningful stakeholder involvement and community engagement was achieved when developing the Regional and Local Plans. This summary should be included as an attachment to both the Regional and Local Plans.

A list of potential Regional and Local Planning Partners (Attachment 3) was included as a tool to assist with identifying stakeholders for the planning process. If RPUs or Local Boards are unable to identify a regional or local contact, additional technical assistance is available by emailing: [WIOAStatePlan@cwdb.ca.gov](mailto:WIOAStatePlan@cwdb.ca.gov).

### ***Public Meetings and Public Comment***

Local Boards are subject to the open meeting requirements of the Ralph M. Brown Act. The intent of the law is to ensure that meetings are properly noticed, agendas are made available and that the public has an opportunity to provide comment on local policy and operations.

Shelter-in-place requirements or other restrictions related to in-person public meetings may affect how Local Areas conduct community engagement. Local Boards should comply with all applicable state and local requirements and should describe all alternate methods that were utilized to meet open meeting requirements.

Local Boards must provide a 30-day opportunity for public comment prior to submission of the Regional and Local Plans. Any comments that express disagreement with the Regional or Local Plans must be included in the final submission.

### *Accessibility and Inclusivity*

In accordance with WIOA Section 188, public meetings and publicly disbursed information pertaining to Regional and Local Plan content must be made fully accessible to individuals with disabilities as well as to individuals who require additional language options. The following guide can assist in preparing accessible documents: [Seven Steps to Creating an Accessible Microsoft Word document \(PDF\)](#). Reasonable accommodations and alternate formats or languages must be provided upon request to ensure an opportunity for full and equal participation in the planning process.

### **Regional and Local Plan Format**

RPUs and Local Boards should arrange their completed Regional and Local Plans in the following order:

#### *Regional Plan*

1. Cover Page
  - a. Name of RPU
  - b. Name of each Local Board in RPU
2. Regional Plan Content
  - a. Analytical Overview of the Region
  - b. Fostering Demand-Driven Skills Attainment
    - Outcome Measure A: Workforce system participant employment growth and job placement goals
  - c. Enabling Upward Mobility for All Californians
    - Outcome Measure B: Reskilling, upskilling, and educational attainment goals
    - Outcome Measure C: Upward mobility, economic security, job quality, and economic self-sufficiency goals
  - d. Aligning, Coordinating, and Integrating Programs and Services
3. Appendix:
  - a. Stakeholder and Community Engagement Summary
  - b. Public comments received that disagree with the Regional Plan
  - c. Signature Page

## *Local Plan*

1. Cover page
  - a. Name of Local Board
  - b. Contact name, phone number, and email address
2. Local Plan Content
  - a. Local Overview
  - b. Strategic Vision
  - c. Core Program Partner Coordination
  - d. AJCC System Partner Coordination
  - e. State Strategic Partner Coordination
  - f. Title I Services
  - g. Title I Administration
  - h. Staff Training and Capacity Building
3. Appendix:
  - a. Stakeholder and Community Engagement Summary
  - b. Public comments received that disagree Local Plan
  - c. Executed cooperative agreements (if applicable)
  - d. Signature Page

## *Submission Criteria*

Each RPU must submit one package that includes the following documents in separate accessible PDF files copied to a USB flash drive:

- One electronic copy of the Regional Plan with the electronic signatures of the Local Board Chair(s) within the RPU
- One electronic copy of each Local Plan within the RPU with the electronic signatures of the Local Board Chair and Chief Elected Official (CEO) or their designated alternate

If an electronic signature of the CEO or their alternative cannot be achieved by the submission deadline, the Local Board must submit a blank signature page and include a detailed explanation for the signature absence(s) and the date by which the signed copy will provided.

Printed copies are not required for PY 21-24 Regional and Local Plans. Regional and Local Plans must be submitted by USB flash drive to the CWDB no later than April 30, 2021 through one of the following methods:

Mail                                      California Workforce Development Board  
    CWDB Policy Unit  
    PO Box 826880  
    Sacramento, CA 94280-0001

Overnight Mail  
Hand Delivery

California Workforce Development Board  
CWDB Policy Unit  
800 Capitol Mall, Suite 1022  
Sacramento, CA 95814

## ACTION

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Please bring this Directive to the attention of the Local Board and other relevant parties.

## INQUIRIES

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If you have any questions, contact the CWDB Policy Unit at [WIOAStatePlan@cwdb.ca.gov](mailto:WIOAStatePlan@cwdb.ca.gov).

/s/ JAIME L. GUTIERREZ, Chief  
Central Office Workforce Services Division

Attachments are available on the internet:

1. [WIOA Regional Planning Units \(DOCX\)](#)
2. [Stakeholder and Community Engagement Summary \(DOCX\)](#)
3. [Regional and Local Planning Partners \(DOCX\)](#)