

## REGIONAL AND LOCAL PLANNING GUIDE UPDATED NOVEMBER 2021

### BACKGROUND

This document provides a working outline of the regional and local planning requirements that are included in the Workforce Innovation and Opportunity Act (WIOA) and final regulations to guide discussions with regional and local partners. Within this document, pages 1-2 outline the State of Illinois' vision for workforce and WIOA implementation, including local and regional planning. Please read the state vision, as it is intended to inform the local and regional planning process.

The planning requirements that are included in the WIOA and final regulations are outlined in the State of Illinois Regional and Local Planning Guide on pages 3-4. Each local workforce innovation area in Illinois will submit a plan that includes the *regional planning components* (developed by the regional planning team) and *local planning components* (developed by the LWIA) as required by the U.S. Departments of Labor and Education. For purposes of regional and local plan compliance, it is expected that regional and local plans follow the format of the Planning Guide, beginning with the chapter headings and addressing each item of required content in that chapter.

The Regional and Local Planning Guide was most recently updated in October 2019, prior to the COVID-19 pandemic. This guide is being modified in November 2021 to specify how regional and local plans must be updated in 2022 to identify implications of the pandemic, to the extent known. Areas requiring COVID-19 National Health Emergency specific content for the 2022 modification are highlighted in yellow throughout this document.

Note: This guide and the information requirements are based on the latest regulatory information available at the time of publication. Additional information may be required based on any new federal or state regulations that are issued after the release of this guide.

### STATE OF ILLINOIS WORKFORCE VISION AND PRINCIPLES

WIOA requires the state, regional and local workforce plans to be developed in concert with the core and required partners and stakeholders. Illinois' planning process begins with the state's vision and guiding principles as approved by the Illinois Workforce Innovation Board comprised of business, workforce, education, and state agency officials.

#### *Vision*

"Foster a Statewide workforce development system that supports the needs of individuals and businesses to ensure Illinois has a skilled workforce to effectively compete in the global economy."

#### *Guiding Principles*

- Demand-Driven Orientation
- Strong Partnerships with Business at All Levels
- Pathways to Careers of Today and Tomorrow
- Cross-agency Collaboration and Connections
- Integrated Service Delivery
- Equitable Access and Opportunity for all Populations
- Clear Metrics for Progress and Success

- Focus on Continuous Improvement and Innovation

## STRATEGIES

The vision and principles laid the groundwork for the six strategies of the Unified State Plan. The vision, principles and key strategies developed at the state level are the foundation of the planning process. The strategies are as follows:

- Coordinate demand-driven strategic planning at the state and regional levels
- Support employer-driven regional sector initiatives
- Provide economic advancement for all populations through career pathways
- Expand service integration
- Promote improved data driven decision making
- Advance public-private data infrastructure

## STRENGTHENING THE STATE’S COMMITMENT TO WORKFORCE DEVELOPMENT AND JOB CREATION<sup>1</sup>

Governor Pritzker issued Executive Order 2019-03 leading to the creation of the “Action Agenda for Workforce Development and Job Creation” which provides three “action areas” listed below. Local workforce innovation areas must describe how they will address the following action areas, related strategies and proposed action steps that are integrated into the regional and local plan components of this guide<sup>2</sup>.

- Unite workforce development partners around regional cluster strategies
  - Identify high-impact regional clusters and associated in-demand occupations
  - Implement a coordinated workforce development strategy around regional clusters
- Prepare Illinois workers for a career, not just their next job
  - Increase apprenticeship opportunities
  - Address barriers to successful training and employment
  - Establish and support equity goals and align with Perkins equity goals
- Connect job seekers with employers
  - Shorten time from credential to employment
  - Integrate workforce services across program providers for one-stop customers

## PROGRAM COORDINATION AND SERVICE INTEGRATION

The State of Illinois is committed to the integration of the core and required partner programs throughout the workforce system. The planning process must be informed by the service integration activities outlined in the IWIB Service Integration Policy ([WIOA Policy 18-WIOA-1.13](#)). The policy defines service integration as a combination of strategies to align and simplify access to one-stop center services and supports for employers, job seekers and system customers with the goal of providing the best experience possible. Service integration may occur across entities delivering specific services or programs, across time as customer needs change, or both.

This planning guide emphasizes that regions and local areas must demonstrate their commitment to service integration by providing specific plans and actions for working toward alignment, as well as any challenges to aligning the plans and activities within each region and local area. As the planning process

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<sup>1</sup> See: [https://www2.illinois.gov/dceo/whyillinois/Documents/EO3\\_Full\\_Report\\_04.14.19.pdf](https://www2.illinois.gov/dceo/whyillinois/Documents/EO3_Full_Report_04.14.19.pdf)

<sup>2</sup> All regional and local plan requirements related to the Action Agenda for Workforce Development and Job Creation are highlighted for reference.

evolves, regions and local areas must demonstrate the alignment with the strategic plans of other required partners and be sure to integrate other relevant parts when applicable. Local Planning must also align with the community colleges' Perkins CTE 4-Year Plan. Local Workforce Innovation Boards and Adult Education providers are required to be consulted through the completion of the Comprehensive Local Needs Assessment and the Perkins Local Application.

### **REGIONAL AND LOCAL PLAN COORDINATION**

According to the WIOA final rule, a regional plan is required to meet the purpose of developing, aligning, and integrating service delivery strategies; supporting the state's vision and strategic and operational goals; and to coordinate resources among multiple LWIAs in a region. This approach is intended to align resources between multiple local workforce boards. WIOA requires the local workforce board, in partnership with the chief elected official(s), to submit a local plan to the Governor.

### **REGIONAL PLANNING REGULATIONS**

The Workforce Innovation and Opportunity Act and final regulations require local workforce boards and chief elected officials (CEO) within an identified planning region to participate in a regional planning process that results in the preparation of a regional plan that includes:

- The establishment of regional service strategies, including use of cooperative service delivery agreements (§ 679.510(a)(1)(ii));
- The development and implementation of sector initiatives for in-demand industry sectors or occupations for the planning region (§ 679.510(a)(1)(iii));
- The collection and analysis of regional labor market data (in conjunction with the state), which must include the local planning requirements at § 679.560(a)(1)(i), (ii) and (iv);
- The coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate (§ 679.510(a)(1)(v));
- The coordination of transportation and other supportive services as appropriate (§ 679.510(a)(1)(vi));
- The coordination of services with regional economic development services and providers (§ 679.510(a)(1)(vii)); and
- The establishment of an agreement concerning how the planning region will collectively negotiate and reach agreement with the Governor on local levels of performance for, and report on, the performance accountability measures described in WIOA Sec. 116(c) for local areas or the planning region (§ 679.510(a)(1)(viii)).

### **LOCAL PLANNING REGULATIONS**

The local plan serves as a four-year action plan to develop, align and integrate the region and local area's job-driven workforce development systems and provides the platform to achieve the local area's visions and strategic and operational goals. At the end of the first 2-year period of the 4-year local plan, each local board shall review<sup>3</sup> the local plan and the local board, in partnership with the chief elected official, shall prepare and submit modifications to the local plan to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the local plan. Additional criteria have been included in this Planning Guide to assist Regional and Local Workforce Areas in developing responses to support COVID-19 and Equity implications for Program Year 2022 (State Fiscal Year 2021), which begins July 1, 2022. The local plan sets forth the strategy to:

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<sup>3</sup> Workforce Innovation and Opportunity Act, U.S.C. 29 § 3123(a)

- 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 (§ 679.500(a)(1));
- Apply job-driven strategies in the one-stop system (§ 679.500(a)(2));
- Enable economic, education and workforce partners to build a skilled workforce through innovation in, and alignment of, employment, training and education programs (§ 679.500(a)(3)); and
- Incorporate the local plan into the regional plan per § 679.540. At the end of the first 2-year period of the 4-year local plan, each local board shall review the local plan and the local board, in partnership with the chief elected official, shall prepare and submit modifications to the regional and local plans to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the local plan (§ 679.560(a)).

### ILLINOIS PLANNING REGIONS

WIOA Section 106 requires the Governor to identify “planning regions” to align workforce development activities and resources with larger regional economic development areas. After an analysis of the labor market information and other data factors, the State has determined that the WIOA planning regions align with the existing ten Economic Development Regions (see Appendix I). The Economic Development Regions were determined based on the following factors:

- Workforce: Demographics, Labor Force, Commuting Patterns
- Geography: Metropolitan Statistical Areas (MSAs)
- Business & Industry: Employers & Major Industries

In accordance with WIOA Section 106(a)(2), a single local area may not be split across two planning regions. Local areas must be contiguous to be a planning region and effectively align economic and workforce development activities and resources (20 CFR 679.210). There are three LWIAs in Illinois that are split across state planning regions. **A waiver from this requirement was approved by the U.S. Department of Labor through June 30, 2022 as a part of the 2020-2024 Unified State Plan<sup>4</sup>. Local areas split across multiple planning regions may elect to participate in regional planning in the region of their choice or in both.**

The State of Illinois recognizes that the realignment of a local workforce area requires a significant amount of planning and effort at the state and local levels. Technical assistance is available to local workforce areas that voluntarily choose to realign programs, consolidate activities and/or merge local workforce areas.

### PLAN ORGANIZATION

All local workforce innovation areas in Illinois must submit a plan that includes both the regional and local planning components outlined in this planning guide. For example, the Southern Illinois Plan will include the *regional components* (chapters 1-3) and the *local components* (chapter 4-6) from LWIA 25, and the *local components* (chapters 4-6) from LWIA 26.

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<sup>4</sup> <https://www.illinoisworknet.com/WIOA/Resources/Pages/StateUnifiedPlan.aspx>

REGIONAL COMPONENTS	
Chapter 1	Economic and Workforce Analysis
Chapter 2	Strategies for Service Integration
Chapter 3	Vision, Goals and Implementation Strategies
LOCAL COMPONENTS	
Chapter 4	Operating Systems and Policies
Chapter 5	Performance Goals and Evaluation
Chapter 6	Technical Requirements and Assurances

**TIMELINE**

ACTIVITY	TARGET DATE
Regional and Local Planning Guide issued	November 30, 2021
Regional data packets issued	November 30, 2021
Regional and local plan posted for 30-day public comment period	February 14, 2022
Regional and local teams update plans based on public comments	March 16, 2022
Regional and local plan finalized (approved by Local Board and submitted to the Governor)	March 31, 2022
State review period completed	June 30, 2022
Regional and local plan effective date or technical assistance provided (as needed)	July 1, 2022

**PLAN REVIEW AND PUBLIC COMMENT**

The plan (including the regional and local components) must be made available for viewing and public comment for no more than 30 days before submission to the Governor per § 679.550(b)(3). Any comments expressing disagreement with the plan must be included when the plan is submitted.

**INSTRUCTIONS FOR SUBMITTAL**

The regional and local component of the plan must follow the chapter format as laid out in this Planning Guide. The required items of content in the guide will be reviewed for quality and completeness to meet compliance requirements. Plans must be submitted by the close of business on March 31, 2022 to the State of Illinois at: [wioaplans-mous@illinoisworknet.com](mailto:wioaplans-mous@illinoisworknet.com)

## CHAPTER 1: ECONOMIC AND WORKFORCE ANALYSIS – REGIONAL COMPONENT

This chapter must discuss how the region has collected and analyzed **updated** regional labor market information including the local planning requirements. The chapter must demonstrate alignment with education and economic development. Regional teams are encouraged to use the labor market information posted on <https://www.illinoisworknet.com/WIOA/RegPlanning> that will provide consistency in the data used for regional analysis throughout the state<sup>5</sup>.

A. As part of the 2022 modification, provide an **updated** analysis of the factors listed below noting any significant impacts of the COVID-19 National Health Emergency:

1. Economic conditions including existing and emerging in-demand industry sectors and occupations (§ 679.560(a)(1)(i));
  - a. What are the targeted industries, high-impact industry clusters, and in-demand occupations in the region?
  - b. What industries and occupations have favorable location quotients?
  - c. What industries and occupations have favorable demand projections based on growth?
  - d. What industries and occupations have favorable demand projections based on replacements?
  - e. What industries and occupations are considered mature but still important to the economy?
  - f. What industries and occupations are considered emerging in the regional economy?
  - g. What sources of supply and demand data were used to determine the targeted industries occupations and skills?
2. Employment needs of employers in existing and emerging in-demand industry sectors and occupations (§ 679.560(a)(1)(ii));
3. 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 (§ 679.560(a)(2));
  - a. What are the targeted career pathway clusters in the region?
  - b. What are the skills that are in demand in the region?
  - c. How well do the existing skills of job seekers match the demands of local businesses?
4. Regional workforce considering current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment<sup>6</sup> (§ 679.510(a)(1)(iv) and § 679.560(a)(3)).

<sup>5</sup> For clarity on what resources to use, regions can discuss the most appropriate data to select with their local IDES labor market economist.

<sup>6</sup> The term “individual with barrier to employment” means one or more of the following populations: displaced homemakers, low-income individuals, Indians, Alaska Natives, and Native Hawaiians, individuals with disabilities, including youth who are individuals with disabilities, older individuals, ex-offenders, homeless individuals, or homeless children and youths, youth who are in or have aged out of the foster care system, individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers, eligible migrant and seasonal farmworkers, individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act, single parents,

- a. How is the region changing in terms of demographics, labor supply and occupational demand?
  - b. What special populations exist in the region, what is their magnitude, and what are the policy and service implications to meet the needs of these individuals?
- B. Describe the development and implementation of sector initiatives for in-demand industry sectors or occupations for the planning region (§ 679.510(a)(1)(iii)). Plans must answer the following questions:
1. How will the workforce partners convene employers, foundations and regional institutions to help lead sector partnerships and make coordinated investments?
  2. Identify the established and active sector partnerships in the region (as defined in Illinois' Next Generation Sector Strategies Guide<sup>7</sup>)? If any exist, are they business-led and what is their role in WIOA planning?
  3. Identify any regional sector partnerships that are inactive or have disbanded since the prior planning cycle. What other public-private partnerships exist in the region that could support sector strategies and what is their role in planning?
  4. What neutral conveners with the capacity to help establish sector partnerships exist in the region and what is their role in planning?
- C. As part of the 2022 modification, describe the impact of the pandemic on the ability to collect and analyze regional labor market information not mentioned in the previous sections. Include what steps, to the extent known, that will be taken over the next two years to adapt to the impact of the pandemic.
- D. As part of the 2022 modification, describe how a *workforce equity lens* is incorporated into the local planning requirements for collecting and analyzing labor market information

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including pregnant single women, long-term unemployed individuals, and such other groups as the Governor determines to have barriers to employment (WIOA Sec. 3(24)).

<sup>7</sup> Regional team are encouraged to review Illinois' Next Generation Sector Strategies Guide that is posted on <https://www.illinoisworknet.com/WIOA/network/Pages/SectorStrategies.aspx>

## CHAPTER 2: STRATEGIES FOR SERVICE INTEGRATION – REGIONAL COMPONENT

This regional component of the plan must describe the regional service strategies, including use of cooperative service delivery strategies and the connection of job seekers with employers. As part of the 2022 modification, regions are required to provide *updated* information and analysis noting any significant impacts of the COVID-19 National Health Emergency and what steps will be taken to address the challenges and opportunities that are associated with the regional service integration strategies.

- A. Provide an analysis of workforce development activities, including education and training, in the region. This analysis must 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 (§ 679.560(a)(4)). The 2022 modification must update the following sections of your plan where applicable to address the impact of the COVID-19 National Health Emergency and any plans for mitigating the pandemic implications over the next two:
1. Analyze the strengths and weaknesses of workforce development activities in the region
  2. Analyze the capacity of the regional partners to provide workforce development activities to address the education and skill needs of the workforce including individuals with barriers to employment.
  3. Analyze the capacity of the regional partners to provide activities to address the needs of employers.
  4. How well do existing training programs in the region and local areas prepare job seekers to enter and retain employment with regional businesses?
  5. Summarize the commitments of each program partner to implement the selected strategies described in the “Action Plan for Improving Service Integration in the Region.”
- B. Describe how transportation and other supportive services are coordinated within the region (§ 679.510(a)(1)(vi)). The 2022 modification must update the following sections of your plan where applicable to address the impact of the COVID-19 National Health Emergency and any plans for mitigating the pandemic implications over the next two:
1. What regional organizations currently provide or could provide supportive services?
  2. What policies and procedures will be established to promote coordination of supportive services delivery?
- C. Describe the coordination of services with regional economic development services and WIOA service providers (§ 679.510(a)(1)(vii)). The 2022 modification must address the impact of the COVID-19 National Health Emergency and any plans for mitigation over the next two years when respond to the following required sections:
1. What economic development organizations, WIOA service providers or businesses are actively engaged in regional planning?
  2. What economic development organizations, WIOA service providers or businesses were invited to participate but declined?



- D. Describe the coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate (§ 679.510(a)(1)(v)).
- E. As part of the 2022 modification, describe the impact of the pandemic on the regional service strategies, including use of cooperative service delivery strategies and the connection of job seekers with employers, not covered in the above sections. Include what steps, to the extent known, that will be taken over the next two years to adapt to the impact of the pandemic regarding the regional service strategies, including use of cooperative service delivery strategies and the connection of job seekers with employers.
- F. As part of the 2022 modification, describe how a *workforce equity lens* is or will be incorporated in the regional service integration strategies, including the coordination of service delivery strategies to job seekers and employers.

### CHAPTER 3: VISION, GOALS AND IMPLEMENTATION STRATEGIES – REGIONAL COMPONENT

This section will outline how the Local Workforce Board(s) will coordinate the regional workforce, education and economic development activities with regional activities that are carried out in the local areas. The responses must illustrate that business, education and workforce development stakeholders have provided input and are involved with the development of the strategies and to ensure alignment with other plans. Regions are required to provide *updated* information and analysis noting any significant impacts of the COVID-19 National Health Emergency and what steps will be taken to address the challenges and opportunities that are associated with the implementation of regional strategies.

- A. Describe the local strategic vision to support state and regional economic growth (§ 679.560(a)(5)). Describe how this aligns with the State of Illinois' vision and principles (page 1). As part of the 2022 modification, include a description of how the region and local areas will adapt to the impact of COVID-19 National Health Emergency over the next year to accomplish the local strategic vision and support state and regional economic growth.
- B. Describe the local goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment) and goals relating to the performance accountability measures based on performance indicators (§ 677.155(a)(1)). As part of the 2022 modification, include a description of how the region and local areas will adapt to the impact of the COVID-19 National Health Emergency over the next two years in accomplishing local goals for preparing an educated and skilled workforce and goals relating to performance.
- C. Provide a description of the regional and local strategies that will achieve the vision and principles. To the extent possible, the 2022 modification must describe how regional partners are adapting or will adapt their approaches to meeting each of the strategies described in the 2020 plan as a result of COVID-19 National Health Emergency. This section must include a description of the strategies and services that will be used in the local areas:
  - To facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations (§ 679.560(b)(3)(i));
  - To support a local workforce development system that meets the needs of businesses in the local area (§ 679.560(b)(3)(ii));
  - To better coordinate workforce development programs and economic development (§ 679.560(b)(3)(iii));
  - To strengthen linkages between the one-stop delivery system and unemployment insurance programs (§ 679.560(b)(3)(iv));
  - To promote entrepreneurial skills training and microenterprise services (§ 679.560(b)(4)); and
  - To implement 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 (§ 679.560(b)(3)(v)).

- D. Describe regional strategies that will increase apprenticeship and other work-based learning opportunities.
- E. Describe initiatives to shorten the time from credential to employment and address how the area will work with the education system to begin putting training opportunities in place to meet this strategy.
- F. Describe the steps that will be taken to support the state’s efforts to align and integrate education, workforce and economic development including:
- Fostering the improvement and expansion of employer-driven regional sector partnerships to increase the focus on critical in-demand occupations in key sectors that are the engine of economic growth for the state and its regions.
  - Expanding career pathway<sup>8</sup> opportunities through more accelerated and work-based training and align and integrate programs of study leading to industry-recognized credentials and improved employment and earnings.
  - Expanding career services and opportunities for populations facing multiple barriers to close the gap in educational attainment and economic advancement through career pathways and improved career services and expansion of bridge programs.
  - Expanding information for employers and jobseekers to access services by improving the Illinois public-private data infrastructure to support the alignment and integration of economic development, workforce development and education initiatives for supporting sector partnerships and career pathways.
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G. As part of the 2022 modification, describe the impact of the pandemic on how the Local Workforce Board(s) will coordinate the regional workforce, education and economic development activities with regional activities that are carried out in the local areas not covered in the above sections. Include what steps, to the extent known, that will be taken over the next two years to adapt to the impact of the pandemic regarding how the Local Workforce Board(s) efforts for regional coordination.

H. As part of the 2022 modification, describe how a *workforce equity lens* is or will be incorporated in the implementation of regional workforce, education, and economic development strategies.

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<sup>8</sup> The [State of Illinois Career Pathways Dictionary](https://isac.org/pace/cp_dictionary_11-13-18_final.pdf) is available at [isac.org/pace/cp\\_dictionary\\_11-13-18\\_final.pdf](https://isac.org/pace/cp_dictionary_11-13-18_final.pdf).

## CHAPTER 4: OPERATING SYSTEMS AND POLICIES – LOCAL COMPONENT

This chapter provides an overview of all the operating systems and policies within the Local Workforce Innovation Areas (LWIAs). LWIAs must incorporate key documents into the plan that describe the one-stop delivery system and the services that are provided by the workforce partners. LWIAs are required to provide **updated** information and analysis noting any significant impacts of the COVID-19 National Health Emergency and what steps will be taken to address the challenges and opportunities that are associated with the local operating system and policies.

- A. Coordination of Planning Requirements: The plan will incorporate the Memorandum of Understanding and Service Integration Action Plan and include the following statements in this chapter:
- *The Local Workforce Innovation Area (enter number) **Memorandum of Understanding** provides a description of the one-stop delivery system, and other information that is essential to the establishment and operation of effective local workforce development systems as required by the WIOA Rule (20 CFR Part 678.705). The Memorandum of Understanding and any subsequent modifications is incorporated by reference into this plan.*
  - *The Local Workforce Innovation Area (enter number) **Service Integration Action Plan** provides a description of how local workforce partners will align and coordinate services as required by the State of Illinois Service Integration Policy (WIOA Policy Chapter 1, Section 13). The Service Integration Action Plan and any subsequent modifications is incorporated by reference into this plan.*
- B. Provide information regarding the use of technology in the one-stop delivery system, including a description of:
- How the workforce centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA (§ 679.560(b)(20)).
  - How the Local Board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means (§ 679.560(b)(5)(ii)).
  - As part of the 2022 modification, describe how lessons learned about the remote delivery of services during the COVID-19 National Health Emergency will be adapted into operations over the next two years.
- C. Describe how the Local Board will support the strategies identified in the Unified State Plan and work with entities carrying out core programs, including a description of the following, noting significant implications of the COVID-19 National Health Emergency where applicable (§ 679.560(b)(1)(ii)):
- Expanding access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment (§ 679.560(b)(2)(i));
  - Scaling up the use of Integrated Education and Training models to help adults get their GED and work on other basic skills and English language acquisition while earning credentials and industry-recognized credentials that lead to in-demand occupations;

- Using the insights and lessons learned from successful dual credit programs to scale up similar efforts in other sectors and regions;
- Determining the most effective marketing methods and messages for informing college and university students about Prior Learning Assessments;
- Investigating how targeted marketing can identify segments of the labor force, such as mature workers and the underemployed, who may not require extensive education or training to qualify for jobs in high demand occupations;
- Facilitating the development of career pathways and co-enrollment, as appropriate, in core programs (§ 679.560(b)(2)(ii)); and
- Improving access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable) (§ 679.560(b)(2)(iii)).
- In the 2022 modification, use insights and lessons learned from COVID-19 National Health Emergency regarding the identification and service delivery to targeted populations significantly affected by the pandemic.

D. Provide information regarding the local coordination strategies with state (including the Unified State Plan), regional and local partners to enhance services and avoid duplication of activities, including a description of the following, noting any significant implications of the COVID-19 National Health Emergency, where applicable:

- Adult, Dislocated Worker and Youth employment and training activities under WIOA Title I (§ 679.560(b)(6)).
- Adult education and literacy activities under WIOA Title II. This description must include how the Local Board 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 (§ 679.560(b)(12)).
- Wagner-Peyser Act (29 U.S.C. 49 et seq.) services (§ 679.560(b)(11)).
- Vocational rehabilitation service activities under WIOA Title IV (§ 679.560(b)(13)).
- Relevant secondary and post-secondary education programs and activities with education and workforce investment activities (§ 679.560(b)(9)).
- How the Local Board will support the state strategies identified under § 676.105 and work with the entities carrying out core programs and other workforce development programs, including programs of study and career pathway programs under the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) to support service alignment and needs identified in regional or local level assessments including the Perkins Comprehensive Local Needs Assessment (§ 679.560(b)(1)(ii)).
- Provide a copy of the local supportive service policies and describe how the Local Board will coordinate the provision of transportation and other appropriate supportive services in the local area (§ 679.560(b)(10)) and include information on the supportive services by each local program as appropriate.

E. Provide a description of how the local area will provide adult and dislocated worker employment and training activities including:

- A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area (§ 679.560(b)(6)).

- A description of how the Local Board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities (§ 679.560(b)(7)). As part of the 2022 modification, describe how adult and dislocated worker employment and training activities will address the impact and recovery from the COVID-19 National Health Emergency.

F. Provide a description of how the local area will provide youth activities including:

- 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 (§ 679.560(b)(8)).
- A description of how local areas will meet the minimum expenditure rate for out-of-school youth.
- As part of the 2022 modification, describe how youth activities will address the impact and recovery from the COVID-19 National Health Emergency.

G. Provide a description of how the local area will provide services to individuals with barriers to employment<sup>9</sup> as outlined in the Unified State Plan:

- Provide information on how priority 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) (§ 679.560(b)(21)).
- Describe how the local workforce areas will ensure equitable access to workforce and educational services through the following actions:
  - Disaggregating data by race, gender, and target population to reveal where disparities and inequities exist in policies and programs.
  - Exposing more high school students, particularly young women and minorities, to careers in science, technology, engineering and math fields.
  - Exploring how effective mentor programs can be expanded to adults, particularly those who are displaced and moving to a new career.
  - Ensuring workforce services are strategically located in relation to the populations in most need

H. Provide a description of training policies and activities in the local area, including the following and any significant implications of the COVID-19 National Health Emergency, as applicable:

- How local areas will meet the annual Training Expenditure Requirement (WIOA Policy Chapter 8, Section 4<sup>10</sup>);

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<sup>9</sup> The term “individual with barrier to employment” means one or more of the following populations: displaced homemakers, low-income individuals, Indians, Alaska Natives, and Native Hawaiians, individuals with disabilities, including youth who are individuals with disabilities, older individuals, ex-offenders, homeless individuals, or homeless children and youths, youth who are in or have aged out of the foster care system, individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers, eligible migrant and seasonal farmworkers, individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act, single parents, including pregnant single women, long-term unemployed individuals, and such other groups as the Governor determines to have barriers to employment (WIOA Sec. 3(24)).

<sup>10</sup> <https://apps.il-work-net.com/WIOAPolicy/Policy/Index/250>

- How local areas will encourage the use of work-based learning strategies, including the local area goals for specific work-based learning activities and proposed outcomes related to these activities;
  - Provide a copy of the local Individual Training Account Policy and describe 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, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter, and 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 (§ 679.560(b)(18)); and
  - Provide a copy of the local training provider approval policy and procedures. Describe how the Local Board will ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers and jobseekers.
- I. Describe if the local workforce board will authorize the transfer of WIOA Title IB workforce funds, including the maximum dollar amount and/or percentage that is authorized to be transferred on an annual basis:
- To transfer funds between the adult and dislocated worker funding streams.
  - To use funds for incumbent worker training as outlined in WIOA Sec. 134(d)(4)(A)(i).
  - To use funds for transitional jobs as outlined in WIOA Sec. 134(d)(5).
  - To use funds for pay for performance contracts as outlined in WIOA Sec. 133(b)(2-3).
- J. As part of the 2022 modification, describe the impact of the pandemic the operating systems and policies within the Local Workforce Innovation Areas (LWIAs) otherwise not already described above. Include what steps, to the extent known, that will be taken over the next two years to adapt to the impact of the pandemic regarding the operating systems and policies within the Local Workforce Innovation Areas (LWIAs).
- K. Describe how a workforce equity lens is or will be incorporated in the operating systems and policies as part of the Local Workforce Innovation Areas (LWIAs)

## CHAPTER 5: PERFORMANCE GOALS AND EVALUATION – LOCAL COMPONENT

The plan must include information on the actions the Local Board will take toward becoming or remaining a high performing board, consistent with the factors developed by the State Board (WIOA Sec. 101(d)(6)) and (§ 679.560(b)(17)). LWIAs are required to provide *updated* information and analysis noting any significant impacts of the COVID-19 National Health Emergency and what steps will be taken to address the challenges and opportunities that are associated with performance goals and evaluation.

- A. Provide information regarding 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 Board 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 (core and required partners as applicable) in the local area (§ 679.560(b)(16)).
  - WIOA Performance Measures
  - Additional State Performance Measures
- B. Provide a description of the current and planned evaluation activities and how this information will be provided to the local board and program administrators as appropriate.
  - What existing service delivery strategies will be expanded based on promising return on investment?
  - What existing service delivery strategies will be curtailed or eliminated based on minimal return on investment?
  - What new service strategies will be used to address regional educational and training needs based on promising return on investment?
    - What return on investment and qualitative outcome data for various education and training programs will be collected to identify barriers to enrollment?
    - What are the most cost-effective approaches to taking down those barriers or helping residents overcome them?
- C. Provide a description of the current and planned evaluation activities and how this information will be provided to the local board and program administrators as appropriate.
- D. As part of the 2022 modification, describe the impact of the pandemic on the regional service strategies, including use of cooperative service delivery strategies and the connection of job seekers with employers, not covered in the above sections. Include what steps, to the extent known, that will be taken over the next two years to adapt to the impact of the pandemic in regard to the regional service strategies, including use of cooperative service delivery strategies and the connection of job seekers with employers.
- E. As part of the 2022 modification, describe how a *workforce equity lens* is or will be incorporated in the analysis of performance goals and implementation of evaluation activities.

## CHAPTER 6: TECHNICAL REQUIREMENTS AND ASSURANCES – LOCAL COMPONENT



This chapter includes the technical requirements and assurances that are required by the Workforce Innovation and Opportunity Act (WIOA Sec. 121 (c)(2)(iv)). LWIAs are required to provide *updated* information and analysis noting any significant impacts of the COVID-19 National Health Emergency and what steps will be taken to address the challenges and opportunities that are associated with meeting the administrative requirement of the Workforce Innovation and Opportunity Act programs.

#### A. Fiscal Management

- Identify the entity responsible for the disbursement of grant funds described in WIOA Sec. 107(d)(12)(B)(i)(III) as determined by the chief elected official or the Governor under WIOA Sec. 107(d)(12)(B)(i) (§ 679.560(b)(14)).
- Provide a copy of the local procurement policies and procedures and describe the competitive procurement process that will be used to award the subgrants and contracts for WIOA Title I activities (§ 679.560(b)(15)).

#### B. Physical and Programmatic Accessibility

- Describe 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 (§ 679.560(b)(5)(iii)).
- Provide copies of executed cooperative agreements (as applicable) 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 system, with respect to efforts that will enhance the provision of services to individuals with disabilities (§679.560(b)(13)). This may include cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts at cooperation, collaboration and coordination.

#### C. Plan Development and Public Comment

- Describe the process used by the Local Board to provide a 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 (§ 679.560(b)(19)).
- Provide a summary of the public comments received and how this information was addressed by the CEO, partners and the Local Board in the final plan.
- Provide information regarding the regional and local plan modification procedures.

D. Describe how a *workforce equity lens* is or will be incorporated in with meeting the administrative requirement of the Workforce Innovation and Opportunity Act programs

**APPENDIX ITEM I**  
**REGIONAL ECONOMIC DEVELOPMENT REGIONS AND**  
**LOCAL WORKFORCE INNOVATION AREAS**  
**UPDATED JULY 1, 2019**

