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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

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OFFICIAL

E-mailed: 3/25/2016 (tk)

Workforce Development Agency (WDA)
Policy Issuance (PI): 16-02

Date: March 25, 2016

To: Michigan Works! Agency (MWA) Directors

From: Joe Billig, Director (**SIGNED**)
Office of Talent Policy and Planning

Subject: The Workforce Innovation and Opportunity Act (WIOA) Four-Year Regional and Local Plans for Program Years (PYs) 2016 through 2019

Programs Affected: Programs Mandated for Inclusion in the Michigan Works! System

Rescissions: The WDA PI 12-19

References: The WIOA of 2014, Public Law 113-128 (29 United States Code Section 3101, *et. seq.*)

The WIOA Notices of Proposed Rulemaking (Proposed Rules) as Published in the Federal Register on April 16, 2015

WDASOM PI 12-32, issued March 26, 2013

WDA PI 15-11, issued July 1, 2015

Background: The WIOA, which supersedes the Workforce Investment Act (WIA) of 1998, presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. The WIOA supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work. This revitalized workforce system will be characterized by three critical hallmarks of excellence:

- (1) The needs of business and workers drive workforce solutions;
- (2) One-Stop Centers provide excellent customer service to workers, jobseekers and employers, and focus on continuous improvement;
- (3) The workforce system supports strong regional economies and plays an active role in community, economic and workforce development.

Per the WIOA Section 106(a), states are required to identify planning regions. In Michigan, the Governor's Prosperity Regions fulfill this requirement. Further, the WIOA Section 106(b) requires the Governor to designate local workforce development areas within the state for the purposes of the WIOA. The WDA PI 15-11, issued July 1, 2015, provided necessary guidance regarding the designation of local workforce development areas in Michigan. Per the WIOA Section 106(a)(2), a planning region may include one or more local areas.

Planning regions provide an opportunity for local areas to collaborate more formally within the larger regional economy. Per the WIOA Proposed Rules Section 679.200, the purpose of identifying planning regions is to align workforce development activities and resources with larger regional economic development areas and available resources to provide coordinated and efficient services to both jobseekers and employers. Per the WIOA Section 106(c), local Workforce Development Boards (WDBs) and chief elected officials are required to engage in a regional planning process that results in the development of a regional plan. Further, per the WIOA Section 108(a), each local WDB is also responsible for developing a local plan in partnership with the chief elected official.

Policy:

The purpose of this policy issuance is to provide guidance to the local areas regarding the development and submission of regional and local plans in compliance with the requirements of the WIOA and the WIOA Proposed Rules. Because **all local areas** are part of a planning region, all local areas **must submit** both a **regional and** a **local plan** in alignment with the requirements outlined in the WIOA Sections 106(c) and 108, and the WIOA Proposed Rules. **Approval of the plans by both the chief elected official(s) and the local WDB(s), for all local areas within the planning region, must occur prior to submission of the regional plans to the WDA for approval.** The chief elected official(s) and local WDB must also approve local plans before submission to the WDA for approval.

For planning regions encompassing multiple local areas, only one submission of the regional plan to the WDA for approval is necessary. Further, **in cases where a planning region includes only one local area, a combined regional and local plan may be submitted to the WDA for approval in lieu of the submission of a separate regional and local plan as long as the combined plan meets all regional and local planning**

requirements specified in the WIOA, the WIOA Proposed Rules, and this policy issuance.

Regional and local plans submitted in response to this policy issuance will establish a new four-year planning cycle including PYs 2016 through 2019. Regional plans must be consistent with the requirements outlined in Section I of the attachment to this policy issuance while local plans must be consistent with the requirements outlined in Section II. Consistent with Section 107(e) of the WIOA, the local board must make information about regional and local plans available to the public on a regular basis through electronic means and open meetings.

Plan Modifications

During the four-year lifecycle of the regional and local plans, local areas **may be required to submit annual modifications** to the plans as changes in regional and local conditions necessitate, and as the WDA determines necessary. **At a minimum, modifications for both regional and local plans will be required at the end of the first two-year period of the plans** (i.e. June 30, 2018).

Conditions which require a modification to the **regional plan** include: 1) Changes in regional labor market and economic conditions; and 2) Other factors affecting the implementation of the plan, including but not limited to, changes in the financing available regionally to support the WIOA Title I and partner-provided WIOA services.

Conditions which require a modification to the **local plan** include: 1) Changes in labor market and economic conditions; and 2) Other factors affecting the implementation of the plan, including but not limited to, significant changes in local economic conditions, the financing available to support the WIOA Title I and partner-provided WIOA services, and local WDB structure, and/or the need to revise strategies to meet local performance goals.

Public Comment

All regional and local plans, and any subsequent modifications to such plans, are subject to a 30-day public review and comment period as described in the WIOA and the WIOA Proposed Rules, and in Section III of the attachment to this policy issuance.

NOTE: A preliminary copy of the regional and local plan incorporating the requirements of this policy issuance may be forwarded to the WDA for informational purposes prior to the mandatory 30-day public review and comment period.

Action: All regional and local plans must be submitted electronically to the WDA no later than 90 days after the issue date of this policy. Plans should be submitted to Ms. Teresa Keyton at Keytont@michigan.gov. Please copy your assigned WIOA State Coordinator on your email submission. In addition, one signed copy of each of the attached Approval Request forms, with original signatures, should be mailed to:

Office of Talent Policy and Planning
Workforce Development Agency
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Further, any comments received during the public review and comment process that represent disagreement with the regional and/or local plan should also be submitted to the WDA electronically to Ms. Keyton with your plan submission.

Inquiries: Questions regarding this policy issuance should be directed to your WIOA State Coordinator.

This policy issuance is available on the WDA's website at <http://www.michigan.gov/wda/0,5303,7-304-67992---,00.html>. Please contact Ms. Keyton at (517) 335-5858 or via e-mail if you require assistance.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request to this office. Please contact Ms. Keyton for details.

**Expiration
Date:**

June 30, 2020

**Approval Request Form Instructions
WIOA Regional Plans**

1. Prosperity Region: Enter the name of the Prosperity Region submitting the plan.
2. Prosperity Region Number: Enter the number assigned to the Prosperity Region.
3. Plan Title(s): Enter the appropriate title(s) for the plan being submitted.
4. Policy Issuance Number: Enter the Policy Issuance number that the Approval Request form covers.
5. Plan Period: Identify the program period(s) covered by the plan.

Note: Additional signatory lines may be added as necessary to meet the region's needs.

The required signatories are designated in accordance with the Michigan Department of Labor & Economic Growth/Bureau of Workforce Programs Policy Issuance 07-13, issued August 29, 2007. Signatures are required from the Chief Elected Officials and the local Workforce Development Board chairs, or their authorized designee(s).

APPROVAL REQUEST

1. Prosperity Region:	2. Prosperity Region Number:
3. Plan Title(s): WIOA Regional Plan for Program Years (PYs) 2016 thru 2019	
4. Policy Issuance Number: 16-02	5. Plan Period: July 1, 2016-June 30, 2020

**THE CHIEF ELECTED OFFICIALS AND WORKFORCE DEVELOPMENT BOARDS (WDBs)
HEREBY REQUEST APPROVAL OF THIS DOCUMENT**

Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
WDB Chairperson	Date
WDB Chairperson	Date

BWT-344 (5/09)

The Workforce Development Agency (WDA), in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

**Approval Request Form Instructions
WIOA Local Plans**

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Plan Title(s): Enter the appropriate title(s) for the plan being submitted.
4. Policy Issuance Number: Enter the Policy Issuance number that the Approval Request form covers.
5. Plan Period: Identify the program period(s) covered by the plan.

The required signatories are designated in accordance with the Michigan Department of Labor & Economic Growth/Bureau of Workforce Programs Policy Issuance 07-13, issued August 29, 2007. Signatures are required from the Chief Elected Official(s) and the Workforce Development Board Chair, or their authorized designee(s).

APPROVAL REQUEST

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Plan Title(s): WIOA Local Plan for Program Years (PYs) 2016 thru 2019	
4. Policy Issuance Number: 16-02	6. Plan Period: July 1, 2016-June 30, 2020

**THE CHIEF ELECTED OFFICIAL(S) AND WORKFORCE DEVELOPMENT BOARD (WDB)
HEREBY REQUEST APPROVAL OF THIS DOCUMENT**

Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
WDB Chairperson	Date

BWT-344 (5/09)

The Workforce Development Agency (WDA), in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

SECTION I

REGIONAL PLAN REQUIREMENTS

Section 106(c)(1) of the WIOA requires local boards and chief elected officials in each planning region to engage in a regional planning process that results in the preparation and submission of a single regional plan. Regional plans must incorporate the local plans for each of the local areas within the planning region consistent with the requirements of the WIOA Proposed Rules Section 679.540(a). In addition, the regional plan must include:

1. A description of the planning process undertaken to produce the regional plan, including a description of how all local areas were afforded the opportunity to participate in the regional planning process.
2. A thorough analysis of regional labor market data and economic conditions. This shall include an analysis of existing and emerging in-demand industry sectors and occupations, and the employment needs of employers in those existing and emerging in-demand industry sectors and occupations. All core partners (WIOA Titles I-IV) should be involved in both providing and analyzing the data. The analysis shall include:
 - The knowledge and skills necessary to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.
 - An analysis of the current workforce in the region, including employment/unemployment data, labor market trends, and the educational and skill levels of the workforce, including individuals with barriers to employment.
 - An analysis of workforce development activities in the region, including available education and training opportunities. This analysis must include the strengths and weaknesses of workforce development activities in the region and the region's capacity to provide the workforce development activities necessary to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers in the region.

The analysis may include:

- An assessment of what sectors/industries are considered mature but still important to the regional economy, current and in-demand, and which are considered emerging in the regional economy.
- A discussion of geographic factors (inherent geographic advantages or disadvantages) that may impact the regional economy and the distribution of employers, population, and service providers within the region.
- Information regarding the employment needs of employers, including how education and training align with targeted industries and occupations.
- The demographic characteristics of the current workforce and how the region's demographics are changing in terms of population, labor supply, and occupational demand.

Note: All requirements denoted as “shall include” are also required as part of the local plan.

3. A description of regional service strategies that have been or will be established as a result of coordinated regional analysis and delivery of services, including the use of cooperative service delivery agreements, when appropriate. Regions may consider:
 - Existing service delivery strategies that will be expanded, streamlined, or eliminated.
 - New service strategies necessary to address regional education and training needs.
 - Strategies to address geographic advantages.
 - Approaches to improve services to individuals with disabilities, veterans, youth, or other hard-to-serve populations.
 - Strategies to connect the unemployed with work-based learning opportunities.
 - Strategies to integrate existing regional planning efforts among core partners.
4. A description of plans for the development and implementation of, or the expansion of, sector initiatives for in-demand industry sectors or occupations for the region. Regions should consider:
 - Current in-demand industry sectors and occupations within the region.
 - The status of regional collaboration in support of the sector initiatives.
 - Current sector based partnerships within the region.
 - Which sectors are regional priorities, based upon data-driven analysis.
 - The extent of business involvement in current initiatives.
 - Other public-private partnerships in the region that could support sector strategies.
5. A description of any administrative cost arrangements that currently exist or that will be established within the region, including the pooling of funds for administrative costs, as appropriate. Regions may consider:
 - Current or proposed resource leveraging agreements.
 - Establishing a process to evaluate cost sharing arrangements.
6. A description of how transportation and other supportive services, as appropriate, currently are coordinated or will be coordinated within the region. Regions may consider:
 - Whether the provision of transportation or other supportive services could be enhanced, and if so, how.
 - What organizations currently provide or could provide supportive services.
 - Establishing a process to promote coordination of supportive services delivery.

7. A description of how workforce development services currently are, or could be, coordinated with economic development services and providers within the region, and a description of the strategies that have been or will be established to enhance service delivery as a result of the coordinated regional analysis of such services. Regions may consider:
 - Current economic development organizations engaged in regional planning.
 - Education and training providers involved with economic development.
 - Current businesses involved with economic development organizations.
 - Targeted businesses from emerging sectors/industries.

8. A description of how the 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 the WIOA Section 116(c), for the local areas or the planning region. Regions may consider:
 - The process to be used for determining regional performance goals.

SECTION II

LOCAL PLAN REQUIREMENTS

Local plans serve as four-year action plans to develop, align, and integrate service delivery strategies and to support the State's vision and strategic and operational goals. The local plan sets forth the strategy to:

- 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;
- Apply job-driven strategies in the one-stop system;
- Enable economic, education, and workforce partners to build a skilled workforce through innovation in, and alignment of, employment, training, and education programs; and
- Incorporate the local plan in to the regional plan per 20 CFR 679.540.

Section 108(a) of the WIOA requires local boards and chief elected officials to develop and submit a comprehensive four-year local plan that is consistent with the State Plan and based on an analysis of regional labor market data. The local plan shall include:

1. An analysis of regional labor market data and economic conditions including:
 - The regional analysis prepared as part of the regional plan. (*See Section I #2*)
 - A description of the local board’s strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment).
 - Expected levels of performance for Adult, Dislocated Worker, Youth, Adult Education and Literacy, and Wagner-Peyser, as described in the WIOA Section 116(b)(2)(A). Expected performance levels may be used to evaluate outcomes until such time as formal performance goals are established. Local boards are not required to provide expected levels of performance for PY 2016 and PY 2017 for those performance measures designated by the USDOL as “baseline” indicators. Performance measures are designated as baseline where it is unlikely that adequate data exists to make a reasonable determination of an expected level of performance. Such designations vary across the core programs.

Baseline Measures:

- WIOA Title I – Adult, Dislocated Worker, and Youth
 - Measurable Skills Gain
 - Effectiveness in Serving Employers
 - WIOA Title II – Adult Education and Literacy
 - Employment Second Quarter After Exit
 - Employment Fourth Quarter After Exit
 - Median Earnings
 - Credential Attainment Rate
 - Effectiveness in Serving Employers
 - WIOA Title III – Wagner-Peyser
 - Effectiveness in Serving Employers
(Note – Credential Attainment Rate and Measurable Skills Gain do not apply to Wagner-Peyser)
 - WIOA Title IV – Vocational Rehabilitation
 - All measures are designated as baseline
 - A description of the local board’s strategy to align local resources, required partners, and entities that carry out core programs to achieve the strategic vision and goals.
2. A description of the workforce development system in the local area including:
 - The programs that are included in that system.
 - A description of the local board’s strategy to work with entities carrying out core programs and other workforce development programs to provide service alignment (including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006).

3. A description of how the local board, working with the entities carrying out core programs, will:
 - Expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment.
 - Facilitate the development of career pathways and co-enrollment, as appropriate, in core programs.
 - Improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).

4. A description of the strategies and services that will be used in the local area to:
 - Facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs.
 - Support a local workforce development system that meets the needs of businesses in the local area.
 - Improve coordination between workforce development programs and economic development.
 - Strengthen linkages between the one-stop delivery system and unemployment insurance programs.

Note: Strategies and services may include the implementation of initiatives such as incumbent worker training (IWT) 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 employers - supporting the local board's overall strategy to align local resources, required partners, and entities that carry out core programs.

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

6. A description of the one-stop delivery system in the local area, including:
 - How the local board will ensure the continuous improvement of eligible providers of services through the system and that such providers will meet the employment needs of local employers, workers, and jobseekers.
 - 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.
 - How entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with the nondiscrimination provisions of the WIOA (Section 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.
- A description of the roles and resource contributions of the one-stop partners.
7. A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.
 8. 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 shall include an identification of successful models of such activities. Further, local areas are to define “requires additional assistance” for In-School and Out-of-School Youth eligibility criterion in their local plan.
 9. A description of how the local board will coordinate relevant secondary and post-secondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services.
 10. A determination of whether the MWA has elected to provide supportive services and needs related payments. The MWAs that elect to provide supportive services to participants during program enrollment must describe the procedure to provide supportive services. The procedure will include the conditions, amounts, duration, and documentation requirements for the provision of supportive services.
 11. A description of how the local board will coordinate the WIOA Title I workforce investment activities with the provision of transportation and other appropriate supportive services in the local area.
 12. A description of the local per participant funding cap, if applicable. A description of plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act services and other services provided through the one-stop delivery system.
 13. A description of how the local board will coordinate the WIOA Title I workforce investment activities with adult education and literacy activities under the WIOA Title II. This description shall include how the local board will carry out the review of local applications submitted under Title II consistent with the WIOA Sections 107(d)(11)(A) and (B)(i) and the WIOA Section 232.
 14. Copies of executed cooperative agreements or MOUs 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. This includes cooperative agreements (as defined in the WIOA Section 107(d)(11) between the local board or other local entities described in the WIOA Section 101(a)(11)(B) of the Rehabilitation Act of 1973 and the local office of a designated State agency or designated State unit administering programs carried out under Title I of such Act ((29 U.S.C. 720 *et*

seq.) (other than Section 112 or Part C of that Title (29 U.S.C. 732, 741) and subject to Section 121(f) in accordance with Section 101(a)(11) of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross-training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

15. A description of the entity responsible for the disbursement of grant funds (Grant Recipient).
16. A description of the competitive process that will be used to award the sub-grants and contracts for the WIOA Title I activities.
17. If available, the local levels of performance negotiated with the Governor and chief elected official(s) 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 the WIOA Title I Subtitle B, and the one-stop delivery system in the local area. Local Boards are not required to provide or negotiate performance levels for those measures designated by USDOL as baseline measures as described in Section II.
18. A description of the actions the local board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the State board. For this section local boards shall include:
 - Effectiveness and continuous improvement criteria the local board will implement to assess their one-stop centers.
 - A description of how the local board will allocate one-stop center infrastructure funds.
 - A description of the roles and contributions of one-stop partners, including cost allocation.
19. A description of how training services outlined in the WIOA Section 134 (Adult and Dislocated Worker) will be provided through the use of individual training accounts, including:
 - If contracts for training services will be used.
 - Coordination between training service contracts and individual training accounts.
 - 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.
20. A description of the process used by the local board, consistent with Section III, to provide a 30-day public comment period prior to submission of the plan, including an opportunity to have input into development of the local plan, particularly for representatives of businesses, labor organizations, and education.

21. A description of how one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under the WIOA and by one-stop partners.
22. A description of the local priority of service requirements.
23. A description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities.
24. A description of Rapid Response activities.

Rapid Response (RR) activities encompass activities necessary to plan and deliver services to dislocated workers to facilitate a relatively quick and unencumbered transition to employment or training, following either a permanent closure or mass layoff, or a natural (or other) disaster resulting in a mass job dislocation. The State (WIOA Title I Section) is responsible for providing RR activities.

The WIOA Title I Section Staff are assigned a geographic territory with the responsibility for the coordination of RR activities between the State and the local area. A Worker Adjustment Retraining Notification (WARN) Act notice typically activates the RR intervention in plant closings and mass layoffs. The WARN Act requires employers with more than 100 employees to provide at least 60 days advance notice of a covered plant closing or mass layoff at a site where the plant closing/mass layoff will affect at least one-third of the workforce and a minimum of 50 employees.

The WIOA Title I Section monitors media reports and uses a network of local contacts, such as the MWAs, state and local economic development officials, the Michigan Economic Development Corporation, union officials, United Way, and other partners to identify plant closings or layoffs.

- Services included as part of the Rapid Response process include:
 - a. Initial RR meeting with the company and union officers (if applicable).
 - b. Worker orientation meetings for employees. These meetings include presentations by MWA service providers and provide information on employment services; WIOA-funded career services (basic and individualized) and training services; Trade Adjustment Assistance, if applicable; special population services (Michigan Rehabilitation Services, Veterans' services); and local/community services (United Way, local community colleges, credit union counseling, etc.). Collaboration with other state agencies (e.g., Office of Retirement Services, Friend of the Court) are planned as needed. Michigan Unemployment Insurance Agency representatives may also participate in worker orientation meetings and provide information on how to file/claim unemployment insurance benefits.

- c. Establishment and organization of a Joint Adjustment Committee (JAC). A JAC is an ad hoc group of workers and managers who organize to provide adjustment services on behalf of the employees who are about to lose their jobs due to a plant closure or a mass layoff. The purpose of a JAC is to help displaced workers make a successful transition to a satisfactory job or training in the shortest possible time (reference BWP Policy Issuance (PI) 06-12, “Establishment of Labor Management Committees, also known as Joint Adjustment Committees (JACs) at Sites of Facility Closures and Mass Layoffs,” issued September 26, 2006).
- d. Layoff Aversion IWT, which includes an assessment of the potential for averting layoffs in consultation with the State or local economic development agencies, including private sector economic development entities and other key partners, up to a year in advance of an actual or potential dislocation event. Special attention and reference should be given to the timeframes and activities charted in the USDOL TEN 9-12. IWT is the actual employment and training instrument to upgrade and alter skills to maintain employment or transition to similar employment, a preventative measure, to save jobs, increase economic productivity, and decrease the negative impacts of unemployment. Reference the USDOL Training and Employment Guidance Letter (TEGL) 30-09, the USDOL TEN 9-12, and the WDA PI 12-02.
- e. State Adjustment Grants (SAGs) are additional increments to a local area’s Dislocated Worker formula funding award to meet documented funding deficits. MWAs may request additional funding for a single or multiple dislocation event(s) via a SAG, following the application process outlined in the SAG PI 12-32. The process includes review of the application and supporting documents and negotiation with the MWA to finalize the award. The WDA reserves the right to award SAGs with specific terms and conditions, including demonstration that the SAG aligns with the MICA, an obligation to spend all or part of the SAG by the end of the PY in which it was granted, or other time period as determined by the WDA.
- f. National Dislocated Worker Grants (NDWGs) are another form of assistance provided to dislocated workers. NDWGs are discretionary grants awarded by the Secretary of Labor to provide employment-related services for dislocated workers in specific circumstances. The WDA and local MWAs work together to develop the application and project design for a NDWG, in response to a specific dislocation event.
- g. MWAs shall develop a policy describing how the local WDB will coordinate workforce investment activities carried out in the local area with the aforementioned statewide Rapid Response activities provided by the WDA to address actual or potential dislocation events, in accordance

with the WIOA, Section 134(2)(A) and 20 Code of Federal Regulation (CFR) 682.300 to 682.330. In addition to the general Rapid Response elements listed under the subsections above, the policy must include, but is not limited to the following actions:

- i. A listing of the name of the person, title, mailing address, E-mail address, and telephone number primarily responsible for (1) JACs, (2) SAGs, and (3) NDWGs.
- ii. The steps taken to include layoff aversion as a component of Rapid Response, whether realized as a policy or a set of procedures in conformity with the USDOL TEGL 30-09, the USDOL TEN 9-12, and the WDASOM PI 12-02.
- iii. A description of the coordination of layoff aversion with IWT.
- iv. A description of the MWA's role in the function of JACs.
- v. A description of the local circumstances which would activate a request for a SAG (for example, specific level or percent of local DW formula funding expended, obligated and/or unobligated; specific level or percent of local and/or regional unemployment; the size of an actual or potential dislocation event; the time period between local dislocation events, etc.).

SECTION III

PUBLIC REVIEW AND COMMENT PROCESS

Prior to the date on which the local board submits a local plan and prior to the date each planning region submits a regional plan to the Governor for approval, each local board must:

- Make available copies of the proposed local and/or regional plan to the public through electronic and other means, such as public hearings and local news media.
- Allow members of the public, including representatives of business, labor organizations, and education, to submit to the local board for consideration comments on the proposed local and/or regional plan. Local boards shall provide no more than a 30-day period for comment on the plan before its submission to the Governor for approval, beginning on the date on which the proposed plan is made available.
- Submit any comments that express disagreement with the plan to the Governor along with the plan.

NOTE: A preliminary copy of the regional and local plan incorporating the requirements of this policy issuance may be forwarded to the WDA for informational purposes prior to the mandatory 30-day public review and comment period.

PLAN APPROVAL REQUIREMENTS

A regional and/or local plan submitted to the WDA, including a modification to such plan, shall be considered to be approved upon written notice by the WDA or at the end of the 90-day period beginning on the day the WDA receives the plan, or modification, unless the WDA makes a written determination during the 90-day period that:

- There are deficiencies in workforce investment activities that have been identified through audits and the local area has not made acceptable progress in implementing plans to address the deficiencies; or
- The plan does not comply with applicable provisions of the WIOA and the WIOA Proposed Regulations, including the required consultations and public comment provisions, and the nondiscrimination requirements of 29 CFR Part 37; or
- The plan does not align with the State Plan, including with regard to the alignment of the core programs to support the strategy identified in the State Plan in accordance with the WIOA Section 102(b)(1)(E) and 20 CFR 676.105.