

Local Plan Revision Study Guide

Joint Guidance

Iowa Workforce Development;

Iowa Department of Education, Adult Education and
Literacy;

Iowa Vocational Rehabilitation Services; and
Iowa Department for the Blind

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Foreword

WIOA section 108 contains the general requirements for a local plan. 20 C.F.R. section 679.560, which took effect in the autumn of 2016, months after the deadline by which local plans were required to be submitted, provides more substantive detail with respect to the WIOA local plan requirements. This guidance focuses on the requirements for a local plan’s needs assessment and the analysis of the workforce that includes data on individuals with barriers to employment. Requirements also include the identification of strategies among core partners and the extent to which Title II applicants demonstrate alignment between proposed activities and services and the strategy and goals of the local plan, as well as the activities and services of the one-stop partners.

Study Guide Layout

lowagrants Question: This language is taken directly from an lowagrants form and is the language responded to in the online portal.

Plan Concerns: This is the language used in the Joint Core Partner Memo: Revisions to Local Workforce Development Plans. The language represents the most commonly identified deficiencies by the reviewers in most plans and needs to be addressed by March 1, 2017.

Panel Review Questions: These are the questions that the reviewers used to determine if the response to the lowagrants questions contained appropriate information and addressed the question adequately. These questions frequently focus on the extent of the description, including "how".

Study Questions: These questions are provided to guide the board in their revision to include more complete responses and to address the required Title II alignment review.

Local Plans Form 2 and Form 7 are currently open in the lowagrants portal for revisions and additions.

Strategic Elements – Form 2

The WIOA section 108 contains the general requirements for a local plan. 20 C.F.R. section 679.560, which took effect in the autumn of 2016, months after the deadline by which local plans were required to be submitted, provides more substantive detail with respect to the WIOA local plan requirements. This guidance focuses on the requirements for a local plan’s needs assessment and strategies among core partners. Under the WIOA, the local plan must contain an analysis of the workforce that includes data on individuals with barriers to employment. Each Local Board must review its local plan to ensure that it contains an analysis of the workforce that includes data on individuals with barriers to employment. This data must also include English language learners and individuals with low levels of literacy.

Each Local Board should take action to establish a standing committee that consists of core partner representatives. Each Local Board should authorize the committee to review the local plans, make appropriate changes, and submit the changes to the state-level core partners using “Strategic Elements – Form 2” on IowaGrants.gov.

Economic Analysis

lowagrants Question: Describe the knowledge and skills needed to meet employer needs of identified existing and emerging in-demand industry sectors and occupations.

Plan Concerns: The majority of plans did not provide sufficient analyses of current employment and unemployment data and trends in the region. Plans should investigate, identify, and analyze current employment and unemployment data and trends.

Panel Review Questions: Does the plan adequately describe the knowledge and skills needed to meet employer needs (i.e. computer skills, blueprint reading, critical thinking, etc.) specific to the identified occupations and industries?

Please substantially revise your plan to address each of the following topics that were not thoroughly addressed in this section.

Study Question: Does the plan provide a detailed description of the available workforce in the local area? Is the information adequate to develop strategies to address the results? Did the plan thoroughly describe the demographics in the region in reference to targeted populations

and individuals with barriers to employment? Were targeted populations identified along with any trends affecting the various population groups within the region? Which targeted populations were identified as present in the local area? Were accurate unemployment data and trends for general and targeted populations included?

Local partners should add comments, notes, and questions in this space.

Workforce Analysis

lowagrants Question: Provide an analysis of current employment and unemployment data and trends in the region.

***Plan Concerns:** The majority of plans did not provide an analysis of the educational skill levels of the region's workforce, including individuals with barriers to employment. The plan should investigate, identify, and analyze the educational skill levels of the region's workforce, including individuals with barriers to employment.*

***Panel Review Question:** Does the plan provide a detailed description of the available workforce in the local area? Is the information adequate to develop strategies to address the results?*

Please substantially revise your LSP to address each of the following topics that were not thoroughly addressed in this section.

Study Question: Does the plan provide a detailed description of the available workforce in the local area? Is the information adequate to develop strategies to address the results? Did the plan thoroughly describe the demographics in the region in reference to targeted populations and individuals with barriers to employment? Were targeted populations identified along with any trends affecting the various population groups within the region? Which targeted populations were identified as present in the local area? Was accurate unemployment data and trends for general and targeted populations included?

Local partners should add comments, notes, and questions in this space.

lowagrants Question: Provide an analysis of the educational skill levels of the region's workforce, including individuals with barriers to employment.

Plan Concerns: *The majority of plans did not provide an analysis of the educational skill levels of the region's workforce, including individuals with barriers to employment. The plan should investigate, identify, and analyze the educational skill levels of the region's workforce, including individuals with barriers to employment.*

Panel Review Questions: *Does the Plan address how the region will utilize the workforce needs assessment to develop strategies for increasing the educational attainment in the region?*

Please substantially revise your LSP to address each of the following topics that were not thoroughly addressed in this section.

Study Question: Does the Plan address how the region will utilize the workforce needs assessments to develop strategies for increasing the educational attainment in the region? Does the plan provide a detailed description of the available workforce in the local area? Did the plan provide educational data reflective of the targeted populations using any of the following criteria?

- Percent of population without High School diploma or equivalent;
- Postsecondary education;
- Basic skills level; and
- English language learners.

Local partners should add comments, notes, and questions in this space.

lowagrants Question: **Provide an analysis of the skill gaps for the region's workforce, including individuals with barriers to employment.**

Plan Concerns: *The majority of plans did not adequately describe the skill gaps for the region's workforce, including individuals with barriers to employment.*

Panel Review Question: *Did the Plan thoroughly describe the skills gaps for the region's workforce, including those with barriers to employment?*

Please substantially revise your plan to address each of the following topics that were not thoroughly addressed in this section.

Study Question: Did the plan thoroughly describe the skills gaps for the region's workforce, including those with barriers to employment? Did the plan offer details as to the process the region used to gather information required to determine the skills gaps? Did the plan provide a detailed description of the skill gaps for targeted populations, including individuals with barriers to employment?

Local partners should add comments, notes, and questions in this space.

Activities Analysis

lowagrants Question: Provide an analysis of the strengths and weaknesses of existing workforce development activities of the core partners.

Plan Concerns: The majority of plans did not adequately analyze or describe the strengths and weaknesses of existing workforce development activities among the core partners.

Panel Review Questions: Does the Plan address the scope, content and organization of the Region's local activities? Does the Plan identify what activities, if any, would be provided concurrently with other activities?

Please substantially revise your plan to address each of the following topics that were not thoroughly addressed in this section.

Study Question: Does the plan address the scope, content and organization of the Region's local activities? Does the plan identify what activities, if any, would be provided concurrently with other activities? Are the activities in the Plan consistent with those listed in the Act? Was the scope, content and organization of local activities written in a way that was easy to understand to others outside of those involved? In describing the scope of activities of the core partners, was there discussion about what needs to be achieved and how the work will be accomplished?

Local partners should add comments, notes, and questions in this space.

lowagrants Question: Describe strategies and services of the core partners used to coordinate workforce development activities with economic development programs and activities.

Plan Concerns: The majority of plans did not adequately describe strategies and services of the core partners used to coordinate workforce development activities with economic development programs and activities.

Panel Review Question: Does the Plan indicate the area's alignment of activities and services of the Core partners? Does the Plan address the strategies for alignment of activities?

Please substantially revise your plan to address each of the following topics that were not thoroughly addressed in this section.

Study Question: Does the plan indicate the area's alignment of activities and services of the Core partners? Does the plan address the strategies for alignment of activities? Did the plan appropriately communicate the process of bringing required system partners together to identify activities/services and develop strategies to align strategies and avoid duplication? What efforts have been made to work together to enhance services? Does the plan indicate the region's alignment of services with education and system partners to avoid duplication and enhance services? What strategies have been developed or used successfully? Did the plan address the scope, content and organization of the region's local activities?

Local partners should add comments, notes, and questions in this space.

lowagrants Question: Describe how the region coordinates with area secondary and post-secondary educational institutions to align strategies, enhance services and avoid duplication of core partner services.

Plan Concerns: *The majority of plans did not adequately describe how the region coordinates with area secondary and post-secondary educational institutions to align strategies, enhance services, and avoid duplication of core partner services.*

Panel Review Question: *Does the Plan indicate the region's alignment of services with education and system partners to avoid duplication and enhance services? Does the Plan/region demonstrate a clear understanding of Partner Services/leveraging resources?*

Please substantially revise your plan to address each of the following topics that were not thoroughly addressed in this section.

Study Question: Does the plan indicate the region's alignment of services with education and system partners to avoid duplication and enhance services? Does the plan demonstrate a clear understanding of partner services and the leveraging of resources within the local region? Was the process of bringing required system partners together to identify activities and service opportunities and to develop strategies to align systems and avoid duplication? Was the collaborations among the core partners to enhance services communicated? What strategies have been developed and/or are working? How will the Local Board coordinate WIOA Title I workforce investment activities with adult education and literacy activities under WIOA Title II?

Local partners should add comments, notes, and questions in this space.

AEL Application Alignment Review – Form 7

The WIOA mandates Local Boards to coordinate activities with education and training providers within the Local Workforce Development Board (LWDB) area [WIOA Section 107(11)(d) and Title 20 Code of Federal Regulations 679.370(n)]. In accordance with WIOA Title II, the Iowa AEFLA grant application requires Local Boards to review all AEFLA applications submitted to the IDOE from eligible providers within the Local Area to determine whether the applications are consistent with their Local Plans. Upon completing this review, the Local Board must submit a recommendation to the IDOE that promotes alignment with the Local Plan.

There are 13 considerations that Title II eligible providers must respond to in the AEFLA application. Local Boards are encouraged to review each eligible provider's entire application. However, the following considerations are most relevant to local plan alignment:

- Consideration 1 – Needs Assessment
- Consideration 4 – Alignment with the Local Workforce Development Board Plan under section 108 and alignment with services of the one-stop partners

Application Process for Local Boards

The IDOE developed the following four-step process for the Local Board review of WIOA, Title II AEFLA applications:

1. Eligible providers will submit their AEFLA applications to the IDOE through the lowagrants system.
2. The IDOE will provide the LWDB point of contact access to the online AEFLA applications with a rubric review form for an alignment review with local plans.
3. The LWDB point of contact with the assistance of a committee must complete and submit the review and any recommendations for promoting alignment with the local plan through the lowagrants system. The review and recommendation process begins on May 3, 2017, and ends on May 12, 2017.

4. The IDOE will consider the results of the review by Local Boards in making awards.

Point of Contact

lowagrants Question: Provide contact information for the lead reviewer to which local applicants for Title II funds will be released for committee alignment review with the Local Workforce Development Plan.

Panel Review Questions: *Is the point of contact registered in lowagrants? Is the point of contact a voting member of the local workforce development board? Is the point of contact free of any financial conflict of interest with current or potential applicants for Title II funds?*

Study Question: Has complete contact information been provided for the point of contact? Have we identified the most appropriate point of contact with access to lowagrants and no financial conflict of interest with current or eligible intended providers for Title II funds – this includes: an organization that has demonstrated effectiveness in providing adult education and literacy activities that may include—

- (A) a local educational agency;
- (B) a community-based organization or faith-based organization;
- (C) a volunteer literacy organization;
- (D) an institution of higher education;
- (E) a public or private nonprofit agency;
- (F) a library;
- (G) a public housing authority;
- (H) a nonprofit institution that is not described in any of subparagraphs (A) through (G) and has the ability to provide adult education and literacy activities to eligible individuals;
- (I) a consortium or coalition of the agencies, organizations, institutions, libraries, or authorities described in any of subparagraphs (A) through (H); and
- (J) a partnership between an employer and an entity described in any of subparagraphs (A) through (I).

Local partners should add comments, notes, and questions in this space.

Committee

lowagrants Question: Describe the process that the Local Workforce Development Board will follow in selecting knowledgeable reviewers to conduct an alignment review of adult basic

education and English language acquisition services with one-stop center activities and services as described in the local plan.

Panel Review Questions: *Does the process allow for a committee of reviewers that is representative of the local area? Does the process describe an application process? Is the process fair and equitable to LWDB members? Does the process allow for inclusion of reviewers who are not formally associated with the board?*

Study Question: Have we described the process of selecting a committee for the purpose of reviewing Title II applications for the local area? Does the process represent a fair and equitable method of including reviewers that is representative of the local area? Does the process include only board members or additional community members?

Local partners should add comments, notes, and questions in this space.

Conflict of Interest

lowagrants Question: Describe the process that the Local Workforce Development Board will follow in screening reviewers for conflict of interest.

Panel Review Questions: *Does the reviewer or a member of his/her immediate family serves as a director, trustee, officer or other key employee for the current or eligible providers for Title II funds? Has the reviewer or a member of his/her immediate family received compensation from a current or eligible provider of Title II funds for activities such as employment, consulting, expert witness, advisory board member and the like? (CFR Sec. 200.318(c)(1))*

Study Question: Have we described in detail the process to disclose, manage, reduce or eliminate conflict of interest from reviewers of the Title II applications for the local area? Does a sufficient firewall exist between the reviewer and any perceived conflict of interest to ensure an equitable and fair competition between applicants for Title II funds?

Local partners should add comments, notes, and questions in this space.