

**Workforce Arizona Council**  
Local Plan Submission and Modification Policy

**POLICY NAME:** Local Plan Submission and Modification Policy

**POLICY NUMBER:** 11

**EFFECTIVE DATE:** September 7, 2023

**ISSUING AGENCY:** Workforce Arizona Council

**SCOPE:** Workforce Arizona Council (Council), Arizona Department of Economic Security (DES) Staff, Local Workforce Development Boards (LWDBs), Arizona Department of Education (ADE), ARIZONA@WORK System Partners.

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

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

**TABLE OF CONTENTS:**

- I. LWDB Submission
- II. Requirements for Development of Local Plan
- III. Contents of Local Plan
- IV. Approval of Local Plan
- V. Local Plan Modifications

**I. LWDB Submission**

Each LWDB, in partnership with the appropriate Chief Elected Official (CEO), must develop and submit a comprehensive 4-year local plan to the Workforce Arizona Council (the Council) for review and approval.

**II. Requirements for the Development of the Local Plan**

A. The LWDB must develop a local plan which identifies and describes the policies, procedures, and local activities that are carried out in the Local Workforce Development Area (LWDA), consistent with the Workforce Arizona Council Strategic Plan, and the Arizona Unified State Workforce Development

Plan.

B. Core partners must assist with the development of the local plan.

C. If a consultant assists with the development of the local plan, the LWDB must follow the requirements found in Section 102.02 (H) of the Department of Economic Security (DES) Fiscal Policy, "Allowable Costs."

D. LWDBs must provide adequate opportunity for public comment on the development of the local plan or subsequent plan modifications before submitting the plan to the Council by:

1. Making the proposed local plan available to the public through electronic and other means, such as public hearings and local news media;
2. Giving an opportunity for comments by members of the public, including representatives of business, labor organizations, and education; and
3. Provide the opportunity for all public comments which must be open for no more than 30 days. LWDBs must submit any comments that express disagreement with the local plan to the Council along with the plan.

E. If a LWDB makes significant changes to the draft local plan after the public comment period has ended, prior to final submission to the Council, the draft local plan must be posted for a second public comment, which must be no more than 30 days.

### **III. Contents of the Local Plan**

The local plan must identify how ARIZONA@WORK partners and programs in each LWDA will align with the Workforce Arizona Council Strategic Plan and the Arizona Unified State Workforce Development Plan to implement the local workforce strategic planning elements as found in the Local Plan Submission Guidance document. The Local Plan Submission Guidance document will be shared with LWDBs prior to the required submission deadline. LWDBs must follow the Local Plan Submission Guidance document for their Local Plans to be approved by the Council.

#### **IV. Approval of the Local Plan**

LWDBs must submit a completed local plan to the Council for review and approval:

A. All local plans must be approved by the Workforce Arizona Council.

B. Local plans will be considered approved 90 days after the Council receives the plan, unless the Council determines in writing that:

1. There are deficiencies in workforce development activities that have been identified through audits and the local plan area has not made acceptable progress in implementing its plan to address deficiencies;
2. The local plan does not comply with applicable provisions of WIOA and its regulations, including the required consultations and public comment provisions, and the nondiscrimination requirements of 29 CFR Part 38; or
3. The local plan does not align with the Workforce Arizona Council Strategic Plan and the Arizona Unified State Workforce Development Plan, including alignment of the core programs to support the strategy identified in the State Plan.

#### **V. Local Plan Modification**

At the end of the first 2-year period of the local plan, each LWDB in partnership with the CEO, must review, prepare, and submit local plan modifications that reflect changes to:

1. Labor market and economic conditions;
2. Other factors affecting the implementation of the local plan including:
  - a. Significant changes in the local economic conditions;
  - b. Changes in available financing to support WIOA Title I-B and partner-provided WIOA services;
  - c. Changes to LWDB structure;
  - d. The need to revise strategies to meet local performance goals; or

e. Any significant changes to service delivery in the LWDA.

C. Any modifications to the local plan are subject to the requirements for public comment.

**CONTACT ENTITY:** Inquiries regarding this policy should be directed to the Workforce Arizona Council staff at [Workforce.Council@oeo.az.gov](mailto:Workforce.Council@oeo.az.gov).