



<b>Workforce Innovation and Opportunity Act (WIOA) Title I Guidance Letter</b>		
Subject: Local Plan		
Number/Reference: WIOA 108	Review Date: 10/9/2015	Revision # Original

### Overview

The Workforce Innovation and Opportunity Act (WIOA) requires each local workforce development board (LWDBs) to develop and submit a comprehensive four year plan, in consultation with the chief elected official. This document along with the attachments clarifies what the LWDBs must provide in order to be in compliance with WIOA and state requirements.

### General Information

The local plan should identify how workforce partners and programs in each local workforce area will align and implement the vision and goals of the Oregon Workforce Investment Board and requirements of the WIOA. The LWDBs are responsible for convening the workforce partners necessary to develop and implement the plan in the local area.

### Modifications

The information submitted will be the foundation of the four year local plan beginning July 1, 2016 through June 30, 2020. There are questions shaded in gray. Local boards are not required to complete these questions due to a lack of federal guidance at this time.

As final regulations for WIOA are released, additional guidance is provided from the U.S. Department of Labor and/or the Oregon Workforce Investment Board, the Office of Community Colleges and Workforce Development (CCWD) within the Higher Education Coordinating Commission may ask for the LWDBs to provide additional information in the form of a local plan modification. CCWD will provide notification of required plan modification. Local boards will be given a reasonable amount of time to submit modifications.

### WIOA Monitoring

CCWD is responsible to monitor the local boards for compliance with the federal and state laws and regulations. CCWD commits to minimizing duplication of information requested by the local boards, especially in the local plan and modifications and monitoring activities.

### Action(s)

#### Submission Requirements

Each local board must complete all five sections of the WIOA Local Plan document, including submission of required documents specified in each section, by April 1, 2016. Responses and information must be typed or copied into the text box provided under each question. Section 5 requests copy of document that should be included as separate attachments. When developing responses, please adhere to the page limitations as specified at the beginning of each section. Responses to questions must be single spaced and no smaller than 11 point font.

When submitting, all documents must be in a Microsoft Word or searchable PDF; do not submit the required documents as image files. Documents must be uploaded to the following website: <http://oregonlocalplanning.weebly.com/>.

Please direct questions and requests for technical assistance to Kurt Tackman at 503-947-2439 or [kurt.r.tackman@oregon.gov](mailto:kurt.r.tackman@oregon.gov).

### Attachments/Additional Resources

All guidance and resources can be found at: <http://oregonlocalplanning.weebly.com/>

- WIOA Local Plan
- Local Plan Reference and Resources