



Local Planning Guidance – COVID-19 Edition – October 2020

Background

This document details Oregon’s Summer/Fall 2020 Workforce Innovation and Opportunity Act (WIOA) Local Planning and Plan Development Guidance to local workforce development boards (WDBs), including process changes brought about by the global pandemic and National Emergency resulting from the Novel Coronavirus Disease 2019 (COVID-19). *This guidance addresses how the State of Oregon expects local WDB plans to be modified to address the COVID-19 emergency and provides a new due date for submission of local WDB plans.*

Prior to the COVID-19 emergency, WIOA local plans were due to the OWI on behalf of the WTDB on April 30, 2020. During this time, local areas completed varying degrees of the “typical” local planning process. The Workforce and Talent Development Board (WTDB) and the Higher Education Coordinating Commission’s Office of Workforce Investments (OWI) recognize the efforts that you, your local WDBs, and partners and stakeholders have put into the development WIOA local plans.

We also realize that events related to, and resulting from, the COVID-19 pandemic have created unprecedented disruptions to established practices and processes at the local, state, and national levels. The continually changing nature of the ongoing COVID-19 pandemic has also resulted in several “course corrections” to remain in synch with federal, state, and local guidance. In turn, these have extended initial and proposed timelines for several components of the local planning process.

This document takes both of the above into account.

The COVID-19 emergency both fundamentally changed local plans, especially in the near term, and restricted the ability of local WDBs and the State to develop, complete, and process local plans. Recognizing this, the State extended the approval of existing local plans through December 31, 2020.

The following next steps are an attempt to simultaneously honor the work previously completed and allow for updates that reflect COVID-19 related efforts and planning. Additionally, it effectively “resets” the local planning timeline for all local areas, and allow for previous work efforts to be incorporated in future steps.

Next Steps

Oregon extends the approval of existing local plans (that were approved through December 2020) through June 30, 2021, and requires all local WDBs to complete the following steps.

- 1) Local areas are required to review the accompanying REVISED WIOA Local Plan Template (also found [here](#)).

- 2) Local WDBs must ensure that their local plan addresses all components in the revised template.
[Note: Local areas that have previously included COVID-19 related information in their draft/local WDB reviewed plans may include that information, as relevant, in the above components.]
- 3) All local plans must also comply with the requirements at 20 CFR 679.550 including, but not limited to providing the required opportunities for public comment.
 - a) If a local area's plan has previously undergone a public review/comment period, and the local WDB subsequently makes substantial revisions to their local plan (e.g. to comply with #2 above), the local board must again provide opportunity for public comment, in accordance with 20 CFR 679.550, et al.
- 4) Local plans must be submitted for review and potential recommendation for approval prior to one of the first two WTDB meetings of 2021; local areas may choose whichever date best fits their planning process. In order to be timely, local plans must be submitted:
 - a) By midnight on **December 19, 2020** in order to be considered at the **March 2021** WTDB meeting; or
 - b) By midnight on **March 20, 2021** in order to be considered at the **June 2021** meeting.
- 5) Instructions for submitting local plans can be found [here](#).

OWI staff are available to provide technical assistance to local areas during the development, submission, and review of local plans. Please contact your designated OWI Point of Contact.

All of us at the OWI and the WTDB extend our appreciation to you and your members and stakeholders as we work through these challenging, changing times.