

New York State Department of Labor
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**Workforce Development System
Technical Advisory # 16-5
June 07, 2016**

To: Workforce Development Community

SUBJECT: Program Year 2016 Workforce Innovation and Opportunity Act Local Planning and Regional Planning

PURPOSE

Provide guidance to Local Workforce Development Boards (LWDB) regarding Program Year (PY) 2016 Local and Regional planning under the Workforce Innovation and Opportunity Act (WIOA).

Rescind and replace Workforce Development System Technical Advisory (WDS TA) #15-8 “Local Workforce Development Board Local Planning and Regional Planning Guidelines for Program Year 2015” (August 28, 2015).

POLICY

LWDBs will conduct WIOA Local planning and WIOA Regional planning on an annual basis. This planning will align with the intent of WIOA.

WIOA Regional Planning will align with the Governor’s Regional Economic Development Council (REDC or Regional Councils) initiative to address the region’s workforce needs. LWDBs within a region will collaborate with their respective REDC on WIOA Regional Planning. The Empire State Development (ESD) Regional Directors or a Regional Council designee will be the point of contact for communication between LWDBs and REDCs regarding the WIOA Regional Plan.

ACTION

Local Planning

For PY2016, LWDBs are not required to submit a formal WIOA Local Plan to the New York State Department of Labor (NYSDOL). Instead, the PY2014-15 approved local plan will fulfill PY2016 Local Planning requirements of WIOA. LWDBs may submit an updated Local Plan for PY2016 to NYSDOL, if so desired. The updated PY2016 WIOA Local Plan is to be submitted to NYSDOL via email to LWDB@labor.ny.gov and contain the subject line “{LWDA} WIOA Program Year 2016 Local Plan.”

NYSDOL will issue guidance on PY2017 WIOA Local Planning after WIOA final regulations are in place.

Regional Planning

The PY2016 WIOA Regional Plan has two components:

1. Updating the Local and Regional demand occupations lists on the “LMI for Workforce Planning” webpage; and
2. Compiling an Inventory of Sector-Based Workforce Strategies that address one or more of the Regional Council’s workforce priorities.

The PY2016 WIOA Regional Plan does not need to be posted for public comment.

The PY2016 WIOA Regional Plan must be completed by July 8, 2016. NYSDOL will review how well each Regional Plan meets the intention of this guidance, and notify LWDBs whether the Plan is approved or requires further work to be approved.

Demand Occupation Lists

LWDBs must update the priority occupation list for their Local Workforce Development Area (LWDA). In addition, LWDBs within a region must collectively designate LWDA priority occupations deemed a regional priority.

To submit priority demand occupation designations, please visit <http://labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm>, click on the appropriate region, and follow the instructions in the spreadsheet. Note, the Priority Occupations webpage is a sub-section of the Labor Market Information (LMI) for Workforce Planning webpage.

Inventory of Sector-based Workforce Strategies

LWDBs in a region must produce an “Inventory of Sector-based Workforce Strategies” for the region. This will assist their Regional Council in addressing the Governor’s priority to “Train the Workforce for Today and Tomorrow” in the 2016 REDC Competition Guidebook.

<https://www.ny.gov/sites/ny.gov/files/atoms/files/REDCGuidebookFINALV3.pdf>. The ESD Regional Directors or a Regional Council designee will be the point of contact for communication between LWDBs and REDCs regarding the WIOA Regional Plan.

Instructions for preparing the inventory are presented in “Attachment A – Instructions for the Inventory of Sector-based Workforce Strategies.”

The “Inventory of Sector-based Workforce Strategies” is to be submitted to NYSDOL via email to LWDB@labor.ny.gov. The LWDBs in the region should designate one LWDB Director to submit the document, and the submission email must copy LWDB Directors and Chief Elected Officials within the region and contain the subject line “{Region}: Inventory of Sector-based Workforce Strategies.”

The inventories will be posted on NYSDOL's regional workforce planning webpage at: <http://labor.ny.gov/workforcenypartners/lwda/regional-plans.shtm>.

Should a region be unable to comply with this method of submission or have difficulty with submission, email a request for assistance to: LWDB@labor.ny.gov. Please use "Request for Assistance with LWDB Regional Plan Submission" in the subject line.

REFERENCES

Workforce Innovation and Opportunity Act of 2014; §106.

Regional Economic Development Councils; <http://regionalcouncils.ny.gov>

State Sector Strategies: Regional Solutions to Worker and Employer Needs; National Governor Association, November 6, 2009.

<http://www.nga.org/files/live/sites/NGA/files/pdf/06STATESECREG.PDF>

ATTACHMENTS

Attachment A – Instructions for the Inventory of Sector-based Workforce Strategies

INQUIRIES

Please direct all questions regarding this WDS TA to: LWDB@labor.ny.gov.

Instructions Inventory of Sector-based Workforce Strategies

Producing the Inventory of Sector-based Workforce Strategies involves the compiling of the region's identified sector-based workforce strategy descriptions into a single document. This document must include:

- A. Title page – The title page should be entitled {Region}: Inventory of Sector-based Workforce Strategies 2016, and list the Local Workforce Development Boards in the region.
- B. Table of Contents
- C. Executive Summary – The Executive Summary should provide an overview of the process used to identify the workforce development priority(ies) and strategies included in the inventory and a listing of the strategies.
- D. Strategy Descriptions – The body of the report is a compilation of descriptions of the identified strategies. Sector-based workforce strategies should address one or more of the REDC's priorities to be included in the inventory. However, if there is a successful sector strategy in the Region that is not directly related to a REDC Priority but is important to the Region, it should be included. Similarly, if there are strategies in the Region that the LWDBs are not participating in but are aware of and important to the Region, they should be included as appropriate.

Description of identified strategies must address the following key elements:

- 1. Name of Strategy – Give the strategy a name identifier, if it does not already have one.
- 2. The Phase of Development – Describe whether the strategy is: conceptual, in initial implementation, being sustained or expanding.
- 3. Workforce Demand (need) – Describe the business workforce need being addressed by the strategy. Indicate the industry(s) being represented, the occupational skills to be developed, the number of jobs being addressed, and the timeframe(s) associated with the need. If applicable, describe the role of the Regional Business Service Team in the identification of the need. Note that the LMI for Workforce Planning webpage may be a useful resource in identifying business needs in the region. The page can be found on the NYSDOL website at <http://labor.ny.gov/workforcenypartners/lwda/lmi-for-workforce-planning.shtm>
- 4. Relevance of the Demand to REDC and WIOA priorities – Indicate the connection between the demand and the REDC's priority(ies) for the region, and/or the priorities established under WIOA for serving businesses and job seekers. If the strategy is not related to an REDC

priority, describe the decision to include it, i.e. why it is important to the Region.

5. Strategy – Explain the strategy by identifying the sector partners and the role of each. Examples of sector partners include: education, government, Community Based Organizations, economic development, business, business intermediary, etc.
6. Use of Available Resources to Support the Strategy – Describe available resources that will be used to support the Strategy. Resources can include, but are not limited to: funding, staff, and infrastructure. When discussing available funding, be sure to include: Consolidated Funding Application projects that address the region’s workforce needs to help maximize REDC endorsements; and funding available under NYSDOL’s Sector Partnership National Emergency Grant (NEG) and Job-Driven NEG. Additional funding sources should be included as appropriate.
7. Critical Elements That Cannot be Addressed with Available Resources – Identify any critical elements for the identified strategy that must be done for the success of the strategy that cannot be met with the available resources. Examples of critical elements may include: the expansion of an existing strategy, in any phase, from one LWDA to others in the region; the need to procure new training vendors; planning sessions involving multiple partners; training of One-Stop staff; and development of regional data collection systems.