

ALABAMA WORKFORCE DEVELOPMENT SYSTEM

Alabama Department of Workforce
Workforce Development
401 Adams Avenue
Montgomery, Alabama 36130

ADMINISTRATIVE DIRECTIVE PY2024-03

SUBJECT: Workforce Innovation and Opportunity Act (WIOA) Local Workforce Development Areas Plans

Purpose: To provide guidance to the Local Workforce Development Areas and Regional Workforce Boards on the submission of Local Area Plans.

Effective Date: May 5, 2025

Discussion: Regional Workforce Boards are required to submit a local area plan once every four years in order to receive its WIOA allocations. Local Area Plans must also be updated bi-annually per Alabama Workforce Board Policy PY2024-3, Change 1. Note that Grant Agreements are also a part of the local area plan, but they are a separate document submitted annually. Grant Agreements are discussed in Administrative Directive PY2024-04.

WIOA also requires local areas to submit their plans as part of a Regional Plan if they are part of an identified Planning Region (20 CFR 679.500). The purpose of a Regional Plan is to coordinate resources among multiple Local Areas in the same region (20 CFR 679.500(b)). Each Local Area in the state encompasses only one Region, and there is only one Local Workforce Development Board (LWDB) in each Region; therefore, a Regional Plan is not needed. Local Areas will only be required to submit a single Local Area Plan.

Instructions for the preparation of Local Area Plan submissions are attached for guidance. An approved Local Area Plan providing the appropriate degree of information on Local Area existing and projected programs and participant operational procedures is required. Plans should be for a period of four years as required in WIOA Section 108 and 20 CFR 679.550(a). Plans must be updated bi-annually, but other modifications to plans may be made as needed.

The Local Area Plans should comply with the requirements of WIOA as outlined in the Final Rule at 20 CFR 679.560 and other applicable sections, on which the attached Local Area Plan Instructions are based. Local Area Plans are also required to be in alignment with Alabama's Combined State Plan. A copy of the State Plan is available at: <https://wioa-alabama.org/alabama->

[state-workforce-board/](#) .

Prior to submission to the Alabama Department of Workforce, Workforce Pathways Division, Local Areas must make their Local Plans available to the public through electronic and other means and include an opportunity for comment by members of the public, including representatives of business, labor organizations, and education in accordance with 20 CFR 679.550(b). The comment period must be no longer than thirty days, and any comments expressing disagreement with the plan must be submitted to the along with the plan. Further, consistent with WIOA Section 107(e), the Local Area must make information about the plan available to the public on a regular basis through electronic means and open meetings (20 CFR 679.550(b)(5)). When future modifications are made to the plan, a public comment period must be provided prior to submission (20 CFR 679.550(b)).

In accordance with WIOA Section 108 and 20 CFR 679.570, Local Area Plans shall be considered approved by the Governor at the end of the ninety-day period beginning the day the State WIOA Office receives the plan, unless the Governor makes a written determination during the ninety-day period that:

- 1) There are deficiencies in workforce investment activities that have been identified through audits, and the local area has not made acceptable progress in implementing plans to address deficiencies; or
- 2) The plan does not comply with applicable provisions of WIOA and the WIOA regulations, including the required consultation and public comment provisions, and the nondiscrimination requirements of 29 CFR part 37.
- 3) The plan does not align with Alabama's Combined State Plan, including in regard to the alignment of the core programs to support the strategy identified in the State Plan.

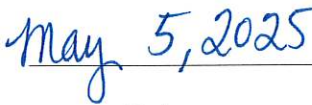
This policy rescinds the Governor's Workforce Innovation Directive No. PY2020-03.

Action: Each Regional Workforce Board shall use the attached instructions to submit its four-year local area plan and update it annually in order to receive its allocation for each Program Year.

Contact: Questions regarding this policy should be referred to Lorilei Sanders at Lorilei.Sanders@commerce.alabama.gov or by phone at 334.353.1632.



Tammy Wilkinson, Division Director
Workforce Development Division



Date

Local Area Plan Instructions Four-Year Plan

Note: Each point must be addressed. Please provide a response for each item in the instructions.

I. Local Area Governance

- a. Provide the most current organizational chart depicting the relationship of the agencies comprising the workforce system, including education, economic development, and the one-stop delivery system partners.
- b. Identify the entity responsible for the disbursement of grant funds, as determined by the chief elected official or the Governor (20 CFR 679.560(b)(14)). Identify by name, function, and organizational affiliation of the local area:
 - i. Signatory Official
 - ii. Grant Recipient
 - iii. Chief Elected Official
 - iv. Workforce Development Board Chair
 - v. Chief Fiscal Officer
 - vi. One-Stop Delivery System Area Managers

II. Local Workforce Development Board

- a. Provide a current listing of Local Board membership, including the category of representation as outlined in WIOA sec. 107(b)(2). The board must include:
 - i. Business Representatives – majority of members
 - ii. Workforce Representatives – at least twenty percent, and must include:

Representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representative of employees

A representative of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program, if such a program exists
 - iii. Education and Training Activities Representatives
 - iv. Governmental & Economic and Community Development Representatives.

III. Career Centers

- a. List the Comprehensive Career Centers, Satellite Career Centers, and Itinerant Career Centers operating within the local area.

- i. Identify which partners are represented in the Career Center; and
- ii. Provide the name, title, telephone number, and email address of principle Career Center contacts.

IV. Analysis of Local Area Conditions and Needs

- a. Provide analysis of local area economic conditions including existing and emerging in-demand industry sectors and occupations (20 CFR 679.560(a)(1)(i)). Existing current analysis may be used if available and appropriate (20 CFR 679.560(a)(1)(iii)).
- b. Provide analysis of local area employment needs of employers in existing and emerging in-demand industry sectors and occupations (20 CFR 679.560(a)(1)(ii)). Existing current analysis may be used if available and appropriate (20 CFR 679.560(a)(1)(iii)).
- c. What knowledge and skills are needed to meet the employment needs of the employers in the local area, including employment needs in in-demand industry sectors and occupations (20 CFR 679.560(a)(2))?
- d. Provide analysis of the local area's workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment (20 CFR 679.560(a)(3)).
- e. Provide analysis of the local area's current workforce development activities, including education and training. This analysis must include the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers (20 CFR 679.560(a)(4)).

V. Vision

- a. What is the local board's strategic vision to support the area's economic growth and economic self-sufficiency. This vision should be supported by analysis of the local area (Section I) and align with Alabama's Combined State Plan (20 CFR 679.560(a)(5)).
- b. Identify the local area's goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment) (20 CFR 679.560(a)(5)).

VI. Local Area Strategy

- a. Based on the analysis in Section IV, what is the local area's overall strategy to work with the entities that carry out the core programs and required partners to align resources available to the local area, to achieve the strategic vision and goals described in Section II (20 CFR 679.560(a)(6))?

- b. What programs are included in the local area's workforce development system (20 CFR 679.560(b)(1)(i))? Provide a listing and brief description of each program.
- c. How will the local board support the strategies identified in Alabama's Combined State Plan and work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 *et seq.*) to support service alignment (20 CFR 679.560(b)(1)(ii))? Provide information concerning how the local board will work with entities carrying out core programs to:
 - i. Expand access to employment, training, education, and supportive services for eligible individuals, particularly those with barriers to employment (20 CFR 679.560(b)(2)(i));
 - ii. Facilitate the development of career pathways and co-enrollment, as appropriate, in core programs (20 CFR 679.560(b)(2)(ii)); and
 - iii. Improve access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable) (20 CFR 679.560(b)(2)(iii)).
- d. What strategies and services will the local area use to:
 - i. Facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations (20 CFR 679.560(b)(3)(i));
 - ii. Support a local workforce development system that meets the needs of businesses in the local area (20 CFR 679.560(b)(3)(ii));
 - iii. Better coordinate workforce development programs and economic development (20 CFR 679.560(b)(3)(iii));
 - iv. Strengthen linkages between the one-stop delivery system and unemployment insurance programs (20 CFR 679.560(b)(3)(iv)); and
 - v. Implement initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of local area employers. Any of the above initiatives the local area chooses to implement should be in support of the other strategies to serve employers outlined above in Section III.d. (20 CFR 679.560(b)(3)(v)).
- e. How will the local board coordinate local workforce investment activities with regional economic development activities carried out in the local area (20 CFR 679.560(b)(4))?

- f. How will the local board promote entrepreneurial skills training and microenterprise services (20 CFR 679.560(b)(4))?
- g. Provide a description of the one-stop delivery system in the local area, including:
 - i. How the local board will ensure the continuous improvement of eligible providers of services through the system and that such providers will meet the employment needs of local employers, workers, and jobseekers (20 CFR 679.560(b)(5)(i));
 - ii. How the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means (20 CFR 679.560(b)(5)(ii));
 - iii. How entities within the one-stop delivery system, including career center operators and the career center partners, will comply with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities (20 CFR 679.560(b)(5)(iii)); and
 - iv. What the roles and resource contributions of each career center partner (20 CFR 679.560(b)(5)(iv))?
- h. Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area (20 CFR 679.560(b)(6)).
- i. Provide a description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities (20 CFR 679.560(b)(7)).
- j. Provide a description and assessment of the type and availability of youth workforce investment activities in the local area including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities (20 CFR 679.560(b)(8)).
- k. How will the local board coordinate relevant secondary and post-secondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services (20 CFR 679.560(b)(9))?
- l. How will the local board coordinate WIOA Title I workforce investment activities (adult, dislocated worker, and youth programs) with the provision of transportation and other appropriate services in the local area (20 CFR 679.560(b)(10))?

- m. Provide plans and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act services and other services provided through the one-stop delivery system (20 CFR 679.560(b)(11)).
- n. How will the local board coordinate WIOA Title I workforce investment activities (adult, dislocated worker and youth programs) with adult education and literacy activities under WIOA Title II? This description must include how the local board will carry out the review of local applications submitted under Title II consistent with WIOA Secs. 107(d)(11)(A) and (B)(i) and WIOA Sec. 232, for example, promoting concurrent enrollment in programs and activities, as appropriate (20 CFR 679.560(b)(12)).
- o. **Attach current copies of Memorandums of Understanding** or other executed cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop delivery system (20 CFR 679.560(b)(13)).
- p. Identify the entity responsible for the disbursement of grant funds described in WIOA sec. 107(d)(12)(B)(i)(III), as determined by the chief elected official or the Governor under sec. 107(d)(12)(B)(i).
- q. Provide a statement indicating that the local area will negotiate local levels of performance consistent with WIOA sec. 166(c) with the Workforce Development Division (WDD) and that these performance levels will be included in each year's Grant Agreement. These levels will be negotiated when the U.S. Department of Labor and other applicable federal agencies finalize performance levels for the State (20 CFR 679.560(b)(16)).
- r. What actions will the local board take toward becoming or remaining a high-performing board, consistent with the factors developed by the State Board (20 CFR 679.560(b)(17))?
- s. How will individual training accounts be used to provide training services to adults and dislocated workers? Will contracts for training services be used? If training contracts for services are used, how will this be coordinated with the use of individuals training accounts? How will the local board ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided (20 CFR 679.560(b)(18))?
- t. Describe the one-stop delivery system's current intake and case management information system(s). Are all WIOA and career center partners using the same system? How do WIOA and career center partners plan to implement and transition to an integrated, technology-enabled intake and case management information system (20 CFR 679.560(b)(20))?
- u. What policies does the local board have in place for the local one-stop delivery system that ensure priority for adult career and training services will be given to

recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient (20 CFR 679.560(b)(21))?

- v. How will the local area, and in particular the career centers, comply with the Jobs for Veterans Act requirements?

VII. Service Provider Selection Policies

- a. Provide a description of the competitive process that will be used to award any subgrants and contracts for WIOA Title I activities (20 CFR 679.560(b)(15)).
- b. Identify local board criteria for awarding grants for youth activities.
- c. If a local area has set additional criteria for approved State level providers already on the Eligible Training Providers List (ETPL), how will the local area determine service provider suitability for inclusion as a provider in their area?
- d. How will the local area secure the required performance information from service providers?

VIII. Monitoring & Oversight Policy

- a. Provide a copy of the local area's monitoring and oversight policies and procedures.

IX. Grievance Procedures and Policies

- a. Provide a copy of the local area's Grievance Procedures and Policies.

X. Comment Period

- a. What process will the local board use to provide a public comment period no longer than thirty days prior to submission of the plan? How will the local board ensure that the public, particularly representatives of businesses, education, and labor organizations, have an opportunity to have input into the development of the plan (20 CFR 679.550(b), 679.560(b)(19))?
- b. Provide a copy of the request for comments and any comments received that express disagreement with the plan (20 CFR 679.550(b)4). Please provide a response to comments expressing disagreement.