

WIOA Plan Review and Modification Form (Local Area Plan)

A plan modification may be submitted at any time; however, there are certain procedural steps required as part of the modification process. Refer to the PA Department of Labor & Industry's, or L&I, WIOA Regional and Local Area Plan Guide for additional direction.

I. Local Area Plan: Submitting Local Workforce Development Board, or LWDB	
Region Name: <i>Westmoreland-Fayette</i>	LWDB Name (i.e. designated name, not D.B.A.): <i>Westmoreland-Fayette Workforce Development Board</i>
Name of Designated Point of Contact, or POC: <i>Janet Ward</i>	
Organization: <i>Westmoreland-Fayette Workforce Development Board</i>	Title: Executive Director
Telephone Number: <i>724-775-2145</i>	E-mail Address: <i>jward@westfaywib.org</i>

II. Local Area Plan Review and Modification Information	
Was the local area plan reviewed per WIOA and L&I's WIOA Regional and Local Area Plan policy or guide? <i>yes</i>	
Indicate the economic condition and labor market information source(s) used in the plan review process: <i>The economic condition of the Westmoreland-Fayette workforce development area can be described as an aging and declining population with the majority of residents having obtained at least a high school diploma. The unemployment rate, being slight higher than the national average, displays that further workforce development efforts are needed to connect those unemployed to employment, specifically employment in the local area as less than half of those living in the area work within the area. Based on labor marketing information, the unemployment rate can be expected to continue to decrease over the next few years as the economy returns to status quo following the COVID-19 pandemic. The WFWDB utilized labor marketing information sourced from the Pennsylvania Department of Labor & Industry's Center for Workforce Information and Analysis and the US Census Bureau.</i>	
Did the local area plan review warrant plan modifications? <i>yes</i>	
L&I will approve the continuation of <i>existing</i> structure exemptions when the WIOA local area plan is approved or its modification is approved in lieu of a separate structure exemption request letter.	
Is the LWDB requesting a continuation of an <i>existing</i> structure exemption? <i>no</i>	
Was the modified local area plan draft provided to LWDB(s) members prior to public posting? <i>yes</i>	
Did submitting LWDB membership approve the final local area plan modification: <i>yes</i>	Public Comment Period: <i>05/11/2023 - 06/10/2023</i>
Comments received: <i>no</i>	
Submitting LWDB Approval Date: <i>06/12/2023</i>	Plan Modification Effective Date: <i>07/01/2023</i>

III(a). Requested Local Area Plan Changes		
Page #	Change due to a public comment	Describe a change in as few words as possible to direct the reviewer to the marked narrative. Do not describe mechanical or grammatic edits.
4	<i>no</i>	Guide update. Initial reference and legal name of the LWDB was incorporated into the plan narrative.
3-11	<i>no</i>	Data was updated to align with most recent data available.
7-8	<i>no</i>	Guide update. Some instances of application of the data presented in the local plan was added.
15	<i>no</i>	Guide update. Information on how the LWDB will connect adults, dislocated workers, and other targeted populations to registered apprenticeships.
15	<i>no</i>	Guide update. Information of how the system will improve access to services/activities that lead to Registered Apprenticeships was added.
<i>If needed, please use supplemental Section III(b). Requested Plan Changes – Continuation Page</i> Please see Continuation Page for more changes.		

IV. Submitting LWDB Executive Director's Attestation		
Submitter attests LWDA Chief Elected Officer (CEO) and LWDB Chair approved the plan review and/or the submitted plan.		
Name: <i>Janet Ward</i>	Signature: <i>Janet Ward</i>	Date: <i>06/20/2023</i>

V. Submission and Feedback Information (L&I Use Only)	
Date L&I received:	Is plan modification supporting document package complete? <i>Y / N</i>
Date L&I acknowledged:	Has a cursory review been completed, and if needed, acted upon? <i>Y / N</i>
Has the plan mod been reviewed? <i>Y / N</i>	Are the reviewers satisfied with the plan mod? <i>Y / N</i>

WIOA Plan Review and Modification Form (Local Area Plan)

VI. BWDA Chief or Policy Coordination Supervisor Recommendation for Approval		
Name: Click here to enter text.	Signature:	Date: MM/DD/YYYY

VII. BWDA Bureau Director's Approval		
Name: Click here to enter text.	Signature:	Date: MM/DD/YYYY

** If no plan modifications are required, provide a copy of this form's page 1 to L&I as evidence that a plan review occurred.*

WIOA Plan Review and Modification Form (Local Area Plan)

WIOA Plan Modification Instructions – Posting, Submission and Technical Support Information

Prior to submitting a modified WIOA Regional or Local Area Plan and its supporting documents for state approval:

- Review the WIOA Regional and Local Area Plan Guidance *Section III Public Comment Period* and *Section IV Plan Submission Requirements and Approval (subsection Plan Submission Requirements, the third and fourth bullet points)* for additional direction.
- The submitting LWDB must address any comments received following the public comment period. In lieu of duplicating any plan changes influenced by public comments within the *submission cover letter*, the LWDB may summarize plan changes due to public comment(s) within this form's *Section III Requested Plan Changes* by denoting any public comment influenced plan change accordingly. Otherwise, the public comment changes must be summarized within the *submission cover letter*.
- Ensure affected LWDB(s) and CEOs duly approved the plan modification as evidenced by signing and dating appropriate supporting documents.
- Modified WIOA plans not documented as being duly approved by the submitting LWDB(s) cannot be approved by the state.

Submitting a WIOA Local Area Plan Modification form for state approval:

- LWDBs submitting a local area plan modification must complete a WIOA Plan Review and Modification Form (Local Area Plan).
 - Sections I-IV must be completed and provided with the modified plan submission package.

Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form (Local Area Plan) Guidance:

- *Single Local Area Regions may disregard this section and the form referenced on page 5.*
- Refer to page 5 of this document for complete instructions.
 - Potential local area plan modifications should always be discussed at the Planning Region level to determine the overall effect the modified local area plan will have upon the regional plan.
 - This form is provided if the LWDB's local area plan modification is not within the planned two-year modification period.
 - If the LWDB's local area plan modification is deemed to affect the regional plan in a minor manner, this form is used in place of a full Regional Plan modification.
 - If the Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form (Local Area Plan) is employed, then this is the only regional plan modification form required.
 - Once completed, the non-submitting LWDB will email the Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form (Local Area Plan) to the designated POC.

Please direct plan submissions and questions to the BWDA Policy Coordination resource account: RA-LI-BWDA-Policy@pa.gov

WIOA Plan Review and Modification Form (Local Area Plan)

III(b). Requested WIOA Plan Changes – Continuation Page		
Submitting LWDB Name (i.e. <i>designated name, not D.B.A.</i>): <i>Westmoreland-Fayette Workforce Development Board</i>		
Page #	Change due to a public comment	Describe a change in as few words as possible to direct the reviewer to the marked narrative. Do not describe mechanical or grammatical edits.
21-22	<i>no</i>	Guide update. A section describing efforts to identify and improve access to Registered Apprenticeships was included.
22-23	<i>no</i>	Information regarding the WFWDB's Youth Re-Entry Program was updated.
25	<i>no</i>	Guide update. A statement clarifying that UC Reps. May not be within PA CareerLink® centers was added.
26	<i>no</i>	The WFWDB has added a statement clarifying the industries of focus for its industry partnership initiatives.
30	<i>no</i>	Guide update. The WFWDB provided a brief statement to further explain how it provides available educational services.
31	<i>no</i>	Guide update. The WFWDB has clarified that it has not received any language assistance requests.
31	<i>no</i>	Guide update. The WFWDB has added a section to describe reasonable accommodations requested by employee and participants.
32	<i>no</i>	Guide update. The WFWDB has added information regarding its corrective EO actions and current OEO compliance status.
32	<i>no</i>	Guide update. The WFWDB has added further information regarding its affirmative outreach process.
35	<i>no</i>	Guide update. The WFWDB has added information on how the local board will account for registered apprenticeship structure in the use of contracts/ITAs.
39	<i>no</i>	Guide update. The WFWDB has provided details regarding TANF youth participant wages.
39	<i>no</i>	A TANF Youth programming contact has been updated.
41	<i>no</i>	Guide update. The WFWDB has added information regarding education programs that include apprenticeships/pre-apprenticeships.
43	<i>no</i>	Guide update. The WFWDB has added information regarding the one-stop delivery system's accessible intake.
44-45	<i>no</i>	Guide update. The WFWDB has added information related to the outreach of one-stop services.
46	<i>no</i>	Guide update. The WFWDB has described how registered apprenticeship programs will be promoted and the BST's involvement.
51	<i>no</i>	Attestations have been updated.
53	<i>no</i>	Attachment 1 has been updated to reflect new performance measures.
55	<i>no</i>	Attachment 2 has been updated to reflect new staff.
60-73	<i>no</i>	Attachment 4 has been updated to include updated tables/graphs that align with data provided in Section 1.
5 & 63	<i>no</i>	Revision update. Updated "Education of Population" section and corresponding Figure 6 in Attachment 4 with 2020-2030 employment projections provided by CWIA.
7 & 64	<i>No</i>	Revision update. Updated employment projections and work activities narrative and corresponding Figures 16 and 17 in Attachment 4 to reflect 2018-2028 data.
9, 15, 22, 23, 26, 44, 47	<i>No</i>	Revision update. Updated information regarding apprenticeships and pre-apprenticeships in the WFWDA, the WFWDB's involvement and role in such programs, available apprenticeship/pre-apprenticeship supports, leveraged resources for apprenticeships/pre-apprenticeships, and the PA CareerLink® center role in such programs.
56	<i>No</i>	Revision update. Corrected negotiated levels for PY22 and PY23.
22	<i>No</i>	Revision update. Added necessary language related to OVR.
24-25	<i>No</i>	Revision update. Added necessary language related to OVR.
29 - 30	<i>No</i>	Revision update. Clarified information related to the operator, operator procurement process, and Equal Opportunity Officer.
31	<i>No</i>	Revision update. Corrected MOU effective dates.
33	<i>No</i>	Revision update. Added additional information regarding assistive technology devices, software, etc.
32	<i>No</i>	Revision update. Clarified cross referral process.

WIOA Plan Review and Modification Form (Local Area Plan)

35	<i>No</i>	Revision update. Added information regarding the monitoring of accessibility of affiliated sites.
52	<i>No</i>	Revision update. Added information regarding the process for the development of the modified plan.
58	<i>No</i>	Revision update. Updated Attachment 3.

WIOA Plan Review and Modification Form (Local Area Plan)

Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form (Local Area Plan)

A plan modification may be submitted at any time; however, there are certain procedural steps required as part of the modification process. Refer to the PA Department of Labor & Industry's, or L&I, WIOA Regional and Local Area Plan Guide for additional direction.

This form is provided if a LWDB's local area plan modification is not within the planned two-year modification period. If the LWDB's local area plan modification is deemed to affect the regional plan in a minor manner, this form is used in place of a full Regional Plan modification.

I. WIOA Regional Plan: Designated Submitting Local Workforce Development Board, or LWDB	
Region Name: Click here to enter text.	Submitting LWDB Name <i>(i.e. designated name, not D.B.A.)</i> : Click here to enter text.
Local Workforce Development Areas, or LWDAs, that compose the Planning Region: Click here to enter text.	
Name of Region's Designated Point of Contact, or POC: Click here to enter text.	
Organization: Click here to enter text.	Title: Click here to enter text.
Telephone Number: Click here to enter text.	E-mail Address: Click here to enter text.

II. WIOA Regional Plan Review and Modification Information		
Was the regional plan reviewed per WIOA and L&I's WIOA Regional and Local Area Plan policy and guide? <i>(yes or no)</i>		
Indicate the economic condition and labor market information source(s) used in the plan review process: Click here to enter text.		
Was the modified regional plan draft provided to affected LWDB(s) prior to public posting? <i>(yes)</i>		
Have all planning region LWDB(s) approved final regional plan mod: <i>(yes or no)</i>	Public Comment Period: <i>MM/DD/YYYY - MM/DD/YYYY</i>	Comments received: <i>(yes or no)</i>
Date of the last LWDB to approve mod: <i>MM/DD/YYYY</i>	Plan Modification Effective Date: <i>MM/DD/YYYY</i>	

III. Requested WIOA Local Area Plan Change(s) That May Affect the Planning Region Plan		
LWDB submitting the local area plan modification <i>(i.e. designated name, not D.B.A.)</i> : Click here to enter text.		
Page #	Change due to a public comment	Describe a change in as few words as possible to direct the reviewer to the marked narrative.
#	<i>(yes or no)</i>	Change
#	<i>(yes or no)</i>	Change
#	<i>(yes or no)</i>	Change

IV. LWDB approves the modified WIOA Regional Plan		
Name of LWDB: Click here to enter text.		
LWDB Executive Director:	Signature:	Date:

V. LWDB approves the modified WIOA Regional Plan		
Name of LWDB: Click here to enter text.		
Board Chair:	Signature:	Date:

VI. LWDA CEO approves the modified WIOA Regional Plan		
Name of LWDA: Click here to enter text.		
CEO:	Signature:	Date:

WIOA Plan Review and Modification Form (Local Area Plan)

Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form (Local Area Plan) - Instructions & Technical Support

Background:

- This form is provided if a LWDB's local area plan modification includes narrative that may affect the regional plan and is not within the planned two-year modification period.
- Potential local area plan modifications should always be discussed at the Planning Region level to determine the overall affect local area plan modifications may have on the planning region.
- If the LWDB's local area plan modification is deemed by L&I to provide only a technical or minor affect upon the regional plan, a full regional plan modification that includes posting for public comments is not required. This form is used in place of the more extensive regional plan modification form.

This form is not necessary if:

- The region is composed of a single LWDA.
- The planning region members agree that the LWDB's local area plan modification provides no effect on the regional plan.
- The LWDB's local area plan modification is deemed to affect the regional plan in a major manner; therefore, a full regional plan modification is required.

Instructions:

- A LWDB's modified local area plan includes narrative that may affect the regional plan and is not within the planned two-year modification period. This LWDB will contact the POC to begin the Planning Region discussion.
- POC communicates the LWDB's local area plan modification to all other planning region LWDB(s), arranges meeting(s) for all LWDBs to discuss, and possibly makes minor modification to the regional plan due to the local area plan modification.
- POC provides the modified regional plan draft to L&I's BWDA to determine if the modification is technical or minor.
 - If L&I deems the modification to be technical or minor:*
 - a. the need for posting the draft for public comments may be averted.
 - b. the use of the Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form (Local Area Plan) is warranted.
- The LWDB submitting a local area plan modification does not complete the Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form (Local Area Plan). Instead, the LWDB coordinates with the POC by providing all relevant local area plan modification information.
- POC will complete Sections I, II and III for the benefit of the planning region's LWDA, CEOs and LWDB members.
- Once the POC finalizes the regional plan modifications and prepares the Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form (Local Area Plan), the POC will disperse both items to the rest of the planning region via email.
- All remaining LWDB(s) will complete sections IV, V and VI and email the completed Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form (Local Area Plan) to POC.
- POC will email copies of the completed Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form (Local Area Plan) to the LWDB who is submitting the local area plan modification to L&I. The LWDB must attach these forms to the local area plan modification package.
- POC will submit the finalized modified regional plan, including a summary of the technical or minor modifications to L&I.
- POC will ensure the modified regional plan is posted for public viewing.

Please direct plan submissions and questions to the BWDA Policy & Planning Coordination Services resource account:

RA-LI-BWDA-Policy@pa.gov