



Category/Subject: WIOA/PY16-PY19 Regional and Local Plans
Colorado Policy Guidance Letter#: 15-18-WIOA
Revise/Replace PGL#: 15-06-WIOA
Date: January 8, 2016
Distribution: CDLE Management/Finance, State/Local Workforce Directors & Staff, Partners

**REFERENCE(S):**

- Workforce Innovation and Opportunity Act, PL 113-128 – July 22, 2014
- Wagner-Peyser Act of 1933 as amended by Title III of WIOA
- TEGL 19-14: Vision for the Initial Implementation of WIOA
- PGL 10-18-L: Language Assistance Services
- PGL 13-08-P: Notice of Fund Availability (NFA) and Expenditure Authorization (EA) Procedures (or most current PGL)
- PGL 15-13-WIOA: PY15 Waiver Policy

**II. PURPOSE:**

The purpose of this PGL is to provide information and guidelines for Local Workforce Development Boards (LWDBs), Regional Planning Areas and Local Areas to develop their Workforce Innovation and Opportunity Act (WIOA) four-year plans for Program Years 16 through 19. These plans will be divided into the Regional and Local Plan narratives **due Monday, May 2, 2016**, and the Local Plan compliance requirements **due Wednesday, June 1, 2016**. This year the plan narrative will incorporate regional and local area planning requirements, as well as the Colorado Workforce Development Council’s continuous improvement plan, in a single submission. In addition, updated two-year Language Assistance Plans must be submitted with the Local Plan compliance requirements.

**III. BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) of 2014, requires the submission of four-year local and regional plans beginning July 1, 2016, which is the deadline for implementing all provisions and requirements of WIOA. The Colorado Department of Labor and Employment (CDLE), in partnership with the Colorado Workforce Development Council (CWDC), are providing guidelines for the development of regional and local plans. In addition, this year, local areas must submit updated two-year Language Assistance Plans (LAPs).

**IV. POLICY/ACTION:**

**A. Regional/Local Plan Narratives**

Each regional planning area is required to submit a package of plan narratives that include the four-year Regional and Local Area Plans covering PY16-PY19. This package will be based on the:

1. Regional and Local Plan Template (see **Attachment 2**)

An electronic version of the complete PY16-19 regional/local narrative plan package is due to the three Regional Liaisons via e-mail **by no later than Monday, May 2, 2016. (This narrative plan is to be submitted after a 30-day public comment period and include a summary of public comments received and any changes made as a result.)**

**B. Local Area Plan Compliance Package**

Each local area is required to submit a package of compliance documents that includes the following components:

1. Local Area Plan Compliance Questions (see **Attachment 3**)
2. PY16 Budget and Service Chart (use **Attachment 4**)
3. PY16 Expenditure Authorizations (EAs), complete with Budget Information Summary Tables (BISTs), performance outcome charts and expenditure charts. Local areas are to use the most updated version of the EA document, to be revised with changes that may be required by WIOA and which will be issued at a later date. Please note that:
  - a. The local negotiated Common Measures goals for PY15 are to be entered in the participant charts as place-keepers until PY16 performance levels have been negotiated.
4. Updated PY15-16 two-year Language Assistance Plan (see **PGL 10-18-L for instructions**)

An electronic version of the complete Local Area Plan Compliance package is **due to the three Regional Liaisons via email by no later than Wednesday, June 1, 2016. (This package does NOT have to be published for a public comment period.)**

After CDLE completes its initial review of the compliance plan package, and any requested revisions are made, signatures should be obtained, and the full compliance plan with original signatures on the Region/Local Plan Signature Sheet will need to be submitted.

**C. State Review Deadline:**

The CDLE and CWDC review and approval of regional/local plans will be completed by no later than June 30, 2016.

**V. IMPLEMENTATION DATE:**

Upon receipt of this Policy Guidance Letter

**VI. INQUIRIES:**

Please direct all inquiries to your Regional Liaison at Workforce Development Programs.

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Elise Lowe-Vaughn, Director  
Workforce Programs, Policy, and Strategic Initiatives

**ATTACHMENTS:**

1. Regional/Local Area Signature Sheet
2. Regional and Local Plan Template
3. Local Area Plan Compliance Questions
4. PY16 Budget and Service Chart