

<b>Policy Area:</b> Operations	
<b>Title of Policy:</b> Process for Requesting Local Workforce Development Area Redesignation; Redesignation Assistance	<b>Number:</b> 200-07 change 1
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## I. Purpose

This issuance provides guidance to chief elected officials (CEOs), Local Workforce Development Board (Local Board) members, and Virginia one-stop system stakeholders regarding the process to be followed when a unit or a combination of units of political subdivisions, such as a county or group of counties and/or cities, requests redesignation of local workforce development areas under the Workforce Innovation and Opportunity Act (WIOA) and the opportunity for local redesignation assistance from the state WIOA title I agency.

## II. Summary

Under the Workforce Innovation and Opportunity Act (Pub. L. 113-128), local areas within a planning region that want to redesignate into a single local area shall be given the opportunity to do so, and the state shall provide funding to assist in facilitating such redesignation. The WIOA Final Rule provides additional information including the types of activities that redesignation funds may be used for:

1. Convening sessions and conferences;
2. Renegotiation of contracts and agreements; and
3. Other activities deemed appropriate for redesignation by the State Workforce Development Board.

## III. References

- Workforce Innovation and Opportunity Act (Pub. L. 113-128)
- Virginia Board of Workforce Development Policies 200-01 and 200-06
- Training and Guidance Letter No. 19-14, *Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act of 2014*
- United States Department of Labor, *Workforce Innovation and Opportunity Act; Final Rule*, 20 CFR, Part 679, Subpart B, Workforce Innovation and Opportunity Act Local Governance

## IV. Policy

Consistent with WIOA section 106(b)(6), the Virginia Board of Workforce Development (VBWD) will consider all requests for local area redesignation. While the WIOA statute contemplates requests for redesignation for local areas that are part of a planning region, the

VBWD will consider requests for redesignation for local areas within a planning region and for local areas that may not be part of a planning region but can provide other appropriate justification for the change. Justification for redesignation may include factors that demonstrate the extent that requested areas meet the following:

1. Are consistent with labor market areas in the state;
2. Are consistent with regional economic development areas in the state; and
3. Have available the federal and non-federal resources necessary to effectively administer activities under provisions of WIOA Title I, including whether the areas have the appropriate education and training providers, such as institutions of higher education and career and technical education schools.

Requests for redesignation and redesignation assistance shall be consistent with policies and procedures outlined in Policy 200-01 and Policy 200-06.

## **V. Procedures**

The process outlined below is to be followed by a unit or units of local government seeking redesignation of local workforce development areas under the WIOA.

**Step 1.** The local government unit(s) seeking redesignation of local workforce development area(s) shall gain agreement of redesignation with the chief elected officials of the local areas (county commission for a single county local area or the consortium for multi- county local areas) impacted by the proposed redesignation and associated existing local workforce development boards.

**Step 2.** If a decision is made by the local government unit(s), in coordination with the chief elected officials, to seek redesignation under the WIOA, the local government units must undertake a formal comment period and provide documentation of the results of the formal comment period with the redesignation request. The formal comment period must allow for comments by businesses, labor organizations, institutions of higher education, community-based organizations, and the public at-large.

**Step 3.** The request for redesignation of a new local workforce development area under the WIOA must be submitted to Virginia's Secretary of Labor and the Executive Director of the Virginia Board of Workforce Development and include the following information:

1. How the proposed local workforce development area is aligned with labor market areas including information on growth industries and occupations in the local labor market.
2. How the proposed local workforce development area is aligned with a regional economic development area within the Commonwealth of Virginia.
3. How the proposed local workforce development area can effectively administer activities under provisions of the WIOA with available federal and non-federal resources, including a description of area education and training providers, a description of how the available resources will be made available for training activities, and a description of the percentage of overall resources administered by

the local area that will be dedicated to training activities.

**Step 4.** After submission of the redesignation request, Virginia Works will review the request and provide a consultative opinion and recommendation for the Governor and Virginia Board of Workforce Development. As required by the WIOA, the Governor will use the consultation of the Virginia Board of Workforce Development and consult with chief elected officials prior to redesignating a local workforce development area. The Governor may rely on the submissions from the requestor(s) as meeting the requirement for consultation with chief elected officials, including the public records of meetings and any recorded votes or resolutions regarding the redesignation request.

**Step 5.** Along with the redesignation request, the applicant for redesignation shall also submit a request for redesignation assistance (if needing such assistance), along with a budget and justification for the request that includes proposed activities to facilitate a transition to the redesignated local area. Transition assistance activities may include:

1. Convening sessions and conferences;
2. Renegotiation of contracts and agreements; and
3. Other activities deemed appropriate for redesignation by the VBWD.

**Step 6.** The VBWD and Virginia Works shall jointly consult on the redesignation assistance request and make a determination. Virginia Works shall monitor expenditure of funds and ensure appropriate use of such funds in supporting redesignation of the new local area(s).

**Step 7.** Once the Governor formally approves the redesignation request, redesignation funds shall be available based on an approved budget by Virginia Works.

**Step 8.** The local area and Virginia Works will determine the need to conduct status meetings to ensure a seamless transition through an open and collaborative partnership.