

## Idaho Policy for Designation of Local Workforce Development Areas Under the Workforce Innovation and Opportunity Act (WIOA) Updated ~~XX-XX-XXXX~~

**Purpose:** As directed by [the U.S. Department of Labor Training and Employment Guidance Letter 27-14](#), the Workforce Innovation and Opportunity Act of 2014 requires the Governor to develop a policy for designation of local workforce development areas in consultation with the State Workforce Development Council, chief elected officials and consideration of public comments.

**Reference:** WIOA Section 106(b); [TEGL-27-14 20 CFR 679](#)  
Idaho Policy for Designation of Local Workforce Development Areas Under the Workforce Innovation and Opportunity Act (WIOA) Adopted October 19, 2015 (replaced on 4-20-2020)

### Definitions

**Initial Designation** – The period of initial designation applies to program years 2015 and 2016 for the two existing local areas under WIA.

**Subsequent Designation** – The period of subsequent designation applies to program years 2019 and beyond.

**Performed Successfully** - Met or exceeded the negotiated levels of performance for the last two consecutive program years and [has not failed any individual measure during the same period.](#)

**Sustained Fiscal Integrity** – The Secretary of Labor has not made a formal determination that either the grant recipient or the administrative entity of the area mis-expended funds due to willful disregard of the requirements of the provision involved, gross negligence, or failure to comply with accepted standards of administration for the two-year period preceding the determination.

### Background

In 2005, Governor Kempthorne desired to consolidate the existing six local workforce development areas into a single state area. Due to regulatory constraints, Governor Kempthorne instead created two local areas: the East-Central District local area and the Balance of State local area. Subsequently, these two local areas have operated as a consortium and single, statewide planning region with the Workforce Development Council serving as the local board, under a USDOL approved waiver.

### Initial Designation under WIOA--WIOA Sec. 106(b)(2)

The East-Central District local area and the Balance of Idaho local area met the eligibility requirements for initial designation as local areas under WIOA by having performed successfully and sustained fiscal integrity. The Governor's Workforce Development Council recommended for the Governor's approval the initial designation of these two local areas through June 30, 2017.

### Subsequent Designation under WIOA--WIOA Sec. 106(b)(3)/ [20 CFR 679.260\(b\)\(2\)](#)

After July 1, 2019, the two existing local areas continue to be eligible for subsequent designation if each performed successfully [based on all six of the WIOA indicators of performance](#), sustained fiscal integrity and meet the requirements for regional planning as outlined in WIOA Sec. 106(c)(1). The local areas and chief elected official are considered to have requested continued designation unless the local area and chief elected official notify the Governor that they no longer seek designation.

### Designation of Local Areas -- WIOA Section 106(b)(4)/ [20 CFR 679.230 & 679.240](#)

Upon the Council's recommendation to the Governor, the Governor may approve a request from any unit of general local government, including combination of such units, for a geographic area to be designated as a local area. [Consideration for designation will be made at the discretion of the Governor, as noted in Sec. 106\(b\)\(1\)\(B\), once the applicants fulfill the requirements below and a public comment process is completed.](#)

Applicants will be required to [submit the following information in consideration of local area designation under WIOA:](#)

- [Submit an application for designation prior to December 31<sup>st</sup> for consideration for the subsequent program year to:](#)
  - [Idaho Workforce Development Council](#)
  - [Attn: Executive Director](#)
  - [317 W. Main St.](#)
  - [Boise ID 83735](#)
- Demonstrate a common economic development and labor market area through commute patterns and/or other economic and workforce factors;
- Include letters of commitment from local elected officials and employers;
- Identify available and appropriate education and training institutions;
- Identify an entity that can serve as a WIOA-compliant local workforce development board\*; [and](#)
- Identify federal and non-federal resources to administer the activities of the local board under WIOA subtitle B.

***\*A concurrent application for certification of a local workforce board should be submitted according to the Idaho Policy for Appointment/Certification of Local Workforce Development Boards.***

#### **Local Area Designation Timeline-**

1. [The Workforce Development Council will review the application during its next quarterly meeting to assess whether to forward the recommendation to the Governor for approval.](#)
  - a. [If approved by the council, it may be forwarded to Governor with a recommendation for approval.](#)
    - i. [The Governor then may approve or deny the recommendation prior to the beginning of the program year. If denied, the applicant may then follow the Appeals process as outlined below.](#)
    - b. [If denied by the council, the applicant may then follow the Appeals process as outlined below.](#)
2. [The council may determine it needs additional information after initial review of the applicant's submission. If so, it will request additional information for discussion during its next quarterly meeting.](#)
  - a. [Upon review of this additional information, the council will then determine whether to forward a recommendation for designation or to deny the application.](#)
    - i. [If approved, the process follows as noted in 1.a above.](#)
    - ii. [If the council denies the application, then it follows steps 1.b above.](#)

#### **Redesignation Assistance under WIOA--WIOA Section 106(b)(6)/ [20 CFR 679.280](#)**

At the request of each of the local areas in a planning region, [statewide](#) funds will be made available to facilitate activities required for redesignation of the existing local areas into a single local area. If statewide funds are not available, they may be provided in the next available program year.

Redesignation activities that may be carried out by the local areas include:

- Convening sessions and conferences;
- Renegotiation of contracts and agreements; and
- Other activities directly associated with the redesignation as deemed appropriate by the Council.

#### **Appeals - WIOA Section 106(b)(5)/ [20 CFR 683.640](#) Denial of Local Area Designation**

A unit of general local government that requests but is not granted designation as a local workforce development area under section 106 (b) (2) or (3) may submit an appeal to the State Workforce Development Council.

The existing designated workforce areas will continue while the appeal is in progress and will be modified should the initial denial of designation be overturned.

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a. Appeal to the State Workforce Development Council

All such appeals shall be in writing and be filed within twenty (20) calendar days of the date the denial letter was mailed by the Governor or the Governor's designee. The appeal must include all factual and legal arguments as to why the appeal should be granted. The appeal shall be filed with the Executive Director of the Workforce Development Council, 317 West Main Street, Boise, Idaho 83735. The Executive Director shall promptly acknowledge receipt of the appeal.

The appeal shall be deemed timely filed if it is received by the Executive Director of the Workforce Development Council within the 20-day period, unless the appeal is filed by mail, in which case the official postmark affixed by the U. S. Postal Service shall be deemed to be the date of filing. Any appeal that is filed late shall be summarily dismissed.

The Chair of the Council will select a hearing officer. The appeal shall be heard by the hearing officer not more than forty-five (45) days after the appeal was filed. With the consent of the appealing party, the hearing may be held after the 45-day period, but in no case shall the hearing be conducted more than sixty (60) days after the appeal was filed.

The hearing officer shall inform the appellant of the date, time and place of the hearing by written notice mailed at least ten (10) calendar days in advance. The appellant shall have the right to present testimony and documentary evidence, to offer evidence in rebuttal, to present oral argument and to be represented by legal counsel. All testimony received by the hearing officer shall be under oath or affirmation. If the appellant retains legal counsel, federal WIOA funds cannot be used for remuneration.

An appellant must establish that it is entitled to designation as a local area according to this policy and WIOA.

Within fifteen (15) days of the hearing, the hearing officer shall issue a recommended decision, which shall include findings of fact, recommendations and the basis therefore. That decision shall be mailed to the appealing party. The hearing officer shall file a copy of the recommended decision with the Executive Director of the Council.

The recommended decision of the hearing officer shall be placed on the agenda of the next Council meeting for disposition, if there are at least 14 calendar days remaining prior to the meeting; however, if no Council meeting is scheduled within forty-five (45) days of the date the decision was issued, a special meeting of the Council, or a Committee designated by the Chair, shall be conducted within that 45-day period to accept, reject or modify the hearing officer's recommended decision.

In its deliberations, the Council shall consider only the evidence presented to the hearing officer. The Council shall not receive or consider any evidence not presented to the hearing officer. The decision of the Council shall be reduced to writing and be mailed to the Governor and the appealing party. The decision must set out in summary fashion the Council's findings and conclusions. The Council may adopt, in whole or in part, the findings of fact, recommendations and rationale of the hearing officer.

b. Appeal to USDOL

If a timely appeal of the decision does not result in the requested designation, the unit of general local government or grant recipient may further appeal the designation decision to the U.S. Secretary of Labor within thirty (30) days after receipt of the Council's written decision. The appeal to the Secretary must be consistent with the requirements of the Workforce Innovation and Opportunity Act. The Secretary, after receiving a request for review and upon determining that the entity has met the burden of establishing that it was not accorded procedural rights under the appeal process established in the state plan, or that the area meets the requirements of Section 106(b) paragraph (2) or (3) and 20 CFR 679.250, as appropriate, may require that the area be designated as a local area. As part of this determination, the Secretary may consider comments submitted by the Council in response to the appeal.

Appeals made to the Secretary must be filed no later than 30 days after receipt of written notification of the denial from the Council, and must be submitted by certified mail, return receipt requested, to:

Secretary, U.S. Department of Labor  
Attention: ASET  
200 Constitution Ave NW  
Washington, DC 20210

A copy of the appeal must also be simultaneously provided to the State Council, submitted to:

Workforce Development Council  
317 West Main Street  
Boise, Idaho 83735

The Secretary will notify the Governor and the appellant in writing of the Secretary's decision.

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