
Regional and Local Planning Guidance for PY 25-28

General Instructions

The attached Directive is being issued in draft to give the Workforce Development Community the opportunity to review and comment prior to final issuance.

Submit any comment by email no later than **October 17, 2024**.

All comments received within the comment period will be considered before issuing the final Directive. Commenters will not be responded to individually. Rather, a summary of contents will be released with the final Directive.

Comments received after the due date will not be considered.

Email PolicyUnit@cwdb.ca.gov

Include "Draft Directive Comments" in the email subject line.

If you have any questions, contact the CWDB Policy unit at PolicyUnit@cwdb.ca.gov.

Regional and Local Planning Guidance for PY 25-28

Executive Summary

This policy provides the guidance and establishes the procedures regarding the Regional and Local Plans for Program Years (PY) 2025-28, effective July 1, 2025, through June 30, 2029, as required by the *Workforce Innovation and Opportunity Act* (WIOA). This policy applies to Local Workforce Development Boards (Local Board) and is effective on the date of issuance.

This policy is developed by the California Workforce Development Board and contains some state-imposed requirements. All state-imposed requirements are indicated by ***bold, italic*** type.

This policy supersedes *Regional and Local Planning Guidance for PY 21-24 Two Year Modifications* (WSD22-05), dated October 27, 2022. Retain this Directive until further notice.

References

- Workforce Innovation and Opportunity Act, Public Law Sections 106 – 108 and 121
- Title 20 Code of Federal Regulations (CFR) Sections 679.200 through 679.580
- Training and Employment Notice (TEN) 21-16, WIOA Regional and Local Planning and Local Board Responsibilities Questions and Answers (December 5, 2016)
- California Unemployment Insurance Code (CUIC) Sections 14000 through 18012
- [California's 2024-2027 Unified Strategic Workforce Development Plan](#) (State Plan)
- [Workforce Services Directives](#) WSD22-13, Selection of AJCC Operators and Career Services Providers (May 1, 2023)
- WSD22-05, Regional and Local Planning Guidance for PY 21-24 (October 27, 2022)
- WSD19-09, Strategic Co-Enrollment – Unified Plan Partners (February 12, 2020)
- WSD18-12, WIOA Memorandums of Understanding (April 30, 2019)
- WSD17-07, WIOA Youth Program Requirements (January 16, 2018)
- WSD17-01, Nondiscrimination and Equal Opportunity Procedures (August 1, 2017)

Background

Overview of State Plan, Regional Plans, and Local Plans

The [State Plan](#) provides a conceptual outline for Local Boards and their partners as they jointly develop Regional and Local Plans. The State Plan policy objectives, developed in collaboration with WIOA partners, work towards the shared vision of creating a comprehensive system that impacts poverty, promotes income mobility, and embeds equity as a cornerstone of service delivery.

As outlined under WIOA Section 106, Regional Plans provide a roadmap for the alignment of resources and investments to meet specific outcomes within the 15 Regional Planning Units (RPU). Regional Plans are used to articulate how RPUs will intentionally build industry sector engagement, drive workforce development outcomes across multiple jurisdictions, and expand on-ramps to career pathways for individuals with barriers to employment.

As outlined in WIOA Section 108, Local Plans provide an action plan for operationalizing the road map laid out in the Regional Plan by describing how individuals access services through the America's Job Centers of CaliforniaSM (AJCC) system. Local Plans are used to articulate by setting concrete goals, how Local Boards will coordinate with local partners to ensure person-centered service delivery. By utilizing robust partnership agreements, Local Boards can support the collaborative effort to achieve their shared vision.

In addition to the federal planning requirements, WIOA indicates that Regional and Local Plans should be consistent with the vision and goals of the State Plan. This guidance weaves together federal and state requirements to develop cohesive narratives for regional and local plans, with the intent to assist in the development of a seamless blueprint for the operationalization and implementation of all required Plan content.

Changing Economic Landscape

After four years of COVID-19, California's economy is rebounding toward pre-pandemic conditions. However, for communities that have historically experienced barriers to employment, the pandemic-induced recession intensified long-standing disparities and economic inequalities. Although some workers have benefited from higher wages due to a tightening of the labor market, the resulting burden of pandemic-related inflation has placed more pressure on low-income families who are already stretched thin. Given the current economic landscape, including high inflation and shortages in career pathways, each RPU and Local Board must identify vital industrial sectors within its boundaries to achieve greater impact of services delivered.

Additional Criteria

While the planning process can be beneficial for gathering a comprehensive view of the current workforce development system within the state's diverse regional and local landscapes, the California Workforce Development Board (CWDB) recognizes that Regional and Local Plans

must be developed while the state’s economy and labor market continues to recover from the recession and that adjustments to current goals, strategies, and objectives are an iterative process. Therefore, Local Boards are encouraged to view new additional criteria as opportunities to establish policy prototypes that can be refined during the two-year modification and after.

Policy and Procedures

Regional Plans

According to WIOA, establishing regions is intended to align workforce development activities and resources with regional economic development areas and available resources. While the vision and policy objectives laid out in the State Plan were used to guide the development of the criteria below, RPUs have significant discretion to determine how these approaches will be best actualized within their regions.

Analytical Overview of the Region

This section of the Regional Plan should provide an analysis of the economic conditions and trends in the region, as well as an analysis of the current workforce. The analyses may be completed using data compiled from a variety of resources, including local partners providing measures of self-sufficiency; WIOA core, required, and state partners; Labor Market Information (LMI); Bureau of Labor Statistics; Cross-System Analytics and Assessment for Learning and Skills Attainment (CAAL-Skills) Reports; employer engagement, and other relevant sources. California LMI data is available for reference on the Regional Planning Unit Labor Market Data webpage.

Workforce and Economic Analysis

The Regional Plan represents the big picture of a region’s economy and workforce environment, focusing on collaborative strategies to be implemented across multiple Local Workforce Development Areas (Local Area) to attain regional goals and objectives. This should start with an analysis that provides insight into the current and future needs of employers and job seekers in the region. The analysis should consider the impact of recent events (e.g., COVID-19, natural disasters, amplified movement for racial justice, inflation, recent retirement influx, etc.) on the regional economy. The quantitative and qualitative data provided in this analysis should be used as a foundation for informing the rest of the Plan.

The Regional Plan should provide analyses of the following:

- Current employment and unemployment data, including the U6 (Unemployment) rate measure as defined in the [State Plan](#) Economic and Workforce Analysis section, as follows:
 - The U6 Unemployment rate is the broadest measure of labor utilization. It is calculated as the number of unemployed plus the total number of persons employed part-time for economic reasons, plus all persons marginally attached to the labor force as a percent of the labor force, expanded to include all persons marginally attached to the labor force. Persons marginally attached to the labor

force are those who currently are neither working nor looking for work but want to work, are available for a job, and have looked for work sometime in the last year.

- Current educational and skill levels of the workforce, the current needs of employers in the region, and any relevant skill gaps between the two.
- Industries and occupation with an emerging demand.

Regional Indicators

A key objective of Regional Planning efforts is to key objective of Regional Planning efforts is to connect AJCC services to a regional skills infrastructure that aligns with regional labor market needs. Four Regional Indicators were previously developed to assess coordination and measure progress within the RPUs. The indicators provided a valuable measure of processes and activities utilized by RPUs to establish a foundation for driving a regional approach and aligning the needs of regional industry sectors and employers.

Each RPU must establish objective metrics associated with at least two or more of the following four Regional Indicators:

- ***The region has a process to communicate industry workforce needs to supply-side partners.***
- ***The region has policies supporting equity and strives to improve job quality.***
- ***The region has shared target populations of emphasis.***
- ***The region deploys shared/pooled resources to provide services, training, and education to meet the target population's needs.***

The CWDB does not see this as a one-size-fits-all exercise, resulting in one set of uniform metrics across the state. Instead, it is a chance for each RPU to jointly agree upon data points that consider their region's unique needs and demonstrate regional work's impact on their residents. RPUs will outline the impact of the progress in their communities and communicate in the RPU closeout report what is anticipated for the next four years. For regions experiencing challenges establishing measurable metrics, the CWDB will assist with metric development by analyzing and utilizing regional data.

The Regional Plan should accomplish the following:

- ***State which two of the four regional indicators the RPU selected, and the objective metrics established for each indicator chosen. If the region modified/revised its metrics to better align with the intent of the selected indicator, please explain why changes occurred and provide an analysis for the new metrics.***
- ***Provide an assessment of the impacts, lessons learned, and progress on tracking and evaluating the regionally agreed metrics of each RPU's local workforce service delivery systems (e.g., change in service strategies, improved participant outcomes, new partner engagement, etc.).***

Fostering Demand-Driven Skills Attainment

This section of the Regional Plan aligns with the key indicators of the region's process for communicating industry workforce needs to supply-side partners. Workforce and education programs should receive timely and accurate information from industry on the sectors and jobs driving growth in the region. Each region should use that information to align program content with the state's industry sector needs to provide California's employers and businesses with the skilled workforce necessary to compete in the global economy.

Regional Sector Pathways

Regional sector pathway programs are career pathways that result in attaining industry-valued and recognized postsecondary credentials. These credentials are portable and aligned with regional workforce needs. RPUs must ensure these career pathway programs are responsive to the historic economic disparities in our state. The strategy should focus on the flexibility of pathways with multiple entry and exit points to serve marginalized communities best.

Regional Plans should cultivate partnerships to promote the expansion of employer engagement and recruitment and coordination between the education and workforce development systems. Obstacles like subcontracted labor call for increased coordination to support industry sector partnership expansion.

The Regional Plan should achieve the following:

- ***Identify the in-demand industry sectors or occupations for the region.***
- ***Describe the development and implementation of current and new sector-based initiatives planned for the next four years that address the needs of regionally in-demand industries or occupations.***
- ***Describe what processes or strategies the RPU uses to communicate effectively and cohesively with regional employers.***

Enabling Upward Mobility for All Californians

This section of the Regional Plan aligns with two key indicators:

1. The region's policies for supporting equity and improving job quality.
2. Advancing economic prosperity of shared target populations.

Workforce and education programs should be accessible to all Californians, especially populations who experience barriers to employment. It is important to ensure that everyone has access to a marketable set of skills and can access the level of education necessary to get a job that ensures both long-term economic self-sufficiency and security.

High Road Workforce System

California's vision for the future of workforce development is centered on establishing and growing a [High Road](#) workforce system that focuses on equitable jobs, a carbon-neutral environment, and meaningful industry engagement that places Californians in [quality jobs](#) (PDF) with economic security. For more information on the High Road model, please review the CWDB's [High Road resources](#).

Regional Plans serve as a blueprint to advance job quality efforts with employers who offer jobs with good wages and benefits, champion the worker's voice, provide good working conditions (including paid sick days, paid family leave, and paid medical or short-term disability leave), and provide adequate hours with predictable schedules that enable employees to meet their family caregiving commitments. These efforts also include strategies that address upskilling uncertain jobs, skill standards, apprenticeship/career pathways, and support ongoing training and employee development, which benefits industry efficiency and productivity.

Removing barriers to employability for underserved communities, access to quality jobs, and access to family resources are critical interventions to improve the shared interests of employers, workers, and job seekers. The *Strategic Planning Elements* subsection, *Implementing High Road Workforce Development* of the [State Plan](#) further discusses the four interventions that are critical to achieving equity, sustainability, and economic security in California's workforce. In regard to these themes of worker participation, job quality and job access, regional efforts can describe what those process should look like.

The Regional Plan should address and describe the following:

- ***How the RPU promotes job quality and commits to working with employers to improve job quality and access to jobs.***
- ***How the RPU integrates targeted service strategies (e.g., education, workforce training, and family resources) for the region's unserved and underserved communities.***

Climate and Environmental Sustainability

California's [High Road](#) vision for workforce development focuses on protecting the environment, especially against climate change. It recognizes that climate change affects the state's economy and disproportionately impacts low-income communities and communities of color.

Every occupation and industry, to varying degrees, is affected by climate change and/or influences the environment. As California moves toward a carbon-neutral economy, entire industries are changing, along the jobs, knowledge and skills needed within those sectors. High Road workforce development, through sector-based High Road Training Partnerships (H RTP), considers job growth, job loss, and changes in work tied to environmental changes and related policies and investments.

Accordingly, special attention must be paid to industry sectors that are on the frontlines, including jobs in the production and maintenance of zero-emission vehicles and charging infrastructure, in emerging non-fossil fuel energy (e.g., offshore wind, solar), in mitigation and management of climate change (e.g., line clearance tree trimming), and in dismantling the former fossil fuel industry (e.g., oil well capping and building decarbonization). In an effort to understand environmental impacts to Industry sectors, job loss, new skills demands, and disproportionate impacts, defining a strategy should be created to support the region's needs.

This section of the Regional Plan should address the following:

- ***How the RPU is working towards meeting industry and workforce needs to support a climate-neutral transition.***

Equity and Economic Justice

California believes diversity is a strength and advancing equity is an economic and moral imperative. To that end, the workforce system should ensure the provision of workforce and education services that recognize historically unserved or underserved communities, including BIPOC (Black, Indigenous, Persons of Color), Latinx, immigrants, refugees, people with disabilities, LGBTQ+ (lesbian, gay, bisexual, transgender, and queer), and others who experience systemic barriers in the labor force. For individuals who experience exclusion from employment opportunities despite their skills and abilities to perform a job satisfactorily, RPUs are encouraged to outline strategies to work with employers, training providers, and community-based organizations to create more accurate occupational language training and job placement programs. Efforts recognizing unconscious bias, cultural affinity activities, and diversity training are additional relevant efforts that promote inclusion. Advancing equity within the workforce and education systems and ensuring greater opportunities to achieve upward mobility for all Californians is vital to repairing and sustaining a healthy economy.

The CWDB recognizes that many individuals may need multiple interventions and/or access to various services provided over an extended period to find and obtain a quality job. Therefore, the CWDB supports and encourages RPUs and Local Boards to invest in long-term approaches to serving individuals who experience barriers to employment.

While most services are delivered at the local level, establishing career pathways at the regional level allows RPUs to work directly with regional employers and partners to remove barriers and address structural issues that can prevent historically unserved and underserved communities from accessing those opportunities.

The Regional Plan should address and describe the following:

- ***The region's strategy to achieve equity and commitments to ensure equitable access to regional sector pathways, earn-and-learn opportunities, supportive services, and other effective service strategies identified by the RPU.***

Aligning, Coordinating, and Integrating Programs and Services

This section of the Regional Plan aligns with the key indicator of the region's deployment of shared resources to provide services, training, and education to meet population needs. This means that workforce and education programs must economize limited resources to achieve scale and impact while also providing the right services to clients based on each client's particular and potentially unique needs, including skills development. The use of the Continuous Improvement Plan can guide in the alignment of service delivery criteria.

System Alignment

Successful system alignment often begins with identifying a shared mission and objectives. This provides the foundation for developing strategies with a system viewpoint rather than thinking about programs as separate. Regions can gain insight into distinct needs and drive meaningful change to address the realities of their workforce in a unified approach. By identifying ways to align program design, reduce duplication of efforts, and leverage critical resources, RPU's can increase the impact of their shared mission.

The Regional Plan should address and describe the following:

- ***Regional service strategies, including the use of cooperative service delivery agreements or Memorandums of Understanding (MOU), devised to support a more responsive system.***
- ***How the region establishes administrative cost arrangements, including the pooling of funds for administrative costs for the region.***

Local Plans

The Local Plan demonstrates operational alignment with the strategic objectives of the respective Regional Plan, drives coordination with local partners, and highlights key service-delivery strategies. In this regard, service delivery is typically integrated at the local level, where resources are braided, and support is provided to participants through workforce system partners. The Local Plans should address partnerships established under the previous Local and Regional Planning and Modification processes. This includes WIOA core and required program partners and state strategic partnerships. Local Boards are also encouraged to address any additional partnership efforts taking place at the local level, if applicable.

The Local Plan process is not intended to place an additional administrative burden on programs providing critical services to the public. Instead, it is intended to facilitate communication across systems to improve service coordination and identify unintended barriers to equitable access to economic stability and self-sufficiency. Therefore, Local Boards and their partners have flexibility in determining each partnership's nature, scope, and depth based on local needs and priorities.

WIOA Core and Required Partner Coordination

Under WIOA, the ultimate vision is for core and required programs to operate as a unified system, strategically assessing and responding to the needs of workers and employers and aligning them with service strategies. This section of the Local Plan should address coordination with the following WIOA core and required program partners identified under WIOA Section 121:

- WIOA Title II - Adult Education and Literacy
- WIOA Title III - Wagner-Peyser
- WIOA Title IV - Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (WIOA Section 166)
- Migrant Seasonal Farmworkers (WIOA Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Community Services Block Grant
- Housing and Urban Development
- Unemployment Compensation
- Second Chance
- Temporary Assistance for Needy Families/CalWORKs

The Local Plan should address the following:

- ***How Local Boards and AJCC partners will coordinate the services and resources identified in their MOU, as outlined in WIOA Memorandums of Understanding (WSD18-12).***
- ***How the Local Board and AJCC partners will work towards co-enrollment and common case management as a service delivery strategy, as outlined in Strategic Co-Enrollment – Unified Plan Partners (WSD19-09).***
- ***How the Local Board and AJCC partners will facilitate access to services provided through the one-stop delivery system, including in remote areas, through technology and other means.***
- ***How the Local Board and AJCC partners will coordinate workforce and education activities with the provision of appropriate supportive services.***
- ***How the Local Board and AJCC partners will comply with WIOA Section 188 and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, assistive technology, and materials for individuals with disabilities, as outlined in Nondiscrimination and Equal Opportunity Procedures (WSD17-01).***

State Strategic Partner Coordination

This section of the Local Plan should address the ongoing establishment of concrete goals through coordination efforts with established partnerships. The CWDB recognizes the need for robust stakeholder and community partnerships. Considerable effort should be made to develop meaningful relationships across local systems, including how AJCC partners coordinate to meet workforce needs, align with state zero emissions goals, and support a climate-neutral economy. Coordination with local agencies such as the Employment Training Panel, California Community Colleges Chancellors Office, and the Department of Industrial Relations-Division of Apprenticeship Standards are examples of the collaboratives that can help serve disadvantaged communities in an economy aiming for environmental sustainability.

The Local Plan should address the following:

- ***How the Local Board will coordinate with County Health and Human Services Agencies and other local partners who serve individuals who access CalFresh Employment and Training services.***
- ***How the Local Board will coordinate with Local Child Support Agencies and other local partners who serve individuals who are non-custodial parents.***
- ***How the Local Board will coordinate with local Partnership Agreement partners, established in alignment with the Competitive Integrated Employment Blueprint, and other local partners who serve individuals with developmental and intellectual disabilities.***
- ***How the Local Board will coordinate with community-based organizations and other local partners who serve individuals who are English language learners, foreign-born, and/or refugees.***
- ***How the Local Board will coordinate with Local Veteran Affairs, community-based organizations, and other local partners who serve veterans.***
- ***How the Local Board will collaborate with the Strategic Planning partners to address environmental sustainability.***

WIOA Title I Coordination

This section of the Local Plan should describe strategies for staff preparation, training, and ongoing professional development to respond to participant needs effectively. It should also address the services, activities, and administrative requirements established for Local Boards under WIOA Title I.

The Local Plan should address the following:

- ***Training and/or professional development that will be provided to frontline staff to gain and expand proficiency in digital fluency and distance learning.***

- ***Training and/or professional development that will be provided to frontline staff to ensure cultural competencies and an understanding of the experiences of trauma-exposed populations.***
- ***How the Local Board will coordinate workforce investment activities in the Local Area with statewide rapid response activities, as outlined in Rapid Response and Layoff Aversion Activities ([WSD16-04](#)).***
- ***A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the Local Area.***

Note: This includes how the Local Board will ensure that 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, as outlined in WIOA Adult Program Priority of Service ([WSD15-14](#)). Additional priority groups may need to be considered to serve the local area better. The Economic and Workforce Analysis section of the [State Plan](#) identifies workforce targets such as low-wage or high-unemployment industries that could be relevant to the local area's needs.

- ***A description and assessment of the type and availability of youth workforce investment activities in the Local Area, as outlined in WIOA Youth Program Requirements ([WSD17-07](#)).***

Note – This includes any strategies for increasing the digital literacy and fluency of youth participants, including those with disabilities.

- ***The entity responsible for the disbursement of grant funds as determined by the Chief Elected Official (CEO) or the Governor and the competitive process that will be used to award the sub-grants and contracts for WIOA Title I activities.***
- ***A description of how the Local Board fulfills the duties of the AJCC Operator and/or the Career Services Provider as outlined in Selection of AJCC Operators and Career Services Providers ([WSD22-13](#)). This should include the name(s) and role(s) of all entities the Local Board contracts with.***

Stakeholder and Community Engagement

Developing comprehensive Plans entails broad, inclusive, and representative partnerships with regional and local entities in various sectors. This includes engaging with employers and worker representatives and WIOA core, required, and strategic state program partners. Additionally, establishing and fostering meaningful partnerships with worker centers, worker rights groups, and community-based organizations that work closely with a variety of populations, including immigrants, refugees, undocumented workers, and English-language learners, will ensure a person-centered approach to addressing multiple and/or intersecting barriers to employment by incorporating input from directly affected communities.

Individuals and other interested parties participating in the planning processes should include, but are not limited to, employers, labor organizations, education partners, human services and

affordable housing partners, as well as community-based organizations that provide a variety of services to specific populations such as justice-involved, English language learners, refugees, immigrants, youth, older adults, veterans, people with disabilities, BIPOC, Latin, LGBTQ+, and other historically unserved or underserved communities.

Using the **Stakeholder and Community Engagement Summary Template** (Attachment 2), RPUs and Local Boards should describe, in detail, how meaningful stakeholder involvement and community engagement was achieved and whether meetings were hosted in-person or through a virtual platform when developing the Regional and Local Plans. This summary should be included as an attachment to both the Regional and Local Plans. A list of potential **Regional and Local Planning Partners** (Attachment 3) is included as a tool to assist with identifying stakeholders for the planning process.

Public Meetings and Public Comment

Local Boards are subject to the open meeting requirements of the *Ralph M. Brown Act*, which ensures that meetings are appropriately noticed, agendas are made available, and the public has an opportunity to provide comments on local policy and operations.

Local Boards must provide a 30-day opportunity for public comment before submitting the Regional and Local Plans. Any comments that express disagreement with the Regional or Local Plans must be included in the final submission.

Accessibility and Inclusivity

In accordance with WIOA Section 188, public meetings and publicly disbursed information about Regional and Local Plan content must be made fully accessible to individuals with disabilities, as well as to individuals who require additional language options. The Department of Rehabilitation's [How to Create Accessible Content](#) webpage can assist with preparing accessible documents. Reasonable accommodations and alternative formats or languages must be provided upon request to ensure an opportunity for full and equal participation in the planning process.

Regional and Local Plan Format

RPUs and Local Boards should arrange their completed Regional and Local Plans in the following order:

Regional Plan

- A. Cover Page
 1. Name of RPU.
 2. Name of each Local Board in RPU.
 3. Primary contact name, phone number, and email address (if applicable).
- B. Content
 1. Analytical Overview of the Region.
 2. Fostering Demand-Driven Skills Attainment.

3. Enabling Upward Mobility for All Californians.
4. Aligning, Coordinating, and Integrating Programs and Services.
- C. Appendices
 1. Stakeholder and Community Engagement Summary.
 2. Public comments received that disagree with the Regional Plan.
 3. Signature Page.

Local Plan

- A. Cover Page
 1. Name of Local Board.
 2. Contact name, phone number, and email address.
- B. Content
 1. WIOA Core and Required Partner Coordination.
 2. State Strategic Partner Coordination.
 3. WIOA Title I Coordination.
- C. Appendices
 1. Stakeholder and Community Engagement Summary.
 2. Public comments received that disagree with the Local Plan.
 3. Signature Page.

Submission Criteria

Each RPU must submit one package that includes the following documents in separate, accessible PDF files uploaded to the California Department of Technology – [Secure Automated File Exchange](#) (CDT-SAFE) repository using the user credentials provided by CWDB:

- ***One electronic copy of the Regional Plan with the electronic signatures of the Local Board Chair(s) within the RPU.***
- ***One electronic copy of each Local Plan within the RPU with the electronic signatures of the Local Board Chair and CEO or their designated alternate.***

If an electronic signature of the CEO or their alternative cannot be achieved by the submission deadline, the Local Board must submit a blank signature page and include a detailed explanation for the signature absence(s) and the date the signed copy will be provided.

Regional and Local Plans must be submitted to the CWDB by uploading the files to the [CDT-SAFE](#) repository using the user credentials provided by CWDB no later than March 31, 2025.

Action

Please bring this Directive to the attention of the Local Boards and other relevant parties.

Inquiries

If you have any questions, contact the CWDB Policy Unit at PolicyUnit@cwdb.ca.gov.

/s/ JAVIER ROMERO, Deputy Director
Workforce Services Branch

Attachments:

1. [California's 15 Regional Planning Units \(DOCX\)](#)
2. [Stakeholder and Community Engagement Summary \(DOCX\)](#)
3. [Regional and Local Planning Partners \(DOCX\)](#)

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
