

**ALABAMA WORKFORCE INVESTMENT SYSTEM**

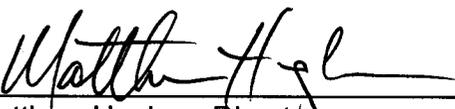
**Alabama Department of Economic and Community Affairs  
Workforce Development Division  
401 Adams Avenue  
Post Office 5690  
Montgomery, Alabama 36103-5690**

March 19, 2009

**GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY1999-03, Change 2**

**SUBJECT: Local Area Designation Policy**

1. **Purpose.** To transmit subsequent designation policy and the designation request form under the Workforce Investment Act.
  
2. **Discussion.** The Workforce Investment Act (WIA) of 1998 requires the Governor to designate local workforce investment areas within the state through consultation with the State Workforce Investment Boards and after consultation with the chief elected officials and comments for the general public. Factors impacting these designations are listed in Section 116(a) of the WIA.  
  
Local areas must be redesignated prior to the beginning of each plan cycle.
  
3. **Action.** All local area designation requests must be submitted using the attached form no later than March 31, 2009.
  
4. **Contact.** Any questions regarding this Directive should be addressed to Ray Clenney, Workforce Development Division, State Planning at (334) 242-1421.

  
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Matthew Hughes, Director  
Office of Workforce Development

## ***WIA PROGRAM***

### **LOCAL AREA DESIGNATION/LOCAL WORKFORCE INVESTMENT BOARD APPLICATION PROCEDURES**

Note: The below procedures are designed for Local Area designation situations **other than those** described in Section 116(a)(3)(A) (automatic designation) and Section 116(a)(3)(B) (temporary designation).

#### **LEGISLATIVE BACKGROUND**

Section 116(a)(1) indicates that the Governor, the State Workforce Investment Board, and the general public must each have a voice in Local Area designation decisions.

Sec. 116(a)(1)(B) enumerates five factors which may be considered by the Governor in Local Area designations:

“...Geographic area served by local educational agencies and intermediate educational agencies...”

“...Geographic areas served by postsecondary educational institutions and area vocational education schools...”

“...The extent to which such local areas are consistent with labor market areas...”

“...The distance that individuals will need to travel to receive services provided in such local areas...”

“...The resources of such local areas that are available that are available to effectively administer the activities carried out under this subtitle...”

Per Section 134(c)(2), each Local Area must contain not less than one “One-Stop Center”.

Local Area administrative expenditures are limited to ten percent of the Local Area allocation.

Section 116(a)(4) states “...The Governor may approve a request from any unit of general local government (including a combination of such units) for designation (including temporary designation) as a local area if the State board determines....and recommends to the Governor, that such area should be so designated...”

## **DESIGNATION PROCEDURES**

### **A) AUTOMATIC LOCAL AREA DESIGNATION**

1. Section 116(a)(2) provides that any area of local government with a population of 500,000 or more may apply for and receive from the Governor designation as a Workforce Investment Act Local Area.
2. Local governments seeking to qualify for Local Area designation under Section 116(a)(2) should include with their application 1990 (or more recent) corroborating U.S. Census population data covering the Applicant Local Area.

### **B) TEMPORARY LOCAL AREA DESIGNATION**

1. Section 116(a)(3)(A) states , “...the Governor shall approve any request...for temporary designation as a local area from any unit of local government (including a combination of such units) with a population of 200,000 or more that was a service delivery area under the Job Training Partnership Act....if the Governor determines that the area.....performed successfully, in each of the last 2 years...and ....has sustained fiscal integrity...”
2. Local governments seeking to qualify for Local Area designation under Section 116(a)(2) or Section 116(a)(3) should include with application 2000 (or more recent) collaborating U.S. Census data covering the Applicant Local Area, self-certification of the Applicant Local Area’s former status as a Job Training Partnership Act (JTPA) service delivery area, copies of JTPA program performance reports documenting the Applicant Local Area’s exceeding of prescribed performance standards for the Program Year 2007 and Program Year 2008 period, and a self certification attesting there are no outstanding audit exceptions against the Applicant Local Area.

### **C) SUBSEQUENT LOCAL AREA DESIGNATION**

1. WIA Section 116(a)(3)(B) indicates “...A temporary (local workforce investment area) designation ... shall be for a period of no more than two years, after which the designation shall be extended until the end of the period covered by the State plan (June 30, 2004) if the Governor determines that, during the temporary designation period, the area substantially met (as defined by the State Board) the local performance measures ... and sustained the fiscal integrity of the funds ... to carry out activities ...” funded under the Workforce Investment Act.

**State of Alabama**  
**WIA Application for Local Area Designation**

**Applicant Information:**

**1. Chief Elected Official**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Name of Local Governmental Unit: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

**2. Administrative Contact**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**3. Local Area and Contact Information:**

- a. Identify the Local Area
- b. Contact Information (name, title, phone, fax, and e-mail)

**4. For combination of units, identify your governance structure (e.g. Joint Agreements or Memorandum of Agreement between units).**

**5. Population Total for Area – based on data from the most recent issuance of the Alabama County Data Book, published by ADECA.**

**6. Category Under Which Designation is Being Requested:**

Please check on the boxes below:

- Automatic (proceed to #9)
- Temporary and Subsequent Designation (proceed to #7)
- State Board Recommendation and Governor Approval (proceed to #8)

**7. For Temporary and Subsequent Designation**

Local areas requesting designation under this category must satisfy the following requirements:

- a. Meet or exceeded performance standards for Program Years 2007 and 2008 as they relate to the delivery of services to participants under Part A of Title II and Title III of the Job Training Partnership Act (as in effect on such day), and
- b. Sustained financial integrity of the funds used by the areas to carry out activities under such part and title.

**Note:** The signature of the chief elected official on this application certifies that the SDA has met the performance and fiscal integrity requirements for this category. Compliance with these requirements will be independently verified by the State prior to designation under this category.

**8. For State Board Recommendation and Governor's Approval Only**

Local areas requesting designation under this category must provide information on the following:

- a. Geographic areas served by local educational agencies and intermediate educational agencies.
- b. Geographic areas serviced by post-secondary educational institutions and area vocational education schools.
- c. The extent to which such local areas are consistent with labor market areas.
- d. The distance that individuals will need to travel to receive services provided in such local areas.
- e. Identify resources and plans to effectively administer the activities discussed in Title I, Subtitle B, of the WIA including:
  - 1) Resources available to support WIA Title I, Subtitle B, activities beyond the ten (10) percent allowed for administrative expenditures allotted to local areas.
  - 2) The local area plans to adhere to the restriction on the local board not directly providing core, intensive, and training services, or being certified as a One-Stop Operator. If you plans include requesting a waiver or the necessary approvals to perform these functions, you will need to outline the basis for making either request.
- f. Any endorsements or opposing statements to this application for WIA required partners or other interested parties.
- g. Other information the applicant would like the State Board to consider.

**9. Signature of Chief Elected Official**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Return application to:  
Alabama Department of Economic and Community Affairs  
Workforce Development Division  
ATTN: Steve Walkley  
401 Adams Avenue  
Post Office Box 5690  
Montgomery, Alabama 36103-5690