

Alabama Workforce Investment System

**Office of Workforce Development
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690**

February 20, 2007

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2006-07

SUBJECT: PY 2007/FY 2008 LWIA Plan

1. **Purpose.** To provide Local Workforce Investment Boards with guidance on the development and submission of their respective PY 2007/FY 2008 Local Area Plans.
2. **Discussion.** State Plans for Program Years 2007-8 are required for most states not later than May 1, 2007, by TGL 13-06. The instructions for local area preparation of PY 2005/6 Local Area Plans submission, provided under GWDD No. PY2004-14 are appropriately updated to accommodate PY 2007 and PY 2008.

An approved Program Year (PY) 2007/2008 Local Area Plan providing the appropriate degree of information on local area existing and projected Workforce Investment Act (WIA) program/participant operational procedures is required. The PY 2007/2008 Local Area Plan should build on the framework described within the PY 2005/2006 Local Area Plan.

3. **Action.** Each local board shall use the attached guidance when preparing/submitting its respective PY 2007/FY 2008 Local Area Plans. Local Area Plans should be received at the Office of Workforce Development by May 4, 2007.
4. **Contact.** Any questions regarding this Directive may be addressed to Ray Clenney at (334) 242-1421.



Steve Walkley, Division Director
Workforce Development Division

Attachments

Local Area Plan Instructions

Due

NLT May 4, 2007

- I.
 - A). What is the local area's vision for bringing together the key players in workforce development, including business and industry, economic development, education, and the public workforce system?
 - B). Identify the workforce challenges facing the local area, and indicate the local area strategies which support leveraging of available public and private revenues towards better addressing these challenges.

- II. Indicate what action is planned by the local area in support of the U.S. Department of Labor's priorities for the workforce system, to include:
 - A). efforts to move away from prescriptive worker intervention programs towards talent development systems, focusing on participant services rather than programs;
 - B). local area adaptation to the demands and opportunities of the emerging global economic system;
 - C). strategies to better serve most in need youth; and
 - D). strategies to support the expanding of workforce information assets as the foundation for strategic planning and career guidance.

- III. Local Area Governance
 - A). Provide the most current organizational chart depicting the relationship of the agencies comprising the workforce system, including education, economic development, and the Career Center System partners.
 - B). Identify by name, function, and organizational affiliation:
 - 1) the local area signatory official;
 - 2) the local area grant recipient;
 - 3) the local area chief elected official;
 - 4) the local workforce investment board chair;
 - 5) the local area chief fiscal officer; and
 - 6) the local area Career Center System coordinator.

- IV. Local Workforce Investment Board
 - A). Update as appropriate the Board information addressing organizational structure, and general operational procedures, as detailed in the PY2005/2006 Local Plan.
 - B). Provide a listing of Local Board membership, as of July 1, 2007.
 - C). Attach an updated, current Career Center Partners' Memorandum of Understanding.

- V. Describe Local Area systems which foster cooperation and communication between Career Center Partners and the Local Workforce Investment Board.

- VI. Update as appropriate the Local Area Economic and Labor Market Analysis information provided in the Local Area PY 2005/2006 Local Plan, as appropriate.
- VII. Workforce Development Strategies. Indicate whether the local area strategies designed to:
 - A). Maximize workforce development resources;
 - B). Target local industries with workforce development resources; and
 - C). Promote working partnerships between area employers and industrial representatives.
- VIII. Career Center Policies
Specify local area strategies for ensuring that day-to-day operations at the Career Centers within the local area are consistent with provisions of the Career Center Template. (see attached copy of Template)
- IX. Service Provider Selection Policies. Detail local area procedures to:
 - A). Determine service provider suitability for inclusion on the Eligible Service Providers List;
 - B). Secure the required performance information from service providers, and
 - C). Identifying local board criteria for awarding grants for youth activities.
- X. List the Comprehensive Career Centers and the Satellite Career Center operating within the local area. Under each listed Career Center:
 - A). Identify which partners are represented in the Career Center; and
 - B). Provide the name, title, telephone number, and FAX number of principal Career Center or Career Link contacts.
- XI. Update as appropriate the information covering local area monitoring/oversight procedures contained in the PY2005/2006 Local Plan.
- XII. Attachment the local area Grievance Procedures and Polices projected to be in effect as of July 1, 2007 (the start date of PY2007)..



Alabama's Career Center System Operations Template

The vision we share is to build a workforce development system in Alabama which addresses and serves the workforce development needs of its employers and workers.

Career Center Advisory Committee. In order to assure that collaboration among not only the partner agencies has occurred, but also collaboration with private sector employers within the community, each Career Center will have a Career Center Advisory Committee. This Advisory Committee must include all partner agencies and have at least an equal number of private sector employers. The purpose of the Advisory Committee will be to provide recommendations for services, activities, marketing, and outreach efforts in the Career Center's area of operations. These Advisory Committees should meet not less than once per quarter, but more frequently when needed. In Mobile and Jefferson Counties, the Local Workforce Investment Boards serve these roles in addition to other roles.

Cross Awareness Training. It is essential for all Workforce Development Partners to participate in Cross Awareness Training. Each partner agency should train the staff of other partner agencies on the services and activities which are provided by his/her agency. In this way, each staff person in the Career Center will be better able to refer employers and workers to the appropriate activity(ies) and services. Cross Awareness Training should be held frequently, as staff member and services and activities change. It is good to better understand what your partners are doing.

Customer Satisfaction. Each Career Center must have a customer feedback system to determine how customers feel about the physical structure, about how they were treated by staff, if any problems were encountered, what was wrong, and what was right. This should be an ongoing process and should be conducted by each Career Center. One questionnaire should cover all partner agencies. This information should be reviewed by the Career Center Advisory Committee and changes should be recommended accordingly.

Collocation. While collocation is not required by law, it is by far the most effective way to reach the objectives of a Career Center, including integration of staff and customer choice. Collocation eases the process of cross awareness training, thereby enhancing collaboration among staff. To facilitate collocation, each partner that is not collocated at present should ensure that it has a clause in its lease, which allows it to escape from the lease for the purpose of collocation into a Career Center.

Partners. The minimum partners for each comprehensive Career Center should be the WIA Title I entity, Employment Security, Adult Education, and Rehabilitation Services. Other partner agencies should be collocated as feasible.

Satellite Career Centers. Those offices, which do not have all the partner above, but do have two or more of the required partner entities and have a resource area with information on a wide variety of workforce development programs and services, may be deemed to be a Satellite Career Center with the approval of the Workforce Development State Partner Group.

Resource Area. Each Career Center should have a resource area in which computers are available for resume preparation and Internet access for job search. The resource area should also contain a wide variety of printed material on community resources; workforce development activities, programs, and services, including services provided by partner agencies and those provided by non-partner agencies.

Monthly Reports. A monthly report is due to the ADECA/Workforce Development Division for each month on the fifth working day of the following month. This report should provide the number of persons seen by each partner in the Career Center, the number who used the Resource Area only, and the total number of persons who used the Career Center during the month.

Putting the Customer First. Career Centers have two primary sets of customers: employers and job seekers. Career Centers must constantly look for ways to improve services to customers and avoid any policies that do not keep customer service as the goal.

“Kiddie Corner”. Each Career Center should have an area designated for use by the children of customers who are visiting the Career Center. It should have small tables and chairs, games, and books available for use by the children. This is not a requirement to have full-time day care for customers.

Career Center Names. Many of the Career Center names are difficult to locate in a telephone listing because the name does not include the name of the town/city in which the Career Center is located. In the interest of being able to locate the telephone listing for a given Career Center, each career center should be listed under “Alabama’s Career Center System,” followed by the place name, such as “Alabaster”, or “Mobile”.

Telephone Listing. Each Career Center should have a telephone listing for the career center, as indicated above, in addition to any listing for each partner agency. Any marketing done will be for the Career Center and not for the individual partner agency, so the career center listing will be what a customer attracted by marketing efforts will be looking for. Each Career Center should, at a minimum, have a listing in the white pages of the telephone book as well as a yellow page listing under the heading, “employment agencies”.

Signage. Each Career Center and satellite Career Center should have a main sign prominently displayed on the front of the Career Center building, which says, “Alabama’s Career Center System”, and includes the full color (red, white, and blue) logo. This main sign should not have other information such as partners listed on it. If there is a sign between the front of the building and the street, it should contain the same name and logo. This is needed for statewide recognition for Alabama’s Career Center System.

Revised November 14, 2003, per State Workforce Investment Board Executive Committee

XIII. Update, as appropriate, PY 2005/PY2006 Local Plan information covering:

A). Local area provision of WIA Core, Intensive, and Training services;

NOTE: In A) above, the local area response should note the current status of USDOL efforts to modify the WIA regulations impacting the sequencing of WIA services.

B). Local area systems regarding Priority of Services, including measures to ensure conformity with Jobs for Veterans Act requirements;

C). Local area vision for Youth services and Youth service delivery systems;

D). Local area strategies for the identification and implementation of appropriate Business/Employer Services,;and

E). Local area Strategies for Faith-Based and Community Organizations (FBCOs).

XIV. Assurances. Attached.

XV. Career Center Template. Attached.

OMB Circular A-122 – Cost Principles for Non-Profit Organizations;
-48 CFR Part 31 – Cost Principles for Commercial Organizations.

NOTE: OMB Circular A-21, A-122,. and A-87 have been incorporated into Title 2 of the Code of Federal Regulations. (2 CFR, Subtitle A, Chapter II), with Circular A-21 located in Part 220; Circular A-87 in Part 225; and Circular A-122 in Part 230.

-OWD Fiscal Procedures Manual (as amended).

- EEO Assurances and Certifications
 - 29 CFR part 31, 32 Nondiscrimination and Equal Opportunity assurance (and regulation).
 - 29 CFR part 93 Certification regarding Lobbying (and regulation).
 - 29 CFR part 98 Drug Free Workplace and Debarment and Suspension Certifications (and regulation).
- Special Clause/Provisions:
 - Other special assurances or provisions as may be required under Federal law or policy, including specific appropriations legislation, the Workforce Investment Act, or subsequent Executive or Congressional mandates.
- The Grantee will maintain accurate and timely participant and financial records as required by WIA and submit complete, accurate, and timely reports as specified by the Governor.
- The Grantor assures that it will give the U.S. Department of Labor or its representatives the access to, and the rights to, examine all documents related to grant agreements.
- The Grantor assures that it will fully comply with all Grantor instructions relating to the administration of grant funds..
- The Grantee assures that if will fully comply with all Grantor instructions relating to the administration of the grant funds.
- The Grantee assures that it has adequate administrative and fiscal systems necessary to promote effective use of grant funds.
- The Grantee assures that it will comply with federal, state, or local laws governing applicable licensing, taxation, and insurance requirements.
- The Grantee assures that it will comply with federal, state, and local procedures for grievances and complaints from participants and employees under the WIA program.
- The Grantee shall enforce standards and procedures to ensure against fraud and abuse, including standards and procedures against nepotism, conflicts of interest, lobbying, kickbacks, drug-free workplace, political patronage (Hatch Act) and provisions which govern debarment, suspension, and other responsibility matters.

- The Grantee has developed this plan in consultation with the local elected officials, local Workforce Investment Boards, the business community, labor organizations, and other partners.
- The Grantee assures that funds will be spent in accordance with the Workforce Investment Act and the Wagner-Peyser Act legislation, written U.S. Department of Labor guidelines, and all other applicable federal and state laws.
- The financial management system satisfactorily accounts for and documents the receipt and disbursement of, all WIA funds.
- Information pertaining to subgrants and contract awards, obligations, unobligated balances, assets, expenditures, and income will be maintained.
- Effective internal controls in place will safeguard assets and assure their proper use (including property location and usage).
- All source documentation will be maintained to support accounting records that will permit the tracking of funds to a level of expenditure adequate to establish that funds have not been used in a violation of the applicable restrictions on the use of such funds.
- The local area's financial system will permit the tracking of program income, potential stand-in costs, and other funds that are allowable.
- The local area will maintain a comparison of actual expenditures with budgeted amounts for each subgrant and contract, and that this comparison will be used to assess program progress and success.
- All persons and/or subrecipients, who are authorized to receive or deposit WIA funds, or to issue financial documents, checks, or other instruments of payments for WIA program costs, will be bonded in accordance with federal and state regulatory requirements for protection against loss.
- No excess cash will be kept on hand and that procedures exist for maintaining and monitoring the minimum amount of cash on hand necessary to efficiently improve the timing and control of disbursements.
- Operating programs funded wholly, or in part, with state and/or federal funds will maintain financial and program records with all supporting documents for a least six years from the date of submission of the closeout reports for each program.
- Assurances that the local area will maintain an audit resolution file documenting the disposition of reported questioned costs and corrective actions taken for all findings.
- WIA training shall be provided only for those occupations for which there is a demand in the area served, or in another area to which the customer is willing to relocate. Such demand shall be documented with supporting labor market data or justified by local labor market needs.
- The process used by the local elected officials to solicit and select members of the local Workforce Investment Board will comply with the WIA and state criteria.
- The local WIB will provide direction-setting leadership for the regional and local Workforce Development system.

- The local WIB assures that the local area workforce investment system will comply with non- discrimination and equal opportunity requirements.
- The local WIB assures that the public, including individuals with disabilities, has access to local WIB meetings and information regarding local WIB activities, including membership and meeting minutes.
- The WIB will participate in regional planning.

Signed:

Chief Local Elected Official

Date

Chair, Local Workforce Investment Board

Date