

ALABAMA WORKFORCE INVESTMENT SYSTEM

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

February 28, 2011

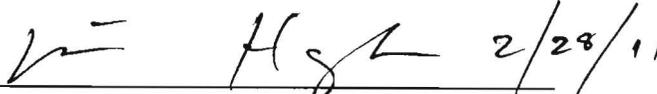
GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2010-01, Change 1

SUBJECT: Workforce Investment Act (WIA) and Wagner-Peyser Act (W-P) State Plan and Program Year (PY) 2010 waivers.

1. **Purpose.** To transmit approval letter of Alabama's current Workforce Investment Act (WIA) and Wagner-Peyser Act State Plan and approval for Program Year (PY) 2010 modification.
2. **Discussion.** The modification of the Alabama State Plan has been approved for WIA Title I and the Wagner-Peyser Act for PY 2010, July 1, 2010 through June 30, 2011.

Attached is the approval letter for the Alabama WIA and Wagner-Peyser State Plan modification for PY2010 to incorporate changes based on the U.S. Department of Labor's approval of common measures waiver for Alabama for PY2010. The affected portion of the PY10 State Plan is included in the attachment as the information pertains to the common measures waiver.

3. **Action.** Please review the attached documents and convey the information to pertinent workforce partners.
4. **Contact.** Any questions should be referred to Sara Calhoun, ADECA State Programs and Divisional Budget Management Section, at (334) 393-1632 or sara.calhoun@adeca.alabama.gov.


Matthew Hughes, Director
Office of Workforce Development

Attachments:

- Letter dated February 7, 2011 - PY10 WIA/W-P State Plan Modification Approval thru US DOL/ ETA
- Excerpt of PY10 State Plan to include the affected portion.

U.S. Department of Labor

FEB 7 2011

Assistant Secretary for
Employment and Training
Washington, D.C. 20210



The Honorable Robert Bentley
Governor of Alabama
State Capitol
600 Dexter Ave.
Montgomery, Alabama 36130

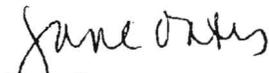
Dear Governor Bentley:

Thank you for submitting a modification to the Alabama State Plan for Title I of the Workforce Investment Act (WIA) and Wagner-Peyser Act. The Employment and Training Administration (ETA) received the letter requesting approval of the modification on December 15, 2010. We are pleased that Alabama is using the modification process to keep its State Plan a viable document that responds to the changing governance and operational needs of the Alabama workforce investment system.

We have reviewed the modification to the Alabama State Plan in accordance with Title I of WIA, the Wagner-Peyser Act, the corresponding regulations, and the WIA/Wagner-Peyser Act Planning Guidance (73 Fed. Reg. 72853, December 1, 2008). Pursuant to 20 CFR 661.230(e), this letter constitutes a written determination under WIA Section 112(c) and (d) (29 USC 2822(c) and (d)), that the Plan, as modified, is consistent with the requirements of WIA and the Wagner-Peyser Act.

If we can be of assistance as you implement the modified Alabama State Plan, please have your staff contact Terri Lonowski, the Federal Project Officer for Alabama, at (404) 302-5377, or Lonowski.Terri@dol.gov.

Sincerely,


Jane Oates
Assistant Secretary

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providers initial eligibility; allowing local areas to use up to 10 percent of local annual fund allocations for Statewide Workforce Investment Activities (including IWTP); and the restructuring of SWIB member composition requirements consistent with the specifications of H.R. 1261. We have also been granted a waiver of 20 CFR 661.320(d)(2) to allow the transfer of up to fifty percent of Section 133 (a)(2) Rapid Response funds to WIA Statewide activities, i.e., provide additional funding for IWTP, these waivers expire June 30, 2009. The State has requested an extension of the waivers, noted in Attachment 8, through June 30, 2010, in order to provide the State continued flexibility in responding to varying local conditions. Such flexibility works to render the affected WIA programs more adaptive, and thereby promotes their ability to succeed.

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At the request of a local area, the State has applied for and received approval through September 30, 2009 to administer and run that local area's summer youth program. This waiver should allow for a more expeditious implementation of this program.

D. Performance, Management, and Accountability: Improved performance and accountability for customer-focused results are central features of WIA. To improve, states need not only systems in place to collect data and track performance, but also systems to analyze the information and modify strategies to improve performance. TEGL 15-03, Common Measures Policy, December 10, 2003. In this section, describe how the state measures the success of its strategies in achieving its goals, and how the state uses this data to continuously improve the system.

- 1. Describe the state's performance accountability system, including any state-system measures and the state's performance goals established with local areas. Identify the performance indicators and goals the state has established to track its progress toward meeting its strategic goals and implementing its vision for the workforce investment system. For each of the core indicators, explain how the state worked with local boards to determine the level of the performance goals. Include a discussion of how the levels compare with the state's previous outcomes as well as with the state-adjusted levels of performance established for other states (if available), taking into account differences in economic conditions, the characteristics of participants when they entered the program and the services to be provided. Include a description of how the levels will help the state achieve continuous improvement over the two years of the plan. (Sections 112(b)(3) and 136(b)(3))**

Effective with Program Year 2005, Wagner-Peyser performance is assessed against the Common Measures policy. Actual program performance data generated along these measures, i.e., Entered Employment Rate (EER), Employment Retention Rate (ERR), and Six Month Earnings will baseline associated performance goal negotiations which will be applied against subsequent Program Years. Continuous improvement will be achieved through analysis for performance as revealed in AJL reporting, thus affording opportunity

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for strategy modifications designed to improve performance and the system. Effective with Program Year 2010, WIA Title I-B performance will be assessed against the WIA Title I-B Adult, Dislocated Worker, and Youth Common Measures, requirements.

Alabama's Performance Accountability System

a. Performance Indicators and Goals

(Reference: TEGP Nos. 17-05)

Adult Measures - Definitions

- **Entered Employment Rate** - Of those who are not employed at the date of participation: Number of adults who are employed in the 1st quarter after exit, divided by the number of adults who exit during the quarter.
- **Employment Retention Rate** - Of those who are employed in the 1st quarter after exit: Number of adults who are employed in both the 2nd and 3rd quarters after exit, divided by the number of adults who exit during the quarter.
- **Six Month Earnings** - Of those adult participants who are employed in the 1st, 2nd, and 3rd quarters after the exit quarter: Total earnings in the second quarter plus total earnings in the third quarter after the exit quarter divided by the number of adult participants who exit during the quarter.

Dislocated Worker Measures - Definitions

- **Entered Employment Rate** - Of those who are not employed at the date of participation: Number of dislocated workers who are employed in the 1st quarter after exit, divided by the number of dislocated workers who exit during the quarter.
- **Employment Retention Rate** - Of those who are employed in the 1st quarter after exit: Number of dislocated workers who are employed in both the 2nd and 3rd quarters after exit, divided by the number of adults who exit during the quarter.
- **Six Month Earnings** - Of those adult participants who are employed in the 1st, 2nd, and 3rd quarters after the exit quarter: Total earnings in the second quarter plus total earnings in the third quarter after the exit quarter divided by the number of dislocated worker participants who exit during the quarter.

Youth (14-21) Common Measures - Definition

- **Placement in Employment or Education** - Of those who are not in postsecondary education or employment (including the military) at the date of participation: Number of youth participants who are in employment (including the military) or enrolled in postsecondary

education and/or advanced training/occupational skills training the 1st quarter after the exit quarter; divided by the number of youth participants who exit during the quarter.

- **Attainment of a Degree or Certificate** - Of those enrolled in education (at the date of Participation or at any point during the program): Number of youth participants who attain a diploma, GED, or certificate by the end of the 3rd quarter after the exit quarter; divided by the number of youth participants who exit during the quarter.
- **Literacy/Numeracy Gain** - Of those out-of-school youth who are basic skills deficient; Number of youth participants who increase one or more educational functioning levels; divided by the number of youth who have completed a year in the program plus the number of youth who exit before completing the youth program.

Customer Satisfaction - Definition

- **Participants** - The weighted average of participant ratings on each of the 3 questions regarding overall satisfaction reported on a 0-100 scale.
- **Employers** - The weighted average of employer ratings on each of the 3 questions regarding overall satisfaction reported on a 0-100 scale.

b. Performance Management and Accountability System

The Performance Management system described below is available for review and approval by representatives of the SWIB and LWIB. All Board member comments are duly considered.

- **Employers and Job Seekers Customer Satisfaction Measures**
ES customer satisfaction is measured through both applicant/employer formal surveys and informal feedback. State and local Alabama Employer Services Committees (AESC) have proven invaluable in their feedback and recommendations to identify, prioritize, and enhance services locally, regionally, and Statewide. This information is provided to local offices as part of the effort to continuously improve services. Local offices also receive customer feedback that assists in determining the quality of services provided and the level of customer satisfaction achieved.

Findings from these customer surveys are used to identify the perceptions, priorities, and values associated with employment services. These findings are shared, discussed, and analyzed by management and staff to determine customer satisfaction and identify changes needed to produce desired outcomes. Findings have also provided direction and prioritization in the utilization of the limited resources available.

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The State will continue to employ telephone surveys in order to administer USDOL-prescribed (employers and participants) customer satisfaction surveys. In identifying individuals to be included in these surveys, WDD staff will sample from the full population of individuals receiving staff-assisted WIA core, intensive, and/or training services. It is anticipated that “satisfaction” instruments will be applied to all employers using WIA services rather than a sample. This is to ensure inclusion of the required number of employers (500). Survey questions will consist of the information prescribed by USDOL and additional State-designed questions regarding specific participant and employer attitudes regarding various aspects of WIA program services. The input of local boards may be solicited regarding future additions to or deletions from the customer satisfaction survey instruments. Should LWIBs require more detailed information than that provided by the USDOL satisfaction questions and the additional State-designed questions, they may submit these recommendations to the WDD. In this manner, LWIBs may be able to obtain information they feel to be more useful in shaping their respective WIA local service delivery strategies.

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WDD staff will regularly compile and consolidate WIA customer satisfaction information. Reports are prepared expressing satisfaction at the State and local level. Similar efforts to evaluate individual/employer customer satisfaction may be conducted at the Career Center level. State-level reports will be disseminated to all WIA outlets. Satisfaction reports traceable to the local area-level, and, as available, reports covering each Career Center within a local area, are distributed throughout each local area.

This satisfaction feedback is particularly valuable in both local area overall program planning and in specific activity management. Non-positive satisfaction survey feedback will trigger efforts by the State and/or local area to identify the root problems or situations underlying this negative feedback, and may suggest short-term or long-term strategic measures aimed at remedying real or perceived flaws in the WIA service delivery system.

The ongoing assessment of customer satisfaction surveys with WIA services will prove invaluable in helping the individual components of the WIA delivery system collectively and consistently achieve the “continuous improvement” central hallmark of WIA.

○ **State and Local Boards Performance Goals Policy**

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The State will provide each Local Workforce Investment Area (LWIA) the opportunity to negotiate Workforce Investment Act (WIA) Adult, Dislocated Worker, and Youth program performance goals on an annual basis. The negotiations of LWIA Adult, Dislocated Worker,

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and Youth performance goals shall utilize the State-level performance goals previously-negotiated with the U.S. Department of Labor (USDOL) as a starting point. It shall be the responsibility of each LWIA to clearly demonstrate to the State why adjustments to the goals are necessary, and how such adjustments will not negatively impact the ability of the LWIA to effectively deliver workforce development services to individuals eligible for and in need of those services. Consistent with the provisions of WIA Section 136(c)(3), State and local area negotiations shall take into account the specific economic, demographic, and other characteristics of the populations to be served in the local area. Renegotiation of the performance goals may be requested by a local area if circumstances arise to warrant such a request.

Section 136 of the Workforce Investment Act specifies core indicators of performance for workforce investment activities in adult, dislocated worker, and youth programs. Fifteen core measures apply to the adult, dislocated worker, and youth programs and two measures of customer satisfaction apply across the three funding streams for a total of 17 required measures. A waiver has been granted for Program Year 2010 to allow the State to replace the 17(seventeen) performance measures under WIA Section 136 with the 9 (nine) common measures. This waiver permits the State to report WIA outcomes against the common performance measures indicated below.

Adult and Dislocated Worker

1. Entered Employment Rate
2. Employment Retention Rate
3. Average Six Month Earnings

Youth

1. Literacy or Numeracy Gains
2. Placement in Employment or Education
3. Attainment of Degree or Certificate

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Quarterly reports will contrast LWIAs' current actual performance levels against their associated performance goals for each of the 9 (nine) common measures. Following the submission of the final Program Year report to the USDOL, the actual performance level of each LWIA contrasted against their negotiated goals will serve as the basis for the awarding of incentives or the imposition of sanctions.

Three percent of Adult, Dislocated Worker, and Youth funds will be set aside by the State for Local Workforce Investment Area (LWIA) program incentive awards and LWIA capacity building/technical assistance activities. At least sixty-seven percent of this amount will be

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available for LWIA incentive awards. The balance of available funds will be utilized for LWIA technical assistance and/or capacity building activities.

LWIAs, which meet or exceed at least two of the three Adult performance goals, will be eligible to receive an Adult program incentive award. LWIAs, which meet or exceed at least two of the three Dislocated Worker performance goals, will be eligible to receive a Dislocated Worker program incentive award. LWIAs, which meet or exceed at least two of the three Youth performance goals, will be eligible to receive a Youth program incentive award.

The state defines "meeting a performance goal" as LWIA performance at eighty percent to one hundred percent of the level at which a particular goal is set. "Exceeding a performance goal" is LWIA performance above the level at which a goal is set and "failing to meet a performance goal" is LWIA performance below eighty percent of the level at which a particular goal is set.

Incentive awards will be distributed as follows:

An amount of available Adult, Dislocated Worker, and Youth incentive award funds corresponding to each eligible LWIA's adjusted performance year formula allocation share will be set aside.

Each eligible LWIA's Adult incentive funds will be divided into three equal portions, or shares.

1. One share is linked to the LWIA's Adult Entered Employment Rate performance.
2. One share is linked to the LWIA's Adult Employment Retention Rate performance.
3. One share is linked to the LWIA's Adult Average Six Month Earnings performance.

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Each eligible LWIA's Dislocated Worker incentive funds will be divided into three equal portions, or shares.

1. One share is linked to the LWIA's Dislocated Worker Entered Employment Rate performance.
2. One share is linked to the LWIA's Dislocated Worker Employment Retention Rate performance.
3. One share is linked to the LWIA's Dislocated Worker Average Six month Earnings performance.

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The proportion of each eligible LWIA's Youth incentive funds will be divided into three equal portions, or shares.

1. One share is linked to the LWIA's Youth Literacy or Numeracy Gains performance.
2. One share is linked to the LWIA's Placement in Employment or Education performance
3. One share is linked to the LWIA's Youth Attainment of Degree or Certificate.

NOTE: Incentive award allocations will be made from the data as reported to the U. S. Department of Labor as the final performance results for the previous program year. The awards are based on current program year funds, but the calculations for those awards are based on the previous program year's performance.

Each eligible LWIA whose actual Adult, Dislocated Worker, or Youth program performance **exceeds** corresponding performance goals will receive the portion of the incentive funds set aside for that category as indicated below.

Percentage Measures Exceeded	Earnings (Change) Measures Exceeded	%
By up to 5 percent	By up to \$500	50%
Over 5, up to 10 percent	Over \$500, up to \$1000	75%
By greater than 10 percent	By greater than \$1000	100%

The procedure described above may well result in awarding the LWIAs less than the full amount of incentive funds set aside for a particular performance category. Following this initial distribution of incentive funds associated with the various performance measures, the full amount of any funds not awarded will be distributed in accordance with each LWIA's composite index of actual performance against performance goals, summed over all performance categories. These composite indices will weigh only those performance categories in which the LWIA has exceeded the associated goal, that is, have an actual/goal index greater than one. In the event that **all three LWIA's** performance in a particular category, i.e. Adult, Dislocated Worker or Youth, should fall below the index described in this paragraph for the second distribution method, it will result in **no** LWIA receiving the residual funds in the associated category.

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Any funds remaining after the two distribution methods described prior will be reclassified (per approved change to the appropriate allocation Directive) as "Other WIA Activities" and utilized in State-Level programs.

- 2. Describe any targeted applicant groups under WIA Title I, the Wagner-Peyser Act or Title 38 USC, Chapters 41 and 42 (Veterans Employment and Training Programs) that the state tracks (Sections 111(d)(2), 112(b)(3) and 136(b)(2)(C)).**

The State will use AJL reports, including the ETA-9002 Quarterly Report, and the WISPR reports, when implemented, to monitor and evaluate Performance Outcomes and Services to Veterans and Eligible Persons and other categories of veterans described under 38 U.S.C. Chapters 41 and 42, to include service-connected Disabled Veterans and Special Disabled Veterans, Campaign Badge Veterans, Transitioning Service Members, Newly Separated veterans, female veterans, and veterans in other categories designated by the ASVET for tracking and evaluation. Common Measures indicators of performance will be measured against expected measures negotiated with the ASVET.

The State will further use these same AJL reports to monitor and evaluate Performance Outcomes and Services to UI Claimants.

- 3. Identify any performance outcomes or measures in addition to those prescribed by WIA and what process is the state using to track and report them.**

The State has not adopted any additional goals.

- 4. Describe the state's common data system and reporting processes in place to track progress. Describe what data will be collected from the various one-stop partners (beyond that required by DOL), use of quarterly wage records (including how your state accesses wage records), and how the statewide system will have access to the information needed to continuously improve. (Section 112(b)(8)(B))**

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WDD and partner agencies have developed a common data system which promotes the exchange of individual customer information, enabling partners' common, real-time access to cross-agency participant information, including services provided, assessment results, referrals made, and length of time in services.

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WDD has taken appropriate measures to secure the wage data required for performance measures. We have a contractual agreement with DIR Unemployment Compensation Division to provide the wage data. Wage data is also obtained through the Wage Record Interchange System.

Local Area staff enters participant data in the State MIS. The State provides both oral and written instructions to the Local Area staff regarding participant data collecting and data entry. Instructions for collecting participant data are based on the WIA, Federal Regulations, and TEGs, and other appropriate guidelines.

The State compiles quarterly performance reports for State and Local Areas. Local Areas are provided copies of these reports along with an analysis of their performance. WIA performance will be assessed in accordance with the Common Measures Policy as stated in TEGL 17-05 and its subsequent change(s).

5. Describe any actions the governor and state board will take to ensure collaboration with key partners and continuous improvement of the statewide workforce investment system. (Sections 111(d)(2) and 112(b)(1))

Actions will be taken pursuant to the systems previously outlined as detailed in Executive Order No. 36, in the Career Center Operations Template, and in the Roles and Responsibilities document. (Attachments 1, 9, and 5)

6. How do the state and local boards evaluate performance? What corrective actions (including sanctions and technical assistance) will the state take if performance falls short of expectations? How will the state and local boards use the review process to reinforce the strategic direction of the system? (Sections 111(d)(2), 112(b)(1), and 112(b)(3))

Actual performance is assessed against the associated negotiated performance goals. Where actual performance is significantly below performance goals, explanations for such deviations may be requested from the local areas.

SANCTION POLICY

WIA Section 136(h) addresses actions to be taken by the State when a Local Workforce Investment Area (LWIA) fails to meet performance standards.

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LWIAs, which fail to meet two or more of the three Section 133(b)(2)(A) Adult performance goals, two or more of the three Section 133(b)(2)(B) Dislocated Worker performance goals, or two of the three Section 128(b)(2)(A) Youth performance goals have failed to meet its overall goals for the affected program; therefore may incur sanctions.

A. First Year

Following the first year of failure to meet performance goals, the State shall provide the LWIA(s) with technical assistance.

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Determinations regarding the type of technical assistance to be provided will be made by State staff. These activities will be funded with the three percent (3 %) Capacity Building / Technical Assistance set-asides.

The LWIA will develop and formally submit a corrective action plan to the State. This plan, which will reflect the input of both State and LWIA staff, should be designed to have a significant impact on the LWIA's performance during the final

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two quarters of the following program year, i.e., to bring performance up to acceptable levels. The State may accept or reject the LWIA's submitted corrective action plan.

The LWIA will report monthly on the progress achieved under the corrective action plan, beginning 45 days following the plan's implementation.

B. Second Year

If the LWIA's failure to meet performance goals extends into a second consecutive year, the State may either withhold up to five percent of the LWIA's subsequent Program Year Adult, Dislocated Worker, and/or Youth program allocation, effectively reallocating these funds to the other LWIAs, or at the discretion of the Governor, impose a LWIA reorganization plan.

A LWIA that falls into this category will be very carefully monitored by the State. If the first two quarters of the program year following the period of failed performance suggests that the LWIA's final second year performance may result in a second consecutive year of failed performance goals, the State may immediately begin discussions on what form any resulting LWIA sanctions would likely take in regard to this issue.

Should a LWIA reorganization plan be imposed, every effort will be made to observe the following sequence of events:

1. Initial meetings between State and LWIA staff will address the general scope and nature of the LWIA reorganization plan. Among the options considered at this meeting will be specific recommendations from the State, which may include:
 - a. Appointment and certification of a new LWIB;
 - b. Prohibiting the use of certain service providers;
 - d. Such other actions as the Governor determines are appropriate.
2. The reorganization plan will be imposed within forty-five calendar days following this State/LWIA meeting. Prior to the reorganization plan implementation, the LWIA will be afforded the opportunity to appeal to the Governor to rescind or revise such plan. If the LWIA is dissatisfied with the results of this hearing, it may appeal its reorganization directly to the Secretary of Labor, observing all relevant procedures governing such an appeal which follow.
 - a. No later than two weeks after the meeting, the LWIA will be notified, by certified mail, of the reorganization plan to be imposed. This notification will include information regarding any specific requirements connected with the reorganization plan.
 - b. LWIAs desiring a hearing must file a written request for such within ten days of notification of reorganization.

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- c. Any such hearing will be held within thirty days of receipt of such written request.
- d. The hearing officer's decision will be transmitted to the State within two weeks following the hearing.
- e. Within thirty days following the hearing, the State will notify the LWIA, via certified mail, of the results of the hearing and of the State's final determinations regarding LWIA reorganization.
- f. Should the LWIA be dissatisfied with this decision, it may within 30 days of notification, appeal directly to the Secretary observing all relevant procedures governing such an appeal.
- g. Should the Secretary respond favorably to the LWIA's appeal of the Governor's determinations regarding LWIA reorganization, the Governor will convene a hearing, attended by both State and LWIA staff, for the purpose of reconsidering the LWIA reorganization strategies.

7. **What steps, if any, has the state taken to prepare for implementation of new reporting requirements against the common performance measures as described in Training and Employment Guidance Letter (TEGL) 15-03, December 10, 2003, Common Measures Policy. NOTE: ETA will issue additional guidance on reporting requirements for common measures.**

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WDD has conducted several Common Measures training sessions with those local area staff primarily engaged in performance reporting. Additionally, State staff have provided local area staff with technical assistance as required to help ensure their uniform application of Common Measure requirements and implementation of Common Measures guidelines.

8. **Include a proposed level for each performance measure for each of the two program years covered by the plan. While the plan is under review, the state will negotiate with the respective ETA Regional Administrator to set the appropriate levels for the next two years. At a minimum, states must identify the performance indicators required under Section 136, and, for each indicator, the state must develop an objective and quantifiable performance goal for two program years. States are encouraged to address how the performance goals for local workforce investment areas and training providers will help them attain their statewide performance goals. (Sections 112(b)(3) and 136)**

Approved USDOL PY2010 Performance Goals for WIA Title I-B Adult, Dislocated Worker, and Youth programs are as follows:

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WIA Adult Measures	
Entered Employment Rate	74.5
Employment Retention Rate	83.0
Avg. Six Month Earnings	\$9,800

WIA Dislocated Worker Measures

Entered Employment Rate	80.5
Employment Retention Rate	91.0
Avg. Six Month Earnings	\$13,500

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WIA Youth Measures

Placement in Employment or Education	57.0
Attainment of Degree or Certificate	49.0
Literacy or Numeracy Gains	35.0

E. Administrative Provisions

1. Provide a description of the appeals process referred to in Section 116(a)(5)(m).

The appeals process described in Section 116(a)(5) covers appealing designation decisions made by the State. The decision may be appealed to the SWIB. Within ten working days of receiving the adverse ruling, the applicant may notify the WDD of its intention to file an appeal to the SWIB. Within twenty days after the notice of intent to file an appeal, the applicant must submit their rebuttal arguments. The goal, dependent on the meeting schedule of the SWIB, is to complete the process within sixty days of receipt of the appeal review. Another adverse ruling may be appealed to the Secretary of Labor, who may require that the area be designated as a local area under the WIA.

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2. Describe the steps taken by the state to ensure compliance with the nondiscrimination requirements outlined in Section 188.

Within the GOWD, both the WDD, as the State WIA administrative entity, and the DIR as the State Wagner-Peyser Act administrator, have developed equal opportunity Methods Of Administration (MOA) to implement the provisions of Section 188 and 29 CFR Part 37 (WIA nondiscrimination and equal opportunity regulations). The MOA establishes nondiscrimination policies and procedures that apply to the WDD, DIR, and recipients of WIA Title I financial assistance in the State's WIA programs and activities. The policies and procedures are disseminated to State and local area staff, Career Center operators, Career Center partner agencies, training providers, and customers, as appropriate.

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The policies and procedures include appointment of Equal Opportunity (EO) Officers in the WDD, DIR, and in each LWIA. The WDD and DIR EO Officers provide training and technical assistance to State staff, LWIAs and Career Center staff in implementing nondiscrimination policies and procedures. As applicable, recipients of WIA Title I assistance are required to develop and/or comply with the policies and procedures governing WIA programs, services and activities in the following areas:

PROGRAM ADMINISTRATION AND DESIGNEES AND PLAN SIGNATURES

Name of WIA Title I Grant Recipient Agency:

Alabama Department of Economic and Community Affairs
Address: P.O. Box 5690, Montgomery, AL 36103-5690
Telephone Number: (334) 242-5300
Facsimile Number: (334) 242-5855
E-mail Address: Steve.Walkley@adeca.Alabama.Gov

Name of State WIA Title I Administrative Agency (if different than the Grant Recipient)

Alabama Department of Economic and Community Affairs, Workforce Development Division
Address: P.O. Box 5690, Montgomery, AL 36103-5690
Telephone Number: (334) 242-5300
Facsimile Number: (334) 242-5855
E-mail Address: Steve.Walkley@adeca.Alabama.Gov

Name of WIA Title I Signatory Official:

Alabama Department of Economic and Community Affairs
Address: P.O. Box 5690, Montgomery, AL 36103-5690
Telephone Number: (334) 353-5690
Facsimile Number: (334) 242-5099
E-mail Address: Doni.Ingram@adeca.Alabama.Gov

Doni M. Ingram, Director 

Name of WIA Title I Liaison:

Governor's Office of Workforce Development
Address: P.O. Box 302130, Montgomery, AL 36130-2130
Telephone Number: (334) 353-5201
Facsimile Number: (334) 353-2005
E-mail Address: Matthew.Hughes@dpe.edu

Dr. Matthew Hughes, Director  11/30/10

Name of Wagner-Peyser Act Grant Recipient/State Employment Security Agency:

Alabama Department of Industrial Relations

Address: 649 Monroe Street, Montgomery, AL 36131

Telephone Number: (334) 242-8990

Faeximile Number: (334) 242-3690

E-mail Address: Director@dir.state.al.us

Name and Title of State Employment Security Administrator (Signatory Official):

Alabama Department of Industrial Relations

Address: 649 Monroe Street, Montgomery, AL 36131

Telephone Number: (334) 242-8990

Faeximile Number: (334) 242-3690

E-mail Address: Director@dir.state.al.us

G. Thomas Surtees, Director



As the Governor, I certify that for the State of Alabama, the Agency and officials designated above have been duly designated to represent the State/Commonwealth in the capacities indicated for the Workforce Investment Act, Title I, and Wagner-Peyser Act grant programs. Subsequent changes in the designation of officials will be provided to the U.S. Department of Labor as such changes occur.

I further certify that we will operate our Workforce Investment Act and Wagner-Peyser Act programs in accordance with this Plan and the assurances herein.

Type name of Governor: Bob Riley

Signature of Governor/Date: Bob Riley

