

ALABAMA WORKFORCE INVESTMENT SYSTEM

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

June 22, 2005

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2004-14, Change 1

SUBJECT: LWIA PY 2005/06 Local Plan/PY 2005 Grant Agreement Package

1. **Purpose.** To provide Local Workforce Investment Boards with guidance on the development and submission of their respective PY 2005/06 WIA local plans and PY 2005 WIA grant agreement packages.
2. **Discussion.** The instructions for local area preparation of PY 2004 WIA Adult, Dislocated Worker, and Youth annual grant agreement package submission, provided under GWDD No. PY2003-15, are appropriately updated to accommodate PY 2005 grant agreement submission requirements.

Both State and local area-level PY 2005 WIA program planning activities must observe a highly compressed time frame. A comprehensive PY 2005-2006 local plan is needed. A Grant Agreement Package, including Grant Agreement Sheet (WIA-59), assurances/certifications, and a modified WIA Grantee Budget Summary (WIA-60) form are required. This WIA-60 form was previously transmitted to local areas.

3. **Action.** Each local board shall use the attached guidance when preparing/submitting their respective PY 2005/06 local plan and PY 2005 Grant Agreement Package.

Grant agreement packages should be received at the Office of Workforce Development by September 1, 2005.

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 Plans Instructions

Due

NLT September 1, 2005

- I. 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 to continuously identify the workforce challenges facing the local area and developing innovative strategies that effectively leverage resources to address these challenges?
- II. What are the local area's key workforce investment priorities for the public workforce system and how each will lead to actualizing the vision for workforce and economic development.
- III. Local area governance structure
 - A. Provide an organizational chart depicting the relationships of the agencies involved in the public workforce system, including education and economic development and the Career Center partners.
 - B. In narrative describe how the agencies involved in the public workforce investment system interrelate on workforce and economic development issues, including the respective lines of authority.
- IV. Local Workforce Investment Board
 - A. Describe the organization and structure of the Board.
 - B. Attach a board member list showing what organization the member represents, the category of membership represented by the member, and the position the person occupies in the member's organization.
 - C. How will the Board ensure that the public (including those with disabilities) has access to Board meetings and information on Board activities?
 - D. What constitutes a conflict of interest for a Board member?
 - E. What resources does the local area provide the board to carry out its functions?
 - F. Attach your up-to-date Memorandum of Understanding among Career Center partners.
- V. What is the structure and process for coordination and collaboration among workforce partners and between these same partners and the Local Workforce Investment Board?
 - A. How will barriers to coordination be removed?
 - B. How is information shared among the local partners? What type of guidance is issued to all local partners by the local area partners?
- VI. Economic and Labor Market Analysis
 - A. What is the makeup of the local area's economic base by industry?
 - B. What industries and occupations are expected to grow in the short term and over the next decade?
 - C. What industries and occupations are expected to decline in the short term and over the next decade?

- D. In what industries and occupations is there a demand for skilled workers and available jobs for the next five to ten years?
- E. What are the skill needs for the available jobs?
- F. Is the local area experiencing in-migration or out-migration of workers?
- G. What skills gaps are being currently experienced and what skills gaps are expected over the next decade?
- H. What are the local area's most critical workforce development needs?
- VII. Workforce Development Strategies
 - A. What is the local area's plan to maximize the effectiveness of workforce development resources?
 - B. What industries have or will be targeted by the local area for workforce development services and why have these industries been targeted?
 - C. What strategies are in place to promote and develop ongoing strategic partnerships that include business and industry, economic development, the public workforce system, and education partners (K-12, community colleges, and others) for the purpose of continuously identifying workforce challenges and developing solutions to targeted industries' workforce challenges?
- VIII. Career Center Policies
 - A. What policies have been established by the local area to ensure collaboration and integration at each Career Center in the area?
 - B. What local area policies promote universal access at Career Centers?
 - C. What is the relationship of your Career Centers to the Job Corps and to the State apprenticeship program?
- IX. Provider Selection Policies
 - A. Identify the policies and procedures to be applied by the local area for determining eligibility of local level training providers, how performance information will be used to determine continuing eligibility and the agency responsible for carrying out these activities.
 - B. Identify the criteria to be used by your local board in awarding grants for youth activities.
- X. One-Stop Policies
 - A. How many comprehensive and how many satellite career centers does your local area contain? What are the names of each? Please remember that in order for a Career Center to be a comprehensive center, at a minimum, it must provide services from the following four partners: WIA, Employment Service, Adult Education, and Rehabilitation Services. Each local area is required by the Workforce Investment Act to have at least one comprehensive Career Center.
 - B. When disputes arise between partners, how are they resolved?
- XI. Oversight/Monitoring Process. Describe the monitoring and oversight criteria and procedures used to ensure compliance with the Workforce Investment Act, WIA regulations, State policies, and local policies.
- XII. Grievance Procedures. Attach a copy of the local area's grievance procedures for participants and other affected parties (including service providers).
- XIII. Service Delivery Strategies

- A. How will the services provided by each of the required and optional Career Center partners be coordinated and made available?
- B. How are youth formula programs integrated in the Career Center?
- C. What assessment process is used in your Career Centers?
- D. How does your area integrate workforce information into its planning and decision making?
- E. Is job demand information made available to each Career Center customer?
- F. Core Services
 - 1. How will your area ensure the three-tiered service delivery strategy for labor exchange services for job seekers and employers authorized by the Wagner-Peyser Act includes: (1) self-service, (2) facilitated self-help service, and (3) staff-assisted service, and is accessible and available to all customers?
 - 2. How will your local area integrate resources provided under the Wagner-Peyser Act and WIA Title I for adults and dislocated workers as well as resources provided by required Career Center partner programs to deliver core services?
- G. Intensive Services. What strategies and policies are in place to ensure that adults and dislocated workers who meet the criteria in section 134(d)(3)(A) receive intensive services as defined?
- H. Training Services.
 - 1. How will your area raise the number and percentage of customers in training?
 - 2. What plan does your local area have to commit funds to high-growth, high-demand job training?
 - 3. Has your area limited the amount of funding for individual ITAs or the length of ITAs?
 - 4. What is the nature and extent of your local area's involvement with training through apprenticeship?
 - 5. What plan does your area have to involve itself in training participants in religious activities where the assistance is provided indirectly (such as through an ITA)? (20 CFR section 667.266(b)(1))
 - 6. Does your local area plan to increase training opportunities through OJT and customized training?
 - 7. How does your local area identify OJT and customized training opportunities?
 - 8. Have you been able to leverage other resources through education, economic development and industry associations to support OJT and customized training?
- I. Service to Specific Populations
 - 1. What strategies are employed by the local area to ensure the full range of employment and training programs and services delivered through the Career Center(s) are accessible to and will meet the needs of dislocated workers, displaced homemakers,

low-income individuals such as migrants and seasonal farm workers, women, minorities, individuals training for non-traditional employment, veterans, public assistance recipients and individuals with multiple barriers to employment (including older individuals, people with limited English-speaking proficiency, and people with disabilities)?

2. Describe the re-employment services you will provide to unemployment insurance claimants and the Worker Profiling services provided to claimants identified as most likely to exhaust their unemployment insurance benefits in accordance with section 3(c)(3) of the Wagner-Peyser Act.
3. Describe how your local area administers the unemployment insurance work test and how feedback requirements under the Wagner-Peyser Act for all UI claimants are met.
4. Describe the local area's strategy for integrating services to dislocated workers provided through the WIA rapid response, WIA dislocated worker, and Trade Adjustment Assistance programs. Do you co-enroll those in WIA and TAA?
5. Describe the role of LVER/DVOP staff in the Career Center.
6. Department of Labor regulations require all recipients of federal financial assistance from DOL to provide meaningful access to limited English proficient (LEP) persons. Both recipients and sub-recipients are covered by this requirement. How will your local area ensure access to services through your Career Center(s) for these persons. TEGL 26-02 (May 29, 2005) provides guidance.
7. How will the local area ensure that migrant and seasonal farm workers have equal access to employment opportunities through the local Career Center?

J. Priority of Service

1. What procedures are in place to direct Career Centers to give priority of service to public assistance recipients and other low-income individuals for intensive and training services if funds allocated to your local area for adult employment and training activities are determined to be limited?
2. What policies does the local area have in place to ensure that, pursuant to the Jobs for Veterans Act, priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by DOL?

- K. Youth. ETA's strategic vision identifies youth most in need, such as out of school youth and those at risk, youth in foster care, youth aging out of foster care, youth offenders, children of incarcerated parents, homeless youth, and migrant and seasonal farm worker youth as those most in need of service. WIA programs and services should take a comprehensive approach to serving these youth by providing basic skills remediation,

helping youth stay in or return to school, employment, internships, help with attaining a high school diploma or GED, post-secondary vocational training, apprenticeships and enrollment in community and four-year colleges.

1. Describe your local area's strategy for providing comprehensive, integrated services to eligible youth, included those listed above. How will the local area coordinate with other agencies responsible for workforce investment, foster care, education, human services, juvenile justice, and other relevant resources as part of the strategy.
2. Describe your area's coordination with Job Corps.

L. Business Services. Describe your local area's strategies to improve services to employers, including:

1. Determine the employer needs in the local area.
2. Integrating business services, including Wagner-Peyser Act services, to employers through the Career Center System.
3. Streamline administration of federal tax credit programs within the Career Center System to maximize employer participation.

M. Describe any innovative service delivery strategies your area has to maximize resources and achieve better integration at the Career Center level.

N. Strategies for Faith-based and Community Organizations. Faith-based and community organizations provide unique opportunities for the workforce investment system to access a pool of potential workers. Describe your local area's efforts to work with faith-based and community organizations.

XIV. Administrative Provisions.

1. Provide a description of steps taken to ensure nondiscrimination.
2. Provide a copy of your area's grievance procedures.

XV. Assurances. Attached.

XVI. Budget. Attached.