

# ALABAMA WORKFORCE INVESTMENT SYSTEM

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

May 8, 2009

## GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2008-06

**SUBJECT:** PY 2009/FY2010 Grant Agreement Package

- 1. Purpose.** To provide Local Workforce Investment Boards with guidance on the development and submission of their respective PY2009/FY2010 grant agreement packages.
- 2. Discussion.** The instructions for local area preparation of PY2007 WIA Adult, Dislocated Worker, and Youth annual grant agreement package submission, provided under GWDD No. PY2007-07, are appropriately updated to accommodate PY2009 grant agreement submission requirements.

A Grant agreement Package, including Grant Agreement Sheet (WIA-59), assurances/certifications, and a modified WIA Grantee Budget Summary (WIA-60) form are prescribed. Current versions of these forms can be located on the ADECA website: [adeca.alabama.gov](http://adeca.alabama.gov).

- 3. Action.** Each local workforce investment board shall use the attached guidance when preparing/submitting its respective PY2009/FY2010 Grant Agreement Package.

As allocations for Program Year 2009 WIA Adult, Youth, and Dislocated Worker programs have not yet been released from the Department of Labor an estimated allocation of ninety (90) percent of PY2008 allocations should be utilized for program budgets. Once the Department of Labor has provided PY2009 allocations they will be released under the title of Workforce Development Directive PY2008-05. Proposed State Level Goals for Program Year 2009 are attached to this Directive.

This grant agreement package is due to ADECA on May 26, 2009. Once actual allocations are available, budget pages and corresponding documents will be updated to reflect the corrected funds.

- 4. Contact.** Any questions regarding this Directive should be addressed to Sara Calhoun, Workforce Development Division, State Planning at (334) 353-1632.

  
Matthew Hughes, Director  
Office of Workforce Development

# Grant Agreement Package

The WIA Grant Agreement package depicts a local area’s planned WIA Younger Youth, Older Youth, Dislocated Worker, and Adult participant training services (Basic Skills, Classroom Training, Individual Referrals, ITAs, OJT contracting, etc.), proposed performance goals, supportive services, fund transfer activity, and program budgets.

**A. Participant Intake Services and Ongoing Assessment Activities:**

Briefly describe local area systems for providing, and the general sequence of events related to:

1. Initial participant – case manager assessment session, to include processes for determining:
  - a. Participants’ career goals.
  - b. The appropriate array of available core/intensive services which may be provided to participants in order to help achieve these goals.
  - c. Initial assessment session may also consider whether participant goal achievement is likely to require additional occupational training or retraining services.
  - d. Determination of what additional support services participants may require to adequately address their human services and support needs may be accomplished within this initial session.
2. Participant initial assignment/progression through core/intensive services, training activities, with specific attention to case manager methods for determining individuals’ readiness to move ahead to the next level;
3. Describe local area systems for ensuring adequate and appropriate contact between case managers and individuals receiving Individual Referral/Individual Training Account services, indicating the frequency of such contacts, and otherwise describing the case workers’ continued involvement in these individuals’ pursuit of improved educational and employment opportunities;
4. Indicate what post-termination services are available, and how the local area determines which of these services are required; and
5. Local area procedures for ensuring appropriate oversight of case manager activities as related to both the degree and effectiveness of their continuing interaction with WIA participants.

**B. Planned Participant Post – Assessment Services:**

Indicate (with an “X”) the available Younger Youth, Older Youth, Dislocated Worker and Adult WIA individual services, and whether these services are delivered by WIA partners through the Career Center network.

**Planned Services:**

**Delivered Through:**

<b>Younger Youth (14-18)</b>	<b>Available</b>	<b>Career Center</b>	<b>Other</b>
Basic Education Skills	_____	_____	_____
Remedial	_____	_____	_____
GED Preparatory	_____	_____	_____

Work Readiness Skills	_____	_____	_____
Occupational Skills	_____	_____	_____
<b>Older Youth (19-21)</b>			
Basic Education Skills	_____	_____	_____
Remedial	_____	_____	_____
GED Preparatory	_____	_____	_____
Work Readiness Skills	_____	_____	_____
Individual Referrals	_____	_____	_____
<b>Dislocated Workers</b>			
Individual Training Accounts	_____	_____	_____
Indicate Field(s)	_____	_____	_____
On-the-Job Training	_____	_____	_____
Other Training	_____	_____	_____
<b>Adults</b>			
Individual Training Accounts	_____	_____	_____
Indicate Field(s)	_____	_____	_____
On-the-Job Training	_____	_____	_____
Other Training	_____	_____	_____

**NOTE:** On a separate sheet, please separately indicate specific area, if any, in which Younger Youth, Older Youth, Dislocated Worker and Adult Occupational Skills Training, On-the-Job Training programs are conducted.

**Required Elements of Youth Program:**

Briefly discuss local area strategy for providing the following WIA Youth program elements, as required under Section 129(c)(2):

1. Tutoring, study skills training and instruction leading to completion of secondary school, including drop out prevention strategies;
2. Alternative secondary school services;
3. Summer employment opportunities that are directly linked to academic and occupational learning;
4. Paid and unpaid work experience, including internships and job shadowing;
5. Occupational skill training;
6. Leadership development opportunities;
7. Supportive services;
8. Adult mentoring;
9. Follow-up services for not less than twelve months after completion of program participation; and
10. Comprehensive guidance and counseling services.

Where the above – required Youth program elements are delivered through appropriate “other agency” referral, so indicate, describing local area case manager follow-up measures undertaken to ensure these referral services are satisfactorily delivered to the affected WIA participants.

**Youth Program Services to Non-Economically Disadvantaged Persons:**

WIA Section 129(c)(2) provides for Youth Program services that are generally targeted for youth satisfying income eligibility requirements. However, Section 129(c)(5) indicates that up to five percent of a local area’s Youth Program participants need not meet relevant income criteria if they belong to one or

more specified hardship categories (Section 129(c)(5)(A-G)), or the optional local board designated “serious barriers as identified by the local board” category (Section 129(c)(5)(H)).

Indicate whether the local area Youth Program plans to extend Section 129 services to non-economically disadvantaged persons, per Section 129(c)(5), and whether the local board has identified Section 129(c)(5)(H) other “serious barriers.”

**C. LWIA Adult, Youth, Dislocated Worker Performance Goals:**

Using the proposed State Level PY09 Performance Goals (attached), Local Workforce Investment Areas should provide their respective proposed performance goals for the Adult, Dislocated Worker and Youth programs in their grant agreement documents for consideration. The State office will be in contact with each local area to negotiate goals as Plans are reviewed.

<b>Adult Program</b>	<u>Performance Goal</u>
1. Entered Employment Rate	_____
2. Employment Retention Rate	_____
3. Six Month Earnings	_____
4. Employment and Credential/Certificate Rate	_____

<b>Dislocated Worker Program</b>	<u>Performance Goal</u>
1. Entered Employment Rate	_____
2. Employment Retention Rate	_____
3. Six Month Earnings	_____
4. Employment and Credential/Certificate Rate	_____

<b>Youth Program (14-18)</b>	<u>Performance Goal</u>
1. Skill Attainment Rate	_____
2. Diploma or Equivalent Attainment Rate	_____
3. Retention Rate	_____

<b>Youth Program (19-21)</b>	<u>Performance Goal</u>
1. Entered Employment Rate	_____
2. Employment Retention Rate	_____
3. Six Month Earnings	_____
4. Employment and Credential/Certificate Rate	_____

As indicated in Governor’s Workforce Development Directive No. PY06-04, dated February 2, 2007, “...local areas are responsible for the design and development of WIA participant training programs which meet the applicable requirements of USDOL TEG L No. 17-05, as appropriate to accommodate local labor market conditions...”

Each local area must provide a narrative description of adopted WIA credentialing/certificate programs and procedures in sufficient detail to indicate reasonable compliance with the applicable requirements of TEG L No. 17-05.

**D. Adult, Dislocated Worker Program On-the-Job Training, Customized Training Activities:**

WIA Section 134(d)(4)(G)(ii) indicates that a local area may provide on-the-job training and/or customized training services “...pursuant to a contract for services in lieu of an individual training account...” if the local board determines, 1) there are insufficient numbers of eligible providers of training in the local area to accomplish the purposes of a system of individual training accounts, or

2) there is a program of demonstrated effectiveness offered by a community-based organization or other private organizations specifically serving segments of the local area participant population which face multiple employment barriers. (Per TEGE 14-08 the American Recovery and Reinvestment Act of 2009 funds are not subject to the two provisions listed above.)

Indicate whether the local area will directly contract on-the-job training and/or customized training programs, pursuant to Section 134(d)(4)(G). If applicable, indicate the local area basis for determination of an otherwise insufficient number of potential individual training account service providers, and/or local area criteria which establish a prospective on-the-job training/customized training provider's demonstrated effectiveness.

Specify any and all activities in which you plan to engage in this program year, including youth and incumbent worker training programs.

The State requested and was granted a waiver to allow up to 10 percent of local area formula funds to be used to provide Incumbent Worker Training funds. The waiver permits up to 10 percent of local area funds to provide activities allowable under WIA section 134(a)(3) excluding administration through June 30, 2009. A request to extend this waiver until June 30, 2010 is being submitted. The State is required to report these outcomes in the WIASRD report. List the amount of funds to be used and the planned number of participants.

**E. Participant Payment Systems:**

Describe the local area's planned delivery system for supportive services, including financial supportive services, to WIA Adult, Dislocated Worker and Youth participants.

**F. Transfer of Funds:**

Per correspondence of September 13, 2007, USDOL/ETA has granted Alabama's requested waiver of the WIA Section 133(b)(4) Adult Program-Dislocated Worker Program funds transfer authority from a maximum of fifty percent of the Program/Fiscal Year allocation to a maximum of one hundred percent of the Program/Fiscal Year allocation. This waiver has been extended through June 30, 2009. A request for extension until June 30, 2010 is being submitted.

Any such LWIA funds transfer request must be submitted in the Grant Agreement document or modification and must further be accompanied by appropriate justification, clearly indicating why the request is being made and how granting of the request will benefit local area delivery of workforce development services.

Any local workforce investment area funds transfer should observe relevant provisions of the Act.

**G. Budget Summary:**

Each LWIA Grant Agreement Package includes a Grantee Budget Summary (WIA-60) showing the program year funds allocated for each of the funding streams, transfers between the Adult and Dislocated Worker allocations, and the net amounts available for expenditure. In addition, the budget form shows how the funds are planned for expenditure between the administrative and program categories.

Each LWIA will have one year to obligate WIA funds and one additional year to expend the funds, subject to the first year 80 percent obligation requirement and to any subsequent year reallocations. A modification to the Grant WIA-60 will be necessary to depict any increase or

decrease in LWIA allocation (net) amounts resulting from such fund reallocations. A modification to the Grant WIA-60 will also be required to document any Governor's 15% (Incentive/Capacity Building) funds awarded the LWIA.

From the attached PY2009 state-level and LWIA funding information, complete a Grantee Budget Summary (WIA-60) form, depicting LWIA Adult/Dislocated Worker/Youth funding for the grant period, and attach it to the Grant Agreement Package. This WIA-60 budget document will be a part of the Grant Agreement Package until depicted funds have been fully expended.

Note that it is not necessary for local areas to obtain the respective chief local elected official and LWIA Chair signatures when submitting a minor modification to their Grant Agreement Package. Rather, a third page may be attached to the original WIA-59 WIA Grant Agreement Summary. This additional page will indicate the revised WIA-59 Part E proposed funding and carry the signature of the local area Grant Recipient representative. Upon State approval of the minor modification, this same page will be countersigned by the Division Director, Workforce Development Division and attached to the signed WIA Grant Agreement accompanying the originally submitted local area Grant Agreement Package.

The approved local area Grant Agreement Package minor modification will be transmitted back to the local area under a Notice of Action, signed by the Division Director, Workforce Development Division. The Notice of Action will summarize local area WIA funding obligation authority.

**H. Forms and Instructions:**

The following forms and instructions are to be used in the preparation of LWIA Grant Agreement Package:

<u>Item</u>	<u>Form Title/Number</u>	<u>Adult</u>	<u>Dislocated Worker</u>	<u>Youth</u>
A.	Grant Agreement Sheet (WIA-59)	X	X	X
B.	Grantee Budget Summary (WIA-60)	X	X	X
C.	Notice of Governor's Action (WIA-55)/ Notice of Action (WIA-55A) (Plan Approval Documents – for WDD Use Only)	X	X	X

The Workforce Development Division has furnished each LWIA a computer disk containing copies of each form suitable for use in their Grant Agreement submissions.

**ALABAMA WORKFORCE INVESTMENT ACT**  
**ADULT, DISLOCATED WORKER, AND YOUTH PROGRAMS**  
**PY09 PERFORMANCE GOALS**

<b>Statewide</b>			
<b>Adult Program</b>			
<b>Measure</b>	<b>PY08 Actuals</b>	<b>PY08 Goal</b>	<b>Proposed PY09 Goal</b>
1 Entered Employment Rate	76.91%	74.50%	74.50%
2 Employment Retention Rate	83.46%	83.00%	83.00%
3 Average Six Months Earnings	\$11,088	\$9,800	\$9,800
4 Employment and Credential Rate	45.89%	48.00%	48.00%
<b>Dislocated Worker Program</b>			
<b>Measure</b>	<b>PY08 Actuals</b>	<b>PY08 Goal</b>	<b>Proposed PY09 Goal</b>
1 Entered Employment Rate	80.03%	80.50%	80.50%
2 Employment Retention Rate	90.40%	91.00%	91.00%
3 Average Six Months Earnings	\$14,797	\$13,500	\$13,500
4 Employment and Credential Rate	50.44%	55.00%	55.00%
<b>Youth (19-21) Programs</b>			
<b>Measure</b>	<b>PY08 Actuals</b>	<b>PY08 Goal</b>	<b>Proposed PY09 Goal</b>
1 Entered Employment Rate	66.76%	72.00%	72.00%
2 Employment Retention Rate	84.46%	83.00%	83.00%
3 Earnings Change	\$5,002	\$4,000	\$4,000
4 Credential Rate	26.77%	40.00%	40.00%
<b>Youth (14-18) Programs</b>			
<b>Measure</b>	<b>PY08 Actuals</b>	<b>PY08 Goal</b>	<b>Proposed PY09 Goal</b>
1 Skill Attainment Rate	87.02%	73.00%	73.00%
2 Diploma or Equivalent Rate	40.33%	52.00%	52.00%
3 Retention Rate	60.81%	65.00%	65.00%
<b>Youth (14-21) Programs</b>			
<b>Measure</b>	<b>PY08 Actuals</b>	<b>PY08 Goal</b>	<b>Proposed PY09 Goal</b>
1 Literacy and Numeracy Gains	41.44%	N/A	N/A
2 Placement in Employment or Educati	60.34%	N/A	N/A
3 Attainment of a Degree or Certificate	41.37%	N/A	N/A
<b>Customer Satisfaction</b>			
<b>Measure</b>	<b>PY08 Actuals</b>	<b>PY08 Goal</b>	<b>Proposed PY09 Goal</b>
1 Participants	84.18	82.00	82.00
2 Employers	90.16	87.00	87.00

**INSTRUCTIONS FOR COMPLETING THE ALABAMA WIA  
GRANTEE BUDGET SUMMARY FOR ADULT, YOUTH, AND DISLOCATED WORKER  
LOCAL AREA PLANS  
(WIA 60)**

LWIA Adult, Youth, and Dislocated Worker program budgeting information will be consolidated on a single WIA-60 form. Each executed WIA-60 will remain a valid budget document for the full grant period.

1. **Grant Recipient:** This should be the same as reported on the Grant Agreement Sheet; the contact person should be able to answer any questions regarding information contained in this form.
  
2. **Plan No:** Enter the two digit local area plan number, per the following:
  - 1st digit - year of WIA funds, e.g., 7 for 2007, 8 for 2008, etc.
  - 2nd digit - local area, e.g., 2 for AWIA, 3 for Jefferson, or 4 for Mobile.\*
  - Indicate modification sequence per the following: "0" for initial plan, "A" for first modification, "B" for second modification, etc.
  - Revisions should only be used to indicate minor modifications. Revision sequence should be as follows: "1" for first minor modification, "2" for second minor modification revision, etc.

For example, 93-0 would be the Jefferson initial PY2009 Plan, 93-A would be the first modification to the Jefferson PY2009 Plan, 93-A Rev. 1 would be the first minor modification revision to the first modification of the Jefferson PY2009 Plan.

**Directive No.:** Reference Governor's Workforce Development Directive(s) used for Plan changes.

**USDOL Grant No:** The USDOL Grant Number can be found on the Notice of Obligation (NOO) issued by USDOL to ADECA/WDD. Copies of all NOOs will be provided to local areas as Attachments to the Allocation GWDD.

**Yr. of Funds:** Enter the PY/FY number corresponding to the year grant funds were first made available. The number should be consistent with the USDOL Notice of Obligation (NOO).

**Effective Date:** This is the date the Plan, modification, or revision takes effect according to the effective date indicated within the corresponding directive. If an effective date is not provided in the directive the directive's release date should be used.

**Grant Period – Adult/D.W.:** Enter the start date and end date of the Adult/D.W. funds grant period.

**Grant Period – Youth:** Enter the start date and end date of the Youth funds grant period, as shown on the WIA-59 section E.

**LWIA Identifying Grant Numbering Methodology**

LWIA programs have four separate fund categories; Governor's Set Aside (15% or 25%), Adult, Youth, and Dislocated Worker. LWIA expenditures must be separately tracked against each grant type.

3. **Program :**
  - a. **Catalog of Federal Domestic Assistance (CFDA) Number:** This information is provided by WDD. No LWIA entry is necessary.
  - b. **Allocation Year:** Provide the allocation year for the effected funds.
  - c. **Fund Allocation/Grant Amount:** By column, enter the amount of any Governor's Set Aside (15% or 25%) funds awarded the LWIA, and the amounts of Adult, Youth, and Dislocated Worker funds granted the LWIA. Amounts entered should incorporate any additional (or reductions in) funds due to reallocations. Additional detail regarding the break down of LWIA allocation amounts is found on the WIA-55 Notice of Governor's Action accompanying the completed Grant Agreement package.
  - d. **Total LWIA Funds:** This information is calculated based on the data provided in section 3c.

4. **Cost Category/ Budget:** Enter the total amount of grant funds budgeted for expenditure by cost category.
- a. **Administration Funds:** Enter, by column, the amount of any LWIA Governor Reserve, Adult, Youth, and Dislocated Worker funds reserved for administration. Enter the total of LWIA funds available for program administration expenditures. Include any additions to (or reductions in) Administration funds due to reallocations. Not more than 10 percent of Adult, Youth, and Dislocated Worker grant funds may be budgeted/expended for purposes of administration.
  - b. **Program Funds:** Enter, by column, the amount of any LWIA Governor's Set Aside (15% or 25%), Adult, Youth, and Dislocated Worker, and the total of LWIA funds which may be expended for program costs. Include any additions to (or reductions in) program funds due to reallocations.
  - c. **Program Fund Transfers:** By column, enter any amount of LWIA Adult Program Funds the LWIA seeks to transfer to its Dislocated Worker program and/or the amount of any LWIA Dislocated Worker Program Funds the LWIA seeks to transfer to its Adult program. For PY 2008/FY 2009, up to 100 percent of the formula allocated Adult funds and/or Dislocated Worker funds may be transferred between the two programs.
  - d. **Adjusted Program Funds:** Enter, by column, the amount of available LWIA Adult and Dislocated Worker funds, and the total of LWIA funds, adjusted for any above-indicated Adult-Dislocated Worker Program Funds transfer activity.
  - e. **Total Funds:** By column, enter the LWIA's available Administration and Program Governor 15%, Adult, Youth, and Dislocated Worker, and Total funds. Entries on this line must agree with corresponding entries on line 3.c.

Remarks: Provide necessary detail regarding information recorded on this and any previous PY09/FY10 WIA-60 Grantee Budget Agreement document.

State of Alabama  
Alabama Office of Workforce Development  
Workforce Development Division

Grantee Budget Summary

<b>1. Grant Recipient:</b>						
Address:						
Contact Person:			E-mail:			
Title:			Phone No.:		Fax No.:	
<b>2. Plan No.:</b>						
Yr. of Funds:			Effective Date:			
Directive No.:			Grant Period - Adult/D.W.:			
USDOL Grant No.:			Grant Period - Youth:			
<b>3. Program:</b>		<b>Governor's Set Aside</b>	<b>Adult Funds</b>	<b>Youth Funds</b>	<b>Dislocated Worker Funds</b>	<b>d. Total LWIA Funds</b>
a.	CFDA Number		17.258	17.259	17.260	
b.	Allocation Year					
c.	Fund Allocation/Grant Amount					
<b>4. Cost Categories/Budget:</b>						
a.	Administration Funds					
b.	Program Funds					
c.	Program Fund Transfers					
d.	Adjusted Program Funds					
e.	Total Funds					
<b>Remarks:</b>						

## **WIA NOTICE OF GOVERNOR'S ACTION FOR LWIA PLANS**

The Notice of Governor Action (NGA) is a LWIA plan approval document. The NGA will be attached to all approved LWIA plans, including the original Five- Year Plan Grant Agreement Package, and each subsequent Plan Modification.

The NGA will be prepared by WDD staff. No LWIA staff action is required.

NGAs will feature details regarding the break down of LWIA available funds beyond that provided by the WIA - 60 Grantee Budget Summary. This detail will include allocations, incentive awards, fund reallocations, and Adult - Dislocated Worker funds transfers.

NGAs will provide an overview of total available PY funds. These documents should prove useful to State and local area staff for fund tracking and identification purposes.

## WIA Grant Agreement Instructions

### I. GRANT RECIPIENT/DESIGNEE

- A. Plan No.:** Enter the two digit local area plan number, per the following:  
1st digit - year of WIA funds, e.g., 7 for 2007, 8 for 2008, etc.  
2nd digit - local area, e.g., 2 for AWIA, 3 for Jefferson, or 4 for Mobile.\*
- Modification:** Indicate modification sequence: "0" for initial plan, "A" for first modification, "B" for second modification, etc.
- Revision:** Revisions should only be used to indicate minor modifications.\*\* Revision sequence: "1" for first minor modification, "2" for second minor modification revision, etc.
- For example, 93-0 would be the Jefferson initial PY2009 Plan, 93-A would be the first modification to the Jefferson PY2009 Plan, 93-A Rev. 1 would be the first minor modification revision to the first modification of the Jefferson PY2009 Plan.
- Effective Date:** This is the date the Plan, modification, or revision takes effect according to the effective date indicated within the corresponding directive. If an effective date is not provided in the directive the directive's release date should be used.
- B. Grant Recipient:** Enter the name, organization, address, contact person, telephone, and E-mail address of the grant recipient.
- C. Administrative Entity:** If different from the Grant Recipient, enter the name, organization, address, contact person, telephone number, and E-mail address of the administrative entity; otherwise, leave blank.
- D. Program/Fiscal Year Proposed Funding:** Indicate the PY/FY time periods and fund origins, e.g., PY08/FY09 WIA Funds. Enter the total amount of actual or estimated LWIA funding for the time period covered by this action. This entry should be identical to that recorded on line 3.d. (Total LWIA Funds) of the accompanying WIA-60 form.
- E. Grant Period:** Enter the start date and end date of the grant period.
- II. ASSURANCES AND CERTIFICATIONS** Review the assurances and certifications on page 2 of the WIA-59; these are binding requirements on the LWIA.
- III. LOCAL AREA SUBMISSION** Enter the typed name and title of each authorized signatory, as appropriate. Enter the signature of each authorized signatory beside the typed name and title.

\* Note: This digit has been modified to coincide with standard Local Area numbering references.

\*\* Note that it is not necessary for local areas to obtain the respective chief local elected official and LWIA Chair signatures when submitting a minor modification to their Grant Agreement Package. Rather, a third form, WIA-59 A, may be attached to the original WIA-59 WIA Grant Agreement Summary. The WIA-59 A form will indicate the revised WIA-59 Part E proposed funding and carry the signature of the local area Grant Recipient representative. Upon State approval of the minor modification, the WIA-59 A form will be countersigned by the Division Director, Workforce Development Division and attached to the signed WIA Grant Agreement accompanying the originally submitted local area Grant Agreement Package.

The approved local area Grant Agreement Package minor modification will be transmitted back to the local area under a Notice of Action, signed by the Division Director, Workforce Development Division. The Notice of Action will summarize local area WIA funding obligation authority.

**WIA GRANT AGREEMENT**  
**Alabama Department of Economic and Community Affairs (ADECA)**

**WIA GRANT AGREEMENT**

<b>A. Plan No.:</b> _____	<b>Modification:</b> _____	<b>Revision:</b> _____	<b>Effective Date:</b> _____
<b>B. Grant Recipient</b>		<b>C. Administration Entity</b>	
1. Name _____		1. Name _____	
2. Organization _____		2. Organization _____	
3. Address _____		3. Address _____	
4. City _____		4. City _____	
5. Zip _____		5. Zip _____	
6. Contact _____		6. Contact _____	
7. Telephone _____		7. Telephone _____	
8. E-Mail _____		8. E-Mail _____	
<b>D. Program/Fiscal Year Proposed Funding:</b> WIA Funds _____		<b>E. Grant Period</b> <b>Start:</b> _____ <b>End:</b> _____	
<b>II. ASSURANCES AND CERTIFICATIONS:</b> Assurances/Certifications on page 2 are part of this Grant Agreement.			
<b>III. LOCAL AREA SUBMISSION</b> (Attach any comments on a separate sheet):			

Name/Title	Signature	Date
<b>Grant Recipient</b>		
<b>Chair, Local Workforce Investment Board</b>		
<b>Bill Johnson</b> Director, ADECA		
<b>Matthew Hughes</b> Director, Gov. Office of Workforce Development		
<b>Bob Riley</b> Governor		

**WIA GRANT AGREEMENT**  
**Alabama Department of Economic and Community Affairs (ADECA)**

**WIA GRANT AGREEMENT**  
**Assurances and Certifications**

- A. Signatories assure this Grant Agreement will be executed in accordance with the Workforce Investment Act of 1998 applicable federal regulations, State law, and Governor's Directives, pursuant to WIA , as published and amended.
- B. Liability for funds under this grant rests with the local workforce investment area grant recipient/ signatory.
- C. Modifications to this initial grant become effective only after approval by the Governor's Designee. Plan modifications must adhere to advance publication requirements and be submitted according to directive procedures. Funding is contingent on actual appropriations by Congress.
- D. This grant is comprised of planned performance/ payment systems narrative and a grantee budget summary.
- E. The ADECA Workforce Development Division, acting for the Governor, will monitor for performance and require such reports as may be necessary to carry out this responsibility.
- F. Parties to this agreement certify to the best of their knowledge and belief that information contained in the attached plan/ modification is a reasonably accurate depiction of WIA-funded planned activities. Signatories to the Agreement further attest that the LWIA and the LWIB will comply with the WIA assurances attached to the LWIA 5 Year Plan.
- G. As a condition of the award of financial assistance from the Department of Labor under Title I of WIA , the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1988 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/ status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.  

The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I - financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.
- H. Comply with the Americans with Disabilities Act of 1990, Title II, Subtitle A.
- I. Comply with the OSHA work place requirements.
- J. Comply with the WDD Procurement policy (includes all subrecipient/ contractor levels).
- K. Comply with the ADECA Audit Policy, and with OMB Circular A-133.
- L. Certify that systems and procedures are in effect which parallel those described within the local area plan.
- M. Comply with other applicable statutes as related to workforce development programs.
- N. It is agreed that the terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment No. 26. It is further agreed that if any provision of this grant shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the course of this grant, be enacted, then that conflicting provision in the grant shall be deemed null and void. The grant's sole remedy for the settlement of any and all disputes arising under the terms of this agreement shall be limited to the filing of a claim with the Board of Adjustments for the State of Alabama.

For any and all disputes arising under the terms of this contract, the parties hereto agree, in compliance with the recommendations of the Governor and Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation by and through the Attorney General's Office of Administrative Hearings or where appropriate, private mediators.

**WIA GRANT AGREEMENT**  
**Alabama Department of Economic and Community Affairs (ADECA)**

**WIA GRANT AGREEMENT MODIFICATION**

**Minor Modification, Revised Funding, Goals Revision:**

**D. Program/Fiscal Year Proposed Funding:**

WIA Funds    \$ \_\_\_\_\_

\_\_\_\_\_  
Grant Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Director,  
Workforce Development Divisic

\_\_\_\_\_  
Date