

## **EXHIBIT 10**

### **WORKFORCE INVESTMENT NOTICE: 04-03**

**SUBJECT:** Local Planning Guidance Two-Year Plan

**DATE:** April 11, 2005

#### **PURPOSE**

A state approved local plan is required in order for a Local Workforce Investment Area (LWIA) to receive formula allotments under the Workforce Investment Act.

The U.S. Department of Labor (USDOL) in anticipation of the reauthorization of the Workforce Investment Act (WIA) is requiring states and hence local workforce areas to submit a two-year plan for the next five year planning cycle beginning on July 1, 2005. The current Workforce Investment Plans expire June 30, 2005.

The purpose of this local planning guide is to provide a better understanding of the planning requirements under the Workforce Investment Act of 1998 and under the Draft Planning Guidance issued by the Employment and Training Administration for the submission of this initial two-year plan.

The Local Plan Guidelines provide a framework for the required collaboration of Local Elected Officials, businesses and other partners to build a demand driven workforce investment system. The workforce system must address customer needs; deliver integrated, user-friendly services; and be accountable to the customers and the public. The plans developed from these Local Plan Guidelines will be incorporated as a portion of the larger State Plan.

Due to the evolving nature of the WIA, it may be necessary to revise these Local Plan Guidelines. It should be remembered that these Local Plans are considered "living documents" and may be modified at any time in conformity with State Workforce Investment Notice 01-05.

#### **BACKGROUND**

The Draft State Planning guidance issued by the Employment and Training Administration (ETA) of the United States Department of Labor (USDOL) on March 8, 2005, in conformity with TEGL 14-04, requires that the State Workforce Investment Board (SWIB) submit the first two years of the Strategic Five-Year State WIA Plan by May 31, 2005. Programs and activities are to be fully implemented on July 1, 2005.

This Local Planning Guidance is separated into two (2) sections that will provide you with helpful background information to assist you in the development of the Two-Year Local WIA Plan.

The guide should be considered as an interim final, since there are additional components to the guide that have yet to be developed e.g., negotiated performance levels.

#### **State Goals and Vision**

The Workforce Investment Act of 1998 reforms federal job training programs and establishes a foundation for each state to create a new, comprehensive workforce development system. This new system is intended to be built to meet the needs of job seekers and employers. It helps job seekers access the high quality information and services they need to manage their careers and helps employers find appropriately skilled workers.

Rhode Island has seized those opportunities presented by its economy and this federal legislation to address the issue of workforce development with the intent of creating a cohesive and comprehensive workforce investment system. The first step towards creating this new system was the designation of the State Workforce Investment Board (SWIB). The SWIB comprised of stake holders in the workforce investment system, with a majority percentage of business representatives, advises the Governor on workforce policy and the creation of a broad workforce development system.

Local Plans must be aligned with the State vision and goals to ensure a comprehensive and effective workforce development system:

The State's vision and goals for the workforce investment system for this planning cycle are:

1) Realizing the reforms envisioned by the Workforce Investment Act including:

- An Integrated, seamless service delivery through comprehensive One-Stop Centers;
- A demand-driven workforce system governed by business-led workforce investment boards;
- Maximum flexibility in tailoring service delivery and making strategic investment in workforce development activities to meet the needs of the State's economy and labor market;
- A workforce system where customers make informed choices based on quality workforce information and access quality training providers
- Increased fiscal and performance accountability; and
- A youth program focused on targeting out-of-school populations with increased accountability for employment and/or increased secondary and post-secondary education outcomes.

2) Incorporating new statutory and regulatory program requirements that have evolved since the passage of WIA, such as priority of service to veterans as prescribed by the Jobs for Veterans Act (P.L. 107-288), (38 USC 4215).

3) Providing State strategic priorities and direction in the following areas:

- Implementation of a demand-driven workforce system;
- System reform to eliminate duplicative administrative costs and to enable increased training investments;
- Enhanced integration of service delivery through One-Stop delivery systems nationwide;
- A refocusing of the WIA youth investments on out of school youth populations, collaborative service delivery across Federal programs, and increased accountability;
- Improved development and delivery of workforce information to support workforce investment boards in their strategic planning and investments; providing tools and products that support business growth and economic development; and providing quality career guidance directly to students and job seekers and their counselors through One-Stop

Career Centers;

- Faith-based and community-based organizations playing an enhanced role in workforce development;
- Enhanced use of waivers and workflex provisions in WIA to provide greater flexibility to States and local areas in structuring their workforce investment systems; and
- Reporting against common performance measures across Federal employment and training programs (Data collection in support of common measures will begin effective July 1, 2005).

WIA provides an opportunity to strengthen existing partnerships and develop new partnerships that will reinvigorate and enhance the workforce investment system. This opportunity should be viewed as a way to go beyond a “business as usual” approach with innovative workforce strategies.

The Local Plans are to be based on current and projected needs of the workforce investment system as a whole. The needs of job seekers, incumbent workers, youth, and businesses are to be considered in every step of the planning process. It is the responsibility of the local Workforce Investment Area to maintain a “big picture” view of the system-wide needs of the workforce investment area rather than focusing on programmatic and operational details.

The State Workforce Investment Office (SWIO) will not finalize the State Plan prior to May 15, 2005. A copy of the draft State Plan will be provided to the Local Boards as soon as available. There will also be opportunities for public comment to ensure that the plan does, in fact, address the most critical needs of Rhode Island's job seekers and employers while working to build a premier workforce development system.

INQUIRIES: Questions concerning this Planning Guide may be directed to me, to John J. O'Hare at 462-8782 or your WIA representative by telephone or by E-MAIL at:

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## SECTION 1 – GETTING STARTED

- Update the One-Stop Memorandum of Understanding (MOU), if applicable, in conformity with WIA Regulations [Regs. 662.230, 662.300, 662.310] and State Workforce Investment Office Policy (WIN 99-18).
- Update the Inter-municipal Agreement, if applicable, in conformity with State Policy (WIN 99-09, Change No. 1).
- Re-certification of Local Workforce Investment Boards and Youth Councils in conformity WIA. Verify membership requirements under WIA and request re-certification of Local Boards and Youth Councils.

## SECTION 2 – PLANNING FORMAT AND PROCEDURES

### I. LOCAL PLAN SUBMISSION

Section 118 of the Workforce Investment Act (WIA) requires the Local Workforce Investment Board (LWIB) of each local Workforce Investment Area, in partnership with the chief elected official(s), to develop and submit a comprehensive 2-year local plan to the Governor in order to receive Title I WIA Funds. LWIB programs and activities are to be fully implemented on July 1, 2005. Please note the established time lines with regard to the local planning process.

Local areas are required to adhere to the following Local Plan format when submitting their local plans:

- All pages numbered, including attachments
- A table of contents, which identifies the name and page number of each section, including attachments (Include an index of the attachments and place the attachments at the end of the plan.)
- Single spaced, double sided, 12 point font on 8.5 X 11 white paper
- Set left hand margin at one inch to allow for hole punching
- Microsoft Word document
- A maximum of 50 pages, excluding attachments
- Three-holed punched, not bound
- Place in three ring notebooks.

#### Draft and Final Plan Submission

Submit two originals, two hard copies and one copy by email of the **Draft Local Plan no later than 4:00 P.M. on May 2, 2005**. Submit two original, two hard copies and one copy by e-mail of the **Final Local Plan no later than 4:00 P.M. on June 10, 2005**.

Both Draft and Final plans should be clearly identified and submitted to the addresses listed below.

Ms. Sandra Powell, Acting Administrator  
State Workforce Investment Office  
Rhode Island Department of Labor and Training  
1511 Pontiac Avenue  
Cranston, Rhode Island 02920  
401-462-8803  
[spowell@dlt.state.ri.us](mailto:spowell@dlt.state.ri.us)

## II. PLAN DEVELOPMENT PROCESS

### Public Comment

Plans must be consistent with all federal and state regulations, laws, rules and policy that are specifically identified in the local planning guidance, and be submitted in accordance with these instructions.

In order to accomplish the objectives set out by WIA and these plan guidelines, local Workforce Investment Boards (LWIBs) in consultation with the local elected officials must incorporate broad involvement in the development of the Local Plan. Input needs to be received from a variety of stake holders and the public at each stage of development. An atmosphere of collaboration and partnership and an emphasis on enhancing the entire system rather than categorical programs is to be the outcome of this planning process. It is the LWIB's responsibility to provide the leadership to achieve this goal.

Considering the emphasis on broad collaboration and input into plan development, WIA requires that the LWIA, at a minimum, adhere to public comment procedures that consist of the following:

- Copies of the Local Plan should be made available for public comment throughout the entire Workforce Investment Area through such means as public hearings, publishing the Plan on the Agency's Web Site and the use of local news media.
- The Local Plan should be discussed and approved at open meetings of the Workforce Investment Board in compliance with both the federal "Sunshine Provisions" and the Rhode Island Open Meeting Law.
- The public comment period on the Local Plan must be in conformity with State and local legal requirements.
- Revisions to the Local Plan (e.g., due to Public Comment) are due to the State Workforce Investment Office by June 10, 2005.
- Finally, any public comments that express disagreement with the Local Plan and the LWIB's response to those comments are also to be submitted to the State Workforce Investment Office by June 10, 2005.

## III. LOCAL PLAN APPROVAL PROCESS

The State will begin reviewing draft plans upon receipt in an effort to assist those areas that may have any deficiencies in their local plan. Technical assistance will be provided to all local areas upon request.

Final plans submitted to the State in accordance with these guidelines, that are (1) consistent with and meet all provisions of the WIA as appropriate; and (2) where no substantive issues have been identified by the State; and (3) that

establish acceptable levels of performance, will be considered approved with written notification provided from the State.

#### IV. PLAN CONTENT

The content of local plans must meet the appropriate statutory requirements. Those Plans that are inconsistent with this planning guidance are at risk of not being approved. Local Plans should enhance implementation of the State's vision and goals outlined on pages 2 – 3 of the Local Planning Guidance.

Therefore, we request that you follow the guidelines closely.

##### **A. Workforce Investment Area Needs, Labor Market Analysis, and Assessment of Workforce Investment Activities and Assets**

[Ref. WIA Sec. 118(b), 118(b)(1)(A), 118(b)(10), Regs. Sec. 661.350]

The plan must identify the workforce investment needs of the local Workforce Investment Area. The Workforce Investment Area's analysis in this section sets the stage for mapping out strategies to achieve your vision over the next two years.

Start by assessing where you are today.

Keep in mind the statewide labor market trends: a continued shortage of young people qualified to enter the labor workforce; accelerated retirements; increased employment in most industries; a transition from a manufacturing to technology-based economy; a decline in clerical and administrative opportunities; a high demand in construction trades, biotechnology, health care, hospitality, financial services, transportation and computer technology fields. Remember, all partners, new and old, need to be a part of the development of this section as well as the entire plan.

1) Describe the local workforce investment needs as they relate to:

- Employers/Businesses;
- Job seekers;
- Incumbent Workers (Incumbent workers include permanent workers who have been employed in the same firm for a number of years; low skill/low wage workers in entry level jobs; and contingent workers who are employed part-time, on a temporary basis or are self-employed.)
- Youth (paying particular attention to out-of-school youth)

[Regs. 661.350(a)(2)]

2) Labor Market Information

[Ref. WIA Sec. 118(b)(1)(B)]

- Identify the current and projected occupational/employment opportunities in your Workforce Investment Area. Identify the sources of this information.

[Ref. WIA Sec. 118(b)(1)(C)]

- Describe the job skills necessary to obtain the current and projected employment opportunities.
- Provide identification of high demand/high wage jobs and industry clusters, as well as the related skill needs and an assessment of current activities to address those needs in your local area.

[Ref. WIA Sec. 118(b)(4)(6)]

3) Assessment of Current Workforce Investment Activities in the Workforce Investment Area.

- Provide a description and assessment of the type and availability of all workforce investment activities available to adults and dislocated workers/displaced homemakers in the local Workforce Investment Area.

[Regs. 661.350(a)(7)]

- Provide a description and assessment of the type and availability of all workforce investment activities available to youth in the LWIB.
- Provide a description and assessment of the type and availability of services available to employers in the local Workforce Investment Area.

## **B. Workforce Investment Board's Vision and Goals**

The LWIB's vision and goals are to be broad, system-wide strategic goals that apply to the needs of the workforce investment system as a whole. Development of the LWIB's vision and goals, as well as the strategies the LWIB will use to achieve the vision and goals will be included in the comprehensive WIA Plan.

## **C. Workforce Investment Board**

The LWIB is the pivotal entity in each Workforce Investment Area to lead the development, coordination and monitoring of a strategic plan that ensures a demand-driven service delivery system with a broader range of partners. LWIB partners and stake holders will have varying roles in these activities and relationships with the LWIB. Collaboration with all partners and stake holders is essential to coordination and enhancement of the entire workforce investment system.

[Ref. WIA Sec. 118(b)(7)]

#### 1) Plan Input and Review Process

WIA requires a number of coordination and consultation steps as part of the LWIB's development of a Local Plan that includes the design and enhancement of the workforce development area's One-Stop delivery system.

[Regs. 661.345(b) & 661.350(a)(8) Ref. WIA Sec. 118(c)]

a. Describe how the Workforce Investment Board provided an opportunity for the key players identified below to provide input and comment on the development of the Local Plan:

- Local Elected Officials and the Chief Local Elected Official in his/her Partnership and approval role
- Representatives of Business
- Representatives of Labor
- One-Stop Mandatory Partners
- Economic Development Entities
- Other Partners and Stake holders

[Regs.661.345(c), WIA Sec.118(c)(3)]

b. Submit any comments that express disagreement with the Local Plan, and the LWIB's response to those comments.

[Ref. WIA Sec. 117(d)]

#### 2) LWIB Functions

The Workforce Investment Act identifies a number of functions that are geared toward the overall success of the workforce investment system. These functions are to be carried out by the LWIB. These functions include:

- Development and submission of the Local Plan.
- Assuring coordination of workforce investment activities with economic development strategies and other employer linkages.
- Promoting the participation of private sector employers in the local and statewide workforce investment system and ensuring effective provision, through the system, of connecting, brokering, and coaching activities, which assist employers in meeting hiring needs.
- Selection of One-Stop operators and service providers.
- Development of a budget to carry out these functions and direct the disbursement of LWIB Title I-B funds.
- Monitoring the One-Stop delivery system and LWIB Title I-B programs.
- Negotiating local performance measures with the Chief Local Elected Official and the Governor.
- Assisting in developing the statewide employment statistics system.
- Monitoring access to ensure everyone has access to the One-Stop system and core employment-related services (universal access).

a. Describe any roles and responsibilities as agreed to with the Chief Local Elected Official that may differ or be in addition to those listed above.

[Ref. WIA Sec. 118(b)(8)& Regs. 661.350(a)(9)]

b. Identify the fiscal agent or entity responsible for the disbursal of grant funds.

[Regs. 661.420]

c. Identify any WIA statutory or regulatory requirements the LWIB would like the State to include as part of a waiver plan to the Department of Labor.

[Ref. WIA Sec. 117(c)(2) & (3)]

### 3) LWIB Composition

The recertification process must be completed as part of this plan. Local Plans will not be approved unless this is complete.

a. Describe the nomination and selection process used to appoint local business representatives to the LWIB.

b. Provide a complete updated LWIB membership list by required class.

c. Attach a diagram, description of roles and responsibilities, and regular meeting schedule of the LWIB subcommittee structure.

d. Describe the process the LWIB will use to notify the chief local elected official of any vacancies and to fill those vacancies with appropriate representatives.

[Ref. WIA Sec. 117(h)]

#### 4) Youth Council

The Youth Council is a mandatory subgroup of the LWIB appointed by the LWIB in cooperation with the chief local elected official. Some members of the LWIB will serve on the Youth Council in addition to other individuals who have expertise or special interest in youth policy and services. Members of the Youth Council who are not appointed members of the LWIB are to be voting members of the Youth Council.

a. Describe the role and responsibilities of the Youth Council. (From purely advisory to the LWIB to overall delegation but with ultimate authority still retained at the LWIB level).

b. Identify circumstances which constitute a conflict of interest for Youth Council members and describe how codes of conduct and conflict of interest issues related to Youth Council members will be addressed.

c. Complete a Youth Council Membership Chart. This chart should include a list of members of the Youth Council, their titles and the organizations they represent, as well as a description of the solicitation and selection processes used to garner nominees from required membership categories.

d. Describe the Youth Council's recent activities, frequency of meetings, and level of involvement in LWIB activities. Include a schedule of meetings. If the Youth Council has not been active, include your plans for reactivating.

#### 5) LWIB Support and Administration

Section 117(d)(3)(B)(ii) authorizes the LWIB to employ staff. The LWIB may be supported by WIA Title I and other programs operated by the LWIB and locally reached agreements with other partners, subject to program cost limits and policy direction.

a. Provide a complete description of the LWIB's support and administrative procedures. Include in your description the number and type of staff that are both directly funded by the LWIB and those that provide in-kind support from local partners and related organizations.

- b. Include an organizational chart of LWIB staff, administration and support.
- c. Describe the distribution of administrative funds subject to the 10% limit, as allocated to:
  - LWIB support
  - One-Stop Operator
  - Core/Intensive Services
  - Training
  - Other

[Regs. 662.100(a), WIA Sec. 118(b)(2), 118(b)(10)]

**D. Integrated, Seamless One-Stop Delivery System (Including One Stop Operators and Memorandums of Understanding)**

WIA assigns local responsibility to the LWIB, in collaboration with the Chief Local Elected Official (CLEO), to ensure the creation and maintenance of a One-Stop system in the Workforce Investment Area. As required in Section 118 of WIA, local plans must include a description of the One-Stop delivery system in the local area, a plan of how the local board will ensure an integrated, seamless delivery system with continuous improvement of eligible providers of services that meets the needs of local employers and participants. A copy of each Memorandum of Understanding will be forwarded as an attachment to the Plan. In local areas covering multiple jurisdictions, submit a copy of a fully executed Inter-governmental agreement.

**E. Demand-driven Workforce Investment System**

The transition to a demand-driven workforce system is supported by both DOL and by the Governor through the Rhode Island Job Partnership initiative, which focuses on strategies to create good paying jobs and a robust economy.

A demand-driven workforce system is market driven, responsive to local economic development needs, contributes to the economic well-being of the community, and promotes workforce quality. The public workforce investment system must focus its efforts on enhancing relationships with quality employers (family-supporting wages, health benefits, 401ks, promotion from within policies, career ladders, employer-sponsored training, tuition reimbursement programs, etc.) in order to connect job seekers to better jobs.

Development of a demand-driven strategic plan requires using economic information and analysis to drive strategic investments, identify strategic partners, and design effective service delivery systems. Some of the important elements of a demand-driven workforce system include: economic analysis;

workforce strategies that target high growth, high demand industries and occupations; strategic partnerships with the public workforce system, business and industry, and education and training providers; a solutions-based approach to service delivery (instead of menu-based approach) that effectively leverages workforce investment resources; availability of a full array of assets through the One-Stop system to support individuals and business needs; and demand-driven career guidance.

- 1) Describe what system or processes, if any, your LWIB has in place to work with businesses and find out what their needs are.
- 2) Describe the partnerships with regional business associations that the LWIB has developed, such as Chambers of Commerce, local economic development organizations, and others.
- 3) Describe what industries your LWIB has focused on. Include your methodology for choosing these industries, and any service strategies that you have undertaken related to training.
- 4) Indicate how case managers, front-line staff, and other employees are kept informed of in-demand occupations.
- 5) Describe how the LWIB will use growing industry information in planning the future of your workforce delivery model.
- 6) Describe any other new or innovative strategies that your LWIB has undertaken or partnered in to better respond to evolving labor market needs and become demand-driven.
- 7) Describe what system or process your LWIB has in place or will undertake to prioritize efforts to work with quality employers.

#### **F. WIA Title I Program Services**

- 1) Title I Adult and Dislocated Worker/Displaced Homemaker Service Strategy
  - a. Adult Funding Priorities

[Ref. WIA Sec. 134(d)(4)(E), Regs. 663.600&661.350(a)(11)]

- The WIA allows LWIBs the flexibility to prioritize the use of Title I funds. Describe the process that the LWIB will use to direct its One-Stop Operator(s) (OSO) to give priority to low-income individuals and recipients of public assistance if funds become too limited to serve all interested participants.

[TEGL 5-03 & Jobs for Veterans Act, Public Law 107-288]

- The U. S. Department of Labor issued instructions on September 16, 2003, relating to implementation of the Jobs for Veterans Act. This guidance, issued in Training and Employment Guidance Letter (TEGL) 5-03, requires priority of service for Veterans (and some spouses) “who otherwise meet the eligibility requirements for participation” under all DOL Training programs. Describe the process that the LWIB will use to direct its One Stop System to give priority to veterans and veterans’ spouses as required in TEGL 5-03 and should funds become too limited to serve all interested participants.

#### b. Mix of Services with Title I Funding

WIA establishes that Title I funds can be used to provide core, intensive, and training services. The LWIB has the authority and flexibility to decide the percentage of funds that goes to each level of service. Describe the LWIB’s plan for the allocation of funds between service categories for both adults and dislocated workers. Show the percentages for core, intensive, and training allocations for the Adult and Dislocated Worker programs.

[Ref. WIA Sec. 101(10), Regs. 663.120]

#### c. Displaced Homemakers

WIA expands the definition of dislocated workers to automatically include displaced homemakers.

- Describe coordination with any displaced homemaker programs administered by the RI Community College System.
- Describe how services to displaced homemakers will be integrated into the dislocated worker program.

[Ref. WIA Sec. 112(b)(17)(A)(iv)]

#### d. Special Populations

- Describe how the LWIB will serve each of these significant segments of the population – dislocated workers, including displaced homemakers, low-income individuals (including recipients of public assistance), individuals training for nontraditional employment, and individuals with multiple barriers (including older workers and individuals with disabilities).

- Address what service strategies (e.g., infrastructure relationships with Benefits Planners, service delivery with Disability Navigators, etc.) will improve meeting needs for customers with disabilities.

[Regs. 661.350(a)(6), Ref. WIA Sec.118(b)(5)]

e. Rapid Response

Describe the methods that have been developed to respond expeditiously to plant closings and layoffs. These methods are to address coordination with statewide rapid response activities as well as when statewide rapid response staff are not involved.

2) Title I Core Services

Sec. 134(d)(2) of WIA Title I identifies the following core services as allowable under the Act:

- Eligibility determination
- Outreach and intake
- Initial assessment of skill levels, aptitudes, abilities, and supportive service needs
- Job search and placement assistance
- Access to Labor Market Information
- Information on program providers
- Information on One-Stop system performance
- Information on available supportive services
- Follow-up services
- Information on filing unemployment compensation claims
- Assisting in establishing eligibility for employment and training programs not funded under WIA

[Regs.663.150]

a. Describe core services that will be provided in addition to those above.

b. Describe the LWIB's design for Title I core services and how they fit with Wagner-Peyser Labor Exchange Services. (The Regulations ask for a description that shows these two sources of funds are not duplicative.)

[Ref. WIA Sec. 134(e)]

c. Describe the LWIB's policy for supportive services, and provide a copy of the policy as an attachment. (WIA defines supportive services to mean such things as transportation, child care, dependent care, housing, and needs-

related payments, which are necessary to enable an individual to participate in activities authorized under Title I.)

### 3) Intensive Services

[Ref. WIA Sec.134 (d)(3), Regs.663.200]

Intensive services are services intended to identify obstacles to employment through a comprehensive assessment or individual employment plan in order to determine specific services needed.

Sec. 134(d)(3) of WIA Title I lists the following intensive services as allowable under the Act:

- Comprehensive and specialized assessments
- Development of an individual employment plan
- Group and individual counseling
- Career planning
- Case management
- Pre-vocational services

[Regs.663.200(a)]

a. Describe any intensive services that will be provided in addition to those identified above.

b. Describe how these services will be coordinated across programs/partners in the One-Stop Centers, including Vocational Rehabilitation, and Adult Education. Coordination of these areas is important to improving services to customers as well as reducing redundancy and increasing efficiencies.

### 4) Training Services

[Ref. WIA Sec. 134(d)(4)]

LWIB Training Services should enable individuals to enter the workforce, with priority on demand industries and occupations, and to retain employment with family-supporting wages.

a. Of the amount the LWIB has allocated for training, identify the percentage of training funds earmarked for Individual Training Accounts (ITA), On-the-Job Training (OJT), and customized training.

[Regs.663.420(c)]

b. Describe the LWIB's policy for its ITA system including limits on duration and amount.

[Regs. 661.350(a)(10),663.535,663.430(a)(2)]

c. Describe the LWIB's intent to use exceptions (contracts) instead of or in conjunction with the ITA system. Address the following issues as applicable.

- Describe the LWIB's policies for OJT and Customized Training opportunities including the length and amount.
- If a determination was made that there is an insufficient number of eligible providers, describe how this determination was made and the process to be used in selecting providers under a contract for services.

[Regs. 663.430(a)(2)]

- If the LWIB intends to serve special participant populations that face multiple barriers to employment, describe the criteria to be used to determine the demonstrated effectiveness of community-based organizations or other private organizations that serve these populations.

d. Describe the Local Board policies for the following and provide copies as an attachment:

[Regs.663.310(b)]

- LWIBs are given flexibility to decide the documentation they wish to use to justify a participant's "need for training." Describe the documentation required to demonstrate a "need for training."

[Regs.663.815, Ref. WIA Sec.134(e)(3)]

- Needs Related Payments

e. Indicate how the LWIB intends to increase funding for training by implementing administrative and structural changes that will reduce overhead costs. (This is a major focus of Presidential reform efforts to double the number of clients trained under WIA.)

5) Youth Program

[Regs. 663.815]

The U.S. Employment and Training Administration, in collaboration with the U.S. Departments of Education, Health and Human Services, and Justice has

developed a new strategic vision to more effectively serve out-of-school youth and those at risk of dropping out. These youth are an important part of the new workforce supply needed by businesses to fill vacancies in a knowledge-based economy.

LWIB programs and services should serve as a catalyst to connect these youth, as well as other high risk youth (youth in or aging out of foster care, youth offenders, children of incarcerated parents, homeless youth, and migrant and seasonal farm worker youth), with quality secondary and post-secondary educational opportunities and high-growth and other employment opportunities. WIA expects a comprehensive strategy of services to youth that includes multiple partners and strong connections to and integration into the One Stop System.

[Regs. 664.400(b)]

a. Describe the framework for the local youth program, including:

- How it will be integrated into the one-stop system.
- How this design will coordinate with other youth programs such as foster care, education, school-to-work, youth apprenticeship programs, Job Corps, Temporary Assistance for Needy Families youth programs and other relevant youth resources.
- How this design will ensure coordination between other WIA Title I youth programs such as Job Corps, and others in the local area.
- How this framework will ensure that youth who are not eligible for WIA have access to youth services within the One-Stop System.

[Regs. 664.400(b), 664.410]

b. Describe how the LWIB will, in general, provide the youth program elements within the youth program design. In particular, discuss the following:

- Preparation for post-secondary educational opportunities
- Alternative secondary school services
- Summer employment opportunities linked to academic and occupational learning
- Paid and unpaid work experiences
- Occupation skill training

- Leadership development opportunities
- Supportive services
  
- Adult mentoring during participation and subsequent 112 months
- Comprehensive guidance and counseling
  
- Linkages to the New RI Job Corps Center, e.g., assessment, referral, etc.

c. Youth Definitions

[Ref. WIA Sec. 101(13)(C)(vi), Regs. 664.210]

- Provide your local definition of the sixth youth eligibility criterion – "An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment." The locally developed eligibility criterion must be specific, measurable, and different than the five federally specified barriers/criteria (basic literacy skills deficient; school dropout; homeless, runaway or foster child; pregnant or parenting; offender)

[Ref. WIA Sec. 101(13)(C)(i), Regs. 664.205]

- Provide your local definition of "deficient in basic literacy skills" criterion.

[WIA Sec. 129(c)(4)(A)]

d. The proposed WIA reauthorization law is placing an increased focus on serving out-of-school youth rather than in-school youth. Describe the process you will use to target services toward out-of-school youth.

e. Describe how the LWIB will target and serve youth most in need of services such as youth aging out of foster care, youth offenders, and others as listed above.

[Regs. 661.350(a)(7)]

f. Describe the criteria and process to be used in awarding grants for youth activities, including criteria to identify effective and ineffective youth activities and providers.

6) New Service Delivery Strategies for LWIBs Failing Performance Measures  
As required by WIA, LWIBs that have failed the same performance measure for more than one year must highlight any new or innovative service delivery strategies the LWIB has engaged in or is planning to implement to maximize

resources, increase service levels, improve service quality, achieve better integration, improve performance levels, or meet other goals. Include in your description the initiative's general design, anticipated outcomes, partners involved, and funds leveraged.

## 7) Strategies for Faith-based and Community Organizations

- a. Describe those activities to be undertaken to increase the opportunities for participation of faith-based and community organizations as committed and active partners in the One-Stop delivery system.
- b. Describe those activities to be undertaken to expand the access of faith-based and community organizations' clients and customers to the services offered by the One-Stops in the State.

## **G. Service Providers and Oversight**

### 1) Selection of Service Providers

- a. Describe the process the LWIB will use to select service providers for the following types of services:
  - Core services
  - Intensive services
  - Youth services
- b. Describe how and where the services will be provided and who will provide them for the following types of services:
  - Core services
  - Intensive services
  - Youth services
- c. Provide an organizational chart showing staff and administration of all service providers for the following types of services:
  - Core services
  - Intensive services
  - Youth services

### 2) Oversight and Training of Service Providers

- a. Describe the monitoring and oversight procedures the LWIB uses.
- b. Describe how staff providing services are trained in use of the new AOSOS & existing ACCESS systems and the WIA program.

c. Describe local processes for monitoring and ensuring timely and comprehensive entry of participant information into the AOSOS & ACCESS systems.

d. Describe any other local data systems in use to record and track participants.

## **H. Performance and Accountability**

Increased performance accountability is a central feature of WIA and remains a strategic priority for the DOL. DOL has developed a set of performance measures for federally funded employment and training programs. These measures are intended to help describe the core purposes of the workforce system: how many people found jobs; how many stayed employed; and earnings increase.

It is DOL's intent to begin data collection in support of these performance measures to the extent feasible effective July 1, 2005, for Program Year 2005. The first report reflecting common measures for Wagner-Peyser, the WIA adults and dislocated worker and youth program, and the VETS-funded DVOP and LVER grant programs will be due November 15, 2005. States will report using the rolling four-quarter reporting methodology. The November 15, 2005 report thus will include information on (a) participants who received services on or after October 1, 2004 through September 30, 2005, and on (b) individuals who exit program services during the period October 1, 2004 through September 30, 2005.

WIA requires the negotiation of core performance indicators for WIA Title I services for adults, dislocated workers, youth aged 19 - 21 and youth aged 14 - 18. SWIO will negotiate local performance levels with each LWIB and state levels with the DOL. The negotiations between SWIO and DOL will impact local performance levels.

[Regs.666,661.350(a)(4)]

1) If the LWIB has developed performance standards, in addition to those required by WIA, what criteria were used to develop these local area performance standards? Describe how these standards will be evaluated and corrective actions that will be taken should the performance falls short of expectations.

2) Describe the local area continuous improvement activities and how performance data will contribute to this process.

3) Provide a detailed description on how you are focusing your follow-up services to emphasize retention strategies, or how you have changed or

plan to change your program services that are provided during program participation to ensure retention success before participants exit the program and become harder to reach.

### **I. Plan Modification**

[Regs. 661.355]

The Local Workforce Areas will follow procedures outlined in the State Workforce Investment Notice 01-05.

### **J. ASSURANCES**

- 1) The Local Workforce Investment Board, including the chief elected official of the area, and providers receiving funds under Title I of the WIA, will all maintain fiscal controls and fund accounting procedures to ensure the proper disbursement of, and accounting for all funds received through the Workforce Investment Act.
- 2) Local Workforce Investment Board will assure that it shall keep records that are sufficient to permit the preparation of reports required by the Act and shall maintain such records, including standardized records for all individual participants, and submit such reports as the State may require.
- 3) Local Workforce Investment Board assures that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of the Act. The Board assures compliance with Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990.
- 4) Local Workforce Investment Board assures that funds will be spent in accordance with the Workforce Investment Act, regulations, written Department of Labor guidance, State guidance, and all other applicable Federal and State laws.
- 5) Local Workforce Investment Board assures that veterans will be afforded employment and training activities authorized in the Workforce Investment Act in compliance with the Jobs for Veterans Act.
- 6) The Local Workforce Investment Board assures that no funds received under WIA will be used to assist, promote, or deter union organizing.
- 7) The Local Workforce Investment Board assures that it developed this plan in consultation with the business community, labor organizations, and required partners.

8) Local Workforce Investment Board will assure it will comply with any grant procedures prescribed by the Secretary which are necessary to enter into contracts for the use of funds under WIA; including, but not limited to the following:

General Administrative Requirements:

29 CFR part 97(OMB Circular A-102) --Uniform Administrative Requirements for State and Local Governments (as amended by the Act)

29 CFR part 95 (OMB Circular A-110) as applicable -- Uniform Administrative Requirements for Institutions of Higher Education

Audit Regulations and Requirements

29 CFR part 96 (as amended by OMB Circular A-133) -Single Audit Act;

29 CFR part 99 (OMB Circular A-133) Audit Requirements for recipients of Federal Financial Assistance

Cost Principles

OMB Circular A-87 -- (as amended by the Act), Cost Principles for State, Local, and Indian Tribal Governments

OMB Circular A-122 and A-22 Cost Principles for Non-Profit Organizations as applicable.

Assurances and Certifications

SF 424 B – Assurances for Nonconstruction Programs;

29 CFR part 31, 32 – Nondiscrimination and Equal Opportunity Assurance (and Regulation);

Miscellaneous Provisions

CFR part 93 – Certification Regarding Lobbying (and Regulation);

29-CFR part 98 –Drug Free Workplace and Debarment and suspension; Certifications (and regulation)

VII. SIGNATURE PAGE

This plan represents the \_\_\_\_\_ local workforce board's efforts to maximize resources available under Title I of the Workforce Investment Act (WIA) of 1998 and to coordinate these resources with other State and Local programs in the following geographical workforce investment area:  
\_\_\_\_\_ cities/towns.

This comprehensive plan is submitted for the period of July 1, 2005 through June 30, 2007 in accordance with the provisions of the Workforce Investment Act. We further certify that we will operate the Workforce Investment Act Program in accordance with this plan and applicable federal and state laws and regulations.

Local Board Chair:

\_\_\_\_\_  
Original Signature                      Name (printed or typed)                      Date

Chief Elected Official:

\_\_\_\_\_  
Original Signature                      Name (printed or typed)                      Date

\_\_\_\_\_  
Original Signature                      Name (printed or typed)                      Date