



**Department of Labor and Training**

Center General Complex  
1511 Pontiac Avenue  
Cranston, RI 02920-4407

Telephone: (401) 462-8000  
TDD: (401) 462-8006

Lincoln D. Chafee  
Governor  
Charles J. Fogarty  
Director

## **WORKFORCE INVESTMENT NOTICE: 12-06**

**TO:** WORKFORCE INVESTMENT AREAS

**FROM:** David Tremblay, Administrator-State Workforce Investment Office

**SUBJECT:** Local Planning Guidance

**DATE:** January 28, 2013

1. **PURPOSE.** The purpose of this Workforce Investment Notice to formalize the interim guidance previously issued to local areas regarding the submission of their Workforce Investment Act (WIA) local plans.
2. **REFERENCE.**
  - The WIA of 1998, as amended
  - The WIA Regulations, 20 CFR Part 660-671
  - Training and Employment Guidance Letter (TEGL) 21-11 and #21-11, Change One: "Requirements for 2012 State Workforce Plans"
  - TEGL 33-11: "Annual Program Guidance for the Program Year 2012 WIA Adult, Dislocated Worker, and Wagner-Peyser Programs"
  - TEGL 38-11: "Negotiating Performance Goals for WIA Title 1B Programs and Wagner-Peyser Act Funded Activities for Program Year (PY) 2012"
  - Workforce Investment Notice (WIN) 11-22 and WIN 11-22, change 1: "Program Year 2012 WIA Local Plans"
  - Rhode Island's 5 Year Integrated Workforce Plan (Program Years 2012 – 2016)
  - Governor's Workforce Board – RI's Biennial Workforce and Training Plan (FY14 and FY15)
3. **INQUIRIES.** Questions concerning this WIN may be directed to the State Workforce Investment Office Administrator at 462-8784.

**4. BACKGROUND.** The WIA, as amended, requires that the Governor of each state and the chief elected official of each Local Area submit a workforce plan that outlines a strategy for its workforce investment system. States (and in turn, Local Areas) must have approved plans in place to receive formula allotments under WIA.

This Workforce Investment Notice (WIN) provides Local Areas with guidance regarding the elements to be included in the Five Year Strategic Plan (Program Years 2012 – 2016) and additional information (e.g., budget, service levels and performance measures) specific to Program Year 2012.

**5. LOCAL PLAN SUBMISSION.** Current Local Area Plans expire on March 31, 2013. Section 661.205 (2)(b) requires that the Governor's Workforce Board – RI (The Board), in its role as the State Board, review all Local Plans.

Final plans will be due to the State Workforce Investment Office no later than December 21, 2012. The final plan will be presented to the State Board at its January 2013 meeting.

After review by the Board, the plans will be submitted to the Governor who will approve the plans unless there are deficiencies identified in local workforce investment activities that have not been addressed or if the plan does not comply with Title I of the WIA and WIA regulations, including the required consultations, the public comment provisions, and the nondiscrimination requirements (§661.350(b)).

Plans (one hard copy and one Word document via e-mail) should be submitted to:

David Tremblay  
Administrator  
State Workforce Investment Office  
1511 Pontiac Avenue  
Cranston RI 02920  
[dtremblay@dlt.ri.gov](mailto:dtremblay@dlt.ri.gov)

## **6. LOCAL PLAN SUBMISSION.**

### **Plan Development:**

The local plan must identify and describe certain policies, procedures and local activities that are carried out in the local area and it must be consistent with the State Plan.

The Department of Labor, Employment and Training Administration (ETA), in TEGL 21-11 outlined their current policy emphases and encouraged states and local areas to take these areas of focus into account when development their workforce system plans:

- Alignment with state and regional economic development
- Cross-program alignment
- Use of evidence-based practice
- Dual-customer focus
- Credential attainment

- Administrative flexibility

Rhode Island's Integrated Workforce Plan (currently under review by ETA) strongly reflects these broad areas of focus along with more specific examples of strategies indicative of Governor Chafee's strategic direction and vision.

In addition, the Governor's Workforce Board's recently released Biennial Plan has identified the following statewide priorities for employment and training activities:

## **MAJOR PRIORITIES FOR FY2014-FY2015**

### **EMPLOYER PARTNERSHIP**

The public workforce system must engage employers as full partners to ensure that training and education are responsive to, and aligned with, employer needs.

### **WORK-READINESS**

All youth and adults must have the opportunity to acquire core literacy, numeracy, and work-readiness skills necessary to succeed in the workplace.

### **CAREER PATHWAYS**

The public workforce system, in partnership with employers, must provide youth and adults with a continuum of training, education, work experience, and supportive services that lead to good jobs and careers in high-growth, high-demand, strategically important sectors of the Rhode Island economy.

### **PUBLIC WORKFORCE SYSTEM**

The public workforce system must be fully integrated in order to coordinate planning, funding, and services; evaluate and report the effectiveness and efficiency of services; and align with state economic development strategies.

Local boards should consider these priorities when developing the local area plans.

**Transparency and accountability** are integral parts of the development of the workforce system and strategic plans. The plan must be developed by the Local Board in partnership with appropriate elected officials and adhere to public comment procedures that consist of the following:

- The Local Board must provide an opportunity for public comment on and input into the development of the local workforce investment plan prior to its submission, and the opportunity for public comment must:
  - Make copies of the proposed local plan available to the public (through such means as websites, public hearings and local news media);
  - Include an opportunity for comment by members of the Local Board and members of the public, including representatives of business and labor organizations;
  - Provide at least a thirty (30) day beginning on the date on which the proposed plan is made available, prior to its submission to the Governor;

- Be discussed and approved at open meetings in compliance with both the federal “Sunshine Provisions”, Rhode Island Open Meeting Law, and local ordinances;
- Be consistent with the requirement, in WIA section 117(e), that the Local Board make information about the plan available to the public on a regular basis through open meetings;
- The Local Board must submit any comments that express disagreement with the plan to SWIO.

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

- All pages must be numbered, including any 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
- Three-hole punched in a three ring binder
- Microsoft Word document

## **7. PLAN CONTENT**

### **Section I: Executive Summary**

Please include a fairly detailed Executive Summary that describes the Local Board’s established priorities, innovative activities, and expected outcomes, etc. The Executive Summary may be provided to the Governor’s Workforce Board members for review prior to submission to the Governor for approval.

### **Section II: Local Area Labor Market Analysis and Assessment of Workforce Investment Activities**

1. Describe the workforce investment needs in your local area of:
  - a. Businesses
  - b. Job Seekers
  - c. Workers
2. Describe the current and projected employment opportunities in your local area. Cite the sources of information used to identify local demand occupations. Discuss in context of adult, dislocated worker and youth populations.
3. Describe the job skills necessary to obtain the current and projected employment opportunities identified above.

### **Section III: Adult and Dislocated Worker Service Delivery**

1. Describe the design of your Local Area's One-Stop delivery system, including the number of comprehensive centers and any supplementary arrangements. (§662.100 (e)).
2. Provide a description and assessment of the type and availability of Adult and Dislocated Worker employment and training activities in your local area, including the local Individual Training Account (ITA) system.
3. Describe the procedures for ensuring that exceptions to the use of ITAs, if any, are justified. These exceptions include On the Job Training, Customized Training, Group Training, contracted training due to a determination that there is an insufficient number of eligible providers in the area or contracted training to serve special participant populations (see WIA regulations §663.430).
4. Describe the steps that the Local Board takes to ensure the continuous improvement of eligible providers of services through the Adult and Dislocated Worker system.
5. Describe how the Local Board will determine that providers are meeting the employment needs of local businesses and Adult and Dislocated Worker participants; include the information that is reviewed to make the determination.
6. Describe new service delivery strategies, if any, being considered to better meet the needs of Adult and Dislocated Worker participants.
7. Describe the criteria to be used to determine whether funds allocated to a local area for Adult employment and training activities are limited, how this will be communicated to staff and the process by which any priority will be applied.
8. Describe your Local Area's process for developing the Eligible Training Provider List for ITAs.
9. Describe, if any, the limits that the Board has established for ITAs (such as duration or amounts).
10. Describe, if any, the priorities that the Board has established for ITAs (such as targeted industries/occupations or specific wage levels).
11. Describe your Local Area's process for determining a participant's eligibility and appropriateness for training services.
12. Describe, if any, the limits that the Board has established if exceptions to the ITA process are utilized (OJT, Customized, Group Training, etc.)
13. Describe, if any, the priorities that the Board has established if exceptions to the ITA process are utilized (OJT, Customized, Group Training, etc.)
14. Are multiple/stackable training programs available to individual participants? If so, under what circumstances?

15. Describe how the employment and training activities provided to adults and dislocated workers in your Local Area will support the priorities identified in the Governor's Workforce Board's Biennial Plan.
16. Describe how the employment, re-employment and training needs of the following targeted populations will be met:
  - a. Unemployment compensation claimants
  - b. The long-term unemployed
  - c. The under-employed
  - d. Dislocated workers (including trade impacted dislocated workers and displaced homemakers)
  - e. Low-income individuals (including recipients of public assistance)
  - f. Migrant and seasonal farmworkers
  - g. Veterans
  - h. Individuals with limited English proficiency
  - i. Homeless individuals
  - j. Ex-offenders;
  - k. Older workers
  - l. Individuals training for non-traditional employment
  - m. Individuals with multiple challenges to employment
17. Describe how the Local Area will serve the employment and training needs of individuals with disabilities. Include plans for the promotion and development of employment opportunities, job counseling and placement.

#### **Section IV: Youth**

1. Describe the Youth delivery system that has been established in your local area.
2. Describe how comprehensive services will be delivered to eligible youth, particularly youth with significant barriers to employment.
3. Provide a description and assessment of the type and availability of Youth employment and training activities in your local area; include an identification of successful providers of such activities.
4. Describe the metrics used to determine whether or not a youth provider is successful.
5. Describe the steps that the Local Board takes to ensure the continuous improvement of eligible providers of services through the Youth system.
6. Describe how the Local Board will determine providers are meeting the employment needs of local businesses and Youth participants; include the information that is reviewed to make the determination.
7. Describe how the programs and services provided to out-of-school youth are designed to connect these youth with quality secondary and post-secondary educational programs and high-growth employment opportunities.

8. Describe new service delivery strategies, if any, being considered to better meet the employment and training needs of Youth.
9. Describe how the employment and training activities provided to youth in your Local Area will support the priorities identified in the Governor's Workforce Board's Biennial Plan.

## **Section V: Businesses**

1. Describe what system or processes, if any, your Local Board has in place, or plans to put in place, to consult with businesses to determine what their needs are.
2. Describe the partnerships with regional business associations that your Local Board has developed, such as with Chambers of Commerce, local economic organizations, Industry Partnerships, and others.
3. Describe what industries your Local Board has focused on. Include your methodology for choosing these industries and any service strategies (including training programs) that you have undertaken to meet the needs of the industry.
4. Describe new service delivery strategies, if any, being considered to better meet the employment and training needs of Businesses.
5. 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.

## **Section VI: Procurement**

1. Describe the competitive process used to award grants and contracts for activities carried out under WIA, including the processes used to procure training services that are made as exceptions to the ITA process (OJTs, etc.) as well as for youth services.

## **Section VII: Performance**

1. Describe new service delivery strategies, if any, being considered to improve performance measure attainment.
2. Describe any additional Local Area specific performance measures, if any that the Local Board has decided to track.
3. Describe the on-going process that the Local Board uses to monitor performance to ensure that year-end outcomes meet the negotiated goals.
4. If needed, how are corrective action plans implemented?
5. Describe how "best practices" that result in successful outcomes for participants and employers are shared and expanded upon.

6. Describe how follow-up services are delivered with a particular emphasis on improving performance measure attainment and positive outcomes for participants.
7. Describe any priorities (performance, strategies, etc.) that the Local Board has identified. Include a description of how the priorities will be measured.

### **Section VIII: Transparency**

1. Taking into consideration the requirements addressed in the “Plan Development” section of this guidance, describe the process utilized by the Local Board to ensure the opportunity for public comment on and input into the development of the plan prior to its submission.
2. Describe how the Board meets its requirement to conduct business in an open manner under the “sunshine provision” of WIA section 117(e).

### **Section IX: Monitoring and Oversight**

1. Describe the process utilized by the Local Board to provide oversight of the One-Stop (Adult and Dislocated Worker) delivery system.
2. Describe the process utilized by the Local Board to provide oversight of the Youth system.
3. Describe the process utilized by the Local Board to provide oversight and monitoring of Adult and Dislocated Worker program activities.
4. Describe the process utilized by the Local Board to provide oversight and monitoring of Youth program activities.
5. Describe the process utilized by the Local Board to provide oversight to ensure that negotiated performance measures are met.
6. Describe the process utilized by the Local Board to provide oversight and monitoring of the administrative and financial functions of the One-Stop system. (§667.410)
7. Describe the process utilized by the Local Board to provide oversight and monitoring of sub-recipients, vendors and contracts.

### **Section X: Memorandum of Understanding**

1. What is the current status of the Memoranda of Understanding (MOU) between the Local Board and the One-Stop partners?
2. Describe the process, if any, that will be utilized to update the MOUs when necessary.

3. Has the Local Board developed MOUs or partnership agreements with any entities other than the required One-Stop partners?

### **Section XI: Local Board Composition and Governance**

1. Provide a complete updated Local Board membership list by required class **using [Attachment 1](#)**.
2. Describe the nomination and selection process used to appoint business and labor representatives to the Local Board (§661.315(e)).
3. Describe the process used to notify the Chief Elected Official of any vacancies and the process used to fill those vacancies with appropriate representatives.
4. Provide a complete updated Youth Council membership list by required class using **[Attachment 2](#)**.
5. Describe the roles and responsibilities of the Youth Council.
6. If applicable, please attach a copy of the current Intergovernmental Agreement.
7. Please attach a copy of the current by-laws.

### **Section XII: Equal Access and Opportunity**

1. Who is the Local Area's designated Equal Opportunity Officer?
2. Describe local procedures to address grievances and complaint resolution.
3. Describe how the Local Area implements universal access to programs and activities to all individuals through reasonable recruitment targeting, outreach efforts, assessments, service delivery, etc.

### **Section XIII: Program Year 2012 Specific Information**

1. WIA establishes that Title I funds can be used to provide core, intensive, and training services. Identify the amount of Program Year 2012 funds that the Board has allocated to the 3 service categories for the Adult funding stream.
2. Show the percentages for core, intensive, and training allocations for the Adult funding stream for PY 2012.
3. Of the amount of Adult funds that the Board has allocated for training, identify the percentage of training funds earmarked for ITAs, OJTs, Customized, and Group Training for PY 2012.
4. Identify the amount of Program Year 2012 funds that the Board has allocated to the 3 service categories for the Dislocated Worker funding stream.

5. Show the percentages for core, intensive, and training allocations for the Dislocated Worker funding stream for PY 2012.
6. Of the amount of Dislocated Worker funds that the Board has allocated for training, identify the percentage of training funds earmarked for ITAs, OJTs, Customized, and Group Training for PY 2012.
7. Complete the PY 2012 Projected Service Level Chart using **Attachment 3**.
8. Complete the PY 2012 Projected Budget using **Attachment 4**.

## Section XIV: Assurances

1. The Local Workforce Investment Board, including the chief elected official of the area, agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies.
2. The Local Workforce Investment Board, including the chief elected official, affirm that the Grant Recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations.
3. The Local Workforce Investment Board, including the chief elected official of the area, and providers receiving funds under Title I of the WIA, will maintain all fiscal controls and fund accounting procedures to ensure the proper disbursement of, and accounting for, all funds received through the Workforce Investment Act.
4. The 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 records, including standardized records for all individual participants, and submit such reports as the State may require.
5. The 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 Americans with Disabilities Act of 1990.
6. The 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.
7. The Local Workforce Investment Board assures that veterans and eligible spouses will be afforded employment and training activities authorized in the Workforce Investment Act and in compliance with the Jobs for Veterans Act.
8. The Local Workforce Investment Board assures that no funds received under WIA will be used to assist, promote, or deter union organizing.
9. The Local Workforce Investment Board assures that it developed this plan in consultation with the business community, labor organizations, and required partners.
10. The Local Workforce Investment Board assures that 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:

**a. 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

**b. 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 for Federal Financial Assistance

**c. 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

**d. Assurances and Certifications**

SF 424 B – Assurances for Nonconstruction Programs

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

**e. Miscellaneous Provisions**

CFR part 93 – Certification Regarding Lobbying (and Regulation)

29 CFR part 98 – Drug Free Workplace and Debarment and Suspension; Certifications (and Regulation)

## Section XV: Contact information and Signature Page

1. Name of the Local Workforce Investment Area (LWIA)

\_\_\_\_\_

2. Contact information for the Chief Local Elected Official:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3. Name of the Fiscal Agent:

\_\_\_\_\_

4. Contact information of Local Area Director:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

5. Contact information for the Local Workforce Investment Board Chair:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

6. Contact information for Youth Council Chair:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

We affirm that the Local Area Workforce Investment Board and the Chief Elected Official of the Local Area, in partnership, have developed and now submit this comprehensive, strategic Local Area Plan for Program Years 2012 through 2016 in compliance with the Workforce Investment Act of 1998, the Final Rules and Regulations and instructions issued by the State of Rhode Island under authority of the Act.

\_\_\_\_\_  
Signature of Local Workforce Investment Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Local Workforce Investment Board Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Elected Local Official

\_\_\_\_\_  
Date

| LOCAL BOARD COMPOSITION |                                               |      |              |         |            |
|-------------------------|-----------------------------------------------|------|--------------|---------|------------|
| WIN 99-09 Change 1      |                                               |      |              |         |            |
|                         |                                               | Name | Organization | Address | Expiration |
| 1                       | Education                                     |      |              |         |            |
| 2                       | Education                                     |      |              |         |            |
| 3                       | Labor                                         |      |              |         |            |
| 4                       | Labor                                         |      |              |         |            |
| 5                       | Community Based Organization                  |      |              |         |            |
| 6                       | Community Based Organization                  |      |              |         |            |
| 7                       | Economic Development                          |      |              |         |            |
| 8                       | Economic Development                          |      |              |         |            |
|                         | <b>One Stop Partners:</b>                     |      |              |         |            |
| 9                       | Adult, Dislocated Worker, Youth Activities    |      |              |         |            |
| 10                      | Employment Service                            |      |              |         |            |
| 11                      | Adult Ed and Literacy                         |      |              |         |            |
| 12                      | Post Secondary Vocational                     |      |              |         |            |
| 13                      | Vocational Rehabilitation                     |      |              |         |            |
| 14                      | Welfare to Work                               |      |              |         |            |
| 15                      | Title V Older Worker                          |      |              |         |            |
| 16                      | Trade Adjustment Assistance                   |      |              |         |            |
| 17                      | NAFTA Transitional Adjustment Assistance      |      |              |         |            |
| 18                      | Veterans Employment and Training              |      |              |         |            |
| 19                      | Community Service Block Grants                |      |              |         |            |
| 20                      | Housing and Urban Development - HUD           |      |              |         |            |
| 21                      | Unemployment Insurance                        |      |              |         |            |
| 22                      | Job Corps                                     |      |              |         |            |
| 23                      | Migrant and Seasonal Farmworker               |      |              |         |            |
| 24                      | Native American Programs                      |      |              |         |            |
|                         | <b>Other One Stop Partners, if applicable</b> |      |              |         |            |
|                         | <b>Other Board Members, if applicable</b>     |      |              |         |            |
|                         |                                               |      |              |         |            |
|                         |                                               |      |              |         |            |
|                         |                                               |      |              |         |            |
|                         | <b>Businesses (must be majority)</b>          |      |              |         |            |
| 1                       |                                               |      |              |         |            |
| 2                       |                                               |      |              |         |            |
| 3                       |                                               |      |              |         |            |
| 4                       |                                               |      |              |         |            |
| 5                       |                                               |      |              |         |            |
| 6                       |                                               |      |              |         |            |
| 7                       |                                               |      |              |         |            |
| 8                       |                                               |      |              |         |            |
| 9                       |                                               |      |              |         |            |
| 10                      |                                               |      |              |         |            |
| 11                      |                                               |      |              |         |            |
| 12                      |                                               |      |              |         |            |

| LOCAL BOARD COMPOSITION |  |  |  |  |
|-------------------------|--|--|--|--|
| WIN 99-09 Change 1      |  |  |  |  |
| 13                      |  |  |  |  |
| 14                      |  |  |  |  |
| 15                      |  |  |  |  |
| 16                      |  |  |  |  |
| 17                      |  |  |  |  |
| 18                      |  |  |  |  |
| 19                      |  |  |  |  |
| 20                      |  |  |  |  |
| 21                      |  |  |  |  |
| 22                      |  |  |  |  |
| 23                      |  |  |  |  |
| 24                      |  |  |  |  |
| 25                      |  |  |  |  |

| <b>YOUTH COUNCIL COMPOSITION</b>                                                                                                                    |      |              |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------|-----------------|
| <i>Reg 661.335; WIN 99-10</i>                                                                                                                       |      |              |                 |
|                                                                                                                                                     | Name | Organization | Term Expiration |
| Members of the local board (with youth special interest or expertise)                                                                               |      |              |                 |
|                                                                                                                                                     |      |              |                 |
|                                                                                                                                                     |      |              |                 |
|                                                                                                                                                     |      |              |                 |
|                                                                                                                                                     |      |              |                 |
|                                                                                                                                                     |      |              |                 |
|                                                                                                                                                     |      |              |                 |
| Representatives of youth service agencies<br>including juvenile justice and local law enforcement agencies                                          |      |              |                 |
|                                                                                                                                                     |      |              |                 |
|                                                                                                                                                     |      |              |                 |
| Representatives of local public housing authorities                                                                                                 |      |              |                 |
| Parents of eligible youth seeking youth services                                                                                                    |      |              |                 |
| Former participant                                                                                                                                  |      |              |                 |
| Individuals who have experience related to youth activities                                                                                         |      |              |                 |
|                                                                                                                                                     |      |              |                 |
| Representatives of the Job Corps                                                                                                                    |      |              |                 |
| May include other individuals, who the chair of the Local<br>Board, in cooperation with the chief elected official,<br>determines to be appropriate |      |              |                 |
|                                                                                                                                                     |      |              |                 |

**PY12 WIA Service Plan****Local Workforce Investment Board:**

| <i>Group/Service</i>            | <i>PY11 Carry-in<br/>(c/i)</i> | <i>New WIA<br/>Customers</i> | <i>Q1 Plan<br/>(includes<br/>carry-in)</i> | <i>Q2 Plan<br/>(includes<br/>carry-in)</i> | <i>Q3 Plan<br/>(includes<br/>carry-in)</i> | <i>Q4 Plan<br/>(includes<br/>carry-in)</i> | <i>Annual<br/>PY12 Plan</i> |
|---------------------------------|--------------------------------|------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|-----------------------------|
| <b>Adult Core Services</b>      |                                |                              |                                            |                                            |                                            |                                            |                             |
| <b>Adult Intensive Services</b> |                                |                              |                                            |                                            |                                            |                                            |                             |
| <b>Adult Training Services</b>  |                                |                              |                                            |                                            |                                            |                                            |                             |
| - <i>ITA</i>                    |                                |                              |                                            |                                            |                                            |                                            |                             |
| - <i>Customized Training</i>    |                                |                              |                                            |                                            |                                            |                                            |                             |
| - <i>OJT</i>                    |                                |                              |                                            |                                            |                                            |                                            |                             |
| - <i>Group Training</i>         |                                |                              |                                            |                                            |                                            |                                            |                             |
| <b>Supportive Services</b>      |                                |                              |                                            |                                            |                                            |                                            |                             |

| <i>Group/Service</i>                        | <i>PY11 Carry-in</i> | <i>New WIA<br/>Customers</i> | <i>Q1 Plan<br/>(includes<br/>carry-in)</i> | <i>Q2 Plan<br/>(includes<br/>carry-in)</i> | <i>Q3 Plan<br/>(includes<br/>carry-in)</i> | <i>Q4 Plan<br/>(includes<br/>carry-in)</i> | <i>Annual<br/>PY12 Plan</i> |
|---------------------------------------------|----------------------|------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|-----------------------------|
| <b>Dislocated Worker Core Services</b>      |                      |                              |                                            |                                            |                                            |                                            |                             |
| <b>Dislocated Worker Intensive Services</b> |                      |                              |                                            |                                            |                                            |                                            |                             |
| <b>Dislocated Workers Training Services</b> |                      |                              |                                            |                                            |                                            |                                            |                             |
| - <i>ITA</i>                                |                      |                              |                                            |                                            |                                            |                                            |                             |
| - <i>Customized Training</i>                |                      |                              |                                            |                                            |                                            |                                            |                             |
| - <i>OJT</i>                                |                      |                              |                                            |                                            |                                            |                                            |                             |
| - <i>Group Training</i>                     |                      |                              |                                            |                                            |                                            |                                            |                             |
| <b>Supportive Services</b>                  |                      |                              |                                            |                                            |                                            |                                            |                             |

| <i>Group</i>               | <i>PY11 Carry-in</i> | <i>New WIA<br/>Customers</i> | <i>Q1 Plan<br/>(includes<br/>carry-in)</i> | <i>Q2 Plan<br/>(includes<br/>carry-in)</i> | <i>Q3 Plan<br/>(includes<br/>carry-in)</i> | <i>Q4 Plan<br/>(includes<br/>carry-in)</i> | <i>Annual<br/>PY12 Plan</i> |
|----------------------------|----------------------|------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|-----------------------------|
| <b>In-School Youth</b>     |                      |                              |                                            |                                            |                                            |                                            |                             |
| <b>Out-of-School Youth</b> |                      |                              |                                            |                                            |                                            |                                            |                             |

|                                                                                       |           |                                                 |
|---------------------------------------------------------------------------------------|-----------|-------------------------------------------------|
| WORKFORCE INVESTMENT ACT<br><b>ADULT</b><br>BUDGET SUMMARY<br>AND<br>EXPENDITURE PLAN | WIA NAME: | PY2012/FY2013<br><br>MOD.NO. _____<br><br>DATE: |
|---------------------------------------------------------------------------------------|-----------|-------------------------------------------------|

| <b>ADULT ALLOCATION SUMMARY</b> |                                  |        |        |       |
|---------------------------------|----------------------------------|--------|--------|-------|
|                                 |                                  | PY2012 | FY2013 | TOTAL |
| 1                               | ALLOCATION                       |        |        |       |
| 2                               | TRANSFER - DW/ADULT (+/-)        |        |        |       |
| 3                               | REALLOCATION (+/-)               |        |        |       |
| 4                               | SUPPLEMENTAL ALLOCATION          |        |        |       |
| 5                               | CARRY-IN                         |        |        |       |
| 6                               | <b>TOTAL ADJUSTED ALLOCATION</b> |        |        |       |

| <b>ADULT BUDGET SUMMARY</b> |            |        |             |          |                |          |
|-----------------------------|------------|--------|-------------|----------|----------------|----------|
|                             | ALLOCATION | ADMIN. | PROGRAM     |          |                |          |
|                             |            |        | WIB SUPPORT | ONE STOP | CORE INTENSIVE | TRAINING |
| PY 2012/FY2013              |            |        |             |          |                |          |

| <b>ADULT EXPENDITURE PLAN</b> |                     |         |          |         |         |
|-------------------------------|---------------------|---------|----------|---------|---------|
|                               |                     | 9/30/12 | 12/31/12 | 3/31/13 | 6/30/13 |
| 1                             | ADMIN.              |         |          |         |         |
| 2                             | WIB SUPPORT         |         |          |         |         |
| 3                             | ONE-STOP            |         |          |         |         |
| 4                             | CORE/INTENSIVE      |         |          |         |         |
| 5                             | TRAINING            |         |          |         |         |
| a                             | ITA                 |         |          |         |         |
| b                             | OJT                 |         |          |         |         |
| c                             | CUSTOMIZED          |         |          |         |         |
| d                             | CONTEXTUALIZED      |         |          |         |         |
| 6                             | SUPPORTIVE SERVICES |         |          |         |         |
| 7                             | <b>TOTAL</b>        |         |          |         |         |

|                                                                                                   |           |                                                       |
|---------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------|
| WORKFORCE INVESTMENT ACT<br><u>DISLOCATED WORKER</u><br>BUDGET SUMMARY<br>AND<br>EXPENDITURE PLAN | WIA NAME: | PY2012/FY2013<br><br>MOD.NO. _____<br><br>DATE: _____ |
|---------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------|

| <b>2 DISLOCATED WORKER ALLOCATION SUMMARY</b> |                                  |        |        |       |
|-----------------------------------------------|----------------------------------|--------|--------|-------|
|                                               |                                  | PY2012 | FY2013 | TOTAL |
| 1                                             | ALLOCATION                       |        |        |       |
| 2                                             | TRANSFER - DW/ADULT (+/-)        |        |        |       |
| 3                                             | REALLOCATION (+/-)               |        |        |       |
| 4                                             | SUPPLEMENTAL ALLOCATION          |        |        |       |
| 5                                             | CARRY-IN                         |        |        |       |
| 6                                             | <b>TOTAL ADJUSTED ALLOCATION</b> |        |        |       |

| <b>DISLOCATED WORKER BUDGET SUMMARY</b> |            |        |                |             |                   |          |
|-----------------------------------------|------------|--------|----------------|-------------|-------------------|----------|
|                                         | ALLOCATION | ADMIN. | PROGRAM        |             |                   |          |
|                                         |            |        | WIB<br>SUPPORT | ONE<br>STOP | CORE<br>INTENSIVE | TRAINING |
| PY 2012/FY2013                          |            |        |                |             |                   |          |

| <b>DISLOCATED WORKER EXPENDITURE PLAN</b> |                     |         |          |         |         |
|-------------------------------------------|---------------------|---------|----------|---------|---------|
|                                           |                     | 9/30/12 | 12/31/12 | 3/31/13 | 6/30/13 |
| 1                                         | ADMIN.              |         |          |         |         |
| 2                                         | WIB SUPPORT         |         |          |         |         |
| 3                                         | ONE-STOP            |         |          |         |         |
| 4                                         | CORE/INTENSIVE      |         |          |         |         |
| 5                                         | TRAINING            |         |          |         |         |
| a                                         | ITA                 |         |          |         |         |
| b                                         | OJT                 |         |          |         |         |
| c                                         | CUSTOMIZED          |         |          |         |         |
| d                                         | CONTEXTUALIZED      |         |          |         |         |
| 6                                         | SUPPORTIVE SERVICES |         |          |         |         |
| 7                                         | <b>TOTAL</b>        |         |          |         |         |

|                                                                                                                           |                 |                                       |
|---------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------|
| <b>WORKFORCE INVESTMENT ACT</b><br><br><b>YOUTH</b><br><br><b>BUDGET SUMMARY</b><br><b>AND</b><br><b>EXPENDITURE PLAN</b> | <b>WIA NAME</b> | PY2012/FY2013<br>MOD.NO.<br><br>DATE: |
|---------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------|

|   |                                  |               |
|---|----------------------------------|---------------|
|   |                                  | PY2012/FY2013 |
| 1 | ALLOCATION                       |               |
| 2 | REALLOCATION (+/-)               |               |
| 3 | CARRY-IN                         |               |
| 4 | <b>TOTAL ADJUSTED ALLOCATION</b> |               |

| <b>YOUTH BUDGET SUMMARY</b> |            |        |                |             |                   |          |
|-----------------------------|------------|--------|----------------|-------------|-------------------|----------|
|                             | ALLOCATION | ADMIN. | PROGRAM        |             |                   |          |
|                             |            |        | WIB<br>SUPPORT | ONE<br>STOP | CORE<br>INTENSIVE | TRAINING |
| PY2012/FY2013               |            |        |                | N / A       | N / A             |          |

| <b>YOUTH EXPENDITURE PLAN</b> |                        |         |          |         |         |
|-------------------------------|------------------------|---------|----------|---------|---------|
|                               |                        | 9/30/12 | 12/31/12 | 3/31/13 | 6/30/13 |
| 1                             | ADMIN.                 |         |          |         |         |
| 2                             | WIB SUPPORT            |         |          |         |         |
| 3                             | ONE-STOP               |         |          |         |         |
| 4                             | CORE/INTENSIVE         |         |          |         |         |
| 5                             | CONTRACTED<br>SERVICES |         |          |         |         |
| a                             | IN SCHOOL              |         |          |         |         |
| b                             | OUT OF SCHOOL          |         |          |         |         |
| 6                             | TOTAL                  |         |          |         |         |