North Carolina
Department of Commerce
Division of Workforce Solutions

Beverly Eaves Perdue, Governor
J. Keith Crisco, Secretary

Roger Shackleford, Assistant Secretary

March 16, 2012

LOCAL AREA ISSUANCE NO. 2012-02

SUBJECT:	Local Area Plan Instructions for Program Year 2012 under the Workforce Investment Act (WIA) of 1998 (Public Law 105-220)
PURPOSE:	To transmit the Division's Local Area WIA Plan Instructions for Program Year 2012 to Local Workforce Development Areas.
ACTION:	Local Workforce Development Areas are to follow the attached Instructions for development of the Local Area WIA Plan for July 1, 2012 through June 30, 2013, incorporating Program Year 2012 WIA funds. Plans are due to the Division of Workforce Solutions by Thursday, April 19, 2012. The Signatory Page and the Certification Regarding Debarment, Suspension and Other Responsibility Matters bearing original signatures are required to be submitted as original signed documents.
EFFECTIVE DATE:	Immediately
EXPIRATION DATE:	June 30, 2013
CONTACT:	Division Planner

Roger Shackleford

Attachment

313 Chapanoke Rd. Suite 120•4316 Mail Service Center•Raleigh, North Carolina 27699-4316
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NORTH CAROLINA

LOCAL WORKFORCE DEVELOPMENT AREA

PLAN INSTRUCTIONS

WORKFORCE INVESTMENT ACT

Public Law 105-220

PROGRAM YEAR 2012

North Carolina Department of Commerce
Division of Workforce Solutions
4316 Mail Service Center
313 Chapanoke Road, Suite 120
Raleigh, NC 27699-4316
March 16, 2012

WORKFORCE INVESTMENT ACT
NORTH CAROLINA LOCAL WORKFORCE DEVELOPMENT AREA PLAN
Program Year 2012

Reauthorization of the Workforce Investment Act (WIA) of 1998 is pending in the United States Congress. The N.C. Division of Workforce Solutions (DWS) is accommodating the upcoming program year by issuing instructions for a Plan to reflect the U.S. Department of Labor's (USDOL) vision and to ensure continued effective, efficient use of resources in the July 1, 2012 - June 30, 2013 Program Year.

Please reference the USDOL Employment and Training Administration website www.doleta.gov for guidance on WIA reauthorization and key principles. WIA Final Rules (Regulations) were published by USDOL in the August 11, 2000 Federal Register. Federal policy information is posted on the internet at www.doleta.gov and North Carolina policy information is available at: www.nccommerce.com/workforce/workforce-professionals

PLAN SUBMISSION

Local Workforce Development Area (Local Area) Plans must be received at the Division by **5:00 p.m. on April 19, 2012.** The Local Area Plan must be submitted in hard copy form with appropriately labeled tabs; and upon final Plan approval, an electronic copy should be sent to this office. The section heading, number and question, as stated in the Instructions, should precede Local Area Plan responses. If responses are provided by attachments, reference it in the narrative answer. All questions must be answered and included with the Plan submission.

As Plans are to be developed by the local Workforce Development Board (WDB) in partnership with the appropriate Chief Elected Official(s) (CEO), this Plan submission must include a WDB and CEO Signatory Form (attached), bearing the original signatures of the Chief Elected Official(s) and the Workforce Development Board Chairman. Debarment and Suspension Certification Signature Page is also required and must bear the original signature of the Administrative Entity signatory official.

PUBLIC COMMENT

In accordance with WIA Section 117(e) and Regulations Section 661.307, the Workforce Development Board must conduct its business in an open manner by making available to the public, on a regular basis through open meeting, information about the activities of the Board. This information includes the Local Area WIA Plan prior to its submission, Board membership, significant policies, interpretations, guidelines and definitions, and on request, minutes of formal meetings of the Board. Updates to Local Plans are subject to public comment as required in WIA Regulations Section 661.350 (8).

TRANSMITTAL

Original Plans must be submitted in hard copy form mailed to the attention of your Division Planner, N.C. Division of Workforce Solutions, 4316 Mail Service Center, Raleigh, N.C. 27699-4316, or hand delivered to the Division at 313 Chapanoke Road, Suite #120, Raleigh, N.C. by **5:00 p.m., April 19, 2012.**

Workforce Investment Act
North Carolina Local Workforce Development Area Plan
Program Year 2012

LOCAL WORKFORCE DEVELOPMENT AREA DESCRIPTION

Local Area (LA) Authorization

I. A. Provide the Local Area's official (*legal*) name as it appears on the local Consortium Agreement or in the formal application for Local Area status. (Contact your WIA Planner if you are unsure of the Local Area's legal name of record.)

B. Include as Appendix I, a copy of the current Consortium Agreement, if the Local Area is a Consortium.

C. Provide an original signed Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions. [Required by the Regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities.]

D. Provide Data Universal Numbering System (DUNS) number and assurance that Local Area 'Central Contractor Registration' (CCR) status is current. Local Areas must register at least annually on the CCR website (https://www.bpn.gov/ccr/) to receive federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].

Local Area Contact Data and Organization

II. A. Provide the name, address, elected title and telephone number(s) of the Local Area's Chief Elected Official(s).

B. Provide the name, address, title, e-mail address and telephone number of the individual designated to receive official mail for the Chief Elected Official, if applicable.

C. Provide the Workforce Development Board (WDB) Chair's name, business title, business name and address, e-mail address, and telephone number.

D. Provide the Youth Council Chair's name, agency/business title, agency/business name and address, e-mail address, and telephone number.

E. Identify the name and address of the administrative/fiscal agent (organization name) responsible for disbursing grant funds [Regulations Section 661.350(a)(9)].

F. Provide the name, address, title, telephone and fax numbers and e-mail address of the administrative/fiscal agent's signatory official.

G. Provide the name, address, title, telephone and fax numbers and e-mail address of the Local Workforce Development Director.

Local Area Organization

III. A. Use Attachment A to provide a listing of Workforce Development Board members. The first block is reserved to identify the Board chairperson. Indicate all required members [Regulations Section 661.315]. Provide steps taken to fill any required member vacancies. *Note: Please update via e-mail to assigned Planner as changes occur throughout the Program Year.*

B. Use Attachment B to provide the Workforce Development Board Bylaws.

IV. Use Attachment C to provide a listing of Youth Council members. The first blocks are reserved to identify the Youth Council chairperson and required members [Regulations Section 661.335(b)]. Describe steps taken to fill any required position vacancies.

V. Use Attachment D to provide a copy of your administrative entity/fiscal agent's organizational chart (including Local Workforce Development Area placement).

VI. Use Attachment E to provide a copy of the Local Area organization chart with an 'effective as of date.' Include position titles and indicate if full-time, part-time, temporary, etc.

VII. Describe the process used by Local Workforce Development Board to provide an opportunity for public comment, including comment by representatives of business and labor organizations, and input into the development of the local plan, prior to submission of the Plan [WIA Section 118 (b)(7) and Regulations Section 661.350 (8)].

Local Area Boundaries and Population

VIII. List the county/counties that comprise the Local Area.

IX. By county, list the July 1, 2012 population estimates of county (ies) in the Local Area. (Reference: North Carolina State Demographics "County/State projections,'' found at www.demog.state.nc.us or, if another source is used, identify source).

ADMINISTRATIVE SYSTEMS AND SYSTEM ASSESSMENT

Oversight and Monitoring

1. Provide the Local Area's oversight and monitoring procedures as Attachment F [WIA Section 117(d)(4)].

2. Describe the Local Area's competitive procurement process for WIA Adult, Dislocated Workers and Youth services. [WIA Section 118 (9)]. If the Local Area plans to provide direct services, give rationale by activity type (Adult, Youth, Dislocated Worker). [WIA Section 117(f)(1) and (2); Regulations Section 661.310].

3. Provide a description of how the local Workforce Development Board will ensure the continuous improvement of eligible service providers and ensure that providers meet the employment needs of local employers and participants. [WIA Section 118].

4. Describe the current and projected economic environment of the Local Area including occupational outlook and job skills necessary to obtain employment opportunities. Discuss in context for both adult and youth services. [Regulation Section 661.350(a) (1); WIA Section 118(b)(1)(A)].

5. Describe the Local Area and Workforce Development Board's process for providing oversight to the One-Stop Career Center(s). The description should include the frequency of review, review of the Center's performance goals specified in the approved Business Plan, and review of progress toward achieving continuous improvement measures. [WIA Section 117(d) (4) and N.C. General Statute 143B-438.11(a) (2).].

Labor Market Analysis

6. Describe/identify the workforce investment needs of businesses, job seekers, and workers in the Local Area. [Regulations Section 661.350(a) (1); WIA Section 118(b) (1) (A), (B), and (C) and Regulations Section 661.350(a) (2)]. Include sources of information used to identify local demand occupations.

7. Describe the manner in which the Local Area connects WIA/One-Stop services to businesses. Specify staff involved (include job title and approximate percentage of time devoted to business services).

8. Describe how the Workforce Development Board uses its One-Stop Management Information System (MIS) data in planning its workforce delivery system.

9. What sources of information does the Workforce Development Board use and how is it used to develop a list of local demand occupations? Include factors that impact the ability to identify demand occupations, to train WIA participants for them, and to help persons who have exited obtain training-related employment. Discuss the Workforce Development Board's involvement in review of training providers and how demand occupations contribute to determining eligible providers. Provide identified local demand occupations.

Community Resource Analysis

10. Describe and assess the type and availability of Adult and Dislocated Worker employment and training activities in the Local Area. [WIA Section 118(b) (4); Regulations Section 661.350 (a) (5)].

11. Describe and assess the type and availability of employment and training related Youth activities in the Local Area, including an identification of successful providers of such activities. [Regulations Section 661.350(a) (7); WIA Section 118(b)(6)].

12. Describe how faith-based and community-based organizations play a role in workforce development for the Local Area to include funds contracted with faith-based organizations and/or access points. If applicable, provide a current list of SHARE Network Access Points (SNAPs) as Appendix II.

Local Workforce Development Board Operational Information

13. Provide a description and amount of any non-WIA funds received by the Workforce Development Board used to complement WIA services.

14. Provide a brief synopsis of any special WIA funded grants received by Workforce Development Board (for example, Energy Sector, Allied Health, Youth Demonstration, National Emergency, Demonstration grants).

15. Provide a brief synopsis of the Workforce Development Board's most significant accomplishments during Program Year 2011.

ADULT AND DISLOCATED WORKER ACTIVITIES

Participant Services

1. Describe the WIA service process for participants beginning with program entrance to program exit.

2. Describe the Local Area's process for exiting participants on WIA/Workforce Plus™ System [reference Issuance 2011-04].

3. Provide a list of the contract agencies for Adult and Dislocated Worker services as Attachment G (Status effective as of July 1, 2012).

One-Stop Career Center System

4. Use Attachment H to identify One-Stop location(s), on-site partners [identify funding source as listed in Regulations Section 662.200]; operator and method of selection; provider of WIA intensive services and method of selection; whether youth services provider is on-site; and whether training is available other than by voucher.

5. Describe how the Local Area connects WIA/One-Stop services to: 1) persons with disabilities; 2) Temporary Assistance to Needy Families (TANF) recipients; 3) Trade Adjustment Act (TAA) and Rapid Response Activities; and 4) other hard to serve populations.

6. Describe the One-Stop management structure to include partner management and governance, roles and responsibilities.

7. Describe how the One-Stop(s) employer and/or jobseeker products, services and/or methods of delivering services changed in PY 2011 and plans for PY 2012.

Priority of Service Due to Limited Funding

Background: Regulations *Section 661.350(a)(11) requires that the Local Area Plan provide a description of the criteria to be used by the Governor and the Local Workforce Development Board to determine if funds allocated to a Local Area for adult employment and training activities under WIA Sections 133(b)(2)(A) or (3) are limited and the process by which any priority will be applied by the One-Stop operator. Generally, priority issues only become a concern for WIA purposes when training opportunities are limited or when funds are in short supply.*

In 1997, North Carolina's General Assembly enacted legislation that mandates the provision of priority service for veterans in State and Federally funded employment and job training programs.

Each local Workforce Development Board must have established criteria by which the Local Area can determine if funds allocated to the Local Area for adult employment and training activities under WIA Sections 133(b)(2)(A) or (3) are limited, and the process by which any priority of service for low-income individuals and public assistance recipients will be applied in the Local Area. Criteria for determining the availability of funds may include the availability of other funds for providing employment and training related services in the Local Area, the needs of specific groups within the Local Area, and other appropriate factors.

The priority of service requirement for veterans is mandated by State legislation; therefore, it will apply regardless of Local WDB policy on priority of service. Priority of service does not preclude service to individuals who are not low-income or not receiving public assistance, or who are not veterans, but rather establishes the order of precedence for service as provided at WIA Section 134(d)(4)(E).

Local WDB Priority of Service

8. a) Describe the criteria used by the Local Workforce Development Board to determine if funds allocated to the Local Area for adult employment and training activities under WIA Sections 133(b)(2)(A) or (3) are limited.

   b) Describe the Local Area Priority of Service or attach Policy document as Appendix III.

Intensive Services/Self-Sufficiency

***Background**: There are two categories of adults and dislocated workers who may receive intensive services (663.220):*
(a) Adults and Dislocated Workers who are unemployed, have received at least one core service and are unable to obtain employment through core services, and are determined by a One-Stop operator to be in need of more intensive services to obtain employment;
(b) Adults and Dislocated Workers who are employed, have received at least one core service, and are determined by a One-Stop Operator to be in need of intensive services to obtain or retain employment that leads to self-sufficiency.

The Local Workforce Development Board's definition of "self-sufficiency" is to be used to determine if an employed individual is eligible to receive intensive services. The definition will also be required when determining the eligibility of an employed individual for an On-the-Job training program (663.705) or a customized training program (663.720). Separate definitions are required for Adults and Dislocated Workers. A WIA client who is employed at the time of WIA registration may or may not attain self-sufficiency as defined by the WDB after receiving WIA services. Achievement of self-sufficiency is the goal, but any earnings increase that moves the individual closer to self-sufficiency is allowable.

Local Policies

9. Describe the Workforce Development Board's criteria for determining if employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least the lower living standard income level, as defined in WIA Section 101(24). Self-sufficiency for a Dislocated Worker may be defined in relation to a percentage of the layoff wage. Separate definitions are required for Adults and Dislocated Workers.

10. Individual Training Accounts (ITAs) are required [Regulations Section 663.400] to pay the cost of training provided with Adult and Dislocated Worker funds. Provide the Local Area's ITA policy as Attachment I.

    Please provide the following ITA elements in summary:

    a) dollar limits
    b) time limits
    c) degrees or certificates allowed (Associate degree, Bachelor's degree, other)
    d) procedures for determining case-by-case exceptions for training that may be allowed
    e) period of time for which ITAs are issued – examples, semester, school year, short-term (less than 2 years) course of study, long-term (2 or more years) course of study

11. Provide Local Workforce Development Board policy(ies) on supportive services for Adults and Dislocated Workers, including needs-related payments (i.e., amount, duration, qualifying criteria) as Attachment J.

12. On-the-Job-Training:

    a) Describe the use of On-the-Job Training (OJT) in the Local Area to include use of local funds and/or special state set aside funds.

    b) Provide the Local Area's OJT Policy (ies) as Attachment K.

13. Describe the use of Adult and Dislocated Worker work experience in the Local Area.

Common Measures – Adult and Dislocated Workers

14. a) Use the charts below to indicate the Local Area's PY 2010 Common Measure goals, actual performance and variance (performance divided by the goal) for each of the Adult and Dislocated Worker common measures.

Adult Common Measure	**PY 2010 Goal**	**PY 2010 Actual**	**Variance** (Actual/Goal)
Entered Unsubsidized Employment			
Employment Retention Rate at Six Months			
Average Earning			

Dislocated Worker Common Measure	**PY 2010 Goal**	**PY 2010 Actual**	**Variance** (Actual/Goal)
Entered Unsubsidized Employment			
Employment Retention Rate at Six Months			
Average Earning			

b) For each measure (individually), where the variance is less than 100%, briefly discuss actions taken to improve specific Adult and Dislocated Worker performance for PY 2011 and beyond.

c) For each measure, describe methods and tools used to track Adult and Dislocated Worker performance throughout the program year.

2011 Performance Information

Program Year 2012 performance goals will be provided after receipt of appropriate information from the U.S. Department of Labor. [Note: Division will initiate Local Areas' submission of updated performance charts upon release of final PY 2012 performance data.]

Equal Opportunity

15. a) Provide the Local Area's current Equal Opportunity (EO) Complaint Grievance Procedure to address Equal Opportunity requirements as Attachment L.

b) Describe methods to ensure procedure updates.

c) Provide the EO Assurance language included in all Local Area contracts.

YOUTH ACTIVITIES

1. Complete Attachment M "Local Area Youth Program Elements Form" to reflect how each of the ten required elements will be made available to youth. If services are to be provided by referral, indicate the specific local agencies and/or organizations with which the Local Area has developed referral agreements.

2. Describe steps the Local Area uses to provide services to out-of-school youth, with specific attention given to services to school dropouts.

3. Describe the Local Area's steps to include strategies to promote collaboration between the local workforce development system, education, human services, juvenile justice, and others, to focus service on the neediest youth to include youth in foster care, those aging out of foster care, youth offenders and children of incarcerated parents.

4. List the Youth Council's top priorities for the twelve-month period July 1, 2012 – June 30, 2013.

5. Provide a list of the contract agencies to serve as youth service providers as Attachment N reflecting status effective as of July 1, 2012. [Regulations Section 665.200(b)(4) and (c); WIA Section 123].

6. Provide Local Workforce Development Board Policy on supportive services for Youth as Attachment J.

Incentives to Youth

> **Background***: Incentives provide a means to recognize and reward a youth's success. WIA youth funds may be used to provide incentives for recognition and achievement to eligible youth provided it is made a part of the participant's individualized assessment and service strategy. Incentives can be, but are not required to be, in the form of cash payments to youth. The Workforce Development Board, through its Youth Council, must establish polices for the provision of incentives to youth. [WIA Section 129(a)(5)]*

7. Describe whether the Local Area plans to provide incentives for recognition and achievement to eligible youth. If so, provide: a) criteria to be used to award incentives; b) type(s) of incentive awards to be made available; and c) whether WIA funds will be used. Attach Youth Incentive Policy as Appendix IV.

Common Measures – Youth

8. a) Using the charts below, indicate the Local Area's PY 2010 Common Measure goals, actual performance, and variance for each of the Youth performance measures.

Older Youth Common Measure	**PY 2010 Goal**	**PY 2010 Actual**	**Variance** **(Actual/Goal)**
Placement in Employment or Education			
Attainment of Degree or Certificate			
Literacy and Numeracy Gains			

b) For each measure (individually), where the variance is less than 100%, briefly discuss actions taken to improve specific Youth performance for PY 2011 and beyond.

c) For each measure, describe methods and tools used to track Youth performance throughout the program year.

2011 Performance Information - Youth

Program Year 2012 performance goals for youth will be provided after receipt of appropriate information from U.S. Department of Labor. [Note: Division will initiate Local Areas' submission of updated performance chart upon release of final PY 2012 performance data.]

ALLOCATIONS

PY 2012 WIA allocations are provided as **Attachment O**. The allocations provide both the program and administration funding amounts*.

***PY 2012 Local Allocations were not final on March 16, 2012.**
Allocations will be provided as a numbered change to this Issuance.

A description of the allocation methodology is provided as **Attachment P**.

LOCAL PLAN ADMINISTRATIVE AND MODIFICATION PROCEDURES

Refer to Attachment Q for Local Plan Modification and Administrative Adjustment Procedures. [WIA Regulation Section 661.355.]

PLANNING WORKSHEETS

Planning worksheets, in an Excel document, will be provided along with the PY 2012 North Carolina Local Allocations based on Allotment from the U.S. Department of Labor. (Attachment R).

SIGNATORY PAGE FORM
AND ATTACHMENTS

Signatory Form	(required)
Debarment and Suspension Certificate	(required)

ATTACHMENTS:

A. Workforce Development Board List	(required)
B. Workforce Development Board Bylaws	(required)
C. Youth Council Membership	(required)
D. Administrative Entity's Organizational Chart	(required)
E. Local Area Organizational Chart	(required)
F. Oversight and Monitoring Procedures	(required)
G. WIA Adult and Dislocated Worker Service Provider(s)	(required)
H. One-Stop Career Center System Forms	(required)
I. Individual Training Account (ITA) Policy	(required)
J. Supportive Services Policy	(required)
K. On-the-Job Training Policy	(required)
L. Equal Opportunity (EO) Complaint/Grievance Procedure	(required)
M. Local Area Youth Program Elements Form	(required)
Youth Elements Description	(information from Division of Workforce Development)
N. WIA Youth Service Provider(s)	(required)
O. Program Year 2012 WIA Allocation	(information from DWD)
P. Description of Allocation Methodology	(information from DWD)

Q. PY 2012 Transmittal Form for Modifications and Administrative Adjustments and Modification and Administrative Adjustment Procedures (information from DWD)

R. Budget Worksheets (information from DWD)

[If additional Attachments are provided by Local Area, please reference by listing in continuing alphabetical sequence beginning with "S"].

APPENDICES:

Appendix I – Consortium Agreement
Appendix II – SHARE Network Access Points (SNAPs) and One-Stop information sites
Appendix III – Priority of Service
Appendix IV – Youth Incentive Policy

WORKFORCE INVESTMENT ACT of 1998

LOCAL AREA PLAN PROGRAM YEAR 2012

FOR

_____

Local Workforce Development Area Name

We affirm that the Local Area Workforce Development Board (WDB) and the Chief Elected Official(s) of the Local Area, in partnership, have developed and now submit this comprehensive, strategic Local Area Plan in compliance with the provisions of the Workforce Investment Act of 1998 and instructions issued by the Governor under authority of the Act.

_____

Submission Date

WORKFORCE DEVELOPMENT BOARD CHAIR	CHIEF ELECTED OFFICIAL
_____	_____
Typed or Printed Name	Typed or Printed Name
_____	_____
Typed or Printed Title	Typed or Printed Title
_____	_____
Signature	Signature
_____	_____
Date	Date

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
INSTRUCTIONS FOR CERTIFICATION--PRIMARY COVERED TRANSACTIONS

1. By signing and submitting the certification signature page with this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participants, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Name and Title of Authorized Administrative Entity Signatory Official

---

Signature Date

Attachment A

Workforce Development Board
Membership Listing

Workforce Development Board Membership Listing

_____
(Local Area Name)

*Indicate the maximum number of WDB members authorized by current bylaws: **[_____]**

Member's Name and Title	Employer/Agency (if applicable) Mailing Address & Telephone	Category Represented	Term (begin and end dates)	County
Board Chair:				

Duplicate form as necessary. **SHOW ALL REQUIRED REPRESENTATION AND NOTE IF VACANT**

Attachment B

Workforce Development Board
By-Laws
Provided by Local Workforce Development Board

Attachment C

Youth Council Membership
Provided by Local Workforce Development Board

Youth Council Membership Listing

_____
(Local Area Name)

Indicate the authorized maximum number of
Youth Council members [_____]

Member's Name and Title	Employer/Agency (if applicable) Address, Telephone Number	Employer, Agency or Sector Represented Examples: Service Agencies, Public Housing Authority, Parent of Eligible Youth, Job Corps	WDB Member	Term (begin and end dates)	County
Youth Council Chair					

Duplicate form as necessary. **SHOW ALL REQUIRED REPRESENTATION AND NOTE IF VACANT**

The Following Attachments Are Provided by Local Workforce Development Areas

Attachment D (Administrative Entity Organizational Chart)

and

Attachment E (Local Area Organizational Chart)

and

Attachment F (Oversight and Monitoring Procedures)

Attachment G

WIA Adult and Dislocated Worker Service Providers

PY 2012 WIA Adult and Dislocated Worker Activities and Service Providers

Local Workforce Area Name: _____ Date: _____

Service Provider Name, Address, Phone Contact Person	Group to be Served (A or DW)	Estimated Number to be Served (A or DW)	Activity(ies) to be Provided (OJT, Case Mgmt, etc.)	Type Organization (State Agency, For Profit, Non-profit, etc.)	Type of Contract (Cost Reimbursement Fixed Price Performance Based; Hybrid, etc.)	County(ies) to be Served

NOTE: Please include all "in-house" training services provided to customers by employees of the WDB or the WIA Administrative Entity. Add additional rows as needed.

Adult (A) Dislocated Worker (DW)

Attachment H

Directions for Completing Attachment H
One-Stop Career Center System

Directions for Completing Attachment H
One-Stop Career Center System

Complete **Attachment H** to describe the Local Area's One-Stop Career Center system. Duplicate the form as necessary.

In Column A, include each One-Stop Career Center(s)' name and street address, and type (Comprehensive (C) or Non-Comprehensive (N)), host facility and hours of operation. Refer to Adult and Dislocated Worker Section for type definitions.

In Column B, list all counties served by site.

In Column C, list the on-site partners, identify funding source and agency name as listed in 662.200 such as ESC – Wagner-Peyser, UI, RAP, TAA, VES, FSETS.

In Column D, list the Operator (agency name) and Method of Selection (Consortium (CM) or Competitive (CP)).

In Column E, list the WIA Intensive Services Provider (agency name) and method of selection (Consortium (CM) or Competitive (CP)).

In Column F, indicate whether youth services are provided on-site.

In Column G, indicate whether training services are available other than by ITA (Customized Training (CT), On-the-Job Training (OJT), Special Populations (SP)).

One-Stop Career Center System

(Reflects Local Area Structure as of July 1, 2012)

_____
Local Area

A One-Stop Center Name & Address, and Type*, Host Facility and Hours of Operation	B Counties Served	C One-Stop Partners (indicate by those on-site)	D Operator & Method of Selection**	E WIA Intensive Services Provider(s) & Method of Selection**	F Youth Service Provider On-Site (Yes/No)	G Training Available Other Than By ITA***

Give street address for each One-Stop Career Center

* Type - Comprehensive (C) or Non-Comprehensive (N)

** Consortium Method (CM) or Competitive Procurement (CP)

*** Customized Training (CT), OJT, Special Populations (SP)

The Following Attachments Are Provided by Local Workforce Development Area:

Attachment I
Individual Training Account Policy

Attachment J
Supportive Services Policy (ies)

Attachment K
On-The-Job Training Policy

Attachment L
Equal Opportunity Complaint/Grievance Procedure

Attachment M

Local Workforce Development Area
Youth Program Elements

Local Workforce Development Area
Youth Program Elements

Youth Program Elements	WIA FUNDED		Referral (Indicate specific agency name)
	Board Staff/ Direct Services	Contract (Indicate specific agency name)	
1. Educational Achievement Services			
a. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies			
b. Alternative secondary school offerings			
2. Employment Services			
a. Paid (and unpaid) work experiences, including internships and job shadowing			
b. Occupational Skills Training			
3. Summer Employment Opportunities			
Summer Employment Opportunities linked with academic and occupational training			
4. **Additional Support**			

Youth Program Elements	WIA FUNDED		Referral (Indicate specific agency name)
	Board Staff/ Direct Services	Contract (Indicate specific agency name)	
a. Adult mentoring for a duration of at least twelve months that may occur both during and after program participation			
5. Leadership Development Opportunities			
Leadership Development Opportunities			
6. Supportive Services			
Supportive Services			
7. Follow-up Services			
Follow-up Services			

Description of WIA Youth Program Elements

EDUCATIONAL ACHIEVEMENT SERVICES

Tutoring, study skills training and instruction leading to secondary school completion, **including dropout prevention strategies** offer additional, special or remedial assistance, often on an individualized basis.

Alternative secondary school offerings provide instruction leading to high school diploma. Instruction may be provided outside of the traditional school setting, but programs must meet applicable state and local educational standards. Offerings may also provide instruction leading to the receipt of certification that an individual has completed a level of education attainment equivalent to completion of high school (GED).

EMPLOYMENT SERVICES

Work experiences (664.460; 664.470) are planned, structured learning experiences that take place in a workplace for a limited period of time and may be paid or unpaid. Work experiences may be take place in the private, for-profit sector; the non-profit sector; or the public sector.

Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences are appropriate and desirable activities for many youth throughout the year, as determined by the youth's Individual Service Strategy (ISS). Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment.

The purpose is to provide the participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from activities performed by the youth. Youth funds may be used to pay wages and related benefits for work experiences in the public, private, for-profit or non-profit sectors when an employee/employer relationship has been established (as determined under the Fair Labor Standards Act), and where the objective assessment and Individual Service Strategy indicate that a Work Experiences element is appropriate.

Work experiences may be subsidized or unsubsidized and may include the following:

- Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS);
- Exposure to various aspects of an industry;
- Progressively more complex tasks;
- Internships and job shadowing;
- The integration of basic academic skills into work activities;
- Supported work, work adjustment, and other transition activities;
- Entrepreneurship;
- Service learning;
- Paid and unpaid community service: and
- Other activities designed to achieve the goals of the work experiences element.

The Work Experiences element may include on-the-job training [664.460(d)].

Occupational Skill Training provides instruction, usually in a classroom setting, designed to provide individuals with technical skills and/or information required to perform a specific job or groups of jobs. Training must be tied to an occupational code.

SUMMER EMPLOYMENT OPPORTUNITIES-Formula Funded

Summer Youth Employment Opportunities (664.600) provide direct linkages to academic and occupational learning, and may provide other elements and strategies, as appropriate, to serve the needs and goals of participants.

The WIA formula funded Summer Employment Opportunities element is not intended to be a stand-alone program. Local programs should integrate a youth's Summer Employment Opportunities participation into a comprehensive strategy for addressing the youth's year-round employment and training needs.

Summer Employment Opportunities are to be linked with academic and occupational learning. The approach is often referred to as "work-based learning" or "contextual learning." Learning may occur totally at the employment site or may involve a classroom component to supplement the youth's work assignment. Academic learning is defined as the enhancement of the traditional education skills of reading, mathematics, and writing. Occupational learning involves skills that are necessary to perform specific job tasks.

All youth must receive some form of follow-up services for a minimum duration of twelve months. The scope of these follow-up services may be less intensive for youth who have only participated in Summer Employment Opportunities (664.450(b)).

In North Carolina, Summer Employment Opportunities linked to academic and occupational learning make available subsidized or unsubsidized jobs for youth during the months of May – September. Summer Employment Opportunities create an employer/employee relationship, requiring the payment of a wage. The wage rate will be no less than the current federal minimum hourly wage or the prevailing wage rate, whichever is higher. Summer Employment Opportunities subsidized with WIA funds may take place in the private for-profit sector; the private non-profit sector; or the public sector. To the extent possible, the experience provided by the assigned site should be consistent with the youth's career interests/goal as identified in the youth's Individualized Service Strategy (ISS).

In developing Summer Employment Opportunities for youth in the private for-profit sector, Local Areas are reminded that certain vulnerabilities are inherent in this activity. Some examples include:

- the occurrence or perception of favoritism shown to one employer over another;
- placing low-income youth in subsidized jobs that they can obtain on their own;
- displacing low-income youth from jobs that they normally secure in the summer.

To avoid these vulnerabilities, the selection of private employers to participate in this activity shall be based on an objective analysis of the relative "value-added" contributions to the youth's development the employer is willing to make. Examples of such contributions might include:

- Structured development/refinement of work maturity skills;

- Integration of work and learning;
- Provision of educational services;
- Exposure to skill training;
- Mentoring;
- Vocational exploration/career guidance;
- Commitment to hire the youth in a part-time or full-time job upon successful completion of the Summer Employment Opportunity, substantial progress in or graduation from high school, or both. This job should be compatible with the youth's occupational interest.

Local Areas must maintain documentation to demonstrate why certain private sector employers (worksites) were selected or not selected to provide subsidized Summer Employment Opportunities for youth.

ADDITIONAL SUPPORT

Adult mentoring is the pairing of a youth with a caring adult in a one-to-one relationship, challenging the youth to do well, often helping the youth make the connection between school and work, and providing first-hand exposure to the world of work. Typically, mentors become advocates for the youth, working in consultation with the youth's teacher(s), supervisor, counselor/caseworker and parent(s), as appropriate. Adult mentoring services are required for a duration of at least twelve months, that may occur both during and after program participation.

Comprehensive guidance and counseling is primarily provided to assist a youth in achieving success in school and at the workplace. Assistance may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth. Services may be provided on an individual or group basis, using a variety of processes and techniques.

LEADERSHIP DEVELOPMENT OPPORTUNITIES

Leadership Development Opportunities [WIA 129(c)(2)(F); 664.420] may include community service and peer-centered activities encouraging responsibility, employability and other positive social behaviors during the non-school hours, as appropriate.

Leadership opportunities for youth may include:

- Exposure to post-secondary educational opportunities;
- Community and service learning projects;
- Peer-centered activities, including peer mentoring and tutoring;
- Organizational and team work training, including team leadership training;
- Training in decision-making, including determining priorities; and
- Citizenship training, including life skills training such as parenting, work behavior training and budgeting of resources;

Positive social behaviors [664.430] are outcomes of leadership opportunities, often referred to as soft skills, which are incorporated by many local programs as part of their menu of services. Positive social behaviors focus on areas that may include the following:

- Positive attitudinal development;
- Self-esteem building;

- Openness to working with individuals from diverse racial and ethnic backgrounds;
- Maintaining healthy lifestyles, including being alcohol and drug free;
- Maintaining positive relationships with responsible adults and peers, and contributing to the well being of one's community, including voting;
- Maintaining a commitment to learning and academic success;
- Avoiding delinquency;
- Postponed and responsible parenting; and
- Positive job attitudes and work skills.

SUPPORTIVE SERVICES

Supportive Services [664.440; WIA 101(46); WIA 129(c)(2)(G)] means services such as transportation, child care, dependent care, housing and needs-related payments that are necessary to enable an individual to participate in WIA. For youth, supportive services may also include:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing costs;
- Referrals to medical services; and
- Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eye glasses and protective gear.

FOLLOW-UP SERVICES

Follow-up Services [664.450; WIA 129(c)(2)(I)] for youth may include:

- Leadership development activities;
- Supportive services;
- Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
- Assistance in securing better paying jobs, career development and further education;
- Work-related peer support groups;
- Adult mentoring; and
- Tracking the progress of youth in employment after training.

All youth must receive some form of follow-up services for a minimum duration of 12 months.

Attachment N

WIA Youth Services Provider (s)

Provided by Local Workforce Development Board

PY 2012 WIA Providers of Youth Activities

Youth Activity Provider Name, Address and Telephone Number	Contact Person, Title and E-mail Address	County/Counties Served	Type Organization (State Agency, For Profit, Non-profit, etc.)	Type of Contract (Cost Reimbursement Fixed Price Performance Based; Hybrid, etc.)

Attachment O

Program Year 2012 Allocations

Provided By Division of Workforce Development

Attachment P

Workforce Investment Act Allocation Formulas
Description of Allocation Methodology

Workforce Investment Act
Allocation Formulas
Description of Allocation Methodology

Title I - Adult Allocation Formula

One-third of the funds are allocated on the basis of the relative number of unemployed individuals residing in areas of substantial unemployment in each Local Area as compared to the total number of such unemployed individuals in all areas of substantial unemployment in the State. The term **"areas of substantial unemployment"** means any area that is of sufficient size and scope to sustain a program of workforce investment activities carried out under this subtitle and has an average rate of unemployment of at least 6.5 percent for the 12 month period specified by the U.S. Department of Labor in the Federal Register.

For counties with unemployment rates of 6.5 percent or above, the entire county is considered an area of substantial unemployment. Thus, all unemployed individuals within the county's labor force are counted as residing in areas of substantial unemployment.

> For counties with unemployment rates below 6.5 percent, census tract data is used to determine areas of substantial unemployment. For these counties, only the number of unemployed individuals residing within specific census tracts with substantial unemployment are counted. This approach allows for the consideration of "pockets" of unemployment within those counties with overall unemployment rates below 6.5 percent. This results in an accurate representation of the true unemployment status.

Another **one-third of the funds are allocated on the basis of the relative excess number of unemployed individuals** residing in each Local Area as compared to the total excess number of unemployed individuals in all Local Areas in the State. **"Excess number of unemployed"** is defined as the number of unemployed individuals in excess of 4.5 percent of the civilian labor force in each Local Area or the number of unemployed individuals in excess of 4.5 percent of the civilian labor force in each area of substantial unemployment within the Local Area.

> The following methodology is used to determine the excess number of unemployed:
>
> For counties classified as areas of substantial unemployment, the excess number of unemployed is determined by subtracting 4.5 percent of the labor force from the number of unemployed individuals within the county. The difference equals the number of excess unemployed.
>
> In situations where the entire county is not classified as an area of substantial unemployment, the excess number of unemployed is determined for each census tract with substantial unemployment within the county. Census data is used to determine which individual census tracts qualify as areas of substantial unemployment. In those

sub-county areas classified as areas of substantial unemployment, 4.5 per cent of the area of substantial unemployment's labor force is subtracted from the number of unemployed individuals within the area of substantial unemployment. The sub-county figures of excess number of unemployed within the county are then added together to determine the total excess number of unemployed within the county.

The remaining **one-third of the funds are allocated on the basis of the relative number of economically disadvantaged adults**, excluding college students and members of the Armed Forces, within each Local Area compared to the total number of economically disadvantaged adults in the State. To determine the number of economically disadvantaged adults within each Local Area, census data is used.

"Adults" are defined for allocation purposes as ages 22-72.

"Disadvantaged adult" means an adult who received an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of: (i) the poverty line; or (ii) 70 percent of the lower living standard income level.

The average unemployment rate for the 12 month period specified by the U.S. Department of Labor will be used.

For each of the three factors in the basic formula, each county's relative share of the state is determined. These three shares are added together and divided by three to determine an overall county share. For multi-county Local Areas, county shares are added together to produce an overall Local Area share of the State.

Hold Harmless Provision

The Local Area shall not receive an allocation percentage for a fiscal year that is less than 90 percent of the average allocation share of the Local Area for the two preceding fiscal years. Amounts necessary for increasing such allocations to local areas shall be obtained by ratably reducing the allocations to be made to other local areas.

After the basic calculation, the 90% hold harmless provision is applied.

Summary

In summary, the Title I – Adult allocations will be determined as follows:

(1) The basic formula is calculated using county level data.. Local Area shares (for multi-county Local Areas) are determined by adding the county shares for each county in the Local Area.

(2) Local Areas whose shares are below 90% of the average of the allocation shares for the two previous years will have their shares increased to 90%. This is done by decreasing, on a pro-rata basis, the shares of Local Areas in excess of 90%.

Title I - Youth Allocation Formula

One-third of the funds are allocated on the basis of the relative number of unemployed individuals residing in areas of substantial unemployment in each Local Area as compared to the total number of such unemployed individuals in all such areas of substantial unemployment in the State. The term **"areas of substantial unemployment"** means any area that is of sufficient size and scope to sustain a program of workforce investment activities carried out under this subtitle and that has an average rate of unemployment of at least 6.5 percent for the 12 month period specified by the U.S. Department of Labor.

For counties with unemployment rates of 6.5 percent or above, the entire county is considered an area of substantial unemployment. Thus, all unemployed individuals within the county's labor force are counted as residing in areas of substantial unemployment.

For counties with unemployment rates below 6.5 percent, census tract data is used to determine areas of substantial unemployment. For these counties, only the number of unemployed individuals residing within census tracts with substantial unemployment are counted. This approach allows for the consideration of "pockets" of unemployment within those counties with overall unemployment rates below 6.5 percent. This results in an accurate representation of the true unemployment status.

Another **one-third of the funds are allocated on the basis of the relative excess number of unemployed individuals** residing in each Local Area as compared to the total excess number of unemployed individuals in all Local Areas in the State. **"Excess number of unemployed"** is defined as the number of unemployed individuals in excess of 4.5 percent of the civilian labor force in each Local Area or the number of unemployed individuals in excess of 4.5 percent of the civilian labor force in each area of substantial unemployment within the Local Area.

The following methodology is used to determine the excess number of unemployed:

For counties classified as areas of substantial unemployment, the excess number of unemployed is determined by subtracting 4.5 percent of the labor force from the number of unemployed individuals within the county. The difference equals the number of excess unemployed.

In situations where the entire county is not classified as an area of substantial unemployment, the excess number of unemployed is determined for each census tract with substantial unemployment within the county. Census data is used to determine which individual census tracts qualify as areas of substantial unemployment. In those sub-county areas classified as areas of substantial unemployment, 4.5 per cent of the area of substantial unemployment's labor force is subtracted from the number of unemployed individuals within the area of substantial unemployment. The sub-county figures of excess number of unemployed within the county are then added together to determine the total excess number of unemployed within the county.

The remaining **one-third of the funds are allocated on the basis of the relative number of economically disadvantaged youth**, excluding college students and members of the Armed Forces, within each Local Area compared to the total number of economically disadvantaged youth in the State. To determine the number of economically disadvantaged youth within each Local Area, census data is used.

> **"Youth"** is defined for allocation purposes as ages 16-21.
> **"Disadvantaged youth"** means an individual who is age 16 through 21 who received an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of: (i) the poverty line; or (ii) 70 percent of the lower living standard income level.

The average unemployment rate for the 12 month period specified by the U.S. Department of Labor will be used.

For each of the three factors in the basic formula, each county's relative share is determined. These three shares are added together and divided by three to determine an overall county share. For multi-county Local Areas, county shares are added together to produce an overall Local Area share of the State.

Hold Harmless Provision

The Local Area shall not receive an allocation percentage for a fiscal year that is less than 90 percent of the average allocation share of the Local Area for the two preceding fiscal years. Amounts necessary for increasing such allocations to local areas shall be obtained by ratably reducing the allocations to be made to other local areas.

After the basic calculation, the 90% hold harmless provision is applied.

Summary

In summary, the Title I – Youth allocations will be determined as follows:

(1) The basic formula is calculated using county level data. Local Area shares (for multi-county Local Areas) are determined by adding the county shares for each county in the Local Area.

(2) Local Areas whose shares are below 90% of the average of the allocation shares for the two previous years will have their shares increased to 90%. This is done by decreasing, on a pro-rata basis, the shares of Local Areas in excess of 90%.

Title I – Dislocated Worker Allocation Methodology

The N.C. Commission on Workforce Development has established the following formula for the allocation of dislocated worker funds to local workforce areas. The allocation formula is included in the State Workforce Investment Plan for North Carolina, and thus approved by the U.S.

Department of Labor.

The formula takes into consideration the factors required in section 133(b)(2)(B)(ii) of the Workforce Investment Act. These factors include: insured unemployed data, unemployment concentrations, plant closing and mass layoff data, declining industries data, farmer-rancher economic hardship data, and long-term unemployment data.

Insured Unemployed: **Twenty-five (25%) percent** of the funds are allocated on the basis of the relative number of insured unemployed individuals in a county as compared to the total number of insured unemployed individuals in all counties. The data source is the Employment Security Commission, Labor Market Information Division extractions from the Unemployment Insurance System database for the 12-month period specified by the U.S. Department of Labor.

Unemployment Concentrations: Twelve and one-half (12.5%) percent of the funds are allocated on the basis of the relative number of unemployed individuals in areas of substantial unemployment as compared to the total number of individual in all areas of substantial unemployment. (An Area of Substantial Unemployment is a county or Census Tract with an unemployment rate of 6.5% or more.) The data sources are labor force data from the Employment Security Commission, Labor Market Information Division for the 12-month period specified by the U.S. Department of Labor and the most recent census data available.

Plant Closings and Mass Layoffs: Twenty-five (25%) percent of the funds are allocated on the basis of the relative number of individuals involved in plant closings and mass layoffs in a county as compared to the total number of individuals involved in plant closings and mass layoffs in all counties. The data source is the Employment Security Commission, Labor Market Information Division's Plant Closing and Mass Layoffs Reports for the 12-month period specified by the U.S. Department of Labor..

Declining Industries: Twenty-five (25%) percent of the funds are allocated on the basis of the relative employment growth by county (declining industries) as the change in employment from October to October. The data source is the Employment Security Commission, Labor Market Information Division Labor Force data. To get a gross change in employment subtract the employment data from October of first year from the employment data from October in the second year, and divide the difference by employment in the first year. The positive and negative employment growth rates are ranked lowest to the highest. This ranking is divided into quartiles for allocation of resources. The quartile with the lowest growth rate is assigned a 40% share; the next lowest growth rate quartile is assigned a 30% share; the third lowest growth rate quartile is assigned a 20% share; and the highest growth rate quartile is assigned a 10% share of the funds allocated to this factor. The funds assigned to each quartile are divided equally between the counties falling into the quartile.

Long-term Unemployed: Twelve and one-half (12.5%) percent of the funds are allocated on the basis of the relative number of long-term unemployed individuals in a

county as compared to the total number of long-term unemployed individuals in all counties. The data source is the Employment Security Commission, Labor Market Information Division extractions from the Unemployment Insurance System database for the 12-month period specified by the U.S. Department of Labor. Long-term unemployed individual is defined as an individual who received his/her final unemployment compensation payment during the twelve-month period and did not establish a new unemployment insurance claim or went on extended unemployment compensation through another program.

Farmers-Ranchers Hardship Index: **Zero percent (0%)** of the funds are allocated on the basis of the farmer-rancher economic-hardship data. The farmer-rancher economic hardship index in North Carolina is defined as: (a) number of persons employed in agriculture by occupation; (b) change in employment by occupational classification; and (c) annual average unemployment insurance coverage in selected agriculture industries by SIC.

This category is zero weighted because the data necessary to make it a weighted part of the formula is not available in North Carolina.

Transmittal Form

Local Workforce Development Area Name

Administrative Adjustment to the
Local Area PY 2012 Plan

Submission Date:	
Administrative Adjustment Number	
Modification Number	
Purpose of the Submission:	

Budget(s) Attached: Place An **X** By the Appropriate Fund Code

	2010	Administrative Cost Pool
	2020	Adult
	2030	Dislocated Worker
	2031	Dislocated Worker Contingency or Other
	2040	Youth
	2050	10% Statewide Activities
		Other (specify)

STAFF COMPLETING/CONTACT FOR QUESTIONS ON SUBMISSION:

Typed/Printed Name:	
Typed/Printed Title:	
Typed/Printed Telephone No:	
Typed/Printed E-mail Address:	

LOCAL WORKFORCE DEVELOPMENT DIRECTOR SIGNATURE:

Typed/Printed Name:	
Typed/Printed Title:	

Signature: _____

Local Plan Modification Administrative Adjustment And Procedures

The WIA regulations at Section 661.355 require the Governor to establish procedures governing the modification of Local Plans. Situations in which modifications may be required by the Governor include:

- significant changes in local economic conditions;
- changes in the financing available to support WIA Title I and partner-provided WIA services;
- changes to the Local Board structure; and
- a need to revise strategies to meet performance goals.

The regulations at Section 661.305 specify that the local Workforce Development Board is responsible for developing the Strategic Plan in partnership with the Chief Elected Official(s). The State requires that all modifications be submitted by the Workforce Development Board (WDB) with the concurrence of the Chief Elected Official (CEO). Local procedures may define when WDB and CEO sign-off is required on an Administrative Adjustment.

Modification Procedures

A Modification to the Local Area Plan is a plus or minus forty (40) percent change in total funding level from the latest approved plan, Administrative Adjustment or Modification, or as requested by the Division.

Administrative Adjustment Procedures

An Administrative Adjustment to the Local Area Plan is any change of less than plus or minus forty (40) percent in total funding level from the latest approved plan, Administrative Adjustment or Modification; any change in local procedures, processes and services; and the development of significant policies, interpretations, guidelines and definitions.

Administrative Adjustments making changes to or the addition/deletion of payment systems require prior Division of Workforce Solutions approval before the Local Area may implement the change.

Administrative Adjustments must be submitted to the Division in accordance with local procedures, and must be accompanied by a “Transmittal Sheet” signed by the authorized Local Area (LA) signatory designated in the Local Area Plan.

The Division of Workforce Solutionst will provide written notice of Administrative Adjustment approval/disapproval to the Local Area.

Numbering

Administrative Adjustments and Modifications shall be numbered sequentially beginning with number one for the PY 2012Local Workforce Development Area Plan.

Sunshine Provision

In accordance with Regulations 661.307, the Workforce Development Board must conduct its business in an open manner by making available to the public, on a regular basis through open meetings, information about the activities of the Local Board. Included is information about: the Local Plan prior to its submission; Board membership; significant policies, interpretations, guidelines and definitions; and, on request, minutes of formal meetings of the Board.

Attachment R

Budget Worksheets
and
Worksheet Instructions

Provided by Division of Workforce Solutions when
PY 2012 Local Allocations are final based on NC Allotment from the
U.S. Department Of Labor

Completed Worksheets to be submitted by
Local Workforce Development Area