



**North Carolina**  
**Department of Commerce**  
*Division of Workforce Development*

**Beverly Eaves Perdue, Governor**  
**J. Keith Crisco, Secretary**

**Roger Shackelford, Executive Director**

May 8, 2009

LOCAL AREA ISSUANCE NO. 2009-11

**SUBJECT:** Plan Modification Instructions to incorporate the American Recovery and Reinvestment Act of 2009 (ARRA).

**PURPOSE:** To transmit the Division of Workforce Development's Instructions for the preparation and submission of the ARRA Plan for the Comprehensive (year round) Youth Program, Summer Youth Employment Program, Adult Program and Dislocated Worker Program.

**BACKGROUND:** Local Workforce Development Areas are to use the attached Planning Instructions for the development of Program Year (PY) 2008 Plan Modification Number 3-A incorporating the American Recovery and Reinvestment Act of 2009 (PY 2008 funds) for youth, adult and dislocated worker activities. The ARRA was signed into law effective February 17, 2009.

Additional ARRA background is found in U. S. Department of Labor Training and Employment Guidance Letters (TEGL) 14-08 and 14-08, Change 1. A significant change in ARRA from the Workforce Investment Act (WIA) regarding youth activities allowed in ARRA Section 101(13)(A) of the WIA shall be applied by substituting "age 24" for "age 21". Therefore, ARRA youth activities may be provided to a youth who is not less than age 14 and has not reached his/her 25<sup>th</sup> birthday; is low income; and is an individual who has one or more of the barriers defined at 101(13)(C) of the WIA.

ACTION: Local Workforce Development Areas are to follow the attached Instructions for development of Local Workforce Development Area PY 2008 Transition Plan Modification Number 3-A incorporating PY 2008 ARRA funds.

Plans are due to the Division of Workforce Development by Thursday, June 4, 2009, and must be accompanied by the signatory page provided with these instructions bearing original signatures of the Chief Elected Official(s) and the Workforce Development Board Chairperson.

EFFECTIVE DATE: February 17, 2009

EXPIRATION DATE: June 30, 2011

CONTACT: Division Planner

  
\_\_\_\_\_  
Roger Shackleford

Attachments: [Attachment](#) – AARA Plan Instructions Enrollment Form  
[Attachment](#) – AARA Plan Instructions Worksite Form  
[Attachment](#) – Final PY 2008 AARA Budget Worksheets

**NC Planning Instructions Modification 3-A  
to Local Workforce Development Area  
Program Year 2008 Transition Plan**

American Recovery and Reinvestment Act of  
2009

Summer Youth Employment  
Adult  
Dislocated Worker  
Comprehensive Youth

# American Recovery and Reinvestment Act of 2009

## PLAN SUBMISSION

The purposes of the American Recovery and Reinvestment Act include to preserve and create jobs and promote economic recovery and to assist those most impacted by the recession. Funding provided under the American Recovery and Reinvestment Act (ARRA) of 2009 is to be implemented expeditiously and effectively with full transparency and accountability for the expenditure of funds. The ARRA was signed into law on February 17, 2009.

Local Workforce Development Areas are to use these instructions to prepare and submit the PY 2008 Local Workforce Development Area Transition Plan Modification #3-A. Modification #3-A must be received at the Division by 5:00 P.M. on **Thursday, June 4, 2009**. Modification #3-A may be submitted in hard copy, hole-punched for a three-ring hard-back notebook using tabbed dividers between each attachment or as a Compact Disk (CD). Local Workforce Development Area Transition Plan Modification #3-A responses should be preceded by the section heading, number and question as stated in the Instructions. If responses to questions are provided by attachments, references to the attachments should be in narrative answer.

Local Workforce Development Area Transition Plan Modification #3-A is to be developed by the local Workforce Development Board (WDB) in partnership with the appropriate Chief Elected Official(s). This Local Area Transition Plan Modification #3-A submission must include a WDB and CEO Signatory Sheet (form attached), with the original signatures of the Chief Elected Official(s) and the Workforce Development Board Chair. A signed Transmittal Page (form attached) should be the second page of the Plan submission following the Signatory Sheet. These two forms must be submitted in hard copy with original signatures. Each numbered item in the Instructions must be addressed.

### References.

- Workforce Investment Act of 1998, as amended (29 U.S.C. 2801 et seq.)
- WIA Regulations, 20 CFR parts 652 and 660-671
- The American Recovery and Reinvestment Act of 2009 (P.L. 111-5)
- Planning Guidance for the Strategic State Plan for Title I of the Workforce Investment Act of 1998 (WIA) and the Wagner-Peyser Act (73 FR 72853 (Dec. 1, 2008)) (OMB No. 1205-0398)
- TEGL No. 17-05, “Common Measures Policy for the Employment and Training Administration’s (ETA) Performance Accountability System and Related Performance Issues”
- TEGL No. 28-05, “The Employment and Training Administration’s (ETA’s) New Strategic Vision for the Delivery of Youth Services under the Workforce Investment Act (WIA): Expanding ETA’s Vision for the Delivery of Youth Services under WIA to include Indian and Native American Youth and Youth with Disabilities”
- TEGL No. 2-07, “Leveraging Registered Apprenticeship as a Workforce Development

### Strategy for the Workforce Investment System”

- TEGL No. 9-08, “Negotiating Performance Goals for the Workforce Investment Act Title IB Programs and Wagner-Peyser Act Funded Activities for Program Year 2009”
- TEGL No. 13-08, “Allotments for training and employment services as specified in the American Recovery and Reinvestment Act of 2009 (Recovery Act) for activities under the Workforce Investment Act of 1998 (WIA). Workforce Investment Act Adult, Dislocated Worker and Youth Activities Program Allotments; Wagner-Peyser Act Allotments, and Reemployment Service (RES) Allotments.”
- TEGL No. 14-08, Guidance for Implementation of the WIA and Wagner-Peyser Act funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009 and No.14-08, Change 1.
- NC Division of Workforce Development Local Area Issuances 2009-02; 2009-07; 2009-09.

### **PUBLIC COMMENT**

In accordance with Section 661.307 of the WIA Regulations, 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 Workforce Development Board. This information includes Transition Plan Modification #3-A 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 Workforce Development Plans are subject to public comment requirements [61.350(8)].

### **TRANSMITTAL**

Original Local Area Transition Plan Modification #3-A may be submitted as a Compact Disk (CD) with signature forms and/or hard copy by mail to the attention of your Division Planner at:

N. C. Division of Workforce Development  
4316 Mail Service Center  
Raleigh, N. C. 27699-4316

or hand delivered to the Division at 313 Chapanoke Road, Suite #120, Raleigh, N.C. to be received by 5:00 p.m., **Thursday, June 4, 2009.**

**WORKFORCE INVESTMENT ACT OF 1998  
FUNDING PROVIDED BY  
AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009**

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**Local Workforce Development Area Name**

We affirm that the Local Area Workforce Development Board (WDB) and the Chief Elected Official (CEO) of the Local Area, in partnership, have developed and now submit this comprehensive, strategic local Workforce Development Modification Number 3-A to the Program Year 2008 Transition Plan, in compliance with the provisions of the federal Workforce Investment Act of 1998 and American Recovery and Reinvestment Act of 2009 and instructions issued by the Governor under authority of the Acts.

**WORKFORCE DEVELOPMENT  
BOARD CHAIR**

**CHIEF ELECTED OFFICIAL**

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Typed Name

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Typed Name

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Title

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Title

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Signature

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Signature

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Date

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Date

# TRANSMITTAL FORM

**Local Workforce Development Area Name**

**ADMINISTRATIVE ADJUSTMENT/MODIFICATION TO THE  
LOCAL AREA PY 2008 TRANSITION PLAN MODIFICATION NO. 3-A  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)**

Submission Date:

Administrative Adjustment No.  
Modification Number

Purpose of the Submission:

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

	4010	Administrative Cost Pool
	4020	Adult
	4030	Dislocated Worker
	4031	Rapid Response Statewide Activities
	4040	Youth
	4050	10% Statewide Activities
		Other (specify)

Revision(s):

Revised page(s) attached to this sheet is/are to replace page(s) number(ed) in referenced section:

**STAFF COMPLETING/CONTACT FOR QUESTIONS ON SUBMISSION:**

Typed/Printed Name:

Typed/Printed Title:

Typed/Printed Telephone No:

Typed/Printed E-mail Address:

**AUTHORIZED LOCAL WORKFORCE DEVELOPMENT AREA SIGNATURE:**

Typed/Printed Name:

Typed/Printed Title:

Signature:

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# AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) OF 2009

## I. Master Plan

- 1. Provide the Local Workforce Development Area's official (legal) name as it appears on the local Consortium Agreement or in the formal application for Local Area status.*
- 2. Provide the name, mailing address and street address, title, telephone and fax numbers and e-mail address of the Local Workforce Development Director.*
- 3. Provide the name, address, elected title and telephone number(s) of the Local Area's Chief Elected Official(s).*
- 4. Provide the Workforce Development Board (WDB) Chair's name, business title, name of business and address, e-mail address, and telephone number.*

## II. ARRA - Local Workforce Development Area Youth Program

- 1. Provide an overview of how the Local Workforce Development Area will deliver Summer Youth employment opportunities.*
- 2. Describe the anticipated Summer Youth program design for the Youth funds. Include in this description the following components, if applicable:*
  - a. Specify whether the Local Workforce Development Area plans to serve youth ages 14-15.*
  - b. Specify the percent served as in-school or out-of-school youth.*
  - c. Specify the percent to be served as older youth (19-24) or younger youth (14-18).*
  - d. Are transportation services or other supportive services being offered or provided? If so, describe.*
  - e. What wage is being offered and will wages be increased during the work experience? (If increased, describe.)*
  - f. Will needs-related payments be provided? If so, provide policy.*
  - g. Describe policy for incentives for achievements by youth, if applicable.*
- 3. Describe plans to continue services and engage older youth after September 2009, if applicable.*
- 4. Describe the Local Workforce Development Area's plan to attain the goal of expending at minimum 70% of the ARRA Youth funds by September 30, 2009.*

5. *How will the Local Workforce Development Area ensure that meaningful work experiences will be provided?*
6. *Will there be a mix of classroom versus worksite time in Summer Youth? Describe any opportunities that will connect Summer Youth employment to academic and/or occupational training.*
7. *Describe any strategies that the Local Workforce Development Area is implementing to support out-of-school youth during summer and/or non-summer months, such as supportive services, needs-related payments, and/or day-care expenses.*
8. *Provide the estimated number of youth to be served through ARRA, including the estimated number of summer employment enrollments, and provide estimated expenditures on the format provided as Attachment 1.*
9. *Provide a list of worksites and county locations being used for Summer Youth employment opportunities. Identify the sites as private, not-for-profit or government. Indicate if work experience is in USDOL emphasis areas (apprenticeship, health care, 'green' jobs). Use format provided as Attachment 2.*
10. *What is the Local Workforce Development Area's vision for ensuring that every youth has the opportunity for developing and achieving career goals through education and workforce training, including the youth most in need of assistance, such as out-of-school youth, homeless youth, youth in foster care, youth aging out of foster care, youth offenders, children of incarcerated parents, migrant and seasonal farm worker youth, and youth with disabilities. Include Local Workforce Development Area's plan to serve youth who are the most in need.*
11. *Describe plans to promote and provide 'green' job work experiences.*
12. *Describe the Local Workforce Development Area's orientation and training for worksite supervisors including information on Child Labor Laws.*
13. *Provide methods that will be used to promote safety of youth participants engaged in work experience.*

### **III. ARRA – Local Workforce Development Area Adult & Dislocated Worker Program**

- 1. Provide a detailed analysis of the local economy, the labor pool, and the labor market in context of the use of ARRA resources.*
- 2. Describe how workforce investment system resources, both ARRA and regular formula funds, will be deployed concurrently to maximize services.*
- 3. Describe how adults and dislocated workers, including low-income adults, who need to acquire new skills, will have increased opportunity for education and training as a result of ARRA resources.*
- 4. Describe how the Local Workforce Development Area will address a dual-customer approach of meeting the skill needs of existing and emerging employers and high-growth occupations, and the training of under-skilled adults to meet labor market demands.*
- 5. Describe how ARRA workforce activities (e.g., adult education, job training, postsecondary education, registered apprenticeship, career advancement, needs-related payments, and supportive service activities) will be aligned in career pathways for participants.*
- 6. Describe how the Local Workforce Development Area will partner to develop workforce solutions with community colleges, businesses and labor organizations, registered apprenticeship program sponsors, civic groups, and community organizations to align workforce development with strategies for regional development.*
- 7. Describe innovative service delivery strategies the Local Workforce Development Area has or is planning to undertake to maximize resources, increase service levels, improve service quality, achieve better integration and meet other key Local Workforce Development Area goals.*
- 8. Describe local strategies and policies to ensure adults and dislocated workers have universal access to the minimum required core services as described in §134(d)(2). How will the Local Workforce Development Area integrate resources provided under the Wagner-Peyser Act and WIA Title I for adults and dislocated workers, as well as resources provided by required One-Stop partner programs, to deliver core services. (§112(b)(17)(a)(i).)?*

- 9. Provide the estimated number of adults and dislocated workers to be served through ARRA and provide estimated expenditures on the format provided as Attachment 1.***
- 10. What policies and strategies does the Local Workforce Development Area have in place to ensure that, pursuant to the Jobs for Veterans Act (P.L.107-288) (38 USC 4215), priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the USDOL.***
- 11. Describe the criteria to be used by the Local Workforce Development Board to determine whether ARRA funds allocated to the Local Workforce Development 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 will be applied.***

## **IV. JobLink Career Centers**

- 1. Describe the approach for service delivery in the JobLink Career Centers, including any adjustments in the approach to deliver increased levels of services with funds received under the ARRA. Include responses to the following:**
  - a. Career Centers' methods of organizing their service delivery to business customers and individuals**
  - b. Individual assessment process utilized in Career Center**
  - c. Approaches used to ensure funds are targeted to those most in need, including low-income, public assistance recipients, and persons with disabilities and veterans**
  - d. Streamlining of the sequence of service to facilitate individual access to needed services and training**
- 2. Explain how the JobLink Career Centers in the Local Workforce Development Area will serve increased numbers of customers to meet ARRA expectations and local economic demands.**
- 3. In the context of a low-growth economy, have the Career Centers changed training strategies to address longer-term unemployment? If so, describe.**
- 4. Explain how Case Managers are assisting diverse customers, including TANF, other low income individuals and dislocated workers, by matching skills competency training with job growth projections in the region.**
- 5. How will the JobLink Career Centers obtain and track job listings of all jobs created by the ARRA?**
- 6. Discuss how the local JobLink Career Centers and other service options are accessible to persons with disabilities.**
- 7. Discuss how adaptive technologies and other accommodations are available to ensure full service to persons with disabilities.**

## **V. Procurement**

- 1. Describe the competitive and any non-competitive processes that will be used by the Local Workforce Development Area to award grants and contracts for activities under ARRA, including how potential bidders are being made aware of the availability of grants and contracts. (§112(b)(16).) (Note: All procurements must comply with OMB requirements codified in 29 CFR Parts 95.40-95.48 and 97.36.)*
- 2. Describe how youth service providers will be procured under the ARRA. Specifically describe procedures for procuring summer employment operational entities and employment opportunities.*
- 3. Provide a list of the contract agencies providing Summer Youth ARRA services as Attachment 3.*
- 4. Provide a list of the contract agencies providing ARRA Adult, Dislocated Worker and Comprehensive Youth services as Attachment 4.*
- 5. How will the Local Workforce Development Area implement the ARRA provision that a Local Workforce Development Board (WDB) may award a contract to an institution of higher education or other eligible training provider if the local WDB determines that it would facilitate the training of multiple individuals in high-demand occupations, and if such a contract does not limit customer choice?*

## **VI. Monitoring & Oversight**

- 1. Describe the oversight criteria and monitoring procedures the Local Workforce Development Area will use. Include procedures to be used for oversight of summer employment worksites and provide Summer Youth monitoring document as Attachment 5.*
- 2. The ARRA requires Local Workforce Development Areas to report on work readiness to assess the effectiveness of summer employment opportunities for youth. What is the local methodology for determining whether a measurable increase in work readiness skills has occurred, and what tools will be used for this determination?*
- 3. Provide as Attachment 6 the Local Workforce Development Area fiscal monitoring plan for onsite reviews including procurement, cost accounting, payroll procedures, financial tracking and reporting and close-out procedures.*
- 4. Describe the Local Workforce Development Area procedures to ensure the following:*

*ARRA funds will be tracked in a manner clearly distinguishable from non-ARRA funding; data needed from all levels will be collected for financial reporting and will be provided the State within 5 days after the end of the quarter; resolution policy for any audit findings, investigations, or fiscal system problems are in place; internal controls are sufficient to mitigate the risk of waste, fraud and abuse.*

## **BACKGROUND**

### Sec. 664.460 What are work experiences for youth?

(a) Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. As provided in WIA section 129(c)(2)(D) and Sec. 664.470, work experiences may be paid or unpaid.

(b) Work experience workplaces may be in the private, for-profit sector; the non-profit sector; or the public sector.

(c) 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. 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 youth 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 the activities performed by the youth. Work experiences may be subsidized or unsubsidized and may include the following elements:

(1) Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS);

(2) Exposure to various aspects of an industry;

(3) Progressively more complex tasks;

(4) Internships and job shadowing;

(5) The integration of basic academic skills into work activities;

(6) Supported work, work adjustment, and other transition activities;

(7) Entrepreneurship;

(8) Service learning;

(9) Paid and unpaid community service; and

(10) Other elements designed to achieve the goals of work experiences.

(d) In most cases, on-the-job training is not an appropriate work experiences activity for youth participants under age 18. Local program operators may choose, however, to use this service strategy for eligible youth when it is appropriate based on the needs identified by the objective assessment of an individual youth participant. (WIA sec. 129(c)(2)(D).)

### Out-of-School Youth

The requirement that local areas expend a minimum of 30 percent of funds on out-of-school youth applies to the Recovery Act funds. Local Workforce Development Areas must ensure that a minimum of 30 percent of funds are used for serving out-of-school youth.

### Summer Youth Performance Measures

With respect to performance measures, the work readiness performance indicator described in section 136(b)(2)(A)(ii)(I) of the WIA shall be the only measure of performance used to assess the effectiveness of summer employment for youth provided with such funds

As described in USDOL Training and Employment Guidance Letter No. 17-05, Attachment B:

*Occupational Skills Goal* - A measurable increase in primary occupational skills encompassing the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines. (Please note: this term applies to the current WIA statutory youth measures only, it does not apply to the common measures).

*Work Readiness Skills Goal* - A measurable increase in work readiness skills including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image. (Please note: this term applies to the current WIA statutory youth measures only, it does not apply to the common measures).

*Integration of Work-Based and Classroom-Based Learning Activities* - In some situations, Local Workforce Development Areas may want to complement work-based experience with classroom-based learning so that the youth are provided with assistance in developing and refining attitudes, values, and work habits which will contribute to their success in the workplace. Some Local Workforce Development Areas have integrated work experience activities and learning to the point that all learning is acquired on the job. While this is an acceptable model for older youth who already possess the necessary academic skills, it may not be appropriate for younger youth and older youth with educational deficiencies. For these youth, a combination of work-based and classroom-based learning activities may be warranted to provide basic skills instruction, career exploration and life skills training. In these situations, classrooms may be transformed into interactive, work-related environments to complement the work experience activities.

#### Youth Most in Need

Local Workforce Development Areas are encouraged to focus services on the youth most in need including: out-of-school youth and those most at risk of dropping out, youth in and aging out of foster care, youth offenders and those at risk of court involvement, homeless and runaway youth, children of incarcerated parents, migrant youth, Indian and Native American youth, and youth with disabilities.

### Incorporating ‘Green’ Work Experience

Opportunities for skilled workers in the fields of solar, geothermal, wind power design, and the use of environmentally-friendly building materials will mean increased job opportunities for young people who have had exposure to work experiences that equip them with the appropriate “green” knowledge. States and local areas can identify regional and local environmental resources, businesses, and pre-apprenticeship programs promoting “green” jobs and products to provide youth summer work experiences that prepare them to compete in a “green” economy.

### Priority of Services Due to Limited Funding

Section 661.350(a)(11) requires that the Local Plan provide a description of the criteria to be used by the Governor and the Local Board to determine whether 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.

In addition, the American Recovery and Reinvestment Act and US DOL Training and Employment Letter 14-08 gives priority to recipients of public assistance and other low-income individuals as described in WIA section 134(d)(4)(E).

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. Generally, priority issues only become a concern in the job training community when training opportunities are limited or when funds are in short supply.

### Priority of Service for Veterans and Eligible Spouses

States and local areas must incorporate priority of services for veterans and eligible spouses sufficient to meet the requirements of 20 CFR part 1010, published at Fed. Reg. 78132 on December 19, 2008, the regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act. Under sec. 1010.310(b)(3) of these regulations, when the veterans priority is applied in conjunction with another statutory priority like the ARRA’s priority for recipients of public assistance and low-income individuals, veterans and eligible spouses who are members of the Recovery Act priority group must receive the highest priority within that priority group, followed by nonveteran members of the Recovery Act priority group.

## **LOCAL PLAN ADMINISTRATIVE ADJUSTMENT AND MODIFICATION PROCEDURES**

The WIA regulations at Section 661.355 require the Governor to establish procedures governing the modification of Local Workforce Development 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 Workforce Development 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).

### **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 is required for 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 Division approval before the Local Workforce Development 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 Workforce Development Area Plan.

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

### **Numbering**

The Administrative Adjustment numbering sequence will begin with number "1-A". Program identifying numbers are: Youth 4040, Adult 4020, Dislocated Worker 4030 and Administration 4010.

### **Sunshine Provision**

In accordance with 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.

### **ARRA Fund Transfers**

Per FY 2009 Omnibus Appropriations Act and Training Employment & Guidance Letter 14-08, Change 1, transfer limits between Adult and Dislocated Worker funds is allowable and set at the rate of 30 percent.

### **Allocations**

Attached are the ARRA Allocations.

### **Budgets**

Attached are ARRA Budget Forms for Youth, Adult, Dislocated Worker and Administration.

### American Recovery and Reinvestment Act of 2009 Allocations

LOCAL AREA	LA #	ADULT TOTAL	ADULT PROGRAM	ADULT ADMIN	DW TOTAL	DW PROGRAM	DW ADMIN	YOUTH TOTAL	YOUTH PROGRAM	YOUTH ADMIN
CAPE FEAR	33	\$346,118	\$311,506	\$34,612	\$626,110	\$563,499	\$62,611	\$816,649	\$734,984	\$81,665
CAPITAL AREA	34	509,504	458,554	50,950	1,575,313	1,417,782	157,531	1,346,401	1,211,761	134,640
DURHAM	35	205,146	184,631	20,515	561,862	505,675	56,187	550,703	495,633	55,070
CENTRALINA	36	576,952	519,257	57,695	2,349,892	2,114,903	234,989	1,294,465	1,165,019	129,446
CHARLOTTE/MECKLENBURG	37	672,043	604,839	67,204	1,868,469	1,681,622	186,847	1,676,623	1,508,961	167,662
CUMBERLAND	38	279,731	251,758	27,973	565,840	509,256	56,584	693,055	623,749	69,306
DAVIDSONWORKS	39	190,043	171,039	19,004	583,081	524,773	58,308	423,213	380,892	42,321
EASTERN CAROLINA	40	448,583	403,725	44,858	1,274,082	1,146,674	127,408	1,052,901	947,611	105,290
GASTON	41	273,140	245,826	27,314	734,031	660,628	73,403	667,165	600,449	66,716
GREENSBORO	42	475,275	427,747	47,528	1,115,661	1,004,095	111,566	1,267,593	1,140,834	126,759
KERR TAR	43	314,836	283,352	31,484	1,065,659	959,093	106,566	675,436	607,892	67,544
LUMBER RIVER	44	595,746	536,171	59,575	1,197,780	1,078,002	119,778	1,471,223	1,324,101	147,122
MID-CAROLINA	45	207,624	186,862	20,762	582,752	524,477	58,275	452,569	407,312	45,257
MOUNTAIN AREA	46	199,205	179,284	19,921	747,923	673,131	74,792	453,262	407,936	45,326
NORTHWEST PIEDMONT	47	521,196	469,076	52,120	2,598,061	2,338,255	259,806	1,150,498	1,035,448	115,050
REGION C	48	334,060	300,654	33,406	974,887	877,398	97,489	740,516	666,464	74,052
HIGH COUNTRY	49	215,103	193,593	21,510	989,541	890,587	98,954	556,405	500,764	55,641
TURNING POINT	51	691,835	622,652	69,183	1,157,613	1,041,852	115,761	1,699,120	1,529,208	169,912
REGION Q	52	396,100	356,490	39,610	1,012,651	911,386	101,265	986,115	887,503	98,612
REGIONAL PARTNERSHIP	54	295,079	265,571	29,508	1,090,200	981,180	109,020	904,605	814,145	90,460
SOUTHWESTERN	55	230,260	207,234	23,026	775,970	698,373	77,597	555,090	499,581	55,509
WESTERN PIEDMONT	56	450,342	405,308	45,034	1,631,237	1,468,113	163,124	1,054,127	948,714	105,413
PEE DEE	58	203,058	182,752	20,306	708,754	637,879	70,875	479,294	431,365	47,929
NORTHEASTERN	59	155,611	140,050	15,561	864,195	777,775	86,420	343,065	308,758	34,307
<b>TOTALS</b>		<b>\$8,786,590</b>	<b>\$7,907,931</b>	<b>\$878,659</b>	<b>\$26,651,564</b>	<b>\$23,986,408</b>	<b>\$2,665,156</b>	<b>\$21,310,093</b>	<b>\$19,179,084</b>	<b>\$2,131,009</b>