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**Workforce Investment Act  
State Compliance Policies**

**Section 1.2**

**Local Workforce Investment Board Plan**

**March 2005**

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**I. Introduction:**

The State Workforce Investment Board (SWIB) has developed a standardized format for the Local Workforce Investment Board Plan to assure the plans submitted conform to all the requirements of the Workforce Investment Act of 1998 and the Final Regulations dated August 11, 2000. (WIA Section 118, §661.345 and §661.350)

Local Workforce Investment Boards (LWIB) must use the elements of the Local Workforce Investment Plan (Plan), as provided in this policy when submitting either the two-year plan or any plan modifications to the State Workforce Investment Board.

**II. Approval/Disapproval of Local Workforce Investment Plans:**

- A. The SWIB and the Governor must review completed plans and must approve all such plans within ninety (90) days of their submission, unless the SWIB and the Governor determine in writing that: [§661.350(b)]
1. There are deficiencies identified in local workforce investment activities carried out under this subtitle that have not been sufficiently addressed; or
  2. The plan does not comply with Title I of WIA and the Final Regulations, including the required consultations, public comment provisions and the non-discrimination requirements of 29 CFR Part 37.

**III. Publication Procedures for the Two-Year Plan and Modifications (TEGL 14-04 and §661.345):**

- A. The LWIB must publish a summary of the plan 90 days prior to the beginning of the two (2) years covered by the plan. The summary shall be published in at least two newspapers of general circulation, including one in rural Nevada. The summary must include the location of the plan for general public review. Proof of publication is to be included with the two-year plan.
- B. The plan shall be reasonably available to the general public through such means as local news facilities, the public library, and public hearings. The SWIB must be notified of the dates of any public hearings.

#### **IV. Plan Modification and Plan Revisions**

- A. §661.355 requires that a modification be submitted if changes in local economic conditions, changes in the financing available (+/-15%) to support WIA Title I and partner-provided WIA services, changes to the LWIB structure, or a need to revise strategies to meet negotiated levels of performance.
- B. Modified and revised plans must include:
  - 1. A summary of the reason for modification or revision
  - 2. A corrected table of contents, if required
  - 3. Narrative changes must be bold face type for ease of review

#### **V. Outline of the Local Workforce Investment Board Plan:**

- A. Local Workforce Investment Plan Signature Sheet
- B. Table of Contents
- C. Assurances and Certifications
- D. Document List
- E. General Plan Information
  - 1. Goals and Objectives
  - 2. Local Workforce Investment Board
  - 3. Economic Development/Local Labor Area
  - 4. Performance Management
  - 5. One Stop System
  - 6. Coordination
  - 7. Public Comments/Process
- F. Organizational Structure
  - 1. Organization Chart
- G. Program Management
  - 1. Program Design
    - a. Priority and Special Populations
    - b. Assessment
    - c. Employment and Training Needs
    - d. Adult/Dislocated Worker
    - e. Youth
    - f. Rapid Response
    - g. Training Providers
    - h. Individual Training Accounts
    - i. Data Collection/Reporting Process
    - j. Monitoring
  - 2. Financial
  - 3. Incentive Grant

**VI. Element of the Local Workforce Investment Board Plan:**

**A. Local Workforce Investment Plan Signature Sheet [§661.345(a)]**

Local Workforce Investment Board Name and Address:

In accordance with the federal Workforce Investment Act, the undersigned Chief Local Elected Official and Local Workforce Investment Board chairperson have approved the Local Workforce Investment Board Plan and agree to operate, or cause to be operated, programs pursuant to this plan. The undersigned certifies that he/she concurs with the contents of this plan and agrees that this plan shall be carried out through contracted service providers as well as participating One-Stop Partners through the attached Memoranda of Understanding. The undersigned further certifies that no subgrant shall be executed without the concurrence of the designated local elected officials, the Local Workforce Investment Board, and the state of Nevada. This plan consists of this page, the Table of Contents, and all of the sections and attachments indicated on the Table of Contents.

**Approved for the Local Workforce Investment Board**

\_\_\_\_\_  
**Signature of Chairperson**

**Date:** \_\_\_\_\_

**Approved for Local Elected Officials**

\_\_\_\_\_  
**Signature of Chief Elected Official**

**Date:** \_\_\_\_\_

**B. Table of Contents [When submitting plans, LWIBs must complete the Table of Contents using the format listed in Section V above of this Policy.]**

**C. Assurances and Certifications**

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**CERTIFICATION REGARDING LOBBYING**

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**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS  
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of

Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more that \$100,000 for each such failure.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**Approved for the Local Workforce Investment Board**

\_\_\_\_\_  
**Signature of Chairperson**

**Date:** \_\_\_\_\_

**Approved for Local Elected Officials**

\_\_\_\_\_  
**Signature of Chief Elected Official**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**CERTIFICATION REGARDING**  
\_\_\_\_\_

\_\_\_\_\_  
**DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**  
**PRIMARY COVERED TRANSACTIONS**  
\_\_\_\_\_

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

- (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 from covered transactions 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 government 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.

**INSTRUCTIONS FOR CERTIFICATION  
(Debarment)**

1. By signing and submitting 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 of Labor's (DOL) 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 DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered and erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns his or her certification was erroneous when submitted or has become erroneous by reason of charged circumstances.

5. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “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 DOL 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 debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions,” provided by the DOL, 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 it is not 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.
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 what 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 suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.

**Approved for the Local Workforce Investment Board**

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**Signature of Chairperson**

**Date:** \_\_\_\_\_

**Approved for Local Elected Officials**

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**Signature of Chief Elected Official**

**Date:** \_\_\_\_\_

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NONDISCRIMINATION AND EQUAL OPPORTUNITY

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REQUIREMENTS OF WIA

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(1) As a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act 1998, including the Nontraditional Employment for Women Act of 1991 (where applicable); title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirement imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

(2) The grant applicant certifies that it has developed and maintains a “Methods of Administration” pursuant to 29 CFR 34.33.

(3) The grant applicant is attaching information pursuant to 29 CFR 34.24 (a)(3)(ii) where applicable, including the name of any Federal agency other than the Department of Labor’s Directorate of Civil Rights that conducted a civil rights compliance review or complaint investigation during the two preceding years in which the grant applicant was found to be in noncompliance; and shall identify the parties to, the forum of, and case numbers pertaining to, any administrative enforcement actions or lawsuits filed against it during the two years prior to its application which allege discrimination on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in WIA.

Note: No findings of noncompliance in the last two years.

**Approved for the Local Workforce Investment Board**

\_\_\_\_\_  
**Signature of Chairperson**

**Date:** \_\_\_\_\_

**Approved for Local Elected Official**

\_\_\_\_\_  
**Signature of Chief Elected Official**

**Date:** \_\_\_\_\_

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CERTIFICATION REGARDING DRUG-FREE

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WORKPLACE REQUIREMENTS

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- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee to provide in the space below the primary address of the Administrative entity in connection with this grant.

(Name of Organization, street address, city, and zip code):

Name of Organization: \_\_\_\_\_

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

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved for the Local Workforce Investment Board**

\_\_\_\_\_  
**Signature of Chairperson**

**Date:** \_\_\_\_\_

**Approved for Local Elected Officials**

\_\_\_\_\_  
**Signature of Chief Elected Official**

**Date:** \_\_\_\_\_

ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	LWIB POLICY AND/OR PROCEDURE TITLE, EFFECTIVE/ REVISION DATE
1. GENERAL PLANNING:	
a. Section 117, §661.300, §661.305, §661.315 & §661.325, which establishes the Local Workforce Investment Board (LWIB), its functions and certification requirements. ( <i>Please attach copy of current LWIB agreements and membership list.</i> )	
b. Section 117 (d) and §661.350, which establishes the responsibilities of the LWIB in respect to all stages of program planning, policy setting, oversight, evaluation, and implementation. The LWIB meeting agendas and minutes of meetings, which indicate the extent of the LWIB’s involvement in the WIA program are available for review upon request.	
c. §661.305 (a)(1), which ensures the LWIB, in partnership with local elected officials, is responsible for developing the Local Workforce Investment Board Plan, including the involvement by representatives of participating One-Stop Partners.	
d. Section 118(c)(1&2) and §661.345(b & c), which requires the local board to make available copies of a proposed plan to the public through such means as public hearings and the local media; allow members of the local board and members of the public including representatives of business and labor organizations, to submit comments on the proposed local plan to the local board, not later than the end of the 30-day period beginning on the date on which the proposed local plan is made available; and include with the local plan submitted to the Governor any comments that express disagreement with the plan.	
e. That the proposed plan, annual modifications and plan revisions have been made available for public review and comment. [§661.345(b)]  If applicable, date of public hearing: _____ <i>If comments were received, copies of these responses should be attached.</i>	

ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	LWIB POLICY AND/OR PROCEDURE TITLE, EFFECTIVE/ REVISION DATE
f. Section 118 (b)(1)(A-C), which requires the LWIB to use appropriate labor market and demographic analysis as the basis for planning programs to ensure (1) a systematic assessment of local labor market needs and problems; and (2) that occupational training provided is in occupations for which job opportunities exist and at the level of skills required by private employers.	
g. Section 134(d)(4)(A)(iii) and §663.310 (c), which requires training provided with funds made available under this Act shall be only for occupations for which there is a demand in the area served or in another area to which the participant is willing to relocate, and consideration in the section of training programs may be given to training in occupations determined to be in sectors of the economy which have a high potential for sustained demand or growth.	
<b>2. PROGRAM DESIGN:</b>	
a. §662.230, which requires access to mandated One-Stop Partners core services through the One-Stop delivery system.	
b. §663.110, §663.115, §663.220, §663.230, §663.310, and §§664.200-220, which define eligibility requirements for adult and dislocated worker core, intensive, and training services, as well as youth services.	
<b>3. PROGRAM MANAGEMENT:</b>	
a. Section 188, §667.275, and 29 CFR Part 37, which requires the LWIB and all subrecipients not to discriminate in employment or in the provisions of services based on race, religion, color, national origin, sex, age, marital status, arrest without conviction, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under the Act.	
b. §667.266 and §667.275(3)(b) which requires the LWIB and its subrecipients not to place participants in the construction operation, or maintenance of any facility which is used or to be used for sectarian instruction or as a place for religious worship.	

ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	LWIB POLICY AND/OR PROCEDURE TITLE, EFFECTIVE/ REVISION DATE
c. Workforce Investment Act Letter (WIAL 3-99), which requires that participation in programs and activities financially assisted in whole or in part under this act shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.	
d. §667.630, which requires that programs funded under the Act, will be administered in full compliance with safeguards against fraud and abuse.	
e. §667.200(d), which requires LWIB and its subrecipient/ subcontractors to comply with the debarment and suspension regulations.	
f. Section 188, 29 CFR Part 37, and 667.275 (a)(3), which requires all recipients to provide physical and programmatic accessibility and reasonable accommodation to WIA program services in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.	
g. 29 CFR Part 37.34, which requires that all grant recipients and their subrecipients must indicate in recruitment brochures and other materials that are ordinarily distributed or communicated in written and/or oral form, electronically and/or on paper, to staff, clients, or to the public at large that the WIA Title I program or activity described “is an equal opportunity employer/program” and that “auxiliary aids and services are available upon request to individuals with disabilities.” These materials must indicate that the program or service provider may be reached by telephone, and must state the telephone number of the Telephone for Deaf and Deafened (TDD) or relay services used as required in 29 CFR Part 37.9(c).	
h. 29 CFR Parts 37.29-33, which requires public notice of EEO provisions.	
i. §667.274, which requires that LWIB and its subrecipients assure compliance with State and Federal health and safety laws as well as to assure the maintenance of workers’	

ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	LWIB POLICY AND/OR PROCEDURE TITLE, EFFECTIVE/ REVISION DATE
compensation insurance on all WIA work-related activities.	
j. §667.600(f), which requires LWIB and its subrecipients to develop a system for the handling of complaints of discrimination from participants in accordance with the Section 188(a) of the Act, regulations and policies issued by the State.	
k. NRS 281.210, WIA Section 117(g) and §667.200(g)(1&2), which requires LWIB to establish local safeguards/policies to assure against nepotism by persons in an administrative capacity with regard to nepotism.	
l. §667.200(e), which requires all recipients and subrecipients to comply with the restrictions on lobbying.	
m. §667.262(a), which requires that no WIA funds be spent on employment generating activities, economic development, and other similar activities, unless they are directly related to training for eligible individuals. [Note: employer outreach and job development activities are directly related to training for eligible participants]	
n. §667.264, which lists activities prohibited under Title 1 of WIA.	
o. §667.268 (a)(1), which lists prohibitions relating to the use of WIA funds to encourage business relocation.	
p. §667.270, which lists safeguards to ensure that participants in WIA employment and training activities do not displace other employees.	
q. §667.300, which requires LWIB and its subrecipients to collect and report information on post-program outcomes for all adult, dislocated workers and youth participants and report to the State.	
r. §663.800, which requires the LWIB, in consultation with participating One-Stop Partners and other community service providers, to develop a policy on supportive services that ensures resource and service coordination in the local area. The policy should address procedures for referral to	

ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	LWIB POLICY AND/OR PROCEDURE TITLE, EFFECTIVE/ REVISION DATE
supportive services, including how such services will be funded when they are not available from other sources. The LWIB must ensure that accurate information is provided about the availability of support services as part of core services offered to customers.	
<b>4. MONITORING:</b>	
<p>a. As part of the statewide monitoring system, the LWIB must develop a sub-state monitoring and oversight plan which provides for oversight and monitoring of WIA activities of its subrecipients and contractors in order to: determine that expenditures have been made against the cost categories and within the cost limitations specified in the Act, regulations, and State polices; determine whether or not there is compliance with other provisions of the Act, regulations, and applicable laws regulations, and State policies; and provide technical assistance as necessary. The plan must also include a monitoring schedule; corrective action procedures including the timely resolution of identified problems; procedures for reporting findings and resolution of identified problems; procedures for reporting findings/resolutions to the State; and procedures for documenting and retaining sufficient information to demonstrate compliance with the Act and Regulations. [667.400 (c)(1) and §667.410]</p>	
<b>5. FINANCIAL MANAGEMENT:</b>	
<p>a. §667.210 and §667.220, which requires the LWIB and its subrecipients to comply with cost limitations provisions for expenditures of allocated funds.</p>	
<p>b. §667.200(c), which requires recipients to follow the Federal allowable cost principles identified in 29 CFR 95.27 and 97.22.</p>	
<p>c. Circular A-133, §667.200(b), 29 CFR Parts 97.26, and 95.26, which require the LWIB to establish an audit and audit resolution system and process in accordance with these provisions.</p>	
<b>6. RECORDS AND REPORTS:</b>	

ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	LWIB POLICY AND/OR PROCEDURE TITLE, EFFECTIVE/ REVISION DATE
a. §667.300(a)(b) & (d) requires that all grant recipients report financial, participant and performance data in accordance with instructions issued by DOL and with established time frames.	
b. 29 CFR Parts 97.42 and 95.53 that requires all fiscal and participant records, including supporting documents, be retained for three (3) years after the grantee submits its final expenditure report for that funding period. Records for nonexpendable property must be retained for a period of three years after final disposition of the property. The grantee ensures records are retained until any litigation, audit, or claim has been finally resolved.	
c. §667.400(c)(2) and §667.410 (b), which requires access and the right to examine and audit all records, books, papers, tapes or documents pertinent to the grant to the state or its designated agent.	
d. §667.300(e) requires the LWIB to prepare and submit an Annual Report to the State in a format to be determined by the Board and DOL.	
7. MISCELLANEOUS:	
a. §661.355, which requires LWIB to modify/revise the local plans in the manner and format required by the State; and to obtain written approval and concurrence from the State before implementing any program modifications/revisions to the plan.	

**Approved for the Local Workforce Investment Board**

\_\_\_\_\_  
**Signature of Chairperson**

**Date:** \_\_\_\_\_

**Approved for Local Elected Officials**

\_\_\_\_\_  
**Signature of Chief Elected Official**

**Date:** \_\_\_\_\_

## **D. Document List**

Using the format provided below list all relevant documentation, which is to be considered a part of this plan, including at a minimum the following:

1. Current LWIB agreement and membership list
2. Current Youth Council membership list
3. Proof of publication
4. Copy of public comments, if applicable
5. Copy of local MOU between LWIB and the One-Stop Partners
6. LWIB Administrative Organization Chart

## **E. General Plan Information**

### **1. Goals and Objectives**

The primary goal of Nevada's Workforce Investment System is to:

*“Make the Workforce Investment System the first choice of all employers and job seekers in Nevada”*

Briefly describe how the LWIB plans on meeting the following objectives:

- a. Improve the quality of Nevada's workforce to meet the needs of Nevada's employers.
  - b. Enhance the productivity and competitiveness of the State of Nevada.
  - c. Increase the employment retention and profits of employers utilizing the Workforce Investment System.
  - d. Reduce welfare dependency and increase self-sufficiency.
  - e. Increase occupational skill attainment by job seekers.
  - f. Increase the employment retention and earnings of employees.
- 2. Local Workforce Investment Board (LWIB)** (WIA Section 117, §661.305, §661.315 and §661.325):
- a. Describe the organization and structure of the LWIB, including the organizations and entities represented on the Board.
  - b. Describe the process your area used to identify and select your Board members.
  - c. Describe how the Local Board will carry out its role and responsibilities outlined in 661.305.
  - d. Describe how the LWIB will coordinate and interact with the State Workforce Investment Board.
  - e. Describe how local elected officials fulfill their role as decision-making partners with the LWIB.

- 3. Youth Council (Council)** [WIA Section 117 (h)(2&4), §661.335, §661.340 and 664.110(c):
  - a. Describe the process the LWIB uses to select Council members.
  - b. Describe the role and responsibilities of the Council including its oversight responsibilities of local youth programs.
- 4. Economic Development/Local Labor Area [WIA Section 118(a)(1)(A-C) and §661.350 (a)(1&2)]**
  - a. Describe how the needs of employers, job seekers and workers in the local workforce investment area are identified.
  - b. Describe how coordination with employers and economic development officials occurs in the development of the local workforce investment system.
  - c. Describe how the current and projected employment opportunities in both the private and public sectors and job skills necessary to obtain such employment opportunities are identified.
  - d. What data sources are used to support these projected opportunities?
  - e. Describe the current demographic characteristics of the general and eligible population.
  - f. Describe the geographic areas to be included.
- 5. Performance Management [WIA Section 136 and §661.350(a)(4)]**
  - a. Indicate, in the charts following, the levels of performance negotiated with the lead state agency on behalf of the Governor for each of the local measures identified in §666.100.

Table for Local Workforce Area Performance Indicators and Goals

WIA Requirement at Section 136(b)	State Standards		Local Workforce Area Performance Goals	
	Program Year		Program Year	
	2005	2006	2005	2006
ADULTS				
Entered Employment Rate				
Retention Rate in Unsubsidized Employment				
Adult Earnings Change in 6 months				
Employment and Credential Rate				
DISLOCATED WORKERS				
Entered Employment Rate				
Retention Rate in Unsubsidized Employment				
Earnings Replacement Rate				
Employment and Credential Rate				
YOUTH (AGES 19-21)				
Entered Employment Rate				
Retention Rate in Unsubsidized Employment				
Earnings Change in 6 months				

WIA Requirement at Section 136(b)	State Standards		Local Workforce Area Performance Goals	
	Program Year		Program Year	
	2005	2006	2005	2006
Credential Rate: Attainment of Educational or Occupational Skills Credential				
YOUTH 14-18				
Skill Attainment Rate: Attainment of Basic, Work Readiness and/or Occupational Skills				
HS Diploma or Equivalent Attainment Rate				
Youth Retention Rate in Post-Secondary Education, Advanced Training, Military, Employment, Qualified Apprenticeships				
Job Seeker Customer Satisfaction				
Employer Customer Satisfaction				

- b. Describe any additional indicators of performance established by the LWIB.
- c. Describe how customer satisfaction data will be evaluated and used to improve services and customer satisfaction.
- d. Describe how the LWIB will evaluate performance. What corrective actions (including sanctions and technical assistance) will the LWIB take if performance falls short of expectations?
- 6. One Stop System [WIA Section 121 and §661.350 (3)(i-ii)]**
  - a. Describe the One-Stop delivery system designated in the local area including:
    - 1) How the LWIB ensures continuous improvement of eligible providers of service and ensures that such providers meet the employment needs of local employers and participants.

- 2) Describe how the LWIB designates and certifies One-Stop Operators in the local area.
  - 3) What mandated partners in §662.200 are participating in the local One-Stop system and how access to each participating partner's core services will be provided in accordance with §662.230.
- 7. Coordination - The Act requires coordination between the LWIB and the programs/agencies listed in Section 112 (b)(8)(A) to enhance the provision of services and avoid duplication of services with these programs/ agencies.**
- a. Briefly describe the linkages established for each of the programs/ agencies listed including type of agreement(s) with each.
  - b. Describe the requirements for coordination of WIA training funds and other grant assistance. (§663.320)
- 8. Public Comments/Process [WIA Section 117(e), §661.345 (b)(1-4) and §661.350 (a)(8)].**
- Describe the process used by the LWIB to provide 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 to the SWIB.

**F. Organizational Structure**

1. **Organization Chart** - attach an Organizational Chart, which includes all program activities with an explanation how this structure enables the LWIB to best accomplish its goals.

**G. Program Management**

**1. Program Design**

- a. **Priority and Special Populations** [WIA Sections 101(25), 134 and §663.600 (c)]

Describe the criteria established to determine the availability of funds and the process by which any priority for services to recipients of public assistance and other low-income individuals will be applied under WIA Section 134 (d)(2)(E), if applicable.

- b. **Assessment**

Describe the policy(s)/guidelines established for service providers in conducting the assessment process for both youth and adult (core, intensive and training services) participants.

- c. **Employment and Training Needs**

Briefly describe how the LWIB will identify and meet the employment and training needs of dislocated workers; displaced homemakers; low-income individuals; public aid recipients and individuals with multiple barriers to employment.

- d. **Adults/Dislocated Workers (WIA Section 134, §663.150 and §663.155)**

**1) Core Services**

- Describe the core services to be provided to adults and dislocated workers [WIA Section 134(d)(2)].
- Describe how these core services will be delivered. (§663.155)

- Describe any core services an individual must receive before receiving intensive services (§663.160), including any minimum time period for participation in core services before receiving intensive services (§663.165).
- 2) Intensive Services [WIA Section 134 (d)(3)(C)]**
- Describe the intensive services to be provided to adults and dislocated workers. (§663.200)
  - Describe how these intensive services will be delivered. (§663.210)
  - Describe the eligibility criteria for adults and dislocated workers to receive intensive services. (§663.220)
  - Describe the criteria to determine whether an employed worker needs intensive services to obtain or retain employment leading to “self sufficiency.” (§663.230)
  - Describe any intensive services an individual must receive prior to receiving training services (§663.240), including any minimum time period for participation in intensive services to be eligible for training services. (§663.250)
- 3) Training Services [WIA Section 134(d)(4)(D)]**
- Describe the criteria for individuals to receive training services. (§663.310)
  - Describe what supporting documentation will be required when training services have been deemed appropriate for an individual.
  - Demand Occupations: describe what supporting documentation will be required to ensure that the selection of a program of training services is linked to employment opportunities either in the local area or in another to which the individual is willing to locate. [§663.310(c)]
- 4) On-the-Job Training (OJT)/Customized Training [WIA Section 101(31) and §663.700, §663.705, §663.710 and §663.720]**
- Describe the criteria used by the LWIB to determine the appropriate length of time for an OJT contract.
  - Describe or attach the guidelines/policy(s) established for providing OJT or Customized Training Activities.
- 5) Supportive Services [WIA Sections 101(46), 134(e)(2-3) and §663.800, §663.805, §663.810 and §663.815]**  
**Either attach a copy of the policy or:**
- Describe how participants are determined to be eligible for supportive services.
  - Describe what types of supportive services will be available.
  - Describe what limits on the amounts or duration of funds for supportive services have been established. (§663.810)
  - Describe how the level of needs-related payments will be determined. (§663.840)

**e. Youth (WIA Section 129)**

- 1) Describe the use and control of the five (5) percent window for the

- non-economically disadvantaged participants. (§664.220)
- 2) Describe the design framework for youth program design (§664.405) in the local area to include the ten program elements listed below: [WIA Section 129(c)(2) and §664.410]
    - Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
    - Alternative secondary school offerings;
    - The summer employment opportunities that link academic and occupational learning as part of the menu of services required in §664.410 (a);
    - Paid and unpaid work experience, including internships and job shadowing to be provided; [WIA Section 129 (c)(2)(D) and §664.460 and §664.470]
    - Occupational skills training;
    - Leadership development opportunities available at the local level as described in §664.420 [WIA Section 129 (c)(2)(F)];
    - Supportive services available to youth [WIA Sections 101(46), 129(c)(2)(G) and §664.440];
    - Adult mentoring for a duration of at least twelve (12) months that may occur both during and after program participation;
    - Follow-up services to be provided youth at the local level [WIA Section 129 (c)(2)(G) and §664.450];
    - Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
  - 3) Describe how the LWIB will ensure that service providers adhere to the 30% minimum expenditure requirement for out of school youth programs. (§664.320)
- f. Rapid Response [WIA Section 118 (b)(5), §665.300, §665.310, §665.320 and §665.330]**
- 1) Describe Rapid Response participation at the local level.
- g. Training Providers (WIA Sections 122 & 123, §663.505, §663.510 and §663.515)**
- 1) Describe the competitive and non-competitive processes that will be used to award grants and contract for activities under Title I including how potential bidders are being made aware of the availability of grants and contracts.
  - 2) Describe how the local Board will identify training providers to be recommended for certification as eligible for receipt of WIA vouchers from Individual Training Accounts (ITAs).
  - 3) Describe the process for requesting a training provider be removed from the eligible service provider list.
  - 4) Describe how the consumer report (performance information) (§663.570) will be prepared and updated, including any supplemental information to be provided customers in supporting informed customer choice and achievement of local performance measures.

- 5) Describe the process for identifying eligible providers of youth services. (WIA Section 123)
- 6) Identify the criteria to be used in awarding grants to provide youth services including criteria used to identify effective and ineffective youth activities and providers.

**h. Individual Training Accounts (ITAs) are the primary method for the payment of occupational skills training under the WIA. [WIA Section 134(d)(4)(G), §661.350 (a)(5 &10), §663.410, and §663.420]**

- 1) Describe the limitations that have been placed on ITAs such as on the dollar amount and/or duration.
- 2) Describe or attach a policy which covers the following:
  - a) How the customer will receive assessment, counseling and individual development plan through intensive services prior to the issuance of an ITA.
  - b) How the customer will learn of demand occupations or skills for which an ITA may be issued and how exceptions to the list will be handled.
  - c) How the ITA policy will be communicated in simple, understandable language to customers of the one-stop center.
  - d) How the customer will have access to the list of eligible providers through the one-stop system.
  - e) What the ITA covers, e.g., books, fees and other educational materials in addition to tuition.
  - f) How the value of each ITA will be determined (e.g., will there be a cap on value, will the cap vary for certain institutions, occupations or populations, etc.).
  - g) A process for documenting how other sources of funding were first sought (e.g., Pell Grants, one-stop programs and other sources).
  - h) The internal procedure for ITA issuance, including the appearance of the ITA document that is given to the customer, who may issue the ITA to a customer, whether any signatures are required, etc.
  - i) A process for tracking expenditures of all resources paying for the individual's training, including WIA Title I funds.
  - j) How the customer will be kept informed of his/her account status.
  - k) Any exceptions for using ITAs for payment of training services.

**i. Data Collection/Reporting Process (TEGL 14-00 and 14-00 Change 1).**

- 1) Describe how performance information will be gathered and reported.
- 2) Describe common data systems in place to track progress.
- 3) Describe how customer satisfaction information will be collected.

**j. Monitoring [§667.410 (a)]**

- 1) Describe the oversight role and responsibilities of the LWIB

including providing technical assistance as necessary and appropriate, monitoring its own WIA activities and those of its subrecipients in order to:

- a) Determine that expenditures have been made against the cost categories and within the cost limitations specified in the Act and the regulations.
- b) Determine whether or not there is compliance with other provisions of the Act and the regulations and other applicable laws and regulations.

**k. Financial (§667.200 to §667.275, 29 CFR Parts 95 and 97)**

- 1) Describe the financial control and fund activity procedures to assure proper dispersal of and accounting for federal funds in accordance with generally accepted accounting principles applicable in Nevada at the local level.
- 2) Describe how fiscal control and accounting procedures, including those of subrecipients, will be sufficient to:
  - Provide information pertaining to subgrant and contract awards, obligations, unobligated balances, assets, expenditures and income;
  - Provide effective internal control to safeguard assets and insure their proper use;
  - Allow comparison of actual expenditures with budgeted amounts for each subgrant;
  - Provide source documentation to support accounting records;
  - Allow proper charging of costs and cost allocations;
  - Permit preparation of required reports;
  - Trace transfer of funds to be a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on use of funds; and
  - Permit transfer of program income, potential stand in costs and other funds that are allowable.

**l. Incentive Grants (§666.400), if applicable:**

- Describe the process of applying for incentive grants at the local level.
- Describe the methodology and criteria for awarding Incentive Grants to local area providers.
- Describe the guidelines/policy(s) regarding the use of local incentive funds.

**End of Elements of Local Workforce Investment Board Plan**