

Planning Process and Public Comment	References
<p>1. The local board has processes and timelines, consistent with WIA Section 118(c)(2) to obtain input into the development of the Local Plan and to give opportunity for comment by representatives of local elected officials, local workforce investment boards, businesses, labor organizations, other primary stakeholders, and the general public for a 30-day period.</p> <p>OHCD submits a Local Area Plan request for comments announcement to The Hawai'i Tribune Herald and West Hawai'i Today, the two largest circulations in Hawai'i County. Drafts are also posted at public libraries across the county and the county building.</p> <p>HCWIB adheres to Hawai'i Revised Statutes Title 8. Public Proceedings and Records, Chapter 91-3 Administrative Proceedings http://hawaii.gov/dcca/oah/hrs/hrs_oah_91.pdf and Hawai'i County Charter 13-20 relating to Records and Meetings Open to the Public; http://hawaii.gov/elections/charters/charter_hawaii.pdf</p>	<p>WIA §§ 118(b)(7), 118(c)(1), & 118(c)(2); 20 CFR § 661.345(b)</p>
<p>2. The local board afforded entities responsible for planning or administering programs and activities covered in the Local Plan opportunities to review and comment on the draft plan.</p> <p>HCWIB adheres to Hawai'i Revised Statutes Title 8. Public Proceedings and Records, Chapter 9-3 Administrative Proceedings http://hawaii.gov/dcca/oah/hrs/hrs_oah_91.pdf and Hawai'i County Charter 13-20 relating to Records and Meetings Open to the Public; http://hawaii.gov/elections/charters/charter_hawaii.pdf</p>	<p>WIA §§ 118(b)(7), 118(c)(1), & 118(c)(2); 20 CFR § 661.345(b)</p>
<p>3. The final local plan is available and accessible to the general public.</p> <p>The final copy of the PY13-17 Local Area Plan Will be posted on the Hawai'i County Department of Housing and Community Development website at http://www.hawaiicounty.gov/office-of-housing/</p> <p>Hard copies of the plan will also be available at the Department of Housing and Community Development 50 Wailuku Dr. office.</p>	<p>20 CFR § 661.345(b)(1)</p>
<p>4. The local board has established procedures to ensure public access (including people with disabilities) to board meetings and information regarding board activities, such as board membership and minutes.</p> <p>All HCWIB and sub-committee meetings are accessible to individuals with disabilities. All WIB, YC and BIWC meeting notices are posted at the County Building. HCWIB also complies with County Charter 13-20(a)(c).</p>	<p>WIA § 117(e); 20 CFR § 661.307</p>
Required Policies and Procedures	References

<p>5. The local board makes publicly-available any local requirements for the public workforce system, such as policies, including policies for the use of WIA Title I funds.</p> <p>All WIA local requirements for public workforce system are made available at the Housing and Community Development Offices at 50 Wailuku Drive, Hilo, Hawai'i in compliance HRS §91-5(a)(b).</p>	<p>WIA § 118(b)(10); 20 CFR § 665.350(a)(13)</p>
<p>6. The local board has established a written policy or procedure that identifies circumstances that might present conflict of interest for any local workforce investment board or entity that they represent, and provides for the resolution of conflicts.</p> <p>HCWIB complies with WIA §111(f), 112(b)(13), 117(g), HRS Chapter 84-14 (a) and County Code 2-82 (b), (c) and (d).</p>	<p>WIA §§ 111(f), 112(b)(13) & 117(g)</p>
<p>7. The local board has copies of memoranda of understanding between the local board and each one-stop partner concerning the operation of the one-stop delivery system in the local area, and has provided the State with the latest versions of its memoranda of understanding.</p> <p>See APPENDIX 4</p>	<p>WIA §§ 121(c), & 134(d)(2); 20 CFR §§ 661.120(b), 661.350, & 662.310(b)(c)</p>
<p>8. The local board has written policy or procedures that ensure one-stop operator agreements are reviewed and updated at least every two years.</p> <p>One-Stop partner agreements are valid for two years and reviewed by WIB staff before renewal.</p>	<p>WIA § 118(b)(10)</p>
<p>9. The local board has negotiated and reached agreement on local performance measures with the chief elected official and the governor.</p> <p>Yes.</p>	<p>WIA §§ 117(d)(5) & 118(b)(3); 20 CFR § 665.301(5)</p>
<p>10. The local board has procurement policies and procedures for selecting One-Stop operators, awarding contracts under WIA Title I-B Adult and Dislocated Worker funding provisions, and awarding contracts for Youth service provision under Title I-B in accordance with applicable state and local laws, rules, and regulations, provided no conflict exists with WIA.</p> <p>HCWIB adheres to Hawai'i Procurement code HRS Chapter §103D. http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103D/HRS_0103D-.htm</p>	<p>WIA §§ 121(d)(2)(A) & 123; 20 CFR §§ 662.410, 663.430 & 661.310</p>
<p>11. The local board has established at least one comprehensive, full-service One-Stop Center and has a written process for the Chief Local Elected Official and local board to determine that the center conforms to the definition.</p> <p>Yes. See Page 14 Paragraph 7 of PY13-17 Local Area Plan</p>	<p>WIA §134(a)(2); 20 CFR § 662.100</p>

<p>12. The local board has written procedures for resolving grievances and complaints alleging violations of WIA Title I regulations, grants, or other WIA agreements, and written policies or procedures for assisting customers who express interest in filing complaints at any point of service, including a requirement that all partners identify appropriate staff contacts and refer customers to those contacts.</p> <p>The HCWIB and sub-recipients have policies that comply with Title 20 CFR Section 667.600, on addressing grievances among program participants as well as staff members. HCWIB Rules of Practice page 16(B). See ATTACHMENT A</p>	<p>WIA § 188; 20 CFR § 667.600</p>
<p>13. The local board has procedures for identifying and determining the eligibility of training providers and their programs to receive WIA Title I-B individual training accounts and to train dislocated workers receiving additional unemployment insurance benefits.</p> <p>Potential training providers must complete a detailed application in which they state their qualifications, provide training descriptions, and show proof of good standing with the Department of Commerce and Consumer Affairs and proof of liability insurance. See ATTACHMENT B</p>	<p>WIA §§ 117(d)(2)(c), 118(b)(2)(A) & 122; 20 CFR §663.350(a)(3)(i) & § 663.500-590</p>
<p>14. All partners in the local workforce and education system described in this plan ensure the physical, programmatic and communications accessibility of facilities, programs, services, technology and materials in one-stop centers for individuals with disabilities.</p> <p>Through the BIWC cost sharing agreement and reports, members are able to track expenses and other factors to ensure facilities remain accessible to participants including disabled individuals.</p>	<p>WIA §188; Wagner-Peyser § 8(b); 29 CFR §§ 37.7 - 37.9; 20 CFR § 652.8(j)</p>
<p>15. The local board ensures that outreach is provided to populations and sub-populations who can benefit from one-stop services.</p> <p>BWIC partners work together to identify populations in need of services and coordinate with community partners to engage potential program participants.</p>	<p>WIA § 188; 29 CFR § 37.42</p>
<p>16. The local board implements universal access to programs and activities to individuals through reasonable recruitment targeting, outreach efforts, assessments, service delivery, partnership development, and numeric goals.</p> <p>HCWIB works closely with service providers on outreach initiatives. Many HCWIB members represent social and human service providers and regularly offer to collaborate with WIA service providers on recruitment and outreach. WIB also activates an ad-hoc “outreach” committee to engage and educate the community on new WIA programs and initiatives</p>	<p>WIA § 188; 29 CFR § 37.42</p>

<p>17. The local board complies with the nondiscrimination provisions of Section 188, and assures that Methods of Administration were developed and implemented.</p> <p>HCWIB adheres to the Hawaii State Methods of Administration. Following are the functions that the County performs to ensure compliance:</p> <ul style="list-style-type: none"> ▪ Assurances – All sub-recipients are required to sign a written nondiscrimination and Equal Opportunity Assurance as part of their contract with local grant recipient. 	<p>WIA § 188; 29 CFR § 37.54(a)(1)</p>
<p>18. The local board collects and maintains data necessary to show compliance with nondiscrimination provisions of Section 188.</p> <p>HCWIB staff reviews service provider records twice a year, in part to determine if equal opportunity laws are posted and followed.</p>	<p>WIA § 185; 29 CFR § 37.37</p>
<p>19. The local board complies with restrictions governing the use of federal funds for political activities, the use of the one-stop environment for political activities, and the local board complies with the applicable certification and disclosure requirements</p> <p>HCWIB complies with County Code Section 2-91.1 relating to financial disclosures and disclosures of interest and Section 2-91.6 relating to confidential information</p>	<p>2 CFR Part 225 Appendix B; 2 CFR Part 230 Appendix B; 48 CFR § 31.205-22; TEGL 2-12; 29 CFR § 93.100</p>
<p>20. The local board follows confidentiality requirements for wage and education records as required by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, WIA, and applicable Departmental regulations.</p> <p>HCWIB Rules of Practice Section D addresses disclosures. See ATTACHMENT A</p>	<p>WIA §§ 136(f)(2) & (3) 20 USC §1232g; 20 CFR § 666.150 & Part 603</p>
<p>21. The Local Workforce Investment Board assures that veteran workforce investment programs funded under WIA §168 will be carried out in accordance with that section.</p> <p>HCWIB adheres to WIA §168, making veterans a priority in all WIA programs.</p>	<p>WIA §168</p>
<p>Administration of Funds</p>	<p>References</p>
<p>22. The Local Workforce Investment Board assures that of allocated WIA adult funds for employment and training activities, priority is given to recipients of public assistance and other low-income individuals for intensive and training services.</p> <p>All Adult program recipients who are low-income or receiving public assistance and who meet the general eligibility requirements put forth in CFR §663.110 receive priority status</p>	<p>WIA § 134(d)(4)(E)</p>

<p>23. The local board has written policy and procedures to competitively award grants and contracts for WIA Title I activities (or applicable federal waiver), including a process to be used to procure training services made as exceptions to the Individual Training Account process.</p> <p>HCWIB Youth Council issues Request for Proposals for WIA youth in-school and out-of-school programs.</p>	<p>WIA §118(b)(9) & 134(d)(4)(G); 20 CFR §§ 661.350(a)(10) & 663.430(a)</p>
<p>24. The local board will not use funds received under WIA to assist, promote, or deter union organizing.</p> <p>WIB does not engage in this activity.</p>	<p>WIA §181(b)(7); 20 CFR 663.730</p>
<p>25. The local board has accounting systems that follow current Generally Accepted Accounting Principles (GAAP) and written fiscal-controls and fund-accounting procedures and ensures such procedures are followed to insure proper disbursement and accounting of fund allotments made for WIA adult, dislocated worker, and youth programs and the Wagner-Peyser Act.</p> <p>HCWIB staff use GAAP in all WIA financial tracking and have protocols to ensure proper fiscal oversight that includes program summary reviews by OHCD [1] accounting personnel; [2] Housing and Community Development Specialist; and [3] Grants Management Division Head.</p>	<p>WIA §118(b)(8)</p>
<p>26. The local board will not use funds received under WIA to assist, promote, or deter union organizing.</p> <p>HCWIB does not engage in the above activities.</p>	<p>WIA §181(b)(7); 20 CFR 663.730</p>
<p>27. The local board ensures compliance with the uniform administrative requirements in WIA through annual, on-site monitoring of each local sub-recipient.</p> <p>HCWIB staff conduct two on-site monitoring per year of each WIA sub-recipients</p>	<p>WIA §184(a)(3); 20 CFR §§ 667.200, 667.400 & 667.410</p>
<p>28. The local board has a written debt collection policy and procedures that conforms with state and federal requirements and a process for maintaining a permanent record of all debt collection cases that supports the decisions made and documents the actions taken with respect to debt collection, restoration, or other debt resolution activities.</p> <p>Yes</p>	<p>WIA §184; 20 CFR Part 652; 20 CFR §§ 667.410(a), 667.500(a)(2), & 667.740</p>

<p>29. The local board has a written policy and procedures for ensuring management and inventory of all properties obtained using WIA funds, including property purchased with JTPA funds and transferred to WIA, and that comply with WIA and Local Area purchasing requirements.</p> <p>HCWIB follows WIA fiscal protocols.</p>	<p>WIA §184(a)(2)(A); 20 CFR Part 652; 29 CFR Parts 95 & 97; OMB Circulars A-21, A-87, A-110 A-122 & A-133; Federal Register Vol. 65, No. 124; Generally Accepted Accounting Procedures (GAAP)</p>
<p>Eligibility</p>	<p>References</p>
<p>30. The local board has a written policy and procedures that ensure adequate and correct determinations of eligibility for WIA-funded Core and Intensive services and qualifications for enrollment of Adults, Dislocated Workers, and Youth in WIA-funded Intensive and Training services, consistent with state policy on eligibility and priority for service.</p> <p>HCWIB strictly adheres to WIA §134(d)(4)(E). All sub-recipients are required to have established criteria to determine general and priority eligibility.</p>	<p>WIA §134(d)(4)(E); 20 CFR Part 663 Subpart A, B, & C</p>
<p>31. The local board has a written policy and procedures for awarding Individual Training Accounts to eligible Adults, Dislocated Workers, and Youth receiving WIA Title I-B training services, including dollar and/or duration limit(s), limits on the number of times an individual may modify an ITA, and how ITAs will be obligated and authorized.</p> <p>HCWIB requires that all sub-recipients develop criteria that complies with WIA §134(4)(G)</p>	<p>WIA § 134(d)(4)(G); 20 CFR §§ 663.400, 663.410, 663.420, 663.430, & 663.440</p>
<p>32. The local board has a written policy and procedures that establish internal controls, documentation requirements, and leveraging and coordination of other community resources when providing supportive services and, as applicable, needs-related payments to eligible Adult, Dislocated Workers, and Youth enrolled in WIA Title I-B programs.</p> <p>Yes</p>	<p>WIA §§ 129(c)(2)(G), 134(e)(2); 20 CFR Subpart H, §§ 663.800-840 & 664.440</p>
<p>33. The local board has a written policy for priority of service in its One-Stop Centers any affiliate sites, and for local workforce providers that ensures veterans and eligible spouses are identified at the point of entry so they can take advantage of priority of service, be made aware of their entitlement to priority of service, and be provided information on employment, training and placement services, and the eligibility requirements for those programs or services.</p> <p>Veterans and their families receive priority service from One-Stop partners.</p>	<p>Jobs for Veterans Act; Veterans' Benefits, Health Care, and Information Technology Act; 20 CFR § 1010; TEGL 10-09; Veterans Prog. Ltr. 07-09</p>