

Section III - Assurances

2013-2017 Local Integrated Workforce Plan Assurances

Statement: Planning Process and Public Comment		
Statement: Planning Process and Public Comment	References	Documentation and Comments
☒ 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.	WIA §§ 118(b)(7), 118(c)(1), & 118(c)(2); 20 CFR § 661.345(b)	Copy of the public notice for 30-day comment period can be found as Attachment 1 of the current Local Area Plan. Copies of the draft were given to MCWIB members for input and distribution. Copies were also made available at the county's Office of Economic Development (OED), WDD/WorkSource Maui offices on Maui and Moloka'i and on the county website.
☒ 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.	WIA §§ 118(b)(7), 118(c)(1), & 118(c)(2); 20 CFR § 661.345(b)	Meeting agendas can be found on the county website at: http://www.co.maui.hi.us/Archive.aspx?AMID=114
☒ 3. The final local plan is available and accessible to the general public.	20 CFR § 661.345(b)(1)	Copies of the plan will be available at the county's OED, WDD/WorkSource Maui offices on Maui and Moloka'I, and on the county and WDC website.
☒ 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.	WIA § 117(e); 20 CFR § 661.307	The county follows procedures outlined in the State's Sunshine Law.
Statement: Required Policies and Procedures		
Statement: Required Policies and Procedures	References	Documentation and Comments
☒ 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.	WIA § 118(b)(10); 20 CFR § 665.350(a)(13)	These policies can be found in the MCWIB's by-laws.
☒ 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.	WIA §§ 111(f), 112(b)(13) & 117(g)	The Maui County Charter, Article 10 pertaining to the Code of Ethics can be found at: http://www.co.maui.hi.us/documents/24/197/Charter%20(2013%20Edition)_201303212115480964.pdf
☒ 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	WIA §§ 121(c), & 134(d)(2);	The county is in process of finalizing and executing MOUs between the MCWIB

	in the local area, and has provided the State with the latest versions of its memoranda of understanding.	20 CFR §§ 661.120(b), 661.350, & 662.310(b)(c)	and one-stop partners. See Appendix 7 for the most recent executed MOU.
<input checked="" type="checkbox"/>	8. The local board has written policy or procedures that ensure one-stop operator agreements are reviewed and updated at least every two years.	WIA § 118(b)(10)	Yes
<input checked="" type="checkbox"/>	9. The local board has negotiated and reached agreement on local performance measures with the chief elected official and the governor.	WIA §§ 117(d)(5) & 118(b)(3); 20 CFR § 665.301(5)	See Appendix 1 of the current local area plan (as filed).
<input checked="" type="checkbox"/>	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.	WIA §§ 121(d)(2)(A) & 123; 20 CFR §§ 662.410, 663.430 & 661.310	The current local area plan (as filed) has those policies and procedures outlined for the distribution of funds that, if approved, will become policy.
<input checked="" type="checkbox"/>	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.	WIA § 134(a)(2); 20 CFR § 662.100	Yes
<input checked="" type="checkbox"/>	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.	WIA § 188; 20 CFR § 667.600	Yes
<input checked="" type="checkbox"/>	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.	WIA §§ 117(d)(2)(c), 118(b)(2)(A) & 122; 20 CFR § 663.350(a)(3)(i) & § 663.500-590	A revised Eligible Training Provider list policy revision is included in the State Plan.
<input checked="" type="checkbox"/>	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.	WIA § 188; Wagner-Peyser § 8(b); 29 CFR §§ 37.7 - 37.9; 20 CFR § 652.8(j)	Yes
<input checked="" type="checkbox"/>	15. The local board ensures that outreach is provided to populations and sub-populations who can benefit from one-stop services.	WIA § 188; 29 CFR § 37.42	The board hereby ensures that outreach is provided to populations and sub-populations who can benefit from One-Stop Career Center services.
<input checked="" type="checkbox"/>	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.	WIA § 188; 29 CFR § 37.42	The board complies.
<input checked="" type="checkbox"/>	17. The local board complies with the nondiscrimination provisions of Section 188, and	WIA § 188;	The board complies.

	assures that Methods of Administration were developed and implemented.	29 CFR § 37.54(a)(1)	
☒	18. The local board collects and maintains data necessary to show compliance with nondiscrimination provisions of Section 188.	WIA § 185; 29 CFR § 37.37	Yes
☒	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	2 CFR Part 225 Appendix B; 2 CFR Part 230 Appendix B; 48 CFR § 31.205-22; TEGL 2-12; 29 CFR § 93.100	Yes
☒	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.	WIA §§ 136(f)(2) & (3) 20 USC § 1232g; 20 CFR § 666.150 & Part 603	Yes
☒	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.	WIA §168	The board complies.
	Statement: Administration of Funds	References	Documentation and Comments
☒	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.	WIA § 134(d)(4)(E)	The current local area plan (as filed) has those policies and procedures outlined for the distribution of funds that, if approved, will become policy.
☒	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.	WIA § 118(b)(9) & 134(d)(4)(G); 20 CFR §§ 661.350(a)(10) & 663.430(a)	The WIA Financial Management Manual outlines procurement requirements that require competitive grant or contract awards by the State for WIA Title I activities.
☒	24. The local board will not use funds received under WIA to assist, promote, or deter union organizing.	WIA § 181(b)(7); 20 CFR 663.730	The board complies.
☒	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.	WIA § 118(b)(8)	The board follows financial management policies outlined in the WIA Financial Management Manual.
☒	26. The local board ensures compliance with the uniform administrative requirements in WIA through annual, on-site monitoring of each local sub-recipient.	WIA § 184(a)(3); 20 CFR §§ 667.200, 667.400 & 667.410	The board ensures compliance through WIA regulation found at: http://labor.hawaii.gov/wdc/wia-docs/

☒	27. 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.	WIA §184; 20 CFR Part 652; 20 CFR §§ 667.410(a), 667.500(a)(2), & 667.740	The board follows financial management policies outlined in the WIA Financial Management Manual.
☒	28. 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.	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)	The board follows property management policies outlined in the WIA Financial Management Manual as well as WIA and county procurement requirements.
Statement: Eligibility		References	Documentation and Comments
☒	29. 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.	WIA §134(d)(4)(E); 20 CFR Part 663 Subpart A, B, & C	Yes
☒	30. 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.	WIA § 134(d)(4)(G); 20 CFR §§ 663.400, 663.410, 663.420, 663.430, & 663.440	Yes
☒	31. 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.	WIA §§ 129(c)(2)(G), 134(e)(2); 20 CFR Subpart H, §§ 663.800-840 & 664.440	The board follows financial management policies outlined in the WIA Financial Management Manual as well as other requirements set forth by county policies.
☒	32. 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.	Jobs for Veterans Act; Veterans' Benefits, Health Care, and Information Technology Act; 20 CFR § 1010; TEGL 10-09; Veterans Prog. Ltr. 07- 09	The current Local Area Plan (as filed) has those policies and procedures written in for the distribution of funds that, if approved, will become policy. See Appendix 6.