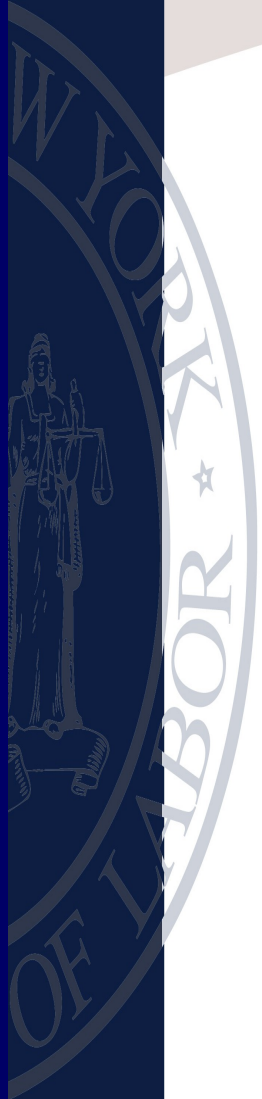


Local Plan Modification

July 1, 2009 – June 30, 2010

**Division of Employment and
Workforce Solutions**



Workforce Investment Act Local Plan Modification July 1, 2009 – June 30, 2010

Section I: Strategies and Policy Updates

The Strategies and Policy Updates section is in the form of questions that will address:

1. Priority of Service for recipients of public assistance, other low-income individuals, veterans, and eligible spouses of veterans;
2. Supportive services and needs-related payments;
3. Youth activities;
4. Reemployment services under the Wagner-Peyser Act;
5. Training; and
6. Continued emphasis on services for special needs populations.

Section II: WIA Compliance

The WIA Compliance section deals with the Local Board Policies that are regulated by the Workforce Investment Act. In this section, local boards are asked to verify that the policies contained in their current Plan and in their Functional Alignment Addendum remain in effect, or indicate that the policy has changed. Where policies have changed or new policies have been instituted, the policy must be attached.

During the State review process, local areas may be asked for clarification or additional information. **Responses will become part of the local plan, and will be considered policy.**

Section I. Strategies and Policy Updates

1. Priority of Service

Local Boards must incorporate priority of service for veterans and eligible spouses as mandated under federal regulations that went into effect on January 19, 2009. In addition, the Recovery Act requires a statutory priority for recipients of public assistance and other low-income individuals.

It is important to understand that veterans' priority of service is not intended to displace the core mission of any particular program. More specifically, a priority of service within a priority is created for those programs that are derived from a federal statutory mandate (such as the Recovery Act) that requires a priority or preference for a particular group of individuals. As an example, when you collectively compare recipients of public assistance and other low-income individuals with veterans and eligible spouses of veterans, the following priority order is applicable:

1. The first population to receive intensive and training services is public assistance and low-income veterans (or eligible spouses of veterans);
2. The second priority is for public assistance and low-income non-veterans;
3. The third priority is for veterans (or eligible spouses of veterans) who are not low-income or receiving public assistance;
4. The last priority is for adults who are non-veterans who are not low-income or receiving public assistance.

To this end, Local Boards are required to show evidence that strategies and policies are in place (or will be in place) addressing priority of service.

a. Public Assistance and Low-Income Populations:

Priority use of WIA Recovery Act funds for intensive and training services must apply to recipients of public assistance and other low-income individuals. This requirement is a major shift from current state guidance for non-Recovery Act WIA Adult formula funds which gives the Local Board discretion to enact priority of service.

In order to better understand current guidance regarding priority of service it is helpful to look back at historical guidance on this topic. The "Planning Guidelines for the Comprehensive Three-Year Local Plan (Program Year 2005 to 2007)" issued by the Department in February 2005 required Local Boards to describe the criteria used to determine

whether funds allocated for employment and training activities are limited, and the process by which any priority of service will be applied. This guidance did not mandate that priority of service be enacted. Subsequently, the “Local Plan Modification for Program Year 2008” required the Local Board to submit any changes to current priority of service policy (if applicable) and to indicate if the Local Board has since declared a priority of service to be in effect.

Based on this historical guidance, it is possible that a Local Board has never declared priority of service to recipients of public assistance and other low-income individuals. The Recovery Act now requires every Local Board to declare priority of service to recipients of public assistance and other low-income individuals. Only WIA Adult funds are covered under this provision of the Recovery Act, as priority of service to recipients of public assistance and other low-income individuals does not apply to youth, dislocated worker, Wagner-Peyser, and Reemployment Services grant funds.

The Local Board must show clear evidence that priority of service is provided for intensive and training services under Recovery Act WIA Adult funds to recipients of public assistance and low-income individuals. As such, please respond to the questions below. Additionally, the Local Board is encouraged to develop a separate policy guidance document to be distributed to all impacted One-Stop Career Center staff members. Please find a sample policy provided in Attachment I.

1. Describe the method(s) that will be used to identify an individual as a priority customer. Please include:
 - a. A description of how the appropriate documentation is collected and maintained when an individual self-identifies as a public assistance recipient or other low-income individual;
 - b. The parameters to be used that qualifies someone as an low-income individual (note – income earned while on active duty status is required to be disregarded in eligibility determinations); and
 - c. The estimated percentage/number of WIA Adult customers that will qualify for priority of service during the program year.
 - d. If applicable, indicate how it was determined there are sufficient local resources for employment and training activities to serve all customers, so that a priority of service does not need to be applied for customers served by non-Recovery WIA Adult funds.

- a. **When a customer self identifies as a public assistance recipient or other low-income individual, staff can verify public assistance and food stamp status through WMS terminals located in each of our full service One-Stops. This information is recorded, including the source, in the Comments Section of OS/OS. For those customers who indicated income at or below 70% LLSIL, staff will request income information. This income is recorded, including source, in the Comments Sections of OS/OS**
- b. **Staff use the DEV list included in TA #8-08 which outlines what is included as income and how to verify that income**
- c. **LWIA estimates 40% of the customers served in PY 2009 will qualify for priority of service.**
- d. **LWIA, through its partnerships, has access to VESID resources and Food Stamp Employment & Training, TANF and FFFS funds to meet the needs of low-income customers.**

2. If your local area will not be applying priority of service to all adults, describe the procedure(s) that will be used to differentiate between Recovery WIA Adult and non-Recovery WIA Adult customers for purposes of Priority of Service. [Note: depending on local policy, priority of service may not be mandatory when services are provided with non-Recovery WIA Adult funds]

N/A, WIB has adopted a Priority of Service Policy.

3. Describe the internal monitoring process, including subrecipient monitoring, that will be initiated to ensure federal priority of service requirements under the Recovery Act are successfully implemented and adhered to.

Priority of Service language will be included in all RFPs and contracts. OS/OS data will ensure that low-income individuals get priority of services. ITA and OJT contacts will be reviewed prior to authorization to determine if Priority of Service Policy is being followed.

4. Describe the modifications to Functional Alignment and/or Customer Flow that will be made (if any) to enhance implementation of priority of service.

The Welcome Unit staff will determine low-income priority of service so status will be recorded at first enrolling service. Status determination at Initial Assessment will help ensure accurate reporting.

5. Describe the methods of training and communication that will be implemented at the local level to ensure all impacted staff members are aware of and utilizing priority of service in the daily operations.

The Priority of Service Policy is distributed to staff along with a Low Income DEV Procedures. Staff are well-versed in the data entry requirements outlined in TA #6-16.2 and TA #8-08. The policy and its impact on OWS Customer Flow has been discussed at staff meetings.

6. Please include relevant information not mentioned above that supports the Local Board’s strategy for providing priority of service to recipients of public assistance and other low-income individuals.

b. Veterans & Eligible Spouses of Veterans:

The United States Department of Labor implemented veterans' priority of service via regulation that went into effect on January 19, 2009. As a result of this regulation, all One-Stop Career Centers will need to have clear strategies for providing veterans and eligible spouses of veterans with the highest quality of service at every phase of services offered. Comprehensive guidance has been provided by the Department under the Workforce Development System Technical Advisory #09-14 released on April 29, 2009.

The federal regulation requires that Local Boards develop and include in their strategic local plans, policies implementing priority of service for the local One-Stop Career Centers and for service delivery by local workforce preparation and training providers. These policies must establish procedures to ensure that covered persons are given an opportunity to identify themselves as a veteran or eligible spouse at the point of entry thus allowing them to take full advantage of priority of service. Please note, federal regulations currently provide direction that verification of the status of an individual as a veteran or eligible spouse at the point of entry is not required.

More specifically, policies implementing priority of service shall ensure that covered persons are aware of: (1) their entitlement to priority of service; (2) the full array of employment, training, and placement services available under priority of service; and (3) any applicable eligibility requirements for those programs and/or services. Under this context, local policy should detail the strategies and procedures to be invoked that will satisfy the requirements as found in Federal regulation. For additional guidance, you are strongly encouraged to view the Federal regulations as found at 20 CFR Part 1010, published at *Federal Register* 78132 on December 19, 2008.

The Local Board must show clear evidence that priority of service is provided for veterans and eligible spouses of veterans. As such, please respond to the questions below. Responses become part of the local plan, and are considered policy. Additionally, the Local Board is encouraged to develop a separate policy guidance document to be distributed to all impacted One-Stop Career Center staff members.

1. Describe the policies that will be established to ensure covered persons are identified at the point of entry thus allowing them to take full advantage of priority of service. [Responses should include the procedures that are in place to ensure signage is properly displayed and the procedures that are in place to identify covered persons who physically access or virtually access service delivery points.]

The WIB has adopted a Vets Priority of Service Policy ; it includes signs at the Greeter and Resource Room to encourage veterans and spouses of veterans to self -identify. Staff have been trained to look for clues during initial assessment

2. Describe the enhancements that will be made to local area websites advising self-service users of priority of service.

The Vets Priority of Service Policy, as well as the benefits of early identification, are highlighted on the WIB's newly revised website. We expect this website to be "live" in September; in the interim, all written materials will include Vet Priority of Service information. Resource Room, Initial Assessment and Training staff are promoting the policy and the benefits of self-identification.

3. Describe the procedures that are in place to ensure all contract templates, RFP, and sub-contract agreement language is revised to include priority of service language.

All contracts are developed by the WIB Executive Director and/or the Finance Manager; this will ensure appropriate language is added.

4. Describe modifications to Functional Alignment and/or Customer Flow that will be made (if any) to enhance implementation of priority of service.

Customer Flow currently includes Greeters asking customers if they are veterans or spouses of veterans and relaying benefits of that status.

5. Describe the methods of training and communication that will be implemented at the local level to ensure all impacted staff members are aware of and utilizing veterans' priority of service in the daily operations. [Training should include defining the terms "veteran", "eligible veteran", "covered person", "eligible spouse", and "qualified job training program". Technical Advisory #-09-14 provides specific guidance on the information that should be shared with staff.]

Vets Priority of Service Policy, including Vets Determination Worksheet, and TA #9-14 were shared with OWS Managers. Each Manager is responsible for sharing information and training OWS staff.

6. Describe the outreach strategies (if any) that will be incorporated into local policy in an effort to "get the word out" about veterans' priority of service. [Outreach strategies may also be targeted to employers in an effort to gain support and interest for the hiring of veterans. In addition to the existing Work Opportunity Tax Credit veteran target group, the Recovery Act added "unemployed veterans" as a targeted category. An employer who hires an unemployed veteran (defined as discharged from active duty in the Armed Forces at any time during the five-year period ending on the hiring date, and receiving unemployment compensation for at least four weeks during the year prior to being hired by the employer) may qualify for a federal tax credit incentive.]

Outreach materials now include Vets Priority of Service language and benefits. Signage is prominently displayed in each Center in the Greeter area and the Resource Room. Veterans always received priority for job referrals; in cases where there are multiple requests for training, veterans get priority for training. Veterans staff work closely with Initial Assessment and Training staff to ensure veterans and their spouses receive the services and activities needed.

7. Describe the internal monitoring process that will be initiated to ensure federal veterans' priority of service requirements are successfully implemented and adhered to.

Random sampling of training applications and job referrals will be used to monitor Vets Priority of Service compliance.

8. Please include relevant information not mentioned above that supports the Local Board's strategy for providing veterans and eligible spouses of veterans with priority of service.

N/A

2. Supportive Services and Needs Related Payments

The Recovery Act places a strong emphasis on providing increased services and training for workers in need. Further, the Recovery Act and New York State policy require the use of funds for supportive services and needs-related payments that are necessary to ensure that participants are able to fully avail themselves of appropriate employment and training opportunities. Needs related payments must be made available to enable participants to pursue training of sufficient duration to acquire skills and credentials of value that will connect them to emerging jobs as the economy recovers.

As USDOL – ETA has acknowledged, differentiating between individuals served with Recovery Act and non-Recovery Act funds is challenging, since eligibility requirements are the same, and the funds must be spent concurrently. Accordingly, it is expected that local areas will make supportive services and needs related payments available to participants served by both Recovery Act and non-Recovery Act funds.

Local areas are therefore directed to develop policy guidelines for the administration of supportive services which include the following:

Definitions and Descriptions of Local Policy:

a. Supportive Services:

WIA §663.800 (Ref: §101(46) and 134(e)(2)) defines supportive services for adults and dislocated workers as those that include transportation, child and dependent care, housing and needs related payments which are necessary to enable individuals to participate (or continue to participate) in activities authorized under WIA Title 1B and which are not available through other programs.

Supportive services for youth are defined in the WIA Rules and Regulations at §664.440 as including, but not limited to:

1. linkages to community services;
2. assistance with transportation costs;
3. assistance with childcare and dependent care costs;
4. assistance with housing;
5. referrals to medical services; and
6. assistance with uniforms or other appropriate work attire and work related tool costs, including such items as eyeglasses and protective eyewear.

Supportive Services can only be provided to individuals currently enrolled in a WIA program, except for Youth who may continue to receive Supportive Services during Follow Up at the discretion of the local area, per §664.450(a)(1).

1. Supportive service categories may be administered separately and distinctly from one another or disallowed completely by Local Boards. Describe how the Local Board will administer the following categories: Housing, Child and Dependent care, Transportation, Other payment categories, and Other supportive services specific to youth as defined in §664.440:

The WIB adopted a Support Service Policy that included: child and dependent care, clothing, housing, transportation and other supports, as necessary. The policy defines the maximum amount allowable per year and the documentation required.

2. Describe how the LWIA will establish initial and continuing eligibility for Supportive Services:

Initial amounts are determined by Training staff with the customer, within prescribed limits. Amounts are reviewed at semester end or at a minimum of 15 weeks; emergency circumstances are addressed immediately.

3. Describe the following:
 - a. Timing and frequency of services;
 - b. Duration of services
 - c. Priority of funding;
 - d. Service adjustments;
 - e. Exceptions; and
 - f. Referrals to alternative sources of assistance, including use of local partnerships.

- a. **Payments are made bi-weekly**
- b. **Supportive Services initial determination is for a semester**
- c. **Priority of Service Policy and Vets Priority of Service Policy dictate who gets funding**
- d. **Amounts are adjusted for unexcused absences from training**
- e. **The Executive Director can make adjustments at any time for extenuating circumstances**
- f. **Customers are referred for alternate support services to OWS partners**

4. Describe the accountability measures and methods of documentation of supportive services (by funding category):

Attendance sheets are used to verify or adjust payment amounts. Payments are bi-weekly. The Fiscal office processes all payments; signed attendance sheets and original receipts/bills are required for all payments.

b. Needs-Related Payments (NRP):

The goal for One-Stop Career Centers should be that no individual approved to attend training should have to refuse or abandon such training because he or she cannot afford living expenses. Needs-related payments (NRPs), a sub-category of supportive services, are a means of allowing trainees to pursue or continue full-time training when they do not qualify for or have exhausted their Unemployment Insurance (UI) benefits. The Recovery Act and New York State policy require that these payments be made available to adult and dislocated worker trainees to enable them to complete the level of training that will make them more competitive in the job market.

Needs-related payments are defined in §663.815 as providing “financial assistance to participants for the purpose of enabling individuals to participate in training”. To qualify for NRPs, “adults must be unemployed; not qualify for, or ceased to have qualified for, unemployment compensation; and be enrolled in a program of training services under WIA §134(d)(4).” Please note that needs-related payments are not considered taxable income, according to USDOL.

Dislocated workers (DW) are additionally required to “have ceased to qualify for TAA or NAFTA-TAA; and be enrolled in a program of training services under WIA §134(d)(4) by the end of the 13th week after the most recent layoff that resulted in a determination of the worker’s eligibility as a dislocated worker, or if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed six months.” [Note: NYSDOL has requested a waiver to allow the dislocated worker requirements to be the same as the adult requirements. Upon approval, notice will be communicated to local areas.]

Needs-related payments may also be paid to youth who are enrolled in training, at the discretion of the local area.

A sample Training Support Analysis Form that can be used as a template when designing a method for determining an individual’s qualifications for NRPs is included as Attachment H.

Local needs-related payment policy should include provisions that such payments will not be offered to individuals who have another means of financial support, such as TANF.

1. Regarding the eligibility of participants:
 - a. How many hours/credits must a participant be registered for in order to remain eligible for NRPs?
 - b. What academic and attendance standards will be required for payments to continue and how will this be verified?
 - c. Can and/or will payments be made to participants on sick, vacation, or holiday leave?
 - d. How will Extended UI Benefits affect receiving NRPs?
 - e. Will NRPs be suspended during periods of earned income and will participants have to re-qualify to start receiving NRPs again once the income ends? (How will income be calculated?)
 - f. If an individual receives NRPs at the same time as supportive services from another program/partner, how will this be coordinated and documented?

- a. **There is no minimum number of hours required. NRP amount is based on number of hours of training per week x minimum wage.**
- b. **NRPs are adjusted for non attendance; NRPs, as with ITAs are on a semester basis. Customer must maintain a 2.0 or C average to continue NRP.**
- c. **Yes**
- d. **Customer receiving Unemployment Insurance benefits are not eligible for NRP**
- e. **Payments will be suspended if the participants income is more than \$200 a week.**
- f. **All support services are documented on the customers' EP, regardless of source.**

2. Regarding the payments of NRPs:
 - a. How will the payment amount of NRPs be determined?
 - b. What is the maximum allowable individual payment?
 - c. What is the limit on number of payments per individual?
 - d. How will overpayments (or the potential for overpayments) be monitored and recovered?
 - e. What will the payment schedule for NRPs be?
 - f. How will participants claim payments?

- a. **Number of hours of training x minimum wage; we will use the suggested Training Support Analysis Form**
- b. **20 hours per week x minimum wage**
- c. **No limit beyond the two year training maximum**
- d. **Fiscal staff will adjust subsequent payments to recapture any over payment**
- e. **Bi-weekly payments**
- f. **Customers will receive checks**

3. Regarding the administration of the NRP program:
 - a. Who will have the authority to approve participant requests for NRPs?
 - b. Who will manage the NRP program?
 - c. Who will respond to questions and complaints?
 - d. Who will handle NRP form distribution, payment accounting, and payment processing?
 - e. How will the requirements for and payments of NRPs be documented?

- a. **OWS Manager(s) approve all NRP requests**
- b. **OWS Fiscal staff**
- c. **WIB Finance Manager**
- d. **OWS Fiscal staff**
- e. **NRPs amounts are documented in OS/OS and the customers' EP. Each customer also has a file in the Fiscal Office of their respective OWS**

3. Youth Activities and Summer Youth Employment Programs

As cited in TEGE #14-08, the Recovery Act does not limit the use of the funds to summer employment, but the Congressional explanatory statement for the Act states that “the conferees are particularly interested in these funds being used to create summer employment opportunities for youth.” The Recovery Act also expands the eligibility criteria for the program to serve youth up to age 24.

ETA strongly encourages local areas to:

- Design age appropriate activities and work readiness goals;
- Establish worksites that offer meaningful work experience;
- Incorporate green work experiences;
- Develop connections to Registered Apprenticeship programs;
- Integrate work-based and classroom-based learning activities;
- Link summer employment to academic learning for summer employment participants who do not have a high school diploma;
- Offer continued services to support older, out-of-school youth during non-summer months; and
- Focus on the neediest youth, 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, children of incarcerated parents, and migrant and farm worker youth.

With that in mind, please answer the following questions:

1. Describe your PY 2009 summer youth employment program design and include the following:
 - a. Activities broken out by age groups:
 - i. 14 – 15
 - ii. 17 – 18
 - iii. 18 - 21
 - iv. 22 – 24
 - v. 18 – 24 for work experience only 10/1/09 through 3/31/10;
 - b. Work readiness component;
 - c. Definition of work readiness to be measured;
 - d. How measurable increases of work readiness will be determined;
 - e. How “green” work experience or training will be incorporated into your program;
 - f. Apprenticeship opportunities; and
 - g. Outreach and services to migrant and farm worker youth and other neediest youth populations. Describe the various strategies you employed to recruit these target populations.

a – i, ii. Younger youth, 14 through 18 years of age, work six weeks at 28 hours per week (average) at minimum wage. Their primary activity is work experience.

a – iii, iv. Many older youth, 19 through 24 years of age, started the program early and have 8 to 12 weeks of work experience, 30 hours per week and some received \$8.00 per hour.

a – v. We do not plan any work experience only 10/1/09 – 3/31/10

b. Work readiness will be assessed prior to work experience assignment; work readiness is evaluated by the worksite supervisor every two weeks for the duration of the enrollment

c. Work readiness includes positive work habits, attitudes and behaviors such as punctuality, regular attendance, neat appearance, getting along and working well with others, following instructions and completing tasks, accepting constructive criticism, showing initiative and reliability and assuming the responsibilities involved in maintain a job.

d. Work readiness goal is met if the youth has “Satisfactory” rating for each week of

- work experience, as determined by the worksite supervisor.
- e. Presentations of green jobs and the training required for those jobs are included in youth program orientations.**
- f. There are not apprenticeship opportunities in the summer program.**
- g. Strategies to target neediest youth populations include outreach to Migrant Tutorial Programs, inserts in public assistance and foster care mailings, contact with Probation and Juvenile Justice system and Adult Education Programs. Paid ads, newspaper articles and posters were also used to recruit.**

2. Provide the following:
 - a. What percentage of Recovery Act funds do you plan to spend on summer 2009 activities from 5/1/2009 through 9/30/2009 and how many participants will be served?
 - b. What percentage of Recovery Act funds do you plan to spend on serving older youth participating in work experience only activities from 10/1/2009 through 3/31/2010 and how many participants will be served?

- a. 50% Recovery Acts will be spend in Summer 2009. Planned enrolled was 225; actual enrolled is 291.**
- b. 0%**

3. If the fiscal agent or grant recipient is not operating the summer employment program, please describe the Local Board's procedures for procuring summer employment providers.

N/A

4. Describe the type of summer program worksites that were identified, recognizing that youth worksites could not include casinos or other gambling establishments, aquariums, zoos, golf courses, or swimming pools when funded with Recovery Act funds:
 - a. How were/will worksites be selected?
 - b. Identify the type of sites, i.e. public sector, private sector, non-profits that were/will be used.
 - c. What is the local plan to ensure that adherence to current workplace safety guidance and applicable federal/state minimum wage requirements are observed?
 - d. How will you ensure that the youth work experience does not unfavorably impact current employees and/or impair existing contracts for services or collective bargaining agreement, or replace laid off workers?
 - e. Will youth be matched to work sites based on their goals and interest? If not, how will they be matched?
 - f. Please identify the project-based or service learning that will be utilized.

- For all age groups the main activity is work experience with the goal to obtain work readiness. Youth, ages 18 through 24, without a high school diploma are attending GED classes, along with work experience. Youth who needed to attend summer school are doing so with work experience later in the day. We also have some you who are attending Upward Bound Program which is a six week residential program at SUNY Plattsburgh to expose youth to post-secondary opportunities. The program provides academic instruction, tutoring, counseling, cultural enrichment and work experience.**
- a. Worksites are selected on their ability to committ to helping youth receive a positive experience and trained needed to meet their work readiness goals. These sites were also willing to work with staff to meet program goals.**
 - b. Public sector – schools and municipalities; Private – nursing home, retail,**

manufacturing, food service, grocery; Non-profit – YMCA, camps, youth centers, recreation centers, community-based organizations

- c. All direct supervisors were given an orientation to the program which included workplace safety guidelines, including New York State laws regarding the employment of minors. Summer Counselors visit worksites regularly to monitor program requirements. All payroll is processed at program offices to ensure minimum wage requirements.**
- d. Agreements are signed with each worksite**
- e. Yes, all youth are interviewed and assessed of their goals and interests. Every effort is made to match youth based on interest, goals and accessibility to worksite**
- f. Crews with a Supervisor/Instructor will be used to work on projects throughout the area. Supervisor/Instructor integrate academics with work.**

5. Integration of Work-Based and Classroom-Based Learning Activities, Academic and Occupational Learning are two options to complement work experience. Describe the following:

- a. Did your local area offer classroom-based learning along with the work experience during the summer youth employment program? If so, please detail to whom and how it was offered.**
- b. Did your local area provide a direct link between summer employment and academic learning? If so, how was this accomplished?**

a. No

b. Attending GED, summer school if needed and Upward Bound

6. Describe what your year-round program design for Recovery Act funds includes. Indicate whether you are reserving your Recovery Act funds to support summer youth employment and extended work experience only activities for older youth.

Solid Foundations is a model youth program for eligible youth, ages 18 through 14. The program is comprised of classroom and occupational skills training for the Building Trades. The program covers the basics of construction and carpentry, electricity and plumbing with introductions to careers in other building trades such as masonry, welding, sheet metal working and more.

The program includes:

- a. Building Trades Occupational Skills Training**
 - b. Educational/Classroom Training, including GED prep and practical math and reading for the Building Trades**
 - c. Soft Skills Training including Accountability and Dependability, Time Management, Attendance, Flexibility, Acceptance, Appearance, Personal Assessment and much more**
- Youth will be training in a practical environment where they will learn from actual Building Trades Union members. They will be paid and treated as real employees. Solid Foundations will give youth a site on which to build a successful career.**

We are not reserving funds for Summer 2010 or for work experience, only activities for older youth.

7. Briefly describe how you are coordinating the expenditure of your WIA Formula funds and Recovery funds to optimize program flexibility and ensure adequate expenditure rates for both funding sources.

Summer ARRA program were operated by WIA Youth Contractors. This helps to

ensure maximum enrollments and expenditures.

Each applicant was assessed for Summer, Year Round and TANF Programs.

8. Describe your local strategy for continued services supporting older, out-of-school youth during non-summer months including:

- a. Any supportive services, daycare, incentives, and needs-based payments; and
- b. Co-enrolling youth in adult training services.
- c. Promoting the availability of employer tax credits to hire disconnected youth, ages 16-24, during 2009 or 2010.

Solid Foundations is targeted to out-of-school youth. Year round youth contracts are all for out-of-school youth programming.

- a. **Both the ARRA funded, summer funded and year round contracts include funds for support services, wages and incentives**
- b. **Co-enrollment is always an option to extend youth money**
- c. **Staff work with youth to make them aware of tax credits, at the same time they promote tax credits to employers, particularly to those that hire predominately youth.**

4. Reemployment Services under the Wagner-Peyser Act

The Recovery Act provides dedicated funding for allowable reemployment services including, but not limited to: occupational and labor market information, in-person staff assisted services, initial and comprehensive assessment; career guidance; group and individual counseling; development of individual employment plans/training plans; identification of skills gaps and transferable skills; as well as job search assistance and referral to jobs.

Local plans are required to address the following issues as they relate to reemployment services:

1. Describe how the LWIA will ensure that a full array of reemployment services is provided to UI customers, including skill assessment, career planning and training.

UI Customers are being seen individually at the time of their first scheduled visit at the OneWorkSource centers in Plattsburgh, Malone and Elizabethtown as well as in Saranac Lake at an affiliate site. Customers are scheduled, using REOS, for an initial visit at the location closest to their home. They are given an introduction to services and activities available through the 1-Stop System. Issues affecting eligibility for unemployment insurance and barriers to employment are identified. An initial assessment is conducted to determine the individual's work related skills and employment and training needs. Staff representing the Welcoming Unit provide direct referral to supportive services, partners and other agencies as well as referral to comprehensive testing and assessment services. Staff of the Career Advising and Skills Development Unit are available at each of the OneWorkSource locations to develop employment plans, refer customers to short term prevocational training, provide Individual Training Accounts or supportive services necessary for training, assist with out-of-area job search and/or relocation for employment. These representatives also determine the need and appropriateness of customers for work experience and coordinate On-the-Job training referrals to the Skills Development Unit.

2. With the emphasis on training in the Recovery Act, explain how you are promoting training to UI customers, including the Section 599 provisions of the UI Law.

All Unemployment Insurance customers are asked if they are interested in training at the time of their initial assessment (first scheduled visit). Those indicating an interest are provided appropriate information, including Section 599 availability and eligibility requirements, and scheduled to meet with a staff person from the Skills Development Unit to discuss training opportunities and resources available.

3. Describe any specialized services or training opportunities that will be developed to meet the needs of UI Customers.

Computer classes that provide basic skills and/or specific program content are valuable to Unemployment Insurance customers who do not have the skills needed to stay competitive in the workforce. A workshop on how to complete on-line applications has been developed and is also valuable for customers seeking employment at locations that are increasingly utilizing an on –line application process. Workshops are also available on interviewing, resume development, Prove-It and various computer programs as well as other topics.

4. Explain how your area is dealing with increased numbers of UI customers in a functionally aligned/integrated manner.

All service delivery points are seeing increased numbers of customers. The on-site availability of partner staff has proved invaluable in meeting the increased demand utilizing our customer flow processes. The ability to hire additional staff with the Stimulus Funding will enhance our ability to provide services.

5. What strategies is the LWIA using to keep UI customers engaged for an increased length of time as a result of the currently recessed job market? In particular, discuss the amount of time that is allowed to lapse before a call-back for services.

Unemployment Insurance customers are being contacted if they have not received a service within 45 days. Referrals are made, if appropriate, and their on-line record is reviewed for any new or additional information. Customers are scheduled for whatever services are deemed appropriate based on the information obtained.

5. Individual Training Accounts (ITA), Customized Training and OJT

The American Recovery and Reinvestment Act provides an unprecedented opportunity for expanded access to training and related services for workers. This infusion of additional formula funds should result in a substantial increase in the number of adults and dislocated workers receiving training services. Additionally, LWIAs have the authority to enter into contracts with institutions of higher education, such as community colleges, or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations, so long as the contract does not limit customer choice. As indicated in TEGL 14-08, institutions of higher education, including community colleges, do not need to be on the state list of eligible training providers. Other training providers, which are not institutions of higher education, must be on the state eligible training providers list in order to be awarded a contract.

In anticipation of the receipt of Recovery Act funding, the Department issued Technical Advisory #09-2, *Individual Training Account (ITA) Approval Policy*, which required every local area to develop a written ITA policy and procedures.

1. Provide a copy of your local area's written ITA policy and procedures (which should include the demand occupations/skills targeted for training services). Please reach out to all available resources, including your area Labor Market Analyst and business services representatives, to secure the most current local and regional labor market data on occupations that are in demand.

See attached copy of ITA Policy and Occupational Demand List from NYS DOL Website.

2. Discuss how the ITA cap was established for the local area. Explain whether the cap was recently increased due to the receipt of additional funds through the Recovery Act and how this increase will impact training numbers and increase training opportunities in your area.

Original cap was set prior to receipt of additional monies through ARRA. WIB first revised ITA amount to \$8,000; after a review of training funds available, this amount has been reduced to \$6,000 so more customers can receive training assistance

3. Discuss whether the local area intends to enter into contracts with institutions of higher education or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations. If pursuing this option, describe the occupations and identify the training providers from which you will be purchasing training. If your area will not enter into such contracts, please explain why not.

We do not anticipate any contracts with institutions of higher education at this time.

4. Describe how all career counseling staff that are conducting comprehensive assessment (both WIA-funded and non-WIA-funded) are developing Individual Employment Plans/Training Plans that include approval for Its.

Welcome Unit/Initial Assessment staff determine need for a comprehensive assessment. This assesment can occur during the same visit, if Counselor(s) are available or an appointment is made for a follow-up visit. Comprehensive Assessment includes initiating an EP for those individuals interested in training. Training staff complete the EP and ITA along with any NRP or support service requests with the customer.

5. Describe the processes in place to determine Pell grant eligibility. Explain how the local area intends to utilize Pell grants and coordinate them with other financial aid resources. If the local area has processes in place to notify customers of Pell eligibility, please describe them.

Financial Aid, including PELL grants, is part of ITA determination. ITA policy clearly outlines the requirement to apply for all available financial aid. On-line and paper FAS FA applications are available in OWS Resource Rooms. There is no separate process to notify customer of PELL eligibility, at this time

6. Using the table below, provide the numbers of individuals that received training services in PY 2008 (see Attachment J for PY 2008 data to date provided by Research and Statistics) and project the number of participants that are anticipated to receive training services in PY 2009. Any planned training for participants through contracted classroom training and or through contracts with community based organizations for special populations should be counted under the ITA category.

PY 2008 Estimated Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	128	32		
Total # - ITA	85	13		
Total # - OJT	38	18		
Total # - Skill Upgrading	2			
Total # -Customized				
Total # - Rec'd NRPs				
Total # - Rec'd Supp. Services				
Total Training Expenditures (ITA, OJT and Customized)				
PY 2009 Planned Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	203	118		11
Total # - ITA	122	54		8
Total # - OJT	42	54		3
Total # - Skill Upgrading	33	5		
Total # -Customized	6	5		
Total # - Rec'd NRPs	47	4		
Total # - Rec'd Supp. Services	150	65		44
Total Training Expenditures (ITA, OJT and Customized)	\$478,750	\$336,150		

6. Service Delivery to Targeted Populations

Federal policy under the Recovery Act, as articulated in TEGL No. 14-08, recognizes the significant impact the recession has had on low-income, displaced and under-skilled adults and disconnected youth. Local policy under the Recovery Act should place emphasis on enabling these populations to acquire the knowledge and skills necessary for success in the workplace.

In addition, Program Year 2009 federal planning guidelines call for assurances that the full range of high quality employment and training services, delivered through the One-Stop delivery system, will be accessible to, and meet the needs, of the following groups: dislocated workers, displaced homemakers, low-income individuals, migrant and seasonal farm workers, women, minorities, individuals training for non-traditional employment, veterans, public assistance recipients and individuals with multiple barriers to employment, including older workers, individuals with limited English proficiency and persons with disabilities. In addition, LWIAs need to assure that effective outreach and recruitment strategies are in place through local partnerships to reach all targeted population groups.

LWIAs are requested to describe local priority of service to low income individuals and recipients of public assistance in Section 1 of this plan. Note that if the Local Board currently has such a policy in place, it should be reviewed for consistency with the guidelines established in TEGL No. 14-08, adjusted as necessary and submitted with this planning document. LWIAs are also asked to describe local priority of service to veterans and eligible spouses of veterans in Section 1.

The Other Service Strategies section of local planning guidance for Program Year 2008 requested an explanation of strategies and initiatives to serve various special populations, which included:

- Individuals with Limited English Proficiency
- Low Income, Low-Skilled Workers
- Other Individuals with Barriers to Employment
- Individuals with Disabilities (including the role of the Disability Program Navigator)

As noted above, federal policy as outlined in TEGL 14-08 continues the emphasis on providing high quality services to these groups. Local areas should review their current strategies and initiatives for service to these populations, update them as warranted under Recovery Act guidelines and attach them to this plan submission. In addition, describe local service delivery strategies that will address the workplace needs of:

1. **Dislocated Workers, including Displaced Homemakers:** Describe assistance provided to dislocated workers to assure they have the necessary skills to reconnect with the workplace. Describe how comprehensive One-Stop services are fully available to Displaced Homemakers and any linkages with area Displaced Homemaker Centers.

We have resisted the temptation to establish categorical silos within the One-Stop System. We will continue to offer services appropriate to individual customer needs. In the current economy, all workers and potential workers are key to economic recovery of the workforce area.

The One-Stop system will continue to work to elevate Dislocated Workers' basic skills to prepare for healthcare and advanced manufacturing job opportunities. Many Dislocated Workers, even those with a high school diploma or GED, need to improve reading and math levels.

Each OWS has Adult Education partners on-site to provide instruction; each has a computer lab for basic computer skills and online skills enhancement . Staff work with all customers, including Dislocated Workers, promoting the use of core and intensive services to support rapid attachment to the workforce; refer customers to skills development and occupational training for demand and targetted occupations.

Although there is not a Dislocated Homemaker program in our region, staff are familiar with the Dislocated Homemaker eligibility and provide the full array of services to this subgroup.

2. **Migrant and Seasonal Farm Worker Adults:** Explain the means by which the full range of WIA and Wagner-Peyser Services are available to Migrant and Seasonal Farm Worker adults in your area.

Migrant Workers in the area come for employment with specific employers for a pre-determined time period. Services are made available on an as needed basis.

3. **Women:** Describe service strategies that assure women have access to labor market information and the skills development and supportive services necessary to enable them to acquire and retain high-wage jobs and maintain self-sufficiency. Include approaches used to eliminate possible barriers to employment in non-traditional occupations.

Women continue to trail men in earnings throughout the nation. We will continue to offer non-traditional training and employment as a viable option for women. Solid Foundations will be specifically marketed to women to prepare them for employment in the skilled trade sector.

4. **Minorities:** Describe how services, including those provided through partner agencies, will be coordinated to assure that minority customers receive the full range of employment and training programs and services, especially those that lead to employment in high-wage, high-growth occupations.

Minorities represent a small but growing percentage of the LWIA population. In order for minorities to receive the full range of employment and training services a variety of means must be made available. Workshops, tuition and on-the-job training opportunities are all marketed to this population to help lead them into high wage, high growth occupations.

5. **Individuals Training for Non-Traditional Employment:** Explain how information on area demand occupations, high-growth industries and related training opportunities, including occupational skills training, are made available to individuals interested in training for non-traditional employment.

High growth, demand occupation information is available in the Resource Room. Information includes: where the jobs are, average wage, local and statewide training providers. Skills assessment includes non-traditional occupations. Staff work with customers to provide the full spectrum of employment opportunities.

6. **Older Individuals:** Describe how services offered through your local One-Stop system are accessible to, and meet the needs of, older individuals (age 55+).

Each OWS has Title V Program staff on-site; their presence increases accessibility to One-Stop services by older individuals. Joint training activities occur on a regular basis to meet the needs of older customers.

7. **Other:** Indicate any other population groups specifically targeted in your local area, such as persons in need of English as a Second Language (ESL) instruction, and individuals who are preparing to re-enter the workforce.

N/A

Section II WIA Compliance

The Local Plan Modification will extend the existing Local Plan and Functional Alignment Addendum to June 30, 2010 and will become the basis for local area policy and monitoring.

It is anticipated that many of the local board's policies and procedures have remained constant since implementing the approved 2005-2009 Plan and Functional Alignment Addendum. Therefore, the purpose of this Compliance Section is to capture and publish local information about policies that may have changed or been updated. The local board is asked to certify as to whether a policy change has occurred and, where that has happened, provide the new policy.

Please complete the following chart (which follows the same order as the Compliance Section of the 2005-2009 Plan) indicating the status of your governing policies and attach new policy where appropriate.

<i>Required Policy</i>	<i>Is current policy, definition, design or provision of services different from that in the approved 2005-2009?</i>	<i>Is changed or new policy, definition, design or provision of services description attached?</i>
1. Selecting and Certifying One Stop Operators	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Contracting for Service Providers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Priority of Service	Updated Policy attachment required	<input type="checkbox"/> Yes
4. Self-Sufficiency	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Supportive Services and Needs-Related Payments	Updated Policy attachment required	<input type="checkbox"/> Yes
6. Grievances and Complaints	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Provide the name, title, and contact information of the EO Officer.</i>	Paul A. Grasso, Jr., Executive Director North Country Workforce Investment Board Plattsburgh, NY 12903 (518) 561-4295	
7. Youth Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Design Framework</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Youth Council</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Recovery Act Provisions</i>	Policy attachment required	<input type="checkbox"/> Yes
8. Adult, Dislocated Worker and Wagner-Peyser Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Rapid Response</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Business Services</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Integration of Services</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Reemployment Services Recovery Act Provisions</i>	Policy attachment required	<input type="checkbox"/> Yes

9. Training		
<i>Individual Training Accounts (ITA)</i>	Updated Policy attachment required	<input type="checkbox"/> Yes
<i>Customized Training</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>OJT</i>		
<i>Trade Act Strategies</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. WIA IB & Wagner-Peyser PY 09 Performance and System Indicators	NA	NA
11. Local Monitoring	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Open Meetings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Public Comment on Local Plan	NA	NA

Required Signatures

	<i>Required Signatures</i>	<i>Attached?</i>
Attachment A	Signature of Local Board Chair	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attachment B	Signature of Chief Elected Official(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attachment C	Signature of WIB Director	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attachment D	Units of Local Government	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attachment E	Fiscal Agent/Grant Subrecipient	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attachment F	One Stop Operator Information	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attachment G	Federal and State Certifications	<input type="checkbox"/> Yes <input type="checkbox"/> No

If any of the following documents have changed in whole or in part, please attach.

	<i>Changed?</i>	<i>Attached?</i>
Chief Elected Official Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Local Board By-Laws	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
One Stop Operator Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that this Plan Modification was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected official(s) on behalf of the Local Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Date:		Signature of Local Board Chair:	
Mr. <input checked="" type="checkbox"/>		Typed Name of Local Board Chair:	
Ms. <input type="checkbox"/>		John VanNatten	
Other <input type="checkbox"/>			
Name of Board:	North Country Workforce Investment Board		
Address 1:	194 US Oval		
Address 2:			
City:	Plattsburgh		
State:	NY	Zip:	12903
Phone:	(518) 561-4295	E-mail:	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>	Typed Name of Local CEO:		
Ms. <input type="checkbox"/>	James Langley		
Other <input type="checkbox"/>			
Title of Local CEO:	Chair, Clinton County Legislature		
Address 1:	Government Center		
Address 2:	137 Margaret Street		
City:	Plattsburgh		
State:	NY	Zip:	12901
Phone:	(518) 565-4600	E-mail:	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

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By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in **§667.705** of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input type="checkbox"/>	Typed Name of Local CEO:		
Ms. <input checked="" type="checkbox"/>	Catherine Moses		
Other <input type="checkbox"/>			
Title of Local CEO:	Chair, Essex County Board of Supervisors		
Address 1:	7551 Court Street, P. O. Box 217		
Address 2:			
City:	Elizabethtown		
State:	NY	Zip: 12932	
Phone:	(518) 873-3700	E-mail:	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>	Typed Name of Local CEO:		
Ms. <input type="checkbox"/>	Guy Smith		
Other <input type="checkbox"/>			
Title of Local CEO:	Chair, Franklin County Board of Legislators		
Address 1:	Franklin County Court House		
Address 2:	355 West Main Street		
City:	Malone		
State:	NY	Zip:	12953
Phone:	(518) 481-1641	E-mail:	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input type="checkbox"/>		William Farber	
Other <input type="checkbox"/>			
Title of Local CEO:	Chair, Hamilton County Board of Supervisors		
Address 1:	Hamilton County Court House		
Address 2:			
City:	Lake Pleasant		
State:	NY	Zip: 12108	
Phone:	(518) 548-7603	E-mail:	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

ATTACHMENT C: SIGNATURE OF WIB DIRECTOR

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the Planning guidelines and instructions developed by the Governor, this Plan Modification was developed through consultation and dialogue between the local area’s representative(s) and the New York State Department of Labor’s Regional Labor Market Analyst.

By virtue of my signature, I:

- attest that dialogues were conducted between the WIB’s representatives and the LMA which provided the WIB with data and the demographic characteristics of the Lie’s resident population
- assure that service delivery and design, resource allocation, and other planning decisions were made by the WIB as a result of a careful consideration of the implications of the data and demographics as provided

Date:		Signature of Local WIB Director:
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local WIB Director: Paul A. Grasso, Jr.
Ms.	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Name of Board:	North Country Workforce Investment Board	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

ATTACHMENT D: UNITS OF LOCAL GOVERNMENT

Where a local area is comprised of multiple counties or jurisdictional areas, provide the names of the individual governmental units and identify the grant recipient.

Unit of Local Government	Grant Recipient	
	Yes	No
Clinton County	<input type="checkbox"/>	<input type="checkbox"/>
Essex County	<input type="checkbox"/>	<input type="checkbox"/>
Franklin County	<input type="checkbox"/>	<input type="checkbox"/>
Hamilton County	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT

*Identify the Fiscal Agent or a Grant Recipient to assist in the administration of grant funds.
Provide the names of the agent and/or sub recipient.*

Entity	Fiscal Agent	
	Yes	No
Franklin County, Career Development Center	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Entity	Grant Sub recipient	
	Yes	No
Clinton County Employment and Training	<input type="checkbox"/>	<input type="checkbox"/>
Adirondack Community Action Program	<input type="checkbox"/>	<input type="checkbox"/>
Hamilton County	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

OPERATOR: Plattsburgh ONEWORKSOURCE (Clinton County)	
<i>Method of Selection</i>	<i>Type of Operator</i>
X Consortium	System
Competitive Bid	X Center(s)
Operator Address:	194 US Oval Plattsburgh, NY 12903
Operator Phone: (518) 561-4295	
E-Mail: john.masella@labor.state.ny.us	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

- X Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

OPERATOR: Elizabethtown ONEWORKSOURCE (Essex County)	
<i>Method of Selection</i>	<i>Type of Operator</i>
X Consortium	System
Competitive Bid	X Center(s)
Operator Address:	103 Hand Avenue, Suite 1 P.O. Box 607 Elizabethtown, NY
Operator Phone: (518) 873-2341	
E-Mail: egordon@acapinc.org	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

- X Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

OPERATOR: Malone ONEWORKSOURCE (Franklin County)	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)
Operator Address:	158 Finney Boulevard Malone, NY 12953
Operator Phone: (518) 481-5755	
E-Mail: mbm@nnymail.com	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

- Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

ATTACHMENT G: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this contract is provided by either the United States Department of Labor or the United States Department of Health and Human Services which requires the following certifications:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this grant, the signee hereby 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 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 signer 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 sub recipients shall certify and disclose accordingly. This certification is a material representation of facts 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.C. **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 than \$100,000 for each such failure.**

C. DRUG FREE WORKPLACE. By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 98.630, Appendix C, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

For contracts funded by the U.S. Department of Labor

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance. For grants serving participants in work activities funded through the Welfare-to-Work block grant programs under Section 407(a) of the Social Security Act, the grant applicant shall comply with 20 CFR 645.255.

For contracts funded by the U.S. Department of Health and Human Services

As a condition to the award of financial assistance from the Department of Labor under Title IV-A of the Social Security Act, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws including but not limited to:

- (1) Title VI of the Civil rights Act of 1964(P.L. 88-352) and Executive Order Number 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity which prohibits discrimination on the basis of race, color or national origin;
- (2) Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations issued pursuant thereto contained in 45 CFR Part 84 entitled “Nondiscrimination on the Basis of Handicap in Programs and Activities Reviewing or Benefiting from Federal Financial Assistance” which prohibit discrimination against qualified individuals with disabilities;
- (3) The Age Discrimination Act of 1975, as amended, and the regulations at 45 CFR Part 90 entitled “Nondiscrimination on the Basis of Age in Programs and Activities Reviewing Federal Financial Assistance”, which prohibits discrimination on the basis of age;
- (4) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative:
Title: Executive Director
Date:

