

Local Plan Modification



**New York State
Department of Labor**

**Workforce Development
and Training Division**

July 1, 2008 – June 30, 2009

General Instructions for Modifying the Existing Local Plan

The Workforce Investment Act Local Plan Modification for Program Year 2008-2009, for Workforce Investment Act Title I-B and Wagner Peyser programs, must be submitted to the New York State Department of Labor (NYSDOL) no later than April 11, 2008, in accordance with the Planning Guidelines issued by NYSDOL on behalf of the State Workforce Investment Board and the Governor. The Plan Modification must be developed by the Local Workforce Investment Board (Local Board) in partnership with the Local Chief Elected Official(s).

The Plan Modification, generated through this process, will amend and extend both the approved Local Plan, which originally covered the period July 1, 2005 – June 30, 2008, and the local area's approved Functional Alignment Addendum. Therefore, this Local Plan Modification will extend the existing Plan and Addendum to June 30, 2009 and will become the basis for local area policy and monitoring.

Plan Modification Guidelines

The Plan Modification Guidelines are available and can be downloaded on New York's Workforce Development System website at www.workforcenewyork.com. The guidelines are attached to Technical Advisory # 08- 1, dated January 16, 2008.

Publication

The Local Board must make copies of the proposed Plan Modification available for public comment through such means as public hearings, local news media, and local websites. The general public must have access to the proposed Plan Modification and has 30 days from the date of publication and/or availability in which to comment. When the Plan Modification is submitted for approval, any comments received in disagreement must be attached. In addition, the Plan Modification must explain how those disagreements were addressed.

Time Table

Plan Modification Guidelines Issued	January 16, 2008
Latest Date for Publishing Plan for Public Comment	March 24, 2008
Local Plan Modifications due to NYSDOL	April 25, 2008
NYSDOL approval or request for information	No later than May 30, 2008

Submission

The draft Plan Modification is due **April 25, 2008**. NYSDOL requests local areas to complete the submittal process electronically by posting the draft Plan Modification, any comments received and the manner in which the comments were addressed, to the local area's workforce website. Specifically, local areas are required to **send an e-mail by cob April 25, 2008** to WDTDLocalPlans@labor.state.ny.us that includes the following information:

- Advises that the local Plan Modification, any comments received and information on the manner in which comments were addressed, are posted on the local website and available for State review;
- Indicates the URL and location of the Plan Modification document(s) on the website;
- States the dates the Plan Modification was made available for public comment;
- Provides contact information in the event there are problems accessing the Plan Modification; and
- Attests that no changes will be made to the document once it has been posted for NYSDOL review.

Should a local area be unable to comply with this method of submission, email a request for assistance to: WDTDLocalPlans@labor.state.ny.us. Please use “Request for Assistance with Local Plan Submission” in the Subject line.

Required Attachments

The required Attachments include:

- Attachment A: Signature of Local Board Chair
- Attachment B: Signature of Chief Elected Official
- Attachment C: Signatures of WIB Director and Regional Labor Market Analyst
- Attachment D: Units of Local Government
- Attachment E: Fiscal Agent/Grant Subrecipient
- Attachment F: One Stop Operator Information
- Attachment G: Federal and State Certifications

If any of the following have changed, please also attach:

- Chief Elected Official Agreement (if applicable)
- Local Board By-Laws
- One Stop Operator Agreements

Note: Hard copies of the required attachments and signature pages must be mailed to the address below. These attachments and signature pages must be received no later than June 6, 2008.

**Attn: Karen A. Coleman
Local Plan Modification**

New York State Department of Labor
Workforce Development and Training Division
Building 12 ~ Room 450
W. Averill Harriman Office Building Campus
Albany, New York 12240

Instructions for Filling out the Plan Modification Document

There are two main sections of the Local Plan Modification, each beginning with a short narrative and followed by instructions and questions. **A shaded area is provided into which the details of your response should be typed.** Your response will be formatted in a different font (**Arial 12, Bold Type**) to distinguish it from the form document.

You may unprotect the form by clicking on the lock on the forms toolbar to enter this information. For the check boxes, you may want to re-lock the form to easily tab from box to box. If the forms toolbar is not visible, right click in the upper right hand corner of the document. The toolbar menu will appear—click on “**Forms.**”

It is recommended that you save this document to your computer as your working document using the following naming convention: “LWIA NAME – Plan Modification.” Save your document frequently during its completion.

Technical assistance regarding the development of the Local Plan Modification should be directed to your WIA Program Manager. If you need any assistance with the form, please contact Cathy Laccetti at (518) 457-0389.

Workforce Investment Act Local Plan Modification
July 1, 2008 – June 30, 2009

In compliance with the Workforce Investment Act (WIA), each local workforce investment area is required to have a Comprehensive Local Plan in place. With the delay in WIA Reauthorization and a desire to align the development of the State Plan and Local Plans, NYSDOL has determined that each local Workforce Investment Board will develop a One-Year Plan Modification to extend the current plan to now cover the period July 1, 2005 - June 30, 2009. The Plan Modification will allow for short-term changes, development of strategies and efficiencies for dealing with reductions in funding, and alignment with updated State and local priorities. Commencing July 1, 2008, the Local Workforce Investment Areas (LWIAs) will be monitored according to the current Comprehensive Three-Year Local Plan, the Functional Alignment Addendum to the Three-Year Plan, and the Plan Modification. The Plan Modification will allow Local Boards the opportunity to re-evaluate their current system's delivery of employment and training services in light of funding considerations, new initiatives and performance. In developing those new strategies, local areas are required to consult with their region's Labor Market Analyst to review updated data and trends that may impact planning efforts and to use demographic information provided to assure workforce related needs of special populations.

The Plan Modification consists of two parts, the Strategies and WIA Compliance sections.

1. The Strategies section is in the form of questions that will address current and future strategies and efficiencies to address the impacts of funding reductions including infrastructure costs; further plans to achieve functional alignment; regional initiatives and sector strategies to improve a region's competitive advantage by enhancing the supply and quality of the region's talent pipeline; a vision for Youth Services and program design strategies for achieving the common measures; critical local issues and successes; and continued emphasis on services for special needs populations.
2. 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 Three-Year 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.

Plan Modifications will be reviewed by NYSDOL with a specific eye toward local area strategies that include efficiencies designed to address the effects of shrinking resources. During the State review process, local areas may be asked for clarification or additional information. Plan Modifications with strategies that do not include efficiencies will not be acceptable.

Section I. Strategies

1. Funding Strategies

Please describe strategies currently underway or being planned by the local board to address continuing reductions to WIA resources. The State appreciates that local areas will find it increasingly more difficult to deliver the same high quality services they have in the past with less WIA resources. Therefore, we are interested in what other funding sources and resources you are seeking to supplement WIA funds, whether through leveraging foundation or grant funds, establishing corporate partnerships, exploring regional strategies, utilizing partner resources, or other creative initiatives. In describing how the local area will support local and regional workforce needs while continuing to provide high quality services to job seeking customers and businesses, address your area's efforts to:

- a. Further coordinate existing resources;
- b. Leverage additional resources, both public (federal, state, local) and private;
- c. Expand current functional alignment efforts to achieve further integration of workforce services;
- d. Implement consolidation strategies and efficiencies;
- e. Engage with neighboring local areas to regionally plan provision of services;
- f. Reduce current infrastructure costs; and,
- g. Form new partnerships and alliances (i.e. community colleges, faith based entities, etc).

The Tompkins County Workforce Investment Board continues to find ways to leverage resources, cut costs and continues to seek out additional funding. Leveraging partnerships has been a successful strategy for the Tompkins County Workforce Investment Board. Partners including Cayuga Medical Center, CNYAHEC, and local manufacturers have funded our recent sector initiatives. In addition, the Tompkins County Strategic Tourism Planning Board, using local room tax funds, will provide us with both Administration and Program funds for our most recent sector initiative in the Hospitality/Tourism Sector. The Tompkins Workforce Investment Board continues to maintain an excellent partnership with our local Department of Social Services and administers a \$325,000 TANF Summer Youth Employment Program for Tompkins County. This successful partnership serves over 170 youth in summer employment per year and Administration funding to the Workforce Investment Board.

Several recently established partnerships would provide additional funds to the Tompkins Workforce New York One Stop Center. A couple of the recently created partnerships are a contract with Central New York Area Health Education Center to provide services to individuals impacted by the Berger Commission and becoming a Castle Worldwide Testing Site with Castle Worldwide reimbursing us for exam administration and proctoring.

As an effort to offset ongoing cuts, the Tompkins Workforce Investment Board as well as the Tompkins Workforce New York One Stop Career Center sought out

funding from the Tompkins County Legislature. As a result, the Legislature has provided approximately \$30,000 per year in funding to the One Stop Center and in 2008 provided the Workforce Investment Board with approximately \$70,000 in funding.

In addition to investments from the Tompkins County Legislature, the Tompkins County Industrial Development Agency acknowledged the efforts of the Workforce Investment Board and in 2007 provided approximately \$85,000 in funding for the work of the Board.

The Tompkins County Workforce Investment Area has and will continue to actively collaborate with other Workforce Investment Areas and partners to access Federal and State funding. Specific collaborations and fund development efforts include:

- **ST-WIRED Initiative for both the federal WIRED III and 13-N RFP.**
- **USDOL Community Based Job Training Grants. Multiple applications with Southern Tier WIB's**
- **Local IDA and primary economic development agency to assist with workforce training strategies**
- **Strategic Tourism Planning Board**
- **Local manufacturers for workforce training**

In addition to the above efforts, we will continue to share the costs of program and fiscal monitoring with surrounding Workforce Investment Boards. The Finger Lakes Workforce Investment Board and CSS Workforce New York provide staff to the Tompkins WIB to assist in the provision of monitoring services. These efforts will continue.

2. Local areas have previously been engaged in strategic planning to develop their human capital to address the needs identified by key industry sectors in their region. The USDOL's WIRED framework and the Department's own Regional Sectoral Strategy Initiative are also focused on the development of a talent pipeline to fuel the needs of key growth industry sectors and clusters within a regional economy. This framework brings together all the key players in a region to leverage their collective assets, resources and knowledge in order to devise strategies that focus on infrastructure, investment, and talent development that will optimize innovation and successful regional transformation. The workforce system must be fully connected and aligned with state and regional economic development and growth strategies. This requires integration of workforce development, economic development, and education systems in support of economic competitiveness. To this end, discuss your local board's efforts to engage in the development of a regional sector or cluster based strategy. Include within this discussion:

- a. Progress made in advancing the strategic planning efforts outlined and described in the local area's previous WIA Plan, and how this connects to the development of a regionally based sector strategy;

- b. Progress towards aligning the services of the local workforce system, economic development and education systems to support a regional based sector strategy;
- c. Policies adopted or planned for aligning training initiatives and ITAs to sector strategies and demand occupations;
- d. Partnerships developed in support of this effort and the role of these partners;
- e. Planned outcomes related to your strategy; and,
- f. Next steps to be taken in this effort during the coming year.

The Tompkins County Workforce Investment Area has a long history of collaborating with surrounding Workforce Investment Boards. Most recent collaborations are with the Southern Tier Workforce Investment Boards including CDO, Broome-Tioga, Chemung-Schuyler-Steuben, Cattaraugus-Alleghany and the Chautauqua Workforce Investment Board on the Southern Tier WIRED Initiative and the Regional Strategies (13N) Grant. Although the ST-WIRED application was not successful, it created an increased level of cooperation that has persisted. While the ST-WIRED group has just recently been awarded planning funds under the 13-N Initiative, plans have been underway for alignment of board policies such as self-sufficiency wage, ITA limits, and demand occupations.

The 13-N “ST-WIRED” Regional workforce and economic development transformation project seeks to address the workforce pipeline development needs of the manufacturing industry sector. This significant undertaking will move the Tompkins Workforce Investment Area and local regional partners (economic development, colleges, K-12) toward closer alignment and meeting the common goal of assisting the needs of the manufacturing sector in the region.

As the ST-WIRED partnership has just been awarded under the RFP, the project is still in the planning stage. The Leadership Council met for the first time on February 26, 2008 and will be meeting again on March 26 to outline the Implementation Plan for Phase I and Phase II of the grant. Roles and responsibilities of each Partner in the project will be defined at that time, and additional resources and procurement plans identified. It was agreed at the February meeting to focus two steps toward the transformation of the regional sector economy. The first, manufacturing career awareness-career development and recruitment, and the second, manufacturing skill training curriculum to affect the workforce pipeline for this industry sector. Specific outcomes related to this strategic effort will be identified. The Southern Tier Leadership Council consists of representatives from community colleges, four-year educational institutions such as Cornell University, representatives of the K-12 educational system, and economic development and private sector representatives from all six Southern Tier Workforce Investment Boards. The list of Leadership Council members is attached. In addition, to the partners that have a seat on the Leadership Council attached is a comprehensive list of agencies and entities that have signed on to assist in the ST-WIRED Partnership.

The Tompkins Workforce Investment Area also has additional initiatives underway in the healthcare and manufacturing sector. The first initiative is an innovative collaboration between the Tompkins Workforce Investment Board, Central New York Area Health Education Center (CNYAHEC) and Cayuga Medical Center. Work in this sector is designed to create a pipeline of young people moving into the healthcare sector utilizing a web-based learning tool, Myhealthcareer.org, to introduce junior high and senior high students to a variety of career possibilities in health care. The collaboration leverages staff from Cayuga Medical Center and CNYAHEC to blanket area schools with presentations on use of myhealthcareer.org and utilizes board staff to convene businesses and training providers in the healthcare industry to create recruitment zones within myhealthcareer.org. Initiatives in the manufacturing sector include partnering with Tompkins Cortland Community College and local manufacturers to create the Machining Skills Alliance. Local employers and the Community College have provided funding and equipment to create an Introductory Machining Skills program. This training was designed to train incumbent workers in local companies with additional unemployed trainees being added in the next quarter to create a supply of trained potential and current employees in the machining field. Ongoing planning is occurring to reach young people in our schools, in much the same way as our myhealthcareer.org initiative, to create a pipeline of workers for the thriving advanced manufacturing industry in Tompkins and surrounding counties.

Additionally, recent regional collaborations with the Finger Lakes, Cayuga-Cortland, CSS and Broome-Tioga Workforce Investment Boards include the conducting of a regional employer survey, a regional labor market study, and the establishment of analytical tools that will allow us to immediately plan for labor contractions and expansions in the region. These analytical tools identify industry sectors with like occupations and comparable or better wages and identify specific skills sets that individuals would need to be trained in to move into these industry sectors.

Briefly describe any other regionally focused initiatives currently underway or planned by your local board.

3. Youth

Describe the strategies, activities and initiatives currently in place or planned by your local area to improve your ability to meet or exceed the Youth System Indicator and Common Measure goals through improved youth program design and service delivery. Include a description of any joint regional efforts your local area is also involved with or is planning with regard to youth initiatives. Specifically, address:

- a. Increasing Out-of-School Youth Participation: Describe the current and planned *recruitment* strategies to expand and market services to out-of-school youth. Describe

current and planned *retention* strategies to ensure seamless, year-round services to out-of-school youth despite possible gaps caused by expiration of provider contracts.

The Tompkins Workforce Investment Board's youth program contractor, Tompkins County Office of Employment and Training (TCOET) continually recruits out-of-school participants through well-established connections with agencies, other youth service providers, and current participants. Recruitment strategies include increased partnering with Challenge Industries Job Club Program, Tompkins County Department of Social Services, Women's Opportunity Center, Tompkins Learning Partners, Tompkins Cortland Community College Tech Prep, Ithaca City Youth Bureau, Tompkins Community Action, and TST BOCES. Additional referrals continue to originate from community agencies such as the Greater Ithaca Activities Center (GIAC), the Community Justice Center, Rural Youth Services, Learning Web, and from past TANF Summer Youth Employment Program participants. TCOET will maintain our outreach and education to these community programs.

In January 2007, the WIA Youth Program co-located within the One Stop Center. This has proved to be a valuable resource for referrals to the WIA Youth Program. Youth walk-ins between the ages of 14-21 are directed to the Youth Program staff for information on the program, services and resources, and eligibility information is shared. One Stop services, workshops, job fairs, employer recruitment, etc are available to all out-of-school participants 18 and over.

In an effort to further engage and retain youth, staff attended "Effective Youth Engagement" seminar with Edward DeJesus that focused on effective and consistent recruitment and engagement efforts. In addition, staff regularly attend the Spring NYATEP Youth Academy and attend workshops related to youth enrollment and retention. Additional program changes have been made over the past six months to ensure retention of out of school youth. A few of those changes are ensuring that staff are immediately engaging and connecting with youth and placing additional emphasis on services beyond "subsidized work experiences," including ongoing assessment, life skills and the attainment of credentials as well as creating leadership opportunities for young people.

Throughout this year, WIA Youth program staff and participants have been reviewing marketing materials, etc... in an effort to appeal to young people in the digital age. These efforts have included use of digital photos and Power Point presentations produced by participants and staff to help recruit, sell and help set reasonable expectations for new participants. TCOET will continue developing new marketing materials geared to attract youth that stress the core goals of education, career preparation, leadership, and personal skill development. Funded by a recently awarded incentive grant, effective marketing tools will be developed including brochures, postcards, presentations, job fair materials, website, posters, as well as pages on Facebook, MySpace, Wiki, and MyYearbook. These Internet based pages will be maintained daily by our youth

staff and will include stories from youth, photos, event announcements, job and career information, job search tips, and an ongoing program related blogs. Photos and youth splash information pages will soon be included on the new One Stop Center scrolling LCD TV in the Resource Room. In addition, current program participants who have had positive experiences market program services to out-of-school youth.

- b. Literacy/Numeracy Gains: Describe service strategies (current and planned) for assuring that out-of-school youth deficient in basic reading/writing and math, attain these basic skills. Describe the assessment strategy and procedures for pre-testing the basic reading/writing and math skills of all out-of-school youth for basic skills, including the assessment test, and the rationale for the timing of the pre-test within the 60-day window (i.e., is the pre-test administered at the beginning or at the end of the 60-day window, and how does this timing align with the service strategy?). Describe the assessment strategy and the procedure for ensuring post-testing occurs within one year of the first youth service or prior to exit.

Each out-of-school youth is TABE tested to assess reading and math skills. The TABE test is given to each participant as part of a comprehensive assessment within the first 60 days of enrollment. This procedure ensures that the youth advisor develops an appropriate ISS (Individual Service Strategy) plan based on the youth's current basic skill level.

The youth program has strong connections with local GED class providers and secondary schools. Youth that are deficient in basic reading/writing and/or math skills are guided to enroll in one of three local GED class options (BOCES, Tompkins Cortland Community College or home study). The BOCES GED classes are offered in a variety of locations, times and methods. The youth advisors then aid in increasing their levels through assistance in GED assignments, study skills training and tutoring. Two youth program staff are currently enrolled in tutoring training through Tompkins Learning Partners. Scheduled tutoring sessions and academic support sessions will be incorporated into the youth program within the upcoming program year. Staff will soon also be able to assist through an online assessment tool called Prove It and e-learning options.

In addition, youth program staff has strong relationships with participants' employers. The employers are encouraged to assign increasingly challenging tasks to the youth that will naturally increase their math and reading workplace skills (i.e. cashiering and money handling.)

An identified basic skill deficient youth will constantly be reviewing and updating their goals within the program. One of these goals will be to increase their skill level, which is shown by taking a post-test. Youth are excited to prove their gains and they receive proper supports and incentives in order to ensure that post-testing occurs prior to exit or within the first year of services.

- c. Attainment of a Degree or Certificate: Describe assessment and service strategies (current and planned) for youth to attain a high school diploma, GED, or certificate. Describe the specific certificate training (current and planned) offered by the program, and how each certificate relates to employment opportunities in the local area and/or region.

Our youth program provider provides ongoing support for youth to stay in school and attain a diploma. In alignment with targeted local market demand occupations, additional coordination is planned with partnerships with our local BOCES to offer Certified Nursing Assistant and Commercial Drivers License Training programs, Tompkins Cortland Community College's Nursing Program, Machining Skills Training, and the Skilled Trades Diversity Pre-Apprenticeship program to encourage youth to enter Apprenticeship Programs. Currently participants 18 or over are able to access ITA funding for tuition or fees associated with these trainings and paid internships. In 2008 it is our intention to begin offering Youth ITA's. Other certificates earned by youth program participants, with fees covered by the program, include National Retail Foundation Customer Service Certification, ServSafe II and OSHA 10 training.

Youth Advisors will increase their emphasis in working with youth, families, local schools, and other education providers to assist youth to succeed in school, gain their diploma or GED and develop the academic skills needed for post-secondary education, advanced training and well paying employment. The Youth Advisors will provide needed assessments and will work closely with school counselors and members of a student's IEP team. They will work with students to track attendance, grades and completion of homework, and help and support students to access tutoring and after school homework assistance activities, including referrals to assist youth to access and maintain involvement in GED and other literacy programs.

Educational activities include exposing all youth to post-secondary education and training opportunities through presentations by staff from Tompkins Cortland Community College, Cornell University and Ithaca College. TCOET provides guidance and assistance in college and school applications and accessing financial aid. Workshops on note taking, organizational skills, time management, test taking, homework and study skills are provided.

- d. Placement in Employment or Education: Describe assessment and service strategies (current and planned) for placing youth into employment or enrolling youth in post-secondary education and/or advanced training/occupational skills (including apprenticeship, apprenticeship preparation, OJT, work readiness skills training, etc.).

Assessments and training are important tools youth staff utilize in placing youth into employment opportunities and into education/training. All youth are provided a comprehensive assessment and worker readiness training (locally approved) as

a first service to better assess their skills, interests and abilities. Assessments currently and/or planned to be offered include CHOICES, Career Zone, O*Net, Prove It, PDI-R (Psychiatric Diagnostic Interview - Revised), JIST CEI (Career Exploration Inventory) and the TABE. After a review and analysis of assessments by trained staff, youth are placed or referred to their corresponding programs, educational programs or services. If ready, youth are offered a paid internship, apprenticeship or work experience to continue to build work skills. The youth program is designed to assist youth with all aspects of application to post-secondary education, including covering application fees and support in completing and gathering all necessary paperwork.

4. Other Service Strategies

Describe your service delivery strategies and initiatives currently in place or planned by your local area to address the workforce related needs of special populations. Include a description of any joint regional efforts your local area is involved with or is planning. Specifically, describe strategies to address the needs of:

- a. Unemployment Insurance Customers: UI claimants comprise over 60 percent of the one-stop system's current customer base. Describe current and planned strategies to improve services to UI customers, particularly in light of the goals established in the Incentive/Sanction Technical Advisory 07-11 and 07-11.1 and in alignment with the Reemployment Services Plan in your local area.

Tompkins Workforce New York's goal is to reach out to all UI customers early in their claim process to fully inform customers of our offerings and services. One Stop staff focuses efforts on UI customers who are in most need of our services. UI Claimants who do not have a labor market attachment are scheduled for orientations and individual initial assessment interviews. After the initial "triage" the customer is referred to an appropriate next step, or series of activities that will best serve their needs. The UI customers are being integrated into the full range of services available at the One Stop, and are monitored through REOS to ensure they remain engaged in activities of value to the customer throughout the duration of their UI claim.

Rapid Response activities are promptly provided for potential UI customers whenever it becomes known that a business may be having a large scale lay-off, or closure. Rapid Response events offer detailed information on Tompkins employment and training services available, general information on UI claim processes, and include recruitment details on current job openings matching the skills of the affected employees.

- b. Individuals with Limited English Proficiency: Describe the need for employment, training and supportive services to individuals with limited English proficiency in your area. Describe current and planned strategies for increasing access to ESL training; providing services and materials in multiple languages; increasing cultural awareness

among staff serving customers; and current and planned partnerships to improve the local area's ability to serve individuals with limited English proficiency.

Increased partnering and dual enrollment with Tompkins Learning Partnership and TST BOCES has enabled the Tompkins Workforce New York One Stop Center to collaboratively engage and support participants with limited English proficiency with extra assistance and resources. Staff attend ESL classes at Tompkins Learning Partnership and TST BOCES and share information and resources with attendees. The One Stop Staff utilize a local Translator-Interpreter Program, an organization run through the Public Service Center of Cornell University and the NYSDOL Interpreter services as needed.

For the last six months, TST BOCES, Tompkins Workforce New York, Tompkins Learning Partners, International Refugee Sponsors, DSS and Challenge Industries have been increasingly planning and responding to a growing population of refugees from Burma and Russia, most of these individuals have been in refugee camps for over 10 years and many have an elementary school education at best, we are working with DSS and Challenge Industries to provide Job Club engagement, enriched work experiences, and volunteer opportunities while enrolled in ESL classes to improve their English and job skills to become more marketable. Center staff are providing services to refugees in their ESL classes as well as collaborating with TST BOCES and their sponsors to provide tours of the Tompkins Workforce New York One Stop Center.

- c. Low-Income, Low-Skilled Workers: Describe current and planned strategies for increasing the ability of low-income workers to earn sustainable wages and access good jobs with benefits and/or career ladders that will help sustain themselves and their families. Describe current and planned strategies for assessing and increasing the skills of workers, including the TANF population, to enable them to qualify for higher wage positions. Describe strategies to partner with other agencies to provide these workers with supportive services including transportation, child care, mentoring, etc.

In order to succeed in assisting this population, additional supportive services from partners and other local agencies is required. Close ties with the local Department of Social Services and Challenge Industries allows appropriate referrals for supportive services to address child care needs, health insurance concerns, housing, and the provision of other basic financial needs. Staff training on the use of additional tools to promote tax credits for hiring such as the Work Opportunity Tax Credit and Empire Zone Wage Tax Credits will also be implemented.

Skill Development and vocational training are an important strategy in improving the wages of low-income workers. Improvements in skill assessment, e-learning capabilities and in our learning lab are planned over the next year. These improvements are aimed at increasing the number of individuals who access skill

development services. Recent additions to our communities training options are aimed at increasing the skills of low-wage workers and providing additional employment opportunities in occupations in which one can be expected to earn sustainable wages. In addition, plans are being formulated to increase the number of low skill workers and public assistance recipients that have access to On-The-Job Training opportunities.

The Tompkins County Workforce Investment Board continues to collaborate with the Tompkins County Department of Social Services in the provision of a TANF Summer Youth Employment Program. Continued efforts are in place to increase the number of youth served by this program as well as the number of TANF recipients served by this program. Last year over 170 low income youth were placed into summer employment, educational support programs and provided over 800 hours of training in worker readiness, time management, teamwork, communication, career exploration, etc. At the end of the summer, appropriate youth were referred to either WIA Youth or other community youth employment programs.

The One Stop Center provides additional services to low-income workers through the Even Start Program under contract with TST BOCES. Staff provide workshops and worker readiness information sessions, portfolio development, home visits as well as active job search assistance in two local rural communities.

- d. Individuals with Disabilities: Describe current and planned strategies for providing services to individuals with disabilities through the one-stop center, including the role of the Disability Program Navigator and how that role will be sustained in light of diminishing funds. Discuss how functional alignment has improved service delivery, partner relationships and referral processes as it relates to this population.

With universal access, Tompkins Workforce New York is able to serve all individuals from all special population groups. In order for customers with disabilities to take advantage of core and intensive services, Tompkins Workforce New York has addressed technological and architectural challenges that allow individuals with disabilities to access services provided to any customer of the One Stop. Through specific grants, efforts were made to ensure that persons with disabilities are able to access the resource room of the One Stop Career Center, physical and program access issues have been addressed and assistive technology was installed in the One Stop Center. Equipment purchased consisted of both hardware and software to ensure computer access for persons with disabilities such as computer systems, JAWS, Zoom Text, Open Book and a track ball mouse. Assistive technology training was delivered on-site to Center staff and the Disability Program Navigator regularly supplements the training with information and tips on serving customers with disabilities. Functional Alignment has helped to increase staff exposure in directly serving customers with disabilities, and in understanding the broad range of services available to this

population. In addition to core and intensive services, additional services are offered to assist customers with disabilities by the Disability Program Navigator that include:

- Individual counseling to assist customers in understanding a variety of disability issues and resources
- Group trainings on disability specific information such as Social Security Work Incentives and the ADA
- Referral to appropriate agencies for needed services
- Collaboration and assists Employment staff on individual customers

The Disability Program Navigator position continues to play a crucial role in the Tompkins Workforce New York Career Center. Efforts to stabilize funding for the DPN position include exploring both becoming an Employment Network to generate additional funding for the position as well as partnering with Challenge Industries, our local Employment Network and DPN Contractor, to further identify individuals using the One Stop Center that would be appropriate for assigned Tickets through the Ticket To Work program and either having Center staff or Challenge Industries staff provide those services. We continue to explore ways to fund the DPN position with a goal of weaning ourselves of federal and state DPN dollars.

- e. Veterans: Describe new or planned local/regional initiatives for providing services to veterans in, or returning to, your local area.

As previously stated, Tompkins Workforce New York is able to serve all individuals from all of the special population groups. We recognize Veterans as a priority service. Veteran representatives are on-site at the Tompkins One Stop on a full time basis. These representatives work in cooperation with partner staff to provide quality, integrated services for local veterans. Long before the functional alignment initiative, Veterans staff integrated into the Centers' business services. The Veterans staff participates in staff meetings and training.

All One Stop Center staff provide priority services to Veterans; however, customers are encouraged to self identify as early as possible in the registration process and are immediately directed to Veterans representatives for services. When Veterans representatives are not available, Center staff provides priority services to Veterans.

In accordance with the Jobs for Veterans Act, the Veterans representatives within the Tompkins Workforce New York Career Center provide the following Veterans services: assessment; intensive services for Veterans with barriers to employment and referral to an employment counselor when appropriate; job development; resume development or referral to Career Center Staff; job referral; employer outreach; and referral to partners for various support services available

through the Tompkins workforce development system.

- f. Other individuals with barriers to employment: Discuss any other strategies in place to address services to individuals with barriers to employment.

The Tompkins Workforce New York One Stop Career Center continues to provide transition services at the Tompkins County Jail and Community Justice Center to assist offenders in a quick transition and attachment to the labor market. We work collaboratively with the school district, the GED Provider at both the Tompkins County Jail and Community Justice Center, and the Departments of Probation and Social Services.

Tompkins Workforce New York also has an Experience Works staff member co-located in the One Stop Center. The program had the highest placement rate of low-income elderly participants in the Southern Tier and this continues to be a positive solution for this identified high need in Tompkins County. We offer three participants on site supervised work experience and training. We also have served as a collaborative partner with the Tompkins County Office for the Aging Fast Track program. In addition, Tompkins Workforce New York is exploring the possibility of in-house basic computer training, a training need that has been identified as lacking in this age group.

We are committed to creating a diverse and fully inclusive workplace and One Stop Center that strengthens our organization and our community. This past year we joined many local agencies by developing and maintaining the following commitments:

- **An Organization-wide understanding and acceptance of the purpose and reasons for diversity;**
- **Recruitment and retention policies that ensure a diverse workforce;**
- **A workplace environment that is welcoming and supportive of all;**
- **Awareness, understanding and education regarding diversity issues;**
- **Zero tolerance for expressions of discrimination, bias, harassment, or negative stereotyping toward any person or group;**
- **A workforce ethic that embraces diversity and makes it the norm for all interactions, including delivery of services to the public**

This commitment includes promoting diversity understanding and acceptance, review of policies, procedures and printed materials, specific outreach and recruitment of individuals of color and representatives from under-represented groups, sponsoring diversity and inclusion training for businesses and regular Center participation in the Diversity Consortium.

5. Critical Local Issues

Please describe any critical issues or major initiatives unique to your local area that you are currently addressing or developing strategies to address. Specifically, describe:

- a. The issue and its impact on the area and/or region;
- b. Other parties involved (e.g., industry sectors, state, local or community partners, etc.); and,
- c. The proposed resolution or actions being taken, timeframe and outcomes expected.

The Tompkins County Workforce Investment Board has three major sector initiatives in our local area that are addressing critical local issues.

We have identified a critical shortage of machining skills in the manufacturing sector in our area. In addition to the need for machining skills there exists a lack of training providers in the manufacturing arena. In August 2007, the Tompkins Workforce Investment Board convened its first meeting of the Machining Skills Consortium. The Machining Skills Consortium is comprised of four major employers in the area that are in need of skilled machinists. Manufacturers identified entry level skill areas that new hires were lacking, and working with the TC3.biz (Community College business development staff) and Tompkins Workforce Investment Board staff in January 2008, we conducted the first round of employer sponsored training to meet machining skill needs in the manufacturing sector. Plans for the next training include an opportunity for ITA's to be utilized and a Job Fair sponsored by the four founding employers.

Another ongoing critical need is in Health Care Sector. The Tompkins County Workforce Investment Board has recently partnered with Central New York Area Health Education Center (CNYAHEC) and Cayuga Medical Center to work with area employers, training providers and local school districts in establishing myhealthcareer.org as a viable option for young people to explore health care careers. Our goal is to increase the number of youth that consider Health Care Careers. The Tompkins County Workforce Investment Area is the pilot site for CNYAHEC's foray into the expansion of myhealthcareer.org in the Central New York region. It is anticipated that these efforts will be expanded after a period of evaluation.

The third sector initiative is in the Hospitality/Tourism Sector. The Tompkins Workforce Investment Board in collaboration with the Strategic Tourism Planning Board, The Innkeepers Association, the Convention and Visitors Bureau, the Downtown Ithaca Alliance and TC3.biz has identified a need for Customer Service Skills in the Hospitality/Tourism Sector. Current plans are to establish a Short Term Customer Service training local employers will be able to send their employees to. It is anticipated that employers will be reimbursed 50% of the cost of certifying their employees and the other 50% will be funded by local room tax funds. In the near future there are plans to establish a brand that will be advertised and recognized by the public as a site where Visitors can receive

additional information and assistance from employees and businesses certified as a result of this initiative.

Section II WIA Compliance

The Local Plan Modification will extend the existing Local Plan and Functional Alignment Addendum to June 30, 2009 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 2005-2008 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 2005-2008 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 2005-2008 Plan or the Functional Alignment Addendum?</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 checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Contracting for Service Providers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Priority of Service <i>Has the Board declared a priority of service to be in effect?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Self-Sufficiency	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Supportive Services and Needs-Related Payments <i>Does the Board make needs-related payments?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Grievances and Complaints <i>Provide the name, title, and contact information of the EO Officer.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<u>Bud Shattuck</u> <u>E-mail: bshattuck@tompkins-co.org</u> <u>Phone: 607-272-7570, ext 118</u>	
7. Youth Services		
<i>In designing this plan and the services to be provided, the LWIA consulted with their regional Labor Market Analyst to assure a comprehensive understanding of the demographic characteristics of the population.</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Performance <i>Provide the name and contact information of the local area's performance expert.</i>	<u>Janie Bellis, Workforce Development Coordinator</u> Phone: 607-272-7570, ext. 169 Email: jbellis@tompkins-co.org		
Design Framework	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
Youth Council	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
<i>Selecting youth providers</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
<i>Youth eligibility definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
8. Adult, Dislocated Worker and Wagner-Peyser Services			
<i>In designing this plan and the services to be provided, the LWIA consulted with their regional Labor Market Analyst to assure a comprehensive understanding of the demographic characteristics of the population.</i>		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Performance <i>Provide the name and contact information of the local area's performance expert.</i>	<u>Harold Baylor, Employment and Training Clerk</u> Phone: 607-272-7570, ext. 109 Email: hbaylor@tompkins-co.org		
Eligibility Definitions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
Rapid Response	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
Business Services	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
Integration of Services	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
Services to Special Populations	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
Eligible Training Providers (ETP)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
Individual Training Accounts (ITA)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
Customized Training/OJT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
Trade Act Strategies	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
9. WIA IB & Title III PY05 Performance and System Indicators	NA		
10. Local Monitoring	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
11. Open Meetings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No
12. Public Comment on Local Plan	NA		

Required Signatures

	<i>Required Signatures</i>	<i>Attached?</i>	
Attachment A	Signature of Local Board Chair	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment B	Signature of Chief Elected Official(s)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment C	Signatures of WIB Director and Regional Labor Market Analyst	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment D	Units of Local Government	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment E	Fiscal Agent/Grant Subrecipient	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment F	One Stop Operator Information	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment G	Federal and State Certifications	<input checked="" 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 checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Local Board By-Laws	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
One Stop Operator Agreement	<input type="checkbox"/> Yes	<input checked="" 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 2008-2009, 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
- agree to comply with § **661.310** by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One Stop Operator

Date:		Signature of Local Board Chair:
Mr. <input checked="" type="checkbox"/>		Typed Name of Local Board Chair: Alan Pedersen
Ms. <input type="checkbox"/>		
Other <input type="checkbox"/>		
Name of Board:	Tompkins County Workforce Investment Board	
Address 1:	200 E. Buffalo Street	
Address 2:	Suite 102B	
City:	Ithaca	
State:	NY	Zip: 14850
Phone:	607-274-7526	E-mail: jluu@tompkins-co.org

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 2008-2009, 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
- agree to comply with **§661.310** by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One Stop Operator

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"/>	Michael Koplinka-Loehr		
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman, Tompkins County Legislature		
Address 1:	320 North Tioga Street		
Address 2:			
City:	Ithaca		
State:	NY	Zip:	14850
Phone:	607-274-5434	E-mail:	mac11@cornell.edu

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: SIGNATURES OF WIB DIRECTOR and REGIONAL LABOR MARKET ANALYST

**Workforce Investment Act Local Plan Modification for
Program Year 2008-2009, 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 face-to-face dialogues were conducted between the WIB’s representatives and the LMA which provided the WIB with data and the demographic characteristics of the LWIA’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. ___		Typed Name of Local WIB Director: Julia M. Mattick
Ms. <u>X</u>		
Other ___		
Name of Board:	Tompkins County Workforce Investment Board	

Date:		Signature of Labor Market Analyst:
Mr. <u>X</u>		Typed Name of Labor Market Analyst: Christian D. Harris, Senior Economist
Ms. ___		
Other ___		
Region:	Southern Tier	

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
Tompkins County	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<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 subrecipient.*

Entity	Fiscal Agent	
	Yes	No
Tompkins County	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Entity	Grant Subrecipient	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<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: Tompkins Workforce New York One Stop Career Center	
<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:	Center Ithaca, Suite 241 171 E. State Street Ithaca, NY 14850
Operator Phone: 607-272-7570, ext. 129	
E-Mail: dbradac@tompkins-co.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:

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

TOMPKINS WORKFORCE NEW YORK ONE STOP-CENTER

Full Service One Stop

Tompkins Workforce New York
Center Ithaca, Suite 241
171 E. State Street, PMB 154
Ithaca, New York

Hours of Operation:

Monday- Friday 8:30AM-4:30PM

Partners On-site:

NYS Department of Labor
Office of Employment & Training
Experience Works
VESID

Five Days a week
Five Days a week
Five Days a week
Five Days a week

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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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
- (5) The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116, and regulations issued by the Equal Employment Opportunity Commission which implement the employment provisions of the ADA, set forth at 29 CFR Part 1630.

The grant applicant also assures that it will comply with 45 CFR Part 80 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

STATE CERTIFICATIONS

E. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- 1) No principle or executive officer of the contractor’s/vendor’s company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and

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: Director
Date: