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## **Local Plan Modification**



**New York State  
Department of Labor**

**Workforce Development  
and Training Division**

**July 1, 2008 – June 30, 2009**

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## 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](http://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	<b>March 24, 2008</b>
Local Plan Modifications due to NYSDOL	<b>April 25, 2008</b>
NYSDOL approval or request for information	No later than <b>May 30, 2008</b>

## 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](mailto:WDTDLocalPlans@labor.state.ny.us) that includes the following information:

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- 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](mailto: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

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## 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.

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## 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.

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## 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).

**Last April 2007, the WIB approved a plan to hire three grant writers to identify grant opportunities and to prepare grant proposals in response to such solicitation. This strategy was intended to find sources, other than WIA, to continue to support its existing program and to address new workforce needs. This action came in the wake of the Workforce Investment Acts not being reauthorized the continuing cuts in Federal allocation to the WIA programs and the growing need to transform the way workforce services are delivered to meet the global and economic realities.**

**In addition to its focus on grant raising, the WIB also took a position to expand its vision beyond the geographic boundaries of this area. This action became necessary as globalization challenged borders and workers became more mobile. The shift in occupation required more communication among the workers.**

**As a result of these two strategies, the WIB has pursued several grant opportunities on a regional basis.**

#### 1. CT-NY WIRED

**In the Spring of 2007, the Southern Connecticut Workforce Investment Board and The Workplace Inc. approached the Westchester-Putnam and Yonkers WIBs with a proposal to join it to form a regional collaborative in response to the USDOL Workforce Innovations for Regional and Economic Development (WIRED). The Connecticut WIB had received a virtual WIRED grant for \$100,000 and was challenged by the USDOL to resubmit its plan which was bolder and much more**

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transformative. The Westchester-Putnam (and Yonkers) WIBs took advantage of the opportunity. As a result, on June 15, 2007, the USDOL awarded \$5.1 million to the region to begin to implement its transformation strategy.

2. Similarly, the NYSDOL issued two solicitations:

a. **12N Vocational English as a Second Language and Contextual Learning in the Workplace**, which called for applicants to assist local businesses who had challenges with limited English speakers to develop a plan. The Westchester-Putnam WIB took leadership in bringing the Hudson Valley Workforce Partnership together to develop and submit a proposal in response to this RFP. This effort resulted in successful application for 500,000 to train workers in seventeen companies in the region. This project's implementation has begun.

b. **13N Regional Strategies for Economic Development through Cluster/Sector Approach**. Similarly, the NYSDOL issued another solicitation for regional responses. Building on its work with the other WIBs on the USDOL Health Care Vocational English as a Second Language (VESL) grant, the Westchester-Putnam WIB stepped into a leadership role to convene the seven LWIB around 13N. A partnership was established that included up to 50 stakeholders, including higher education, economic development, business associations and businesses. A strategic plan called the Green Talent Pipeline was developed from the work of the partnership and the NYSDOL has approved \$550,000 to the regional partnership which is headed by the Westchester-Putnam WIB.

c. **GEAR Up**

In October 2007, the USDOE issued its GEAR Up solicitation which required respondents to submit plans that outlined strategies to help more disadvantaged youth complete high school successfully. The WIB through Westchester Workforce Development Academy for Youth (WWDAY), (which is a partnership of high schools), youth service providers, businesses and the WIB submitted a proposal for \$1 million to expand the academy to serve more in school youth. Discussion on this application is pending.

The WPWIB, as lead in the Hudson Valley Workforce Partnership, has also submitted proposals to the other USDOL solicitations:

- **Science, Technology, Engineering and Math (STEM)**

This proposal is for \$2 million over two years to develop a career pathways from K-16 in the Hudson Valley region. The STEM plan calls for the establishment of a two STEM One Stop Career Centers, Technical Advisory team from SUNY New Paltz, Purchase College and Pace University. The partnership also plans

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to convene regional STEM forums for teachers and workforce development professionals and for the training and assignment of STEM coaches and mentors. Students pursuing STEM careers will also benefit from tuition Assistance. Through this project, the WIB expects to create new articulation agreements among K-16 institutions.

- **Energy and Construction Trades**

The Hudson Valley Partnership saw this as a great opportunity to further its plan, under the Green Talent Pipeline, to strengthen its partnership, leverage resources and to provide more workers training in renewable energy.

These proposals have been submitted and the USDOL is expected to announce the results between July and October 2008. The WIB will continue its two-pronged strategy of pursuing new funding sources, while seeking regional collaborative. To this end, it is working with Yonkers WIB in pursuing collaboratives with the New York City WIB.

Based on the upcoming WIA funding cuts, functional alignment will be greater achieved by co-location of the DoES and the WOSEC two locations in White Plains. Once this happens, which is the plan, WIA and Wagner Peyser programs can share in cost to maintain one facility and conduct business in a more efficient manner through a common/seamless service design and service delivery.

This integration will provide:

- cross training of all staff on activities to improve the gap in potential staff reduction.
- consolidation of workshops and maintain all activities in one center.
- development of common forms and materials
- a team approach model for staff functions

One very important achievement of the Hudson Valley Regions that DoES, WIBs and One Stops have begun is an ongoing dialogue around the system enhancement. Further, the seven WIB directors have established a strategic planning forum, which allows for several regional initiatives. This has led to a broadening of the regional partnership as other stakeholders have joined in as the individual WIBs and the regions grapple with the current workforce challenges. On a monthly basis, the Hudson Valley Region gets together to exchange ideals and discuss best practices. In addition, they established policies and procedures to improve system design and service delivery in order to develop a fully aligned system.

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## 2. Regionally Based Sector Strategies

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.

**WPLWIB formed a partnership with the local Workforce Investment Board's in the Hudson Valley (Ulster, Rockland, Sullivan, Yonkers, Orange and Dutchess) called the *Hudson Valley Regional Partnership*. Each WIB brought to the table several key organizations to develop and provide guidance and input on the development of regional strategies to address workforce issues. These organizations represent both private and public sectors in workforce development, educational providers (K-16), community-based groups, environmental organizations, economic development entities, Chambers of Commerce, county government, employers, faith-based organizations and labor unions. The Westchester-Putnam Workforce Development Board serves as the lead agency. The goal of the partnership is to improve the region's competitive advantage by improving the supply and quality of the region's talent pipeline through transformation strategies built around a sector based or a cluster based approach with the focus on addressing the region's following workforce development needs:**

- talent attraction,
- talent development,
- talent retention, and
- leverage of recourses.

**Green Talent Pipeline:** The partnership was awarded a \$550,000 grant to develop a the strategy that will create a "Green job" pipeline to support a growing and expanding

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segment across several industry clusters. The strategy contained is consistent with both local and national needs for industries, especially manufacturing, to embrace new technologies, bioscience companies, construction industries and other businesses that will need to go Green to remain competitive. The long-term implications and intent of the strategy is to create, support and nurture a “Green Pipeline” of workers and innovation in workforce development that will serve as a model for the region and the state.

**Limited English Partnership:** The WPLWIB has submitted a proposal and been awarded a \$500,000 grant by the New York State Department of Labor to fund a Limited English Proficiency Program (LEPP). The goal of the program is to serve non-English speakers who wish to improve their English in the workplace or explore other job growth. An ESL curriculum will be developed by the Community Colleges and BOCES. Training will be provided to employees of local businesses located in Hudson Valley. Topics include communication in the workplace, equipment and technology.

**Green Energy & the Construction Trades:** A proposal will be submitted to the NYSDOL to solicit \$1 million in funding to address the shortage of skilled workers in the energy and construction industry. In developing the Green Talent Pipeline, the partnership became aware of the impact that Green was having on the building trades and the construction industry. In examining the projected needs for trained workers in this area, the Partnership quickly identified the need to address labor shortages in the construction industry as a part of the process. While the research points to growing Green methods in construction, more research and attention needs to be focused on the actual skills sets that will be in demand for this segment of the Green economy. The data below represents the regions, the state, and the nations growth rate for construction related trades and occupations.

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

In April 2007, the Westchester-Putnam Workforce Investment Board launched the Westchester Workforce Development Academy for Youth (WWDAY). This academy replaced the previous WIA youth programs, which were a hodgepodge of contractors trying to provide a wide range of services with limited resources. The WWDAY brought invaluable insight for its partners into a consensus and resulted in a coordinated oriented system. In general, both Out-of-School and In-School WIB contractors have **hybrid** contracts that are cost reimbursed and performance based budgets. In-School contractors are located in the five (5) high schools in the major cities. The Out-of-School staff is located in the One Stop Employment Centers. Having businesses as partners has helped put more youth closer to the workplace. The WWDAY has received a major boost in the WIB allocated funds to create other institutes within it. So far, a culinary institute has been established along with a finance institute. Plans are afoot to establish a hotel and hospitality institute to give some of the youth preparation for this industry.

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## 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.

**In the past year, we added one more Out-of-School Youth Contractor to not only increase the youth enrollment but also to provide youth services in more communities.**

**Our Out-of-School youth service providers are based at the One Stop and near a One Stop or a Department of Labor location. This improves contact and service delivery to the youth. The same youth case managers walk the neighborhoods and community centers to engage the youth by presenting them with the services they may be eligible. Word of mouth also helps with the recruitment. The retention of youth depends mostly on the type and quality of services provided once enrolled.**

**We currently have four (4) Out-of-School youth service providers and they each use a combination of the following to retain the youth:**

1. financial incentive when they meet positive milestones
2. low cost lunches (Pizza, etc.)
3. help with transportation and clothing to participate in job interviews
4. peer success: inviting youth who previously graduated from the program and is successful
5. paid training in attractive and in demand occupations (Trades)...

**When a contract is not renewed, there are three possible choices:**

1. The new contractor takes over providing services to the existent youth.
  2. A youth contractor from a nearby community takes over providing services to the youth.
  3. The contract is extended until all necessary services are provided to the youth or the contractor stops enrolling new youth knowing that the contract would be expiring.
- 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

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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.

**During the initial assessment, the youth take the TABE locator test and it is then determined what level TABE should be used to test the youth. We ask the youth case managers not to enroll youth without a complete assessment. Therefore, the TABE test is taken prior to enrollment and a determination is made whether the youth is Basic Skills deficient.**

**Once a youth is determined to be basic skills deficient, the youth case manager explains to the youth the importance of literacy/numeracy in job retention. The youth is then engaged in a variety of activities from tutoring (math and reading), to life skills training, job readiness skills (resume writing, interviewing skills, etc.), job search skills and when necessary occupational skills training. This strategy cannot be successful without the commitment of both the youth case managers and the youth.**

- 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.

**We have increased our In-School population by increasing our youth In-School contractors from three (3) to five (5). They are all located in their respective community high schools. The youth no longer have to travel to the youth service provider, instead the youth service provider is in the high school and interacting with the youth during school and after school hours. This strategy has caused the youth classroom attendance to increase, which in turn will cause the youth grades to improve.**

**By increasing the number of youth enrolled, we increased the number of youth graduating from high school and going to college.**

**We use the ITA process to encourage our youth to attend certificate training that would lead to better wages and better job retention. The youth must first be interested in the training certificates that are being offered by our training providers (based on demand occupation) in order to successfully complete the training.**

- 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.).

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Every youth is assessed prior to enrollment to determine eligibility but also for the youth case manager to put together a plan with the youth that would help the youth determine his/her plan to enter employment or go to college. The WIA 10 elements are used to determine the youth's needs to succeed in his/her endeavor. The youth must improve Literacy/Numeracy by attending one on one or group tutoring classes. The youth must improve on his/her Life Skills (We use Ansell Casey). We also encourage the youth to read about demand occupations in the region and to attain the necessary skills to become marketable. In order to do so the youth would start an apprenticeship program, occupational skills training, job shadowing or on the job training.

We follow up with the youth for a period of one year to make sure the youth stays employed, in college or training.

## 4. Other Service Strategies

- 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.

**By implementing an online reemployment services orientation, as delineated in our Reemployment Services Plan, we have gained the ability to assess claimant skill deficiencies and other reemployment needs from the onset of the claim. This process has also enabled us to focus our resources on those customers who demonstrate an immediate need for our services, which are usually of a more intensive nature. We are monitoring to ensure that all claimants have had an orientation and assessment scheduled within two weeks of the download or are scheduled within two weeks of any missed appointment. We monitor by making sure that on a weekly basis each claimant who has had an orientation has also been assessed. This ensures that the performance improvement indicators are met. In fact, we are exceeding the 95% goal.**

**Our review process uses REOS to assure that each claimant who has an orientation during a particular week has also been assessed. When someone has not been assessed we go back to review the claimant's information and assess the claimant's skills and needs. Additionally, all UI customers are followed up with every 60 days to make sure that they are accessing all the services that will enable them to find employment as quickly as possible.**

- 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

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

**There are a growing number of non-or limited English speaking workers. This segment continues to increase dramatically in Westchester County and now represents a large part of the local workforce. To address this issue, a proposal was submitted in response to New York State Department of Labor RFP #12-N Limited English Proficiency and Contextualized Learning in the Workplace. Together with the local WIBs from Ulster, Dutchess, Sullivan, and Orange, and the local higher education institutions, a partnership was formed to provide on the job training to limited English speaking workers. The goal of the program is to serve non-English speakers who wish to improve their English in the workplace or explore other job growth. Topics include communication in the workplace, equipment and, technology.**

- 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, childcare, mentoring, etc.

**Currently, the One Stop provides individual training accounts (ITA) vouchers up to \$4,000 for customers seeking employment in demand occupations/industries with the greatest growth potential**

**The intent is to focus on customers who are low income, low skilled workers, as well as populations as TANF recipients. Periodically the One Stop does targeted promotions to solicit candidates who will meet minimum eligibility requirements. The purpose of the ITA is to provide WIA eligible customers financial assistance for short-term occupational training that will lead to a job or better paying job. Some of the partner agencies such as WCC and BOCES are among the training providers. The One Stop also has expanded its effort to build career ladders in specific fields, i.e. health care, not only to assist customers to be trained and find employment but also to obtain the skills necessary to advance within their field.**

**In a strategic effort to address workforce issues, the LWIB plans to base the need for skills training for eligible WIA customers by business/industry demand and openings. Skills training for eligible WIA customer will be driven by the need of business/industry needs to fill specialized careers in STEM (Science, Technology, Engineering and Mathematics), Green/Chem-technology, Renewable Energy, New Technology, High Growth, and Sector/Cluster jobs. Therefore, skills training will be based on a cohort of customers and the training**

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**organizations ability to demonstrate the need for skills training through partnership with business and industry.**

**Customers are referred to the Department of Social Services which is part of the One Stop Consortium for supportive services.**

- 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.

**One Stop staff and partners have access to the services and resources of Disability Program Navigators. The Disability Program Navigators provide training, resources and services as needed to increase the skills and knowledge of the staff and system partners; thus enhancing the service delivery to the disabled population. In addition to the Disability Program Navigators, our partner staff from VESID also has an active presence.**

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

**The DOL Veteran's Division has now aligned with the One Stop Employment system. At the Westchester Employment Center in White Plains, there is now a full time veteran's employment representative, who is an expert at providing services to veterans. He is also available to assist staff in satellite offices in serving the needs of the Veteran customers.**

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

**In 2007, we began a pilot Re-Entry program to enhance the service delivery to individuals connected to the criminal justice system. This program is a result of the One Stop experiencing an increase in the number of individuals being released from prison and using the One Stop as a resource to gaining employment and other needed services. The LWIB realized that there needed to be a more concerted effort assisting these individuals. This pilot project has provided coordinated services to individuals released from prison (county and state) that has assisted with employment related services resources, and assisted with a smoother transition back into their communities. The One Stop has partnered with Westchester County's District Attorney's office and other social services entities in developing a plan for inmates who leave the state prisons. This initiative provides a funded position for a Re-Entry Coordinator who will act as a resource guide to inmates and releasees in connecting them to transitional services when they leave the prisons.**

## 5. Critical Local Issues

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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.

## 1. Green Talent Pipeline

**The Westchester-Putnam Workforce Investment Board and the Lower Hudson Valley Workforce Investment Boards' Partnership was awarded a \$500,000 grant under the NYSDOL RFP13N. The Partnership consists of a comprehensive, integrated teams of organizations, including economic development agencies, higher education institutions, seven local Workforce Investment Boards (Orange, Yonkers, Putnam/Westchester, and Rockland, Dutchess, Ulster and Sullivan counties) and both private and public employers from the entire Hudson Valley. The goal and objective of the project is to address the needs of businesses with the required talent, by identifying gaps that exist in the "Green" industry sector. The focus is to develop a strategy that will create a "Green job" pipeline to support a growing and expanding segment across several industry clusters. The strategy contained herein is consistent with both local and national needs for industries, especially manufacturing, to embrace new technologies, bioscience companies, construction industry and other businesses that will need to go Green to remain competitive**

## 2. Energy and Construction Trades

**It will generate funding to provide occupational training in renewable energy as well as resources to strengthen the regional renewable energy worker pipeline that will be started under the Green 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.

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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.

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<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	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Has the Board declared a priority of service to be in effect?</i>	<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	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Does the Board make needs-related payments?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Grievances and Complaints	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Provide the name, title, and contact information of the EO Officer.</i>	<b>O. J. Yizar, Program Administrator</b> <b>143 Grand Street, 2<sup>nd</sup> Floor</b> <b>White Plains, New York 10601</b> <b>(914) 995-3913 / ory1@westchestergov.com</b>			
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
<i>Performance</i>	<b>Henry Daisey</b> <b>New York State Department of Labor</b> <b>247 W. 54th Street, 5th Floor</b> <b>New York, New York 10019</b> <b>(212) 621-0844</b>			
<i>Provide the name and contact information of the local area's performance expert.</i>				
<i>Design Framework</i>	<input type="checkbox"/> Yes	<input checked="" 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

# DRAFT

*Selecting youth providers*

Yes  No

Yes  No

*Youth eligibility definitions*

Yes  No

Yes  No

8. Adult, Dislocated Worker and Wagner-Peyser Services

*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.*

Yes  No

# DRAFT

*Performance*

**Henry Daisey**

**New York State Department of Labor**

***Provide the name and contact information of the local area's performance expert.***

**247 W. 54th Street, 5th Floor**

**New York, New York 10019**

**(212) 621-0844**

*Eligibility Definitions*

**Yes**       **No**

*Rapid Response*

**Yes**       **No**

**Yes**       **No**

*Business Services*

**Yes**       **No**

**Yes**       **No**

*Integration of Services*

**Yes**       **No**

**Yes**       **No**

*Services to Special Populations*

**Yes**       **No**

**Yes**       **No**

*Eligible Training Providers (ETP)*

**Yes**       **No**

**Yes**       **No**

*Individual Training Accounts (ITA)*

**Yes**       **No**

**Yes**       **No**

*Customized Training/OJT*

**Yes**       **No**

**Yes**       **No**

*Trade Act Strategies*

**Yes**       **No**

**Yes**       **No**

9. WIA IB & Title III PY05 Performance and System Indicators

NA

10. Local Monitoring

**Yes**       **No**

**Yes**       **No**

11. Open Meetings

**Yes**       **No**

**Yes**       **No**

12. Public Comment on Local Plan

NA

**Required Signatures**

# DRAFT

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

# DRAFT

## 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:	
Ms. <input type="checkbox"/>		<b>Peter G. Wilcox</b>	
Other <input type="checkbox"/>			
Name of Board:	Westchester/Putnam Workforce Investment Board		
Address 1:	<b>143 Grand Street</b>		
Address 2:			
City:	<b>White Plains</b>		
State:	<b>New York</b>	Zip:	<b>10601</b>
Phone:	<b>914-253-2609</b>	E-mail:	<b>pwilcox@pepsi.com</b>

**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.

# DRAFT

## 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"/>	<b>Andrew J. Spano</b>	
Other <input type="checkbox"/>		
Title of Local CEO:	<b>County Executive</b>	
Address 1:	<b>148 Martine Avenue</b>	
Address 2:		
City:	<b>White Plains</b>	
State:	<b>New York</b>	Zip: <b>10601</b>
Phone:	<b>914-995-2900</b>	E-mail: <b>ceo@westchestergov.com</b>

# DRAFT

## 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"/>		<b>Robert J. Bondi</b>	
Other <input type="checkbox"/>			
Title of Local CEO:	<b>County Executive</b>		
Address 1:	<b>40 Gleneida Avenue</b>		
Address 2:			
City:	<b>Carmel</b>		
State:	<b>New York</b>	Zip: <b>10512</b>	
Phone:	<b>845-225-3641</b>	E-mail: <b>Robert.Bondi@putnamcounty.ny.com</b>	

# DRAFT

**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.

**The Westchester/Putnam Workforce Investment Board made our Draft Local Plan Modification available to the Board, One Stop staff, partners, Youth Council. Providers and public by posting the draft plan on our website:**

**[www.westchestergov.com/onestopemploymentcenter](http://www.westchestergov.com/onestopemploymentcenter)**

**March 24, 2008 through April 24, 2008. In addition we held a joint Youth Council and One Stop Committee meeting to assist with the development of the draft plan.**

**A legal notice appeared in the *Journal News* on March 27, 2008 covering both Putnam and Westchester County notifying the public of our draft local plan, soliciting comments and input and date and time of the public hearing.**

**Hard copies of the draft plan and information regarding the public hearing were made available in the One Stop Centers throughout both counties.**

**The public hearing was held April 15, 2008. There were no attendees.**

**We did not have any comments during the public comment period –March 24, 2008 through April 24, 2008.**

**The Westchester/Putnam Workforce Investment Board attests that no changes will be made to our Draft Local Plan Modification once it has been posted for NYSDOL review.**

**Contact Information:**

**OJ Yizar, Program Administrator  
(914) 995-3913  
[ory1@westchestergov.com](mailto:ory1@westchestergov.com)**

**Or**

**Donnovan Beckford, WIB Director  
(914) 995-3707  
[dpb2@westchestergov.com](mailto:dpb2@westchestergov.com)**

# DRAFT

## 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. <input checked="" type="checkbox"/>		Typed Name of Local WIB Director: <b>Donnovan P. Beckford</b>
Ms. <input type="checkbox"/>		
Other <input type="checkbox"/>		
Name of Board:	<b>Westchester/Putnam Workforce Investment Board</b>	

Date:		Signature of Labor Market Analyst:
Mr. <input checked="" type="checkbox"/>		Typed Name of Labor Market Analyst: <b>Johnnie Nelson</b>
Ms. <input type="checkbox"/>		
Other <input type="checkbox"/>		
Region:	<b>Lower Hudson Valley</b>	

**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.

# DRAFT

## 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
Westchester County	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Putnam County	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

# DRAFT

## 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
Westchester County Department of Social Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Entity	Grant Subrecipient	
	Yes	No
Putnam County Department of Social Services	<input checked="" 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.

<b>OPERATOR:</b>	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium  <input type="checkbox"/> Competitive Bid	<input checked="" type="checkbox"/> System  <input type="checkbox"/> Center(s)
<b>Operator Address:</b>	<b>Westchester County Office of Workforce Investment 143 Grand Street White Plains, New York 10601</b>
<b>Operator Phone: 914-995-3707</b>	
<b>E-Mail: dpb2@westchestergov.com</b>	

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 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
- 2) The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure

to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.

- 3) The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

**F. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"**

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

(answer Yes or No to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland:

\_\_\_\_\_ Yes                      X No

If Yes:

2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

X Yes                      \_\_\_\_\_ No

**G. NON-COLLUSIVE BIDDING CERTIFICATION**

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:
Date:

**ATTACHMENT 1: ONE STOP CENTERS**

**WESTSTCHESTER-PUTNAM WORKFORCE INVESTMENT AREA  
ONE STOP CENTERS**

***WESTCHESTER ONE STOP EMPLOYMENT CENTER***  
143 GRAND ST  
WHITE PLAINS, NY 10601  
(914) 995-3910

**FULL SERVICE: 9:00AM - 5:00PM**

**PARTNER STAFF**

Department of Social Services

NYS Department of Labor: M – F (9:00AM - 4:00PM)

Westchester Community College: T & TH (9:00AM - 3:00PM)

DPN: T, W,TH (9:00AM - 5:00PM) /),  
M (alternate), T, W (8:00AM - 4:00PM)

BOCES: F (9:00AM - 3:00PM)

***MOUNT VERNON ONE STOP EMPLOYMENT CENTER***  
100 EAST FIRST STREET, BSMT  
MT VERNON NY 10550  
(914) 665-6555

**FULL SERVICE: 8:30 AM - 4:30PM**

**PARTNER STAFF**

Department of Social Services

Seniors Program & Service: M – F (8:30 AM - 4:30 PM)

***PUTNAM PARTNERSHIP***  
100 Old Route Six  
Carmel, NY  
(845)225-7043

**FULL SERVICE: M - F (9:00 AM to 5:00PM)/ Summer Hours (8:30 AM to 4:00 PM)**

**PARTNER STAFF:**

Department of Social Services

NYS Department of Labor

Westchester Community College

County Youth Bureau

VESID

BOCES