

Local Plan Modification



**New York State
Department of Labor**

**Workforce Development
and Training Division**

July 1, 2008 – June 30, 2009

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).

Niagara will make efforts to deliver the same high quality services in light of continued funding reductions. Further coordination of existing resources with system partners will be utilized to provide the array of services that were provided through WIA resources. Additional funding opportunities through such sources as TAA, Title V, DPN, Partnership for Youth, 13-N, JARC, R-AHEC, as well as a local Healthcare grant, are being utilized to deliver services through the One-Stop Center/System. Functional alignment efforts have progressed since implementation in 2006. Niagara has two One-Stop Centers with the array of services, one located in the western end of the county and in the largest city, Niagara Falls; and one in the eastern part of the county, in Lockport.

Implementing consolidation strategies and efficiencies have been accomplished through continued relocation of staffing to the One-Stop common area and collocation under Functional Alignment. An attempt at reducing Infrastructure costs has been also accomplished through that relocation, through the reduction in square footage space rental costs, consolidating space rental costs for the NYS DoES and Employment and Training. We are attempting to increase the distribution of services by considering the use of technology and online learning to help compensate for the limits of available staff time. There also is a pending reduction in staffing due to decreasing allocations. Regionally planning with neighboring local areas has resulted in the formation of a leadership group and funding under the Transforming Regional Economies grant. Center staff are being

used for and compensated to the One-Stop Operator for training classes through a Community College grant.

Experience Works is located in the building as well as the Literacy Volunteer program. Also, we are in the process of being considered as a Literacy Zone through BOCES at the Niagara Falls One-Stop. This designation may result in additional funding as well as coordination of services in the neighborhood with community and educational institutions. Everywoman Opportunity Center received Wheels to Work funds for another year, and we are working with the Niagara Falls Housing Authority on the HOPE VI project, and have developed specific construction trades training with BOCES for the residents of the area to meet the needs of the construction project. We also are coordinating training efforts with WNY Rural Area Health Education Center (R-AHEC) and their funding through the Berger Commission.

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.

The area region of Niagara, Erie, and Chautauqua counties prepared and submitted a proposal to address the 13-N RFP, which took a region wide approach to sectors or clusters and workforce development. Representatives

from education, training, development, and business made up the membership of the council and prepared the proposal, targeting life sciences and advanced manufacturing, and included:

Development and dissemination of new “Life Sciences Career Awareness” materials including Career Ladder Kits to introduce students, parents and teachers to careers and post-secondary education opportunities in Life Sciences. A three-week summer course to educate middle and high school science teachers from the region on the educational programs available and the skill sets required in order to enter careers in life sciences and bio-manufacturing so they will be able to put a personalized perspective on interactions with K-12 students for recruitment and career ladder understanding.

Implementation of the National Association of Manufacturers DREAM!t DO!t campaign to procure, customize and disseminate career information in order to educate and promote career opportunities in advanced manufacturing.

Establishment of new Certificate and Associate degree programs in bio manufacturing developed in response to documented employee skill needs. Training funds to students pursuing education and training leading to careers in high demand occupations in the targeted sectors.

Two targeted Career Expos, one for advanced manufacturing and one for life sciences.

Grants to businesses in the targeted sectors to upgrade the skills of their workers, to assist companies in promoting highly skilled technical workers and to decrease turnover.

We are currently working with the Erie and Chautauqua WIBs to begin the process for the DREAM!t DO!t campaign, and to finalize the roles and responsibilities of each partner.

The outcomes expected include: a) an increase in the number and type of targeted sector career awareness materials developed and disseminated; b) increase in the number of students reached by career awareness efforts; c) increase in the number of students entering post-secondary education in areas related to targeted industries; d) increase in the number of students participating in shadowing or internship opportunities; e) increase in the number of teachers participating in professional development training in targeted sectors; f) increase in employer satisfaction in attracting qualified employees.

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.

Increasing Out of School Youth Participation

The area has allocated a small sum of incentive award funding to facilitate a full-day planning session to address the strategic planning of the Youth Council and to increase the array of services provided to youth. We are attempting to increase Out of School Youth participation through the adoption of strategies recently presented through NYSDOL workforce development, namely strategies to recruit youth through peer recruitment and internet usage. The approval of a Youth Hospitality course has targeted Out of School Youth for training into the Hospitality/Tourism industry. Retention strategies will target a revised incentive system to enrolled youth. In the case of any expired contracts, youth that have been enrolled and have not completed their program will be assigned to a currently funded program provider.

- 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.

Literacy and Numeracy Gains

Out of School youth are tested and those who are basic skills deficient are served directly through program operators or through linkages developed by the programs. Funded operators include school districts and youth service agencies, and in some cases, target specific populations and/or geographic location. Program operators are sent reminders of the upcoming due dates of post testing services. Niagara will implement some of the procedures presented at the Youth Academy through other areas to assure that youth are tested before they exit to the labor force. Problems with the entry and testing criteria for literacy/numeracy we believe have been rectified through recent (December) conference calls and information presented at the February Youth Academy, such as the overwriting of

Year 1 testing data as a youth is retested during the current first year. The assessment strategy and testing procedure has not changed, and the test is administered near the beginning of the 60-day window, consistent with getting a representative assessment and the implementation of the service strategy.

- 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.

The assessment and service strategies for a youth to attain a high school diploma, GED, or certificate are accomplished, for In School Youth, by selecting only junior/senior students who can benefit and are appropriate for the operator's program. Niagara County has not shifted to an entire program of Out of School Youth, but still has enrolled a limited number of In-School Youth. The Youth Council and the WIB continue to stress the emphasis on recruiting Out-of-School Youth operator programs, to meet both common measures and the system indicators.

- 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.).

Placement in Employment or Education

TABE testing, ISS, and other assessment instruments will be used to determine the skills and training needed for a youth program participant to succeed in employment or further education. Youth will be placed in a program geared to employment, training, occupational skills, continued education based on the assessment and ISS. Programs include case management, counseling and follow-up as a basic part of their design to achieve employment and/or additional education outcomes. Program operators can refer individuals to other programs or the existing educational and employment services in the area. The One-Stop Center has a part-time youth outreach worker to recruit and link participants to the services and programs available.

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.

Niagara is committed to providing job search planning information and individual assessment to every Unemployment Insurance (UI) customer early in their Unemployment Insurance claim. Every customer is contacted with information about job placement assistance or given an appointment for a job search planning workshop within 14 days of the office being notified of the UI claim entitlement. The status of Union members, people indicating temporary lay offs and students in approved training programs are verified and work search exempt status is given to these individuals. They are also informed of all One Stop services available to them if needed now or in the future. Everyone who does not have work search exempt status is given an appointment to attend a Job Search Planning Workshop. Following the procedure in TA # 07-11.1, anyone that does not comply with the appointment is rescheduled within 14 days for a rescheduled Job Search Planning Workshop. Failure to attend the second appointment results in a suspension of benefits and alerts the UI office of possible availability/eligibility issues. Customers reporting to the Job Search Planning Workshop are informed of all One Stop services available to them. Explanations on how to access self service activities as well as core staff assisted and intensive services are given. After the workshop, customers are seen individually and triaged at that time. An initial assessment of all job seekers during their first contact with our One Stops will determine the type and level of assistance they may need and want. Staff assisted core services such as job browse, resume critique and referrals to jobs are done at this time. Profiled customers and customers identified as having barriers to employment are referred to intensive services sooner.

Services continue to the Unemployment Insurance customer who is collecting UI benefits. Using the ReEmployment Operating Employment System (REOS), customers still in benefits 60 days after last service are recontacted and reevaluated as to their reemployment needs.

Providing effective reemployment services emphasizes early intervention and allows services to reflect individual customer needs. The goal of the reemployment plan is to reduce the amount of time it takes the UI customer to access services and reenter employment.

- 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.

ESL populations are served through additional educational, civic, and community resources. There are small concentrations of non-English speaking populations, primarily Spanish and Russian speaking. The Niagara One-Stop has retained the utilization of the Language Interpretative Services contract through the NYS Department of Labor. Services are available in over 140 languages and available on an as needed basis, in the event that Center staff cannot fully communicate. Literacy Volunteers offers one-on-one onsite assistance for individuals with language difficulties and maintains a list of volunteer tutors in the community (by language). LV makes the necessary linkages for the individual, and tutors meet with individuals either in the One-Stop building or at the Niagara Falls Library (one-quarter mile away).

- 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.

Partnerships with the Department of Social Services both on site and through linkages target services to adults and to youth programs. Literacy, GED, Job Readiness Training classes (with BOCES), computer training, and the Community College Career Center are co-located in the Center to provide services to help individuals compete for jobs.

Introductory computer courses and Microsoft Office application courses for a minimal fee (\$5) are provided on site and at other county sites through Community College funding to provide affordable, short-term training. Supports for transportation are also provided through participation in a local grant, as well the linkages through partner agencies provide support services to access and retain good jobs. Customized training is also available to help upgrade the skills of employed workers to allow them to compete and advance. Also available are ITA's for short term and targeted training without extensive educational/experience requirements to enter a career path.

Pre-vocational and On the Job Training are also available for low skilled workers. Breakfast Clubs, which introduce specific businesses to a pool of interested applicants in an informational give-and-take setting, often include positions which are entry level. Breakfast Clubs are generally held once each week.

- 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.

The DPN works with the One-Stop staff to provide that array of services for Center staff and for local service providers. The DPN provides linkages to all services available throughout the community for individuals and provides partners with an additional resource to utilize other program resources. Providing this role without additional funding will be difficult, and we will work with VESID as well as other program partners to sustain the services the DPN provides. It would be unlikely that the position as it currently exists would be able to be maintained, as reductions in funding of Center staffing have stretched services. However, through functional alignment and the systems and understanding that occurred through the work done under DPN, existing staff have incorporated those services more into customer services through the One-Stop system.

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

All One Stop customers are asked early in the intake/registration process as to their Veteran status. Functional alignment of the One Stop allows for all staff to become familiar with the availability of priority service for Veterans. Local Veteran Employment Representatives (LVER) are available at both One Stop sites. Veterans have access to a full range of employment and training services and are individually assisted by Veteran Staff at both One Stop locations. Services are available on a walk in basis and can also be provided by non Veteran Program staff if necessary.

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

Older workers are served through existing One-Stop strategies as well as through Title V programs, run through the Center. These services allow older workers with low skill levels to access the workforce. Many older workers with good work histories and good past wage levels from manufacturing face barriers in acquiring new jobs. Short term computer training from email and pc basics to Microsoft Office applications is provided to help transition them (as well as individuals of all ages) into new careers.

The Niagara County Probation Department has recently relocated into the same building as the One-Stop Center. The Partner's Leadership Council (March 2008) has begun to address issues facing formerly incarcerated individuals upon re-entry to the world of work, and to create an integrated strategy which will address the needs of these individuals as well as those at earlier stages, or at risk, in the judicial system.

Initiatives to provide services to individuals released from incarceration, Professional Opportunity Developers (POD) groups (for individuals with management and supervisory work experience to network together), increased Out of School Youth recruitment strategies, and introductory pc courses for those lacking these basic skills, are also targeted to provide a needed service to these target populations.

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 loss of well paid manufacturing jobs, and transitioning workers to training and new jobs, remains a major issue in the region. We are attempting to address this problem partially through the 13N grant program, as mentioned earlier. Retaining and attracting younger workers, particularly educated young adults, also remains a priority. The area is experiencing not quite a “brain drain” but a lack of attracting additional young workers to the region. The aging of the population and workforce in the Niagara region as well as in NY State points to the priority of retraining and attracting older workers in our workforce as well. These priorities have been identified and discussion is beginning on how to address the issues.

Many of these services have been initiated by the Partners’ Leadership Council. A timeline and completion date have not yet been set.

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>Gary D'Amico, Job Developer, Niagara County Employment & Training, 716 278 8243, gary.d'amico@niagaracounty.com</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>James Kowalski - NYSDOL 716 851 2732</u> <u>Douglas Linderman – One-Stop Operator 716 278 8235</u> <u>David See – WIB 716 278 8251</u>			
Design Framework	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Youth Council	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<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
<i>Youth eligibility definitions</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<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>James Kowalski - NYSDOL 716 851 2732</u> <u>Douglas Linderman – One-Stop Operator 716 278 8235</u> <u>David See – WIB 716 278 8251</u>			
Eligibility Definitions	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rapid Response	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Business Services	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Integration of Services	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<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
Eligible Training Providers (ETP)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<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
Customized Training/OJT	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Trade Act Strategies	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<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
11. Open Meetings	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<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 type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment B	Signature of Chief Elected Official(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment C	Signatures of WIB Director and Regional Labor Market Analyst	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment D	Units of Local Government	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Attachment F	One Stop Operator Information	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment G	Federal and State Certifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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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 type="checkbox"/> Yes	<input checked="" 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 type="checkbox"/>		Typed Name of Local Board Chair:	
Ms. <input checked="" type="checkbox"/>		Theresa M. Fezer	
Other <input type="checkbox"/>			
Name of Board:	Niagara County		
Address 1:	1001 Eleventh Street		
Address 2:			
City:	Niagara Falls		
State:	NY	Zip: 14301	
Phone:	716 278 8213	E-mail: tfezer@roadrunner.com	

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"/>		William L. Ross	
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman, Niagara County Legislature		
Address 1:	Courthouse		
Address 2:	175 Hawley Street		
City:	Lockport		
State:	NY	Zip:	14094
Phone:	716 439 7177	E-mail:	william.ross@niagaracounty.com

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.	<input checked="" type="checkbox"/>	Typed Name of Local WIB Director: David See
Ms.	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Name of Board:	Niagara	

Date:		Signature of Labor Market Analyst:
Mr.	<input checked="" type="checkbox"/>	Typed Name of Labor Market Analyst: John Slenker
Ms.	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Region:	Western	

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
	<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"/>	<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
Niagara 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: Niagara County Consortium	
<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:	Niagara County Employment & Training Trott One-Stop Center 1001 Eleventh Street Niagara Falls, NY 14301
Operator Phone: 716 278 8148	
E-Mail: paul.parise@niagaracounty.com	

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

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

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

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

Trott One-Stop Center 1001 Eleventh Street Niagara Falls, NY 14301
--

716 278 8108
Full Service Site

Partners on-site:
NYSDOL 5 days
Employment & Training 5 days
Department of Social Services
Niagara Community Action Program
Niagara County Community College
VESID
Office for the Aging/Title V

8:30 AM to 4:30 PM Monday through Friday (excluding some holidays)

Lockport Center
Walnut Street
Lockport, NY 14094
716 433 6766
Affiliate Site

Partners on-site:
NYSDOL 5 days
Employment & Training 5 days
Experience Works
Rural Opportunities, Inc.
VESID

8:30 AM to 4:30 PM Monday through Friday (excluding some holidays)

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:
Date: