

**DRAFT**

# Local Plan Modification



**New York State  
Department of Labor**

**Workforce Development  
and Training Division**

**July 1, 2008 – June 30, 2009**

**General Instructions for Modifying the Existing Local Plan**

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

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

**Plan Modification Guidelines**

The Plan Modification Guidelines are available and can be downloaded on New York’s Workforce Development System website at [www.workforcenewyork.com](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	March 10, 2008
Local Plan Modifications due to NYSDOL	April 11, 2008
NYSDOL approval or request for information	No later than May 16, 2008

**Submission**

The draft Plan Modification is **due April 11, 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 11, 2008 to [WDTDLocalPlans@labor.state.ny.us](mailto: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](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

## 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).

**A. Coordination of existing resources with partners of the One Stop Career Center in regards to training dollars.**

**B. Due to the financial strains that LWIA's are currently under with the funding shortages and the rescission, we are always on the lookout for new funding opportunities.**

**C. Currently, our One Stop houses several partners, enabling local client access to multiple services in one location. With our current reorganizing of staff and making more space available we hope to increase the number of services that will be available in one central location.**

**D. Efficiencies through consolidated services have been put in place through a number of activities. A number of positions, including a Keyboard Specialist, Account Clerk, Administrative Assistant, Fiscal Manager/CFO, and the Deputy Director are shared and jointly funded between WIA funds, the County and the local Industrial Development Agency. The integration of these positions and the shared administration of the WIA and IDA management function is a unique and effective arrangement. Additionally, the Workforce Investment Board is reviewing staff structure and organization, and will be making recommendations to more efficiently utilize staff.**

- E. Due to the GM Powertrain closing we are currently working closely with neighboring Franklin County to make sure services are provided to the dislocated workers in the most convenient manner. This collaboration will also assist in setting up procedures for future consolidation efforts.**
- F. Currently we are trying to reduce our infrastructure costs by reorganizing our staff's location to enable more free space that in turn can be occupied by partner agencies or outside sources to defray our rent and overhead costs.**
- G. In reorganizing our staff location, we are hoping to be able to bring in more local entities and form new alliances with local entities. This in turn will help to serve the public in a more concentrated location to alleviate travel burdens that exist in a county as large as ours.**

## **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 2006 St. Lawrence County Workforce and Economic Development Summit, funded through WIA incentive money, was held on the campus of SUNY Potsdam. This Summit gathered insight for the 2007 St. Lawrence**

County Comprehensive Economic Development Strategy from over 100 business people who attended the event.

Members of the LWIB have been collaborating with the following groups of individuals to develop the Comprehensive Economic Development Strategy: local elected and appointed officials; representatives of the local colleges and universities; union representatives; community members and staff advisors from various economic development offices, local and county. This document is the strategic planning tool for the development of key industry sectors in the county and region and the plan for the development of the human capital needed to operate these industries.

This plan addresses the development of a “regionally-based sector strategy” to the extent that this is possible in such a large and remote geographic area. St. Lawrence County, the geographically largest county in New York State, first and foremost needs an improved transportation and communications infrastructure. While a four lane highway may be a decade or more in the future, some smaller but important efforts are in the implementation and the planning phase. The first priority being addressed is improving the access (road and data/telecom) to existing industrial parks. The second priority is to build two or more new industrial parks. In addition, St. Lawrence County is addressing the need for public transportation through the hiring of a new Transportation Coordinator working for the St. Lawrence County Planning Office.

To highlight, just a few of the economic conditions that challenge the region:

- The population of St. Lawrence County has been in steady decline for 27 years
- St. Lawrence County has the State’s 4<sup>th</sup> lowest per capita income
- 18% of the population holds a bachelor’s degree (vs. 31% of the population of NYS)
- 17.7% of the population is living below the poverty line
- Housing is valued at approximately 1/3 of the value of housing in all of New York State, creating stagnation in the housing market. (A shortage of quality housing makes it more difficult to attract young, talented people to St. Lawrence County)

In describing employment trends, it’s important to emphasize that well paying jobs in manufacturing have all but disappeared, the latest blow to manufacturing being the closing of the GM Plant in Massena, NY. Farming, logging, and mining, all historically backbone and recession proof employment sectors for St. Lawrence County and the region, have suffered significant losses due to competition nationally and globally.

To begin to remedy the above, there are three regionally focused initiatives currently underway:

- The North Country Alliance, a regional consortium of economic development, community development and non-profit organizations with representation from all of the six northern counties of New York State. This organizations works to improve the overall economic conditions for business, and therefore, for the workforce.
- The development of closer working relationships with the five colleges and universities in St. Lawrence County, who through competitive attributes such as highly educated and professional staff, students and alumni and through research and development initiatives are small economic development “engines.” They also operate as a talent pipeline for our region. We are attempting to keep these talented people in our region by developing attractive industry and jobs in cooperation with higher educational institutions.
- A comprehensive marketing program has been designed and has been implemented to bring Canadian businesses into our region. North of St. Lawrence County is the Montreal-Ottawa-Toronto business corridor. The results of this marketing program have been job creation primarily with Canadian manufacturers getting a needed presence in the US.

St. Lawrence County WIA is aligning their services with economic development through a weekly briefing on economic development activities. Prospective new employers are introduced to workforce staff who explain and provide WIA functionally aligned services to business; economic developers encourage employers to use employee recruitment assistance as provided by the local WIA and DOL; OJT training contracts and skill upgrading contracts have helped train some of the people benefiting from new job creation (as a result of economic development activities). The LWIA is aligning their services with local colleges and universities through relationship building, connecting with college placement services to meet employer needs, and using ITAs to help fund education for demand occupations. In addition, collaboration is enhanced by a local college president sitting on the WIB, and the WIB’s Executive Director sitting on the Seaway Private Equity Corp. board chaired by another college president.

Planned outcomes related to the strategies mentioned are to:

- fully utilize the colleges and universities as drivers of economic development.
- continue marketing St. Lawrence County for outside investment, particularly from Canada, then meet the workforce needs of these new companies.

- diversify the opportunities available to the workforce through communication and coordination between WIA staff, economic development personnel and through the newly created position of Business Services Coordinator.

Steps to be taken in reaching these outcomes are to:

- utilize the newly created position of Business Services Coordinator to refine efforts to outreach and assist the current employer base so that the workforce and economic needs of existing small to medium size businesses can be met and expanded. This position will compile, analyze, and interpret detailed information that will lead to improved services and development efforts.
- encourage greater cooperation and development with the local colleges to keep the talented graduates of their programs in the region.
- maintain and develop closer working ties with economic development activities throughout the county.
- integrate the Comprehensive Economic Development Strategy with the long-term development strategies of St. Lawrence County communities through the support of the LWIB.

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

The LWIB has a number of members and staff working as part of the North Country Redevelopment Task Force. This Task Force was formed to coordinate the region's response to the announcement that General Motors would be closing their Massena facility.

A sub-group of the Task Force is considering submitting a "Regional Innovation Grant" proposal to the US Department of Labor. The LWIB would potentially partner with the North Country Workforce Investment Board and would be the applicant on behalf of a region that includes St. Lawrence and Franklin Counties as well as the Saint Regis Mohawk tribe. If approved, the planning grant would be used to assist the region in developing an action plan for developing a vibrant regional economy in the wake of the closure of the Massena facility.

Lack of interstate access is an economic hindrance that creates a competitive disadvantage for firms and employers in all sectors of the St. Lawrence County economy. In light of this, the LWIB Executive Director is on a steering committee of regional leaders seeking to improve highway transportation access to and throughout the County.

The LWIB has also participated in Empire State Development's "Regional Blueprint" process designed to focus the economic development efforts of

**the State with the goal of capitalizing on the specific strengths and assets of the North Country.**

### **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.

**St. Lawrence County Workforce Investment programs actively recruit out-of-school youth on a continuous year round basis. The youth are given the highest priority for service. Outreach, recruitment and case management are performed by the fiscal agent. All accountability for performance standards and system indicators lies with the fiscal agent. Contract providers are limited to the provision of their direct specific services.**

**The program year commences with the Summer Youth Employment & Training Opportunities (SYETO). A collaborative effort led by the SLC Office of Economic Development (fiscal agent), the County Youth Bureau, VESID and the Seaway Valley Alcohol & Substance Abuse Council and funded with both WIA and Tanf dollars, SYETO will provide six to seven weeks of paid employment, work readiness instruction and leadership addressments to participating youth. The program maintains a youth developmental design and affords counselors a contextual work base for further assessment of youth strengths and weaknesses. All out-of-school youth assessed basic skills deficient are remediated over the summer in the deficient area. Applications for out-of-school youth applying for SYETO may be obtained from the DOL offices, the One-Stop Career Center, the SLC Youth Bureau, the SLC Department of Social Services or youth may be referred by any service provider. Out-of-school youth participating in SYETO that enroll into post-secondary education for the fall semester are provided with a \$100.00 certificate for both first and second semesters to assist with the cost of books and supplies. Out-of-school youth who do not return to secondary education or enroll in and attend post-secondary are provided further counseling and guidance. These youth are considered for a summer work experience extension of up to six additional weeks. Counselors evaluate the progress of youth upon the completion of the activity and address the individual service strategy for each.**

For the last several years, due to diminishing allocations, the use of the year-round youth contract providers has been limited to out-of-school or part-time alternative GED students. All paid marketing and advertising has been limited to this population. The St. Lawrence County Workforce Investment Board/Youth Council has developed a recruitment and retention strategy that has been successfully applied to numerous occupational skills training curriculums. Youth are paid minimum wage for participation in all aspects of training including the actual occupational instruction, goal setting, work readiness and job getting workshops. It has been found that the payment of minimum wage affords youth the availability of transportation, childcare, and basic needs. Youth are more prone to complete the instruction once commenced. The St. Lawrence County Workforce Investment Board/Youth Council has provided skills training for Certified Nurse Assistant, Retail Sales and Welding.

Out-of-school youth may also participate in the “Community Brigade” a contract program with the County Youth Bureau. The Brigade is a crew of up to eight youth and a crew supervisor (mentor) that work on community projects throughout the county. The design incorporates a youth developmental approach, addressments and enrichments. The Brigade is a positive, structured environment which offers participating youth a team identity and support system. The “Community Brigade” has demonstrated positive results working with at risk/out-of-school youth.

Youth needing further assistance to secure and hold a job may be considered for a 210-hour work experience or internship position. Entry-level work experiences are developed at public or private not-for-profit sites for those youth that have not been able to demonstrate work readiness or maturity skills. Youth assessed to be job ready are provided an entry-level work experience at a private-for-profit business. Both experiences have periodic evaluations and work readiness/job getting addressments attached to them.

All out-of-school youth that have not completed a secondary education certificate are encouraged to do so. Referrals are made to any of the BOCES Access Centers.

Collaborative efforts are utilized extensively working with out-of-school youth. Referrals are made from or to other human service providers that assist with the youth service plan, i.e. Department of Social Services, Department of Labor, Probation, BOCES Access Centers, VESID, local school systems, the SLC Youth Bureau, the Seaway Valley Alcohol and Substance Abuse Council and Planned Parenthood of Northern NY. When appropriate, youth 18 years of age or older are referred to WIA Adult and Wagner/Peyser programs. All youth are provided career guidance, ongoing

**assessment and service strategy development to the point of exit. All youth are provided one year of follow up services.**

- 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.

**All out-of-school youth are assessed for basic skills deficiencies in reading and math at the beginning of program participation. Many of the services offered to youth are shorter in duration than 60 days. To delay the pre-test to the end of the 60-day window would not provide an adequate measure of the youth's skills prior to addressments being made. St Lawrence County WIA youth services utilizes the Test of Adult Basic Education (TABE) a nationally standardized, grade norm assessment instrument. The TABE Locator is administered first to help guide the counselor in the selection of the appropriate difficulty of battery. TABE forms 7 and 8 are interchanged as pre and post test measures. Youth found to be functioning below the ninth grade level in either or both subject areas are targeted for basic skills instruction. Out-of-school youth participating in SYETO are scheduled for one hour of instruction per week for each subject area they are deficient, up to two hours. Summer remedial Tutors provide contextualized instruction at the youth's work site. Youth enrolled in occupational skills training are provided basic skills instruction within the context of the specific class. Youth participating in the Brigade take part in basic skills addressments provided by their crew supervisor. All out-of-school youth that do not have a high school completion certificate are referred to the BOCES for GED preparation. Post testing is initiated with the completion of the enrolling service and does not exceed one year from the date of pre-testing and is prior to exit. Youth that refuse to take part in remediation or testing may be suspended from the service. However, it is the intent of the youth programs to assist youth in whatever capacity possible. Eligible youth may not be refused enrollment consideration or exited from program for failure to take part in remedial assessment or instruction.**

- 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 Summer Youth Employment & Training Opportunities is the only program operated by the St. Lawrence County Workforce Investment Board/Youth Council that actively recruits in-school youth attending a full-time secondary education program. All other in-school youth recruited into other WIA youth services are part time alternative education attendees.**

**All in school youth attending full-time secondary education classes enrolled into WIA services are not considered for exit until high school completion has occurred. Their progress is routinely monitored and counseling intervention is utilized when needed. Seniors and juniors are given priority for placement consideration within SYETO over underclassmen. Out-of-school youth that are assessed for services that lack a high school certificate are referred to the BOCES Access Centers for GED preparation classes.**

**WIA funded occupational skills training curriculums that are offered to out-of-school and part-time alternative education youth are New York State certificate bearing curriculums. Through a contract with the BOCES the St. Lawrence County Workforce Investment Board/Youth Council has operated occupational skill instruction including: 130 hours in Certified Nurse Assistant (CNA); 104 hours in Retail Marketing; and 180 hours in Welding. These courses have allowed youth to achieve a recognized certificate in demand occupations within St. Lawrence County. The youth participating are paid minimum wage for attending all aspects of the programs including work readiness instruction and goal setting workshops. The success of the training endeavors has encouraged the St. Lawrence County Workforce Investment Board/Youth Council to continue to sponsor similar paid instruction when funding allows. Discussions have already taken place for a Heating, Venting & Air Conditioning curriculum for next fall.**

**Eligible youth, 18 through 21 years of age, enrolled into Adult services and issued an Individual Training Account for participation in post-secondary, two-year degree curriculums are now co-enrolled into youth services. Youth programs track the progress of the students and may assist with support services as appropriate. The achievement of the Associates degree satisfies the certificate attainment performance standard.**

- 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.).

**All eligible youth enrolled into WIA youth services receive an objective assessment and an individual service strategy. Youth still enrolled in full-time secondary education and not in their senior year are considered for Summer Youth Employment & Training Opportunities only. The summer program linked with guidance and counseling is the only active strategy for full-time in school (secondary education) youth.**

**Graduating seniors and out-of-school youth not returning to full time, secondary education (prior graduates and drop outs) are considered for other services. These youth usually fall within three patterns of services. The first is youth that are out of secondary education, but are likely to return. These youth are encouraged to complete their high school certificate and receive guidance and counseling. They are referred back to their home schools or to the BOCES Access Centers for secondary completion consideration.**

**Second are youth that have completed their secondary education and are considering attending post-secondary or advance training. Youth are provided career counseling and guidance and are offered assistance completing admissions and financial aid forms. Youth college bound or enrolling into advanced training that participated in SYETO are provided a \$100.00 certificate for their first and second semesters to assist in the cost of books and supplies. Youth ages 18 and older are also referred to the Adult programs for consideration of co-enrollment and the issuance of an Individual Training Account (ITA) for studies in a demand occupational field. Youth enrolling into post secondary or advance training through an ITA continue to receive guidance and counseling services, support services (mileage and child care reimbursement) as appropriate to the completion of their degree or certificate.**

**Third are the youth that have graduated or dropped out of secondary education or are attending part-time secondary in an alternative setting and do not plan to attend post-secondary or advance training at this time. These youth seek attachment to the labor market and are interested in short duration strategies that culminate with employment. Youth that have little or no work history or a history that does not support a state-of-work maturity or work readiness are considered for work experience. Work experience is typically developed at a public or private not-for-profit site in an entry-level position for a maximum of 210 hours. Youth may also be enrolled into the Community Brigade, a community service program that is**

12 weeks in duration designed to assist disenfranchised youth in securing entry-level employment skills. The crew is led by a Crew Supervisor who serves as a mentor and leader throughout the project's operation. Youth are evaluated by their on-site supervisors while working. Youth enrolled into work experience receive guidance and counseling services and support services as appropriate.

Youth that have demonstrated work maturity and work readiness are considered for an internship. An internship is typically developed at a private-for-profit business for a maximum of 210 hours. Youth are evaluated by their on-site supervisors while working. It is the intent of the internship that the youth, upon successful completion, be placed on the employer's payroll. Youth may also be referred to the Adult programs for consideration for an OJT. These youth are co-enrolled in services and continue to receive guidance and counseling as well as support services as appropriate.

Youth seeking labor market connection may also be considered for short-term occupational training. The St. Lawrence County Workforce Investment Board, as recommended by the Youth Council, has sponsored classroom instruction in Micro Computers, Certified Nurse Assistant (CNA), Retail Sales and Welding. Occupational instruction, work readiness, goal setting and job getting workshops are combined to provide a contextualized work-based strategy. Youth are paid NYS minimum wage for all participation. A curriculum in Heating, Ventilation & Air Conditioning is being considered for the fall.

#### **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.

**The current service delivery strategies in place to address the workforce related needs of Unemployment Insurance Customers in St. Lawrence County consists of using the two stand-alone affiliate Department of Labor offices – one in Ogdensburg, the other in Massena – to handle the scheduling/rescheduling of all claimants through REOS for the initial introduction to services and activities available through the One-Stop**

system. The staff of these two centers identify issues that affect eligibility for UI benefits and provide an initial assessment that determines the individual's work related skills and indicates their employment and training needs. They schedule, track and record data in REOS. Staff representing the *Career Counseling Guidance and Planning Unit* then provide direct career guidance and counseling; résumé and cover letter development; referral to supportive services, partner and other agencies; and referral to comprehensive testing and assessment services. Representatives of the *Skill Development and Training Unit* are present at both of these DOL offices and at the One-Stop Career Center on a scheduled basis in order to develop employment plans, refer UI beneficiaries to short-term prevocational training, provide Individual Training Accounts or supportive services necessary for training, assist with out-of-area job search and/ or relocation for employment. These representatives also determine the need and appropriateness of claimants for work experience. On-the-job training referrals are coordinated through these representatives to the *Business Services Unit*.

- 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.

The need for a comprehensive services delivery strategy for Individuals with Limited English Proficiency does not appear to be needed *at this time*. Statistics from the 2006 American Community Survey for St. Lawrence County show that only 3.4% of the St. Lawrence County residents are foreign born compared with 12.5% of residents of the United States. This presumes that very few job seekers in St. Lawrence County speak a native language other than English. Currently, "English as a Second Language" classes are held three days a week at a central location in St. Lawrence County. The St. Lawrence-Lewis BOCES and Literacy Volunteers of St. Lawrence County are meeting the need for access to ESL training. Of those individuals visiting the One-Stop Center who do not speak English as their native language, there does not seem to be one language or country of origin that predominates; non-English speaking job seekers are as likely to speak Pakistani as they are to speak Russian. Non-English speaking customers typically are accompanied by a friend or family member acting as a translator.

- 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.

The current strategy for increasing the ability of Low-Income Workers to earn sustainable wages hinges on our WIB approved self-sufficiency policy, which directs that intensive and training services be given to those employed individuals with family incomes less than 200% of the poverty level (or 225% of the poverty level for those families without access to health insurance). All funds given to low-income workers through Individual Training Accounts, or for pre-vocational skills development, or supportive services, work experience, On-the-Job Training, Customized Training, etc. are specifically used to increase the earning power of the individual. The training supported always depends on an assessment of where the individual is at now in terms of skills, work experience and education. The training being supported is always based on the skills and/or occupations currently in demand in St. Lawrence County. We follow a career ladder approach for health care occupations, funding at all levels of the ladder depending upon where the customer is on that ladder. We currently help to financially support health-related careers such as C.N.A., L.P.N., R.N., Radiological Technician, and Healthcare Clerical and Medical Assisting. In transportation we fund Commercial Class-B licenses, Commercial Class-A licenses, and progression from one to the other if needed. We assist individuals without skills to acquire pre-vocational or vocational level training. For individuals with vocational training, we encourage upward mobility through training in degree programs. For individuals with entry-level skills, we support further employer development of skills through On-the-Job Training and Skills Upgrade Training. The *Skill Development and Training Unit* is always focusing on moving workers to better wages and professions that provide benefits and job security. The One-Stop Career System has been supporting the efforts of various civil service recruitment efforts to get low-income individuals into these relatively abundant opportunities in St. Lawrence County (due to the retirement of large numbers of civil servants in the next few years). All of these positions provide a sustainable wage and good benefits. The TANF population benefits from all of the above efforts since they are served side-by-side with all other unemployed or low wage earners in St. Lawrence County. The One-Stop Career Center and its affiliated offices refer to and take referrals from TANF counselors for training and supportive services. The One-Stop Career Center runs the TANF summer youth program as well.

- 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.

**Our current strategy for providing services to Individuals with Disabilities is to serve all people with disabilities as we would serve the general public. That is, provide those services that are necessary and appropriate to return the individual to the labor market as quickly as possible, to provide skill development services as needed, to counsel the individual on an employment plan that will eventually provide a self-sufficient wage with benefits. All individuals with disabilities are given information on the Vocational and Educational Services to Individuals with Disabilities (V.E.S.I.D) program and encouraged to apply for those services that the W.I.A. is unable to provide or afford. We frequently ask V.E.S.I.D. to partner in the use of W.I.A. funds for training and supportive services.**

**The role of the Disability Program Navigator is to directly help disabled individuals receive the services or referrals that they need to overcome obstacles to their gainful employment. The D.P.N. also keeps the lines of communications open for greater cooperation with V.E.S.I.D. and other agencies that are meeting the needs of disabled individuals. The D.P.N. advocates for services and an understanding of the special needs of this population. She also helps to identify people with disabilities and is a source of education and information for the staff. Her outreach efforts and community presence is a source of referrals into the One-Stop Center. She is a community resource to businesses needing information on accessibility problem solving or on “reasonable accommodations” in the workplace. The overall effect of the D.P.N. position has been to increase the quantity and quality of services to individuals with disabilities.**

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

**The service strategy for serving Veterans in, or returning to, our local area has not changed. All veterans are serviced by functionally aligned staff members; however, veterans are also referred to the local Department of Labor Veterans’ Representative for those specialized services available to Veterans only. The local Vet Rep maintains regular contact with Veterans keeping them informed in a timely manner of all new and upcoming services available to them. All WIA staff are aware that serving Veterans is a priority of the Workforce Development System.**

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

**There are no other specific service strategies in place to address other barriers to employment. At this time there is no one group of individuals beyond those special populations already mentioned that present to this system in such numbers that a strategy is needed. As always, we try to identify all barriers to employment so that every consideration is given in helping the individual to overcome whatever obstacle they face.**

## **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.

**One of the Critical Issues that the LWIA program is facing is the closing of the General Motors plant in Massena, NY. It has now been ten months since GM announced their plans to phase out production at its plant in Massena by the end of 2008. We are less than nine months away from the announced closing date with only a handful of permanent layoffs. A deluge of dislocated workers should be looking for employment or training shortly. Currently, there are feelings of anger and confusion as GM workers try to make choices between buyouts, early retirement, transfers, becoming a part of the “job bank”, retraining, relocation and so forth. The immediate and long-term economic impact in our area (St. Lawrence and Franklin Counties) of the loss of 500 good paying jobs is the great unknown. The UAW workers’ base pay is approximately \$50,000 annually, but with abundant overtime, many workers have made \$75,000 to \$100,000. The North Country region has nothing to offer these workers in comparable pay; many will find themselves earning one-fourth to one-third of their previous earnings, even with further education and training. A leadership group, the North Country Redevelopment Task Force, has formed to support economic development in the affected area, to find a buyer for the defunct plant, and to expand existing businesses. There are some bright spots – a planned expansion at the Akwesasne Mohawk Casino; the NYS Power Authority’s guarantee of low-cost power for Alcoa in return for job security and modest job growth, promised funds from the Federal Government for major infrastructure maintenance of the St. Lawrence Seaway and Locks, planned alternative energy-related projects and a proposed race track and entertainment park in nearby Brasher Falls. The timeframe for services to GM workers and for the implementation and**

development of the above projects is approximately two to three years. Only at that time will we be able to assess the impact of current plans and preparations. We are being assisted in our efforts through a Discretionary WIA Dislocated Worker Funds Grant.

Another Critical Issue is happening on the other (far) end of the county in an area that is already economically depressed; that is, the laying off of three-fourth of the employees, approximately 75 people, of Gouverneur Talc. This mine is staffed by members of the United Steel Workers Union. The average union member is making \$19.00/hour with salaried staff making comparable wages; all of whom have excellent benefits. All 75 workers will be laid off by the end of 2008. A small Rapid Response has already been held with a much larger one planned for March 12, 2008. In order to provide reemployment services for these individuals, a request for Discretionary WIA Dislocated Worker Funds has just been submitted. We are in the very beginning stages for understanding the needs of the workforce and the economic impact on this rural region has not been assessed. We hope to minimize the impact by providing employment and training services rapidly to people as they are laid off or are within 180 days of layoff. We have begun providing staff-assisted services. The timeframe for returning most of the laid off workers to the workforce is two to three years. Most dislocated workers should be able to find wages that are 75% of their dislocation wage (with some training or educational services). This, in itself, will help to lessen the economic impact on the area.

**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>
<b>1. Selecting and Certifying One Stop Operators</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>2. Contracting for Service Providers</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>3. Priority of Service</b> <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 checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>4. Self-Sufficiency</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Supportive Services and Needs-Related Payments</b>  <i>Does the Board make needs-related payments?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>5. Grievances and Complaints</b>  <i>Provide the name, title, and contact information of the EO Officer.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Stephen House, One-Stop Manager St. Lawrence County One-Stop Career Center 80 State Highway 310, Suite 8 Canton NY 13617 Phone: (315) 386-3276; Email: shouse@stlawco.org	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>6. Youth Services</b>  <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

<b>Required Policy</b>	<b>Is current policy, definition, design or provision of services different from that in the approved 2005-2008 Plan or the Functional Alignment Addendum?</b>	<b>Is changed or new policy, definition, design or provision of services description attached?</b>
<p><b>Performance</b></p> <p><i>Provide the name and contact information of the local area's performance expert.</i></p>	<p>Stephen House, One-Stop Manager, St. Lawrence County One-Stop Career Center, 80 State Highway 310, Suite 8, Canton, NY 13617</p> <p>Linda Manchester, Manager, NYS Department of Labor, 158 Finney Road, Malone, NY 12953</p>	
<b>Design Framework</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p><b>Youth Council</b></p> <p><i>Selecting youth providers</i></p> <p><i>Youth eligibility definitions</i></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>7. Adult, Dislocated Worker and Wagner-Peyser Services</b>		
<p><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></p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Performance</b></p> <p><i>Provide the name and contact information of the local area's performance expert.</i></p>	<p>Stephen House, One-Stop Manager, St. Lawrence County One-Stop Career Center, 80 State Highway 310, Suite 8, Canton, NY 13617</p> <p>Linda Manchester, Manager, NYS Department of Labor, 158 Finney Road, Malone, NY 12953</p>	
<b>Eligibility Definitions</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Rapid Response</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Business Services</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Integration of Services</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Services to Special Populations</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Eligible Training Providers (ETP)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Individual Training Accounts (ITA)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Customized Training/OJT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Trade Act Strategies</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>3. WIA IB &amp; Title III PY05 Performance and System Indicators</b>	<b>NA</b>	
<b>4. Local Monitoring</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>5. Open Meetings</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>6. Public Comment on Local Plan</b>	<b>NA</b>	

**Required Signatures**

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

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

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

**ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR**

**Workforce Investment Act Local Plan Modification for  
Program Year 2008-2009, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

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

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that this Plan Modification was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected official(s) on behalf of the Local Board
- agree to comply with § 661.310 by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One Stop Operator

Date:		Signature of Local Board Chair:	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local Board Chair:	
Ms.	<input type="checkbox"/>	Michael A. Noble	
Other	<input type="checkbox"/>		
Name of Board:	St. Lawrence County Workforce Investment Board		
Address 1:	80 State Highway 310, Suite 6		
Address 2:			
City:	Canton		
State:	New York	Zip: 13617	
Phone:	(315) 379-9806	E-mail:	

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

**ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL**

**Workforce Investment Act Local Plan Modification for  
Program Year 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:  J. Patrick Turbett		
Ms. <input type="checkbox"/>			
Other <input type="checkbox"/>			
Title of Local CEO:		Chair	
Address 1:		St. Lawrence County Board of Legislators	
Address 2:		48 Court Street	
City:		Canton	
State:		New York	Zip: 13617
Phone:		(315) 379-2276	E-mail:

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

**ATTACHMENT C: 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:
Ms.	<input type="checkbox"/>	Raymond H. Fountain, Executive Director
Other	<input type="checkbox"/>	
Name of Board:	St. Lawrence County Workforce Investment Board	

Date:		Signature of Labor Market Analyst:
Mr.	<input checked="" type="checkbox"/>	Typed Name of Labor Market Analyst:
Ms.	<input type="checkbox"/>	Alan Beideck
Other	<input type="checkbox"/>	
Region:	North Country	

**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
N/A	<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
St. Lawrence County Office of Economic Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Entity	Grant Subrecipient	
	Yes	No
St. Lawrence County Board of Legislators	<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> One-Stop Career Center	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium  <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System  <input checked="" type="checkbox"/> Center(s)
<b>Operator Address:</b>	St. Lawrence County One-Stop Career Center 80 State Highway 310, Suite 8 Canton, New York 13617
<b>Operator Phone:</b> (315) 386-3276	
<b>E-Mail:</b>	

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

Name/Address/Phone of Center(s)

St. Lawrence County One-Stop Career Center  
Human Services Center  
80 State Highway 310, Suite 8  
Canton, New York 13617

- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)

9:00 AM to 5:00 PM, Monday through Friday:

St. Lawrence County Office of Economic Development (WIA Title I)  
New York State Department of Labor (WIA Title III)  
St. Lawrence County Veterans' Services Department (Required Partner)  
St. Lawrence County Youth Bureau (Required Partner)  
St. Lawrence County Department of Social Services (Suggested Partner)  
St. Lawrence County Office for the Aging (Required Partner)

9:00 AM to 5:00 PM, Tuesday/Friday:

VESID (WIA Title IV)

9:00 AM to 5:00 PM, Monday through Friday; (GED Classroom 9:00 AM to 12:00 PM Tuesday/Thursday and 5:00 PM to 7:00 PM Thursday.

St. Lawrence-Lewis BOCES (WIA Title II)

- Identify Center Hours of Operation  
9:00 AM to 5:00 PM, Monday through Friday.

**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                                       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.

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:           Michael A. Noble, Chairman
Date: