



Workforce Investment Board Herkimer, Madison & Oneida

# LOCAL PLAN

JULY 1, 2014 - JUNE 30, 2015

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**The following attachments are provided separately:**

- [Attachment C: Signature of Local Board Chair](#)
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## Labor Market Overview

WIA §118 (b) The local plan shall include - (1) an identification of—

- (A) the workforce investment needs of businesses, jobseekers, and workers in the local area;
- (B) the current and projected employment opportunities in the local area; and
- (C) the job skills necessary to obtain such employment opportunities;

LWIB and Regional Demand Lists are now maintained online at:

<http://www.labor.ny.gov/workforcenypartners/lwia/lmi-for-workforce-planning.shtm>. Any changes to these lists should be sent to [DEWS.WebpagePostings@labor.ny.gov](mailto:DEWS.WebpagePostings@labor.ny.gov).

1. I attest that the priority ranked list of local area’s demand occupations was last updated on 1.17.14.
  - a. How was this information shared with the Board? A presentation was made to the full board at the January 17 meeting by LMI regional Market Analyst On what date? 1.17.14.

2. What factors were used in determining your demand list?

**The demand occupation list is developed with information for the NYS Department of Labor. the information is filtered with wage data and training requirements. The wage data eliminated low paying jobs that would not provide self-sufficiency.**

**Information from local businesses about anticipated future growth is also part of determining the demand list along with information from the Regional Economic Development Plan and Economic Development Partners.**

**Center Managers are also asked for their input regarding what they see in their centers on a day to day basis. It is important to consider information from all sources so the list is current and relevant.**

3. For PY 13, which industry recognized credentials and degrees, available from providers on the Eligible Training Provider List, have been achieved by utilizing WIA Funds?

In PY 13 we achieved CDL licenses, CAN, LPN, RN and Associate Degree in Business Administration

4. Identify any skills gaps in your local/regional area?

**As with many areas in the state, employers frequently cite the need for soft skills among new workers, despite the education levels of the new worker. There also seems to be a lack of mechanical, machining and advanced manufacturing skills in the area.**

- a. Does the ETPL have sufficient providers to meet those needs? If no, explain:

Yes the area does have sufficient providers, the problem is getting enough student interest.

## Performance

WIA §118 (b) The local plan shall include - (3) a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 136(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system, in the local area;

Note: Information and documentation produced through the yearly Performance Indicator Negotiation Process will become part of this plan. No additional information is required.

## Planned Services and Expenditures

### ADULT AND DISLOCATED WORKERS

WIA §118 (b) The local plan shall include - (2) a description of the one-stop delivery system to be established or designated in the local area, including—

- (A) a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;

WIA §118 (b) The local plan shall include - (4) a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;

Please complete the charts entitled “PY 2013 Training” and “PY 2014 Training Projections” located in the Budget spreadsheet (Attachment I). In addition, if you procure service providers to provide Adult and Dislocated Worker or Business services, complete the Adult/Dislocated Worker and Business Services worksheets in the Service Provider spreadsheet (Attachment J).

5. Briefly describe the type and availability of Adult and Dislocated Worker services in your area.

**Adult and Dislocated Worker services available to all customers in the Herkimer Madison Oneida Local Area include: orientation to the area workforce system, initial assessment of skills and needs, career advisement, labor market information, referral to education and community services, resume development, interview skills, identification of transferrable skills, job search planning, individual employment plan development, job referrals, and the provision of job search tools and assistance in the Resource Rooms. Some job seekers may also benefit from Work Readiness Credential training & testing, basic computer training, occupational training, On the Job Training Veterans Services, and various workshops to enhance job search efforts.**

6. Describe the steps the Workforce Investment Board takes to ensure the continuous improvement of Adult and Dislocated Worker services through the system. Describe the information that is reviewed to determine that providers are meeting the employment needs of local businesses and jobseekers.

**The Workforce Investment Board oversees processes and services within the the Working Solutions career centers to promote and ensure continuous improvement of workforce services. The WIB reviews and approves each classroom training provider to be funded under Workforce Investment Act Adult and Dislocated Worker resources, using the eligibility application process developed by the NYS Dept of Labor for the Eligible Training Provider List (ETPL). Training provided through on the Job Training requires various levels of vetting and compliance. Assurances are agreed to prior to the development of an on the job training site. Site visits and reviews take place during training to ensure that all terms are being followed. Placement follow up takes place, establishing each employer's track record as a good site for future OJT.**

7. How do you determine that Adult and Dislocated Worker jobseeker customers are satisfied with local Career Center services?

**The Herkimer Madison Oneida system provides personalized services that allow direct feedback from the job seeker customer to the career advisor. Job seekers are encouraged to express their comments/suggestions about the services offered. Career Center managers are receptive to customer requests and strive to meet any extraordinary needs. In addition, each Working**

Solutions career center has a customer comment/suggestion box located its Resource Room.. Feedback from the sugesstion box is reviewed by Working Solutions center managers and used as a basis for the improvement of services, and feedback to staff.

8. How do you determine that your business customers are satisfied with local Career Center services?

Through the efforts of the Business Service Representatives and the staff at the Working Solutions career centers, we maintain consistent communications with businesses to see that their recruitment and training needs are met. Special attention is given to employers using our on site recruitment services. We make every effort assure an efficient, effective on site interview experience for employers holding recruitment events at our centers. At the close of each recruitment event, business representatives are asked for feedback regarding services received , the level of success of interviews held, and suggestions to make future recruitment more beneficial.

We also strive to keep job orders up to date, appropriately screen candidates prior to referral for jobs, and to accurately match job seeker skills with employers' needs.

The Herkimer Madison Oneida Workforce Investment Board and its leadership are affiliated with various business groups amd organizations. Such forums provide opportunities to hear directly from employers about their needs and experience related to area workforce services.

9. Briefly describe one positive practice in your local area which has improved services to customers.

The Herkimer Madison Oneida Workforce Investment Board has placed special focus on the needs of employers and job seekers as they relate to emerging technologies in the Mohawk Valley's rapidly innovating economy. While the WIB had always looked to the future, the changes we see on the horizon promise to transform the local economy . Advanced manufacturing, cybersecurity , unmanned aircraft systems testing and semi-conductor chip design and commercialization are areas experiencing rapid growth and change. Major developments include;

- A \$125 million Computer Chip Commercialization Center (Quad-C), scheduled to be up and running at SUNY IT by the end of 2014, creating more than 1500 jobs. Opportunities with leading technology companies in support of nanotechnology research and development, semi-conductor capacity optimization, and other ground-breaking endeavors will revolutionize work in the Mohawk Valley.
- The Air Force Research Lab in Rome is collaborating with dozens of companies to secure information and networks in government, finance, healthcare , energy and more. While the Mohawk Valley is already at the forefront in the field of Cybersecurity, this job category promises to expant 17% by the year 2020.
- The Federal Aviation Administration recently selected Griffiss International Airport one of six sites nationwide for the testing of unmanned aircraft systems. Businesses will partner with government to test the feasibility of navigation systems for drones, and develop guidelines for commercial operation. The implementation of drones research is expected to bring 500 jobs to the Mohawk Valley.
- In yet another public-private alliance , the Marcy Nanotechnology Center has the

**potential to site 3 advanced chip fabrication centers over the next decade. The development plan could make the Mohawk Valley a global leader in the nanotechnology industry and bring 5,000-15,000 jobs to the area.**

**Developments in these fields bring new hope to the local economy. Their success demands a great fit between specialized work skills and business demands. Our WIB has been at the forefront to identify skill gaps, training opportunities and Business Services needs and to rally the resources to develop the workforce to meet new demands .**

**Related projects in which the WIB has been actively engaged:**

- > Vision 2020, Oneida County's initiative to prepare for the new economy, including a Workforce/Training Initiative to cultivate, attract and empower skilled workers**
- > education pipeline initiatives such as SEMI High Tech U and the STEM hub**
- > WIB/Economic Development Growth Enterprises (EDGE) Joint Strategy Meetings**
- > the creation of a Nano Working Solutions team to bridge talent with opportunity and spread the word about emerging opportunities to job seeker customers throughout the Herkimer -Madison-Oneida the Working Solutions career center**

## **YOUTH**

*WIA §118 (b) The local plan shall include - (6) a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities;*

Please complete the Youth worksheet in the Service Provider spreadsheet (Attachment J).

*§664.405(4)(b) The local plan must describe the design framework for youth program design in the local area, and how the ten program elements required in §664.410 are provided within that framework.*

10. Describe how the Workforce Investment Board and/or Youth Council monitor Youth Program providers.

a. Program Monitoring:

**Oversight of the HMO Workforce youth program is provided by the Youth Council. The Council meets at least 5 times per year and includes discussion of the youth program as part of every agenda. Support and technical assistance is provided by the assigned NYSDOL Workforce Program Specialists and One Stop Operators. Technical guidance developed by Department of Labor is sent to the One Stop Operators who review it and disseminate and discuss it with youth program case managers who are responsible for all data entry in the One Stop Operating System. In an effort to maintain efficiency, case managers contact the One Stop Operators with questions about entering appropriate information in order to ensure positive performance. If the answer is not known, the One Stop Operators obtain the information from the appropriate NYSDOL staff. This allows for the maintenance of a central knowledge resource for the LWIA that program staff can access as needed and has resulted in issues requiring technical assistance being more immediately identified which has minimized the number of data entry issues that could result in poor performance as it pertains to the Youth Common Measures.**

b. Fiscal Monitoring:

**The Fiscal Manager conducts annual monitoring visits to Youth Program Providers to ensure that the data in participant case files is accurate, reliable and up-to-date, that participant data reported in the WIA case management and reporting system accurately reflects the data in participant files, that the activities of case managers and participants are appropriate and accurately reflected in participant case files and in the WIA case management and reporting system, and that each provider is fulfilling their contract.**

11. Provide the name of your LWIA’s Youth Council Chair and Co-Chair. Please provide their **professional** contact information (title, address, phone, email).

Wilber Allen, CADimensions, 6310 Fly Rd., East Syracuse, NY 13057  
315434.9787, wallen@cadimensions.com

12. Do your Youth Program Providers have direct access to the One Stop Operating System (OSOS)?  
 Yes  No

a. If not, what process is in place to ensure youth activities are entered into OSOS in a timely manner?

**Youth Case Managers are responsible for entering all youth services in OSOS.**

13. Describe *what* youth data is shared and *how* it is shared and reviewed with the Workforce Investment Board and the Youth Council. Please address each group specifically.

**Youth Council receives monthly enrollment data at each meeting, quarterly performance data is shared with the Youth Council unless a specific issue needs to be addressed sooner.**

**The Workforce Investment Board agenda for each of their meetings includes a report from the Youth Council Chair about specific youth programs, services, and outcomes.**

**Youth Case Managers present at one Youth Council and one WIB meeting annually.**

14. Do your WIA youth program providers have access to the Youth Management Reports?

Yes  No

a. If not, how do you share youth program data with your providers and how frequently do you share this?

**Youth Counselors have access to management reports. Yearly performance data is presented to the providers at an annual meeting unless specific issues need to be addressed.**

15. Which entit(ies) provide the WIA youth program design framework (including Intake and Eligibility, an Objective Assessment, and the Individual Service Strategy)?

All framework activities are provided by county staff.

16. Describe how the WIA 10 Program Elements required in §664.410 are provided within your youth program design framework. In particular, discuss how each youth’s service strategy specifically identifies which program elements will be used to help the youth reach his/her goals.

**Each Youth participant works with an employment/youth counselor to determine which of the 10 elements would be valuable to them based on TABE results, educational and career goals and accessibility to programs. At the initial meeting, youth counselors do an assessment with the Out of School Youth and determine, along with the youth, what element(s) would be appropriate to start with. An individual Service Plan is started and can be reviewed and adjusted at any time.**

**Tutoring/Study Skills Training/Instruction leading to completion of secondary school and Alternative Secondary School Services: are provided by local BOCES and other community agencies. They provide instruction for basic skills and high school equivalency preparation. Teachers can be located at some Working Solutions Career Centers, on BOCES campuses and at other community agencies though out the counties(ex: libraries).**

**Summer Employment Opportunities: Youth can complete applications for Summer Youth Employment. The Employment Counselors will help youth to identify career interests and Summer Youth Counselors find appropriate sites, set up the summer placements and monitor the sites and youth. Regular feedback is provided to the youth. Youth are also assisted with work readiness skills such as resume and “soft” skills.**

**Paid and Unpaid Work Experience: Same as Summer Employment Opportunities with the goal of expose young people to possible careers and/or getting hired by the worksite.**

**Occupational Skills Training: Youth Counselors use the same process as Adult and DW when referring youth to training. Each local ETA office writes contracts with providers that are on the ETPL. All courses must be on local demand list. Employment Counselors monitor training and assist youth with support services and placement in training related job via resume assistance, job search and job placement.**

**Leadership Development Opportunities: We have relationships with numerous community agencies that are willing to participate with leadership development.**

**Supportive Services: Support services ensure that youth have the needed resources to successfully complete program elements. Examples of supportive services: Childcare assistance, gas vouchers/bus passes, clothing and tools for interview/job placement, driving lessons, five hour courses and permit and licensing fees. Some of these services are provided by other community agencies (ex: DSS) and referrals are given as needed.**

**Adult Mentoring:** in development. Counselors/partners provide informal mentoring to youth.  
**Follow-up services:** All youth are contacted after exit for follow-up services such as job search planning, job retention, assistance with applying to school and identifying funding, childcare assistance, gas vouchers/bus passes, clothing and tools for interviewing, five hour courses and permit and licensing fees.

**Comprehensive Guidance and Counseling:** Youth counselors provide career guidance. Youth can be referred to other community agencies if additional counseling is needed/requested.

17. Attach the following policies and indicate when each was last reviewed by the LWIB.
  - a. Youth Needing Additional Assistance Last Reviewed 7.18.14
  - b. Serious Barriers to Youth Employment Last Reviewed 7.18.14

## STAFF INFORMATION

Consulting with your Wagner-Peyser partners, please complete the charts entitled "PY 2013 FTE Staffing" and "Projected PY 2014 FTE Staffing" located in the attached Budget spreadsheet (Attachment I).

18. Please explain the reasons for any changes between PY2013 and PY2014.

Decline in Wagner-Peyser partners is a result of decreased grant funding causing some hourly employees to go on shared work and retirements without back filling.

## Procurement

*WIA §118 (b) The local plan shall include - (9) a description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle;*

19. Please describe the competitive bidding process that is used to award grants and contracts in your local area (including how vendors are made aware of opportunities to compete for these funding opportunities and how the process is being documented). Describe the process used for Adults/DW services, administrative services, and Youth services.

**Purchase decisions exceeding \$5,000 for labor, equipment, supplies or services purchased, leased or contracted for shall be made only after receiving written quotations from at least three (3) vendors. Specific selections shall be recommended to the Executive Director for approval with written quotations attached for review. Recommendations shall be based on consideration of all applicable criteria as described under "Evaluation of Alternative Vendors" below.**

**The WIB will follow NYS General Municipal law 103 which requires that purchase contracts involving expenditures in excess of \$10,000 and all contracts for public work involving expenditures of \$20,000 to be awarded to the lowest responsible bidder. The term purchase contract applies to commodities and the term contract for public work encompassed contracts for services, labor or construction.**

**Solicitations for goods and services (requests for proposals) should provide for all of the following:**

- 1. A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features, which unduly restrict competition.**
- 2. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals (see the next section entitled "Evaluation of Alternative Vendors" for required criteria)**
- 3. A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.**
- 4. The specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitations.**
- 5. The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.**
- 6. Preference, to the extent practicable and economically feasible, for products and services that**

conserve natural resources and protect the environment and are energy efficient.

7. A description of the proper format, if any, in which proposals must be submitted, including the name of the WIB person to whom proposals should be sent.

8. The date by which proposals are due.

9. Required delivery or performance dates/schedules.

10. Clear indications of the quantity(ies) requested and unit(s) of measure.

11. Requests for proposals will be publicized on our website, sent to known vendors and published in the newspaper.

#### **Extensions of Due Dates and Receipt of Late Proposals**

Solicitations should provide for sufficient time to permit the preparation and submission of offers before the specified due date. However, in the event that a prospective vendor requests an extension to a due date specified in a solicitation, and such an extension is both justified and compatible with the requirements of the WIB, an extension may be granted by the purchasing representative.

Vendor proposals are considered late if received after the due date and time specified in the solicitation. All such late proposals shall be marked "Late Proposal" on the outside of the envelope and retained, unopened, in the procurement folder. Vendors that submit late proposals shall be sent a letter notifying them that their proposal was late and could not be considered for award.

#### **Evaluation of Alternative Vendors**

Alternative vendors shall be evaluated on a weighted scale that considers the following criteria:

1. Adequacy of the proposed methodology of the vendor
2. Skill and experience of key personnel
3. Demonstrated company experience
4. Other technical specifications
5. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
6. Vendor's financial stability
7. Vendor's demonstrated commitment to the nonprofit sector
8. Results of communications with references supplied by vendor
9. Ability/commitment to meeting time deadlines
10. Cost
11. Minority- or women-owned business status of vendor
12. Other criteria as appropriate

Not all of the preceding criteria may apply in each purchasing scenario. However, in each situation requiring consideration of alternative vendors, the Executive Director shall establish the relative importance of each criterion prior to requesting proposals and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.

After a vendor has been selected and approved by the designated WIB committee, the final selection shall be approved by the Executive Director and/or the BOD prior to entering into a

**contract.**

**Affirmative Consideration of Minority, Small Business and Women-Owned Businesses**

Outreach efforts shall be made by the WIB to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. The following steps shall be taken in furtherance of this goal:

1. Ensure that small business, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms and women's business enterprises.
3. Consider in the contract process whether firms competing for larger contracts tend to subcontract with small businesses, minority-owned firms and women's business enterprises.
4. Encourage contracting with consortiums of small businesses, minority owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
5. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the minority-owned firms and women's business enterprises.

**Special Purchasing Conditions**

**Emergencies:**

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of Organization property is involved.

**Single Distributor/Source:**

“Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.

Procurement by noncompetitive proposal may be used only when the award of a contract is infeasible under small purchase, sealed bids or competitive proposals and one of the following circumstances applies:

- A. The item is available only from a single source;
- B. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- C. The awarding agency authorizes noncompetitive proposals: or
- D. After solicitation of a number of sources, competition is deemed inadequate.

**Waivers**

The general statutory and regulatory waiver authority granted to the Secretary of Labor is a continuing authority granted by the Workforce Investment Act at section 189(i)(4), Public Law 105-220, and

provides increased flexibility to states and local areas in implementing reforms to the workforce development system in exchange for state and local accountability for results, including improved programmatic outcomes. A list of the current waivers that are in effect for New York can be found in [Workforce Development System Technical Advisory #10.19.1](#). Changes to available waivers have been noted below. A new Technical Advisory for the available waivers with the will be issued at a later date.

20. Please indicate which waivers you requested for Program Year (PY) 2013 and which waivers you are requesting for PY 2014 by checking the appropriate boxes below.

- Waiver of the requirement for a 50 percent employer match for Customized Training, to permit a graduated scale match to increase employer connection with the One-Stop System.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
  
- Waiver to increase the employer reimbursement for On-the-Job Training for small- and medium-sized businesses.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
  
- Waiver to permit local areas to request the use of up to 10 percent of the local area’s formula allocation funds for Adult and Dislocated Workers to support incumbent worker training programs as part of layoff aversion. Adult funds must be restricted to serving low income adults.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
  
- Waiver to permit the Local Workforce Investment Board (LWIB) the ability to transfer up to 50 percent of a program year allocation for adult employment and training activities, and up to 50 percent of a program year allocation for dislocated worker employment and training activities between the two programs, with the approval of the governor. *This is a new waiver beginning with PY 2014.*
  - Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
  
- Waiver for the inclusion of Youth follow-up services and work experience as a Youth Program Framework Service. *For PY 2014, this waiver has been expanded to include supportive services in addition to follow-up services and work experience.*
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting the expanded waiver for PY 2014 – PY 2016?  Yes  No
  
- Waiver to allow use of work readiness as the sole performance indicator for Youth aged 14-21 that are co-enrolled under TANF and WIA for Summer Employment Activities.

- Did you request this waiver for PY 2013?  Yes  No
- Are you requesting this waiver for May 14, 2014 – Sept. 30, 2017?  Yes  No
- Waiver to apply program design flexibility for Youth aged 14-21 that are co-enrolled under TANF and WIA for Summer Employment Activities.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for May 14, 2014 – Sept. 30, 2017?  Yes  No
- Waiver of the Prohibition at 20CFR 664.520 on the Use of Individual Training Accounts (ITA) for Older and Out-of-School Youth.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
    - a. How many Youth ITAs did the LWIA procure in PY13? 7
    - b. What specific certificates/degrees resulted from these ITAs in PY13? Associates degrees and remainder still in school.

21. Please suggest future WIA waivers that may be useful to your local area and which you would like NYS to consider requesting (optional).

### Contracts, MOUs, and Appendices

*WIA §118 (b) The local plan shall include - (2) a description of the one-stop delivery system to be established or designated in the local area, including—a copy of each memorandum of understanding described in section 121(c) (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area;*

22. Is each Memorandum of Understanding for the local area up-to-date?

Yes  No

If not, when will they be updated?

### Policy

23. Does the LWIA have written policies on each of the following topics? If yes, indicate when each was last updated by the Board (or a board subcommittee).

Policy	Yes	No	Date of Last Update
A. On the Job Training (OJT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B. Individual Training Account (ITA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
C. Competitive Procurement Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D. Customized Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
E. Supportive Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

F. Budget Modifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
G. Sub Recipient Monitoring Policy and Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
H. Unsatisfactory Youth Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

a. Describe how staff are made aware of these policies? Staff is made aware of policies at monthly staff meetings, following audit review of findings and in supervisor observation and instruction. The policies and procedures are also available electronically.

**Attachments:**

*WIA §118 (b) The local plan shall include - (8) an identification of the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(i);*

*WIA §118 (b) The local plan shall include - (10) such other information as the Governor may require.*

Please complete all of the required attachments and include copies of policies listed in the Youth section. Hard copies of signature pages must be delivered to NYSDOL per the instructions at the beginning of these guidelines.

If any of the following documents have changed in whole or in part since the submittal of your PY 2013 Local Plan, please email any updated documents with your Local Plan:

	<b>Changed?</b>		<b>Attached?</b>	
Chief Elected Official Agreement	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" 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
Career Center Operator Agreement(s)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Memorandum(s) of Understanding	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Please provide a copy of your WIB-approved budget for PY2014. This budget should include any carry-in funds as well as PY2014 funds. Note that the WIB-approved budget should total to the PY2014 Planned Budget included in Attachment I.

Indicate the date of the meeting when the WIB budget was approved: 7.18.14

**ATTACHMENT A: UNITS OF LOCAL GOVERNMENT**

*Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the CEO Grant Recipient has designated a local grant subrecipient to administer WIA pursuant to WIA § 117(d)(3)(B)(i – ii), please indicate the unit of local government that is the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on Attachment B.*

Unit of Local Government	Grant Subrecipient	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

*§667.705(c) - When a local workforce area is composed of more than one unit of general local government, the liability of the individual jurisdictions must be specified in a written agreement between the chief-elected officials.*

If your local workforce area is composed of more than one unit of general local government, is there a written agreement between local officials that details the liability of the individual jurisdictions?

Yes  No

### ATTACHMENT B: FISCAL AGENT

*WIA §117(d)(3)(B)(i)(II) indicates that the chief elected official Grant Recipient may designate a local fiscal agent as an alternative to a local grant subrecipient. Such designation to a grant subrecipient or fiscal agent shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds.* If the CEO has identified a fiscal agent to assist in the administration of grant funds, please provide the name of the agent.

<b>Fiscal Agent</b>