



Cayuga/Cortland  
**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 November 12, 2012.
  - a. How was this information shared with the Board? The demand occupation list was developed in conjunction with the NYS Dept. of Labor and the NY Regional Economic Development Council 5 year Strategic Plan. The information was presented to the WIB by Karen Knapik-Scalzo, Associate Economist of the NYS Central Region. On what date? November 12, 2012.

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

The factors used in determining the demand list were; 1. Growing industries with high projections of long and short term labor needs; 2. Jobs that would sustain a living wage over a significant period of time; 3. Occupations that were developed in conjunction with the NY REDC 5 yr. strategic plan and NYS DOL labor market information of the local and regional areas.

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?

WIA funds were used to provide credentials and degrees for the following occupations; Licensed Practical Nurse; Certified Nurses Aides; Electrical Maintenance Technician and Automobile Technician.

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

Skill gaps in the local and regional areas were similar. Identified skill gaps were found in the Health related field, the Bio-Medical field, Science, Transportation, Engineering and Technology fields and Construction trades along with Skilled trades workers.

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

Yes

## 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 workers have universal access to services at the Career Centers in the LWIA. Services include: outreach, intake, orientation to Career Center services and the WIA title 1 eligibility determination. Additional core services are: initial assessment of skill levels, career advice, job development assistance, job search planning, job search workshops, resume preparation, the provision of workforce information, job referrals and tax credit eligibility determination.

More intensive services are delivered to job seekers that are unable to find suitable employment through core services. These services include:

- a. Comprehensive and specialized assessment of academic levels, skill levels, interests, and service needs of the customer;
- b. Preparation of an Individual Employment Plan (IEP) that identifies employment goals, appropriate achievement objectives and appropriate mix of services for the customer taking into account the assessment conducted;
- c. Individual and group counseling, career planning and case management services for those seeking training and short term pre-vocational workshops are available;
- d. Workshops on many topics including; Resume Assistance, Networking, JobZone, Transferable skills, Interviewing skills, Job Seeker Techniques, and Older Worker workshops, and Pre-Vocational skills training;
- e. Basic skills testing as well as access to Prove-it tests for vocational verification. Both Centers also offer accounting with the Metrix Learning System which has over 6000 on-line classes.
- f. The NYS Jobs for Veterans program at the Career Centers is there to assist veterans in moving into employment in an expeditious manner. Each veteran will follow a prescribed set of activities that are designed to provide comprehensive services leading to an employment outcome.
- g. Customers that are receiving Emergency Unemployment Compensation (EUC) participate in a specialized re-employment assistance program to help in returning to work. All EUC customers receive a standary comprehensive orientation with follow-up services as needed.
- h. The Cayuga Career Center works with other area Centers to provide employment related workshops via their video conferencing.

At times occupational training is necessary to secure suitable employment. On the Job training, and

OJT-NEG, and class room training is discussed with the customer and a determination is made as to the type of training that will best meet the individuals needs. Employer based training works to get a customer back into the workforce as soon as possible. Training is made available through recommendation and approval through the WIA Career Center staff. Adult and Dislocated workers who have completed an interview, evaluation, assessment, and/or case management and has been determined to be in need of training to access suitable employment based on the evaluation and assessments are eligible. Training programs need to be associated with area employment opportunities that are in demand as well as being on the NYS Eligible Training Provider listing.

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 local Workforce Investment Board in conjunction with the LWIA and the One Stop Consortium and Center management staff review all services and processes to ensure that all NYS and Federal program service requirements are met in an efficient manner to ensure that jobseekers receive the services they need.

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

One way that determines the satisfaction of the jobseekers is a Customer Service Satisfaction survey that each individual fills out. From that information we have been able to make appropriate changes to the system when and as needed. Another satisfaction guideline is the Customer Service Indicator Summary report. This report gathers information that gives a "report card" if you will stating specific performance levels. The reporting grades are listed as "Exceptional performance which is above 100% of LWIA goals"; "Satisfactory performance which is 80-100% of LWIA goals"; and "Unsatisfactory performance which is below 80% of LWIA goals". The areas rated are 1) Initial assessment (Cayuga/Cortland rated satisfactory (performance goal of 94.9 of 95%) with 3,214 enrollees); 2) Reduce UI Exiters (Cayuga/Cortland rated exceptional (performance goal of 18 of 10%) with 3,389 total exiters); SMART/JobZone Resumes (Cayuga/Cortland rated satisfactory (performance goal was 93.7 of 95%) with 1,962 new JSRS enrollees).

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

First of all the local WIB is made up of a majority of business owners, CEO's or managers. The remainder of WIB members are from local agencies, Colleges and county officials. The WIB guides and gives direction to the local Career Centers on training, programs and certain policy. The WIB is also involved with the local Business Services Teams, Regional Economic Development Corporation and other community and Downtown Businesses. Through this interaction with the WIB Director and the One Stop/Career Center directors and business partners the Career Centers and LWIB keep a pulse on the satisfaction of the local business customers. Also, a Business Survey and a Business triage outline is being developed to assist the local businesses and businesses looking to come into the Workforce Investment Area with finding and hiring an appropriate and skilled workforce.

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

Each Center hosts job fairs and partner with multiple area employers to garner job leads for our job seekers and also to meet the staffing needs for the local businesses. Every month the Centers host recruitments for the area employers benefiting both the job seeker and the employer. Each

center actively partners with the local Economic Development Agency and county Planning departments, local Chamber of Commerce Directors and Economic Development staff in and effort to work together for the betterment of our local workforce, business community and also, to assists businesses looking to re-locate or expand business into the two county area.

## **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:

The Youth council monitors the providers through monthly reports submitted by the providers, review of the Common Measures reporting publication and yearly on-site reivews with tools created by the Youth Council. The Youth Council chairperson reports the results to the WIB at the WIB meetings. A minimum of two site visits are conducted during the program period to aid in the evaluation of the providers program performance. The Youth Council reviews the reports and narratives completed by the staff of the WIB, Youth Council and the subcontractor with all relative information.

b. Fiscal Monitoring:

All contracts are monitored quarterly by the Cayuga/Cortland Youth Council. Fiscal monitoring is completed by each centers Senior account clerk and a Prinicipal Account Clerk reviews and monitors the two Career Centers and their subcontractors.

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

Sarah Johnston, Director of Youth Services (Youth Council CHAIR)  
 Cayuga-Seneca Community Action Agency  
 89 York Street Suite 1  
 Auburn, NY 13021-3448  
 315-255-1703  
 sjohnston@cscaa.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?

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.

The information that is shared is done quarterly and annually. It is shared with the WIB and Youth Council committee and each county Legislative committee. The information is gather and displayed numbers gathered by placement in employment or education, attainment or a degree or certificate and gains in literacy and numeracy. These numbers are gathered and compared to the negotiated standards and pre-appointed performance outcomes. The WIB is notified of the program performance during the WIB meetings and also through the annual report; the Youth Council is notified through program monitoring done during the Summer Youth progams, the Youth Council meetings and also through the annual report. The Legislative committee overseeing the two Career Centers is notified during the monthly meetings with the Career Center Directors and through the Annual report presented by the Grant Administration Director.

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?

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

Cayuga County Employment and Training Department and the Cortland County Employment and Training Department located at the Cayuga Works Career Center and Cortland Works Career Center, respectively.

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.

The local WIB seeks innovative approaches to year round programming that provides a comprehensive array of services to the youth that must incorporate the 10 WIA program elements. This is done through a Youth program proposal that is a competitive bid. The successful bidding entity must deliver a creative program design that reflects an understanding of the needs of young adults and emphasize the linkages between schools, community agencies and employers. This successful program must provide that each youth in the program must be assessed as to the need for any of the 10 program elements. The intent of the RFP is to increase the employment, retention and earnings and occupational skill attainment of the participants.

17. Attach the following policies and indicate when each was last reviewed by the LWIB.

- |   |                        |
|---|------------------------|
| a. Youth Needing Additional Assistance  | Last Reviewed 7/1/2010 |
| b. Serious Barriers to Youth Employment | Last Reviewed 7/1/2010 |

Youth Eligibility and Youth Needing Additional Assistance; Serious Barriers to Youth Employment

Regulations require that, as part of the process for determining who is eligible for youth services, the Local Board must provide a definition of “deficient in basic literacy skills” and “requires additional assistance to complete an educational program, or to hold and secure employment” [§664.205, §664.210].

- Provide current definitions and describe how these definitions will support the goals the Board has identified in addressing its key workforce issues and what effect they have on eligibility for youth services.

Deficient in Basic Skills:

- Youth who are not performing at grade level for in school youth and not at their chronological grade level equivalent for out-of-school youth.

- Youth with an Individualized Education Plan (IEP) issued by a Committee on special Education are automatically be considered Basic Skill Deficient or in need of additional assistance to complete an educational program or to secure and hold employment.

- Youth who exhibit difficulty in their current education or employment situation.

Needs additional assistance to complete school or get a job as evidenced by:

- Youth who have not held employment with the same employer for more than one year.

- Youth who are at risk of substance abuse.

- Youth who are underemployed (for out-of-school use).

- Youth who are not having success in their present situation.

The Youth Council has recommended these definitions with the intent of making them broad to maximize the number of youth we can serve with our limited WIA funds. In arriving at the definitions the Youth Council and full WIB also wanted to reach the "Most In Need" population. Our State of the Workforce Report shows an educated, skilled workforce is growing older and it appears there are insufficient numbers of qualified applicants to take their place. These definitions will help us to work with youth to develop the basic skills necessary to compete and be successful in the workplace. One hundred percent of the businesses interviewed in preparing the State of the Workforce Report stated they could not always find qualified workers and as soon as they needed them despite the fact unemployment rates have been consistently high in both counties. Those interviewed also felt the emerging workforce, youth graduating or dropping out of high school, do not always demonstrate the skills necessary to meet the expectations of the employer and remain jobless or repeatedly encounter joblessness. We tried to take this information into consideration when defining these terms so we can work together with the business community and youth to overcome these issues.

**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.

NYS Department of Labor has had layoffs and shared work assignments which has decreased the partners staffing. There has been two retirements of Employment & Training staff with one position that has been postponed in hiring due to funding.

**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.

The Cayuga-Cortland Workforce Investment Area’s procurement process for any administrative or customer services or training not covered by Individual Training Accounts is as follow:

In accordance with the Legislation:

- The Local Board with the agreement of the Chief Local Elected Officials designate and certifies One-Stop operators, and can terminate for cause the eligibility of such operator (s), Section 121(d) and (e).
- Criteria for providers of on-the-job training and customized training will be set by the Governor, Section 122(h).
- The Local Board Workforce Investment Board is authorized to identify eligible providers of youth activities, based on the recommendation of the Youth Council and on criteria set in the state plan. The local board will then award grants or contracts to these eligible providers on a competitive basis, Section 123.

It is policy of the Cayuga-Cortland Workforce Investment Area to utilize full and open competition as the normal means for procuring services when it has been determined by the Local Board and the Chief Elected Officials that WIA funds will be put out to bid.

For Competitively Bid Youth Contracts Public Notices are placed in the two official newspapers in the area to solicit Requests for Proposal (RFP). In addition, the entire RFP packet is put on the area's website to expand its circulation. Completed proposals are submitted to the WIB Director who will begin a technical review. Simultaneous with the WIB Director's review, proposals were also transmitted to a review committee of the Youth Council along with a very detailed Scored

Proposal Review Evaluation Tool. The Youth Council Proposal Review Subcommittee met to evaluate and rank the proposals received and made a recommendation for contract awards to the full Youth Council. The full Youth Council received and reviewed the work of the subcommittee and made a recommendation to the full WIB regarding the award of contracts.

COUNTY POLICIES:

Procurements may be made by one of the following methods:

- Small purchase procedures;
- Competitive negotiations (RFP); or
- Non-competitive negotiations (sole source)

All procedures governing procurement will be in full compliance with the WIA governing rules and regulations, state policy and county policy.

SMALL PURCHASE PROCEDURES

All items purchased which cost in excess of \$500.00 that are not purchased through an available contract, such as a New York State Contract, County Contract or a Group Purchasing Contract, must have quotes as specified above. All quotes obtained by the department must be sent via e-mail to the County Administrator. The requisition number (assigned by the system) must be noted on the quote form. The telephone price quote form may be used when obtaining verbal quotes. Upon approval of the purchase, authorization for a purchase order will be issued. When obtaining verbal or written quotes the record should, at a minimum include the date, item or service desired, price quoted, name of vendor and the name of the vendor's representative and contact information such as phone, fax and e-mail address. All awards will be made to the lowest responsible bidder. Circumstances, which must be documented, may dictate purchase from other than a low bidder (i.e., delivery requirements, quantity requirements, location of the vendor, known past experience of a vendor, etc.)

GUIDELINES WHEN SERVICES ARE NEEDED AND COMPETITIVE BIDDING IS NOT REQUIRED (RFP)

A department's decision to obtain services without competitive bidding must be documented and justified to the County Administrator's satisfaction. The County Administrator and County Attorney will determine when the formal Request for Proposal process will be used or if quotes or proposals may be obtained from specific vendors/firms. The information required for approval to receive proposals for services that do not require competitive bidding shall include:

- a. A work statement or performance specification
- b. Time frames in which the work is to be completed

c. Specific criteria to be used in evaluating the proposal

All formal Requests for Proposals (RFP) will be legally advertised in the selected newspapers and posted on the County's website.

1. After proposals are received, the County Administrator with such input as he deems necessary will evaluate and review the proposals for completeness, accuracy and compliance with the RFP requirements.
2. The County Administrator will evaluate the proposals received and then determine which proposals to present to the appropriate Legislative Committee for review and discussion. Justification as to the decision to present or not present specific proposals will be made as needed.
3. Firms may be selected to make a presentation and be interviewed by the County Administrator and Legislative committee.
4. A final decision of award will then be made by the appropriate Legislative Committee in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers, to facilitate the acquisitions of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.
5. If a contract is awarded to other than the lowest responsible dollar offered, the reason for such award must be justified and documented.

COMPETITIVE BIDDING - PURCHASES IN EXCESS OF \$20,000.00 (PUBLIC WORKS \$35,000.00)

General Municipal Law, Section 103 requires purchase contracts exceeding \$20,000.00 and public works contracts exceeding \$35,000.00 be awarded to the lowest responsible bidder after public advertising requesting submission of sealed bids. In determining the necessity for competitive bidding, an aggregate cost of an item or commodity estimated to be purchased in a fiscal year is considered. Exceptions include state contracts and other NYS County contracts, or in the case of the Center for Nursing and Rehabilitation, contracts awarded through a Group Purchasing Organization. If the actual cost of any purchases or projects are uncertain but suspected to exceed the \$20,000.00 limit, discretion will be used and the bidding procedure will take effect. The term "Public Works Contract" applies to those items or projects involving labor or both materials and labor. Under Article 8 of the New York State Labor Law, Prevailing Wage Rates apply when a laborer, workman or mechanic is employed. There is no minimum dollar amount. County Administration will apply for the required Prevailing Wage Rate Schedule. Bid preparation must be coordinated with the County Administrator at least six (6) weeks prior to the required award date to provide adequate approval of the bid package and legal advertising.

The following information is required from the requesting department:

- a. Description of the items to be bid.
- b. What is to be included in the specifications.

(A sample or previously used specifications are to be included whenever available)

- c. Date when requesting department requires the delivery of goods and/or services
- d. List of suggested vendors when available
- e. The adopted budget amount for the goods or services.

The Department is expected to prepare the bid package and advertisement for review and approval by the County Administrator. The Clerk of the Legislature shall be responsible for submitting the bid advertisement, and receiving the bids. The advertisement for bids will contain a statement of time and place where all bids will be publicly opened and read. Bids will be opened by the Clerk of the Legislature and/or County Auditor and the appropriate department head or another designated individual. After review and careful examination and evaluation of the bids by the department head and if necessary, the County Administrator, a recommendation will be made to the County Legislature for award of bid or contract after the following conditions are met:

- a. Sufficient appropriations within the department's current budget.
- b. The award is made to the lowest responsible bidder meeting specifications.
- c. Rejection of the low bid must be documented and approved by the County Attorney and County Administrator.

Complete bidding records will be filed in the Office of the County Administrator, with the exception of the Highway Department, to maintain one local source of bid information. A reasonable period should elapse between the public opening and announcement of the successful bidder to permit careful examination of the bids. A bidder may withdraw its bid if no award is made within 45 days of the bid opening. The requesting department will be responsible for notifying the vendor awarded and the vendors not awarded the contract upon adoption of a Legislative Resolution.

**SOLE SOURCE**

Competitive Bidding is not required under section 103 of the General Municipal law in those limited situations when there is only one possible source from which to procure goods and services required in the public interest such as in the case of certain patented goods or services. In making these determinations, the Department must document, among other things, the unique benefits of the item as compared to other items available in the marketplace. In addition, the Department

must document that, as a matter of fact, there is no possibility of competition for the procurement of the goods. Therefore, any department requesting approval for the sole source determination from the County Administrator must provide this information for consideration. The request will be reviewed by the County Administrator and/or County Attorney before final approval.

## 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?
    - b. What specific certificates/degrees resulted from these ITAs in PY13?

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"/>	5/2014
B. Individual Training Account (ITA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/2014
C. Competitive Procurement Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	County policy
D. Customized Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/2008
E. Supportive Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/2004
F. Budget Modifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/2010
G. Sub Recipient Monitoring Policy and Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/2013
H. Unsatisfactory Youth Providers	<input type="checkbox"/>	<input type="checkbox"/>	

a. Describe how staff are made aware of these policies? Through direct training and instruction by Supervisor.

**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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Local Board By-Laws	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Center Operator Agreement(s)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" 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: 7/25/2014

**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
Cortland County	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cayuga County	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

§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>
<a href="#">Cortland County Department of E&amp;T Grant Administration</a>