

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. 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 that includes the following information:

- Advises that the local Plan Modification, any comments received and information on the manner in which comments were addressed, are posted on the local website and available for State review;
- Indicates the URL and location of the Plan Modification document(s) on the website;
- States the dates the Plan Modification was made available for public comment;
- Provides contact information in the event there are problems accessing the Plan Modification; and
- Attests that no changes will be made to the document once it has been posted for NYSDOL review.

Should a local area be unable to comply with this method of submission, email a request for assistance to: WDTDLocalPlans@labor.state.ny.us. Please use “Request for Assistance with Local Plan Submission” in the Subject line.

Required Attachments

The required Attachments include:

- Attachment A: Signature of Local Board Chair
- Attachment B: Signature of Chief Elected Official
- Attachment C: Signatures of WIB Director and Regional Labor Market Analyst
- Attachment D: Units of Local Government
- Attachment E: Fiscal Agent/Grant Subrecipient
- Attachment F: One Stop Operator Information
- Attachment G: Federal and State Certifications

If any of the following have changed, please also attach:

- Chief Elected Official Agreement (if applicable)
- Local Board By-Laws
- One Stop Operator Agreements

Note: Hard copies of the required attachments and signature pages must be mailed to the address below. These attachments and signature pages must be received no later than June 6, 2008.

**Attn: Karen A. Coleman
Local Plan Modification**

New York State Department of Labor
Workforce Development and Training Division
Building 12 ~ Room 450
W. Averill Harriman Office Building Campus
Albany, New York 12240

Instructions for Filling out the Plan Modification Document

There are two main sections of the Local Plan Modification, each beginning with a short narrative and followed by instructions and questions. **A shaded area is provided into which the details of your response should be typed.** Your response will be formatted in a different font (**Arial 12, Bold Type**) to distinguish it from the form document.

You may unprotect the form by clicking on the lock on the forms toolbar to enter this information. For the check boxes, you may want to re-lock the form to easily tab from box to box. If the forms toolbar is not visible, right click in the upper right hand corner of the document. The toolbar menu will appear—click on “**Forms.**”

It is recommended that you save this document to your computer as your working document using the following naming convention: “LWIA NAME – Plan Modification.” Save your document frequently during its completion.

Technical assistance regarding the development of the Local Plan Modification should be directed to your WIA Program Manager. If you need any assistance with the form, please contact Cathy Laccetti at (518) 457-0389.

Workforce Investment Act Local Plan Modification
July 1, 2008 – June 30, 2009

In compliance with the Workforce Investment Act (WIA), each local workforce investment area is required to have a Comprehensive Local Plan in place. With the delay in WIA Reauthorization and a desire to align the development of the State Plan and Local Plans, NYSDOL has determined that each local Workforce Investment Board will develop a One-Year Plan Modification to extend the current plan to now cover the period July 1, 2005 - June 30, 2009. The Plan Modification will allow for short-term changes, development of strategies and efficiencies for dealing with reductions in funding, and alignment with updated State and local priorities. Commencing July 1, 2008, the Local Workforce Investment Areas (LWIAs) will be monitored according to the current Comprehensive Three-Year Local Plan, the Functional Alignment Addendum to the Three-Year Plan, and the Plan Modification. The Plan Modification will allow Local Boards the opportunity to re-evaluate their current system's delivery of employment and training services in light of funding considerations, new initiatives and performance. In developing those new strategies, local areas are required to consult with their region's Labor Market Analyst to review updated data and trends that may impact planning efforts and to use demographic information provided to assure workforce related needs of special populations.

The Plan Modification consists of two parts, the Strategies and WIA Compliance sections.

1. The Strategies section is in the form of questions that will address current and future strategies and efficiencies to address the impacts of funding reductions including infrastructure costs; further plans to achieve functional alignment; regional initiatives and sector strategies to improve a region's competitive advantage by enhancing the supply and quality of the region's talent pipeline; a vision for Youth Services and program design strategies for achieving the common measures; critical local issues and successes; and continued emphasis on services for special needs populations.
2. The WIA Compliance section deals with the Local Board Policies that are regulated by the Workforce Investment Act. In this section, local boards are asked to verify that the policies contained in their current Three-Year Plan and in their Functional Alignment Addendum remain in effect, or indicate that the policy has changed. Where policies have changed or new policies have been instituted, the policy must be attached.

Plan Modifications will be reviewed by NYSDOL with a specific eye toward local area strategies that include efficiencies designed to address the effects of shrinking resources. During the State review process, local areas may be asked for clarification or additional information. Plan Modifications with strategies that do not include efficiencies will not be acceptable.

Section I. Strategies

1. Funding Strategies

Please describe strategies currently underway or being planned by the local board to address continuing reductions to WIA resources. The State appreciates that local areas will find it increasingly more difficult to deliver the same high quality services they have in the past with less WIA resources. Therefore, we are interested in what other funding sources and resources you are seeking to supplement WIA funds, whether through leveraging foundation or grant funds, establishing corporate partnerships, exploring regional strategies, utilizing partner resources, or other creative initiatives. In describing how the local area will support local and regional workforce needs while continuing to provide high quality services to job seeking customers and businesses, address your area's efforts to:

- a. Further coordinate existing resources;
- b. Leverage additional resources, both public (federal, state, local) and private;
- c. Expand current functional alignment efforts to achieve further integration of workforce services;
- d. Implement consolidation strategies and efficiencies;
- e. Engage with neighboring local areas to regionally plan provision of services;
- f. Reduce current infrastructure costs; and,
- g. Form new partnerships and alliances (i.e. community colleges, faith based entities, etc).

a. Further Coordinate Existing Resources:

Throughout the past several years, the Onondaga County Workforce Investment Board has worked collaboratively to support local and regional workforce needs. In light of shrinking resources, it has become increasingly important to provide services through partnership models. The collaborative approach has become more deliberate through the evolution of Journey 2 Jobs. Regional workforce, education, economic development and business partners realized that providing employment and training within the confines of program silos did little to develop talent and transform economies. In 2005, a cross-disciplinary group of individuals coalesced into the Journey 2 Jobs Leadership Team, and committed themselves as an alliance that supports the development, attraction and retention of a 21st century regional workforce.

Since that time, every workforce initiative undertaken by CNY Works has been intentionally linked to relevant regional partners to ensure that resources are maximized, and services are coordinated. Likewise, regional partners routinely engage CNY Works in workforce, education, economic development and business collaborations to promote the strengths of the region's existing workforce, attract and retain a viable population of skilled workers, and promote economic success of the region.

Further resource coordination occurred in early 2006 when the Onondaga County Local Workforce Investment Area began to integrate its Wagner-Peyser and WIA workforce services within the CNY Works' One Stop Career Center. The Functional Alignment Addendum to the Local Workforce Plan describes the specifically how CNY Works' One Stop Career Center provides high quality services to businesses and job seeking customers.

Functional alignment, or integration of local workforce services, has been an ongoing endeavor. It was initiated as a means of coordinating publicly-funded workforce resources and is specifically defined through the Plan Addendum. However, workforce service integration has been and will continue to evolve through continuous improvement. The system is a fluid one, designed to ensure that high quality services are always available and that physical and human resources are allocated in a manner that properly aligns with workforce needs.

Functional teams have been aligned to ensure that staff skills are being tapped in a manner that maximizes resource capacity. Many functional supervisors provide multiple One Stop System roles, including support, as well as line supervisory responsibilities. Functional teams are frequently reconfigured in consideration of staff skills, development of new staff competencies, staff vacancies, and customer needs. This helps to ensure that human resources are properly aligned to meet workforce needs. This trend will continue in the near future as CNY Works plans for announced retirements and reapportions workloads and responsibilities rather than replacing personnel.

b. Leverage Additional Resources, Both Public (Federal, State and Local) and Private

Over the past several years, the Onondaga County Workforce Investment Area has worked actively to leverage additional resources, to promote productive regional collaborations and to provide high quality workforce services. The following is an inventory of resources that have been leveraged to help accomplish this:

- ◆ Journey 2 Jobs – Collaboration of regional workforce development, economic development, education, business and community organizations to help create a region that supports a 21st century workforce Collaboration of regional workforce development, economic development, education, business and community organizations; approximately \$30,000 and in kind staff time and resources leveraged for ongoing collaboration that began in 2005.
- ◆ Think You Know Campaign – Collaboration among Clear Channel Radio, Syracuse City School District, and CNY Works; Significant

amount of resources including project management, radio time, video design and production, print resources – posters and palm cards, estimated at a minimum of \$50,000.

c. Expand current functional alignment efforts to achieve further integration of workforce services:

As explained in Item a, above, functional alignment efforts are continually evolving in response to customer needs and interests. The Local Area is constantly re-evaluating the functional organizational design to ensure that service teams are aligned to best meet the needs of job seekers and businesses. Our service teams have changed in response to customer feedback and to ensure proper implementation and operation of the region's Reemployment Plan.

The Onondaga County Workforce Investment Area plans to continue to integrate workforce services in the community whenever it is feasible or practical to do so. As a result of regular and strategic collaborations that occur among regional workforce development, economic development, education, business and community organizations, numerous pieces of the workforce investment system have become aligned. One such effort, the Onondaga County Literacy Coalition is actively working to align itself within the Onondaga County One Stop System. Coalition leadership, which includes the LWIB, recognizes that literacy is vital piece of workforce development and is currently considering means of strategically integrating community literacy efforts within the workforce development system. Whenever regional projects involve services that have the potential for delivery through the One Stop System, those projects will be targeted for workforce service integration and resource coordination.

d. Implement consolidation strategies and efficiencies:

Over the course of the three-year planning period the Onondaga County Workforce Investment Area has taken numerous steps to implement consolidation strategies and efficiencies. Most programs and services are delivered through partnership models that provide for efficiencies and synergies, as well as improve service delivery. The following are among those consolidation strategies and efficiencies in which the LWIB has been actively engaged:

- Consolidated staff and reduced infrastructure costs by closing the One Stop satellite at Molloy Road in the Town of Salina,
- Relocated the New York State Department of Labor's Division of Employment Services' Reemployment Services Team and Employment Counseling Team into the CNY Works' One Stop Career Center.

- Integrated New York State Department of Labor’s Division of Employment Service functions with the CNY Works’ One Stop Career Center,
- Consolidated local telephone service providers and saved significant resources on monthly charges and fees.
- Began consolidating WIA-funded municipal employees – eliminated 31.25% of the WIA-funded municipal positions,
- Increased the number of Employment Service functions that have been integrated into the CNY Works’ One Stop Career Center, including the Migrant/Seasonal Farm Worker Program, regional business services, expansion of veterans services, and administrative supervision,
- Developed training review procedures designed to help staff to make effective and efficient decisions about providing training resources to job seekers,

The LWIB will undertake a number of new and continuing initiatives to further implement consolidation strategies and efficiencies during this planning cycle. The strategies that are planned include:

- Partnering with MACNY - the Manufacturers Association, to provide recruitment, screening information, and grants information to regional businesses.
- Partnering with Clear Channel Radio and the Syracuse City School District to implement an internship project for youth,
- Partnering with SUNY College of Environmental Science and Forestry, the City of Syracuse Department of Parks, Recreation and Youth Programs to deliver summer science camps and contextual learning for junior high school students,
- Partnering with business, business-serving and economic development organizations to develop, attract and retain the young, skilled workforce in the Central Upstate New York Region through Project Ion internships, Come Home to Syracuse and the 40-Below regional initiatives.
- Partnering with the CNY Area Health Education Center (CNY AHEC) to provide workforce services and training to health care workers impacted by the Berger Commission; CNY AHEC staff resources integrated within CNY Works’ One Stop Career Center,
- Partnering with the Training and Upgrade Fund (TUF) to help develop the talent pipeline for health careers (regional economic driver), by assessing (below self-sufficiency) health care workers and providing funding for higher-skilled health care employment opportunities,
- Partnering with local apprenticeship programs to provide workforce services for apprentices,
- Partnering with the regional business community to provide targeted recruitments for dislocated workers, unemployed and underemployed job seekers,

- Partnering with Onondaga Community College to provide credit-bearing technology classes (graduation requirement) for matriculated students,
- Partnering with the local business community to provide skill development for employed workers,
- Partnering with the Syracuse Center of Excellence in Environment and Energy Systems to develop internships and mentoring opportunities that help fortify the talent pipeline for jobs related to this cluster,
- Partnering with the Syracuse City School District to define and implement workforce development strategy for school construction projects.
- Member of the Leadership Team of the Onondaga County Literacy Coalition to implement comprehensive community plan to achieve 100% literacy by engaging 100% of the community.
- Member of the Journey 2 Jobs Leadership Team working to implement the Regional Workforce Action Agenda.

e. Engage with neighboring local areas to regionally plan provision of services:

All services strategies within the Onondaga County Workforce Investment Area are planned with consideration to regional workforce and economic development. Early efforts to engage with neighboring local areas included:

- The Onondaga County WIB developed its functionally aligned customer flow as a regional project in collaboration with Cayuga-Cortland, Fulton-Montgomery-Schoharie, Herkimer-Madison-Oneida, and Oswego LWIBs.
- The Onondaga County WIB collaborated with Cayuga-Cortland LWIB to initiate the Journey 2 Jobs Leadership Team, a collaboration of regional business, education, workforce, and economic development organizations to develop a cohesive strategy integrating these key interests.
- The Journey to Jobs regional focus has been expanded to include a broader regional focus with key workforce, education, business and economic development partners from Oswego and Madison Counties, as well as the original partners from Onondaga, Cortland and Cayuga Counties.
- The Onondaga County WIB has been collaborating with the Cayuga-Cortland WIB in the development of a Career Ladder Map for the Advanced Manufacturing industry cluster in the region.
- The Onondaga County WIB is collaborating within the region in through its 13-N Initiative, Regional collaboration on the Economic Transformation Strategy for the Energy and Environmental Systems Cluster. Strategic project partners include the Cayuga-Cortland, Oswego and Onondaga WIBs, related One Stops and the Madison County One Stop Career Center, as well as regional economic development, education and business partners.

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;**

The Onondaga County Workforce Investment Area's previous WIA Plan provided the framework for strategic workforce planning. The planning process was expanded through a regional collaboration that has become known as Journey 2 Jobs. Prior to the formation of the Journey 2 Jobs leadership team, alliances among organizations in Central New York existed; however, most inter-organizational associations and services were loosely organized around program funding requirements. Collaborations were induced to address individual project and funding requirements and would usually serve parochial interests, rather than be driven by outcomes.

It was clear that in order to advance a regionally-based sector strategy, the region's collaboration framework needed to change dramatically. As a result in 2005, the LWIB initiated a working forum of key regional leaders of regional business, education workforce and economic development organizations in an attempt to accomplish this. These leaders came together to form a comprehensive coalition (Journey 2 Jobs Leadership Team) to develop a cohesive strategy that would integrate these formerly disparate groups. Led by the Onondaga County Workforce Investment Board, Journey 2 Jobs includes the Cayuga-Cortland, Onondaga and Oswego Workforce Investment Boards and Madison County Working Solutions, the Syracuse City School District, OCM BOCES, LeMoyne College, SUNY College of Environment Science and Forestry, Onondaga Community College, OCM BOCES, Tompkins-Cortland Community College, Greater Syracuse Chamber of Commerce, Metropolitan Development Association, SUNY Oswego, St. Camillus Health and Rehabilitation Center, Onondaga County Office of Economic Development, Syracuse Economic Development Office. These leaders committed themselves in words and action to develop the strengths of

the region's existing workforce, attract and retain a viable population of skilled workers and promote economic success of the region.

Through the evolution of Journey 2 Jobs, the partnership model changed and a regional focus was embraced. The Journey 2 Jobs Team established an overarching goal of advancing the region's five economic drivers –

- Biotechnology/bioprocessing,
- Health care,
- Information technology,
- Environmental management, and
- Advanced manufacturing

We began with a project management approach to implementing the Journey 2 Jobs Vision. As we achieved success, the Journey 2 Jobs vision gained momentum, compelling additional regional leaders to actively participate as change agents.

b. Progress towards aligning the services of the local workforce system, economic development and education systems to support a regional based sector strategy;

Through the Journey 2 Jobs collaboration, it became clear that workforce and economic development were interdependent. To significantly impact the economic drivers would require:

- The ability to address complex workforce challenges,
- The buy-in of regional stakeholders; and
- The development of a strategy to transform the way the region develops, attracts and retains talent.

During the first two years of the Journey 2 Jobs collaboration (2005 – 2007), the Leadership Team members were actively engaged and identified nine regional workforce challenges, the aged 50+ workforce, incumbent worker support, career mobility, workforce credentialing, workplace diversity, university community partnerships, STEM (science, technology engineering and math), literacy across the lifespan, and career and technical worker training. Each of these challenge areas required serious consideration if the workforce, educational and economic development systems were to successfully support a regionally-based sector strategy.

To that end, the Journey 2 Jobs Leadership Team members and the region's senior policymakers led community conversations around these workforce challenges. More than 1000 individuals with a variety of backgrounds used the community conversations to learn from experts and express their concerns about the regional workforce challenges.

Journey 2 Jobs leadership contributed funds, time and human resources in support of the *Journey 2 Jobs Workforce Summit*, March 29, 2007, an event marking the next step in the journey to establish a regional transformation strategy. Information obtained through the community conversations was synthesized into a *Regional Workforce Action Agenda*, and presented at the *Summit*. The *Action Agenda* articulates a regional vision to tackle each workforce challenges, and lays out a series of initiatives and actions items designed to help the region advance the vision. The Journey 2 Jobs Leadership demonstrated their commitment to the *Action Agenda* with an audience of more than 400 business and community representatives.

Since the Workforce Summit last year, the Journey 2 Jobs continues with each of nine teams working to achieve the vision articulated in the *Action Agenda*. The Leadership Team meets formally on a monthly basis, with project work teams meeting more frequently, as needed.

- 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 four questions, c – f, above, will be handled in a single response for ease of reading.

With competition for workforce development resources becoming more rigorous, it has become increasingly important to align training initiatives to sector/cluster strategies. As stated in Item a, above, The Journey 2 Jobs Team established an overarching goal of advancing the region's five economic drivers –

- Biotechnology/bioprocessing,
- Health care,
- Information technology,
- Environmental management, and
- Advanced manufacturing

The policies and plans for aligning training initiatives with these economic drivers, is evident from strategic and programmatic perspectives. On the strategic level, the LWIB is engaged in a variety of community and regional

initiatives designed to fortify these economic drivers. The following represent some of the inter-disciplinary projects in which the LWIB has a significant role:

Regional Transformation through Energy and Environmental System Cluster Development (EES) – The Onondaga County Workforce Investment Board is the grant recipient and project manager of an initiative to develop the talent pipeline in the energy and environmental system cluster. This project delineates a regional transformational strategy of developing, attracting and retaining talent capable of addressing the convergence of technologies within the EES cluster. By aligning workforce development efforts, youth through adult, with the region’s principal economic development and regional branding efforts, this initiative will position a significant number of CNY’s citizens to benefit from the opportunities created by the transformation of our regional economy.

We have identified six workforce actions for transformation which include:

- 1) Increase awareness of regional economic driver and related career pathways,
- 2) Expand continuum of education and training,
- 3) Develop and provide entrepreneurial support,
- 4) Promote and expand opportunities for internships, mentoring, and job shadowing,
- 5) Develop and provide entrepreneurial support and
- 6) Build business capacity.

EES Cluster Development Project Team members are key members of the J2J Leadership Team. They represent economic and workforce development, education and business organizations and are committed to close collaboration and cooperation for the execution of this grant.. The EES Cluster Development Project Team members include: Onondaga Workforce Investment Board / CNY Works, Cayuga Cortland WIB, Oswego WIB, Madison County Employment and Training, SUNY ESF representing regional higher education including Onondaga Community College, SUNY Morrisville, Cayuga Community College, and Tompkins Cortland Community College; SUNY Oswego, University College of Syracuse University, MACNY the Manufacturers Association, Metropolitan Development Association representing regional economic development including the CNY Upstate Green Core; Syracuse Center of Excellence, and Partners for Education and Business. The EES

Cluster Development Project Team will implement the transformation strategy that is driven by the J2J Visionary Leadership. The organizations represented by EES Cluster Team members have demonstrated their commitment to the implementation of this project by the Partners Agreements. The funds made available through this grant will advance the specific strategic actions put forth in this proposal, having an impact throughout the CNY Region.

Projects within the EES initiative include:

- Summer Science Camps coordinated by SUNY ESF and implemented throughout the Central New York Region via higher educational institutions. Through science camps introducing students to careers in the science, energy and technology fields, training secondary teachers in energy related science curricula implementation; we will work with the emerging workforce.
- Renewable Energy and Climate Control Certificate coordinated by SUNY ESF and implemented throughout the Central New York Region. The Certificate Program will provide workforce development to existing workforce.
- Biomass Supply and Logistics coordinated by SUNY ESF and implemented throughout the Central New York Region. Project will provide a 3.5-day workshop to assist businesses and entrepreneurs to plan and implement the use of biomass in their businesses. Workshops are coordinated by SUNY ESF and implemented throughout the Central New York Region.
- EES Career Ladder Path and Educational Forums coordinated by MACNY and implemented throughout the CNY Region. The EES career ladder path and educational related forums will provide the expanded knowledge for youth to understand various paths and opportunities for learning. While the principle focus is on youth awareness, teachers in middle and high schools and employment and training professionals will also receive training in careers, career paths, and EES business connections. Classroom teachers and guidance counselors will also be trained as a means to promote the career ladder maps and related EES knowledge that will impact their students.
- Energy Institute Training at SUNY Oswego for teachers throughout the CNY Region. Middle or high school teachers will be instructed in energy-related themes during a three-week program. This project proposes to target science and technology teachers and will address the specific segments within the energy industry cluster and the

higher-level knowledge, skills and abilities of workforce in each of those segments.

- The Syracuse Center of Excellence in Energy Systems and Environment will expand the types and number of available internships in the EES cluster throughout the CNY Region.
- Partners for Education and Business will provide training on national, state and regional credentialing related to EES career cluster for CNY Regional WIB and One Stop staff and industry professionals.
- Metropolitan Development Association will promote energy efficiency and conservation to help businesses become more competitive; accelerate the development of renewable energy resources, putting regional industry and educational assets to work in a new collaborative model; and help stimulate public and private investment in the commercialization of green technologies throughout the region; and link regional companies to regional resources related to the EES cluster.
- The WorkKeys Center at Syracuse University will provide WorkKeys assessments and training instruments as part of the EES cluster workforce development tool kit for use throughout the CNY Region.
- This project will provide resources to develop a coordinated “Entrepreneurial and Business Services” calendar networked via CNY Region’s WIB websites. Among the things to be included will be: high quality programs through community colleges and SUNY schools; an integration of Syracuse University and Metropolitan Development Association (MDA) research to offer informational forums to business, education and economic development leaders.
- Syracuse University’s Leadership Institute will provide formative and summative evaluation, reporting standards development and assure continuity of project reporting.

Other policies and procedures that align with sector strategies include:

- Collaboration with Training and Upgrade Fund (TUF) to develop the talent pipeline for the health care sector. The LWIB and TUF co-sponsor training opportunities for individuals employed in the health care industry. Workers employed in the health care industry have a better understanding of the workforce demands in health care than the average job seeker. To that end, it is sensible to consider supporting training opportunities for individuals who have the drive,

knowledge and aptitude for advancement within the industry. By sharing the training costs, with TUF twice as many people are able to upgrade their skills necessary in this critical regional sector.

The LWIB and other Journey 2 Jobs Leadership Team members agree that these sectors/clusters do not exclusively represent every demand occupation. However, we believe that these areas provide the region with growth opportunities across the continuum of skill levels. Further, sector/cluster development across these areas will give rise to occupational demand across other sectors. For example, with the development of environmental management opportunities, demand for skilled trades will increase as the need for new construction evolves.

In light of this, the LWIB has established training policies and procedures that consider:

- Development of the talent pipeline for regional economic drivers,
- Responsiveness to demand occupations,
- Job seekers transferable skills are defined through one or more assessment instruments, work history, education
- Labor market research,
- Training requirements

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

In addition to the above, the Onondaga County Workforce Investment Board is involved with the Metropolitan Development Association, MACNY, the Greater Syracuse Chamber of Commerce, Clear Channel Radio, the CNY Region's (Cayuga, Cortland, Onondaga and Oswego County) Workforce Investment Boards and One Stop Centers on Project ION, an internship project for students. Project ION will be redeveloped and expanded through the New York State Department of Labor's #7P project funding.

Another regionally-focused initiative in which the Onondaga County Workforce Investment Board is a member of New York's Creative Core, a regional branding campaign and the Region's Green Team to help support the policy, marketing, workforce, business and community in the development of the region's energy and environment systems cluster.

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.

Current recruitment strategies include reaching out to the community GED programs and training providers to assist youth in developing workforce skills. GED participants participating in both in-house and community-based programs have the opportunity to work with youth staff while attending classes. Each individual receives an assessment to provide help with their specific needs in mind, including resume development and enhancement, work experience, unsubsidized employment, and internships. Goals are also planned to consider next steps after completion of GED, including training and skill development. A collaboration of services has worked successfully to have youth tested in a timely manner and supported services and incentives are provided to ensure success in the completion of the GED.

In addition, a collaborative effort occurs among all areas of service at the One-Stop to successfully assess customers that utilize services. The staff's ability to assess customers properly has increased the designation of out-of-school participants to obtain an overall youth develop workforce strategy. The strategy would place youth in training programs and employment that would increase outcomes upon completion.

Planned recruitment strategies will include internal and community based tutoring and mentoring programs. The expansion of opportunities for youth to access employment by participating in Job Prep Training Workshops, Job Clubs and utilizing Job Coaches. A necessary expansion of area trainings and providers to offer additional and shorter credential opportunities would provide with quicker employability skills.

Programs that take place within community settings provide a range of services to youth to prepare them for the workforce, including academics as a pathway to earning a high school diploma or General Educational Development (G.E.D.) certificate, life skills, financial management and work-force development training, internships and subsidized and unsubsidized work experiences. Programs may also provide tutoring, coaching and mentoring, and serve in an intermediary role between youth and employers to ensure job retention.

- 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.

The participation of youth utilizing the Onondaga County Workforce Investment services has included an initial service strategy to target the youth's needs to assist them in their goals and utilize the pretest and assessment as a need for the skill enhancement sought by employers. Small incentives such as movie tickets have been utilized to ensure the posttest has been completed, if necessary, and all scheduling for GED test has occurred after the youth has completed post testing. Depending on the needs of the youth, each will be provided with consultation with our GED instructor with area review of the TABE test. All other out-of-school youth with diploma or GED will participate in Work Keys training to allow for workplace performance related to relevant job interest area.

Staff are provided with monthly reports designated for the review of out-of-school youth and the dates of entrance, the reports are reviewed by assigned customers and the reports are returned back to Youth Team Leader upon update.

- 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 current service strategy for in-school youth has been collaboration with the local high schools. Lists of youth who are planned to graduate are submitted for the schools' review and a letter is sent back with the names of all youth that have graduated. Monthly reporting is submitted after a follow-up call has been placed to both the training provider and the trainee to review progress. If changes have occurred the customer will review new service strategies to complete program, (i.e., tutoring). Alternatively, seek other methods to obtain original goal or set new goals. In building partnerships with local education institutions, the Onondaga County Workforce Investment Area Works needs to frame its workforce development activities in ways that can support the needs and goals of local institutions and can enhance local performance objectives. Creating partnership opportunities to support youth programs that offer tutoring, mentoring, and study skills training can help meet this objective.

- 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.).

After a basic assessment of all youth, a career plan is developed for staff and youth to work towards opportunities for youth to pursue. Increasing a larger employer base for additional opportunities that youth can under take, while keeping youth's specific goals in mind and labor market demands. Providing youth with the supports that provide a realistic approach to employment, not all youth that think that they may be ready for employment are at the time they walk in the door. Additional supports should be accessible for youth to obtain and discussed, such as childcare, transportation, and home life stability.

A stronger marketing technique is a plan to gain more employer contacts and to focus on internships, On the Job Training and private sector employment. Programs within work-based environments provide youth with on-the-job training and experiences including opportunities to strengthen problem solving, decision-making, interpersonal communication, collaboration and teambuilding skills. Partnering businesses, government agencies and non-profit organizations help youth acquire these skills through job shadowing, informational interviews, internships, and subsidized and unsubsidized jobs and community service. Some work-based programs may be connected to relevant educational curricula at high schools, community colleges, technical and trade schools and may also provide pathways to obtaining a high-school diploma G.E.D. or post-secondary education as well as providing workplace coaching and mentoring with business professionals.

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.

All customers are served in accordance with the Central Mohawk Valley Reemployment Plan, the Onondaga Functional Alignment Plan and all applicable NYS DOL Technical Advisories

All UI customers receive an orientation to services available through the Workforce system in Onondaga County. This service can be provided in person, on line or by mail.

Processes have been established, reports developed and weekly reviews conducted to ensure that statewide goals for scheduling, rescheduling, triage and exits while in benefit status are achieved. The monthly statewide performance indicators show that the Central/Mohawk Valley Region consistently leads the state in the achievement of these goals.

- 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 Central New York region continues, as it has for many years, to see an influx of refugees and immigrants from across the globe. In Onondaga County, the 2000 census estimated the population of foreign born to be 26,000. At least 50% of these are immigrants. The countries from which refugees are coming are: Sudan, Somalia, Liberia, Burma, Cambodia, Uzbekistan, Cuba, Vietnam, Columbia, Democratic Republic of the Congo, Burundi, and Ethiopia.

Many are seeking access to English instruction, employment and/or vocational training in order to become gainfully employed as quickly as possible. Our partners who specialize in serving the immigrant/refugee population refer their newly arrived clients to the One Stop for all the services available. The Syracuse City School District Refugee Assistance Center and Interfaith Works Refugee program, the Center for New Americans, provide or connect new arrivals to ESL classes and training depending upon their level of command of English. Syracuse City School District, OCM BOCES, Onondaga Community College, Literacy Volunteers of Greater Syracuse and the Learning Place all offer ESL instruction, several also offering life skills and/or vocational training. Career Advisors at the One Stop are knowledgeable about these resources in the community and make referrals, particularly when serving someone who has limited English proficiency.

The Northside Collaboratory is a recent partnership among public and private partners to provide necessary services to those who live on the north side of Syracuse. This partnership provides services for the Burmese, Liberian, Sudanese, Somali and Southeast Asian refugee population flowing into the area. The efforts are comprehensive—basic literacy skills, workforce training and entrepreneurial and housing assistance along with life skills needed to

survive in their new country. Conversations are being scheduled to integrate WIB/One Stop services into this effort and fill in gaps in service where possible. Planning for fall 2008 would allow for this partnership to develop more comprehensive services. The intent of the Collaboratory is to funnel first generation immigrants and their children into appropriate workforce services and training, matching to specific needed industry related skills as identified by CNY Works.

In addition, in order to be responsive to employer needs, CNY Works was a partner in a recent successful grant application, NY DOL awarding the region through the Greater Syracuse Chamber of Commerce, funding to provide vocational ESL (VESOL) instruction to foreign-born employees. This instruction, provided by partner literacy providers and an assessment center, is focused on vocabulary and communication skills directly related to the position they hold. By targeting businesses in health care and technology fields in this grant, there is an attempt to address employment and retention needs of our regional business community. Because the Syracuse area is engaged in a community wide literacy effort, this initial project may give rise to more opportunities to serve the employers and employees of this region.

In addition to all of these collaborative efforts, CNY Works, as the Onondaga Workforce Investment Board, serves all who are seeking assistance in becoming gainfully employed through whatever supports and strategies best suit the job seeker. CNY Works' staff members refer those who need assistance learning English to any of the several ESL programs in the area and connect them to appropriate training and/or education services. To aid in communication in the One Stop, customers who speak Spanish can be seen by a bilingual Career Advisor. Also available to career advisors and service consultants for initial discussions with non-English speaking customers, is Interpretalk, a telephone based interpretation service, providing assistance in 30 languages and 9 Chinese dialects. All of these tools assist the One stop staff in providing the best service to those who have come from other parts of our world.

We will plan for staff educational opportunities provided by those who are from and/or familiar with the cultures from which the Syracuse area immigrants are coming. Planning with staff who actually see these individuals, these workshops will be aimed at helping those staff understand the differing cultural expectations, understandings and mores that may impede effective communication and understanding. The planned outcomes will be providing tools for both understanding the customer and communicating the services available effectively. Given the wide variety of nations from which people are coming, more than one workshop would be provided, covering similar groups in each.

- TCC – language services for UI

- **Refugee Center – (used for Penny Curtiss job/community fair)**
 - **Spanish RSO and forms/letters/informational handouts**
- 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.

Recognizing the need to improve opportunities and implement strategies for low income workers to earn sustainable wages and access career opportunities, the Onondaga County Workforce Investment Board’s Programs and Services Committee, recommended that a new Board committee be constituted to focus on these issues. The Community Connections Committee began as an ad hoc committee with several members of the Board’s Programs and Services Committee serving to drive the agenda. After the first meeting, it became evident that to develop policies and make systemic changes, the Board needed a standing committee.

Since its first meeting in November 2007, the Community Connections Committee has provided leadership in the following:

- ◆ Collaboration with the Syracuse City School District’s building construction projects
- ◆ Development of training targeting businesses to improve workforce diversity
- ◆ Recruitment strategies
- ◆ Violence intervention prevention strategies
- ◆ Reentry workforce opportunities
- ◆ Development of literacy, GED and remediation strategies for populations who are underrepresented in the workforce
- ◆ Business leadership in program strategy and design

- d. **Individuals with Disabilities:** Describe current and planned strategies for providing services to individuals with disabilities through the one-stop center, including the role of the Disability Program Navigator and how that role will be sustained in light of diminishing funds. Discuss how functional alignment has improved service delivery, partner relationships and referral processes as it relates to this population.

The Onondaga County Workforce Investment Area is committed to providing high quality services for differently-abled individuals through the One Stop Career Center. This is accomplished through the following:

- The importance of the Disability Program Navigator (DPN) to the one stop system cannot be overstated. The DPN is a “senior level” direct service staff member with specialized training and education that surpasses most career service professionals. Every job seeking one stop customer has the opportunity to receive specialized case management and job development through the DPN case manager and job developer. The LWIB is committed to continuation of the services available through the DPN project regardless of the availability of funds earmarked for this project.
 - The LWIB works to align its services within the community through its sponsorship and staff commitment to a variety of community projects that provide workforce development for individuals with special needs. The Senior Employment Counselor, Disability Program Navigators and several other staff members are members of National Disability Employment Awareness Month (NDEAM) Committee and CNY Works is among the sponsors of the annual event.
 - The local VESID office provides counseling and case management services within CNY Works on a weekly basis.
- e. **Veterans:** Describe new or planned local/regional initiatives for providing services to veterans in, or returning to, your local area.
- LVER (Local Veterans Employment Representative) and DVOP (Disabled Veterans Outreach Program) ensure that veterans and eligible persons as defined by federal law, receive priority services
 - Provide Case Management services through the VR&E (Vocational Rehabilitation and Education) program – includes intensive services, an IDP, and tracks progress of Veterans enrolled in federally funded programs.
 - Vets staff provides information and training to all One Stop staff regarding priority services for Veterans.
 - TAP: Transition Assistance Program: DVOP works part time at Fort Drumm to provide transition services/programs to returning soldiers who are transitioning from active duty to civilian life.
 - Write and distribute a quarterly Veterans Newsletter. It is mailed, emailed and also posted on the CNY Works website.
 - Community committee memberships include:
 - ESGR Member: Employer Support of the Guard & Reserve:
 - VA Community Care Center Housing & Employment Committee: Homeless and PSTD
 - Veterans Entrepreneur Boot Camp-Syracuse University
 - VA Challenge (Community Homelessness Assessment-Local Education and Networking Group) Annual needs survey

- ComRel (Community Relations) 174th FW NYANG: support group for AGR (Active Guard and Reserves) to assist our returning soldiers with issues/problems they encounter.
 - SU Whitman School/Burton Blatt Institute: supports employment for person with disabilities – with a focus on Traumatic Brain Injury (TBI) and IED victims for OIF/OEF
- Referral arrangements/point of contact for:
 - VACCC (VA Community Care Center)
 - VIP/CWT: Veterans Industry Program/Compensated Work Therapy Programs-VA operated programs that help veterans with barriers or little work experience, to reestablish themselves in the workforce. Currently requires all Veterans to complete at least one computer class at CNY Works
 - VA per diem housing – homeless Vets
 - Altamont Program: ex-offenders, recovering substance abusers and homeless Vets
 - Rescue Mission
 - NYS Division of Veterans Affairs
 - Center for Community Alternatives – referrals of parolees, probationers and ex-offenders
 - Onondaga county Veterans Services Agency
- f. **Other individuals with barriers to employment:** Discuss any other strategies in place to address services to individuals with barriers to employment.
- Rural Labor Services Representative (RLSR) and a bilingual Outreach worker provide services to MSFWs in Onondaga County
 - Onondaga is federal Office of Significance for MSFWs
 - Provide Labor Exchange Services to Migrant & Seasonal Farm Workers
 - Meet with employers to promote hiring of MSFWs
 - Meet with potential and current MSFW employers to determine job requirements, job training, health and safety issues and housing.
 - Meets with and maintains contact with MSFWs. Visit labor camps and homes within the community where workers gather to provide information and referrals.
 - H2A program – non-immigrant classification given to workers who enter the US to perform temporary and seasonal employment in agriculture. Process includes offer of employment, which has required terms & assurances, advertising & recruitment requirements and inspection of housing offered. Field checks are performed to ensure terms and conditions of the contract are being met,
 - Training provided to One Stop staff on services to MSFW
 - Members of the Onondaga Migrant Coalition

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;

The major initiative that is unique to the Onondaga County Local Workforce Development Area and the Central New York Region is the Journey 2 Jobs (J2) initiative. This initiative is described in detail in Item 2 of this Plan.

The impact of Journey 2 Jobs is comprehensive in geography and scope, and is the Onondaga County Workforce Investment Area and the Central New York Region's first sustainable collaboration aimed at aligning workforce development, economic development, education, business and the community to develop, attract and retain the workforce that will impact the region's vitality.

The *Journey To Jobs Regional Workforce Action Agenda* is attached below.



J2J_Workforce_Actio
n_Agenda[1].pdf

The *Regional Workforce Action Agenda* articulates nine of workforce challenge areas including:

- ◆ Aged 50+ workforce
- ◆ Incumbent worker support
- ◆ Career mobility
- ◆ Workforce credentialing
- ◆ Workforce diversity
- ◆ Higher educational alignment with workforce demands and business supply
- ◆ Science, technology, engineering and math education skills and career development
- ◆ Career and technical worker training

The *Agenda* also identifies a series of initiatives, and related action items associated with each challenge area. There are working teams attached to each challenge; the teams are charged on behalf of the J2J Leadership Team to accomplish each of the initiatives and associated action items in pursuit of the goals of the *Workforce Action Agenda*.

- b. Other parties involved (e.g., industry sectors, state, local or community partners, etc.);

Partners that are involved in the Journey To Jobs Initiative include:

- ◆ **Clear Channel Communications**
- ◆ **MACNY, The Manufacturers Association**
- ◆ **National Grid**
- ◆ **St. Camillus Health and Rehabilitation Center**
- ◆ **Partners for Education and Business**
- ◆ **CNY Technology Development Organization**
- ◆ **Cortland County Business Development Corporation**
- ◆ **Cortland County Industrial Development Agency**
- ◆ **Greater Syracuse Chamber of Commerce**
- ◆ **Madison County**
- ◆ **Madison County Industrial Development Agency**
- ◆ **Metropolitan Development Association of Syracuse and CNY**
- ◆ **Onondaga County**
- ◆ **Onondaga County Industrial Development Agency**
- ◆ **Onondaga County Literacy Coalition**
- ◆ **City of Syracuse**
- ◆ **Syracuse Industrial Development Agency**
- ◆ **Cayuga Community College**
- ◆ **Cayuga-Onondaga BOCES**
- ◆ **Family Literacy Alliance of Greater Syracuse**
- ◆ **Institute for the Application of Geospatial Technology**
- ◆ **Le Moyne College**
- ◆ **Onondaga Community College**
- ◆ **Onondaga-Cortland-Madison BOCES**
- ◆ **SUNY College of Environmental Science and Forestry**
- ◆ **SUNY Educational Opportunity Center**
- ◆ **SUNY Morrisville**
- ◆ **SUNY Oswego**
- ◆ **SUNY Upstate Medical University**
- ◆ **Syracuse City School District**
- ◆ **Syracuse University**
- ◆ **Tompkins-Cortland Community College**
- ◆ **Central New York Community Foundation**
- ◆ **Educational Foundation**
- ◆ **Rosamond Gifford Foundation**
- ◆ **United Way of Central New York**
- ◆ **Cayuga-Cortland WIB**
- ◆ **Cayuga Works**
- ◆ **Cortland Works**
- ◆ **Working Solutions – Madison County One Stop Center**
- ◆ **New York State Department of Labor**

- ◆ Onondaga County WIB/CNY Works
- ◆ Oswego County WIB
- ◆ Upstate NY Laborers Training
- ◆ Society of Human Resource Managers
- ◆ Workforce Development Institute

and,

- c. The proposed resolution or actions being taken, timeframe and outcomes expected.

Through the leadership of the Onondaga County Workforce Investment Board, the Journey 2 Jobs Leadership Team meets on a monthly basis to review the progress of the working teams in addressing the initiatives stated in the *Action Agenda*, consider funding opportunities in support of the J2J initiative, improve communication among and between workforce development, economic development, education, business and community partners. The Journey 2 Jobs Initiative is an ongoing one that will continue throughout the Program Year and into the future.

Section II WIA Compliance

The Local Plan Modification will extend the existing Local Plan and Functional Alignment Addendum to June 30, 2009 and will become the basis for local area policy and monitoring.

It is anticipated that many of the local board's policies and procedures have remained constant since implementing the approved 2005-2008 Plan and Functional Alignment Addendum. Therefore, the purpose of this Compliance Section is to capture and publish local information about policies that may have changed or been updated. The local board is asked to certify as to whether a policy change has occurred and, where that has happened, provide the new policy.

Please complete the following chart (which follows the same order as the Compliance Section of the 2005-2008 Plan) indicating the status of your governing policies and attach new policy where appropriate.

<i>Required Policy</i>	<i>Is current policy, definition, design or provision of services different from that in the approved 2005-2008 Plan or the Functional Alignment Addendum?</i>	<i>Is changed or new policy, definition, design or provision of services description attached?</i>
1. Selecting and Certifying One Stop Operators	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Contracting for Service Providers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Priority of Service <i>Has the Board declared a priority of service to be in effect?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Self-Sufficiency	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Supportive Services and Needs-Related Payments <i>Does the Board make needs-related payments?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Grievances and Complaints <i>Provide the name, title, and contact information of the EO Officer.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>Lorraine Y. Wilson, Quality Officer</u> <u>CNY Works, 443 North Franklin Street, Lower Level</u> <u>Syracuse, NY 13204</u> <u>315-477-696660</u> <u>lwilson@cnyworks.com</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Youth Services <i>In designing this plan and the services to be provided, the LWIA consulted with their regional Labor Market Analyst to assure a</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<i>comprehensive understanding of the demographic characteristics of the population.</i>		
Performance <i>Provide the name and contact information of the local area's performance expert.</i>	<u>Heather Pitt, Information Technology Manager</u> <u>CNY Works, 443 North Franklin Street, Lower Level</u> <u>Syracuse, NY 13204</u> <u>hpitt@cnyworks.com</u> <u>315-477-6934</u>	
Design Framework	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Youth Council <i>Selecting youth providers</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Youth eligibility definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Adult, Dislocated Worker and Wagner-Peyser Services		
<i>In designing this plan and the services to be provided, the LWIA consulted with their regional Labor Market Analyst to assure a comprehensive understanding of the demographic characteristics of the population.</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Performance <i>Provide the name and contact information of the local area's performance expert.</i>	<u>Heather Pitt, Information Technology Manager</u> <u>CNY Works, 443 North Franklin Street, Lower Level</u> <u>Syracuse, NY 13204</u> <u>hpitt@cnyworks.com</u> <u>315-477-6934</u>	
Eligibility Definitions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rapid Response	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business Services	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Integration of Services	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Services to Special Populations	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Eligible Training Providers (ETP)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Training Accounts (ITA)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Customized Training/OJT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade Act Strategies	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. WIA IB & Title III PY05 Performance and System Indicators	NA	

10. Local Monitoring	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Open Meetings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Public Comment on Local Plan	NA	

Required Signatures

	<i>Required Signatures</i>	<i>Attached?</i>
Attachment A	Signature of Local Board Chair	<input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

***Amended Bylaws subject to approval of the Board (prior to the start of PY 08)**

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"/>		James DiBlasi	
Other <input type="checkbox"/>			
Name of Board:	Onondaga County Workforce Investment Board		
Address 1:	443 North Franklin Street, Lower Level		
Address 2:			
City:	Syracuse		
State:	NY	Zip:	13203
Phone:	315-477-6901	E-mail:	james_diblasia@ml.com

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

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

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

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

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- agree to comply with §661.310 by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One Stop Operator

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. _____	Typed Name of Local CEO:		
Ms. <input checked="" type="checkbox"/>	Joanne M. Mahoney		
Other _____			
Title of Local CEO:	Onondaga County Executive		
Address 1:	Civic Center, 14th Floor		
Address 2:	421 Montgomery Street		
City:	Syracuse		
State:	NY	Zip:	13202
Phone:	315-435-3516	E-mail:	joanne.mahoney@ongov.net

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 B: SIGNATURE OF CHIEF ELECTED OFFICIAL

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

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

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- agree to comply with §661.310 by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One Stop Operator

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>	Typed Name of Local CEO:		
Ms.	Matthew J. Driscoll		
Other <input type="checkbox"/>			
Title of Local CEO:	Mayor of Syracuse		
Address 1:	City Hall		
Address 2:			
City:	Syracuse		
State:	NY	Zip:	13202
Phone:	315-448-8005	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: Lenore S. Sealy
Ms. <input checked="" type="checkbox"/>		
Other _____		
Name of Board:	Onondaga County Workforce Investment Board	

Date:		Signature of Labor Market Analyst:
Mr. <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Typed Name of Labor Market Analyst: Roger Evans
Ms. _____		
Other _____		
Region:	Central New York	

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
Onondaga County	<input checked="" type="checkbox"/>	<input type="checkbox"/>
City of Syracuse	<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"/>

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
CNY Works, Inc.	✓	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Entity	Grant Subrecipient	
	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

OPERATOR: CNY Works	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)
Operator Address:	443 North Franklin Street, Lower Level Syracuse, New York 13202
Operator Phone:	315-473-8250
E-Mail:	info@cnyworks.com

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

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

Name/Address/Phone # of Center: **CNY Works**
443 North Franklin Street, Lower Level
Syracuse, NY 13204

Identify Full-Service or Affiliate: **CNY Works is a full service Center.**

Partners On-Site: **NYS Department of Labor – DoES, Full-time**
Onondaga Community College, Full-time
Syracuse City School District – Full-time
OCM BOCES, Part-time, 8 AM – 1 PM, Monday – Friday
VESID – Part-time, One day per week

Hours of Operation: **Monday – Friday, 8 AM to 5 PM, evenings, for as needed for classes, customized recruitments and informational meetings**
Saturdays, customized recruitments, as needed

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: Executive Director, Onondaga County Workforce Investment Board
--

Date: April 25, 2008
