

# Local Plan Modification



**New York State  
Department of Labor**

**Workforce Development  
and Training Division**

**July 1, 2008 – June 30, 2009**

## General Instructions for Modifying the Existing Local Plan

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

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

### Plan Modification Guidelines

The Plan Modification Guidelines are available and can be downloaded on New York's Workforce Development System website at [www.workforcenewyork.com](http://www.workforcenewyork.com). The guidelines are attached to Technical Advisory # 08- 1, dated January 16, 2008.

### Publication

The Local Board must make copies of the proposed Plan Modification available for public comment through such means as public hearings, local news media, and local websites. The general public must have access to the proposed Plan Modification and has 30 days from the date of publication and/or availability in which to comment. When the Plan Modification is submitted for approval, any comments received in disagreement must be attached. In addition, the Plan Modification must explain how those disagreements were addressed.

### Time Table

Plan Modification Guidelines Issued	January 16, 2008
Latest Date for Publishing Plan for Public Comment	March 10, 2008
Local Plan Modifications due to NYSDOL	April 11, 2008
NYSDOL approval or request for information	No later than May 16, 2008

### Submission

The draft Plan Modification is **due April 11, 2008**. NYSDOL requests local areas to complete the submittal process electronically by posting **the draft Plan Modification, any comments received and the manner in which the comments were addressed**, to the local area's workforce website. Specifically, local areas are required to send an e-mail by cob April 11, 2008 to [WDTDLocalPlans@labor.state.ny.us](mailto:WDTDLocalPlans@labor.state.ny.us) that includes the following information:

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

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

### **Required Attachments**

The required Attachments include:

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

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

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

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

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

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

## **Instructions for Filling out the Plan Modification Document**

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

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

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

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

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

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

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

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

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

## Section I. Strategies

### 1. Funding Strategies

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

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

**Over the past three years, the Oswego County workforce area has received drastic cuts exceeding \$412,000 (or 22%) from PY'05-07. We are targeted to receive a further cut of another 19% for PY'08. Staffing has been reduced over this same period by eight positions, or 40%. In addition, the One Stop Center has taken on the additional responsibility of administering the Unemployment Insurance program, without a proportionate addition of staffing from DOL. Board staffing has also been reduced over this same period. For the current program year, we are operating with a total of 1.35 Full Time Equivalents (FTE's). Furthermore, when comparing only DoES staff numbers in Oswego County to other areas in the region, there is a large disparity in the allocation of resources and the customer to staff ratio. This is further compounded by the loss of a DOL Supervisor position that was never refilled.**

**There have been a few attempts to perform some tasks regionally in an effort to gain some efficiencies. An example of this would be the Regional Administrator's decision to centralize all job bank order processing through their office in Utica. In actuality, however, there is little or no efficiency gained by this process, and we have diluted the relationship between local Business Services reps and local businesses.**

**The bottom line result from these recurring budget cuts is that we have reached the critical point. We do not feel that we can reduce staff any further. The One Stop Center is already an efficient operation with little to no overhead as the**

**county contributes space at no charge. The Board costs could be eliminated by consolidating with another workforce area, but the savings will be minimal. There are no potential sources of significant outside funding that we are aware of. SUNY Oswego already contributes approximately \$200,000-\$250,000 annually in salaries, benefits, office space and other in-kind contributions to support the Board.**

**Our plan of action is as follows:**

**1) In March 2008, our Board's Executive Committee will form a special sub-committee that will be charged with identifying and assessing our options for dealing with these limited resources, including the option of consolidating with another workforce area. We have already received data from Roger Evans, our Labor Market Analyst delineating the commutation patterns with neighboring counties.**

**2) After consultation between the County Administrator, the Chief Local Elected Official, the Commissioner of Social Services and the WIB Director, this sub-committee will bring forth it's recommendation to the Full Board by June 2009.**

**3) The execution of our action plan will be completed by June 2010.**

**4) The One Stop Operator will utilize the PY'07 incentive money to cover our short-term financial shortfall. The Operator will continue to explore other sources of revenue and potential cost-savings opportunities.**

## **2. Regionally Based Sector Strategies**

Local areas have previously been engaged in strategic planning to develop their human capital to address the needs identified by key industry sectors in their region. The USDOL's WIRED framework and the Department's own Regional Sectoral Strategy Initiative are also focused on the development of a talent pipeline to fuel the needs of key growth industry sectors and clusters within a regional economy. This framework brings together all the key players in a region to leverage their collective assets, resources and knowledge in order to devise strategies that focus on infrastructure, investment, and talent development that will optimize innovation and successful regional transformation. The workforce system must be fully connected and aligned with state and regional economic development and growth strategies. This requires integration of workforce development, economic development, and education systems in support of economic competitiveness. To this end, discuss your local board's efforts to engage in the development of a regional sector or cluster-based strategy. Include within this discussion:

- a. Progress made in advancing the strategic planning efforts outlined and described in the local area's previous WIA Plan, and how this connects to the development of a regionally based sector strategy;
- b. Progress towards aligning the services of the local workforce system, economic development and education systems to support a regional based sector strategy;

- c. Policies adopted or planned for aligning training initiatives and ITAs to sector strategies and demand occupations;
- d. Partnerships developed in support of this effort and the role of these partners;
- e. Planned outcomes related to your strategy; and,
- f. Next steps to be taken in this effort during the coming year.

**We have made some significant progress in the implementation of our Strategic Plan. Facing an annual reduction in local WIA funds, the local Workforce Board decided to focus our implementation activities on the four targeted industry clusters (Energy, Health Care, Manufacturing and Hospitality) and our attraction and retention of young professionals in the workforce.**

**In October 2005, we held our first annual Employers & You: A Feedback Forum presented at the One Stop Center. Employers representing the industry clusters (Energy, Healthcare, Manufacturing and Hospitality/Tourism) and Education were on hand to discuss what they look for when hiring. Over fifty people received job seeking tips and advice from employers. The second annual event was held in October 2006.**

**In early 2007, we completed the Career Ladder Maps for the third and fourth industry clusters. Since then, we have been working with a local vendor on the development of a website to house the information contained in the maps. We determined that this was necessary due to the volume of material contained in the maps and the difficulty of navigating through the information. The website also has the capability of attaching short videos to highlight select jobs. This feature will make the site more attractive to students as they begin their career exploration process.**

**Our other major initiative has been our work for the attraction and retention of young professionals in our area. The Workforce Board retained the services of a consultant (Rebecca Rein) who specializes in this area. She was able to profile Oswego County with regards to assets and opportunities as seen through the eyes of workers ages 23-40. As a result of her study, in 2005 the Workforce Board helped establish YP Voice of Oswego. This group was formed, according to their mission statement, "to guide the growth and evolution of Oswego County by organizing professional, social and community involvement within Oswego's young professional community, to utilize the energy and skills of young professionals already engaged to educate others about the wealth of opportunities in the greater Oswego County area - culturally, professionally and academically, and to connect people with the resources they need to help them be as successful as possible in all aspects of their lives."**

**In terms of the specific industry sectors, we have begun working with regional partners on various initiatives. In the Energy sector, we have been working with local educational institutions, including SUNY Oswego, Cayuga Community College and SUNY Morrisville on the creation of the Center for Energy Education**

and Economic Solutions. In November 2007, we applied for a grant from USDOL in support of this project. The purpose of this project is to develop the current and emerging workforce for the Energy industry.

We have been working with regional partners on an Energy and Environmental Systems grant that was awarded by NYSDOL. Regional partners included WIB's from Onondaga, Oswego, Cortland-Cayuga, and Herkimer-Oneida-Madison. There are also numerous regional partners from education and training entities working together on this initiative. This group has been meeting on a regular basis and is looking to pursue other regional initiatives. We are also looking to apply to the NRC for a grant that is targeted to the nuclear energy industry, which is a major part of our energy workforce.

The Manufacturing sector has been the largest recipient of ITA's, OJT and customized training in our area. Although not a growth sector, Manufacturing is still one of the largest and highest-paid sectors in our region. We are working with one of our WIA partners, Oswego County BOCES, on skills improvement in this sector. BOCES recently became an approved WorkKeys testing site. We are currently in discussion with them on how to best utilize some of the incentive money we recently received to support workers in this sector.

In the Health Care sector, we have spent the last twelve months preparing for the after-effects from major facility being reconfigured as a result of the Berger Commission Report. A.L. Lee Memorial Hospital in Fulton will be significantly changing the services that they provide to the community. Their current workforce will be reduced and many workers will need to acquire new skills. We have been working with NYSDOL (Rapid Response), CNYAHEC, BOCES and the local union on preparing the workforce for what lies ahead and to explore their options for further skill development.

There has not been a lot of activity in the Hospitality sector. Many of the jobs in this sector are part-time and/or seasonal. We have, however, been in discussions with our local economic development agency, Operation Oswego County, on working together with a local developer on a recently approved project to build a convention center in the City of Oswego. We have worked well with this agency's director in the past (he is a Board member and a Committee Chair) and will continue to coordinate our efforts to support this project.

Our Business Services Team, Business Development Committee and Executive Committee have all begun to track performance results and spending by industry cluster. We are trying to assure that we apply the majority of our efforts towards these key strategic initiatives. With the help of a consultant (Mary Ann Lawrence), the Executive Committee developed a "Balanced Scorecard" which tracks activity and spending by industry cluster. Goals have been established for the current program year and the committee in monitoring results.

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

**We have begun working with a consortium of Central New York WIB's and other partners on some new initiatives. Together, we applied for and received a 13N grant from NYSDOL. We are working on a project to support workforce initiatives in Energy and Environmental Systems. This group, which is now meeting on regular basis, is investigating other projects that we can collaborate on. We plan on applying as a region for both the STEM and HGJTI grants currently offered by USDOL.**

**We hope to be working with another group of regional partners, including Cayuga Community College, SUNY Oswego and SUNY Morrisville, on the creation of the Center for Energy and Economic Solutions. In 2007, SUNY Oswego applied to USDOL-ETA Community-Based Job Training Grants to support this project. The idea for this Center came as a result of discussions held between us and the two major nuclear energy companies that are located in Oswego. They have approached the WIB and SUNY Oswego looking for programs that can help supply the pipeline of skilled workers for the ten nuclear power plants located in the Northeast U.S. The will include a broad range of certificate programs and two and four-year degrees.**

### **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.

**We are working with the community-based organizations and public agencies in this area that have an out-of-school youth clientele. We actively recruit among those places and accept referrals. We have held focus groups with youth currently enrolled and/or recently exited to gather information on ways to expand recruitment efforts. As a result, we now reach out to local youth-oriented businesses such as tatoo, piercing and skating places.**

**In addition, we are holding on-site orientations at GED classes and various youth group meetings to further youth recruitment efforts. We are also coordinating intake of youth with Department of Social Services and Office of Temporary and**

**Disability Assistance Jobs staff and customizing our orientation to target out-of-school youth.**

**We offer workshops and work experience throughout the year in addition to provider-based services to ensure continuity for the youth participants. Popular topics have included: interviewing, college financial aid, career exploration and field trips, test taking skills, employer expectations, and where to find jobs.**

**We also offer an incentive program to youth to reward regular participation and attainment of credentials as retention strategies.**

**We don't expect any problems from possible gaps caused by expiration of provider contracts as our contracts operate on a fee-for-service model with the primary case management function maintained by agency staff. Therefore, the customer plan of service is developed taking contract end dates into consideration.**

- 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.

**Test taking is part of the assessment process. We offer a test-taking workshop where youth have the opportunity to sharpen their skills prior to taking the actual test. We try to test youth at the beginning of the 60-day window as it is not a popular activity and we frequently have to reschedule them.**

**Youth who show need for academic services are referred to the public school offerings in their geographic areas. Tutoring and test-taking workshops are services that continue to be available to youth throughout their participation in academic services. We follow up with providers and often link participation in educational services with participation in desired activities such as work experience (e.g. must attend educational class in AM to participate in work experience in the PM).**

**While post-testing can represent a difficult obstacle, we have a system in place to track the youth who are in need of being post-tested and schedule them accordingly. Youth continue to have the option of participating in testing workshops and are made aware of the incentives they can earn for academic achievement.**

- 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.

**Youth are encouraged to attend and remain in school throughout their participation or at least until they earn a diploma. Both financial and non-financial supportive services are available to help with this. We also offer an incentive program that pays gift cards to youth who attain certain benchmarks. High school and college students can earn \$50 to \$150 for good report cards and graduating. Out-of-school youth can earn \$50 to \$150 for making progress and earning a GED or earn \$150 for earning an occupational certificate.**

**Youth are encouraged to pursue occupational training as it relates to the demand occupations in this area. Youth have participated in occupational programs such as Licensed Practical Nursing, Certified Nursing Assistant, Dental Assisting and Welding.**

- 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.).

**Beginning with the application process, youth are made aware of the need to link training with the job market. Youth are encouraged to stay in school or return to school throughout the case management process.**

**Youth are invited to workshops as described in answer 3a. These workshops are helpful in getting youth to recognize their own potential and to take advantage of opportunities. Workshops are offered on a variety of topics including career exploration, preparing for college, job search and interviewing techniques. Local employers are invited into the interviewing workshops to conduct mock interviews and offer feedback to youth to help prepare them for employment. Youth are also encouraged to attend the Employer Forums offered at the One Stop Center. The Forums have included presentations on employment opportunities in the targeted industry clusters (Energy, Healthcare, Manufacturing and Hospitality) and apprenticeships and employment opportunities with the unions.**

**Youth participate in work experience, entry employment experience, on-the-job training or straight unsubsidized employment. Youth staff members develop jobs specifically for the youth on their caseloads and rely upon jobs listed through the Workforce NY system. Youth are provided with information on job search techniques and encouraged to look for their own work and report back on job openings they learn about. Staff often follow up with potential employers and put together a training package in an effort to get youth placed.**

**Youth are also provided information and encouraged to participate in post-secondary training. Examples of programs youth have participated in are provided in answer 3c.**

**In addition to what has been addressed in the previous answer 3c on incentives available for youth in school, we also offer incentives to youth who become employed. Youth earn between \$50 and \$100 for retaining employment from a minimum of sixty days to six months.**

#### **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 UI customers currently register with the One Stop. Claimants who are in cohorts targeted by the region receive monthly services on-site. These include Veterans, profiled claimants and those who have received Rapid Response services. Each claimant completes a needs assessment and meets in person with a staff member to review their current status, determine an employment goal and develop a plan of service including future steps. The main strategy used is attendance at a variety of job seeking workshops. All non-targeted claimants receive the Re-employment Services Orientation (RSO) materials by mail and have the option of responding by mail or via the Internet. Their materials also include a needs assessment which is reviewed by a staff person. If needs are indicated, the claimant is contacted by mail or by telephone. If no needs are indicated, non-target group claimants receive follow up materials by mail. All UI customers are encouraged to use the services available through the One Stop.**

- 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.

**While there is a limited demand for these services within the Oswego County area, One Stop staff members have been provided with the contact information**

for InterpreTalk. In addition, we are able to pay for interpretation services and resources exist through the local education systems and in the metro areas near Oswego County. The One Stop partners with Oswego County BOCES to make services available to individuals with Limited English Proficiency. BOCES has established sites to provide ESL services and is also willing to expand services to respond to any identified needs.

- 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, childcare, mentoring, etc.

**Oswego County has several strategies in place for working with low skilled workers. Customers are assessed to identify current skills and employment goals. Assessment tools (such as WorkKeys) have been used with TANF recipients to identify current skill levels and/or offer remediation to help better prepare them for training or employment. Participants can earn a nationally recognized Work Readiness Certificate.**

**Individuals can tap into a variety of services that are available to prepare low skilled individuals for employment. WIA and local Department of Social Services grant funds are available to encourage employers to hire individuals looking for work. Staff work with individuals to identify employment goals and potential job leads. Subsidies are available through programs such as the Subsidized Employment Program and OJT to assist individuals in getting hired. The subsidies are used to offset the cost of training to the employer. Customized training services are available to help businesses upgrade the skills of current employees to prepare them for better jobs. Vocational and post-secondary training are options available for individuals who need further training to prepare for employment. We have also invited the local BOCES and representatives of the community college to have staff members on-site at the One Stop and have sponsored a training fair to make local residents aware of the wide range of opportunities available within the commuting area.**

**We are currently working closely with the Central New York Area Health Education Center (CNYAHEC) and Oswego County BOCES to provide services to the lower skilled workers at A.L. Lee Memorial Hospital; a facility targeted for conversion to an Urgent Care Center by the Berger Commission. The A. L. Lee Memorial Hospital workers are encouraged to utilize WorkKeys testing and remedial services. Participants can earn the nationally recognized Work Readiness Certificate through WorkKeys.**

**Customers with low skills are encouraged to participate in training programs with career ladders that can lead to higher paying jobs and jobs with the potential for career advancement. Examples include short-term computer classes, moving from a CDL-B to a CDL-A, upgrading from CNA to LPN, and pre-vocational level classes such as phlebotomy and CNA.**

**Oswego County serves customers without regard to income level unless the wage exceeds the current self-sufficiency wage. Rather, we focus our efforts on increasing the skills of customers assuming that increased skills will lead to increased income.**

- 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.

**Through the services of the DPN, staff members have acquired an increased awareness of how to communicate with individuals with disabilities and of the resources available to them. There is also a monthly meeting of the Oswego County Job Placement Network held at the One Stop; this group is made up of agency representatives who provide employment services to individuals with disabilities. The Oswego County Job Placement Network recently sponsored a Disability Mentoring Day to link individuals with disabilities with local employers. This group will continue to work together to provide services to individuals with disabilities.**

**Oswego Industries Community Employment Services division (OI-CES) is a community-based organization, providing services to individuals with disabilities. OI-CES recently moved to the One Stop joining other staff (WIA, DOL, VESID, etc.) providing services to this population. The partnership between the agencies has lead to a more coordinated and streamlined system for the delivery of services.**

**The One Stop Center is equipped with TTY and two computers with adaptive technology; the software on these computers will be upgraded within the next few months.**

**Oswego County will continue to offer the services of the DPN. The DPN will partner with OI-CES and VESID to take the lead in promoting and coordinating services to individuals with disabilities, as well as handling other assigned duties.**

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

**There is an LVER (Local Veteran’s Employment Representative) on site at the One Stop. This position is fully dedicated to serving the veteran population. All veterans are referred to this individual for information and services.**

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

**Individuals with other barriers to employment are dealt with on an individual basis. One Stop staff members conduct an assessment with individuals accessing One Stop Services. Identification of any barriers to employment is a component of the assessment. The One Stop staff rely on their past experience in working with individuals to address barriers and/or refer individuals to resources where the issues can be addressed. Training is provided for staff members so that are aware of services and service methods.**

## **5. Critical Local Issues**

Please describe any critical issues or major initiatives unique to your local area that you are currently addressing or developing strategies to address. Specifically, describe:

- a. The issue and its impact on the area and/or region;
- b. Other parties involved (e.g., industry sectors, state, local or community partners, etc.); and,
- c. The proposed resolution or actions being taken, timeframe and outcomes expected.

**An initiative is currently underway to address the training needs of local employers. Oswego County BOCES, a partner agency, was recently contacted by an employer having difficulty in finding trained CNC Operators. This was also a concern expressed by other machine shops.**

**The local One Stop, in partnership with Oswego County BOCES, is scheduling an informational session for the Machine Shop trades to provide information on customized training services available through the One Stop. The hope is to develop a training program that meets the employer needs and results in job opportunities in an apprenticeable occupation for One Stop customers. This is anticipated to happen in the next six months.**

## Section II WIA Compliance

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

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

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

<i>Required Policy</i>	<i>Is current policy, definition, design or provision of services different from that in the approved 2005-2008 Plan or the Functional Alignment Addendum?</i>	<i>Is changed or new policy, definition, design or provision of services description attached?</i>
<b>1. Selecting and Certifying One Stop Operators</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. Contracting for Service Providers</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. Priority of Service</b>  <i>Has the Board declared a priority of service to be in effect?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. Self-Sufficiency</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5. Supportive Services and Needs-Related Payments</b>  <i>Does the Board make needs-related payments?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Grievances and Complaints</b>  <i>Provide the name, title, and contact information of the EO Officer.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Christine Weaver, Coordinator of Client Services</b> <b>Weaver@oswegocounty.com</b> <b>315-591-9000</b>	
<b>7. Youth Services</b>		
<i>In designing this plan and the services to be provided, the LWIA consulted with their regional Labor Market Analyst to assure a comprehensive understanding of the demographic characteristics of the population.</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>Performance</b> <i>Provide the name and contact information of the local area's performance expert.</i>	<b><u>Jeanne Apicelli, Sr. Employment Specialist</u></b> <b><u>JApicelli@oswegocounty.com</u></b> <b><u>315-591-9010</u></b>			
<b>Design Framework</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Youth Council</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Selecting youth providers</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Youth eligibility definitions</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. Adult, Dislocated Worker and Wagner-Peyser Services</b>				
<i>In designing this plan and the services to be provided, the LWIA consulted with their regional Labor Market Analyst to assure a comprehensive understanding of the demographic characteristics of the population.</i>			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Performance</b> <i>Provide the name and contact information of the local area's performance expert.</i>	<b><u>Christine Weaver, Coordinator of Client Services</u></b> <b><u>Weaver@oswegocounty.com</u></b> <b><u>315-591-9000</u></b> <b><u>Jeanne Apicelli, Sr. Employment Specialist</u></b> <b><u>JApicelli@oswegocounty.com</u></b> <b><u>315-591-9010</u></b>			
<b>Eligibility Definitions</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Rapid Response</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Business Services</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Integration of Services</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Services to Special Populations</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Eligible Training Providers (ETP)</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Individual Training Accounts (ITA)</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Customized Training/OJT</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Trade Act Strategies</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>9. WIA IB &amp; Title III PY05 Performance and System Indicators</b>	<b>NA</b>			
<b>10. Local Monitoring</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>11. Open Meetings</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>12. Public Comment on Local Plan</b>	<b>NA</b>			

**Required Signatures**

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

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

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

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

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

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

By virtue of my signature, I:

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

Date:	<input type="text"/>	Signature of Local Board Chair:	
Mr. <input type="checkbox"/>	<input type="text"/>	Typed Name of Local Board Chair:	
Ms. <input type="checkbox"/>	<input type="text"/>		
Other <input type="checkbox"/>	<input type="text"/>		
Name of Board:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>	Zip:	<input type="text"/>
Phone:	<input type="text"/>	E-mail:	<input type="text"/>

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

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

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

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

By virtue of my signature, I:

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

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

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input type="checkbox"/>		Barry Leemann	
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman of the Legislature		
Address 1:	Oswego County Office Building		
Address 2:	46 East Bridge Street		
City:	Oswego		
State:	NY	Zip: 13126	
Phone:	315-349-8230	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. _____	Ms. _____	Typed Name of Local WIB Director:
Other _____		
Name of Board:		

Date:		Signature of Labor Market Analyst:
Mr. _____	Ms. _____	Typed Name of Labor Market Analyst:
Other _____		
Region:		

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

**ATTACHMENT D: UNITS OF LOCAL GOVERNMENT**

*Where a local area is comprised of multiple counties or jurisdictional areas, provide the names of the individual governmental units and identify the grant recipient.*

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

**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
Oswego County	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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

**ATTACHMENT F: ONE STOP OPERATOR INFORMATION**

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

<b>OPERATOR: Christine Weaver, Oswego County DSS, Employment and Training</b>	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input type="checkbox"/> Consortium <input checked="" type="checkbox"/> Competitive Bid	<input checked="" type="checkbox"/> System <input type="checkbox"/> Center(s)
<b>Operator Address:</b>	200 North Second Street Fulton, NY 13069
<b>Operator Phone:</b> 315-591-9040	
<b>E-Mail:</b> Weaver@oswegocounty.com	

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

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

**OPERATOR CERTIFICATION STATUS**

Indicate status of Local Level Operator Recertification:

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

## **ATTACHMENT G: FEDERAL AND STATE CERTIFICATIONS**

The funding for the awards granted under this contract is provided by either the United States Department of Labor or the United States Department of Health and Human Services which requires the following certifications:

### **A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

### **B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements**

By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this

transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. **Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

**C. DRUG FREE WORKPLACE.** By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 98.630, Appendix C, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

**D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:**

**For contracts funded by the U.S. Department of Labor**

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

(1) Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;

(2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;

(3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

(5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance. For grants serving participants in work

activities funded through the Welfare-to-Work block grant programs under Section 407(a) of the Social Security Act, the grant applicant shall comply with 20 CFR 645.255.

**For contracts funded by the U.S. Department of Health and Human Services**

As a condition to the award of financial assistance from the Department of Labor under Title IV-A of the Social Security Act, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws including but not limited to:

- (1) Title VI of the Civil rights Act of 1964(P.L. 88-352) and Executive Order Number 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity which prohibits discrimination on the basis of race, color or national origin;
- (2) Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations issued pursuant thereto contained in 45 CFR Part 84 entitled “Nondiscrimination on the Basis of Handicap in Programs and Activities Reviewing or Benefiting from Federal Financial Assistance” which prohibit discrimination against qualified individuals with disabilities;
- (3) The Age Discrimination Act of 1975, as amended, and the regulations at 45 CFR Part 90 entitled “Nondiscrimination on the Basis of Age in Programs and Activities Reviewing Federal Financial Assistance”. which prohibits discrimination on the basis of age;
- (4) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- (5) The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116, and regulations issued by the Equal Employment Opportunity Commission which implement the employment provisions of the ADA, set forth at 29 CFR Part 1630.

The grant applicant also assures that it will comply with 45 CFR Part 80 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

**STATE CERTIFICATIONS**

**E. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS**

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- 1) No principle or executive officer of the contractor’s/vendor’s company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and



competition, as to any matter relating to such prices with any other bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative:
Title:
Date: