

Capital Region Workforce Investment Board Plan Modification



**New York State
Department of Labor**

**Workforce Development
and Training Division**

July 1, 2008 – June 30, 2009

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).

(1a)

The Capital Region Workforce Investment Board (CRWIB) continually coordinates its existing resources with many partners in the community that share the mission of the CRWIB. Our efforts to coordinate with agencies outside of the consortium partners that are located on site at the One Stop Centers have been ongoing as we expand our customer base, increase services and enhance our working relationships. Examples of partnerships that coordinate & share resources have developed across the Capital Region include Title V, Senior Community Employment Program for Older Workers, all three Department of Social Service offices, various County & City departments (Youth, probation, veterans), Housing Authorities, Capital District Worker Center (CDWC), VESID and Displaced Homemaker Program

In addition, the CRWIB has strengthened their relationships with the respective local Chambers of Commerce, in an effort to coordinate training and recruitment programs to assist in meeting workforce needs. Additionally, the CRWIB has also involved the Chambers in our youth certificate and internship programs.

The CRWIB continues to partner with Hudson Valley Community College (HVCC) and Schenectady County Community College (SCCC) as well as the Educational Opportunity Center (EOC) to leverage resources.

(1b)

The CRWIB has a long history in pursuing additional financial resources outside WIA through grant submissions at the Federal, State, private and local levels in an effort to sustain and/or expand services to its customer base. With increased demands on staff and consistently decreasing Federal funds this pursuit remains critical to our mission. Past efforts have included reaching out to local and state governments to support summer and year round youth activities such as summer youth employment programs, truancy abatement, delinquency, and gang prevention while at the same time expanding education and outreach and facilitating youth recruitment for WIA services. Additionally, One Stop Centers in the Capital Region have begun to subcontract services for Title V Older Workers through an arrangement with County aging offices. The CRWIB has also received a grant from the NYSOCFS office that was jointly written by the CRWIB youth departments for E-Learning and internship activities for WIA youth. Another area of consideration is “fee for service. For example, currently the CRWIB is providing staff and computer lab space for testing potential future employees of General Electric and United Airlines, which could be a future source of fee for service. As WIA funding declines, the CRWIB will continue to pursue other funding resources such as foundations and other philanthropic organizations.

(1c)

The CRWIB has embraced the concept of functional alignment since it was implemented in New York State. This was accomplished by sharing duties and functionally aligning WIA Title I and Wagner-Peyser (WP) funded staff in our Resource Rooms, and on the Business Services Team. By the time Functional Alignment was formally implemented in 2006, the CRWIB had three functionally aligned service teams in place. These were the Greeter/Front Desk, Resource Room, and the Business Services Teams. CRWIB continues to work towards further integration of workforce services with all our partner agencies.

The functional alignment of WIA Title I and WP is a first step. The CRWIB is currently working to incorporate staff from other County agencies such as Departments of Social Services (DSS), Offices for the Aging and Probation. Further alignment with WIA youth services is planned; our next efforts will be directed towards functionally aligning Glenmont Job Corps staff and services with those funded under WP and WIA Title I. Staffs from some of these agencies have already been given access to the Re-employment Operating System (REOS) and the One Stop Operating System (OSOS) and training in the use of these systems is planned for the near future. We are always looking for system partners who are willing to learn how to use OSOS to better serve our customers. In Schenectady, the administration has entered into discussions to reestablish WP staff presence. Once this has taken place their functional alignment can occur.

(1d)

The CRWIB consolidation strategies are to align the provision of services with the community agencies (both partner and non-partner), and units of government, to create a seamless delivery of services. Functional alignment has increased the number of customers through co-enrollment of WP and WIA customers. Functional alignment has been expanded to include, but is not limited to, the WIA One Stop Center partners. Partners have integrated in the One Stop Centers, and the One Stop system. Partners have co-located, pooled resources, integrated training of staff, and streamlined services to avoid duplication, and create a more efficient delivery system for shared customers. Examples are that local DSS (LDSS) staff and programs are co-located within the One Stop Centers, utilizing limited resources in a cost effective manner, while continuing to deliver quality services. Another example is that a youth program operated under another government department has been absorbed into the WIA youth delivery services.

Through combined efforts and partnerships, the CRWIB will be more efficient in channeling resources that will produce desired outcomes.

(1e)

The CRWIB has a six year history of partnership on regional efforts with three other Local Workforce Investment Areas (LWIAs): the Fulton-Montgomery-Schoharie WDB, the Saratoga-Warren-Washington WIB, and the Columbia-Greene WIB. These WIBs form the Greater Capital Region (GCRWIBs) and are the recipients of a regional Transformational Strategies grant. The CRWIB is also a partner in an application for a Community Based Job Training grant and expects to be a partner in other USDOL grants such as the Science Technology Engineering & Math (STEM) initiative. Additionally, the CRWIB has partnered with local agencies and partners on a regional application in response to the RFP 07-P Developing and Brokering Student internships.

(1f)

As the CRWIB approaches Program Year 2008, and expects additional reductions in WIA formula funds, the Executive Committee is investigating opportunities that meet the challenges to reduce infrastructure costs. All options will be weighed against potential negative impact on the quality of services to businesses and jobseekers, the type and amount of services that are available, and the negative impact to our partner organizations (who have come to depend upon the Centers for program space.)

Efforts to reduce spending were made by leasing space to other system partners through ancillary agreements (e.g. the Women's Employment and Resource Center (WERC), Glenmont Job Corps, VESID, etc.) Additionally, steps to reduce costs were taken when the NYSDOL closed its Regional Office and leased the space to (NYATEP), an organization that promotes and serves the interests of local workforce investment agencies and system partners in NYS. This, in effect, reduced the amount of space that housed the One Stop Center along with the associated costs. Co-location of partner agencies will reduce the space and rent costs, which will reduce infrastructure costs,

through collaboration and sharing of resources such as equipment, supplies and other ancillary items

(1g)

The CRWIB continues to engage new partnerships and alliances in order to expand and reinforce programs and services by partnering with the two area community colleges, HVCC and SCCC to explore the development of more short term certificate programs and more low cost Vocational training Programs for the One Stop Center customers.

The CRWIB is also currently in discussion with the Educational Opportunity Center (EOC), a division of HVCC and the Glenmont Job Corps to increase our outreach to the older youth population and get this group more involved with services at the One Stop Centers.

Additionally, a new partnership has been formed with Capital District Worker Center (CDWC). CDWC is an advocacy group, which empowers low wage workers to secure employment in jobs that pay a living wage with benefits. The Center is a project of the NYS Labor Religion Coalition and partners with its Capital District affiliate, the Area Labor Religion Coalition. Forming new partnerships with more area faith based groups will be a goal of the CRWIB in the next year.

The CRWIB has realized the importance of forming stronger partnerships with the region's chambers of commerce and economic development agencies in order to plan for the future demands of our workforce and to meet the needs of the employers in the community. The CRWIB through our various partnerships will strive to create a pool of trained available individuals that can respond to employers moving into the region as well as the future needs of current employers.

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.

As stated earlier, the CRWIB has a 6-year history of partnering with three other LWIAs of the Greater Capital Region, self-identified as the GCRWIBs, this partnership is made up of the Saratoga-Warren-Washington LWIA, the Fulton-Montgomery-Schoharie LWIA (FMS), the Capital Region LWIA (Albany-Rensselaer-Schenectady), and Columbia-Greene WIA. Although FMS is not recognized as part of the Capital Region Empire State Development Region or the NYSDOL Capital Region Labor Market Region, we believe it to be a true natural labor market configuration.

Previous activities of the GCRWIBs include hosting two regional Workforce Summits; authoring and publishing a joint State of the Workforce Report; holding quarterly meetings to discuss common workforce issues, challenges, and opportunities. In 2006 regional training was provided for WIB Directors, County E&T Directors, NYSDOL Division of Employment Services (DoES) Managers, and One Stop Operators on Functional Alignment.

The GCRWIBs applied for a WIRED grant and was part of an application for a Community Based Jobs Training Grant submitted by the lead organization, Adirondack Community College. While these grant applications were not successful the effort did result in the establishment of new partnerships beyond typical partnerships with local educational institutions. Since that time, the GRCWIB submitted a second application for a Community-Based-Jobs Training (CBJT) Grant; awardees have yet to be announced.

In terms of the alignment of policies, the four WIBs have agreed to pursue opportunities for training initiatives and are currently in the midst of that activity. Additionally the WIBs have agreed to review policies toward ITAs with the goal of establishing common practices that make sense for our participants and training providers.

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

In September of 2007, the GRCWIBs, applied for Tier I and Tier II Transformation Strategies Grants. The applications were successful, and the partnership is currently in the process of completing Tier I activities. These activities include developing a Talent Pipeline Template which will be used in Tier II as the Pipeline itself is developed; developing formal partnerships with a significant regional representation of educational institutions, chambers of commerce, economic

development organizations, local government, organized labor, and industry; and developing an Emerging Technologies workforce Development Plan for the region. Tier II will focus on a Pipeline Study to determine core competencies needed for entry into the target sectors of advanced manufacturing, construction, energy, nanotechnology, and biotechnology as well as gaps in the availability of that training. Additionally, proposals will be sought from the partners to develop innovative, regionally accessible, educational and training programs that expand and promote science, technical, engineering and math (STEM) programs for a competitive technology-based workplace.

In addition to the implementation of Tiers I and II of the Transformational Strategies Grant, two other regionally focused activities include participation in the current RFP#07 for an Internship Center which we hope will become a regional internship center in keeping with our intent in our Regional Transformation Strategy Plan, and our participation in the current USDOL RFP for STEM proposals.

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.

Currently out-of-school youth participation has increased due to a stronger focus on dedicating a higher percentage of WIA funds to out-of-school programming. As of October 2007, all new youth contracts have been focused on exclusively serving Out of School youth. The RFP for Program Year 2007-2008 was released for subcontractors to solely serve Out of School youth. Partnerships have been formed with the Capital District Educational Opportunity Center (EOC) and starting with Glenmont Job Corp to enroll and provide job placement assistance to Out-of-School youth that will be graduating from their respective programs. Recruitment partnerships have also been formed with the local Housing Authorities to assist in the recruitment of potential eligible youth. Retention of these Out-of-School youth is also a focus in all of the programs. Out-of-School youth are being enrolled in year round programs that provide services that meet their individual needs regardless of the date of their enrollment in the program. Year-round services to the Out-of-School youth will be facilitated through current subcontractors and partner agencies with the local One Stop Centers. If a subcontractor is not funded for an additional time

period, the youth that are being served by that contractor will then be served by the newly funded agency. This is spelled out clearly in the RFPs and all contracts.

- b. Literacy/Numeracy Gains: Describe service strategies (current and planned) for assuring that out-of-school youth deficient in basic reading/writing and math, attain these basic skills. Describe the assessment strategy and procedures for pre-testing the basic reading/writing and math skills of all out-of-school youth for basic skills, including the assessment test, and the rationale for the timing of the pre-test within the 60-day window (i.e., is the pre-test administered at the beginning or at the end of the 60-day window, and how does this timing align with the service strategy?). Describe the assessment strategy and the procedure for ensuring post-testing occurs within one year of the first youth service or prior to exit.

All Out-of-School youth enrolled in WIA are pre-tested with the TABE test within 60 days of enrollment. All youth coming into the programs know that this is a pre-requisite of being in the program. The pre-test will determine what educational level they are functioning at and what educational strategies are needed to enable the youth to advance an Educational Functioning Level (EFL) on the post-test. Many times this information is critical in the individual service strategy for serving the particular youth. Some youth may need more educational remediation, while others may need more job-readiness skills. This can only be determined by a combination of the pre-test and development of the individual service strategy. All post-tests will be given within one year of the original pre-test, many times multiple post-tests (given at six-week intervals) will be given to ensure that the participant increases the EFL based on the educational remediation needed. These educational remediation programs are provided either by the program subcontractor, the local school district, BOCES, or other various programs.

- 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.

All youth who are enrolled in WIA services will attain a degree or nationally industry-recognized certificate. Enrolled in-school youth will participate in WIA youth programming through to completion of high school and attainment of a High School diploma. For out-of-school youth, all enrollees without a high school diploma or GED are enrolled in GED preparation training for the anticipated attainment of a GED. Out-of-School Youth also have the opportunity to access funds to assist with the expenses associated with occupational training. These funds will be issued only to those training programs that will result in the attainment of a nationally industry-recognized certificate and leading to the youth's employment in the community.

- 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.).

The overall goal of all enrolled youth is to, after attaining a degree or certificate, place the participant in employment or education. Most youth come to our programs with this as their primary goal of attending the programs. As youth progress through WIA services, they will work with our contracted service providers to explore either higher education opportunities or full time employment opportunities. Youth are assessed on their current job readiness skills and “job keeping” skills. For some youth, additional training, such as apprenticeship or trade schooling, as well as opportunities to access training funds and subsidized internship opportunities, is necessary for them to reach their goal. A focus has been and will continue to be on fostering the relationship with apprenticeship programs and employers who represent the trades. Local labor market information shows that over the next several years, these occupations will continue to be in high demand.

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.

In October 2006 a regional plan was developed to serve UI claimants in a manner that is more focused and could be measured for results. The plan required the inclusion of permanently deferred (PD/union), temporarily laid off (TLO) and seasonal workers who, historically, were not offered services because they were expected to return to work with the same employer or industry (and thus did not need or want reemployment services.) It was thought that including these categories of UI claimants to our measurement pool would increase our ability to meet our standards under Common Measures.

All UI claimants who file valid claims are contacted either in person or by mail to:

- a. provide information about services available at the One Stop Centers
- b. complete OSOS registration
- c. assess reemployment needs and
- d. identify methods to meet those needs

These activities would result in UI claimants returning to work more quickly.

The plan also includes follow-up around the 11th week of benefits to determine if job search strategies initially identified are working or if the claimant needs more services or assistance to reach their re-employment goals.

Program data received in January 2007 was instrumental in allowing CRWIB to analyze areas of weakness and take corrective action to improve service and outcomes.

Significant improvement has been made in the following measures:

- a. Scheduling claimants to provide information for assessment and registration within 14 days of the date they come into the REOS download.
- b. Re-scheduling non-compliant claimants within 14 days of the date they were to comply with the first request for information.
- c. Triaging (assessing) the information that is provided by the claimant and scheduling them for services they require.

We are currently working to improve our follow-up procedures so that we can prevent claimants from entering our measurement pool (exiting) while still collecting benefits and before returning to work.

- 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.

Census data and anecdotal experience by the Centers indicate there is a growing population of immigrants to the Capital Region Workforce Area and many have limited English proficiency. We have partnerships with ESL training providers in each of the counties we serve, and work to link customers to these resources. In the coming year, the CRWIB hopes to expand upon our efforts and ability to serve this population through our growing partnerships with the LDSS and education institutions. Further, the CRWIB hopes to extend the agreement based on the Extension of Assistance to Local Ares with the Costs of Interpretive Services for One Stop Customers with Limited English Proficiencies (TA#05-19,1). The One Stop Centers have made use of interpreter services based on this TA and the costs of services are only covered through June 30, 2008.

- c. Low-Income, Low-Skilled Workers: Describe current and planned strategies for increasing the ability of low-income workers to earn sustainable wages and access good jobs with benefits and/or career ladders that will help sustain themselves and their families. Describe current and planned strategies for assessing and increasing the skills of workers, including the TANF population, to enable them to qualify for higher wage positions. Describe strategies to partner with other agencies to provide these workers with supportive services including transportation, child care, mentoring, etc.

The CRWIB recognizes that it is critical to collaborate with the LDSS welfare to work units (WtW). The One Stop Center plays a critical role as a referral source for the WtW customers who are seeking employment. The One Stop Center will work collaboratively with JOBS program staff to identify entry employment opportunities and utilize career counseling services for each job seeker to identify opportunities for career advancement. Some examples will include but will not be limited to: workshops on vocational/college programs, financial aid, academic remedial courses that will bring the individual up to achievement levels that will qualify for higher level course work. The One Stop will explore the opportunity for the creation of certificate programs with the community colleges and try to leverage Federal/State funding opportunities to meet the cost of tuition and support services.

The One Stop Centers will partner with LDSS to insure that customers are fully aware of the support services available to enhance the ability of the customer to obtain and retain employment. Capacity building of One Stop Center staff will be provided by LDSS and WtW as it relates to the provision of diversion payments (tools, clothing, licenses, vehicle repairs, rental assistance, etc.) that are available to meet the immediate needs of job seekers or those who have recently returned to the workforce. A seamless referral process has been developed for new hires to explore their eligibility for day care subsidies through the LDSS low income day care program or the Workforce Development Institute.

One Stop Centers work very closely with LDSS to reach the low skilled, low-income workers. LDSS and community agencies are informed of all employer recruitments, job fairs and One Stop employment recruitments.

The One Stop Centers offer E-Learning, which is geared toward TANF adults in an effort to increase their skill level and help individuals qualify for higher paying jobs. This program offers on-line instruction in a broad range of both occupational and soft skill subjects.

Finally, it will be critical that all staff (LDSS, WTW and WIA) have a full understanding of the respective programs and how best to utilize the service opportunities available to low income and TANF customers. This alignment will continue to be developed through “in service” opportunities and cross system training.

- 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.

Currently, all the One Stop Centers throughout the Capital Region are equipped to provide employment & training services to Individuals with disabilities. The role of the Disability Program Navigator (DPN) has evolved into a vital service of the One Stop Centers and compliment the array of available programs and services. The CRWIB has one fulltime DPN located at the Albany One Stop Center and a second DPN, who works three full days, alternating time equally between the Rensselaer and Schenectady One Stop Centers. The DPN has not only provided valuable information to center staff on how to identify disabilities and educated staff about various program availability but has also been immersed into the day to day activities of the One Stop Center. The DPNs are overseen by a locally established panel that includes representatives of the Job Placement Consortium (JPC), a regional group of agencies that provide services to the disabled. The DPNs attend all meetings of the JCP and since their inception, have spent time networking and outreaching to the community and a significant number of agencies now refer their customers directly to the Navigators.

Functional alignment of staff at the One Stop Center has improved the delivery of services and referral process for this population. Many times, customers do not perceive that they may have a disability that affects their employment ability. After meeting with One Stop Center front line staff, staff now has the ability to refer individuals who need more specialized information and resources to the Disability Program Navigators. All the partner agencies including VESID refer to the Disability Program Navigators. Cross referral, information sharing and case management between all One Stop Center staff has improved dramatically. This has resulted in a smooth access to a multitude of services for individuals with disabilities.

Presently, the CRWIB has not received any definitive answer on the future status or funding levels for the Disability Program Navigator. If funds are reduced or limited, the WIB will reexamine the distribution of the Navigator's time at the One Stop Centers' locations, considering reduced time or limiting the number of days for this position. Realizing the importance of the DPN, the CRWIB will continue to seek other sources of funding and will continue to co-locate VESID staff at the One Stop Centers, who will continue to provide group orientations and access to their independent job developers as a resource to help customers find jobs.

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

The NYSDOL, through its Veterans Program Office, has implemented or improved initiatives to better serve veterans. Currently we are focused on soldiers returning from Iraq and Afghanistan who are reentering civilian life. NYSDOL Veterans Program

representatives are located on a full time basis in the Rensselaer and Albany County One Stop Centers. Schenectady County veterans are referred to NYS DOL Vet Reps at Career Central in Albany when appropriate. They can also be served by the Schenectady County Veterans Department.

Some of the NYSDOL programs include: REALifelines (The Recovery and Employment Assistance Lifelines) is a US DOL/VETS Program that provides veterans and transitioning service members who are wounded and injured as a result of the War on Terrorism (and their family members) with the resources they need to successfully transition to a rewarding career. Veterans who are returning to NYS are referred to the One-Stop Center from US DOL/VETS. Veterans Program staff will provide intensive case management services to these veterans until they achieve their career goals. The 55C Program is not new, but has been in need of improvement for some time. NYSDOL is taking steps to enhance the program by providing disabled veterans with an easier method to identify positions within state government for which they qualify. Veterans Program staff will be available to assist disabled veterans with the application and job search processes and facilitate the connection with a job in government.

In the near future, funds for public transportation will be available to help veteran job seekers get to interviews and job sites. As always, service to veterans remains a priority for our CRWIB.

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

The CRWIB utilizes a variety of services and programs to assist people with special needs and other barriers to employment. Currently the CRWIB is seeing a steady increase in the number of individuals being released from incarceration. Although no formal agreements are in place, the CRWIB continues to work with referrals from halfway houses, Parole and Probation offices, as well as various court systems to assist ex-offenders with community re-entry and reduce recidivism.

Currently, HVCC provides an Ex-Offender Program that the CRWIB utilizes. Staff from both programs cross refer and communicate regularly on services for this group. The program offers various degrees and non degree programs coupled with assistance, tuition, transportation, daycare, career testing and basic employment counseling to qualified ex offenders.

The CRWIB One Stop Centers have many contacts with community agencies that serve individuals with mental illness and developmental disabilities, addictions or recovery/rehabilitation issues. Clients are referred to the One Stop Centers for employment services, workshops and resume preparation.

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.

The Capital Region area has experienced several company closures and mass layoffs in the past six months. Most notably in the manufacturing industry, Thermo Fisher Scientific, Albany International, Tech Valley Printing and Owens Corning have reduced their workforce in Albany and Rensselaer counties by over 440 positions with the average wage of \$20.00 to \$27.00 an hour. While two of the manufacturers closed plant operations, Owens Corning remains open with one of two manufacturing lines running. Working with Empire State Development is critical in assisting the Owens Corning plant to remain nationally competitive in order to endure the decline in demand for residential housing market products. The Capital Region may also be dealing with health/medical closures that may result from the Berger Commission.

To assist affected workers in obtaining new employment with comparable wages, the CRWIB proposes to align with companies that are currently increasing their employment and replacing retiring employees such as GE Energy and Momentive. In order to provide this link a skills gap analysis needs to be conducted and appropriate job search strategies need to be addressed. Currently a significant number of affected workers are deficient in computer skills making it more difficult to apply to companies online and take computerized pre-employment tests. To address this skills gap we will be working with partner agencies such as the (EOC) to accommodate basic computer literacy skills.

The CRWIB continues to provide Rapid Response activities in an aligned manner with the NYSDOL Rapid Response staff as well as in a coordinated way with surrounding WIBs whenever a layoff involves workers who live in the neighboring WIBs.

Likewise, business services are provided in an aligned and coordinated manner to businesses in need of services whether for downsizing or increasing the size of their workforce.

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 type="checkbox"/> No
	<input type="checkbox"/> Yes <input checked="" 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 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
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	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<u>Michael Hobbs</u> <u>175 Central Avenue</u> <u>Albany, NY 12206 (518) 462-7600 x 129</u>	
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 comprehensive understanding of the demographic characteristics of the population.</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<p>Performance</p> <p><i>Provide the name and contact information of the local area's performance expert.</i></p>	<p><u>Brian Williams</u> <u>Ned Pattison Building 4th Floor</u> <u>1600 7th Avenue</u> <u>Troy, New York 12180</u> <u>(518) 270-2860</u></p>			
<p>Design Framework</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Youth Council</p> <p><i>Selecting youth providers</i> <i>Youth eligibility definitions</i></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>8. Adult, Dislocated Worker and Wagner-Peyser Services</p>				
<p><i>In designing this plan and the services to be provided, the LWIA consulted with their regional Labor Market Analyst to assure a comprehensive understanding of the demographic characteristics of the population.</i></p>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Performance</p> <p><i>Provide the name and contact information of the local area's performance expert.</i></p>	<p><u>Brian Williams</u> <u>Ned Pattison Building 4th Floor</u> <u>1600 7th Avenue</u> <u>Troy, New York 12180</u> <u>(518) 270-2860</u></p>			
<p>Eligibility Definitions</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Rapid Response</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Business Services</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Integration of Services</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Services to Special Populations</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Eligible Training Providers (ETP)</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Individual Training Accounts (ITA)</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Customized Training/OJT</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Trade Act Strategies</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>9. WIA IB & Title III PY05 Performance and System Indicators</p> <p style="text-align: center;">NA</p>				
<p>10. Local Monitoring</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>11. Open Meetings</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>12. Public Comment on Local Plan</p> <p style="text-align: center;">NA</p>				

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 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:	4/24/08	Signature of Local Board Chair:	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local Board Chair:	
Ms.	<input type="checkbox"/>	Gary Nicklaus	
Other	<input type="checkbox"/>		
Name of Board:	Capital Region Workforce Investment Board		
Address 1:	175 Central Avenue		
Address 2:	3 rd Floor		
City:	Albany		
State:	NY	Zip:	12206
Phone:	(518) 462-7600 Ext. 164	E-mail: wib@capreg.org	

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 (1): 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:	4/24/08	Signature of Local Chief Elected Official (CEO):	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local CEO:	
Ms.	<input type="checkbox"/>	Gerald D. Jennings	
Other	<input type="checkbox"/>		
Title of Local CEO:	Mayor		
Address 1:	City Hall		
Address 2:	Eagle Street		
City:	Albany		
State:	NY	Zip:	12207
Phone:	(518) 434-5102	E-mail:	annette.g@ci.albany.ny.us

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 (2): 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:	4/24/08	Signature of Local Chief Elected Official (CEO):	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local CEO:	
Ms.	<input type="checkbox"/>	Michael G. Breslin	
Other	<input type="checkbox"/>		
Title of Local CEO:	County Executive		
Address 1:	Albany County Office Building		
Address 2:	112 State Street		
City:	Albany		
State:	NY	Zip:	12207
Phone:	(518) 447-7040	E-mail:	countyexec@albanycounty.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 described on page 2 of the Instructions.

ATTACHMENT B (3): 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:	4/24/08	Signature of Local Chief Elected Official (CEO):	
Mr. _____	Typed Name of Local CEO:		
Ms. <input checked="" type="checkbox"/>	Kathleen M. Jimino		
Other _____			
Title of Local CEO:	County Executive		
Address 1:	Rensselaer County Office Building		
Address 2:	7th Avenue		
City:	Troy		
State:	NY	Zip:	12180
Phone:	(518) 270-2900	E-mail:	clyons@rensco.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 described on page 2 of the Instructions.

ATTACHMENT B (4): 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:	4/24/08	Signature of Local Chief Elected Official (CEO):	
Mr. <input type="checkbox"/>		Typed Name of Local CEO: Susan E. Savage	
Ms. <input checked="" type="checkbox"/>			
Other <input type="checkbox"/>			
Title of Local CEO:	Chair		
Address 1:	Schenectady County Office Building		
Address 2:	620 State Street		
City:	Schenectady		
State:	NY	Zip:	12305
Phone:	(518) 388-4280	E-mail:	susan.savage@schenectadycounty.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 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:	4/24/08	Signature of Local WIB Director:
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local WIB Director: Daniel A. Gentile
Ms.	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Name of Board:	Capital Region Workforce Investment Board	

Date:	4/24/08	Signature of Labor Market Analyst:
Mr.	<input checked="" type="checkbox"/>	Typed Name of Labor Market Analyst: James H. Ross
Ms.	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Region:	Capital 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
City of Albany	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Albany County	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rensselaer County	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schenectady County	<input checked="" 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
Schenectady 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
City of Albany Department of Youth and Workforce Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rensselaer County Department of Employment & Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Schenectady County Job Training Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT F (1): ONE STOP OPERATOR INFORMATION

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

OPERATOR: Career Central	
<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:	175 Central Avenue Albany, NY 12206
Operator Phone: (518) 462-7600 ext. 100	
E-Mail: Jeanette.Raynor@Labor.State.Ny.Us	

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)

Partners: City of Albany Dept. of Youth & Workforce Services - 5 days/week NYSDOL - 5 days/week Albany County Aging - 1 day/week
--

Albany County DSS - 5 days/week
Albany County Probation - 2 day/month
CDTA - 5 day/week
VESID - 1 day/week
WERC - 5 days/week
Glenmont JobCorps - 5 days/week

Hours of Operation:
8:30 am - 5:00 pm
5 days/week

ATTACHMENT F (2): ONE STOP OPERATOR INFORMATION

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

OPERATOR: Rensselaer County One Stop	
<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:	1600 Seventh Avenue Troy, NY 12180
Operator Phone: (518) 270-2860	
E-Mail: crrc5@aobany.net	

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)

Partners: Rensselaer County Dept. of Employment & Training - 5 days/week NYSDOL - 5 days/week Rensselaer County Aging - scheduled appointment

Rensselaer County DSS -scheduled appointment
Hudson Valley Community College - scheduled appointment
VESID - 1 day/week

Hours of Operation:
8:30 am - 4:30 pm
5 days/week

ATTACHMENT F (3): ONE STOP OPERATOR INFORMATION

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

OPERATOR: Schenectady County One Stop	
<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:	433 State Street Center City Plaza Schenectady, NY 12305
Operator Phone: (518) 344-2735	
E-Mail: ndelissio@capreg.org	

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)

Partners: Schenectady County Job Training Agency - 5 days/week NYSDOL - 1 day/week Schenectady County DSS - 5 days/week

VESID - 1 day/week

Washinton Irving Education Center - 5 days/week

Glenmont JobCorps - 1 day/month

Schenectady County Community College - 1 day/week

EOC - 1 day/week

Hours of Operation:

8:30 am - 4:30 pm

5 days/week

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: Daniel A. Gentile
Title: Executive Director
Date: 4/24/08