

Local Plan Modification

July 1, 2009 – June 30, 2010

Capital Region Investment Area

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Workforce Investment Act Local Plan Modification
July 1, 2009 – June 30, 2010

The Capital Region WIB shares New York State’s vision as outlined in the Recovery Act; creating and preserving jobs, promoting economic recovery, and assisting those most impacted by the recession. Workforce development activities will play an integral role in achieving these three goals for both New York State and the nation as a whole. As workers increasingly find themselves dislocated, unemployed, and underemployed, they will need assistance to find new jobs, better jobs, and training opportunities to prepare them for these jobs.

The need for economic recovery also comes with an opportunity to ensure economic competitiveness in the long term. To this end, the Capital Region WIB has designated three demand sectors which will provide many job openings and are believed to be important to economic growth in the future. These demand sectors are consistent with the sectors established through the “Transforming Your Workforce (13N) grant currently operated by the 4 WIBs of the Greater Capital Region:

- **Green and Renewable Resources**

This sector is comprised of a wide variety of industries and occupations; New York is primarily focused on Solar Power, Wind Power, and Weatherization. Each of these industries offer career paths, with solar and wind power focusing on the installation of small-scale power generation and weatherization providing construction and building renovation jobs. With rising energy costs and commitments on all levels of government to prevent environmental damage, green jobs are expected to grow substantially in the coming years. Furthermore, as the alteration of existing buildings and construction of new buildings cannot be performed overseas, these jobs are highly resistant to outsourcing.

- **Health Care (including the Life Sciences and BioTech/BioScience Industries)**

A substantial amount of labor market information identifies health care as a rapidly growing sector, in part due to the aging population. There are a number of entry-level jobs with the potential for career advancement in this industry in fields such as nursing, pharmaceuticals, and home or hospice care.

- **Advanced Manufacturing**

Manufacturing jobs that use high-tech processes, in industries such as Nanotechnology, Bioinformatics, and Medical Device manufacturing, are high growth and vital to the US economy, according to the US Department of Labor. This sector includes both high-tech jobs and lower-skill jobs that provide career ladders.

Section I. Strategies and Policy Updates

1. Priority of Service

The Capital Region Workforce Investment Board established the following Priority of Service Policy for Title I Adult/ARRA Funds to be used for Intensive & Training Services:

- Veteran or eligible spouse of a veteran (called Covered Persons)
**Covered persons take precedence over non-covered persons. Taking precedence may mean: (1) the covered person receives access to the service or resource earlier in time than the non-covered person, or (2) if the service or resource is limited, the covered person receives access to the service or resource instead of or before the non-covered person.*
- Low income (70% LLSIL)
- Long term unemployed (15/26 weeks on UI)
- UI exhausted
- Public assistance recipient

a. Public Assistance and Low-Income Populations:

1. Describe the method(s) that will be used to identify an individual as a priority customer. Please include:

- a. A description of how the appropriate documentation is collected and maintained when an individual self-identifies as a public assistance recipient or other low-income individual;

One Stop staff require the customer to produce the appropriate documentation to verify income status. One Stop staff has and will continue to put a comment in OSOS indicating the verification document used and the date that the verification occurred. When a customer self-identifies as a public assistance recipient, the customer will be required to produce one of the following documents:

- Copy of Authorization to Receive Cash Public Assistance
- Copy of Public Assistance Check
- Medical Card Showing Cash Grant Status
- Public Assistance Records/Printout
- Refugee Assistance Records

WIA funded Employment & Training Counselors who have access to either the Welfare Management System (WMS) or Welfare –to- Work (WtW) databases will cross match to verify public assistance status.

- b. The parameters to be used that qualifies someone as an low-income individual (note – income earned while on active duty status is required to be disregarded in eligibility determinations);

Customers who self-identify that they are low income must produce income documentation to verify. Documentation that verifies, or is used to qualify a customer as low income is:

- Applicant Statement
- Alimony Agreement
- Award Letter from Veteran’s Administration
- Bank and/or Pension Statement
- Compensation Award Letter
- Court Award Letter
- Employer Statement/Contact
- Family or Business Financial Records
- Housing Authority Verification
- Pay stubs
- Social Security Benefits
- Public Assistance Records
- Quarterly Estimated Tax for Self-Employed Persons
- UI Documents and/or Printout

Income earned while on active duty is exempt when determining low income.

WIA funded Employment & Training Counselors who have access to either the Welfare Management System (WMS) or Welfare –to- Work (WtW) databases will cross match to verify public assistance status.

- c. The estimated percentage/number of WIA Adult customers that will qualify for priority of service during the program year.

The estimated percentage of WIA Adult customers that will qualify for priority of service during the program year is 10%.

- d. If applicable, indicate how it was determined there are sufficient local resources for employment and training activities to serve all customers, so that a priority of service does not need to be applied for customers served by non-Recovery WIA Adult funds.

The CRWIB has not yet declared limited training funds for a Priority of Services to be applied to Adult formula funds.

2. If your local area will not be applying priority of service to all adults, describe the procedure(s) that will be used to differentiate between Recovery WIA Adult and non-Recovery WIA Adult customers for purposes of Priority of Service.

Priority of services will not apply to Adult customers receiving core services only. Priority of services will apply to customers receiving intensive and training services, utilizing ARRA funds.

3. Describe the internal monitoring process, including subrecipient monitoring, that will be initiated to ensure federal priority of service requirements under the Recovery Act are successfully implemented and adhered to.

The Administrative Board of the Capital Region Workforce Investment Board has representation from all three One Stop Centers and meets monthly. The Board will review the delivery of intensive and training services to the populations designated to receive priority of services.

4. Describe the modifications to Functional Alignment and/or Customer Flow that will be made (if any) to enhance implementation of priority of service.

One Stop staff consist of Wagner –Peyser, and WIA funded staff along with partner agency staff (i.e. VESID, Schenectady County Community College, Educational Opportunity Center, Experience Works, etc.) All One Stop staff will be made aware of the priority of services for Adults seeking help to pay for training using ARRA funds. One Stop staff will give preference to customers who qualify for priority of services when scheduling for intensive and training services.

5. Describe the methods of training and communication that will be implemented at the local level to ensure all impacted staff members are aware of and utilizing priority of service in the daily operations.

Capital Region policies and procedures will continue to be communicated to staff at weekly staff meetings to ensure that all One Stop staff are fully aware of delivering services in accordance with the LWIB's priority of service policy. Capital Region One Stop staff will participate in trainings provided through the Department of Labor and NYATEP. Conferences, webinars, and conference calls are examples of the varied methods used to train One Stop staff.

6. Please include relevant information not mentioned above that supports the Local Board's strategy for providing priority of service to recipients of public assistance and other low-income individuals.

Information concerning the availability of training funds for public recipients and low income individuals will be provided to Welfare to Work Employment & Training Counselors, Department of Social Services Welfare Examiners, and community partner agencies who are dedicated to working with the low income population.

One Stop Centers have increased the number of Financial Aid for Training Workshops to accommodate the increased volume of customers requesting training funds.

One Stop Counselors will work closely with Welfare to Work Examiners and Employment & Training Counselor's to coordinate public recipient activities.

b. Veterans & Eligible Spouses of Veterans:

1. Describe the policies that will be established to ensure covered persons are identified at the point of entry thus allowing them to take full advantage of priority of service. [Responses should include the procedures that are in place to ensure signage is properly displayed and the procedures that are in place to identify covered persons who physically access or virtually access service delivery points.]

Veterans are identified at initial point of entry by the Front Desk Staff. Veteran customers are immediately routed to see dedicated Veteran Staff: Disabled Veteran Outreach Program Specialist (DVOPS) or Local Veterans Employment Representatives (LVER). Signage is not yet available but will be prominently displayed at this initial station and throughout the One Stops

Information specifically for Veterans is displayed within the One Stops (VET10 (2/08)). Job Matching on all new OSOS/AJE job orders is completed daily ensuring veterans are given preference.

One Stop Staff working in various capacities refer all veterans to the dedicated Veteran Staff. All Veterans identified in the REOS downloads are scheduled to meet with the dedicated Veteran Staff who provide one-on-one assessments and priority of service at all times. Veteran Staff are fully informed of recruitments and job fairs so that Veterans may be properly referred. In the absence of dedicated Veteran Staff, One Stop Staff provide priority of service to the Veteran customer.

2. Describe the enhancements that will be made to local area websites advising self-service users of priority of service.

We will provide a specific link, on our website, to our Priority Of Services policy.

3. Describe the procedures that are in place to ensure all contract templates, RFP, and sub-contract agreement language is revised to include priority of service language.

Language is revised and updated as is appropriate in all documents and especially in all case management notes.

4. Describe modifications to Functional Alignment and/or Customer Flow that will be made (if any) to enhance implementation of priority of service.

Priority of Service has always been an established policy in our One Stops. See #1 above.

5. Describe the methods of training and communication that will be implemented at the local level to ensure all impacted staff members are aware of and utilizing veterans' priority of service in the daily operations. [Training should include defining the terms "veteran", "eligible veteran", "covered person", "eligible spouse", and "qualified job training program". Technical Advisory #-09-14 provides specific guidance on the information that should be shared with staff.]

TA #09-14 was issued to all staff for review and comment. Staff meetings are conducted as needed to clarify & share information as well as update procedures.

6. Describe the outreach strategies (if any) that will be incorporated into local policy in an effort to "get the word out" about veterans' priority of service. [Outreach strategies may also be targeted to employers in an effort to gain support and interest for the hiring of veterans. In addition to the existing Work Opportunity Tax Credit veteran target group, the Recovery Act added "unemployed veterans" as a targeted category. An employer who hires an unemployed veteran (defined as discharged from active duty in the Armed Forces at any time during the five-year period ending on the hiring date, and receiving unemployment compensation for at least four weeks during the year prior to being hired by the employer) may qualify for a federal tax credit incentive.]

The Employment Service Representatives & the LVERS are primarily responsible for targeting Employers. If the One Stop has only a DVOPS this Veteran Staff will ensure that Employers are aware of the advantages of hiring Veterans.

7. Describe the internal monitoring process that will be initiated to ensure federal veterans' priority of service requirements are successfully implemented and adhered to.

Tracking logs are used to monitor progress in the case of special programs. Comprehensive notes are entered and maintained in OSOS. Exit Reports are used to ensure that all Veterans are receiving services (& follow up services)

8. Please include relevant information not mentioned above that supports the Local Board's strategy for providing veterans and eligible spouses of veterans with priority of service.

Veteran Staff work closely with the State, County and Federal Veteran Service Providers, as well as the many not for profits that extend services at the grass roots level to veterans and their families.

Veteran Staff participate in Community Job Fairs and Informational Events to ensure that the entire community is kept informed of services available to Veteran Customers.

Veteran Staff participate in outreach efforts that target specific at risk groups such as the homeless and disabled veterans.

2. Supportive Services and Needs Related Payments

a. Supportive Services:

1. Supportive service categories may be administered separately and distinctly from one another or disallowed completely by Local Boards. Describe how the Local Board will administer the following categories: Housing, Child and Dependent care, Transportation, Other payment categories, and Other supportive services specific to youth as defined in §664.440:

The Capital Region provides training related expenses to individuals in On-the-Job Training (OJT) classroom training. This can include materials required to successfully complete training, such as, books, tools, and uniforms. The Capital Region One Stops also provide bus passes and gas cards (through our transportation policy). Individuals with housing or child care needs are referred to the appropriate partner agencies.

2. Describe how the LWIA will establish initial and continuing eligibility for Supportive Services:

Decisions on supportive services and continued eligibility are made with the customer's staff contact in association with the One Stop manager.

3. Describe the following:

- a. Timing and frequency of services;
- b. Duration of services
- c. Priority of funding;
- d. Service adjustments;
- e. Exceptions; and
- f. Referrals to alternative sources of assistance, including use of local partnerships.

All decisions on Supportive Services are made at the time of applying for Training Services and reviewed on a regular basis by the staff assigned to the customer. Adjustments are made as required.

4. Describe the accountability measures and methods of documentation of supportive services (by funding category):

All cash outlays for supportive services follow the established fiscal procedures of the Capital Region policies and are documented in the customer's folder.

b. Needs-Related Payments (NRP):

1. Regarding the eligibility of participants:
 - a. How many hours/credits must a participant be registered for in order to remain eligible for NRPs?
 - b. What academic and attendance standards will be required for payments to continue and how will this be verified?
 - c. Can and/or will payments be made to participants on sick, vacation, or holiday leave?
 - d. How will Extended UI Benefits affect receiving NRPs?
 - e. Will NRPs be suspended during periods of earned income and will participants have to re-qualify to start receiving NRPs again once the income ends? (How will income be calculated?)
 - f. If an individual receives NRPs at the same time as supportive services from another program/partner, how will this be coordinated and documented?

Individuals must meet the following criteria in order for NRP to be issued:

- are unemployed.
- does not qualify, or has ceased to qualify through no fault of their own for Unemployment Insurance, Trade Act Assistance, Temporary Assistance or other government subsidized income support and
- family income (based on family-size) does not exceed 200% of the poverty level (if married, spousal's gross income will be included in the calculation)
- are enrolled in a program of training services, maintain a 2.5 grade point average and in compliance with the institution's attendance policy
- has applied for, and utilizes if eligible, TAP, PELL and G.I. Bill (if applicable) grants and
- accepts a student aide position if one is available and, if not eligible, conducts a job search that meets the approval of the program advisor (provided the student is capable of working AND successfully completing training).

Clarification to Policy

1. **This is a payment of last resort**
2. **Semester breaks of 14 days or less:**
Customers eligible for needs-related payments shall be paid for school breaks¹ lasting 14 weekdays or less with no obligation on their part beyond the usual case management meeting with a Placement Specialist.

3. Semester breaks of 15 days or more:

Customers eligible for needs-related payments shall be paid for school breaks lasting 15 weekdays or more if they are in compliance with job search activities designed and monitored by Placement Specialists.

4. A full time Program:

A non-credit or licensing program which requires a customer to attend instruction, and engage in study activity, for at least 20 hours per week or a credit bearing program semester during which a customer is enrolled in no fewer than 15 credits, whenever appropriate classes are available.

¹ School breaks are defined as Spring Break, Winter/Christmas Break, etc. and the period of time between Fall and Spring; Spring and Summer; and Summer and Fall semesters. Under no circumstances will customers be allowed to collect needs-related payments over the summer if they are not attending classes.

2. Regarding the payments of NRPs:

- a. How will the payment amount of NRPs be determined?
- b. What is the maximum allowable individual payment?
- c. What is the limit on number of payments per individual?
- d. How will overpayments (or the potential for overpayments) be monitored and recovered?
- e. What will the payment schedule for NRPs be?
- f. How will participants claim payments?

A stipend of \$50.00 per week will be available to all participants on a monthly basis while in school full time for a maximum of 52 weeks or until funds are no longer available. Participants will claim their payments on a monthly basis with a completed attendance form signed by their instructor.

3. Regarding the administration of the NRP program:

- a. Who will have the authority to approve participant requests for NRPs?
- b. Who will manage the NRP program?
- c. Who will respond to questions and complaints?
- d. Who will handle NRP form distribution, payment accounting, and payment processing?
- e. How will the requirements for and payments of NRPs be documented?

One Stop Managers have the authority to approve participant requests for NRP.
Each One Stop Centers fiscal staff will manage the NRP program
Center staff who manage ITAs will also manage questions and complaints about NRPs
Fiscal staff will handle NRP forms, payment accounting and payment processing
Requirements for and payments of NRP will be documents by counseling staff in the participant's file.

3. Youth Activities and Summer Youth Employment Programs

With that in mind, please answer the following questions:

1. Describe your PY 2009 summer youth employment program design and include the following:
 - a. Activities broken out by age groups:
 - i. 14 – 15
 - ii. 17 – 18
 - iii. 18 - 21
 - iv. 22 – 24
 - v. 18 – 24 for work experience only 10/1/09 through 3/31/10;
 - b. Work readiness component;
 - c. Definition of work readiness to be measured;
 - d. How measurable increases of work readiness will be determined;
 - e. How “green” work experience or training will be incorporated into your program;
 - f. Apprenticeship opportunities; and
 - g. Outreach and services to migrant and farm worker youth and other neediest youth populations. Describe the various strategies you employed to recruit these target populations.

a. Activities broken out by age groups:

- | | | |
|------|---|------------|
| i. | 14 – 15 | 320 |
| ii. | 16 – 17 | 310 |
| iii. | 18 - 21 | 182 |
| iv. | 22 – 24 | 35 |
| v. | 18 – 24 for work experience only 10/1/09 through 3/31/10; | 3 |

b. Work readiness component; 847

c. Definition of work readiness to be measured;

A measurable increase in work readiness skills including world-of-work awareness, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.

d. How measurable increases of work readiness will be determined;

In Schenectady, work readiness will be measured with a variety of evaluation methods including job coach observation of a young persons work, and pre and

post assessment tools with evaluations from the youth, worksite supervisor and job coaches.

e. How “green” work experience or training will be incorporated into your program;

Several worksites will focus on green jobs from Environmental Centers to YouthBuild weatherization programs.

f. Apprenticeship opportunities; and

Youth will be introduced to apprenticeship programs based on interest

g. Outreach and services to migrant and farm worker youth and other neediest youth populations. Describe the various strategies you employed to recruit these target populations.

Our recruitment efforts to recruit all youth include outreach to all school districts within the county, personally delivering application materials to all area non-for-profit community sites, sending applications to any worksite supervisors that request it including sites that serve youth on a year-round basis, posting application information in the local newspaper and online.

2. Provide the following:

- a. What percentage of Recovery Act funds do you plan to spend on summer 2009 activities from 5/1/2009 through 9/30/2009 and how many participants will be served?

Albany – 65% of ARRA funds on summer activities, 259 Participants Served
Rensselaer – 95% of ARRA funds on summer activities, 386 Participants Served
Schenectady – 74% of ARRA funds on summer activities, 202 Participants Served

- b. What percentage of Recovery Act funds do you plan to spend on serving older youth participating in work experience only activities from 10/1/2009 through 3/31/2010 and how many participants will be served?

Approximately 5% of the Region’s Recovery Act funds will be used for serving older youth participating in work experience only activities from 10/1/2009 through 3/31/2010. Three or more participants will be served in work experience only activities during this period.

3. If the fiscal agent or grant recipient is not operating the summer employment program, please describe the Local Board's procedures for procuring summer employment providers.

The Summer Youth Employment Programs in the Capital Region are operated by the Chief Elected Officials in each of the three counties:

- City of Albany Department of Youth & Workforce Services
- Rensselaer County Department of Employment & Training
- Schenectady County Job Training Agency

4. Describe the type of summer program worksites that were identified, recognizing that youth worksites could not include casinos or other gambling establishments, aquariums, zoos, golf courses, or swimming pools when funded with Recovery Act funds:

- a. How were/will worksites be selected?
- b. Identify the type of sites, i.e. public sector, private sector, non-profits that were/will be used.
- c. What is the local plan to ensure that adherence to current workplace safety guidance and applicable federal/state minimum wage requirements are observed?
- d. How will you ensure that the youth work experience does not unfavorably impact current employees and/or impair existing contracts for services or collective bargaining agreement, or replace laid off workers?
- e. Will youth be matched to work sites based on their goals and interest? If not, how will they be matched?
- f. Please identify the project-based or service learning that will be utilized.

Worksites are selected with the partnership of business organizations, including Chambers of Commerce, based on geographic need as well as career interests of youth and demand occupations after the summer program is completed. Especially for the older youth, the goal is to provide work experience in an industry that will lead to unsubsidized employment in the future.

The types of worksites that will be utilized include a mix of public, private, and non-profit sector organizations.

All youth are paid at least minimum wage and all worksites supervisors are given an orientation regarding workplace safety and laws governing employment of minors.

Each worksite, prior to being selected, was asked if current employees were being laid off and those that had displaced regular employees were not chosen as worksites.

Youth are matched to worksites based on their career goals and interest, as well as geographically which sites they can get to with transportation.

Project-based and service learning will be demonstrated at many worksites throughout the Region. For example, approximately 10 youth participants in Rensselaer County will be working as a crew to clear trails at the County Environmental Center. These are inner-city youth who will work on a specific environmental project at the Center

5. Integration of Work-Based and Classroom-Based Learning Activities, Academic and Occupational Learning are two options to complement work experience. Describe the following:
- Did your local area offer classroom-based learning along with the work experience during the summer youth employment program? If so, please detail to whom and how it was offered.
 - Did your local area provide a direct link between summer employment and academic learning? If so, how was this accomplished?

The Computers for Kids program will take approximately 30 youth and teach them basic computer software and hardware skills. The first three weeks will focus on hardware components, networking, and integration. Students will build their own PC from scratch. The following three weeks, the participants will focus on Microsoft Word 2007. This classroom curriculum will lead to the students to learning all aspects of the software and attainment of Microsoft certification at the end.

Many of the worksites will take usual tasks and tie them back to what the students are learning in the classroom during the school year. This is accomplished by making the worksite supervisors aware of the participants' age and grade-level. Counselors visit worksites weekly to assist in the connection of what each participant is doing and how that ties back to what they are learning in class.

6. Describe what your year-round program design for Recovery Act funds includes. Indicate whether you are reserving your Recovery Act funds to support summer youth employment and extended work experience only activities for older youth.

The Capital Region Youth Council has released a Youth RFP for the time period of October 2009 through June 2010. The focus of this RFP is for Out of School and Older youth programs. During the summer of 2009, a main focus is recruiting and serving older, disconnected youth, with the goal of assisting them in either continuing of education or full time unsubsidized employment after the work experience is complete.

7. Briefly describe how you are coordinating the expenditure of your WIA Formula funds and Recovery funds to optimize program flexibility and ensure adequate expenditure rates for both funding sources.

The expenditure of both ARRA funds and WIA formula funds will be coordinated to ensure that both funding streams have adequate expenditures. The Youth RFP that was released in July includes both ARRA and formula funds to achieve this goal.

8. Describe your local strategy for continued services supporting older, out-of-school youth during non-summer months including:
- a. Any supportive services, daycare, incentives, and needs-based payments; and
 - b. Co-enrolling youth in adult training services.
 - c. Promoting the availability of employer tax credits to hire disconnected youth, ages 16-24, during 2009 or 2010.

The Capital Region is committed to serving the older, out-of-school youth year-round. The belief is that the summer work experience component is the start of the participants' plan. Following the summer component, each participant will be evaluated as to the next step in their path. This may include training in the form of an ITA, for which the participant will be co-enrolled as an adult. If not training, the youth may continue in a work experience that will lead to unsubsidized employment. This may include needs-related payments (for youth 18 years and older) for support services and working with employers in the promotions of tax credits.

4. Reemployment Services under the Wagner-Peyser Act

1. Describe how the LWIA will ensure that a full array of reemployment services is provided to UI customers, including skill assessment, career planning and training.

UI claimants will continue to be scheduled for in-person visits to the One-Stop for the purpose of initial assessment of needs, skills, barriers to employment and full registration in OSOS. A preliminary individual plan for service will be developed and claimant will be scheduled for services to address their needs. Services will include, but will not be limited to:

- Resume writing and development workshops.
- Job Search and Interviewing techniques workshops.
- Employment Counselor services for comprehensive assessment, testing, career exploration and change.
- Development of IEP or ITP for employment or training.
- Information about tuition assistance and other services connected with training.
- Job Search workshops including LMI and online job search tools.
- Special resources for disabled job seekers (Disability Program Navigator).

Individualized assistance to claimants who are veterans.

2. With the emphasis on training in the Recovery Act, explain how you are promoting training to UI customers, including the Section 599 provisions of the UI Law.

UI claimants are advised of the availability of funds to help with tuition for training during their initial visit to the One-Stop Center. Special orientations have been developed to inform UI claimants of the process for identifying a program, and training provider that will help them meet their employment goals. Information about grants to assist with tuition and other expenses connected with training is also given.

3. Describe any specialized services or training opportunities that will be developed to meet the needs of UI Customers.

ARRA funds have allowed our LWIA to add additional Employment Counselors and other staff to assist claimants and other One-Stop customers with transitional employment planning; i.e. changing careers, enhancing existing skills or learning new skills for broader marketability. Additional staff affords more opportunity for one-on-one appointments to develop individual plans. It also allows for more customized group activities to respond to the changing needs of our customers.

4. Explain how your area is dealing with increased numbers of UI customers in a functionally aligned/integrated manner.

- Hiring and training of new staff.
- Increased offerings of workshops and other group activities.
- Scheduling of functions that, in the past, were on-demand. For example, processing customers for training used to be done on an individual basis. We are not scheduling Training Orientations were claimants and other customers can get information about eligibility for tuition assistance, approval for training (599, WIA, etc.), a description of the process for choosing a training provider and program and distribution of all required paperwork.
- Providing TABE and other testing in a more fluid manner to accommodate the increased number of customers who are entering training.
- The increased availability of online training such as Metrix Learning.

5. What strategies is the LWIA using to keep UI customers engaged for an increased length of time as a result of the currently recessed job market? In particular, discuss the amount of time that is allowed to lapse before a call-back for services.

Claimants are contacted by mail and phone within 30 to 60 days of their assessment to determine if they are back to work or need further assistance. They are schedule for workshops, or time with an Employment Counselor to review their worksearch and get suggestions on how to make it more effective. Claimants are also sent job match and

employer recruitment notices as well as job fair notifications. Periodic mailings include job search planning information, One-Stop event calendars, or additional Internet job search websites. UI customers are also assisted via e-mail with resume critiquing and other information through the Counseling informational newsletter.

5. Individual Training Accounts (ITA), Customized Training and OJT

1. Provide a copy of your local area's written ITA policy and procedures (which should include the demand occupations/skills targeted for training services). Please reach out to all available resources, including your area Labor Market Analyst and business services representatives, to secure the most current local and regional labor market data on occupations that are in demand.

The Executive Committee of the CRWIB reviews and recommends, and the full WIB establishes policy on ITA's, OJT's, and customized training. WIB staff and members of the Administrative Entity monitor policies on a regular basis and collectively forward recommendations for changes or adjustments to the Executive Committee as needed.

Requests for OJT and Customized Training are handled at the One-Stop level. Requests which come to the WIB's Business Services Team are coordinated with the appropriate One-Stop Center. Each center has a WIA Business Services Representative who handles OJT and Customized Training requests. Robert Wildermuth, Director of Workforce Services for the CRWIB coordinates this activity on a WIA-wide and regional basis.

It was the consensus of the Capital Region Administrative Entity that the Occupation in Demand list, as it appeared, was limited and some-what exclusive. For example, CDL licensing was approvable; however the mechanic to fix the truck was not. Additionally, due to many of our customers' ability to be transit from LWIA to LWIA, the Administrative Entity also recognized the importance of including areas of occupations identified by the eleven counties Greater Capital Region Workforce Coalition. Consequently in the spirit of inclusiveness and expanding opportunities beyond our borders the CRWIB approved a list of Demand Industry Clusters.

The list is as follows:

- Healthcare Industries
- Green Industry (Weatherization, Waste)
- Advanced Manufacturing
- Information Technology
- Sales and Related
- Services (Hospitality, Food prep., etc.)
- Business & Financial Operations
- Office, Clerical and Secretarial

- Transportation and Material Moving
- Construction & Extraction
- Other (based on emerging technologies)

2. Discuss how the ITA cap was established for the local area. Explain whether the cap was recently increased due to the receipt of additional funds through the Recovery Act and how this increase will impact training numbers and increase training opportunities in your area.

The increase to a \$4,900.00 tuition cap for the CRWIB was not based solely on the infusion of ARRA funds. While it was a factor, there were other considerations. One such consideration was that the previous cap was putting some of our customers in a deeper financial bind by finding other sources of funding to pay the difference between the cap and the actual costs of tuition. Another consideration for re-establishing the cap amount within the CRWIA was each local government agency's, those responsible for the distribution of ARRA training funds, respective procurement policies. It is believed that the increase in the tuition cap will have little or no impact on training numbers because not all customers will need the full amount as the average tuition paid is about \$2,500.00. Therefore, it is the infusion of ARRA funds, combined with the increased number of training requests that will have more of an impact on increasing the amount of customers placed in training and the opportunities for said customers, than the cap itself.

3. Discuss whether the local area intends to enter into contracts with institutions of higher education or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations. If pursuing this option, describe the occupations and identify the training providers from which you will be purchasing training. If your area will not enter into such contracts, please explain why not.

At this time the CRWIB does not intend to enter into contracts with institutions of higher education and/or other eligible training providers due to not only procurement issues within the CRWIB, but it is believed that the individual referral process lends itself to greater accountability for both the CRWIB and the training provider.

4. Describe how all career counseling staff that are conducting comprehensive assessment (both WIA-funded and non-WIA-funded) are developing Individual Employment Plans/Training Plans that include approval for ITAs.

Career Counseling staff meet individually with customers to discuss career assessment results ie; CareerZone, TABE if appropriate, and etc. An IEP is then developed by the Career Counselor with a summary of justification for training based on the aforementioned Career Zone, TABE in addition to customer research in demand occupations, general feel for the customer, and when appropriate if the training meets 599 requirements. The IEP is then forwarded to an Employment Specialist who then finalizes the approval of the ITA.

5. Describe the processes in place to determine Pell grant eligibility. Explain how the local area intends to utilize Pell grants and coordinate them with other financial aid resources. If the local area has processes in place to notify customers of Pell eligibility, please describe them.

As in years past the CRWIB will continue to inform training seeking customers about the possible availability of Pell grants as part of the enrollment process. Customers are given information on how to apply and are also asked, along with the training provider, to complete and submit the following form along with the customers invoice.

Sample

**PELL AGREEMENT BETWEEN
WIA AGENCY, TRAINING AGENCY, AND PARTICIPANT**

WIA AGENCY:
CAREER CENTRAL

The Albany One Stop Center

175 Central Avenue
Albany, NY 12206

TRAINING AGENCY:

PROGRAM PARTICIPANT:

Name: _____
Address: _____



As a participant enrolled in classroom training under WIA, my eligibility will continue in effect only under the following conditions:

1. I will apply for a TAP Award, PELL Grant and any other types of financial aid that is available at the above institution.
2. I will submit all copies of all approvals/disapprovals to the above WIA Agency and Training Agency.
3. I shall sign a Release of Information to allow the Workforce Investment Area to receive all necessary confidential student aid information, e.g. Student Aid Report (SAR) issued by the Department of Education.
4. I understand that before WIA funds are made available to defray educational and educational-related costs, PELL Grant funds shall be applied to this cost first.

I have read and understood the preceding notice of the conditions affecting my classroom training eligibility

Participant Signature

Date

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

The above Training Agency assures institutional maintenance of effort and agrees to:

1. Assist the above WIA applicant in applying for PELL, TAP and other financial assistance, facilitating the pre-determination of grant eligibility whenever possible.
2. Financial Aid/Fiscal Officer shall notify the WIA Agency in writing of the amounts and disposition of all Office of Student Financial Assistance (Higher Education Act Amendment of 1992) and other types of financial aid for the above WIA participant.
3. Provide to the Workforce Investment Area a copy of the Student Aid Report.
4. Adjust (if needed) contract charges to the WIA Agency based on changes in award levels.

Training Agency Signature/Title

Date

◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

The above WIA Agency agrees to:

1. Notify the Training Agency of WIA sponsored participants who are to attend such school.
2. Determine the mix of PELL (and other grants) with WIA funded activities/services.
3. Submit payment for the above named Program Participant to the above named training Agency for training costs less the reduction of PELL, TAP, and other financial assistance when applicable.

WIA Agency's Signature/Title

Date

6. Using the table below, provide the numbers of individuals that received training services in PY 2008 (see Attachment J for PY 2008 data to date provided by Research and Statistics) and project the number of participants that are anticipated to receive training services in PY 2009. Any planned training for participants through contracted classroom training and or through contracts with community based organizations for special populations should be counted under the ITA category.

PY 2008 Estimated Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	492	536	44	23
Total # - ITA	467	514		
Total # - OJT	23	17		
Total # - Skill Upgrading	144	67	42	1
Total # -Customized	0	30		
Total # - Rec'd NRPs				
Total # - Rec'd Supp. Services				
Total Training Expenditures (ITA, OJT and Customized)				
PY 2009 Planned Participants in Training Services				
	Adult	Dislocated Worker	Youth	
			In-School	Out-of-School
Total # of Participants in Training	590	643	58	28
Total # - ITA	560	616		
Total # - OJT	27	21		
Total # - Skill Upgrading	173	80	50	2
Total # -Customized	2	36		
Total # - Rec'd NRPs				
Total # - Rec'd Supp. Services				
Total Training Expenditures (ITA, OJT and Customized)				

6. Service Delivery to Targeted Populations

1. **Dislocated Workers, including Displaced Homemakers:** Describe assistance provided to dislocated workers to assure they have the necessary skills to reconnect with the workplace. Describe how comprehensive One-Stop services are fully available to Displaced Homemakers and any linkages with area Displaced Homemaker Centers.

The Capital Region is experiencing higher than usual unemployment due to the significant number of layoffs and plant closings over the past 9 months. Many employees affected by the plant closures are older, low-skilled, and many lack high school diplomas or GEDs. The Capital Region One Stops work closely with local adult GED programs and refer dislocated workers who would benefit from a GED program.

Staff in all three Centers work closely with Dislocated Workers to assist them in assessing their current skill levels as well as to explore and promote the jobs of today and the future. They help the job seeker make the determination of what type of training might be most appropriate to reach those career goals. We provide support through Individual Training Accounts, Training Related Expenses, and Needs Related Payments to eligible individuals interested in training.

In Green Jobs we support a number of programs including a Building Analyst Program that uses building science technology to promote energy efficiencies in home remodeling and construction. In Advanced Manufacturing we are promoting training in careers that will be available in the area, such as orbital welding, a skill much in demand as Global Foundries begins its building in Luther Forest in neighboring Saratoga County, or cleanroom protocols.

Workforce Solutions System also works closely with the local Displaced Homemaker programs. In the Albany and Rensselaer County One Stop Centers, the Women's Employment resource Center has office space and offer training for displaced homemakers. In Schenectady County, the Schenectady Community Action Program provides services to displaced homemakers.

All of our One Stop Centers have computers with software tutorials such as Microsoft Office and assessment and training tools such as ProveIt! and Metrix Learning. Additionally, all of our Resource Rooms have computers for job search and other employment-related activities such as resume development and assessment through NYS Department of Labor's Job Zone.

2. **Migrant and Seasonal Farm Worker Adults:** Explain the means by which the full range of WIA and Wagner-Peyser Services are available to Migrant and Seasonal Farm Worker adults in your area.

The Capital Region WIB does not have a large number of Migrant and Seasonal Farm Workers in our local workforce investment area and does not have policies or procedures specifically addressing services for Migrant and Seasonal Farm Worker adults. However, core and intensive services in all of our three One Stop Centers are available to a universal population, without eligibility requirements such as residency, citizenship, or right-to-work documentation.

3. **Women:** Describe service strategies that assure women have access to labor market information and the skills development and supportive services necessary to enable them to acquire and retain high-wage jobs and maintain self-sufficiency. Include approaches used to eliminate possible barriers to employment in non-traditional occupations.

The Capital Region WIB encourages women to seek training and employment in high-wage, high skilled jobs, and supports training in those fields. Through the Transforming Your Workforce (13N) Grant, the Capital Region WIB provides information in a variety of ways on emerging occupations in High Tech, Advanced Manufacturing and Green careers and encourages all populations to explore opportunities in these fields.

4. **Minorities:** Describe how services, including those provided through partner agencies, will be coordinated to assure that minority customers receive the full range of employment and training programs and services, especially those that lead to employment in high-wage, high-growth occupations.

The Capital Region WIBs One Stop Centers are located in urban neighborhoods with high concentrations of minority populations. The Centers have traditionally served significant numbers of minorities.

5. **Individuals Training for Non-Traditional Employment:** Explain how information on area demand occupations, high-growth industries and related training opportunities, including occupational skills training, are made available to individuals interested in training for non-traditional employment.

Information on training opportunities in demand occupations and high-growth industries is targeted to all customers regardless of gender. As mentioned previously, the Capital Region WIB provides information in a variety of ways on emerging occupations in High Tech, Advanced Manufacturing and Green careers and encourages all populations to explore opportunities in these fields.

6. **Older Individuals:** Describe how services offered through your local One-Stop system are accessible to, and meet the needs of, older individuals (age 55+).

Older workers are eligible for all core and intensive services, and in training based upon eligibility. The One Stop Centers in the Capital Region work closely with the Title V providers in our area to ensure that all opportunities are provided to older workers.

7. **Other:** Indicate any other population groups specifically targeted in your local area, such as persons in need of English as a Second Language (ESL) instruction, and individuals who are preparing to re-enter the workforce.

Due to our location in the Capital Area and the proximity of many statewide organizations that serve various population groups, we receive a high percentage of job seekers who have a variety of obstacles to employment. Drawing on our relationships with many partner agencies, all workers are linked with appropriate services as appropriate. The Disability Program Navigator program has been a tremendous aid in this regard.

Section II WIA Compliance

The Local Plan Modification will extend the existing Local Plan and Functional Alignment Addendum to June 30, 2010 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 2005-2009 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 2005-2009 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 2005-2009?</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 checked="" type="checkbox"/> No
2. Contracting for Service Providers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Priority of Service	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
4. Self-Sufficiency	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Supportive Services and Needs-Related Payments	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
6. Grievances and Complaints	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Provide the name, title, and contact information of the EO Officer.</i>		
7. Youth Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Design Framework</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Youth Council</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Recovery Act Provisions</i>	Policy attachment required	<input type="checkbox"/> Yes
8. Adult, Dislocated Worker and Wagner-Peyser Services		
<i>Eligibility Definitions</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Performance</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Rapid Response</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Business Services</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Integration of Services</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Reemployment Services Recovery Act Provisions</i>	Policy attachment required	<input checked="" type="checkbox"/> Yes
9. Training		
<i>Individual Training Accounts (ITA)</i>	Updated Policy attachment required	<input checked="" type="checkbox"/> Yes
<i>Customized Training</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>OJT</i>		
<i>Trade Act Strategies</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. WIA IB & Wagner-Peyser PY 09 Performance and System Indicators	NA	NA
11. Local Monitoring	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
12. Open Meetings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
13. Public Comment on Local Plan	NA	NA

Required Signatures

	<i>Required Signatures</i>	<i>Attached?</i>
Attachment A	Signature of Local Board Chair	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment B	Signature of Chief Elected Official(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment C	Signature of WIB Director	<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 checked="" type="checkbox"/> No
Local Board By-Laws	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
One Stop Operator Agreement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No


ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, 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
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Date:	8/20/09	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 WIB		
Address 1:	175 Central Avenue		
Address 2:	3 rd Floor		
City:	Albany		
State:	NY	Zip: 12206	
Phone:	464-6250	E-mail: gnicklaus@choiceonemail.com	

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

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, 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
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

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"/>		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:	434-5100	E-mail:	webmaster@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.

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By virtue of my signature, I:

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- affirm that the Chair of the Local Board was duly elected by that Board
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

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"/>	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:	447-7040	E-mail: mbreslin@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: SIGNATURE OF CHIEF ELECTED OFFICIAL

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, 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
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

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

Date:		Signature of Local Chief Elected Official (CEO):
Mr. <input type="checkbox"/>		Typed Name of Local CEO: Kathleen M. Jimino
Ms. <input checked="" type="checkbox"/>		
Other <input type="checkbox"/>		
Title of Local CEO:	County Executive	
Address 1:	Rensselaer County Office Building	
Address 2:	7th Avenue	
City:	Troy	
State:	NY	Zip: 12180
Phone:	270-2900	E-mail: kjimino@rensko.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: SIGNATURE OF CHIEF ELECTED OFFICIAL

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

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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
- Affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

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

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input checked="" type="checkbox"/>		Susan Savage	
Other <input type="checkbox"/>			
Title of Local CEO:	Chair, Schenectady County Legislature		
Address 1:	Schenectady County Office Building		
Address 2:	620 State Street		
City:	Schenectady		
State:	NY	Zip:	12305
Phone:	388-4280	E-mail:	susan.savage@countyofscheneectady.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: SIGNATURE OF WIB DIRECTOR

**Workforce Investment Act Local Plan Modification for
Program Year 2009-2010, 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 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:	8/20/09	Signature of Local WIB Direct 
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 WIB	

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 Finance Department	<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 One Stop	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

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

OPERATOR: Career Central, the Albany One Stop Center	
<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, New York 12206
Operator Phone: 518 462-7600 x 100; 518 434-5717	
E-Mail: Jeanette Raynor (Jeanette.Raynor@labor.state.ny.us), Faye Andrews (andrewsf@ci.albany.ny.us), Elizabeth Martin (Elizabeth.Martin@albanycounty.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 F: 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 Center	
<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:	Rensselaer County Office Building 1600 7th Avenue Troy, New York 12180
Operator Phone: 518 270-2860	
E-Mail: Mary Anne Gronau (crrc5@albany.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)

Will be certified program year '09

ATTACHMENT F: 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:	Schenectady County One Stop 797 Broadway Schenectady, New York 12305
Operator Phone: 344-2735	
E-Mail: dennis.packard@schenectadycounty.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)

Will be certified program year '09

ATTACHMENT G: FEDERAL AND STATE CERTIFICATIONS

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

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

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

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

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. **Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

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

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

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

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

- (1) Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance. For grants serving participants in work activities funded through the Welfare-to-Work block grant programs under Section 407(a) of the Social Security Act, the grant applicant shall comply with 20 CFR 645.255.

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

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

- (1) Title VI of the Civil rights Act of 1964(P.L. 88-352) and Executive Order Number 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity which prohibits discrimination on the basis of race, color or national origin;

(2) Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations issued pursuant thereto contained in 45 CFR Part 84 entitled "Nondiscrimination on the Basis of Handicap in Programs and Activities Reviewing or Benefiting from Federal Financial Assistance" which prohibit discrimination against qualified individuals with disabilities;

(3) The Age Discrimination Act of 1975, as amended, and the regulations at 45 CFR Part 90 entitled "Nondiscrimination on the Basis of Age in Programs and Activities Reviewing Federal Financial Assistance", which prohibits discrimination on the basis of age;

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

(5) The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116, and regulations issued by the Equal Employment Opportunity Commission which implement the employment provisions of the ADA, set forth at 29 CFR Part 1630.

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

STATE CERTIFICATIONS

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

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

- 1) No principle or executive officer of the contractor's/vendor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
- 2) The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.
- 3) The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

F. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

(answer Yes or No to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland:

_____ Yes X No

If Yes:

2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

_____ Yes _____ No

G. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

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

Signature of
Authorized
Representative:



Title: Executive Director

Date: August 19, 2009

ATTACHMENT H: TRAINING SUPPORT ANALYSIS FORM:

NEEDS-RELATED PAYMENTS

Please note that a "no" response to questions 1 through 3 disqualifies you for needs-related payments (NRP).

1. Are you unemployed or have you received notification of layoff?
 Yes No
2. Have you ceased to qualify for UI benefits or Trade Readjustment Allowances (TRA)?
 Yes No
3. Are you currently maintaining satisfactory progress in training? Attach most recent grades.
 Yes No

Please note that a "yes" response to questions 4 and 5 disqualifies you for needs-related payments (NRP).

4. Are you currently participating in a work experience, On-the-Job Training (OJT) or work study?
 Yes No
5. Do you intend to claim any type of unemployment insurance benefits or receive any payments for work or vacation?
 Yes No
6. Do you need income support beyond your "other resources" available in order to participate in training? Examples of other resources include but are not limited to severance pay, TANF, other family income (spouse's income), etc.
 Yes No

If yes, explain:

Needs-Related Payments are not intended to provide the entire amount of income support you may need to complete your training. These payments are made to temporarily help you while making satisfactory progress during your participation in full-time training. Needs-Related Payments are subject to your on-going eligibility for the program and funding availability.

All answers and statements are true and complete to the best of my knowledge. I understand that untruthful or misleading answers may cause my determination to be rejected. I further understand that any payments made based on such statements may require Needs-Related Payments provided to be returned.

Participant Signature: _____

Date: _____

ATTACHMENT I: ITA POLICY

Capital Region WIB ITA – 071609

The Capital Region WIB's ITA policy includes the following:

— **Tuition Cap Policy**

- The Tuition Cap policy is for all training money and is based on a per customer per one program year.
- The cap is **\$4,900 per customer for tuition (not to include books, fees etc.) and can be exceeded with a letter of hire and/or at the discretion of the WIA administrator.**
- This policy can be revisited.
- Assessment and standards will be used to determine appropriate training placement.
- Decisions regarding reimbursement requests from customer, for training expenses in PY '08, will be handled by the WIA administrator.

— **Priority of Service Policy for Title I Adult/ARRA Funds**

- Veteran or eligible spouse of a veteran (called Covered Persons)
** Covered persons take precedence over non-covered persons. Taking precedence may mean:
(1) the covered person receives access to the service or resource earlier in time than the non-covered person, or
(2) if the service or resource is limited, the covered person receives access to the service or resource instead of or before the non-covered person. See the worksheet for determining eligibility of Covered Persons (Veterans or spouses of veterans)*
- Low income (70% LLSIL)
- Long term unemployed (15/26 weeks on UI)
- UI exhausted
- Public assistance recipient

— **Self-sufficiency Standards**

- An individual is considered Self-sufficient if his/her **hourly wage is greater than \$18.**
- Family income is not considered

— **Demand Industry Cluster**

- Healthcare Industries
- Green Industry (Weatherization, Waste)
- Advanced Manufacturing
- Information Technology
- Sales and Related
- Services (Hospitality, Food prep., etc.)
- Business & Financial Operations
- Office, Clerical and Secretarial
- Transportation and Material Moving
- Construction & Extraction
- Other (based on emerging technologies)

— **Training programs that address skills need for the demand occupations**

- The Capital Region WIB lists its eligible training providers on the www.workforcenewyork.com Eligible Training Provider list.
- Tuition assistance for post high school degree programs will be considered for a student who is:
- Enrolled in and attending an institution on the Eligible Training Provider list and
- is a matriculated and full time student in a post high school program leading to a degree and
- who has maintained a 2.5 GPA or better for course work completed prior to the ITA application and

- who maintains a 2.5 GPA or better for the remainder of the program funded by the ITA.

— **Availability of funds**

- Funds are made available to the CRWIB on an annual basis starting in July of each year. Funds are available on a first-come first-served basis until depleted.

— **Adult Needs Related Payments** (18 years of age and above)

LOCAL POLICY

Needs-related payments (NRPs), a sub-category of supportive services, are a means of allowing trainees to pursue or continue full-time training when they do not qualify for or have exhausted their Unemployment Insurance (UI) benefits. The Recovery Act and New York State policy require that these payments be made available to adult and dislocated worker trainees to enable them to complete the level of training that will make them more competitive in the job market.

A stipend of \$50.00 per week will be available to all participants on a monthly basis while in school full time (see #4 below) for a maximum of 52 weeks or until funds are no longer available, if they meet the following criteria:

- are unemployed.
- does not qualify, or has ceased to qualify through no fault of their own for Unemployment Insurance, Trade Act Assistance, Temporary Assistance or other government subsidized income support and
- family income (based on family-size) does not exceed 200% of the poverty level (if married, spousal's gross income will be included in the calculation)
- are enrolled in a program of training services, maintain a 2.5 grade point average and in compliance with the institution's attendance policy
- has applied for, and utilizes if eligible, TAP, PELL and G.I. Bill (if applicable) grants and
- accepts a student aide position if one is available and, if not eligible, conducts a job search that meets the approval of the program advisor (provided the student is capable of working AND successfully completing training).

Clarification to Policy

5. This is a payment of last resort

6. Semester breaks of 14 days or less:

Customers eligible for needs-related payments shall be paid for school breaks ¹ lasting 14 weekdays or less with no obligation on their part beyond the usual case management meeting with a Placement Specialist.

7. Semester breaks of 15 days or more:

Customers eligible for needs-related payments shall be paid for school breaks lasting 15 weekdays or more if they are in compliance with job search activities designed and monitored by Placement Specialists.

8. A full time Program:

A non-credit or licensing program which requires a customer to attend instruction, and engage in study activity, for at least 20 hours per week or a credit bearing program semester during which a customer is enrolled in no fewer than 15 credits, whenever appropriate classes are available.

¹ School breaks are defined as Spring Break, Winter/Christmas Break, etc. and the period of time between Fall and Spring; Spring and Summer; and Summer and Fall semesters. Under no circumstances will customers be allowed to collect needs-related payments over the summer if they are not attending classes.

Inquiries: Please direct any questions to: crrc3@albany.net

Daniel A. Gentile
Executive Director

August 19, 2009
Date