



Tompkins
LOCAL PLAN

JULY 1, 2014 - JUNE 30, 2015

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The following attachments are provided separately:

- Attachment C: Signature of Local Board Chair
- Attachment D: Signature of Chief Elected Official
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Labor Market Overview

WIA §118 (b) The local plan shall include - (1) an identification of—
 (A) the workforce investment needs of businesses, jobseekers, and workers in the local area;
 (B) the current and projected employment opportunities in the local area; and
 (C) the job skills necessary to obtain such employment opportunities;

LWIB and Regional Demand Lists are now maintained online at:

<http://www.labor.ny.gov/workforcenypartners/lwia/lmi-for-workforce-planning.shtm>. Any changes to these lists should be sent to DEWS.WebpagePostings@labor.ny.gov.

1. I attest that the priority ranked list of local area’s demand occupations was last updated on October 10, 2014.
 - a. How was this information shared with the Board? Board Meeting On what date? 9/23/14

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

Tompkins Demand Occupation List is based on occupational projections; long and short-term industry projections provided by the NYSDOL Regional Labor Market Analyst; anecdotal data from our local employers, WIB members, business training providers, and economic development agencies.

3. For PY 13, which industry recognized credentials and degrees, available from providers on the Eligible Training Provider List, have been achieved by utilizing WIA Funds?

FAA Airplane & Powerplant Technician, Certified Phlebotomy Technician, Microsoft SQL Server, Medical Billing, Coding and Transcription Certificate, Certified Nurses Aide, Commercial Drivers License-A, Commercial Drivers License-B, Six Sigma Black Belt Certification, Licensed Electrician, BPI Building Analyst, LEED Green Associate, LEED AP, Quickbooks Certified User.

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

Advanced manufacturing training (Machinist), Certified Nurse Aides, Home Health Aides, software developer/engineers, some skilled trades, Dental Assistants, Medical Assistants

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

Yes although many of our customers have to drive considerable distances to access training. We continue to work with our local training providers and they are responsive to creating programs that meet local business needs.

Performance

WIA §118 (b) The local plan shall include - (3) a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 136(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system, in the local area;

Note: Information and documentation produced through the yearly Performance Indicator Negotiation Process will become part of this plan. No additional information is required.

Planned Services and Expenditures

ADULT AND DISLOCATED WORKERS

WIA §118 (b) The local plan shall include - (2) a description of the one-stop delivery system to be established or designated in the local area, including—

- (A) a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;*

WIA §118 (b) The local plan shall include - (4) a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;

Please complete the charts entitled “PY 2013 Training” and “PY 2014 Training Projections” located in the Budget spreadsheet (Attachment I). In addition, if you procure service providers to provide Adult and Dislocated Worker or Business services, complete the Adult/Dislocated Worker and Business Services worksheets in the Service Provider spreadsheet (Attachment J).

5. Briefly describe the type and availability of Adult and Dislocated Worker services in your area.

Staff from nine partner agencies, WIA Adult and DW staff and Wagner-Peyser NYS DOL designated staff provide core, intensive and training services for adult and dislocated workers under the Tompkins Workforce New York consortium umbrella. The center continues to serve as the central hub of a larger continuum of work-related services and collaborative agencies, which enhance economic opportunities for Tompkins County residents. Working collaboratively, WFNY offers comprehensive employment, education and training services. WFNY offers a full service career center located in Downtown Ithaca providing an open, friendly and professional atmosphere with technology, career library, copier, phone, etc. General and specialized services are offered such as; comprehensive employment and job search assistance, computerized job openings and job matching for registered customers, labor market information, layoff and transition services, targeted workshops, work readiness and career assessments, job training and educational support, networking opportunities and community wide job and career fairs, computer training and self-directed technology training, ESL and language translation services, and apprenticeship information.

Specialized services are provided through the Priority Services for Veterans and eligible families of Veterans, specific services for individuals with disabilities through ACCES-VR, the Disability Resource Coordinator and Ticket to Work programs, partner services for low income individuals through Educational Resources funding, hospitality and tourism focused training through the Strategic Tourism Planning Board funding.

Division of Immigrant Policies and Affairs, ACCES-VR and Experience Works has staff on site for their targeted and eligible adult and dislocated populations.

6. Describe the steps the Workforce Investment Board takes to ensure the continuous improvement of Adult and Dislocated Worker services through the system. Describe the information that is reviewed to determine that providers are meeting the employment needs of local businesses and jobseekers.

Continuous improvement of providers is accomplished through ongoing training and monitoring. The One-Stop Operator participates in weekly state-wide calls, webinars, statewide conferences and trainings. WIB staff meet regularly with the One Stop Operator Senior Staff to review expenditures, services, customer numbers, provide technical assistance and review both WIA and CSI performance.

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

Jobseeker customers have the opportunity to provide feedback through paper customer satisfaction surveys in the Career Center. The management team reviews customer surveys and adjusts services/approaches if necessary. In addition to surveys the management team regularly observes activities in the center and provides feedback to staff as well as discusses process and flow in staff meetings.

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

Career Center and WIB Staff work closely with business customers to ensure that they are satisfied with the services provided. This is accomplished through onsite visits, phone calls and emails. In addition, we follow up with business during and after the completion of OJT contracts to determine level of satisfaction and solicit feedback on improving the services and process for OJT's.

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

After several successful months using the REA orientation process and guidelines, customers were gaining a great deal more information about transitioning from being unemployed to becoming a job seeker. The customers commented about how much more welcoming and informative the orientation was and appreciated getting to know one staff member which continued to meet with them for additional follow up appointments.

As our new customers numbers continued at a more reasonable pace, we slowly advanced toward less and less monthly group sessions in favor of individual one on one appointments. When C3E appointments and requirements were introduced and mandated by the Department of Labor, we were prepared and ready. We believe this is a major improvement in service orientation, customer continued engagement and both staff and customers have responded positively.

YOUTH

WIA §118 (b) The local plan shall include - (6) a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities;
Please complete the Youth worksheet in the Service Provider spreadsheet (Attachment J).

§664.405(4)(b) The local plan must describe the design framework for youth program design in the local area, and how the ten program elements required in §664.410 are provided within that framework.

10. Describe how the Workforce Investment Board and/or Youth Council monitor Youth Program providers.

a. Program Monitoring:

The Tompkins WIB Director provides oversight/support/technical assistance at the program level for the provider. In addition, the WIB contracts with the Finger Lakes Workforce Investment Board to conduct individual record reviews, ensure eligibility is properly documented and all services are properly documented in OSOS. The WIA Youth Program provider provides quarterly reports to the Youth Council and the Youth Council Chair reports to the WIB Executive Committee.

b. Fiscal Monitoring:

The Tompkins WIB Director conducts monthly desk reviews of all provider vouchers. In addition, the WIB contracts with the Finger Lakes Workforce Investment Board to conduct fiscal monitoring of subrecipients.

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

Amie Hendrix, Director, Tompkins County Youth Services - 320 West State Street, Ithaca NY 14850
607-274-5310 ahendrix@tompkins-co.org

12. Do your Youth Program Providers have direct access to the One Stop Operating System (OSOS)?
 Yes No

a. If not, what process is in place to ensure youth activities are entered into OSOS in a timely manner?

13. Describe *what* youth data is shared and *how* it is shared and reviewed with the Workforce Investment Board and the Youth Council. Please address each group specifically.

Youth data is entered into OSOS System by contractor staff. Contractor youth program coordinator has access to the LWIA Management System.

Workforce Investment Board: Youth Council Chair provides updates/data to committees of the Workforce Investment Board

Youth Council: Reviews Quarterly Youth Performance data, enrollment and exit data provided by the youth contractor.

14. Do your WIA youth program providers have access to the Youth Management Reports?
 Yes No

a. If not, how do you share youth program data with your providers and how frequently do you share this?

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

The Youth framework activities are included in the RFP and are provided by the awarded youth contractor and partner agencies.

16. Describe how the WIA 10 Program Elements required in §664.410 are provided within your youth program design framework. In particular, discuss how each youth’s service strategy specifically identifies which program elements will be used to help the youth reach his/her goals.

Each youth participant meets with a youth counselor to discuss career goals and to create a plan and determine which of the 10 elements are needed to achieve their goals. TABE results, education and career goals as well as accessibility to services is an important to creating the plan. The plan is started and is adjusted on an ongoing basis based on progress toward goals.

Tutoring/Study Skills Training/Instruction leading to completion of secondary school and Alternative School Services are provided by BOCES and local school districts with alternative schools. Periodically the WIA Youth contractor also provides this element as well.

Summer Employment Opportunities and Paid and Unpaid Work Experience is provided by the WIA Youth Contractor. The WIA Youth Contractor is also a SYEP Provider and WIA Youth have the opportunity to participate in the SYEP Program.

Occupational Skills Training Youth Counselors work with Adult and DW Staff to refer youth to training and to assist them in accessing training. Providers must be on the ETPL and occupations need to be on the demand occupation list. Counselors monitor training, assist youth with accessing supportive services and assist youth with placement in training related field.

Leadership Development Opportunities is provided through relationships with multiple community agencies.

Supportive Services ensure that youth have the resources they need to successfully carry out the employment plan. Examples are: bus passes/gas vouchers, clothing and tools for interviews and job placement, driving lessons, five hour courses and drivers permit and licensing fees. Some of the supportive services are provided through WIA Youth funding as well as from other community agencies.

Adult Mentoring is provided through relationships with community agencies, local employers and subsidized employment worksites as well with youth counselors.

Comprehensive Guidance and Counseling is provided by youth counselors. In addition if additional counseling is needed/requested youth are referred to other community agencies.

17. Attach the following policies and indicate when each was last reviewed by the LWIB.
- | | |
|---|------------------------------|
| a. Youth Needing Additional Assistance | Last Reviewed September 2005 |
| b. Serious Barriers to Youth Employment | Last Reviewed September 2005 |

STAFF INFORMATION

Consulting with your Wagner-Peyser partners, please complete the charts entitled “PY 2013 FTE Staffing” and “Projected PY 2014 FTE Staffing” located in the attached Budget spreadsheet (Attachment I).

18. Please explain the reasons for any changes between PY2013 and PY2014.

Wagner-Peyser and REA staffing was decreased by 1.5 FTE's

Procurement

WIA §118 (b) The local plan shall include - (9) a description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle;

19. Please describe the competitive bidding process that is used to award grants and contracts in your local area (including how vendors are made aware of opportunities to compete for these funding opportunities and how the process is being documented). Describe the process used for Adults/DW services, administrative services, and Youth services.

The Tompkins WIB follows the Tompkins County procurement policies and procedures. Competitive grants and contracts are awarded through an RFP Process designed to solicit viable training and service providers to provide services under the terms of a Request for Proposals. Notice of release of the Request for Proposals is submitted to the Ithaca Journal, local human service provider ListServ’s, placed on the WIB and county website, e-mailed to a Bidders list and the Youth Council members. WIB Staff documents proof of all outreach. All proposals responses are received by Tompkins County Purchasing staff and time/date stamped. The proposal responses are reviewed, evaluated and scored by the Youth Council Performance and Evaluation Committee to the measures established in the RFP. The Committee recommendations are then made to the Youth Council and the Youth Council to the Board.

Waivers

The general statutory and regulatory waiver authority granted to the Secretary of Labor is a continuing authority granted by the Workforce Investment Act at section 189(i)(4), Public Law 105-220, and provides increased flexibility to states and local areas in implementing reforms to the workforce development system in exchange for state and local accountability for results, including improved programmatic outcomes. A list of the current waivers that are in effect for New York can be found in [Workforce Development System Technical Advisory #10.19.1](#). Changes to available waivers have been noted below. A new Technical Advisory for the available waivers with the will be issued at a later date.

20. Please indicate which waivers you requested for Program Year (PY) 2013 and which waivers you are requesting for PY 2014 by checking the appropriate boxes below.

- Waiver of the requirement for a 50 percent employer match for Customized Training, to permit a graduated scale match to increase employer connection with the One-Stop System.

- Did you request this waiver for PY 2013? Yes No
 - Are you requesting this waiver for PY 2014 – PY 2016? Yes No

- Waiver to increase the employer reimbursement for On-the-Job Training for small- and medium-sized businesses.
 - Did you request this waiver for PY 2013? Yes No
 - Are you requesting this waiver for PY 2014 – PY 2016? Yes No

- Waiver to permit local areas to request the use of up to 10 percent of the local area’s formula allocation funds for Adult and Dislocated Workers to support incumbent worker training programs as part of layoff aversion. Adult funds must be restricted to serving low income adults.
 - Did you request this waiver for PY 2013? Yes No
 - Are you requesting this waiver for PY 2014 – PY 2016? Yes No

- Waiver to permit the Local Workforce Investment Board (LWIB) the ability to transfer up to 50 percent of a program year allocation for adult employment and training activities, and up to 50 percent of a program year allocation for dislocated worker employment and training activities between the two programs, with the approval of the governor. *This is a new waiver beginning with PY 2014.*
 - Are you requesting this waiver for PY 2014 – PY 2016? Yes No

- Waiver for the inclusion of Youth follow-up services and work experience as a Youth Program Framework Service. *For PY 2014, this waiver has been expanded to include supportive services in addition to follow-up services and work experience.*
 - Did you request this waiver for PY 2013? Yes No
 - Are you requesting the expanded waiver for PY 2014 – PY 2016? Yes No

- Waiver to allow use of work readiness as the sole performance indicator for Youth aged 14-21 that are co-enrolled under TANF and WIA for Summer Employment Activities.
 - Did you request this waiver for PY 2013? Yes No
 - Are you requesting this waiver for May 14, 2014 – Sept. 30, 2017? Yes No

- Waiver to apply program design flexibility for Youth aged 14-21 that are co-enrolled under TANF and WIA for Summer Employment Activities.
 - Did you request this waiver for PY 2013? Yes No
 - Are you requesting this waiver for May 14, 2014 – Sept. 30, 2017? Yes No

- Waiver of the Prohibition at 20CFR 664.520 on the Use of Individual Training Accounts (ITA) for Older and Out-of-School Youth.

- o Did you request this waiver for PY 2013? Yes No
- o Are you requesting this waiver for PY 2014 – PY 2016? Yes No
- a. How many Youth ITAs did the LWIA procure in PY13?
- b. What specific certificates/degrees resulted from these ITAs in PY13?

21. Please suggest future WIA waivers that may be useful to your local area and which you would like NYS to consider requesting (optional).

Contracts, MOUs, and Appendices

WIA §118 (b) The local plan shall include - (2) a description of the one-stop delivery system to be established or designated in the local area, including—a copy of each memorandum of understanding described in section 121(c) (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area;

22. Is each Memorandum of Understanding for the local area up-to-date?
 Yes No

If not, when will they be updated?

It is expected that our MOU will be updated by December 2014

Policy

23. Does the LWIA have written policies on each of the following topics? If yes, indicate when each was last updated by the Board (or a board subcommittee).

Policy	Yes	No	Date of Last Update
A. On the Job Training (OJT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	March 2011
B. Individual Training Account (ITA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	September 2009
C. Competitive Procurement Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Follow Tompkins County Policy
D. Customized Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	September 2009
E. Supportive Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	May 2009
F. Budget Modifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
G. Sub Recipient Monitoring Policy and Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	September 2013
H. Unsatisfactory Youth Providers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

a. Describe how staff are made aware of these policies?
meetings

E-mail, staff meetings, Operator

Attachments:

WIA §118 (b) The local plan shall include - (8) an identification of the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(i);

WIA §118 (b) The local plan shall include - (10) such other information as the Governor may require.

Please complete all of the required attachments and include copies of policies listed in the Youth section. Hard copies of signature pages must be delivered to NYSDOL per the instructions at the beginning of these guidelines.

If any of the following documents have changed in whole or in part since the submittal of your PY 2013 Local Plan, please email any updated documents with your Local Plan:

	Changed?		Attached?	
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
Career Center Operator Agreement(s)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Memorandum(s) of Understanding	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Please provide a copy of your WIB-approved budget for PY2014. This budget should include any carry-in funds as well as PY2014 funds. Note that the WIB-approved budget should total to the PY2014 Planned Budget included in Attachment I.

Indicate the date of the meeting when the WIB budget was approved: 09/02/14

ATTACHMENT A: UNITS OF LOCAL GOVERNMENT

Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the CEO Grant Recipient has designated a local grant subrecipient to administer WIA pursuant to WIA § 117(d)(3)(B)(i – ii), please indicate the unit of local government that is the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on Attachment B.

Unit of Local Government	Grant Subrecipient	
	Yes	No
Tompkins County	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

§667.705(c) - When a local workforce area is composed of more than one unit of general local government, the liability of the individual jurisdictions must be specified in a written agreement between the chief-elected officials.

If your local workforce area is composed of more than one unit of general local government, is there a written agreement between local officials that details the liability of the individual jurisdictions?

Yes No

ATTACHMENT B: FISCAL AGENT

WIA §117(d)(3)(B)(i)(II) indicates that the chief elected official Grant Recipient may designate a local fiscal agent as an alternative to a local grant subrecipient. Such designation to a grant subrecipient or fiscal agent shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds. If the CEO has identified a fiscal agent to assist in the administration of grant funds, please provide the name of the agent.

Fiscal Agent
Tompkins County

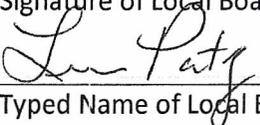
ATTACHMENT C: SIGNATURE OF LOCAL BOARD CHAIR

**Workforce Investment Act Local Plan for
Program Year 2014-2015, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan 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 either in compliance with the law, rules and regulations and is approved by the State or, will be in compliance within 90 days of local plan submittal
- affirm that this Plan 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:	9/23/14	Signature of Local Board Chair: 	
Mr.	<input type="checkbox"/>	Typed Name of Local Board Chair:	
Ms.	<input checked="" type="checkbox"/>	Lisa Patz	
Other	<input type="checkbox"/>		
Name of Board:	Tompkins County Workforce Investment Board		
Address 1:	401 East State State Street, Suite 402B		
Address 2:			
City:	Ithaca		
State:	NY	Zip: 14850	
Phone:	607-274-7526	E-mail: jmattick@tom-pkins-co.org	

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

ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL

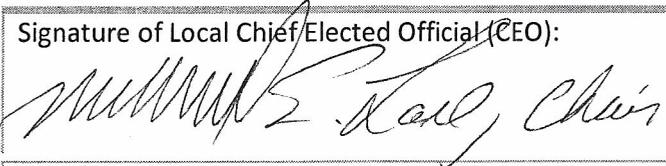
**Workforce Investment Act Local Plan for
Program Year 2014-2014, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan 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 either in compliance with the law, rules and regulations and is approved by the State or, will be in compliance within 90 days of local plan submittal
- 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. If additional pages are necessary, please see **Attachment B – Extended Version**.

Date: 07/14	Signature of Local Chief/Elected Official (CEO): 	
Mr. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Other <input type="checkbox"/>	Typed Name of Local CEO: Michael Lane	
Title of Local CEO:	Chairman, Tompkins County Legislature	
Address 1:	121 East Court Street	
Address 2:		
City:	Ithaca	
State:	NY	Zip: 14850
Phone:	607-274-5434	E-mail: mlane@tompkins-co.org
Are you the Grant Recipient CEO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

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

ATTACHMENT E: SIGNATURE OF WIB DIRECTOR

**Workforce Investment Act Local Plan for
Program Year 2014-2015, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

This Plan 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:	9/8/14	Signature of Local WIB Director:	<i>Julie Mattick</i>
Mr.	<input type="checkbox"/>	Typed Name of Local WIB Director:	Julia Mattick
Ms.	<input checked="" type="checkbox"/>		
Other	<input type="checkbox"/>		
Name of Board:	Tompkins County Workforce Investment Board		

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

ATTACHMENT F: FEDERAL AND STATE CERTIFICATIONS

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

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

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

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

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

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

C. DRUG FREE WORKPLACE. By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 98.630, Appendix C, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is

done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

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

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

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

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

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

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

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

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

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

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

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

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

STATE CERTIFICATIONS

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

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

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

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

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

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

1. Has business operations in Northern Ireland:

Yes No

If Yes:

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

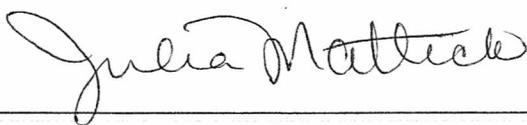
Yes No

G. NON-COLLUSIVE BIDDING CERTIFICATION

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

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

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

Signature of Authorized Representative:	
Title:	Executive Director
Date:	9/8/14

ATTACHMENT G: CAREER CENTER OPERATOR INFORMATION

Complete the following information for each locally certified Career Center Operator in your Workforce Investment Area. Use as many pages of ATTACHMENT G as necessary.

OPERATOR: Tompkins Workforce New York			
Method of Selection		Type of Operator	
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid		<input type="checkbox"/> System <input type="checkbox"/> Center(s)	
Address 1:	171 East State Street/MLK Jr. Street, Suite 241		
Address 2:			
City:	Ithaca		
State:	NY	Zip Code:	14850
Operator Phone: 607-272-7570 ext. 129			
E-Mail: dbradac@tompkins-co.org			

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

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

If the Career Center Operator is a consortium, identify the consortium partners:

Tompkins County Office of Employment and Training

New York State Department of Labor

Tompkins County Office for the Aging

ATTACHMENT H: LIST OF CAREER CENTERS

Complete the following information for each Career Center in your Workforce Investment Area. Use as many pages of ATTACHMENT H as necessary.

Career Center Name:	Tompkins Workforce New York		
Address 1:	171 East State Street/MLK Jr. Street, Suite 241		
Address 2:			
City:	Ithaca		
State:	NY	Zip Code:	14850
Phone:	607-272-7570	E-Mail:	dbradac@tompkins-co.org
Fax:	607-273-0568	Website:	www.tompkinsworkforceny.org
Site Type:	<input checked="" type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
Lease Expiration:	June 30, 2014		
Lease Holder:	New York State Department of Labor		

WIA Contact:	Diane Bradac		
Phone:	607-272-7570 ext. 129	E-Mail:	dbradac@tompkins-co.org
NYS DOL Contact:	Michael Hughes		
Phone:	607-272-7570 ext. 107	E-Mail:	Michael.Hughes@labor.ny.gov

	Opening Time	Closing Time
Monday	8:30 a.m.	4:30 p.m.
Tuesday	8:30 a.m.	4:30 p.m.
Wednesday	8:30 a.m.	4:30 p.m.
Thursday	8:30 a.m.	4:30 p.m.
Friday	8:30 a.m.	4:30 p.m.
Saturday	Closed	
Sunday	Closed	

WIA/Other Funds Budget

Blue Cells must be filled in.

LWIA NAME:

Tompkins

Attachment I

	Totals	WIA				Other Funding
		Adult	DW	Youth	Admin	
Revenue						
WIA PY 13 Carryover at 6/30/14	\$ 93,708.58	\$ 21,268.67	\$ 20,816.79	\$ 50,364.12	\$ 1,259.00	\$ -
WIA PY 14 NOA	\$ 986,030.60	\$ 135,682.20	\$ 118,231.20	\$ 363,886.20	\$ 68,644.00	\$ 299,587.00
Total Revenue	\$ 1,079,739.18	\$ 156,950.87	\$ 139,047.99	\$ 414,250.32	\$ 69,903.00	\$ 299,587.00
Expenditures- One Stop						
Staff Costs						
Staff Salaries	\$ 292,432.00	\$ 48,941.00	\$ 45,727.00	\$ 144,558.00	\$ 3,525.00	\$ 49,681.00
Fringe Benefits	\$ 165,810.00	\$ 27,750.00	\$ 25,927.00	\$ 81,965.00	\$ 1,999.00	\$ 28,169.00
Travel	\$ 3,230.00	\$ 85.00	\$ 85.00	\$ 2,035.00	\$ 25.00	\$ 1,000.00
Other Related Staff Costs	\$ 3,220.00	\$ 517.00	\$ 490.00	\$ 2,060.00	\$ 63.00	\$ 90.00
Total Costs	\$ 464,692.00	\$ 77,293.00	\$ 72,229.00	\$ 230,618.00	\$ 5,612.00	\$ 78,940.00
Operational Costs						
WIB Costs	\$ 221,219.00	\$ 3,000.00	\$ 3,000.00	\$ 40,771.00	\$ 63,903.00	\$ 110,545.00
One-Stop Costs						
Rent	\$ 18,013.00	\$ 3,110.00	\$ 2,892.00	\$ 9,000.00	\$ 229.00	\$ 2,782.00
Utilities	\$ 3,229.00	\$ 539.00	\$ 502.00	\$ 1,591.00	\$ 115.00	\$ 482.00
Supplies	\$ 563.00	\$ 101.00	\$ 95.00	\$ 264.00	\$ 7.00	\$ 96.00
Cleaning Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet and IT Services Expenses	\$ 6,869.00	\$ 1,195.00	\$ 1,104.00	\$ 3,474.00	\$ 18.00	\$ 1,078.00
Leased Equipment	\$ 919.00	\$ 171.00	\$ 159.00	\$ 423.00	\$ 13.00	\$ 153.00
Other Related Operational Costs	\$ 491.00	\$ 85.00	\$ 79.00	\$ 240.00	\$ 6.00	\$ 81.00
Total Operational Costs	\$ 251,303.00	\$ 8,201.00	\$ 7,831.00	\$ 55,763.00	\$ 64,291.00	\$ 115,217.00
Other Program Costs						
Support Services	\$ 13,600.00	\$ 5,000.00	\$ 2,500.00	\$ 5,250.00	\$ -	\$ 850.00
Youth Wages	\$ 162,080.00	\$ -	\$ -	\$ 71,000.00	\$ -	\$ 91,080.00
Other Related Program costs	\$ 4,038.00	\$ 51.00	\$ 347.00	\$ 3,140.00	\$ -	\$ 500.00
Total Program Costs	\$ 179,718.00	\$ 5,051.00	\$ 2,847.00	\$ 79,390.00	\$ -	\$ 92,430.00
Training Costs						
Total Training Costs	\$ 141,546.86	\$ 66,405.87	\$ 56,140.99	\$ 6,000.00		\$ 13,000.00
Total Expenditures	\$ 1,037,259.86	\$ 156,950.87	\$ 139,047.99	\$ 371,771.00	\$ 69,903.00	\$ 299,587.00
Carry-over Funds to PY15	\$ 42,479.32	\$ -	\$ -	\$ 42,479.32	\$ -	\$ -

	PY'14	WIA				Other Funding
	Totals	Adult	DW	Youth	Admin	
Staff Salaries	\$ 292,432.00	\$ 48,941.00	\$ 45,727.00	\$ 144,558.00	\$ 3,525.00	\$ 49,681.00
Fringe Benefits	\$ 165,810.00	\$ 27,750.00	\$ 25,927.00	\$ 81,965.00	\$ 1,999.00	\$ 28,169.00
Travel	\$ 3,230.00	\$ 85.00	\$ 85.00	\$ 2,035.00	\$ 25.00	\$ 1,000.00
Other Related Staff Costs	\$ 3,220.00	\$ 517.00	\$ 490.00	\$ 2,060.00	\$ 63.00	\$ 90.00
Supportive Services	\$ 13,600.00	\$ 5,000.00	\$ 2,500.00	\$ 5,250.00	\$ -	\$ 850.00
Youth Wages	\$ 162,080.00	\$ -	\$ -	\$ 71,000.00	\$ -	\$ 91,080.00
Other Related Program costs	\$ 4,038.00	\$ 51.00	\$ 347.00	\$ 3,140.00	\$ -	\$ 500.00
Rent	\$ 18,013.00	\$ 3,110.00	\$ 2,892.00	\$ 9,000.00	\$ 229.00	\$ 2,782.00
Utilities	\$ 3,229.00	\$ 539.00	\$ 502.00	\$ 1,591.00	\$ 115.00	\$ 482.00
Supplies	\$ 563.00	\$ 101.00	\$ 95.00	\$ 264.00	\$ 7.00	\$ 96.00
Cleaning Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet and IT Services Expenses	\$ 6,869.00	\$ 1,195.00	\$ 1,104.00	\$ 3,474.00	\$ 18.00	\$ 1,078.00
Leased Equipment	\$ 919.00	\$ 171.00	\$ 159.00	\$ 423.00	\$ 13.00	\$ 153.00
Other Related Operational Costs	\$ 491.00	\$ 85.00	\$ 79.00	\$ 240.00	\$ 6.00	\$ 81.00
Totals	\$ 674,494.00	\$ 87,545.00	\$ 79,907.00	\$ 325,000.00	\$ 6,000.00	\$ 176,042.00

Enter data into these cells.

	PY'14	WIB Office:			Tompkins			
		WIA						Other Funding
		Totals	Adult	DW	Youth	Admin		
Staff Salaries	\$ 123,251.00	\$ 1,650.00	\$ 1,650.00	\$ 24,277.00	\$ 35,750.00	\$ 59,924.00		
Fringe Benefits	\$ 69,883.00	\$ 935.00	\$ 935.00	\$ 13,765.00	\$ 20,271.00	\$ 33,977.00		
Travel	\$ 884.00	\$ 25.00	\$ 25.00	\$ 100.00	\$ 275.00	\$ 459.00		
Other Related Staff Costs	\$ 8,427.00	\$ 130.00	\$ 130.00	\$ 956.00	\$ 2,780.00	\$ 4,431.00		
Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Youth Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Other Related Program costs	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00		
Rent	\$ 11,874.00	\$ 185.00	\$ 185.00	\$ 1,349.00	\$ 3,900.00	\$ 6,255.00		
Utilities	\$ 2,126.00	\$ 35.00	\$ 35.00	\$ 242.00	\$ 692.00	\$ 1,122.00		
Supplies	\$ 274.00	\$ 25.00	\$ 25.00	\$ 27.00	\$ 75.00	\$ 122.00		
Cleaning Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Internet and IT Services Expenses	\$ 500.00	\$ 15.00	\$ 15.00	\$ 55.00	\$ 160.00	\$ 255.00		
Leased Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Other Related Operational Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Totals	\$ 221,219.00	\$ 3,000.00	\$ 3,000.00	\$ 40,771.00	\$ 63,903.00	\$ 110,545.00		

Training and participants recorded for Single-County LWIA's

1

WIB Office:		Tompkins				
County Name:		Tompkins				
Tompkins		Adult				
		# Participants in Training		Expenditures		
				PY13		Non-WIA Funding
Training Type	Total Expenditures	Carry In	New	PY12 Carry In Formula funds	Formula Funds	
ITA	\$ 44,387.00	59	137	\$ 550.00	\$ 28,127.00	\$ -
OJT	\$ 26,444.00	1	1	\$ 2,880.00	\$ 2,995.00	\$ -
Customized	\$ -	0	0	\$ -	\$ -	
Contracted	\$ 13,000.00	0	0	\$ -	\$ -	\$ 13,000.00
Total	\$ 83,831.00	60	138	\$ 3,430.00	\$ 31,122.00	\$ 13,000.00

1

County Name:		Tompkins				
Tompkins		Adult				
		# Participants in Training		Expenditures		
				PY14 Formula Funds		Non-WIA Funding
Training Type	Total Expenditures	Carry In	New	PY13 Carry In	Formula Funds	
ITA	\$ 101,805.87	49	140	\$ 10,000.00	\$ 42,405.87	\$ -
OJT	\$ 26,740.99	0	0	\$ -	\$ 14,000.00	\$ -
Customized	\$ -	0	0	\$ -	\$ -	
Contracted	\$ 13,000.00	0	0	\$ -	\$ -	\$ 13,000.00
Total	\$ 141,546.86	49	140	\$ 10,000.00	\$ 56,405.87	\$ 13,000.00

Total PY 2013 Training reported

Dislocated Worker					Youth			
# Participants in Training		Expenditures			# Participants in Training		Expenditures	
Carry In	New	PY12 Carry In	PY13	Non-WIA Funding	Carry In	New	PY12 Carry In	PY13
		Formula funds	Formula Funds				Formula funds	Formula Funds
33	56	\$ 1,995.00	\$ 13,715.00	\$ -	0	0	\$ -	\$ -
1	4	\$ 10,422.00	\$ 10,147.00	\$ -				
0	0	\$ -	\$ -	\$ -				
0	0	\$ -	\$ -	\$ -				
34	60	\$ 12,417.00	\$ 23,862.00	\$ -	0	0	\$ -	\$ -

PY 2014 Training Projection

Dislocated Worker					Youth			
# Participants in Training		Expenditures			# Participants in Training		Expenditures	
Carry In	New	PY13 Carry In	PY14 Formula	Non-WIA Funding	Carry In	New	PY13 Carry In	PY14 Formula
			Funds				Funds	
26	50	\$ 1,400.00	\$ 42,000.00	\$ -	0	5	\$ -	\$ 6,000.00
0	0	\$ -	\$ 12,740.99	\$ -				
0	0	\$ -	\$ -	\$ -				
0	0	\$ -	\$ -	\$ -				
26	50	\$ 1,400.00	\$ 54,740.99	\$ -	0	5	\$ -	\$ 6,000.00

WIB Office: Tompkins

1

County Name:		Total PY 2013 Training reported														
Tompkins		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
Training Type	Total Expenditures	Carry In	New	PY12 Carry In	PY13	Non-WIA Funding	Carry In	New	PY12 Carry In	PY13	Non-WIA Funding	Carry In	New	PY12 Carry In	PY13	Non-WIA Funding
				Formula funds					Formula Funds					Formula funds		
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

1

County Name:		PY 2014 Training Projection														
Tompkins		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
Training Type	Total Expenditures	Carry In	New	PY13 Carry In	PY14 Formula Funds	Non-WIA Funding	Carry In	New	PY13 Carry In	PY14 Formula Funds	Non-WIA Funding	Carry In	New	PY13 Carry In	PY14 Formula Funds	Non-WIA Funding
				Formula funds					Formula Funds					Formula funds		
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

County Name:		Total PY 2013 Training reported														
XXXXXXXXXX		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY12 Carry In	PY13	Non-WIA			PY12 Carry In	PY13	Non-WIA			PY12 Carry In	PY13	Non-WIA
Training Type	Total Expenditures	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

County Name:		PY 2014 Training Projection														
XXXXXXXXXX		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY13 Carry In	PY14 Formula	Non-WIA			PY13 Carry In	PY14 Formula	Non-WIA			PY13 Carry In	PY14 Formula	Non-WIA
Training Type	Total Expenditures	Carry In	New	Funds	Funds	Funding	Carry In	New	Funds	Funds	Funding	Carry In	New	Funds	Funds	Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

3		County Name:	Total PY 2013 Training reported													
		XXXXXXXXXX	Adult				Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY12 Carry In	PY13	Non-WIA	PY12 Carry In	PY13	Non-WIA	PY12 Carry In	PY13	Non-WIA	PY12 Carry In	PY13	Non-WIA	
Training Type	Total Expenditures	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

3		County Name:	PY 2014 Training Projection													
		XXXXXXXXXX	Adult				Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY13 Carry In	PY14 Formula	Non-WIA	PY13 Carry In	PY14 Formula	Non-WIA	PY13 Carry In	PY14 Formula	Non-WIA	PY13 Carry In	PY14 Formula	Non-WIA	
Training Type	Total Expenditures	Carry In	New	Funds	Funds	Funding	Carry In	New	Funds	Funds	Funding	Carry In	New	Funds	Funds	Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

4 County Name:		Total PY 2013 Training reported														
XXXXXXXXXX		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY12 Carry In	PY13	Non-WIA	Carry In	New	PY12 Carry In	PY13	Non-WIA	Carry In	New	PY12 Carry In	PY13	Non-WIA
Training Type	Total Expenditures	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

4 County Name:		PY 2014 Training Projection														
XXXXXXXXXX		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY13 Carry In	PY14 Formula	Non-WIA	Carry In	New	PY13 Carry In	PY14 Formula	Non-WIA	Carry In	New	PY13 Carry In	PY14 Formula	Non-WIA
Training Type	Total Expenditures	Carry In	New	Funds	Funds	Funding	Carry In	New	Funds	Funds	Funding	Carry In	New	Funds	Funds	Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

5		County Name:	Total PY 2013 Training reported													
		XXXXXXXXXX	Adult				Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY12 Carry In	PY13	Non-WIA	PY12 Carry In	PY13	Non-WIA	PY12 Carry In	PY13	Non-WIA	PY12 Carry In	PY13	Non-WIA	
Training Type	Total Expenditures	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

5		County Name:	PY 2014 Training Projection													
		XXXXXXXXXX	Adult				Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY13 Carry In	PY14 Formula	Non-WIA	PY13 Carry In	PY14 Formula	Non-WIA	PY13 Carry In	PY14 Formula	Non-WIA	PY13 Carry In	PY14 Formula	Non-WIA	
Training Type	Total Expenditures	Carry In	New	Funds	Funds	Funding	Carry In	New	Funds	Funds	Funding	Carry In	New	Funds	Funds	Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

TOTALS

Note: This sheet will total automatically.

		Total PY 2013 Training reported														
Totals for LWIA		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY12 Carry In	PY13				PY12 Carry In	PY13				PY12 Carry In	PY13	
Training Type	Total Expenditures	Carry In	New	Formula funds	Formula Funds	Non-WIA Funding	Carry In	New	Formula funds	Formula Funds	Non-WIA Funding	Carry In	New	Formula funds	Formula Funds	Non-WIA Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

		PY 2014 Training Projection														
Totals for LWIA		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY13 Carry In	PY14 Formula				PY13 Carry In	PY14 Formula				PY13 Carry In	PY14 Formula	
Training Type	Total Expenditures	Carry In	New	Formula funds	Funds	Non-WIA Funding	Carry In	New	Formula funds	Funds	Non-WIA Funding	Carry In	New	Formula funds	Funds	Non-WIA Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

Attachment I

PY 2013 FTE Staffing -									
Function/ Type of Service	WIA Adult	WIA DW	WIA Youth	WIA Admin	Wagner-Peyser	REA	DVOP LVER	Other Funding	Total
WIB	0.02	0.03	0.15	0.64	0	0	0	1.01	1.85
TAA	0	0	0	0	0	0	0	0.5	0.5
Core/Intensive	0.6	0.59	0	0	5.25	2	1	0.63	10.07
Business Services	0.61	0.59	0	0	0.25	0	0	0.62	2.07
Rapid Response	0	0	0	0	0	0	0	0	0
Youth Services	0	0	3.71	0	0	0	0	0	3.71
Admin/Fiscal/Supervision	0	0	0	0.05	0	0	0	0	0.05
Total	1.23	1.21	3.86	0.69	5.5	2	1	2.76	18.25

Projected PY 2014 FTE Staffing									
Function/Type of Service	WIA Adult	WIA DW	WIA Youth	WIA Admin	Wagner-Peyser	REA	DVOP LVER	Other Funding	Total
WIB	0.02	0.03	0.15	0.64	0	0	0	1.01	1.85
TAA	0	0	0	0	0	0	0	0.5	0.5
Core/Intensive	0.6	0.59	0	0	3.5	2.25	1	0.63	8.57
Business Services	0.61	0.59	0	0	0.25	0	0	0.62	2.07
Rapid Response	0	0	0	0	0	0	0	0	0
Youth Services	0	0	3.71	0	0	0	0	0	3.71
Admin/Fiscal/Supervision	0	0	0	0.05	0	0	0	0	0.05
Total	1.23	1.21	3.86	0.69	3.75	2.25	1	2.76	16.75

Note: The total FTE's here should match the total staff that are funded in the LWIA.

		Budget Summary for: Tompkins			
		WIA			
	Totals	Adult	DW	Youth	Admin
Total Revenue PY'14	\$ 1,079,739.18	\$ 156,950.87	\$ 139,047.99	\$ 414,250.32	\$ 69,903.00
Total Staff Costs	\$ 464,692.00	\$ 77,293.00	\$ 72,229.00	\$ 230,618.00	\$ 5,612.00
Total Operational Costs	\$ 251,303.00	\$ 8,201.00	\$ 7,831.00	\$ 55,763.00	\$ 64,291.00
Total Participant Costs	\$ 179,718.00	\$ 5,051.00	\$ 2,847.00	\$ 79,390.00	\$ -
Total Training Costs	\$ 141,546.86	\$ 66,405.87	\$ 56,140.99	\$ 6,000.00	\$ -
Total Expenditures	\$ 1,037,259.86	\$ 156,950.87	\$ 139,047.99	\$ 371,771.00	\$ 69,903.00
Carry-over Funds to PY15	\$ 42,479.32	\$ -	\$ -	\$ 42,479.32	\$ -

Operational Cost Breakdown		Staffing	
		2013	
WIB Costs	\$ 221,219.00	WIB	1.85
Rent	\$ 18,013.00	TAA	0.5
Utilities	\$ 3,229.00	Core/Intensive	10.07
Supplies	\$ 563.00	Business Services	2.07
Cleaning Expenses	\$ -	Rapid Response	0
Internet and IT Services Expenses	\$ 6,869.00	Youth Services	3.71
Leased Equipment	\$ 919.00	Admin/Fiscal/ Supervision	0.05
Other Related Operational Costs	\$ 491.00	Total	18.25
Total Operational Costs	\$ 251,303.00		

Training Totals		
	PY'13	PY'14
ITA	\$ 44,387.00	\$ 101,805.87
OJT	\$ 26,444.00	\$ 26,740.99
Customized	\$ -	\$ -
Contracted	\$ 13,000.00	\$ 13,000.00
Totals	\$ 83,831.00	\$ 141,546.86

Attachment I

Other Funding	
\$	299,587.00
\$	78,940.00
\$	115,217.00
\$	92,430.00
\$	13,000.00
\$	299,587.00
\$	-

Totals	
2014	
	1.85
	0.5
	8.57
	2.07
	0
	3.71
	0.05
	16.75

Youth Activity Provider Name	Address	City	State	Zip Code	Phone Number	Contact Name	Contact Title	Contact Email	Type of Arrangement (e.g. Agreement, MOU, collaboration, contractual)	Start Date (if applicable)	End Date (if applicable)	Planned Expenditures for PY14	Counties Served	Planned Enrollments PY14 In-School	Planned Enrollments PY14 Out-of-School	Using the definition of successful in Question 8 of the Local Plan, has this provider been successful? (Yes or No)
Tompkins County Office of Employment and Training	171 East State Street, Suite 241	Ithaca	NY	14850	607-272-7570 x. 129	Diane Bradac	Director	dbradac@tomkins-co.org	Annual Contract	7/1/2014	6/30/2015	325,000	Tompkins			Yes

Youth Program Design Framework	Provider Names
Intake and Registration	
Objective Assessment	Tompkins County Office of Employment and Training (TCOET)
Individual Service Strategy	TCOET

Youth Program Element	Provider Names
Tutoring/Study Skills Training/Instruction leading to completion of secondary school	TST BOCES, Tompkins Learning Partners, local school districts
Alternative Secondary School Services	TST BOCES, Ithaca City School District
Summer employment opportunities	TCOET, Ithaca Youth Bureau, Cooperative Extension, Learning Web
Paid and unpaid work experience	TCOET, Ithaca Youth Bureau, Learning Web, Cooperative Extension
Occupational skills training	TCOET, Tompkins Cortland Community College, TST BOCES, other BOCES
Leadership development opportunities	City of Ithaca, Tompkins County Youth Services, Big Brother/Big Sister, Boy Scouts, Girl Scouts, School Districts
Supportive Services	TCOET, Department of Social Services, Catholic Charities of Tompkins/Tioga
Adult Mentoring	TCOET, Worksite supervisors, Learning Web, Village at Ithaca, City of Ithaca (GIAC, Southside)
Follow Up Services	TCOET
Comprehensive Guidance and Counseling	TCOET and referral to providers of Mental Health, Drug and Alcohol Counseling

ATTACHMENT J													
Business Services Provider Name	Address	City	State	Zip Code	Phone Number	Contact Name	Contact Title	Contact Email	Activities to be Provided	Type of Contract (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, etc.)	Contract Start Date	Contract End Date	Counties to be Served
N/A													