

Planning Guidelines
for the
Comprehensive Five-Year Local Plan
under
Title I of the Workforce Investment Act of 1998
July 1, 2000 to June 30, 2005

Submitted for _____
Local Workforce Investment Area

Submit by: 2/28/00

Submit to: Margaret M. Moree, Director
Workforce Development and Training Division
New York State Department of Labor
State Office Building Campus
Building 12, Room 450
Albany, New York 12240

GENERAL INTRUCTIONS

The Comprehensive Five-Year Local Plan (Local Plan) must be submitted by **February 28, 2000**, in accordance with these Planning Guidelines issued by the New York State Department of Labor on behalf of the State Workforce Investment Board and the Governor. The plan must be developed by the local Workforce Investment Board (Local Board) in partnership with the Chief Local Elected Official(s). The Labor Department's Workforce Development and Training Division has assigned "State Representatives" to provide technical assistance to Local Areas on Plan development as needed.

PLANNING GUIDELINES:

Attached is a print copy of the Planning Guidelines. The Planning Guidelines are available and can be downloaded from New York's Workforce Development System web site at www.wdsny.org.

PUBLICATION:

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

SUBMISSION:

The Local Plan (the original and 2 copies) must be received by the New York State Department of Labor by 5:00 p.m. on **February 28, 2000**. The plan should be addressed to:

Margaret M. Moree, Director
Workforce Development and Training Division
New York State Department of Labor
State Office Building Campus
Building 12, Room 450
Albany, New York 12240

Ms. Moree will make copies available to Workforce Development and Training State Representatives and central office staff for review and recommendation.

PROCEDURE:

The following procedures are requested:

1. all copies of the plan (including its attachments and subsequent addenda and/or revisions) should be submitted on 8½" by 11" 3-hole punched white paper
2. organize the plan by sections (using the same order as the Planning Guidelines); begin each section on a new page
3. within each section, organize according to the outline format of the Planning Guidelines
4. paginate the entire document
5. print the question to be answered (along with its corresponding numeric/alphabetic outline designation) before each answer

6. should any question not apply, do not skip it. Print the question followed by “N/A” and, where not self-explanatory, provide a brief explanation for not answering.
7. include the “Index to Plan Attachments” at the beginning of Section V. Assign the respective letter designations to the attachments and arrange them alphabetically. Wherever possible, sequentially number each page of each attachment (A-1, A-2, B-1, etc.).
8. be sure to enter the name of the local Workforce Investment Area at the top of each and every page.

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(and Plan Outline)**

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I. LOCAL AREA OVERVIEW

A. VISION/GOALS

1. Provide in a few paragraphs the Local Area's strategic economic and workforce investment vision for the next five years.* What specific goals have been identified that are necessary to achieve this vision? (Provide descriptions of these goals rather than specific numbers). What do you anticipate the Local Area's economy and workforce investment system will look like at the end of the five-year period? How will the local workforce investment system adapt to changing needs and conditions?
2. Describe the local workforce investment system vision related to increased customer choice, non-duplication of services, and universal access via the One-Stop system.
3. Indicate how the Local Area's vision relates to that of New York State and how the Local Area's goals contribute to those of the State.
4. Provide in a few paragraphs how you believe the WIA statewide workforce investment system will help the Local Area attain its strategic vision.

*New York State has articulated its workforce development system vision and strategic goals in several informational documents. A summary of the State's vision may be found on the Workforce Development System web site at www.wdsny.org. Further details of the workforce development vision and goals may be found in the *Jobs Two Thousand for New York Act (Jobs2K Act)*, in *New York's Workforce Development System: A Report to Governor George E. Pataki*, and in the *Youth Council Toolkit: Information and Options for Forming Youth Councils under the Workforce Investment Act*. A thoughtful review of these documents will enable Local Areas to consider their unique vision and goals in relation to the overall direction of the State of New York.

B. EMPLOYER NEEDS

1. Describe the process/resources that will be used to identify and meet the needs of local employers. To the extent possible, identify the needs that currently exist.
2. What are the key existing industries in the local employment base (part of this description should include a listing of the largest industries in the Local Area, and those industries where the largest number of employment opportunities are anticipated). What are the key occupations within these industries?
3. Indicate what existing industries are expected to experience above average growth during the five years of the Local Plan. What are the occupations related to these growth industries? To what extent will that growth affect employer demand on the local labor force?
4. Within the context of your economic development efforts, what new industries will be targeted to be attracted to the area? What are the occupations related to these new industries?
5. Describe the job skills necessary to obtain the employment opportunities cited in #1, #2, and #3 above.

6. Describe how the skill demands of local businesses are changing, and how the local workforce investment system plans to address these changes.
7. Describe how the Local Board will engage employers in the One-Stop system.

C. WORKER NEEDS

1. Describe the needs of local adult job seekers, which may include those who are underemployed, unemployed and/or those who are considered dislocated workers. How does the local workforce investment system plan to meet these needs?
2. Describe the needs of incumbent workers in the Local Area and how the local workforce investment system will identify those incumbent workers in need of training. How does the local workforce investment system plan to meet these needs?
3. Describe the employment and training needs of individuals with disabilities, and what strategies the local workforce investment system has developed to meet these needs.
4. Describe other segments of the local population that can be identified as key customers for the workforce investment system including, as appropriate, displaced homemakers, low income individuals (such as migrant and seasonal farmworkers, public assistance recipients), women, minorities, individuals training for non-traditional employment, veterans, and individuals with multiple barriers to employment (including older individuals and people with limited English-speaking ability). What are the needs of these workers? How will those needs be addressed?
5. Indicate if the funds made available through WIA Title I are sufficient to meet the customer needs described in C. #1, #2, #3, and #4. If not, what resources has the Local Board identified to bridge the shortfall?
6. If the funds available to the region for adult employment and training activities under WIA are limited, what is the current, local process by which any priority of services will be applied. State guidance will be provided if warranted.
7. Describe how the Local Board will engage organized labor or other representatives of labor in the One-Stop system.
8. Define “requires assistance to complete an educational program”, “to secure and hold employment” and “self sufficiency” as they will be used in the local workforce investment system.

D. YOUTH NEEDS

1. Describe the needs of local youth. In particular, examine the needs of low-income youth in terms of the changing educational and skill requirements of the local economy. How well are low-income (i.e., WIA eligible) youth currently being prepared for the projected job openings and skill demands identified for adult job seekers? How well are youth with the following characteristics being prepared for these job openings and skill demands:
 - deficient in basic literacy skills
 - school dropout
 - homeless, runaway, or foster child
 - pregnant and/or parenting
 - offender

Describe how the local workforce investment system will improve services to these youth.

E. COMMUNITY/CUSTOMER INPUT

1. Describe how the Local Board will involve the community in discussions and ensure broad input in establishing system goals.
2. Describe how the Local Board plans to use customer satisfaction feedback to improve local workforce investment system services. Indicate what parts of the local system will be covered by the feedback.
3.
 - a. Describe efforts made, in compliance with *Section 118 (c) of WIA*, to make available copies of the proposed Local Plan to the public through such means as public hearings AND local news media AND to allow members of the Local Board and members of the public, including representatives of business and representatives of labor organizations, to submit their comments.
 - b. Attach a copy of a certification of publication for each public notice published. **ALSO** attach a list showing dates and locations of public hearings held. These attachments should be labeled “**ATTACHMENT A**” and inserted in Section V of the Plan.
 - c. Respond here to comments received from the public during the 30 day review period. Indicate how the Local Area is dealing with any expressed concerns.
 - d. Attach a copy of all comments received which were in disagreement with the plan. These attachments should be labeled “**ATTACHMENT B**” and inserted in Section V of the plan.

II. LOCAL AREA GOVERNANCE

A. ROLES, RESPONSIBILITIES, RELATIONSHIPS

1. Chief Local Elected Official(s)

- a. Describe the role of the Chief Local Elected Official(s) in the governance and implementation of WIA in the Local Area (including oversight responsibilities).
- b. Describe the collaborative process for decision making by Chief Local Elected Officials if the Local Area consists of more than one unit of local government.
- c. For a Local Area with more than one unit of local government, attach a copy of the agreement between the Chief Local Elected Officials concerning Workforce Investment Act governance. This attachment should be labeled “**ATTACHMENT C**” and inserted in Section V of the plan. If not applicable, insert a page so indicating (labeled “**Attachment C**”).
- d. Describe the relationship between the Chief Local Elected Official(s) and the Local Board.
- e. Describe the process used by Chief Local Elected Official(s) to solicit and select members of the Local Board.
- f. **EITHER:**
 - (1) Attach a copy of the agreement between the Local Board and the Chief Local Elected Official(s).

This attachment should be labeled “**ATTACHMENT D**” and inserted in Section V of the Plan.

OR:

- (2) Attach a statement (as a temporary “**Attachment D**”) describing the process by which a Local Board/Chief Local Elected Official Agreement will be developed; list the key issues to be included in said agreement, and indicate the date by which a signed copy of the agreement will be submitted to the State for inclusion in the plan. Please note that funds can not be released in the absence of a Local Board/Chief Local Elected Official Agreement.
- g. Inasmuch as the federal regulations encourage inclusion of local TANF (Temporary Assistance to Needy Families) agencies as an optional local One-Stop partner, please indicate, how/if the local TANF agency will be involved in the local One Stop system.

2. LOCAL WORKFORCE INVESTMENT BOARD (LOCAL BOARD)

- a. Describe the process for convening and organizing the Local Board.
- b. Describe the role of the Local Board in:
 - (1) developing and submitting the Local Plan
 - (a) this year
 - (b) future years
 - (2) selecting One-Stop operators
 - (3) selecting providers of youth activities
 - (4) identifying eligible providers of training services
 - (5) identifying eligible providers of intensive services
 - (6) developing the Local Board's administrative budget
 - (7) directing the disbursement of funds by the local Fiscal Agent
 - (8) soliciting grants and donations
 - (9) providing program oversight for:
 - (a) youth activities
 - (b) employment and training activities (under *Section 134* of WIA)
 - (c) One-Stop delivery system (including continuous improvement efforts)
 - (10) negotiating local performance measures
 - (11) assisting the Governor in developing the statewide employment statistics system
 - (12) coordinating workforce investment activities with economic development strategies and developing other employer linkages
 - (13) promoting the participation of private sector employers in the statewide workforce investment system
 - (14) ensuring the effective provision of connecting, brokering and coaching activities to assist employers in meeting hiring needs
 - (15) meeting the "Sunshine Provision" of the Workforce Investment Act [*Section 117(e) of WIA*]

- c. Describe how the Local Board will be staffed, the functions of the staff and the related reporting structures.
- d. Describe the process for dealing with actual and perceived conflicts of interest by Local Board members.
- e. **EITHER:**
 - (1) Attach a copy of the Local Board's By-laws showing date enacted. This attachment should be labeled "**ATTACHMENT E**" and inserted in Section V of the plan,
- OR:**
 - (2) Attach a statement (as a temporary "**ATTACHMENT E**") describing the process by which the Local Board's By-laws are to be developed; list the key issues to be included and indicate the date by which a signed/dated copy will be submitted to the State for inclusion in the plan.

3. YOUTH COUNCIL

- a. Describe how the Youth Council coordinates and interacts with the Local Board, Chief Local Elected Official(s), and other partners.
- b. Describe how the Youth Council will carry out its functions including recommending eligible providers and conducting oversight, coordinating youth activities, and other appropriate duties.
- c. Discuss how the Youth Council provides leadership to the local youth programming system (ensure business input).
- d. Describe how responsibilities for oversight, monitoring and corrective action for the Local Area's youth programs are addressed by the Youth Council.

III. LOCAL AREA SERVICE DELIVERY STRATEGIES

A. ONE-STOP SYSTEM

1. Partners

- a. Discuss the actions that have been taken to establish the local One-Stop system prior to WIA implementation.
- b. Provide a brief description of the One-Stop delivery system in your Local Area including a description of how resources and staffing will be pooled to provide comprehensive services as well as the locations at which services will be provided.
- c. Describe the intended roles of the required and optional partner(s) in the One-Stop system. Realizing that partner roles may still be under negotiation, provide, to the extent possible, a broad description of the roles, and the local vision for how the partners will work together to provide services to the customers of the One-Stop system.
- d. Describe the consultation process between the Chief Local Elected Official(s) and the Local Board in the event additional partners are desired or conflicts arise.
- e. Describe how the One-Stop system will ensure the continuous improvement of eligible providers of services and ensure that such providers meet the employment and training needs of employers, workers, and job seekers in the Local Area.

2. Operator

- a. Describe the process that was used to select the One-Stop Operator within the Local Area. Identify whether the designation was the result of a competitive selection process or an arrangement between the Local Board and a consortium of at least three of the mandated partners.
- b. Identify the One-Stop Operator at each site within the Local Area. If the operator has not been selected, identify the process that will be used for selection within the Local Area and the target date for that designation.

3. Access/Referrals

- a. Define what “access” means within your local One-Stop system. Describe how access to appropriate services from each of the partners will be achieved (e.g. telephone or paper referral, technology links, out stationing of staff, cross training of staff, etc.) within your One-Stop system, and through your One-Stop center(s).
- b. Describe the process for making referrals and conducting follow-up to determine that appointments are kept and services are provided. What are the guidelines for determining when referrals are appropriate or necessary? Include a description of the case management system. If not centralized, how will the partners determine case management responsibilities?
- c. How will services be made available within the Local Area to individuals who do not have easy access to a comprehensive One-Stop center?

4. Memoranda of Understanding (MOUs)

- a. As required in *Section 121(c)* of the WIA statute, MOUs must be developed between the Local Board and each of the One-Stop partners concerning the operation of the One-Stop delivery system in the Local Area. A copy of each of these MOUs must be attached, labeled as “**Attachment F**” and inserted in Section V of the Plan.
- b. A copy of the cost allocation plan developed by the Local Board and the One-Stop partners must be included in or attached to each MOU.
- c. MOUs will specify which partners will provide which specific core, intensive and/or support services.

5. Services

a. Core

Identify each of the Core Services to be provided through the One-Stop system. Indicate whether these services are informational, self accessed, or staff assisted. Identify to which partner(s) these services are attributable and how coordination among partners will be achieved for those services that are shared. A matrix is an acceptable format to utilize in meeting this requirement.

b. Intensive

Identify each of the Intensive Services that will be made available through the One-Stop system. Indicate the partner(s) to which these services are attributable. A matrix is an acceptable format to utilize in meeting this requirement.

For those Adult and Dislocated Worker funded intensive services not being provided directly by the One-Stop operator, describe the procedure for procurement of these providers in accordance with *Section 134(d)(3)(B)(ii)* of WIA.

c. Training

Define each of the training services that will be made available through the One-Stop system.

Describe how the Local Board will maximize customer choice in the selection of training activities.

Describe the process used by the Local Board to include providers on the eligible provider list for training services (application procedure). Discuss the process for maintaining and making available the eligible provider list.

Describe the information included in the consumer reports on eligible providers for the Local Area. Indicate any additional, verifiable, program specific performance information being required by the Local Board.

d. Individual Training Accounts (ITAs)

Provide a description of the locally developed ITA system including any limitation (dollar amount, duration, etc.) to be placed on the ITA.

Provide a description of any policy and/or procedures established to ensure that any exception to the use of ITAs is consistent with the exceptions contained in WIA at *Section 134(d)(4)(G)(ii)*.

Provide a description of any policy or procedures, in place or to be developed, to be used to competitively award grants and contracts for training activities and services other than ITAs, and the estimated level of use.

Provide a description of the payment arrangements between the Local Board and the eligible providers of training services for ITAs.

e. Support Services

Define each of the Support Services that will be made available through the One-Stop system (e.g. transportation, childcare, needs related payments, etc.). Identify which partners will provide which services.

B. CUSTOMER SERVICE STRATEGY

1. Business

There is an increasing awareness of the importance of the business community as customers in the workforce investment system. Provide a general description of how services will be delivered to businesses in the Local Area as they relate to the following:

- a. Incumbent Worker Training - While there is not a statutory requirement for services to this population, New York State has placed a special emphasis on incumbent workers. Describe what services will be provided to current employees of local businesses (i.e., skills upgrade, retention etc.).
- b. Recruitment - Describe the services available to businesses in recruitment of new employees. List all services available including those that go beyond the normal job posting, matching and referral procedures.
- c. Labor Market Information(LMI) - List the resources available to provide LMI to local businesses based on their needs as listed in Section I(B), "Employer Needs."
- d. Other Business Services - List any other services to businesses and a description of how those services will be delivered.

2. Job Seekers

Provide a description of the adult worker employment and training activities to be made available in the Local Area. This description should indicate how the proposed activities will help meet the goals and needs identified in Section I, Local Vision and Goals. The service activities provided must be consistent with those described in Section III(A)(5), One-Stop System Services. Also, provide planned registrants by level of service (core, intensive, and training). How will technology be used to enhance service delivery?

3. Dislocated Workers

Provide a description of the dislocated worker employment and training activities to be made available in the Local Area. This description should indicate how the proposed activities will help meet the goals and needs identified in Section I, Local Vision and Goals. The service activities provided must be consistent with those described in Section III(A)(5), One-Stop System Services. Also, provide planned registrants by level of service (core, intensive, and training).

- a. Rapid Response - Provide a description of how the Local Board expects to coordinate local activities with statewide rapid response activities.

4. Youth

Describe the Local Area's strategy for providing comprehensive services to eligible youth and indicate how those services will meet the goals and needs identified in Section I, "Local Vision and Goals." Your description of youth activities should include descriptions of:

- a. key design components of the youth program (i.e., objective assessment, linkages, preparation for post secondary educational opportunities)
- b. incorporation of the ten required youth program elements (i.e., tutoring, study skills training; alternative secondary school offerings; paid and unpaid work experiences; occupational skills training; supportive services; etc.)
- c. means by which successful providers of these youth activities will be identified by the Local Board
- d. mechanisms for coordinating the youth program with other youth programs
- e. criteria used by the Local Board in awarding grants for youth activities
- f. number of planned enrollments by service type (i.e., summer, year-round, in school, out-of-school)
- g. established links with adult services to assure smooth transitioning of older youth to adult services
- h. plans to assure compliance with the statutory 30 percent expenditure requirement for out-of-school youth.

C. ACCOUNTABILITY

1. Reporting and Record Keeping

- a. Identify the systems that will be used to capture required reporting information, assure accurate tracking, maintain individual training plan records, and provide overall case management.
- b. Describe how information will be shared among partners.
- c. Discuss record availability to the public, standardization, confidentiality, and retention.

2. Monitoring

- a. Describe systems to ensure solid oversight and monitoring of administrative and programmatic systems and activities.
- b. Describe oversight and monitoring roles and responsibilities, (both internal and with service providers) including areas such as documentation, regular evaluation of data and systems, appropriate policies and procedures, customer feedback evaluation, corrective actions and dealing with non-compliance.

3. Procurement

- a. Describe the Local Area's procurement process for any administrative or customer services or training not covered by Individual Training Accounts.

4. Fiscal Checks and Balances

- a. Describe systems that ensure fiscal control and timely accountability (both internally externally).

5. Performance Standards

- a. Provide negotiated levels of performance for the Local Area on each of the performance measures in the table below.
- b. Discuss goals and planned capacity building for continuous improvement of eligible service providers and the One-Stop system.

<u>Performance Measure</u>	<u>Negotiated Level of Performance</u>
Adult	
Entered Employment Rate	_____
Employment Retention Rate	_____
Average Earnings Gain	_____
Credential Attainment Rate	_____
Dislocated Workers	
Entered Employment Rate	_____
Employment Retention Rate	_____
Earnings Replacement Rate	_____
Credential Attainment Rate	_____
Older Youth (19-21)	
Entered Employment Rate	_____
Employment Retention Rate	_____
Average Earnings Gain	_____
Credential Attainment Rate	_____
Youth	
Skill Attainment Rate	_____
HS Diploma/GED Attainment Rate	_____
Placement and Retention Rate	_____
Customer Satisfaction	
Customer Satisfaction Score of Employers	_____
Customer Satisfaction Score of Participants	_____

IV. IDENTIFICATION, SIGNATURES, COMPLIANCE AND ASSURANCES

A. GOVERNMENTAL UNITS, GRANT RECIPIENT AND FISCAL AGENT:

1. List the names of each of the units of general local government (Counties, Cities, etc.) which make up the Local Area and indicate the entity that has been designated as the Grant Recipient under WIA (Title I):

NAME	WIA GRANT RECIPIENT	
	YES	NO
1.		
2.		
3.		
4.		
5.		
6.		

A separate signature sheet (IV-C) is required for each unit of government listed.

2. Indicate the entity (if any) designated as the local “**Fiscal Agent**,” to assist in the administration of the grant funds:

(Name of Entity Designated as Fiscal Agent)

3. Indicate the entity (if any) designated as the local “**Grant Subrecipient**” to assist in the administration of the grant funds:

(Name of Entity Designated as Grant Subrecipient)

**B. SIGNATURE SHEET – WORKFORCE INVESTMENT BOARD
COMPREHENSIVE FIVE-YEAR LOCAL PLAN
(JULY 1, 2000 – JUNE 30, 2005)**

In compliance with the provisions of the Workforce Investment Act of 1998 (the Act), federal regulations and planning guidelines and instructions developed by the Governor, this Comprehensive Five-Year Local Plan is being submitted jointly by the local Workforce Investment Board and the respective Chief Local Elected Official(s).

By signing below, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as with other applicable state and federal laws, regulation and policies
- affirm that the composition of the local Workforce Investment Board has been certified by the State (or that a corrective action plan to assure timely certification has been approved)
- affirm that the local Workforce Investment Board has participated in the development of this Comprehensive Five-Year Plan and has authorized its submittal jointly with the respective Chief Local Elected Official(s).

_____	_____	
(Date)	(Signature of Chair of Local Board)	
Prefix:		
? Mr.		
? Ms.		
? Other _____	_____	
(specify)	(Typed Name of Chair of Local Board)	

	(Name of Local Board)	

	(Mailing Address, part 1)	

	(Mailing Address, part 2)	

(City)	(State)	(ZIP + 4)
_____	_____	_____
	(Phone)	

**C. SIGNATURE SHEET – CHIEF LOCAL ELECTED OFFICIAL
COMPREHENSIVE FIVE-YEAR LOCAL PLAN
(JULY 1, 2000 – JUNE 30, 2005)**

In compliance with the provisions of the Workforce Investment Act of 1998 (the Act), federal regulations and planning guidelines and instructions developed by the Governor, this Comprehensive Five-Year Local Plan is being submitted jointly by the local Workforce Investment Board and the respective Chief Local Elected Official(s).

By signing below, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as with other applicable state and federal laws, regulations and policies
- affirm that the Grant Recipient possesses the capacity to fulfill all responsibilities for safeguarding funds received
- affirm that the composition of the local Workforce Investment Board has been certified by the State (or that a corrective action plan to assure timely certification has been approved)
- affirm that the indicated Chair of the local Workforce Investment Board was duly elected by that Board

(Date)	(Signature of Chief Local Elected Official)
Prefix:	
? Mr.	
? Ms.	
? Other _____	
(specify)	(Typed Name of Chief Local Elected Official)
	(Title of Chief Local Elected Official)
	(Name of Unit of Local Government)
	(Mailing Address, part 1)
	(Mailing Address, part 2)
	_____, New York _____
	(City) (ZIP + 4)

NOTE: A separate signature sheet (IV-C) is required for each Chief Local Elected Official.

D. ONE-STOP PARTNERS

Provide the following information (as appropriate) where indicated below:

- Name of organization/entity that represents each respective category/program as a One-Stop partner.
- If MOU is attached, as “**Attachment F,**” check box so indicating.
- If MOU is pending, show date MOU is anticipated to be submitted for inclusion in plan. Please note that Local Plan can not be approved and funds can not be released until all MOUs are signed and submitted.
- If organization/entity is represented by a member on the Local Board, check box so indicating.

CATEGORY	NAME OF ORGANIZATION/ENTITY	MOU ATTACHED	DATE MOU DUE	WIB MEMBER?
WIA Adult Program*				
WIA Dislocated Worker Program*				
WIA Youth Program*				
Youth Opportunity Grants*				
Job Corps*				
Native American Programs*				
Migrant and Seasonal Farmworker Programs*				
Veterans' Workforce Investment Program II*				
Wagner-Peyser Program (State Employment Service)*				

CATEGORY	NAME OF ORGANIZATION/ENTITY	MOU ATTACHED	DATE MOU DUE	WIB MEMBER?
Adult Education and Literacy Activities*				
Vocational Rehabilitation Programs Under Title I of the Rehabilitation Act of 1973*				
Welfare-to-Work Grants Program Under Section 403(a)(5) of SSA*				
Senior Community Service Employment Program Under Title V of Older Americans Act*				
Post-Secondary Vocational Education Activities Authorized Under The Carl D. Perkins Vocational and Applied Technology Education Act of 1965*				
Trade Adjustment Assistance and NAFTA Under the Trade Act of 1974*				
Veterans' E&T Services Under Chapter 41 of Title 38, United States Code*				
E&T Services Under Community Services Block Grant Act*				
E&T Activities Under HUD*				
Unemployment Insurance*				
TANF				
Other				

*Required if in Local Area. If organization does not exist locally, so indicate.

E. CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG FREE WORKPLACE REQUIREMENTS

Background: Federal regulations require that all Grant Recipients and subrecipients obtain certifications regarding Lobbying, Debarment, Suspension and Drug-free Workplace.

The form, “GM 50 (1-92)” has been provided to accommodate this requirement. Grant Recipients may want to refer to the specific federal regulations cited on the form, prior to signing it.

In order to avoid potential liabilities, the New York State Department of Labor, Grant Recipients for Local Workforce Investment Areas under WIA, and subrecipients must each obtain signed certifications from their prospective sub-tier grantees prior to approving a grant or contract.

Action:

1. A copy of form GM50 (1-92) must be signed by the Local Area Grant Recipient and attached to this plan.

This attachment should be labeled “**Attachment G**” and inserted in Section V of the plan.

2. Local Areas must require signed certifications from their respective subrecipients/contractors **and** must retain these certifications for review by authorized representatives of the New York State Department of Labor.

V. INDEX TO PLAN ATTACHMENTS

A. Public Hearings and Public Notices

B. Public Comments in Disagreement

(Please indicate # of responses attached) _____

C. Agreement Between Chief Local Elected Officials
(if more than one unit of local government is represented
in Local Area)

(Please check if not applicable) ?

D. Agreement Between Local Board and Chief
Local Elected Official(s)

E. By-laws of Local Board

F. Memoranda of Understanding
(Please list below and attach MOUs)

G. Certification Regarding Lobbying, Debarment, etc.

H. Other (Specify)