Local Plan

For Oyster Bay-North Hempstead-Glen Cove Workforce Investment area

July 1, 2012 - June 30, 2013

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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;*

1. Based on consultation with your Labor Market Analyst and a review of your Regional Economic Development Council’s (REDC) Five-Year Strategic Plan, describe the current and projected employment opportunities in your local area and region. Provide a priority ranked list of the local area’s demand occupations for PY 2012 that includes O\*NET codes and job titles.

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| According to the NYSDOL publication entitled "Significant Industries – A Report to the Workforce Development System – Long Island Region – 2011", seventeen industries are highlighted as significant for the Long Island Region. Of these, the following industry sectors are likely to be key to the future economic growth of the region: construction; manufacturing; trade; transportation and utilities; financial activities; professional and business services; health care; and leisure and hospitality.  Long Island has been experiencing some slowdown in job growth in the second quarter of 2012, having added only 5,700 jobs per month in April through June. The good news is that higher-paying sectors such as financial activities and professional and business services continue to add jobs at a rapid clip.  According to New York State Department of Labor long-term industry employment projections (2008-2018), health care and social assistance, professional and business services, educational services, and accommodation and food services are expected to add the most jobs. In addition, Long Island’s Regional Economic Development Council has placed an emphasis on developing a STEM (Science, Technology, Engineering, and Mathematics) workforce as well as investing in advanced manufacturing industries, including pharmaceutical manufacturing.  The occupations with a very favorable or favorable outlook and at least 50 openings per year can be divided up into important categories:  Health Care and Social Services:  SOC Code Job Title Annual Average Openings  31-1011 Home Health Aides 800  29-1111 Registered Nurses 770  31-1012 Nursing Aides, Orderlies & Attendants 350  29-2061 Licensed Practical and Vocational Nurses 280  29-1069 Physicians and Surgeons, All Other 200  31-9092 Medical Assistants 160  31-9091 Dental Assistants 140  29-2052 Pharmacy Technicians 130  21-1093 Social and Human Service Assistants 130  29-1123 Physical Therapists 110  29-1051 Pharmacists 100  11-9111 Medical and Health Services Managers 90  29-2021 Dental Hygienists 80  21-1021 Child, Family and School Social Workers 70  19-3031 Clinical, Counseling, and School Psychologists 70  29-1127 Speech-Language Pathologists 70  29-1021 Dentists, General 60  29-1071 Physician Assistants 60  29-2034 Radiologic Technologists & Technicians 60  21-1022 Healthcare Social Workers 50  29-2011 Medical and Clinical Laboratory Technologists 50  29-2071 Medical Records and Health Info Technicians 50  19-1042 Medical Scientists, Except Epidemiologists 50  43-6013 Medical Secretaries 50  21-1023 Mental Health and Substance Abuse Social Workers 50  21-1029 Social Workers, all other 50  Professional and Business Services/STEM:  SOC Code Job Title Average Annual Opening  13-2011 Accountants and Auditors 380  15-1081 Network Systems and Data Communication Analysts 150  49-3023 Automotive Service Technicians and Mechanics 140  41-3031 Securities, Commodities & Financial Svs Sales Agents 110  15-1041 Computer Support Specialists 100  15-1021 Computer Programmers 90  19-4021 Biological Technicians 70  15-1051 Computer Systems Analysts 70  49-9021 Heating, Air Conditioning Mechanics & Installers 70  13-2052 Personal Financial Advisors 60  49-3021 Automotive Body and Related Repairers 60  17-2051 Civil Engineers 60  19-4099 Life, Physical, and Social Science Technicians, Other 60  11-3021 Computer and Information Systems Managers 50  15-1031 Computer Software Engineers, Applications 50  Accommodation and Food Services:  SOC Code Job Title Average Annual Openings  35-3031 Waiters and Waitresses 1,170  35-3021 Combined Food Prep & Serving Workers 550  35-2021 Food Preparation Workers 440  35-2014 Cooks, Restaurant 210  37-2012 Maids and Housekeeping Cleaners 170  35-9011 Dining Room and Cafeteria Attendants & Bar. Help. 160  35-9031 Hosts and Hostesses, Restaurant, Lounge, Coffee Shp 140  35-2011 Cooks, Fast Food 100  35-1012 First-Line Supervisors of Food Prep & Serving Workers 100  35-2012 Cooks, Institution and Cafeteria 70  35-3041 Food Servers, Nonrestaurant 60  11-9051 Food Service Managers 60  The Education sector also includes a total of 14 occupational areas with average annual openings of 50 or more, however, it is not a priority of the WIB in the short-term, given the current employment situtation in local school districts, which includes widespread layoffs. |

1. Explain how your demand list was shaped. Describe the data source(s) used to develop/support your demand list.

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| The demand list was developed by the Labor Market Analyst, based on the New York State Department of Labor long term occupational projections (2008-2018) for the Long Island Region and the plans of the Long Island Regional Development Council. |

1. Identify the job skills/credentials that are needed to obtain such employment opportunities, and the education and training resources that exist in your area/region to assist individuals to obtain these skills. Training options such as on-the-job training, ITAs, customized training and contracted training should be discussed where relevant. If there are not sufficient training providers on the ETPL to meet articulated training needs, please describe the steps your area/region is taking in conjunction with business leaders and education and training providers to address this deficit.

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| The local area has identified training programs/certifications for demand occupation/skill areas. Listed training programs are available for funding through WIA Individual Training Accounts (ITAs), except as noted.  HEALTH CARE AND SOCIAL SERVICES  Home Health Aides - Home Health Care Aide and Personal Care Aide training is available through LWIA area Home Health Care employers including, but not limited to: Aides at Home Inc., Attentive Care Inc., Bestcare Inc., New York Nursing Care Inc., Recco Home Healthcare, UtopiaHome Care Inc., Long Island Care at Home Ltd. (not available through ITAs)  Registered Nurses - Nursing RN Program, Nassau Community College; BS Nursing, Farmingdale State College; AS Nursing, Farmingdale State College; School Nurse Training Program, Molloy College; Pediatric Nursing Series, Mulloy College; NCLEX State Board Review, Molloy College RN Refresher Program, Molloy College; Updated Nursing Skills Workshop Series, Molloy College; Nursing Professional Skills Training, Molloy College  Nursing Aides, Orderlies, and Attendants - Certified Nurse Assistant, LIEOC; Certified Nursing Assistant, Nassau BOCES; Administering Electrocardiograms, Molloy College; Phlebotomy, Molloy College; Phlebotomy, Hunter Business School; Nursing Assistant, Access Careers, Electrocardiograph Technician, Nassau BOCES; Phlebotomy, Nassau BOCES  Licensed Practical and Licensed Vocational Nurses - LPN Program, Nassau Community College, LPN Program, Farmingdale State College (program is also provided through VEEB, but is not provided through ITAs)  Physicians & Surgeons - Requires M.D or D.O. Degree (not available through ITA)  Medical Assistants - Medical Administrative Assistant, Molloy College; Medical Assistant, Access Careers; Administrative Medical Assistant, Hunter Business School, Medical Assistant, Hunter Business School; Medical Assistant, Nassau BOCES  Dental Assistants - Dental Assisting, Nassau BOCES  Pharmacy Technicians- Pharmacy Technician, Access Careers; Pharmacy Technician, LIEOC; Pharmacy Technician, Nassau BOCES  Social and Human Service Assistants - Requires high school and short-term on the job training (not available)  Physical Therapists - Requires Doctoral Degree and Physical Therapy and State License (not available through ITAs) Related courses include Physical Therapy Assistant, Nassau Community College  Pharmacists - Requires Doctor of Pharmacy Degree (not available through ITAs)  Medical and Health Services Managers - various courses through area colleges  Dental Hygienists - Associates Degree in Dental Hygiene, Farmingdale State College. Related courses include Dental Assisting, Nassau Community College  Child, Family and School Social Workers - various courses through area colleges  Clinical, Counseling and School Psychologists - Requires Doctor of Psychology Degree (not available)  Speech-Language Pathologists - Requires Masters Degree. Bachelors Degree and Masters Degree programs available in Speech Language Hearing Sciences at Hofstra University. (ITA may be issued if limited courses are required to complete degree.)  Dentists, General - Requires D.D. S. Degree (not available through ITAs)  Physician Assistants - Physician Assistant Bachelors and Masters Degree Programs, Hofstra University. (ITA may be issued if limited courses are needed to complete degree.)  Radiologic Technologists and Technicians - Radiation Therapy Technology, Nassau Community College; Radiologic Technology, Nassau Community College  Healthcare Social Workers - Requires Masters Degree and License (not available through ITAs)  Medical and Clinical Laboratory Technologists - Medical Laboratory Technology, Nassau Community College; Medical Laboratory Technology, Farmingdale State College  Medical Records and Health Information Technicians - Certified Coding Specialist, Molloy College; Health Care Billing/Hospital Billing, Molloy College; Medical Administrative Assistant, Molloy College; Medical Billing/Medical Manager, Nassau BOCES; Medical Billing Clerk, Access Careers; Office Technology-Medical Certificate, Nassau Community College; Health Care Information Technology, Hofstra University  Medical Scientists, Except Epidemiologists - Requires Doctors Degree (not available through ITAs)  Medical Secretaries - Administrative Medical Assistant, Hunter Business School; Computerized Medical Practice Management, Hunter Business School  Mental Health and Substance Abuse Social Workers - Requires Masters Degree and License (not available) Related courses include Addiction Studies Certificate (CASAC), Molloy College; Health Sciences and Human Services Degrees, Hofstra University (ITA may be issued if limited courses are needed to complete program)  Social Workers, all other - Requires Masters Degree and License (not available through ITA)  PROFESSIONAL AND BUSINESS SERVICES/STEM  Accountants and Auditors - Computerized Accounting Certificate, Hunter Business School; Accounting Pro-Pack, Access Careers; CPA Review, Hofstra University; Certified Financial Planner, Hofstra University; individual courses, QuickBooks, Excel (various schools)  Network Systems and Data Communication Analysts - CCNA and CISCO Certification, NetCom Learning; Network+ Certification, NetCom Learning; Networking Specialist, Access Careers; Network +, Access Careers  Automotive Service Technicians and Mechanics - Auto Mechanics I, II, III, IV, Nassau BOCES; Basic Car Stereo and Electronic Installations, Nassau BOCES  Securities, Commodities and Financial Services Sales Agents - Requires Bachelors Degree, MBA preferable (not available through ITAs)  Computer Support Specialists - A+ Technician, Access Careers; A+ and Network + Certification, NetCom Learning  Computer Programmers - Web Design and Development Certificate, Hofstra University; Object-Oriented Programming Certificate, Hofstra University, Database Design and Development Certificate, Hofstra University; Programming Specialist, Access Careers; .Net, Access Careers, Introduction to Oracle, Access Careers; Oracle Database Administration, Access Careers; UNIX, Access Careers; Java/SCIP Boot Camp, NetCom Learning; Microsoft Dynamics, NetCom Learning; Programming in C#, NetCom Learning  Biological Technicians - Requires Bachelors Degree in Biology and Laboratory Experience (not available through ITAs)  Computer Systems Analysts - Requires Bachelors Degree in Computer Science (not available) Related courses are available at Hofstra University, NetCom Learning and other schools.  Heating, Air Conditioning Mechanics & Installers - HVAC/R, Electrical Training Center; Basic Designing and Installing Solar Photovoltaic System, Electrical Training Center; Basic Design and Installation of Solar Phtovoltaic Systems, New York Institute of Technology; Gas Burner, Nassau BOCES; Oil Burner, Nassau BOCES; Refrigeration & Air Conditioning, Nassau BOCES; Sustainable Building Advisor Certificate, New York Institute of Technology  Personal Financial Advisors - Certified Financial Planner, Hofstra University; Financial Planning, Molloy College; Financial Planning Certificate, C.W Post  Automotive Body and Related Repairers - Auto Collision I, II, Nassau BOCES  Civil Engineers - Engineering Degree (not available through ITAs) Related courses include Professional Development for Engineers-Certificate Programs, New York Institute of Technology  Life, Physical, and Social Science Technicians, Other - Many employers prefer applicants who have at least 2 years of specialized training or an associate's degree in applied science or science-related technology. Because employers' preferences vary, however, some science technicians have a bachelor's degree in chemistry, biology, or forensic science or have taken several science and math courses at 4-year colleges. Various courses are available at area colleges.  Computer and Information Systems Managers - Bachelors Degree in Computer Science (not available through ITA) Related courses are available at Hofstra University and NetCom Learning.  Computer Software Engineers, Applications - Microsoft Certified Systems Engineer, Access Careers  ACCOMMODATION AND FOOD SERVICES  Waiters and Waitresses - Requires on the job training (not available in this occupation)  Combined Food Preparation and Serving Workers - Professional Cooking with Internship, Star Career Academy; Commercial Cooking with Internship, Star Career Academy; Food Service (Intensive Support), Nassau BOCES; Culinary Institute Program, Nassau BOCES (programs include preparation for the ServeSafe and Nassau County Board of Health examinations)  Food Preparation Workers - see above  Cooks, Restaurant - see above  Maids and Housekeeping Cleaners - Industrial Housekeeping (Intensive Support), Nassau BOCES  Dining Room and Cafeteria Attendants and Bartending Help - Requires on the job training (not available in this occupation)  Hosts and Hostesses, Restaurant, Lounge, Coffee Shop - Requires on the job training (not available)  Cooks, Fast Food - (see Combined Food Preparation and Serving Workers, above)  First-Line Supervisors of Food Preparation and Serving Workers - see above  Cooks, Institution and Cafeteria - see above  Food Servers, Nonrestaurant - Food Services (Intensive Support), Nassau BOCES  Food Service Managers - Food Service Administration, Nassau Community College; Food Service Technology, Nassau Community College |

1. Describe any regional or sector-based training initiatives in which your local area is involved or is planning to be involved during PY 2012. Explain how these initiatives have influenced or shaped the demand occupation list provided under question 1.

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| The Regional Economic Development Council has placed an emphasis on developing a STEM (Science, Technology, Engineering and Mathematics) workforce. Accordingly, the demand occupation list includes a section on STEM occupations, as developed by the Long Island Labor Market Analyst.  As described in the Long Island Regional Plan for the Workforce Development One-Stop System, the strategy of the region will be to construct the Workforce Innovation Network (WIN), a broad-based partnership including the 3 Long Island WIBs, Suffolk Community College, New York Institute of Technology, Farmingdale State College, Stony Brook University, Stony Brook University, Long Island Forum for Technology, Long Island Works Coalition, Winthrop University Hospital, North Shore-LIJ Health System, and Brookhaven Lab. The project will assist in the transformation of the Long Island economy through a dual strategy of worker skill training and entrepreneurial development, and seek to provide increased opportunities for youth and adult job seekers to gain qualifications for STEM-related jobs. |

# 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;*

Please complete Table 1 entitled “[Performance Indicators](#_Performance_Indicators)” on page 7. In order to use the hyperlinks in the document, hold CTRL and click the link to go to the corresponding chart. To return to the question, hold CTRL and click on the chart title.

1. Has the local area achieved greater than 100% of any goals during PY11?

Yes  No

1. If so, please describe the goals that were exceeded.

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| The following goals were exceeded during PY11:  - Percentage of Staff Assisted Participants with Initial Assessments  - PY11 Training Participants with IEP (Individual Employment Plan)  - Serving 95% of the top 50 Businesses posting Job Openings in OSOS Job Bank each month  - Adult Entered Employment Rate  - Adult Average Earnings  - Dislocated Worker Entered Employment Rate  - Dislocated Worker Employment Retention Rate  - Dislocated Worker Average Earnings  - Youth Placement in Employment or Education  - Youth Attainment of a Degree or Certificate  - Youth Literacy/Numeracy Gains |

1. Please describe the policies or actions that led to the local area’s success in these areas.

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| The local area works to ensure that each job seeker, whether receiving services as an "Adult", "Dislocated Worker" or "Youth", receives individualized services and has access to the appropriate combination of support services, job search assistance, workshops and training designed to help them attain self-sufficiency. Beginning with the initial assessment, and progressing through intensive and training services, emphasis is placed on one-on-one services with Workforce Specialist staff members.  -Percentage of Staff Assisted Participants with Initial Assessments  The local area follows guidelines in Workforce Development System Technical Advisory #08-4.1 in providing initial assessments to quickly decide which level of services a customer needs: Job Search Ready Services (JSRS) or Career Development Services (CDS). This assessment is made on the same day the customer receives his first staff-assisted service.  - PY11 Training Participants with IEP (Individual Employment Plan)  The local area ensures that all CDS customers who are identified to be in need of training through Comprehensive Assessments work jointly with Workforce Specialists to develop their Individual Training Plans. Individual Employment Plans are conducted in accordance with Workforce Development System Technical Advisory #09-17. Included is information on the customer's occupational goal, the labor market outlook, the knowledge/skills/abilities (using tools such as Job Zone and Prove It!), barriers to employment, the training justification, and the action plan. The local area maintains hard copies of the IEP for each trainee, and enters appropriate data in OSOS: the IEP is case noted in the Comments section of the One-Stop Operating System (OSOS), and the IEP is checked in the appropriate drop down menu in the Activities section.  -Serving 95% of the top 50 Businesses posting Job Openings in OSOS Job Bank each month  Business services representatives work cooperatively with the NYSDOL Regional Business Services staff and the two other Long Island LWIAs to provide coordinated services to area businesses.  - Adult Entered Employment Rate  Workforce Specialists utilize lists of potential exiters to track customers who have not yet obtained employment and provide services as needed.  - Adult Average Earnings  The high Adult Average Earnings for the local region is reflective of the relatively high cost of living and local salary levels.  - Dislocated Worker Entered Employment Rate  Workforce Specialists utilize lists of potential exiters to track customers who have not yet obtained employment as provide services as needed.  - Dislocated Worker Employment Retention Rate  This rate is reflective of the quality of our workforce.  - Dislocated Worker Average Earnings  The high Dislocated Worker Average Earnings for the local region is reflective of the relatively high cost of living and local salary levels.  - Youth Placement in Employment or Education  Youth services are designed to meet the individual needs of youth, including preparation for employment or post-secondary education. Follow-up is conducted to ensure that youth are successfully retaining employment. In addition, services are targeted to out-of-school youth and high school seniors, rather than younger in-school youth.  - Youth Attainment of a Degree or Certificate  Services to out-of-school youth emphasize training components which provide certifications, as well as GED preparation programs. Services to in-school youth assist youth to remain in school in attain a high school diploma.  - Youth Literacy/Numeracy Gains  Programs for out-of-school youth include literacy/numeracy tutoring components. |

1. Describe how the local area plans to continue its success.

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| The local area will continue the current policies that have led to success. |

# 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—*

1. *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 2011 Training” and “PY 2012 Training Projection” 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).

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

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| The following is a list of core, intensive and training services available to Adult and Dislocated Workers in the local area. Individual options and levels of service for each job seeker are based upon Initial Assessment (triage), Comprehensive Assessment and the Individual Employment Plan.  CORE SERVICES  - Orientation  The purpose of the Orientation is to describe and show the full range of services available at the Hicksville and Massapequa Career Centers so that each person will make appropriate choices. Information is also provided on services available through partner agencies of the One-Stop System, as well as community resources and other services (health insurance, Food Stamps, Child Care, etc.) The orientation includes information on Equal Opportunity and Grievance complaint procedures.  - Initial Assessment  This key Core Service is conducted at a meeting with Workforce Specialist following the orientation. It includes an evaluation of the customer's knowledge, skills and abilities to support their employment goal and to identify supportive service needs, based on analysis of information gathered from the customer through the registration form, resume and an interview. The initial assessment provides information for the development of a next step service plan. In accordance with NYS Department of Labor instructions, customers are classified according to the level of service they need: Job Search Ready Services (JSRS) or Career Development Services (CDS). Job Search Ready Services are provided to customers who possess the following: an occupational goal with a favorable labor market outlook; the occupational knowledge, skills and abilities required for the occupational goals; and do not have barriers that prevent obtaining and retaining employment. Included under the heading of JSRS are core services such as Resume Preparation and/or Interviewing Preparation. Career Development Services are provided to customers who do not possess an occupational goal; and/or do not possess the requisite knowledge, skills and abilities to readily find work related to their occupational goal; and/or have barriers to employment; or who have indicated an interest in training.  - Use of the Resource Room  Resource rooms at the Hicksville and Massapequa Career Centers are equipped with computers with internet access, a variety of software (including resume-writing programs), photocopying and faxing services, telephone banks and a career library, as well as job search and labor market information.  - Resume Development  Workforce Specialists assist customers to write and design a resume that gets results. Customers will be shown how to tailor their resumes for firms that use resume scanning software. The SMART 2010 Resume Tool and program helps match Adult and Dislocated Worker customers to job openings.  - Job Search Resources and Job Placement Assistance  Employers throughout our region list diverse job openings with the NYS Department of Labor and with the Workforce Partnership Career Centers, and employers use our facilities to conduct on-site interviews. Workforce Specialists assist customers in a directed job search.  - Tutorials  A broad array of tutorials are available, including Word, Excel, PowerPoint, Access, Outlook, QuickBooks and a typing tutor  - Assessment Tests  Assessment tests are available through Kenexa Prove It!, which is an Internet-based skills assessment program that provides over 1,200 tests for clerical, software, industrial, healthcare, financial and technical job classifications.  - Provision of Information  Included is information regarding: the labor market and economic development, unemployment insurance, job training and employment assistance programs, education programs, civil service announcements, program performance and costs, availability of supportive services in the local area, including child care and transportation.  - Core Workshops  Through Core workshops, customers are able to explore many job search topics in a group setting. Workshops topics include:  resume development and cover letters  preparing a resume for the internet  job search strategies  interviewing techniques  networking  salary negotiations  finances and budgeting  using social media for job search (i.e., LinkedIn, FaceBook)  job search for the older worker  basic computer literacy  INTENSIVE SERVICES  These services are available to adults and dislocated workers who are unemployed, have received at least one core service, are unable to obtain employment through core services, and are determined to be in need of more intensive services to obtain employment, and to adults and dislocated workers who are underemployed, have received at least one core service, and are determined to be in need of intensive services to obtain employment that leads to self-sufficiency. Customers receiving Intensive Services are generally classified as CDS (Career Development Services.)  - Comprehensive Assessments  Comprehensive assessments include diagnostic testing, in-depth interviewing and other assessment tools.    - Development of an Individual Employment Plan  Workforce Specialists work jointly with customers to develop their Individual Employment Plans. Included is information on the customer's occupational goal, the labor market outlook, the customer's knowledge/skills/abilities (using tools such as Job Zone, Prove It!, and O'Net Assessment Tests), barriers to employment, the training justification, and the action plan.  - Counseling and Case Management  Workforce Specialists are available to guide customers through the step-by-step approach to their job search and individual employment plan for entry or re-entry into the workforce.  - Adult Education and Literacy  Classes in English as a Second Language are available in the Hicksville Career Center, or through the network of WIA Title II providers. Adult Basic Education and General Equivalency Diploma Preparation are available through Title II providers.  - Intensive Workshops  Career Exploration  Transferable Skills  Managing Change and Stress  Introduction to Word  Introduction to Excel  Introduction to PowerPoint  TRAINING  These services may be provided to employed, unemployed and underemployed adults and dislocated workers who have met the eligibility requirements for intensive services, have received at least one intensive service, and have been determined to be unable to obtain or retain employment through such services. Any individual approved for training must be classified as CDS (Career Development Services), and must have a completed IEP (Individual Employment Plan.) The individual must have the capabilitity and qualifications to successfully complete the selected training program. All training must be linked to employment opportunities in the local area (see the list of Demand Occupations under Labor Market Overview, above.)  - Classroom Training through Individual Training Accounts (ITAs)  Local workforce area customers who have been identified as being in need of training are required to complete an Application for Training, along with an Occupational Research Form. During this exercise, they investigate the scope of the desired profession, such as typical duties, job mobility, salary range and employment opportunities in the local job market. The customer is also required to contact two employers in the desired field. Completed forms are submitted to the Classroom Training Committee for review. A participant may select any eligible program on the "New York State Eligible Training Providing List" if all other criteria relating to eligibility for training services are met. Training will be selected based on the labor market information, as well as performance and cost data regarding each Training Provider.  - On-the-Job Training (OJT)  Employers who hire OJT participants are reimbursed up to 50% of the individual's training wages during a specified training period. Training is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance on the job. The reimbursement to the employer is based on the extraordinary costs of providing the training and additional supervision related to the training. The training is limited in duration as appropriate to the occupation for which the participant is being trained taking into account the content of the training, the prior work experience of the participant, and the service strategy (Training Plan) of the participant, as appropriate. |

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

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| The Workforce Investment Board provides services to eligible job seekers and employers through the Workforce Partnership One-Stop Operator, which represents a Consortium of partner agencies. Continuous improvement of the Workforce Partnership is achieved in a number of ways.  A Leadership Team, including WIB staff and partner agency leadership meets periodically to review and discuss services to customers and how the system may need to be adjusted to accommodate change.  NYSDOL Common Measure Performance Reports and Customer Service Indicator Performance Reports are analyzed, and procedures are adjusted if necessary.  Workforce Partnership Customer Satisfaction reports for Career Center Services and Workshop Services, which include both numerical evaluations and comments, are reviewed to ensure quality services are provided to our customers. This system enables the WIB to eliminate services due to poor evaluations, and expand other services.  Training schools are also evaluated based on participant interview reports and placement information. Underperforming training institutions do not receive referrals from the One-Stop Centers.  WIB representatives attend regional meetings with business associations to ensure that we are providing training to meet their workforce needs. We also meet with the NYSDOL Business Services Team and confer with the Regional Economist to receive information about skill needs of business sectors.  Through attendance at NYATEP (New York Association of Training and Employment Professionals) conferences, the WIB receives information regarding services that may be of value to job seeker customers in their preparation for employment. We also review information from national workforce organizations with regard to creating new services for our customers, and periodically review websites of other WIBs nationally to see what new and additional services they provide to their customers. |

1. Describe any partnerships that the WIB and One-Stop Operators have developed to improve services to customers in the local area or region.

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| The local WIB is a member of the Executive Committee of Connect Long Island, a regional group which has undertaken a number of initiatives designed to achieve a positive economic transformation in our region. Connect Long Island is comprised of representatives from industry, labor, education and other stakeholders, and is coordinated by the Long Island Forum for Technology. Other members of the Executive Committee include the Hempstead-Long Beach WIB, the Suffolk County WIB, the New York State Department of Labor, the New York State Economic Development and the New York State Education Department - Long Island Regional Adult Education Network.  The three Long Island WIBs hold annual regional meetings for the purpose of expanding on the regionally aligned initiatives already in place, and developing efficient and effective strategies that will help leverage public and private funds on a regional basis.  The WIB is also actively involved with the Regional Economic Development Council, and the WIB Director as a member of the Workforce and Education Workgroup.  The WIB also encourages coordination between business and education, and coordinates presentations to staff from vocational training schools, and colleges in regard to new skills training courses developed to meet the needs of local business.  One-Stop Operator staff also attends meetings with the Hauppauge Industrial Association, Long Island Association, local Chambers of Commerce, and the Long Island Business Services Team. |

## 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 (SPREADSHEET J).

1. Describe the metrics that the WIB uses to determine whether or not a youth provider is successful.

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| The WIB includes planned YOUTH PROGRAM PERFORMANCE BENCHMARKS charts in each of the contracts with youth program provider subrecipients. Charts include, by quarter, carry-in participants, new registrants, total participants, enrollments in activities (employment preparation, GED Training, Certificate Training, ITA Training, basic skills, national work readiness preparation) and goal attainments (employment, post-secondary education, HS Diploma or GED, occupational certificate, ITA certificate, literacy/numeracy gains, military service, and national work readiness credential attainment.) Actual numbers are compared to plan on a quarterly basis, and claims for payments to subrecipients must be accompanied by completed benchmark forms. |

1. Describe the steps that you have taken to address providers that you have determined to be unsatisfactory. Please address each unsatisfactory Youth Provider specifically.

|  |
| --- |
| The local area had four service providers for the PY 2011 program year. Of the four, it was determined that two providers: Westbury PAL (PAL) and the Education and Assistance Corporation (EAC) were unsatisfactory.  EAC (subrecipient)- The determination of unsatisfactory performance was based on the low enrollments, the low number of youth prepared for/taking the National Work Readiness Credential Exam, and the low number of youth receiving certificate training and certifications. The first step taken in response to poor performance was a meeting with the WIB Director, the Youth Coordinator and the EAC Program Operator. The meeting was followed by a series of follow-up phone calls and emails, and finally, a letter stating that the grant was not being renewed for the next WIA program year.  PAL (vendor) - The determination of unsatisfactory performance was based on the financial management of this summer program. The program was discontinued based on the vendor's inadequate claims procedures. |

1. Describe the oversight/support/technical assistance pertaining to the WIA Youth Common Measures that is administered in your local area.

|  |
| --- |
| The Youth Program Coordinator has been managing Common Measure performance since its inception. The local workforce area has passed all Common Measures. Oversight is provided by the WIB. |

1. Describe how youth data is managed in your area. Explain how often data is reviewed and who reviews the data.

|  |
| --- |
| All data pertaining to the youth, active and exited (those within the year of follow-up) is entered into Access tables and any hard copies (diplomas, applications, casenotes sent by subrecipients, resumes, etc.) are kept in files. There are separate Access tables kept for basic information (name, contact information, eligibility, race, lit/num information, some achievements such as GED/diploma and employment), objectives/plan, including time frames, and a hyperlink to casenotes. Casenotes reflecting changes are printed out and are included in the physical file.  Subrecipients are required to provide all data necessary for a complete application, as well as monthly casenotes, hard copies of accomplishments (placements, diplomas, certificates, GEDs, etc). |

## Staff Information

Please complete the charts entitled “PY 2011 FTE Staffing” and “Projected PY 2012 FTE Staffing” located in the attached Budget spreadsheet (Attachment I).

1. Please explain the reasons for any changes between PY2011 and PY2012.

|  |
| --- |
| Not applicable. |

# 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;*

1. 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).

|  |
| --- |
| Services to be contracted out are limited to certain employability and computer literacy workshops as well as specialized professional counseling, which may not be available through the One-Stop System. In addition, the local area contracts out youth employment and training programs.  Below is a description of the competitive bidding process that is used to award grants and contracts.  WIA services are procured on a yearly or biannual basis through a Request for Proposals (RFP) process. Proposals are sought from public or private entities, as well as individuals with demonstrated effectiveness in the delivery of services to job seekers and/or experienced in the delivery of services to youth. RFPs are published in Newsday, posted on The Workforce Partnership website, and mailed to a list of organizations and individuals who are known to provide these services, as well as other interested parties. Proposals are rated according to published review criteria, including cost effectiveness, past record of successful program outcomes, qualifications of staff, etc.  For workshop and professional services proposals, the review process includes applicant interviews, review of sample workshops, either provided on-site at the Career Centers, or at another location. Proposals are reviewed and rated by the Workforce Investment Board.  For Youth Employment and Training services, the review process includes applicant interviews, and review and rating of proposals by the Youth Council as well as the Workforce Investment Board.  All documents relating to the procurements, including the RFP document, proof of public notice, copies of mailing lists, copies of all proposals, copies of rating sheets, acceptance/rejection letters, are maintained by the local area for a period of 6 years. |

# 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.

New York has been granted waivers to certain provisions of the act, which have been extended through Program Year 2011. These waivers can be found in the Technical Advisory located here: <http://labor.ny.gov/workforcenypartners/ta/TA10-191.pdf>

New York State has been granted a temporary extension of its PY 2011 waivers and State Plan. As such, the PY 2011 waivers remain in effect for now. PY2012 waiver requests will be submitted to USDOL as part of the State Plan in September, 2012. The State plans on requesting the same waivers for Program Year 2012, along with other waiver requests that may be suggested. When USDOL gives final approval on the PY 2012 waiver requests, guidance will be provided.

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

|  |
| --- |
| N/A |

# Local Workforce Investment Board Membership

Section 117(b)(1) of WIA authorizes the Governor, in partnership with the State Board, to establish criteria for chief elected officials to follow while appointing members of the local boards. This criterion is explained in Technical Advisory #01-19.1 released by NYSDOL on March 2, 2010. Complete details are found here:

<http://www.labor.ny.gov/workforcenypartners/ta/TA01191LocalGovernance.pdf>

Local Workforce Investment Areas (LWIAs) are advised to review this Technical Advisory as it provides guidance on issues relating to the mandates, obligations and governance role of Local Workforce Investment Boards (LWIBs). In the Technical Advisory, emphasis is placed on language that states LWIBs whose private sector membership drops below 51% can legally transact business only for a period of 90 days. In addition, if a membership category (e.g. organized labor) is not represented due to vacancies, the LWIB can legally transact business for a period of 90 days. Beyond such a 90 day period, any action taken by the LWIB shall be void. Therefore, the importance of maintaining a LWIB that is in full compliance must not be overlooked.

1. Based on the criteria established and described in Technical Advisory #01-19.1, is the LWIB currently in compliance?

Yes  No

1. If the LWIB is not in compliance, what vacancies need to be filled in order to bring the LWIB into compliance?

|  |
| --- |
|  |

1. If the LWIB is not in compliance, what obstacles (if any) may prevent the LWIB from being in full compliance within 90 days? **(Remember, after 90 days any action taken by the LWIB shall be void)**

|  |
| --- |
|  |

Please complete ATTACHMENT K: *List of LWIB Members*, which is a separate file. Use as many pages as necessary.

# 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—*

1. *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;*
2. Is each Memorandum of Understanding for the local area up to date?

Yes  No

1. If not, when will they be updated?

|  |
| --- |
|  |

*WIA §118 (b) The local plan shall include - (8) an identification of the entity responsible for the disbursal 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 tables/attachments. Hard copies of signature pages must be delivered to NYSDOL per the instructions at the beginning of these guidelines.

**TABLE 1: Performance Indicators**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | [Performance Indicators](#_State_and_Local) | | | |
|  | PY 2011 | | PY 2012 | |
|  | Goal | Actual-to-Date | Goal | Planned\* |
| Customer Service Indicators |  |  |  |  |
| Training w/IEP | 95% | 97% | 95% | 95% |
| Init. Assess./Reduce UI Exiters | 95% | 95.9% | 95% |  |
| Serving Business Customers |  |  |  |  |
| * Top 100 highest employ | 95% | 43 | 95% | 95 |
| * Top 50 w/job orders | 95% | 98.2% | 95% | 95% |
| NWRC | 30% | 10% | 30% | 30% |
| Common Measures |  |  |  |  |
| Adult EER | 57% | 57.6% | 57% | 57% |
| Adult ERR | 82% | 81.8% | 82% | 82% |
| Adult Average Earnings | $12,625 | $19,360 | $12,625 | $12,625 |
| DW EER | 51% | 55.8% | 51% | 51% |
| DW ERR | 82% | 84% | 82% | 82% |
| DW Average Earnings | $15,980 | $29,291 | $15,980 | $15,980 |
| Youth Placement | 62% | 79.8% | 62% | 62% |
| Youth Degree/Cert. Attainment | 50% | 66% | 50% | 50% |
| Youth Lit./Num. Gains | 45% | 76.5% | 45% | 45% |

\* By entering a value other than the PY2011 Goal in the PY2012 Planned column, the local area is indicating that it would like to negotiate that goal with NYSDOL. If the local area does not wish to negotiate a certain goal, then enter the PY2011 Goal value into the corresponding PY2012 Planned cell. Initial Assessment will not be negotiated.

ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR

#### Workforce Investment Act Local Plan for

#### Program Year 2012-2013, 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: |  | Signature of Local Board Chair: | | |
| Mr.  Ms.  Other | | Typed Name of Local Board Chair:  Harold B. Mayer, Jr. Esq. | | |
| Name of Board: | | Oyster Bay-North Hempstead-Glen Cove | | |
| Address 1: | | 977 Hicksville Road | | |
| Address 2: | |  | | |
| City: | | Massapequa | | |
| State: | | New York | | Zip: 11758 |
| Phone: | |  | E-mail: | |

**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 B: SIGNATURE OF CHIEF ELECTED OFFICIAL

#### Workforce Investment Act Local Plan for

#### Program Year 2012-2013, 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: |  | Signature of Local Chief Elected Official (CEO): | | |
| Mr.  Ms.  Other | | Typed Name of Local CEO:  John Venditto | | |
| Title of Local CEO: | | | Supervisor, Town of Oyster Bay | |
| Address 1: | | | 54 Audrey Avenue | |
| Address 2: | | |  | |
| City: | | | Oyster Bay | |
| State: | | | NY | Zip: 11771 |
| Phone: | | |  | E-mail: |

**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 C: SIGNATURE OF WIB DIRECTOR

#### Workforce Investment Act Local Plan for

#### Program Year 2012-2013, for Workforce Investment Act Title 1-B

#### and Wagner Peyser Programs

In compliance with the Planning guidelines and instructions developed by the Governor, this Plan 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: |  | Signature of Local WIB Director: |
| Mr.  Ms.  Other | | Typed Name of Local WIB Director:  Frances Mays |
| Name of Board: | | OysterBay-North Hempstead-Glen Cove |

**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:  UNITS OF LOCAL GOVERNMENT

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

|  |  |  |
| --- | --- | --- |
| **Unit of Local Government** | **Grant Recipient** | |
| **Yes** | **No** |
| Town of Oyster Bay |  |  |
| Town of North Hempstead |  |  |
| City of Glen Cove |  |  |
|  |  |  |
|  |  |  |

ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT

*Identify the Fiscal Agent or a Grant Recipient to assist in the administration of grant funds. Provide the names of the agent and/or subrecipient****.***

|  |  |  |
| --- | --- | --- |
| **Entity** | **Fiscal Agent** | |
|  | **Yes** | **No** |
| Town of Oyster Bay, Department of Intergovernmental Affairs |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Entity** | **Grant Subrecipient** | |
|  | **Yes** | **No** |
| Town of Oyster Bay, Department of Intergovernmental Affairs |  |  |
|  |  |  |
|  |  |  |

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:

1. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS**
2. 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.
3. 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.
4. **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.

1. **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: Supervisor, Town of Oyster Bay |
| Date: |