Tompkins

LOCAL PLAN

JULY 1, 2013 - JUNE 30, 2014

NYS DEPARTMENT OF LABOR
PROTECT | ASSIST | CONNECT

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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 NYSDOL's 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 2013 that includes SOC codes and job titles.

Working in consultation with the NYSDOL Regional Labor Market Analyst, the Tompkins Workforce Investment Board has developed a Demand Occupation List that has current opportunities listed. The list can be found at http://www.labor.ny.gov/workforcenypartners/lwia/local-plan-overview.shtm

Matching workforce training with business needs is difficult. The needs are varied and the business community does not speak with one voice. We utilize Labor Market data as well as collect anecdotal data from our local employers, WIB members, business training providers and economic development. Current and projected employment opportunities have remained fairly consistent in the past 10 years. We continue to see growth in Health Care, Education and Finance. The largest industry by far in Tompkins County is Education. In addition, a recent increase in new hotel projects in Tompkins County will see significant growth in Lodging Industry occupations. In the next two years we anticipate an increase of approximately 200 lodging positions as well as approximately 230 related Construction Industry positions.

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

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

The Southern Tier Demand Occupation lists can be found at http://www.labor.ny.gov/workforcenypartners/lwia/local-plan-overview.shtm

3. Identify the job skills/credentials for the occupations that are highest in demand, including those identified as priorities by your REDC. Describe 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.

SOC CODE	Title

15-1041	Computer Support Specialist	Assoc. Degree
17-3023	Electrical and Electronic Engineering Technicians	Assoc. Degree
19-4011	Agricultural and Food Science Technicians	Assoc. Degree
21-1093	Social and Human Service Assistants	Moderate Term OJT
29-1111	Registered Nurses	Assoc. Degree
29-1126	Respiratory Therapists	Assoc. Degree
29-2012	Medical and Clinical Laboratory Technicians	Assoc. Degree
29-2021	Dental Hygienists	Assoc. Degree
29-2052	Pharmacy Technicians	Moderate Term OJT
29-2061	Licensed Practical and Licensed Vocational Nurses	Postsecondary voc.
31-1011	Home Health Aides	Short Term OJT
31-1012	Nursing Aides, Orderlies, and Attendants	Postsecondary voc.
31-2011	Physical Therapy Assistants	Assoc. Degree
31-9091	Dental Assistants	Moderate Term OJT
31-9092	Medical Assistants	Moderate Term OJT
39-9021	Personal and Home Care Aides	Short Term OJT
43-3031	Bookkeeping, Accounting, and Auditing Clerks	Moderate Term OJT
43-3071	Tellers	Short Term OJT
43-6011	Medical Secretaries	Moderate Term OJT
47-2031	Carpenters	Long Term OJT
47-2111	Electricians	Long Term OJT
47-2152	Plumbers, Pipefitters, and Steamfitters	Long Term OJT
49-2094	Electrical & Electronics Repairers, Commercial & Industrial Equipment-Postsecon	
49-3021	Automotive Service Technicians & Mechanics	Postsecondary voc.
49-3042	Mobile Heavy Equipment Mechanics, Except Engines	Long Term OJT
49-9021	Heating, Air Conditioning, &Refrigeration Mechanics & Installers-Postsecondary	

49-9041	Industrial Machinery Mechanics and Installers	Long Term OJT
49-9042	Maintenance and Repair Workers, General	Moderate Term OJT
51-2092	Team Assemblers	Moderate Term OJT
51-4011	CNC Machine Tool Operators, Metal & Plastic	Moderate Term OJT
51-4041	Machinists	Long Term OJT
51-4081	Multiple Machine Tool Setters, Operators, & Tenders, Metal & Plastic	Moderate Term OJT
51-4121	Welders, Cutters, Solderers and Brazers	Postsecondary voc.
53-3032	Truck Drivers, Heavy and Tractor-Trailer	Postsecondary voc.
53-3033	Truck Drivers, Light or Delivery Services	Postsecondary voc.

4. Describe any regional or sector-based training initiatives in which your local area is involved or is planning to be involved during PY 2013. Explain how these initiatives align with the demand occupations on your list.

The Tompkins Local Workforce Investment Area continues to work with area training providers to develop training programs related to demand sectors such as manufacturing, health care and the energy sector. We coordinate them regionally when appropriate as many of our training providers are outside of our LWIA. We will continue to work regionally to align where appropriate with the Southern Tier Regional Economic Development Council's vision and initiatives.

For the fifth year the Tompkins Workforce Investment Board will be partnering with area colleges, universities, employers, etc… to hold the Upstate NY TechCareer Connection Event. To ensure that this is truly a regional event the host community in 2014 will be Syracuse, NY. This event brings together employers and college students, job seekers, and recareerers in and technology-based industry.. In addition, the fifth Tompkins Health Career Expo will be held in October 2014. This event allows high school students to explore, with a hands on approach, careers in health care. This is a regional event with high school students from both the Southern and Central NY region.

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;

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

Planned Services and Expenditures

Adult and Dislocated Workers

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

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

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

Please complete the charts entitled "PY 2012 Training" and "PY 2013 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).

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

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

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

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

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

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

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

The following partnerships have improved services to customers; Society for Human Resource Managers/JSEC partnership and co-sponsorship of business workshops, DEI Initiative/IRT mtgs, Hospitality STAR and Tourism (Collaborative to train in customer service, hospitality and tourism industry focused – Room tax funds through the Strategic Tourism Planning Board), Educational Resources Grant and Venture II FSET Partnership for low-income workers (Challenge, Women's Opportunity Center, TST BOCES), and Summer Youth Collaborative (agencies operating subsidized summer youth employment programs), Hospitality Employment and Training Program (collaborative to train disconnected youth and young adults in hospitality/tourism-HUD CDBD funds through Ithaca Urban Renewal Agency), and Work Readiness Collaborative (prepare youth for NWRC-7 partners).

Youth

WIA §118 (b) The local plan shall include - (6) a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities;

Please complete the Youth worksheet in the Service Provider spreadsheet (Attachment J).

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

Provider success is based on meeting WIA Youth performance measures, meeting enrollment goals, expenditure goals, quarterly reports are collected and reviewed for meeting goals.

9. How do the Workforce Investment Board and/or Youth Council monitor Youth Program providers?

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

10. What steps are in place for addressing unsatisfactory providers?

No providers have been determined to be unsatisfactory. If there is an area of concern with performance or common measures attainment the provider is notified, technical assistance is provided and corrective action is taken.

11. Do your Youth Program Providers have direct access to the One Stop Operating System (OSOS)?

☒ Yes ☐ No

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

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

Youth data is entered into OSOS System by contractor staff. Contractor youth program coordinator has access to the OSOS Management System.
Workforce Investment Board: Youth Council Chair provides updates/data to committees of the Workforce Investment Board
Youth Council: Reviews Quarterly Youth Performance data, enrollment and exit data provided by the youth contractor.
Youth Program Provider: Customer Service Indicators, Quarterly Common Measures Reports, Error Reports, Local and State Monitoring Reports are all shared with the youth program provider via email as well as in regular provider meetings.

Staff Information

Consulting with your Wagner-Peyser partners, please complete the charts entitled "PY 2012 FTE Staffing" and "Projected PY 2013 FTE Staffing" located in the attached Budget spreadsheet (Attachment I).

13. Please explain the reasons for any changes between PY2012 and PY2013.

The only change in staffing that we anticipate is an REA position that has not been refilled

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;

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

The Tompkins WIB follows the Tompkins County procurement policies and procedures. Competitive grants and contracts are awarded through an RFP Process designed to solicit viable training and service providers to provide services under the terms of a Request for Proposals. Notice of release of the Request for Proposals is submitted to the Ithaca Journal, local human

service provider ListServ's, placed on the WIB and county website, e-mailed to a Bidders list and the Youth Council members. WIB Staff documents proof of all outreach.
All proposals responses are received by Tompkins County Purchasing staff and time/date stamped. The proposal responses are reviewed, evaluated and scored by the Youth Council Performance and Evaluation Committee to the measures established in the RFP. The Committee recommendations are then made to the Youth Council and the Youth Council to the Board.

Waivers

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

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

No suggested waivers at this time.

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—

(B) 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;

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

a. If not, when will they be updated?

!!!!!We expect to update MOU's by November 2013.

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 attachments. Hard copies of signature pages must be delivered to NYSDOL per the instructions at the beginning of these guidelines.

If any of the following documents have changed in whole or in part since the submittal of your PY 2012 Local Plan, please email any updated documents with your Local Plan:

	Changed?		***Attached?***	
Chief Elected Official Agreement	☐ Yes	☒ No	☐ Yes	☐ No
Local Board By-Laws	☐ Yes	☒ No	☐ Yes	☐ No
One-Stop Operator Agreement(s)	☐ Yes	☒ No	☐ Yes	☐ No
Memorandum(s) of Understanding	☐ Yes	☐ No	☐ Yes	☐ No

ATTACHMENT A: 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
Tompkins County	☒	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

ATTACHMENT B: 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
	☐	☐
	☐	☐
	☐	☐

Entity	Grant Subrecipient	
	Yes	No
Tompkins County	☒	☐
	☐	☐
	☐	☐

ATTACHMENT C: SIGNATURE OF LOCAL BOARD CHAIR

Workforce Investment Act Local Plan for Program Year 2013-2014, for Workforce Investment Act Title 1-B and Wagner Peyser Programs

In compliance with the provisions of the Workforce Investment Act of 1998, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).
By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the 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:	6/12/13	Signature of Local Board Chair: Mark R. Coldren	
Mr. ☒ Ms. ☐ Other ☐		Typed Name of Local Board Chair: Mark Coldren	
Name of Board:		Tompkins County Workforce Investment Board	
Address 1:		401 E. State Street, Suite 402B	
Address 2:			
City:		Ithaca	
State:		NY	Zip: 14850
Phone:	607-274-7526	E-mail: jmattick@tompkins-co.org	

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

ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL

Workforce Investment Act Local Plan for Program Year 2013-2014, for Workforce Investment Act Title 1-B and Wagner Peyser Programs

In compliance with the provisions of the Workforce Investment Act of 1998, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s). By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations
- affirm that the composition of the Local Board is either in compliance with the law, rules and regulations and is approved by the State or, will be in compliance within 90 days of local plan submittal
- affirm that the Chair of the Local Board was duly elected by that Board
- affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Note: A separate signature sheet is required for each local Chief Elected Official. If additional pages are necessary, please see **Attachment B – Extended Version**.

Date:	6/12/13	Signature of Local Chief Elected Official (CEO): Martha Robertson	
Mr. ☐ Ms. ☒ Other ☐		Typed Name of Local CEO: Martha Robertson	
Title of Local CEO:		Chair, Tompkins County Legislature	
Address 1:		320 North Tioga Street	
Address 2:			
City:		Ithaca	
State:		NY	Zip: 14850
Phone:		607-274-5434	E-mail: mrobertson@tompkins-co.org

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

ATTACHMENT E: SIGNATURE OF WIB DIRECTOR

Workforce Investment Act Local Plan for Program Year 2013-2014, for Workforce Investment Act Title 1-B and Wagner Peyser Programs

This Plan was developed through consultation and dialogue between the local area's representative(s) and the New York State Department of Labor's Regional Labor Market Analyst.

By virtue of my signature, I:

- attest that dialogues were conducted between the WIB's representatives and the LMA which provided the WIB with data and the demographic characteristics of the LWIA's resident population
- assure that service delivery and design, resource allocation, and other planning decisions were made by the WIB as a result of a careful consideration of the implications of the data and demographics as provided

Date: 6/12/13	Signature of Local WIB Director: Julia Mattick
Mr. ☐ Ms. ☒ Other ☐	Typed Name of Local WIB Director: Julia Mattick
Name of Board:	Tompkins County Workforce Investment Board

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

ATTACHMENT F: FEDERAL AND STATE CERTIFICATIONS

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

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

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

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

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. **Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.**

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

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

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

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

(1) Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;

(2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;

(3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

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

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

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

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

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

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

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

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

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

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

STATE CERTIFICATIONS

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

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

1) No principle or executive officer of the contractor's/vendor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and

2) The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.

3) The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

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

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

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

1. Has business operations in Northern Ireland:

☐ Yes ☒ No

If Yes:

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

☐ Yes ☐ No

G. NON-COLLUSIVE BIDDING CERTIFICATION

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

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

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

Signature of Authorized Representative:	Julia Matticks
Title:	Director
Date:	6/12/13

ATTACHMENT G: ONE STOP OPERATOR INFORMATION

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

OPERATOR: Tompkins Workforce New York

Method of Selection	*Type of Operator*
☒ Consortium ☐ Competitive Bid	☐ System ☐ Center(s)

Address 1:	171 E. State Street/MLK, Jr. Street, Suite 241		
Address 2:			
City:	Ithaca		
State:	NY	**Zip Code:**	14850

Operator Phone: 607-272-7570, ext 129

E-Mail: dbradac@tompkins-co.org

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

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

If the One-Stop Operator is a consortium, identify the consortium partners:

Tompkins County Office of Employment and Training

New York State Department of Labor

Tompkins County Office for the Aging

ATTACHMENT H: LIST OF ONE STOP CENTERS

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

One Stop Name:	Tompkins Workforce New York		
Address 1:	171 E. State Street/MLK, Jr. Street, Suite 241		
Address 2:			
City:	Ithaca		
State:	NY	**Zip Code:**	14850
Phone:	607-272-7570,	**E-Mail:**	dbradac@tompkins-co.org
Fax:	607-273-0568	**Website:**	www.tompkinsworkforceny.org
Site Type:	☒ Full Service	☐ Certified Affiliate	
Lease Expiration:	September 30, 2013		
Lease Holder:	New York State Department of Labor		

WIA Contact:	Diane Bradac

Phone:	607-272-7570, 129	**E-Mail:**	dbradac@tompkins-co.org
NYSDOL Contact:	Michael Hughes		
Phone:	607-272-7570, 107	**E-Mail:**	Michael.Hughes@labor.ny.gov

	Opening Time	**Closing Time**
Monday	8:30	4:30
Tuesday	8:30	4:30
Wednesday	8:30	4:30
Thursday	8:30	4:30

Friday	8:30	4:30
Saturday	closed	
Sunday	closed	

		Tompkins				
		WIA				
	Totals	Adult	DW	Youth	Admin	Other Funding
Revenue						
WIA PY12 Carryover	$ 97,529.00	$ 8,000.00	$ 15,000.00	$ 65,029.00	$ 9,500.00	
WIA PY13	$ 1,168,908.96	$ 131,365.80	$ 124,794.90	$ 341,370.00	$ 66,392.30	$ 504,985.96
Total Revenue	$ 1,266,437.96	$ 139,365.80	$ 139,794.90	$ 406,399.00	$ 75,892.30	$ 504,985.96
Expenditures						
Staff Costs						
Wages	$ 397,116.00	$ 49,506.00	$ 46,239.00	$ 152,186.00	$ 41,729.00	$ 107,456.00
Fringe Benefits	$ 237,420.00	$ 29,555.00	$ 28,051.00	$ 90,856.00	$ 24,911.00	$ 64,047.00
Travel	$ 13,119.00	$ 629.00	$ 604.00	$ 4,497.00	$ 2,389.00	$ 5,000.00
Other	$ -					
Total Staff Costs	$ 647,655.00	$ 79,690.00	$ 74,894.00	$ 247,539.00	$ 69,029.00	$ 176,503.00
Operational Costs						
WIB Costs	$ 17,213.00	$ 171.00	$ 171.00	$ 1,377.00	$ 6,197.00	$ 9,297.00
One-Stop Costs	$ 133,059.96	$ 3,956.00	$ 3,701.00	$ 11,734.00	$ 281.00	$ 113,387.96
Total Operational Costs	$ 150,272.96	$ 4,127.00	$ 3,872.00	$ 13,111.00	$ 6,478.00	$ 122,684.96
Other Program Costs						
Support Services	$ 11,240.00	$ 2,500.00	$ 2,500.00	$ 5,250.00		$ 990.00
Youth Wages	$ 251,308.00			$ 60,000.00		$ 191,308.00
Other Related Items	$ 2,500.00			$ 2,500.00		
Total Program Costs	$ 265,048.00	$ 2,500.00	$ 2,500.00	$ 67,750.00	$ -	$ 192,298.00
Training Costs						
Total Training Costs	$ 129,500.00	$ 53,000.00	$ 57,000.00	$ 6,000.00		$ 13,500.00
Total Expenditures	$ 1,192,475.96	$ 139,317.00	$ 138,266.00	$ 334,400.00	$ 75,507.00	$ 504,985.96
Carry-over Funds to PY14	$ 73,962.00	$ 48.80	$ 1,528.90	$ 71,999.00	$ 385.30	$ -

		Tompkins Workforce New York				
		WIA				
	Totals	Adult	DW	Youth	Admin	Other Funding
Rent	$ 114,493.10	$ 2,656.00	$ 2,484.00	$ 7,877.00	$ 189.00	$ 101,287.10
Utilities	$ 12,811.51	$ 607.00	$ 568.00	$ 1,801.00	$ 43.00	$ 9,792.51
Supplies	$ 600.00	$ 101.00	$ 95.00	$ 301.00	$ 7.00	$ 96.00
Cleaning	$ -					
Internet Service	$ 1,893.40	$ 136.00	$ 127.00	$ 403.00	$ 10.00	$ 1,217.40
Leased Equipment	$ 1,000.00	$ 169.00	$ 158.00	$ 501.00	$ 12.00	$ 160.00
Other Related Items	$ 2,261.95	$ 287.00	$ 269.00	$ 851.00	$ 20.00	$ 834.95
Totals	$ 133,059.96	$ 3,956.00	$ 3,701.00	$ 11,734.00	$ 281.00	$ 113,387.96

		One-Stop:				
		WIA				
	Totals	Adult	DW	Youth	Admin	Other Funding
Rent	$ -					
Utilities	$ -					
Supplies	$ -					
Cleaning	$ -					
Internet Service	$ -					
Leased Equipment	$ -					
Other Related Items	$ -					
Totals	$ -	$ -	$ -	$ -	$ -	$ -

		One-Stop:				
		WIA				
	Totals	Adult	DW	Youth	Admin	Other Funding
Rent	$ -					
Utilities	$ -					
Supplies	$ -					
Cleaning	$ -					
Internet Service	$ -					
Leased Equipment	$ -					
Other Related Items	$ -					
Totals	$ -	$ -	$ -	$ -	$ -	$ -

		Tompkins County Workforce Investment Board				
		WIA				
	Totals	Adult	DW	Youth	Admin	Other Funding
Rent	$ 12,086.00	$ 121.00	$ 121.00	$ 967.00	$ 4,350.00	$ 6,527.00
Utilities	$ 2,198.00	$ 21.00	$ 21.00	$ 176.00	$ 792.00	$ 1,188.00
Supplies	$ 240.00	$ 2.00	$ 2.00	$ 19.00	$ 87.00	$ 130.00
Cleaning	$ -					
Internet Service	$ -					
Leased Equipment	$ -					
Other Related Items	$ 2,689.00	$ 27.00	$ 27.00	$ 215.00	$ 968.00	$ 1,452.00
Totals	$ 17,213.00	$ 171.00	$ 171.00	$ 1,377.00	$ 6,197.00	$ 9,297.00

	PY 2012 FTE Staffing								
Function/ Type of Service	WIA Adult	WIA DW	WIA Youth	WIA Admin	Wagner-Peyser	REA	DVOP LVER	Other	Total
WIB	0.02	0.02	0.15	0.66				1	1.85
TAA									0
Core/Intensive	0.75	0.78			7	2	1	3.52	15.05
Business Services	0.2	0.1							0.3
Rapid Response									0
Youth Services			3.22						3.22
Total	0.97	0.9	3.37	0.66	7	2	1	4.52	20.42

	Projected PY 2013 FTE Staffing								
Function/Type of Service	WIA Adult	WIA DW	WIA Youth	WIA Admin	Wagner-Peyser	REA	DVOP LVER	Other	Total
WIB	0.02	0.02	0.15	0.66				1	1.85
TAA								0.5	0.5
Core/Intensive	0.75	0.78			5.2	1	1	3.5	12.23
Business Services	0.2	0.1							0.3
Rapid Response		1							1
Youth Services			3.22						3.22
Total	0.97	1.9	3.37	0.66	5.2	1	1	5	19.1

		PY 2012 Training				
		DW				
		# Participants in Training		Expenditures		
					PY12	
Training Type	Total Expenditures	Carry In	New	PY11 Carry In Reg	Reg	Non-WIA Funding
ITA	$ 50,387.43	49	69	$ 934.23	$ 13,055.20	
OJT	$ 23,059.41	2	8	$ 1,046.41	$ 15,441.00	
Custom	$ -					
Contract	$ 13,000.00					
Total	$ 86,446.84	51	77	$ 1,980.64	$ 28,496.20	$ -

		PY 2013 Training Projection				
		DW				
		# Participants in Training		Expenditures		
Training Type	Total Expenditures	Carry In	New	PY12 Carry In	PY13	Non-WIA Funding
ITA	$ 88,000.00		65	$ 10,000.00	$ 32,000.00	
OJT	$ 28,000.00	1	5	$ 5,000.00	$ 10,000.00	
Custom	$ -					
Contract	$ 13,500.00					
Total	$ 129,500.00	1	70	$ 15,000.00	$ 42,000.00	$ -

		Adult				
		# Participants in Training		Expenditures		
					PY12	
Training Type	Total Expenditures	Carry In	New	PY11 Carry In Reg	Reg	Non-WIA Funding
ITA	$ 50,387.43	48	153	$ 4,300.00	$ 32,098.00	
OJT	$ 23,059.41		1	$ 692.00	$ 2,880.00	$ 3,000.00
Custom	$ -					
Contract	$ 13,000.00					$ 13,000.00
Total	$ 86,446.84	48	154	$ 4,992.00	$ 34,978.00	$ 16,000.00

		Adult				
		# Participants in Training		Expenditures		
Training Type	Total Expenditures	Carry In	New	PY12 Carry In	PY13	Non-WIA Funding
ITA	$ 88,000.00	49	70	$ 5,000.00	$ 35,000.00	
OJT	$ 28,000.00	0	5	$ 3,000.00	$ 10,000.00	
Custom	$ -					
Contract	$ 13,500.00					$ 13,500.00
Total	$ 129,500.00	49	75	$ 8,000.00	$ 45,000.00	$ 13,500.00

		Youth				
		# Participants in Training		Expenditures		
					PY12	
Training Type	Total Expenditures	Carry In	New	PY11 Carry In Reg	Reg	Non-WIA Funding
ITA	$ 50,387.43	0	0	$ -	$ -	
OJT	$ 23,059.41					
Custom	$ -					
Contract	$ 13,000.00					
Total	$ 86,446.84	0	0	$ -	$ -	$ -

		Youth				
		# Participants in Training		Expenditures		
Training Type	Total Expenditures	Carry In	New	PY12 Carry In	PY13	Non-WIA Funding
ITA	$ 88,000.00	8	10		$ 6,000.00	
OJT	$ 28,000.00					
Custom	$ -					
Contract	$ 13,500.00					
Total	$ 129,500.00	8	10	$ -	$ 6,000.00	$ -

		Budget Summary for:			Tompkins	
		WIA				
	Totals	Adult	DW	Youth	Admin	Other Funding
Total Revenue	$ 1,266,437.96	$ 139,365.80	$ 139,794.90	$ 406,399.00	$ 75,892.30	$ 504,985.96
Total Staff Costs	$ 647,655.00	$ 79,690.00	$ 74,894.00	$ 247,539.00	$ 69,029.00	$ 176,503.00
Total Operational Costs	$ 150,272.96	$ 4,127.00	$ 3,872.00	$ 13,111.00	$ 6,478.00	$ 122,684.96
Total Participant Costs	$ 265,048.00	$ 2,500.00	$ 2,500.00	$ 67,750.00	$ -	$ 192,298.00
Total Training Costs	$ 129,500.00	$ 53,000.00	$ 57,000.00	$ 6,000.00	$ -	$ 13,500.00
Total Expenditures	$ 1,192,475.96	$ 139,317.00	$ 138,266.00	$ 334,400.00	$ 75,507.00	$ 504,985.96
Carry-over Funds to PY14	$ 73,962.00	$ 48.80	$ 1,528.90	$ 71,999.00	$ 385.30	$ -

Operational Cost Breakdown	
Rent	$ 126,579.10
Utilities	$ 15,009.51
Supplies	$ 840.00
Cleaning	$ -
Internet Service	$ 1,893.40
Leased Equipment	$ 1,000.00
Other Related Items	$ 4,950.95

	Staffing Totals	
	2012	2013
WIB	1.85	1.85
TAA	0	0.5
Core/Intensive	15.05	12.23
Business Services	0.3	0.3
Rapid Response	0	1
Youth Services	3.22	3.22

	Training Totals	
	2011	2012
ITA	$ 50,387.43	$ 88,000.00
OJT	$ 23,059.41	$ 28,000.00
Custom	$ -	$ -
Contract	$ 13,000.00	$ 13,500.00

Number of One Stop Centers
1

		Tompkins Workforce New York				
		WIA				
		Adult	DW	Youth	Admin	Other Funding
Rent		$ 2,656.00	$ 2,484.00	$ 7,877.00	$ 189.00	$ 101,287.10
Utilities		$ 607.00	$ 568.00	$ 1,801.00	$ 43.00	$ 9,792.51
Supplies		$ 101.00	$ 95.00	$ 301.00	$ 7.00	$ 96.00
Cleaning		$ -	$ -	$ -		
Internet Service		$ 136.00	$ 127.00	$ 403.00	$ 10.00	$ 1,217.40
Leased Equipment		$ 169.00	$ 158.00	$ 501.00	$ 12.00	$ 160.00
Other Related Items		$ 287.00	$ 269.00	$ 851.00	$ 20.00	$ 834.95

		One-Stop:				
		WIA				
		Adult	DW	Youth	Admin	Other Funding
Rent						
Utilities		$ -	$ -	$ -	$ -	
Supplies		$ -	$ -	$ -	$ -	
Cleaning		$ -	$ -	$ -	$ -	
Internet Service		$ -	$ -	$ -	$ -	
Leased Equipment		$ -	$ -	$ -	$ -	
Other Related Items						

		One-Stop:				
		WIA				
		Adult	DW	Youth	Admin	Other Funding
Rent						
Utilities						
Supplies				$ -	$ -	
Cleaning				$ -	$ -	
Internet Service				$ -	$ -	
Leased Equipment						
Other Related Items						

		One-Stop:				
		WIA				
		Adult	DW	Youth	Admin	Other Funding
Rent						
Utilities						
Supplies						
Cleaning						
Internet Service						
Leased Equipment						
Other Related Items						

		One-Stop:				
		WIA				
		Adult	DW	Youth	Admin	Other Funding
Rent						
Utilities						
Supplies			$ -	$ -		

One-Stop Totals				
WIA				
Adult	DW	Youth	Admin	Other Funding
$ 3,956.00	$ 3,701.00	$ 11,734.00	$ 281.00	$ 113,387.96

Overall Totals	
Rent	$ 126,579.10
Utilities	$ 15,009.51
Supplies	$ 840.00
Cleaning	$ -
Internet Service	$ 1,893.40
Leased Equipment	$ 1,000.00
Other Related Items	$ 4,950.95

Number of One Stop Centers
1

WIB Totals				
WIA				
Adult	DW	Youth	Admin	Other Funding
$ 171.00	$ 171.00	$ 1,377.00	$ 6,197.00	$ 9,297.00

Youth Activity Provider Name	Address	City	State	Zip Code	Phone Number	Contact Name	Contact Title	Contact Email	Type of Arrangement (e.g. MOU, collaboration, contractual)	Contract Start Date (if applicable)	Contract End Date (if applicable)	Planned Expenditures for PY13	Counties Served	Planned Enrollments PY13	Using the definition of successful in Question 8 of the Local Plan, has this provider been successful? (Yes or No)
Tompkins County Office of Employment and Training	171 E. State Street, Suite 402B	Ithaca	NY	14850	607-272-7570, x 129	Diane Bradac	Director	dbradac@tompkins-co.org	Contract	7/1/2013	6/30/2014	325000	Tompkins	35	Yes

Youth Program Foundation	Provider Names
Objective Assessment	Tompkins County Office of Employment and Training (TCOET)
Individual Service Strategy	TCOET
Preparation for Post-Secondary Education & Employment	TCOET

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

Adult Services Provider Name	Address	City	State	Zip Code	Phone Number	Contact Name	Contact Title	Contact Email	Group to be Served (Adult or DW)	Estimated Number to be Served (Adult or DW)	Activities to be Provided (OJT, IEP development, etc.)	Type of Contract (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, etc.)	Contract Start Date	Contract End Date	Counties to be Served
Tompkins County Office of Employment and Training	171 E. State Street, Suite 241	Ithaca	NY	14850	607-272-7570, x129	Diane Bradac	Director	dbradac@tompkins-co.org	Adult, DW	400	Full range of Adult, DW WIA services	Cost Reimbursement	7/1/2013	7/1/2014	Tompkins

Business Services Provider Name	Address	City	State	Zip Code	Phone Number	Contact Name	Contact Title	Contact Email	Activities to be Provided	Type of Contract (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, etc.)	Contract Start Date	Contract End Date	Counties to be Served
Tompkins County Office of Employment and Training	171 E. State Street, Suite 241	Ithaca	NY	14850	607-272-7570, x129	Diane Bradac	Director	dbradac@tompkins-co.org	Business Services primarily associated with OJT (we use DOL and WIB staff for other business services)	Cost Reimbursement	7/1/2013	6/30/2013	Tompkins