



Workforce Development Board Herkimer, Madison & Oneida, Inc.

LOCAL PLAN

JULY 1, 2017 - JUNE 30, 2021

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Strategic Planning Elements

LWDB and Regional Demand Lists are now maintained online at:

<https://labor.ny.gov/workforcenypartners/lwda/lwda-occs.shtm>. Changes to Demand Lists can be made by following the directions on the webpage.

I attest that the priority ranked list of the local area's demand occupations was last updated on [specify date in the below text box].

September 2017

How is this information shared with the Board? What was the last date on which it was shared?

It was shared with the board during regular board meetings. The last date was October 2017.

a. Provide an analysis of regional economic conditions, including:

i. Existing and emerging in-demand sectors and occupations; and

Existing in-demand sectors for the region include advanced manufacturing, distribution centers and health care. As for emerging in-demand sectors, they include agribusiness and farm-to table enterprises and related industries such as yogurt and beverage (craft brewing, distilling, and wineries).

ii. The employment needs of businesses in those sectors and occupations.

Businesses across all sectors report that the number one need is access to a quality talent pool for open positions followed by the means/resources to re-train their current workforce to meet the demands of a modern, technology-based industry.

b. Describe the knowledge, skills, and abilities needed to meet the employment needs of businesses, including those in in-demand sectors and employing individuals in demand occupations.

Across the board employers are reporting that the greatest weakness, beyond the lack of access to a large and diverse local talent pool, is that current applicants lack soft skills and work ethic, have unrealistic expectations for the job including wages and hours, and lack technical skills including basic computer, math, and reading skills.

c. Provide an analysis of the regional workforce, including:

i. Current labor force employment and unemployment numbers;

The Mohawk Valley region has seen a slight rise in the unemployment rate going from 4.6% in October of 2016 to 4.7% in October of 2017 according the New York State Department of Labor. Even though there was a rise from 2016 to 2017, the unemployment rate did decrease in October 2017 when compare to the 4.8% unemployment rate for September 2017. As for employment numbers, for the 12 month period ending in October 2017, the nonfarm job count rose 1,000 or 0.8%, to 129,200. Private sector employment fared better

by adding 1,200 or 1.2%. Job gains occurred in educational and health services (+700), leisure and hospitality (+300), natural resources, mining and construction (+200), and trade, transportation, and utilities (+100). Education and health services are at its highest level on record. Leisure and hospitality was also at its highest for the month of October.

ii. Information on any trends in the labor market; and

The workforce in Herkimer, Madison, and Oneida Counties is greying, and many people are starting to retire. There is not a ready and trained workforce to fill these positions. Most positions now require a high school diploma or more and that number is predicted to grow. Even entry level positions in distribution centers require technical skills such as computer skills. Additionally, most positions require the use of soft skills such as communicating in the workplace, team work, ability to work independently, and time and attendance. There is also a loss in the population of younger people who leave the area to attend college and do not return.

iii. Educational and skill levels of the workforce in the region, including individuals with barriers to employment.

According to the 2012 -2016 American Community Survey (ACS) the education and skill levels of the workforce, including individuals with barriers to employment for each region are:

Herkimer - For population 18 to 24 years old: 14.5% less than high school graduate, 29.9% high school graduate, 49.3% some college or associate's degree and 6.2% have a bachelor's degree or higher. For population 25 years and over: 90.2% high school graduate or higher, 21.5% bachelor's degree or higher. For the population 25 years and over for whom poverty status is determined by educational attainment level: 25.4% less than high school graduate, 12.7% High school graduate, 9.6% some college or associate's degree. 5.6% bachelor's degree or higher.

Madison - For population 18 to 24 years: less than high school graduate 7.8%, High school graduate 26.8%, Some college or associate's degree 59.8%, Bachelor's degree or higher 5.6%. For population 25 years and over: percent high school graduate or higher is 90.4% and the percent bachelor's degree or higher is 26.7%. For the population 25 years and over for whom poverty status is determined by educational attainment level: less than high school graduate 23.5%, High school graduate 12.3%, Some college or associate's degree 8.1%, and Bachelor's degree or higher is 2.8%.

Oneida - For population 18 to 24 years: less than high school graduate 13.6%, High school graduate 26.9%, Some college or associate's degree 49.7%, Bachelor's degree or higher 9.9%. For population 25 years and over: percent high school graduate or higher is 88.1% and the percent bachelor's degree or higher is 23.8%. For the population 25 years and over for whom poverty status is determined by educational attainment level: less than high school graduate 33.3%, High school graduate 14.6%, Some college or associate's degree 10.5%, and Bachelor's degree or higher is 4.1%.

d. Provide an analysis of workforce development activities, including education and training, in the region.

i. Identify strengths and weaknesses of these workforce development activities.

The HMO workforce development initiatives are particularly strong in the focus on being responsive to local employer needs. By promoting training programs, based on in-demand occupations in the region, the HMO workforce development board ensures that it is devoting its resources to provide training that will prepare job seekers for those occupations area employers have a need for.

Additionally, our area includes two community colleges, two SUNY schools, and four private colleges. In addition we also have several BOCES (Boards of Cooperative Education Services) programs. All have strong educational programs, many of which can be customized to meet local employer needs. Although all the education and training providers have strong links with local industries, the primary weakness is the need for a "critical mass" of trainees to make the customization of training programs profitable for the training providers. The Workforce Development Institute is a strong partner in providing funding for many of these customized training programs.

ii. Does the local area have the capacity to address the education and skill needs of the local workforce, including individuals with barriers to employment, and businesses? Please explain.

The local area does have the capacity to address the education and skill needs of the local workforce. The area has four Working Solutions career centers that offer comprehensive services to job seekers, including: assessment, career counseling, skills training, job placement, follow-up services, and more. The HMO Workforce Development Board is committed to working with all job seekers, including those identified as having barriers to employment (such as limited English proficiency or literacy, disability, skills gaps, and ex-offender status) to plan the services best suited to their individual needs and provide access to partner resources. These services are provided directly at the One Stop career centers by workers responsive to individual needs. Additionally, program partners will work together to implement and monitor services for individuals with barriers to employment, public assistance recipients, other low-income individuals, veterans and eligible spouses of veterans, and individuals who are basic skills deficient.

e. Describe the local board's strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

The vision of Working Solutions of Herkimer, Madison and Oneida counties is to provide high quality services to all businesses and job seekers. Our goal is to develop a first-rate workforce and serve our customers efficiently by focusing on meeting their needs. We provide a wide range of services aimed at addressing the broadest needs of our customers.

- i. How do the local area’s workforce development programs, including programs provided by partner agencies, support this strategic vision?

The local area’s workforce development programs attempt to address the strategic vision of the area by concentrating on programs and initiatives that provide job seekers with the skills and abilities that employers are looking for. The HMO Development Board actively promotes and supports programs that provide basic skills training, occupational training in career pathways, and so much more. Additionally, the HMO Development Board continues to develop sector partnerships with local employers and training facilities to identify opportunities for training that supports local business needs. One example of a successful local program through the One-Stop career center is the MVCC Informational Seminar/Money for Vocational Training seminar that helps adults who are thinking about returning to school.

- ii. How will the local area, working with the entities that carry out the core programs, align available resources to achieve the strategic vision and goals?

The HMO Workforce Development Board also continues to expand its outreach efforts to participants to make them aware of all of the career services, income supports, and other services available through a connection with our four One-Stop career centers. An important goal of the HMO Workforce Development Board, as part of its support of individuals seeking training or employment assistance, is to provide services that will allow them to accept and maintain living-wage employment. Services include: job development, job posting, job match and referral, labor market information, as well as other employment support services. The HMO Workforce Development Board will also promote and incentivize the use of On-the-Job-Training (OJT) strategies and work with businesses to identify how such strategies could be modified to increase use, especially for individuals facing barriers to employment.

- f. Describe the local board’s goals relating to performance accountability measures. How do these measures support regional economic growth and self-sufficiency?

The HMO Workforce Development Board's Working Solutions System strives to provide exemplary services to jobseekers and business customers, alike. The Board currently uses or is in the process of developing additional instruments to measure areas such as jobseeker and business customer satisfaction, continuing improvement of quality and relevant services at a time of reduced funding, and a focus on training and job placement in career pathways reflecting local and regional priority demand occupations that will lead to quality jobs and financial independence for jobseekers and a quality workforce for our businesses.

Local Workforce Development System

- a. Identify the programs, whether provided by the Career Center or any partners, that are a part of the local area’s workforce development system, including:
 - i. Core programs;

Six WIOA Core Programs provide services through the Comprehensive Centers. They are: WIOA Title I (Adult, Dislocated Worker, and Youth); Title II Adult Education and Family Literacy services, Title III Employment Services including Wagner-Peyser, TAA (Trade Act Assistance), Veterans, UI (Unemployment Insurance); and Title IV Vocational Rehabilitation (ACCES-VR).

- ii. Programs that support alignment under the Carl D. Perkins Career and Technical Education Act of 2006; and

Mohawk Valley Community College and SUNY Poly provide services through the Carl D. Perkins Career and Technical Education Act of 2006.

- iii. Other workforce development programs, if applicable.

Other workforce development programs include: Advanced Interviewing Skills, ACCESS-VR Information Seminar, Basic Computers/MS Word/Excel/Access, MVCC Informational Seminar/Money for Vocational Training, Job Corps and Workshops focusing on, Transferable Skills, Job Search, New Computer User and Resumes.

- b. Describe how the local area will ensure continuous improvement of services and service providers.

We will ensure continuous improvement of services and service providers by measuring improvement in the way one-stop partner programs work together to serve job seekers, workers and businesses. Additional measures of success will include an increase in the number of participants with barriers to employment, including customers with disabilities and other special populations. Continuous engagement of customers will be a key measure as well as keeping customers engaged with services until they are successful in meeting their employment goals

- c. Describe how eligible providers will meet the employment needs of local businesses, workers, and jobseekers.

The board will provide clear and understandable information on career pathways, sector strategies, local demand occupations, growing industries and skill sets to eligible providers of WIOA services. Local providers will be encouraged to utilize this information when designing services as well as training programs.

- d. Describe the roles and resource contributions of the Career Center partners.

All Center Partners contribute towards the infrastructure of the Comprehensive Center or Centers where they occupy space based upon a cost allocation plan that includes costs such as rent, utilities, technology, maintenance, phones, and copy machines. Individual cost is determined on a "per desk" basis which includes desk, chairs, computer with Internet access, phone, bookcase, access to conference rooms, videoconferencing equipment, copy machines, and common space. Each of the Partners has a lease agreement with the workforce Development Board based on these costs.

Workforce Development and Career Pathways

- a. Describe how the board will facilitate the development of career pathways, including co-enrollment in core programs when appropriate.

The HMO Workforce Development Board and staff, along with our highly skilled educators and training providers and local legislative leaders will work collaboratively to facilitate the development of career pathways by continuing to focus on sector initiatives and growing sectors. Our focus will remain fixed upon the in-demand job opportunities throughout the Herkimer, Madison, and Oneida counties, while simultaneously working with our partners to ensure that our regional training and educational support systems are strategic and effective.

- b. Describe how the board will improve access to activities leading to recognized postsecondary credentials.

Working more closely with local and regional workforce providers, the Board strives to promote participant access to all partner programs that will increase skills development, training, and provide supportive services necessary to success in attaining recognized postsecondary credentials.

- i. Are these credentials transferable to other occupations or industries (“portable”)? If yes, please explain.

Many credentials are transferable to other occupations or industries. Mechatronics credentials, such as Semiconductor Manufacturing can also be used across manufacturing, distribution centers, hospitals and any other industry that using automation. Health care credentials are portable to many other industries including schools, manufacturing concerns, and tourism.

- ii. Are these credentials part of a sequence of credentials that can be accumulated over time (“stackable”)? If yes, please explain.

We continue to promote and support "stackable" credentials, in Health Care and Manufacturing sectors, and are looking at the newer sector of Agribusiness and Farm-to-Table businesses as well. An example for Health Care stackable credentials is HHA (Home Health Aide) to CNA (Certified Nurse Assistant) to LPN (Licensed Practical Nurse) to Rn (Registered Nurse).

Access to Employment and Services

- a. Describe how the local board and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

The HMO Workforce Development Board, Inc. is committed to expanding access to its employment, training, education, and supportive services throughout its four Working

Solutions Centers and the greater System. The HMO Workforce Development Board, Inc. and its Working Solutions System relies on the expertise and guidance of the Title II representative on the Board to ensure that the system is proactive in identifying needs, identifying existing programs, and developing solutions to unmet needs of Title II participants with barriers to employment.

- b. Describe how the local area will facilitate access to services through the One-Stop delivery system, including remote areas, through the use of technology.

The local area will facilitate access to services through the One-Stop delivery system, including remote areas, through the increased use of our website and social media to communicate information on the services available. Additionally, the local area will provide opportunities for occupational skill development through on-line learning which customers can access from their homes, partner agencies and public libraries in areas with access to broadband. The local area will continue to explore options for using technology to deliver services to the parts of the county that lack broadband access.

- c. Describe how Career Centers are implementing and transitioning to an integrated technology-enabled intake case management information system.

The HMO Workforce Development Board is implementing and transitioning to an integrated technology enabled intake case management information system by using the New York State One Stop Operating System (OSOS) as the primary system to capture information acquired through the assessment process

- d. Provide a description and assessment of the type and availability of programs and services provided to adults and dislocated workers in the local area.

We provide access to self-assessments, career zone, job zone, and other job-seeking tools in our Working Solutions Centers' Resource Rooms. Our Resource Room Coordinators are highly skilled and work closely with our job seekers. For those qualified, we also provide employer-based training and classroom training. Additionally, we also work with other partners and programs to access additional services.

- e. Describe how workforce activities will be coordinated with the provision of transportation, including public transportation, and appropriate supportive services in the local area.

There is transit options available throughout the Herkimer, Madison, and Oneida counties but there are challenges with reaching the more rural areas especially for people who work outside of a 9-5 Monday through Friday schedule. Transportation to and from work is addressed with customers during their assessment and supportive services are provided either through WIOA or through referral to their partners. Customers are also referred to rideshare and carshare programs as a component of their assessment and employment plan.

- f. Describe the replicated cooperative agreements in place to enhance the quality and availability of services to people with disabilities, such as cross training of staff, technical assistance, or methods of sharing information.

General information on programs to serve people with disabilities is shared at all Partner meetings and Center Staff Meetings. Information on specific customers with disabilities can only be shared by ACCES-VR if the participant is registered with them and has signed a release of information as part of their confidentiality agreement. WIOA participants also sign a release of information of their registration process, but if they are a person with a disability, working with ACCES-VR, they must individually sign a release of information with ACCES-VR.

- g. Describe the direction given to the One-Stop System Operator to ensure priority for adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

The One-Stop System Operator contract is part of the WIOA Services Contract. Requirements for adult career and training services to recipients of public assistance, or other low-income individuals who are basic skills deficient are clearly spelled out in that contract. The One-Stop Operator is monitored for compliance by Workforce Development Board staff, specifically the Executive Director and the Program Management Specialist. Additionally, the One-Stop Operator reports to the Workforce System Oversight Committee of the Board.

- h. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:

- i. The physical and programmatic accessibility of facilities, programs, and services;

The One-stop Operator and One stop partners will comply with the non-discrimination requirements of WIOA and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services by: ensuring that all AJC and partner staff receive training on these requirements; -include language related to these requirements in all contracts and agreements to ensure all contractors abide by these regulations in the delivery of services; delivering services and maintaining a culture of inclusiveness; continually assessing physical and program accessibility to ensure compliance with the law.

- ii. Technology and materials for individuals with disabilities; and

All 4 Centers have Resource rooms with assistive technology. Accessibility Inventory: Wheel chair accessible desk and adjustable chair. Programs: Zoom text, Image

- iii. Providing staff training and support for addressing the needs of individuals with disabilities.

Training is available through monthly staff meetings, presentations by partners, and webinars as available.

- iv. Describe the roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

At this time, the HMO Workforce Development Board assumes the responsibility of providing physical and technology resources in the four Working Solutions Centers. The full roles and resources contributions can be found in the HMO Partners Services MOU. This may change somewhat in the "other center costs" yet to be determined.

Business Engagement

- a. What strategies and programs, including training programs, will be used to facilitate engagement of businesses, including small businesses and businesses in in-demand sectors and occupations?

HMO utilizes employer-based training programs such as On-the-Job and customized training to facilitate business engagement. Currently, HMO is exploring the use of apprenticeship programs as well. HMO provides space to also hold recruitment events and mini-job fairs. We also partner with local colleges in the area as well.

- i. If applicable, describe the local area's use of business intermediaries.

MVCC, SUNY Poly, and regional BOCES all work closely with businesses.

- b. What strategies or services are used to support a local workforce development system that meets the needs of businesses in the local area?

Strategies used to support a local workforce development system that meets the needs of businesses in the local area include:

Assistance businesses to find qualified workers, Job Posting/Referral services, Recruitment, Pre-screening and Interviewing assistance, Use of career center for recruitments, Customized training to upgrade the skills of incumbent workers, On-the-job training subsidies to offset the cost of training workers, tax credit information, labor market information, testing site for the certifications, assistance accessing grant funding for employee training initiatives, rapid response services.

- c. Describe how the local area's workforce development programs and strategies will be coordinated with economic development activities.

The HMO Workforce Development Board staff work closely with the local Chambers of Commerce, local economic development organizations, MVCC, SUNY Poly, and the Mohawk Valley REDC to ensure that its strategies and programs mesh closely with the needs of the area as reflected through these organizations.

- i. Describe how these programs will promote entrepreneurial skills training and microenterprise services.

The Chambers of Commerce promotes entrepreneurial skills training as does BOCES. Local economic development agencies may have access to microenterprise funding. Information on these programs can be found through links on the HMO website, posted on Facebook, or posted in our Center Resource Rooms. Referrals will be made when a customer indicates an interest or willingness to pursue information on one of these programs.

- d. Describe how the local board will coordinate its workforce investment activities with statewide rapid response activities.

The Trade Act Coordinator of the HMO Rapid Response Team is staff of the WIOA Services Provider. The Trade Coordinator works closely with the NYS Department of Labor counterpart and staff of the Working Solutions Centers to coordinate activities and programs appropriate for Trade Act participants.

Program Coordination

- a. How do the local area's programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

NYSDOL and WIOA Title I services staff are functionally aligned and together provide services to the UI customer. While WIOA Title I staff have been trained to provide information and assistance on Unemployment Insurance, UI customers are initially seen by a NYSDOL/Wagner-Peyser staff person. However, they may then be scheduled for a series of activities or appointments that include center workshops or working with Resource Room staff, WIOA Title I Workforce Advising staff and indirectly, Business Services Team representatives regarding classroom training or employer-based training.

- b. Describe how education and workforce investment activities will be coordinated in the local area. This must include:

- i. Coordination of relevant secondary and postsecondary education programs;

The HMO Workforce Development Board works closely with the regional BOCES programs, MVCC, SUNY Poly partners and representatives to focus on programs that are sector based and promote clear pathways.

- ii. Activities with education and workforce investment activities to coordinate strategies and enhance services; and

Organizations providing education and workforce development activities will continue to meet regularly through the MOU Partners Meeting to identify any coordination issues and then develop, coordinate, and promote strategies that enhance services to our jobseeker and business customers.

- iii. A description of how the local board will avoid duplication of services.

The local board will use board committees, MOU partner meetings, and one-stop system operator meetings to identify duplication of services and develop plans to reduce and eliminate duplication. Plans to eliminate duplication will include regular assessment of progress.

- c. Describe plans, strategies, and assurances concerning the coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services.

The HMO Working Solutions Career Center has been functionally aligned and integrated since 2006. Functional alignment includes common processes, seamless services, and a common data entry system to eliminate duplication and coordinate services. Functionally aligned staff conduct an initial assessment and provide services to all customers.

- d. Provide a list of executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local Career Center system. This includes agreements between the LWDB and entities that serve individuals eligible under the Rehabilitation Act. If no such agreements exist, provide an explanation why this is the case and/or progress towards executing such agreements.

We completed a Service Delivery MOU with all one stop system partners in 2017. The MOU describes applicable career services coordination and delivery, referral of system customers and system access.

Youth Activities

- a. Provide contact details of Youth Point of Contact for your local area:

- i. Name of Youth Point of Contact
Karin Piseck

Manager

- ii. Email Address
kpiseck@herkimercounty.org

- v. Phone
(315) 867-1400

- iii. Name of Organization
Herkimer Working Solutions Career Center

- vi. Address
320 N. Prospect Street
Herkimer, NY 13350

- iv. Title

- b. Provide the number of planned enrollments in PY 2017 for:

- i. Out-of-School Youth
70

ii. New In-School Youth

6

iv. Work Experience

100

iii. Carry-Over In-School Youth

66

*P enrollments will provide the baseline estimate for the remaining three years of the Plan.

c. Who provides the WIOA Youth Program Design Framework, which includes Intake and Eligibility, Objective Assessment, and the Individual Service Strategy (ISS)?

Youth workers in the career centers or youth workers employed through any OSY contracts.

i. Describe how career pathways is included in the ISS.

Staff working with youth work together to develop the ISS. It will show the steps necessary to reach the goal set by the worker and the youth and will include a description of the career path being followed to achieve the end goal.

d. In Attachment G, Youth Services, located on the NYSDOL website at <https://labor.ny.gov/workforcenypartners/wioa/workforce-planning.shtm> under the Local Planning section, identify the organization providing the 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.

e. Explain how providers and LWDB staff ensure the WIOA elements:

i. Connect back to the WIOA Youth Program Design Framework, particularly Individual Service Strategies; and

At the point in time when staff are first providing framework services, the youth is assessed to determine what services that are lacking or could benefit from. The youth and the worker would discuss these services and decided on a plan using the ISS. The staff person would be familiar with the definitions of the elements and from what agencies they could be delivered. Staff would either provide or refer the youth to the appropriate elements.

ii. Are made available to youth with disabilities.

Staff would ensure that the WIOA elements are made available to youth with disabilities in the same way as described above. In addition, they would also connect with any other agency currently working with the youth like: ACCES-VR, RCIL, The Arcs of all 3 counties and any others. If the youth are not currently working with these types of agencies, the staff would arrange to have the individual accessed by those agencies.

f. Identify successful models for youth services.

Successful models for youth services are ones in which there is intensive case management and frequent contact with the youth to keep them engaged. Programs that offer a variety of elements are necessary to meet and breakdown all of the barriers faced by this population. Supportive services are often needed to ensure program participation and youth work experience is a vital tool to get the youth the experience that they are lacking.

- g. If you plan to serve In-School Youth (ISY) and/or Out-of-School Youth (OSY), using the “Needs Additional Assistance” criteria, please attach a policy that defines reasonable, quantifiable, and evidence based specific characteristics of youth needing additional assistance.

Administration

- a. Identify the entity responsible for the disbursement of grant funds as determined by the Chief Elected Official or Governor.

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- b. Describe the competitive process to be used to award sub grants and contracts for WIOA Title I activities in the local area.

WIOA Title I Adult and DW contracts are awarded to the Herkimer, Madison, and Oneida County Office of Employment and Training to provide all career services, training services, placement and follow up. WIOA Youth contracts are competitively procured through a Request for Proposals (RFP) process. The Workforce Development Board Emerging Worker Committee with board staff assisting create the RFP, seek board permission to release the RFP, evaluate proposals, and make recommendations to the full board regarding the award of contracts.

- c. Provide the local levels of performance negotiated with the Governor and Chief Elected Official 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 (when applicable), eligible providers, and the One-Stop delivery system, in the local area.

The local levels of performance negotiated with the Governor and Chief Elected Official 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, eligible providers and the One Stop delivery system are outlined in Technical Advisory 17-5, Primary Indicators of Performance. Actual goals have not yet been determined as we are awaiting data from NYS DOL to finalize performance goals for program year 2017.

- d. Describe the actions taken toward becoming or remaining a high-performing board, consistent with factors developed by the SWIB. A board will be defined as high performing if it meets the following criteria:
 - i. The board is certified and in membership compliance;

- ii. All necessary governance actions and items have been accomplished, including executing a local MOU, selecting a One-Stop System Operator, and implementing all required local policies, etc.;
- iii. All One-Stop Career Centers in the LWDA have achieved at least an 80% score in the Career Center Certification process; and
- iv. The LWDA meets or exceeds all performance goals.

The HMO Workforce Development Board has met the criteria of regarding a Board that is certified, in membership compliance, and that all necessary governance actions have been accomplished. NYS DOL has not yet released the Career Center Certification Process. The LWDA has met or exceeded all performance goals in the past.

Training Services

- a. Describe how training services will be provided in the local area.

Training services will be delivered through the Working Solutions Career Centers. Training services will include classroom/occupational skills training, On-the-Job Training, Customized Training and when funds are available Incumbent Worker Training. Staff and the customer complete an Initial Assessment, Comprehensive Assessment, Career Research including Demand Occupation List review, training program and provider research, any required applications, any pre-training assessments necessary and the ISS.

- b. Describe how contracts will be coordinated with the use of ITAs.

Individual Training Accounts are issued for approved training in demand occupations and provided by Eligible Training Providers. Contracts are utilized for On-The-Job Training, Customized Training and Incumbent Worker Training.

- c. Describe how the local board will ensure informed customer choice in the selection of training programs regardless of how training services are provided.

After a thorough assessment of skills and needs customers are directed to the local Demand Occupation list in addition to the Eligible Training Provider list. Utilization of a customer centered process ensures customer choice.

Public Comment

- a. Describe the process used by the local board to provide a period of no more than 30 days for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission.

As per NYSDOL Technical Advisory 17-8, there is a public comment period of no more than 30 days. There are electronic mailings to all partners, Center Staff, HMO Workforce Development Board Members, and Chief Elected Officials indicating that the Local Plan has been posted on the HMO Workforce Development Board website for public review and comment. Legal notices are published in local newspapers and an announcement of posting is published on the HMO Workforce Development Board Facebook page. In addition to being available electronically, a paper copy of the Local Plan is available to view at the various One-Stop Centers.

List of Attachments:

Please complete all attachments.

Attachment A – Units of Local Government

Attachment B – Fiscal Agent

Attachment C – Signature of Local Board Chair

Attachment D – Signature of Chief Elected Official(s)

Attachment E – Federal and State Certifications

Attachment F – Youth Services Chart

Attachment G – Local Plan Budget 2017

Original signature pages (Attachments C, D, and E) must be delivered to NYSDOL in one of the following two ways:

- Electronic signature (if the board has the capability for it) – Note that electronic signature must follow the requirements and guidelines of the Electronic Signature and Records Act (ESRA). Further information on ESRA standards and requirements can be found at <https://its.ny.gov/nys-technology-law#art3>. Boards choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.
- Mail original versions – Hard copies of traditional signature pages may be sent to:

Attn: Local Plan
New York State Department of Labor
Division of Employment and Workforce Solutions
Building 12 – Room 440
W. Averell Harriman Office Building Campus
Albany, New York 12240

All other attachments must be submitted along with the LWDB Local Plan Template via email.

In addition to these attachments, LWDBs must provide copies of the agreements listed in the Program Coordination section of this template under (d). If possible, it would be preferable to provide a list of hyperlinks to these agreements made available on your LWDB website.

Attachment A: Units of Local Government

Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the CEO Grant Recipient has designated a local grant subrecipient to administer WIOA pursuant to WIOA § 107, please indicate the unit of local government that is the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on Attachment B.

Unit of Local Government	Grant Subrecipient
	Yes
Herkimer County	<input checked="" type="checkbox"/>
Madison County	<input type="checkbox"/>
Oneida County	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

§107(6)(B)(i) - When a local workforce area is composed of more than one unit of general local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials.

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

Yes No

Attachment B: Fiscal Agent

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

Fiscal Agent
Herkimer County

ATTACHMENT C: SIGNATURE OF LOCAL BOARD CHAIR

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2017-2018, for WIOA Title 1-B
and Wagner-Peyser Programs**

In compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014, 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 submission;
- 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; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

Date:	Signature of Local Board Chair:	
3/7/18	<i>Wilber Allen</i>	
Mr. <input checked="" type="checkbox"/>	Typed Name of Local Board Chair:	
Ms. <input type="checkbox"/>	Wilber Allen	
Other <input type="checkbox"/>		
Name of Board:	Workforce Development Board Herkimer, Madison & Oneida Counties, Inc.	
Address 1:		
Address 2:		
City:	Utica	
State:	NY	Zip: 13501
Phone:	315.793.6037	E-mail: asavino@working-solutions.org

Submission directions: Complete this attachment as part of the Plan development process and submit it, with original signatures, as described in the Local Plan Template.

ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2017-2018, for WIOA Title 1-B
and Wagner-Peyser Programs**

In compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014, 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 §679.420 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 submission;
- Affirm that the Chair of the Local Board was duly elected by that board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

Note: A separate signature sheet is required for each local Chief Elected Official (CEO). If additional pages are necessary, please replicate this document for each CEO.

Date:		Signature of Local Chief Elected Official (CEO):	
3/28/18			
Mr. <input checked="" type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input type="checkbox"/>		Bernard Peplinski, Sr.	
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman		
Address 1:			
Address 2:	109 Mary St.		
City:	Herkimer		
State:	NY	Zip:	13350
Phone:	315.867.1112	E-mail:	
Are you the Grant Recipient CEO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

Submission directions: Complete this attachment as part of the Plan development process and submit it, with original signatures, as described in the Local Plan Template.

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ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2017-2018, for WIOA Title 1-B
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By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 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 submission;
- Affirm that the Chair of the Local Board was duly elected by that board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

Note: A separate signature sheet is required for each local Chief Elected Official (CEO). If additional pages are necessary, please replicate this document for each CEO.

Date:	3/19/2018	Signature of Local Chief Elected Official (CEO):	
			
Mr. <input checked="" type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input type="checkbox"/>		John M. Becker	
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman of the Board of Supervisors		
Address 1:			
Address 2:	PO Box 635		
City:	Wampsville		
State:	NY	Zip:	13163
Phone:	315-366-2201	E-mail:	john.becker@madisoncounty.ny.gov
Are you the Grant Recipient CEO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

Submission directions: Complete this attachment as part of the Plan development process and submit it, with original signatures, as described in the Local Plan Template.

ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2017-2018, for WIOA Title 1-B
and Wagner-Peyser Programs**

In compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014, 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).

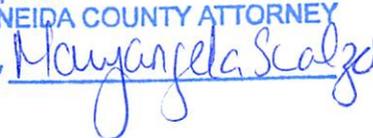
By virtue of my signature, I:

- 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 §679.420 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 submission;
- Affirm that the Chair of the Local Board was duly elected by that board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

Note: A separate signature sheet is required for each local Chief Elected Official (CEO). If additional pages are necessary, please replicate this document for each CEO.

Date:		Signature of Local Chief Elected Official (CEO):	
5/14/18			
Mr. <input checked="" type="checkbox"/>		Typed Name of Local CEO:	
Ms. <input type="checkbox"/>		Anthony J. Picente, Jr.	
Other <input type="checkbox"/>			
Title of Local CEO:	Oneida County Executive		
Address 1:	800 Park Ave		
Address 2:			
City:	Utica		
State:	NY	Zip:	13501
Phone:	315.798.5800	E-mail:	apicente@ocgov.net
Are you the Grant Recipient CEO? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

Submission directions: Complete this attachment as part of the Plan development process and submit it, with original signatures, as described in the Local Plan Template.

Approved
ONEIDA COUNTY ATTORNEY
By 

Bidder Organization Name:

ATTACHMENT E: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this contract is provided by the United States Department of Labor 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.
3. The prospective lower tier participant shall pass the requirements of A.1. and A.2., above, to each person or entity with whom the participant enters into a covered transaction at the next lower tier.

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 an agency, a Member of Congress, 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.**

ATTACHMENT A: FEDERAL AND STATE REGULATIONS

The funding for the program is provided by the United States Department of Labor which requires the following information:

A. CERTIFICATION REGARDING DEPARTMENT, BUSINESS, TRADE, OR LABOR ORGANIZATION EXCLUSION-LAWYER COVERED TRANSACTION

1. The prospective law firm is not a member of the bar of any state or territory of the United States, nor is it a member of the bar of any foreign country. The prospective law firm is not a member of the bar of any state or territory of the United States, nor is it a member of the bar of any foreign country. The prospective law firm is not a member of the bar of any state or territory of the United States, nor is it a member of the bar of any foreign country.
2. Where the prospective law firm is a member of the bar of any state or territory of the United States, or a member of the bar of any foreign country, the prospective law firm shall disclose the name of the state or territory of the United States, or the name of the foreign country, in which it is a member of the bar.
3. The prospective law firm shall disclose the name of the state or territory of the United States, or the name of the foreign country, in which it is a member of the bar.

B. CERTIFICATION REGARDING DEPARTMENT, BUSINESS, TRADE, OR LABOR ORGANIZATION EXCLUSION-LAWYER COVERED TRANSACTION

1. The prospective law firm is not a member of the bar of any state or territory of the United States, nor is it a member of the bar of any foreign country. The prospective law firm is not a member of the bar of any state or territory of the United States, nor is it a member of the bar of any foreign country.
2. Where the prospective law firm is a member of the bar of any state or territory of the United States, or a member of the bar of any foreign country, the prospective law firm shall disclose the name of the state or territory of the United States, or the name of the foreign country, in which it is a member of the bar.
3. The prospective law firm shall disclose the name of the state or territory of the United States, or the name of the foreign country, in which it is a member of the bar.

4. The prospective law firm shall disclose the name of the state or territory of the United States, or the name of the foreign country, in which it is a member of the bar.
5. The prospective law firm shall disclose the name of the state or territory of the United States, or the name of the foreign country, in which it is a member of the bar.

Bidder Organization Name:

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 94, 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 must be maintained at your office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

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

- (1) Proposed Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) 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 WIOA 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 proposed 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA 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.

E. BUY AMERICAN NOTICE REQUIREMENT

The grant applicant assures that, to the greatest extent practicable, all equipment and products purchased with funds made available under the Workforce Innovation and Opportunity Act will be American made. See proposed WIOA Section 502 – Buy American Requirements.

F. SALARY AND BONUS LIMITATIONS

In compliance with Public Laws 110-161, none of the federal funds appropriated in the Act under the heading 'Employment and Training' shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133.

Bidder Organization Name:

See Training and Employment Guidance Letter number 5-06 for further clarification. Where applicable, the grant applicant agrees to comply with the Salary and Bonus Limitations.

G. VETERANS' PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program's eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 10-09 (November 10, 2009) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. Where applicable, the grant applicant agrees to comply with the Veteran's Priority Provisions.

STATE CERTIFICATIONS

H. 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 principal or executive officer of the contractor's/vendor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred;
- (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; and
- (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.

I. 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:

Bidder Organization Name:

(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

J. 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.

K. IRAN DIVESTMENT ACT

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such a Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Labor receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, Labor will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Labor shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Department reserves the right to reject any request for renewal, extension, or assignment for an entity that appears on the Prohibited Entities List prior to the renewal, extension, or assignment of the Agreement, and to pursue a responsibility review with Contractor should it appear on the Prohibited Entities List hereafter.

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.

Bidder Organization Name:

Signature of Authorized Representative: <i>Alice Savino</i>
Title: Executive Director
Date: <i>1.25.18</i>

Instructions

Local Plan Budget 2017 - Attachment G

Please enter information from your local area into the appropriate worksheet cells. Areas where data may be entered are colored. Calculations for totals are performed automatically. Each of the worksheets is accessed by clicking on the individual tabs across the bottom of the page. The budget amounts included here should reflect the budget that has been approved by the overall WDB Board for PY'17, 7/1/17 - 6/30/18, including any contracted service providers for Youth Services, One- Stop Operators, Service Providers, etc..

BUDGET

Please enter the budget information for the all expenditures for One-Stop Operator/One Stop Center/Service Provider/Contractors/Fiscal Agent/Grant Recipient into the "Budget" worksheet for Program Year (PY) '17. Please enter the requested annual budget information for each full service and affiliate location, as well as other Service Providers. The projected expenditures included here should be WIOA along with "Other Funding" such as DEI, NEG-OJT, DSS and other sources that help the LWDA pay for their staff. No expenditures relating to NYS DOL staff or other partner staff should be included here. For PY'16, enter the actual revenue and expenditures for the period of 7/1/16 - 6/30/17 Program Year. Below the budget worksheet is the FTE Staffing worksheet. Please enter the number of staff in your LWDA, broken down by function and funding stream. Full-time equivalent (FTE) is a staff person who works more than 32 hours a week, receives benefits, etc. To separate out part-time from full-time, use the respective fraction of full-time. For instance, if one staff person works 40 hours a week and another works 20 hours a week part-time, the total would be 1.5 FTEs. If you contract services, please break out the FTEs associated with those contracts for the different functions. NOTE: You should have staff assigned to provide TAA services if your LWDA receives those funds and you have staff that works with those recipients. These staff are normally funded by Dislocated Worker.

Training Worksheet- Single County/Provider

or

Multi County/Providers

First pick which spreadsheet is applicable to your LWDA- Single County/Provider or Multi County/Provider. Only enter data in one of the spreadsheets. Please enter the amount spent on each type of training, broken down by funding stream. Once you have chosen the spreadsheet that pertains to your LWDA, please note for Youth we are looking for numbers of youth with training services only. For Program Year (PY) '16 data, please enter the most up-to-date information that you have available. For Program Year (PY)'17, please enter data relating to your budgeted amounts for PY'17 including carry in from PY'16. Please list all WIOA-enrolled trainees, regardless of funding source used to support their training. Please also list training expenditures for other funding sources under the "Non-WIOA Funding" columns. The training totals from this worksheet will automatically filter to your overall Budget spreadsheet.

Revenue and Budgeted/Actual Expenses Statement

Attachment G

Enter Data into these cells.	LWDA						WDB of HMO Counties, Inc.		
	Totals	Adult	Dislocated Worker	Youth	Admin	Other Funding			
PY'17									
Revenue									
WIOA / Other PY'16 Carryover at 6/30/17	\$ 1,475,586	\$ 182,483	\$ 147,586	\$ 277,970	\$ 47,926	\$ 819,622			
WIOA PY '17 NOA and Other funding	\$ 2,641,569	\$ 694,085	\$ 643,733	\$ 740,227	\$ 230,894	\$ 332,630			
Total Revenue PY '17	\$ 4,117,155	\$ 876,568	\$ 791,319	\$ 1,018,196	\$ 278,820	\$ 1,152,252			
Budgeted Expenses									
	PY'17	WIOA					Other Funding		
	Totals	Adult	Dislocated Worker	Youth	Admin				
Payroll/Staff Salaries									
WDB (Program and Admin)	\$ 417,783	\$ 59,020	\$ 42,689	\$ 131,470	\$ 40,055	\$ 144,549			
System Operator (Program)	\$ 1,110,153	\$ 262,143	\$ 284,398	\$ 287,799	\$ 77,684	\$ 198,129			
Other Program Staff/Service Providers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Other Admin Staff	\$ 20,000	\$ 4,100	\$ 10,100	\$ 2,500	\$ 3,300				
FICA-Medicare Expenses	\$ 113,295	\$ 23,772	\$ 24,689	\$ 31,427	\$ 8,767	\$ 24,640			
Fringe Benefits:									
Health and Dental Insurance	\$ 409,578	\$ 99,429	\$ 89,780	\$ 121,210	\$ 33,114	\$ 66,045			
Disability and other Insurances	\$ 29,046	\$ 7,175	\$ 7,122	\$ 6,970	\$ 2,109	\$ 5,670			
Retirement Costs	\$ 194,526	\$ 48,350	\$ 46,641	\$ 50,964	\$ 12,375	\$ 36,196			
Other related Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Travel and Other Related Staff Costs	\$ 26,814	\$ 6,806	\$ 6,159	\$ 7,800	\$ 1,978	\$ 4,071			
Contracted System Operator-other expenses	\$ 134,209	\$ 15,140	\$ 17,663	\$ 70,267	\$ 31,139	\$ -			
Contracted Service Providers/ Sub grantee:									
Training Expenses	\$ 529,375	\$ 200,799	\$ 95,175	\$ 35,993	\$ -	\$ 197,408			
Supportive Service Expenses	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -	\$ -			
Work Experience Expenses	\$ 56,616	\$ -	\$ -	\$ 45,790	\$ 10,826	\$ -			
Other Participant Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operational Expenses:									
Rent	\$ 307,292	\$ 58,959	\$ 73,003	\$ 47,766	\$ 15,056	\$ 112,508			
Utilities/Telephone/IT Expense	\$ 77,587	\$ 14,731	\$ 20,366	\$ 15,886	\$ 4,492	\$ 22,112			
Supplies/Equipment	\$ 39,509	\$ 9,869	\$ 11,317	\$ 10,916	\$ 2,754	\$ 4,653			
Maintenance/Janitorial	\$ 4,303	\$ 1,250	\$ 1,225	\$ 680	\$ 245	\$ 903			
Other Operational Costs	\$ 63,151	\$ 9,435	\$ 10,149	\$ 18,358	\$ 14,277	\$ 10,932			
Totals	\$ 3,541,237	\$ 820,978	\$ 740,476	\$ 893,796	\$ 258,171	\$ 827,816			
Carry-in to PY'18:	\$ 575,918	\$ 55,590	\$ 50,842	\$ 124,401	\$ 20,649	\$ 324,436			

Enter Data into these cells.	Projected PY 2017 FTE Staffing <1					
	WIOA Adult	WIOA DW	WIOA Youth	WIOA Admin	Non-WIOA Funding	Total
WDB (Program and Admin)	1.2	1.4	2.1	1	2	7.7
System Operator (Program)	5.43	4.47	4.83	2.97	3	20.7
Other Program Staff/Service Provider	0	0	0	0	0	0
Other Admin Staff	0.25	0.25	0.25	0.25	0	1
Total	6.88	6.12	7.18	4.22	5	29.4

<1 The total FTE's here should match the total staff that are funded in the LWDA.

Enter Data into these cells.	LWDA						WDB of HMO Counties, Inc.					
	PY'16		Totals		Adult	Dislocated Worker	Youth	Admin	Other Funding			
Revenue												
WIOA / Other PY'15 Carryover at 6/30/16	\$	880,176	\$	186,998	\$	262,675	\$	308,620	\$	43,626	\$	78,258
WIOA PY '16 NOA and Other funding	\$	4,065,488	\$	809,323	\$	592,684	\$	759,494	\$	240,167	\$	1,663,821
Total Revenue PY '16	\$	4,945,664	\$	996,320	\$	855,358	\$	1,068,114	\$	283,792	\$	1,742,079
Actual Expenses												
PY'16												
WIOA												
Totals												
Adult												
Dislocated Worker												
Youth												
Admin												
Other Funding												
Payroll/Staff Salaries												
WDB (Program and Admin)	\$	355,638	\$	50,759	\$	48,851	\$	39,866	\$	47,386	\$	168,776
System Operator (Program)	\$	1,025,569	\$	208,566	\$	264,255	\$	233,996	\$	80,054	\$	238,698
Other Program Staff/Service Providers	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Other Admin Staff	\$	45,000	\$	20,500	\$	21,000	\$	-	\$	3,500	\$	-
FICA-Medicare Expenses	\$	98,498	\$	17,166	\$	23,880	\$	21,382	\$	9,599	\$	26,471
Fringe Benefits:												
Health and Dental Insurance	\$	325,430	\$	90,093	\$	83,237	\$	71,928	\$	36,765	\$	43,407
Disability and other Insurances	\$	29,929	\$	7,087	\$	8,264	\$	6,603	\$	2,686	\$	5,289
Retirement Costs	\$	202,164	\$	52,171	\$	51,049	\$	46,823	\$	12,997	\$	39,124
Other related Fringe Benefits	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Travel and Other Related Staff Costs	\$	32,493	\$	8,290	\$	10,159	\$	7,345	\$	3,377	\$	3,322
Contracted System Operator	\$	77,896	\$	18,700	\$	23,063	\$	16,830	\$	3,740	\$	15,563
Contracted Service Providers/ Sub grantee:												
Training Expenses	\$	735,743	\$	271,624	\$	118,817	\$	86,234	\$	-	\$	259,069
Supportive Service Expenses	\$	10,424	\$	1,457	\$	387	\$	8,580	\$	-	\$	-
Work Experience Expenses	\$	100,623	\$	-	\$	-	\$	89,987	\$	10,636	\$	-
Other Participant Expenses	\$	105,126	\$	-	\$	-	\$	105,126	\$	-	\$	-
Operational Expenses:												
Rent	\$	229,325	\$	41,081	\$	35,752	\$	33,397	\$	8,863	\$	110,233
Utilities/Telephone/IT Expense	\$	41,542	\$	13,812	\$	9,562	\$	8,266	\$	2,957	\$	6,946
Supplies/Equipment	\$	32,718	\$	12,456	\$	4,404	\$	7,622	\$	4,517	\$	3,719
Maintenance/Janitorial	\$	10,251	\$	75	\$	5,093	\$	5,067	\$	16	\$	-
Other Operational Costs	\$	11,706	\$	-	\$	-	\$	1,092	\$	8,774	\$	1,840
Totals	\$	3,470,076	\$	813,837	\$	707,773	\$	790,144	\$	235,866	\$	922,457
Carry-in to PY'17:	\$	1,475,587	\$	182,483	\$	147,586	\$	277,970	\$	47,926	\$	819,622

Enter Data into these cells.	PY 2016 FTE Staffing <1					
	WIOA Adult	WIOA DW	WIOA Youth	WIOA Admin	Non-WIOA Funding	Total
WDB (Program and Admin)	1.3	1.4	2.2	1	3.75	9.65
System Operator (Program)	4.98	4.13	4.54	2.93	3.29	19.87
Other Program Staff/Service Provider	0	0	0	0	0	0
Other Admin Staff	0.4	0.4	0	0.2	0	1
Total	6.68	5.93	6.74	4.13	7.04	30.52

Difference between PY'16 and PY'17:	LWDA WDB of HMO Counties, Inc.					
	Totals	Adult	Dislocated Worker	Youth	Admin	Other Funding
Revenue						
WIOA/Other Carryover at 6/30/16 to Carryover at 6/30/17	\$ 595,411	\$ (4,515)	\$ (115,089)	\$ (30,650)	\$ 4,300	\$ 741,364
WIOA PY '16 NOA and Other funding to PY '17	\$ (1,423,919)	\$ (115,238)	\$ 51,049	\$ (19,267)	\$ (9,273)	\$ (1,331,191)
Total Revenue PY '16 to PY '17	\$ (828,509)	\$ (119,752)	\$ (64,040)	\$ (49,917)	\$ (4,972)	\$ (589,827)
Budgeted /Actual Expenses						
	Difference					
	Totals	Adult	Dislocated Worker	Youth	Admin	Other Funding
Payroll/Staff Salaries						
WDB (Program and Admin)	\$ 62,145	\$ 8,261	\$ (6,162)	\$ 91,604	\$ (7,331)	\$ (24,227)
System Operator (Program)	\$ 84,584	\$ 53,577	\$ 20,143	\$ 53,803	\$ (2,370)	\$ (40,569)
Other Program Staff/Service Providers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Admin Staff	\$ (25,000)	\$ (16,400)	\$ (10,900)	\$ 2,500	\$ (200)	\$ -
FICA-Medicare Expenses	\$ 14,797	\$ 6,606	\$ 809	\$ 10,045	\$ (832)	\$ (1,831)
Fringe Benefits:						
Health and Dental Insurance	\$ 84,148	\$ 9,336	\$ 6,543	\$ 49,282	\$ (3,651)	\$ 22,638
Disability and other Insurances	\$ (883)	\$ 88	\$ (1,142)	\$ 367	\$ (577)	\$ 381
Retirement Costs	\$ (7,638)	\$ (3,821)	\$ (4,408)	\$ 4,141	\$ (622)	\$ (2,928)
Other related Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel and Other Related Staff Costs	\$ (5,679)	\$ (1,484)	\$ (4,000)	\$ 455	\$ (1,399)	\$ 749
Contracted System Operator	\$ 56,313	\$ (3,560)	\$ (5,400)	\$ 53,437	\$ 27,399	\$ (15,563)
Contracted Service Providers/ Sub grantee:						
Training Expenses	\$ (206,369)	\$ (70,825)	\$ (23,642)	\$ (50,241)	\$ -	\$ (61,661)
Supportive Service Expenses	\$ (2,424)	\$ (1,457)	\$ (387)	\$ (580)	\$ -	\$ -
Work Experience Expenses	\$ (44,007)	\$ -	\$ -	\$ (44,197)	\$ 190	\$ -
Other Participant Expenses	\$ (105,126)	\$ -	\$ -	\$ (105,126)	\$ -	\$ -
Operational Expenses:						
Rent	\$ 77,967	\$ 17,878	\$ 37,252	\$ 14,369	\$ 6,193	\$ 2,275
Utilities/Telephone/IT Expense	\$ 36,045	\$ 919	\$ 10,804	\$ 7,620	\$ 1,535	\$ 15,166
Supplies/Equipment	\$ 6,791	\$ (2,587)	\$ 6,913	\$ 3,294	\$ (1,763)	\$ 934
Maintenance/Janitorial	\$ (5,948)	\$ 1,175	\$ (3,868)	\$ (4,387)	\$ 229	\$ 903
Other Operational Costs	\$ 51,445	\$ 9,435	\$ 10,149	\$ 17,266	\$ 5,503	\$ 9,092
Totals	\$ 71,160	\$ 7,141	\$ 32,704	\$ 103,652	\$ 22,305	\$ (94,641)
Difference for Carry-in:	\$ (899,669)	\$ (126,893)	\$ (96,743)	\$ (153,569)	\$ (27,277)	\$ (495,186)

Difference between PY '16 and PY '17	Difference between Actual PY 2016 and Projected PY 2017 FTE Staffing					
	WIOA Adult	WIOA DW	WIOA Youth	WIOA Admin	Non-WIOA Funding	Total
WDB (Program and Admin)	-0.1	0	-0.1	0	-1.75	-1.95
System Operator (Program)	0.45	0.34	0.29	0.04	-0.29	0.83
Other Program Staff/Service Provider	0	0	0	0	0	0
Other Admin Staff	-0.15	-0.15	0.25	0.05	0	0
Total	0.2	0.19	0.44	0.09	-2.04	-1.12

Training and participants recorded for Single-County/One-Stop LWDA's

1

LWDA:		XXXEnter Name HereXXX		Total PY 2016 Training reported													
County/One-Stop Name:		Total PY 2016 Training reported															
xxxxENTER NAME HERExxxx		Adult					Dislocated Worker					Youth					
Training Type	Total Expenditures	# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures			
		Carry In	New	PY15 Carry In Formula funds	PY16 Formula Funds	Non-WIOA Funding	Carry In	New	PY15 Carry In Formula funds	PY16 Formula Funds	Non-WIOA Funding	Carry In	New	PY15 Carry In Formula funds	PY16 Formula Funds	Non-WIOA Funding	
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Incumbent Worker (20% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Transitional Jobs (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Pay for Performance (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Contracted Services	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	

1

County/One-Stop Name:		PY 2017 Training Projection														
xxxxENTER NAME HERExxxx		Adult					Dislocated Worker					Youth				
Training Type	Total Expenditures	# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
		Carry In	New	PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding	Carry In	New	PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding	Carry In	New	PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Incumbent Worker (20% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Transitional Jobs (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Pay for Performance (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted Services	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

Training and participants recorded for Multi-County/One-Stop LWDA's

LWDA:		HMO														
County/One-Stop Name:		Total PY 2016 Training reported														
WDB		Adult					Dislocated Worker					Youth				
(State Contractor name or County name here.)		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
WDB																
Training Type	Total Expenditures	Carry In	New	PY15 Carry In Formula funds	PY16 Formula Funds	Non-WIOA Funding	Carry In	New	PY15 Carry In Formula funds	PY16 Formula Funds	Non-WIOA Funding	Carry In	New	PY15 Carry In Formula funds	PY16 Formula Funds	Non-WIOA Funding
ITA	\$ 50,456.00	0	39	\$ -	\$ -	\$ 50,456.00	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ 117,970.06	0	7	\$ -	\$ -	\$ 20,024.00	0	22	\$ -	\$ -	\$ 97,946.06	0	0	\$ -	\$ -	\$ -
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Incumbent Worker (20% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Transitional Jobs (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Pay for Performance (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted Services	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ 168,426.06	0	46	\$ -	\$ -	\$ 70,480.00	0	22	\$ -	\$ -	\$ 97,946.06	0	0	\$ -	\$ -	\$ -

County/One-Stop Name:		PY 2017 Training Projection														
WDB		Adult					Dislocated Worker					Youth				
(State Contractor name or County name here.)		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
WDB																
Training Type	Total Expenditures	Carry In	New	PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding	Carry In	New	PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding	Carry In	New	PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding
ITA	\$ 76,330.00	0	59	\$ -	\$ -	\$ 76,330.00	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ 114,755.11	0	9	\$ -	\$ -	\$ 27,000.00	21	35	\$ -	\$ -	\$ 87,755.11	0	0	\$ -	\$ -	\$ -
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Incumbent Worker (20% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Transitional Jobs (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Pay for Performance (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted Services	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ 191,085.11	0	68	\$ -	\$ -	\$ 103,330.00	21	35	\$ -	\$ -	\$ 87,755.11	0	0	\$ -	\$ -	\$ -

County/One-Stop Name:		Total PY 2016 Training reported															
Herkimer		Adult						Dislocated Worker					Youth				
(State Contractor name or County name here.)		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures			
Herkimer		# Participants in Training		PY16			# Participants in Training		PY16			# Participants in Training		PY16			
Training Type	Total Expenditures	Carry In	New	PY15 Carry In Formula funds	Formula Funds	Non-WIOA Funding	Carry In	New	PY15 Carry In Formula funds	Formula Funds	Non-WIOA Funding	Carry In	New	PY15 Carry In Formula funds	Formula Funds	Non-WIOA Funding	
ITA	\$ 78,262.44	0	20	\$ -	\$ 25,789.00	\$ -	0	2	\$ -	\$ 4,200.00	\$ 5,326.00	0	19	\$ -	\$ 42,947.44	\$ -	
OJT	\$ 42,724.40	2	13	\$ 3,220.00	\$ 14,920.40	\$ -	6	14	\$ 10,940.00	\$ 13,644.00	\$ -	0	0	\$ -	\$ -	\$ -	
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Incumbent Worker (20% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Transitional Jobs (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Pay for Performance (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Contracted Services	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Total	\$ 120,986.84	2	33	\$ 3,220.00	\$ 40,709.40	\$ -	6	16	\$ 10,940.00	\$ 17,844.00	\$ 5,326.00	0	19	\$ -	\$ 42,947.44	\$ -	

County/One-Stop Name:		PY 2017 Training Projection															
Herkimer		Adult						Dislocated Worker					Youth				
(State Contractor name or County name here.)		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures			
Herkimer		# Participants in Training		PY17			# Participants in Training		PY17			# Participants in Training		PY17			
Training Type	Total Expenditures	Carry In	New	PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding	Carry In	New	PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding	Carry In	New	PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding	
ITA	\$ 1,000.00	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	1	\$ -	\$ 1,000.00	\$ -	
OJT	\$ 16,214.63	4	4	\$ 6,840.00	\$ -	\$ -	4	6	\$ 9,374.63	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Incumbent Worker (20% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Transitional Jobs (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Pay for Performance (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Contracted Services	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	
Total	\$ 17,214.63	4	4	\$ 6,840.00	\$ -	\$ -	4	6	\$ 9,374.63	\$ -	\$ -	0	1	\$ -	\$ 1,000.00	\$ -	

County/One-Stop Name:		Total PY 2016 Training reported														
Madison		Adult					Dislocated Worker					Youth				
(State Contractor name or County name here.)		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
Madison				PY15 Carry In Formula funds	PY16 Formula Funds	Non-WIOA Funding			PY15 Carry In Formula funds	PY16 Formula Funds	Non-WIOA Funding			PY15 Carry In Formula funds	PY16 Formula Funds	Non-WIOA Funding
Training Type	Total Expenditures	Carry In	New				Carry In	New				Carry In	New			
ITA	\$ 2,500.00	0	3	\$ -	\$ 1,500.00	\$ -	0	0	\$ -	\$ -	\$ -	0	1	\$ -	\$ 1,000.00	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Incumbent Worker (20% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Transitional Jobs (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Pay for Performance (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted Services	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ 2,500.00	0	3	\$ -	\$ 1,500.00	\$ -	0	0	\$ -	\$ -	\$ -	0	1	\$ -	\$ 1,000.00	\$ -

County/One-Stop Name:		PY 2017 Training Projection														
Madison		Adult					Dislocated Worker					Youth				
(State Contractor name or County name here.)		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
Madison				PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding			PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding			PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding
Training Type	Total Expenditures	Carry In	New				Carry In	New				Carry In	New			
ITA	\$ 21,950.00	0	10	\$ -	\$ 10,000.00	\$ -	0	5	\$ -	\$ 5,000.00	\$ -	1	5	\$ 950.00	\$ 6,000.00	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Incumbent Worker (20% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Transitional Jobs (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Pay for Performance (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted Services	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ 21,950.00	0	10	\$ -	\$ 10,000.00	\$ -	0	5	\$ -	\$ 5,000.00	\$ -	1	5	\$ 950.00	\$ 6,000.00	\$ -

County/One-Stop Name:		Total PY 2016 Training reported														
Oneida		Adult					Dislocated Worker					Youth				
Services provided by:		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
Oneida				PY15 Carry In	PY16				Non-WIOA	PY15 Carry In	PY16			Non-WIOA	PY15 Carry In	PY16
Training Type	Total Expenditures	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Non-WIOA
ITA	\$ 172,798.58	28	77	\$ 34,676.86	\$ 67,946.90	\$ -	3	25	\$ 15,096.16	\$ 12,792.50	\$ -	17	19	\$ 15,304.66	\$ 26,981.50	\$ -
OJT	\$ 271,031.77	30	53	\$ 67,549.28	\$ 56,021.37	\$ -	27	41	\$ 57,958.28	\$ 4,186.25	\$ 85,316.59					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Incumbent Worker (20% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Transitional Jobs (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Pay for Performance (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ 443,830.35	58	130	\$ 102,226.14	\$ 123,968.27	\$ -	30	66	\$ 73,054.44	\$ 16,978.75	\$ 85,316.59	17	19	\$ 15,304.66	\$ 26,981.50	\$ -

County/One-Stop Name:		PY 2017 Training Projection														
Oneida		Adult					Dislocated Worker					Youth				
Services provided by:		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
Oneida				PY16 Carry In	PY17				Non-WIOA	PY16 Carry In	PY17			Non-WIOA	PY16 Carry In	PY17
Training Type	Total Expenditures	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Non-WIOA
ITA	\$ 117,010.50	22	20	\$ 23,178.00	\$ 40,000.00	\$ -	4	12	\$ 2,790.00	\$ 23,000.00	\$ -	4	17	\$ 3,042.50	\$ 25,000.00	\$ -
OJT	\$ 182,114.33	38	8	\$ 96,780.88	\$ 24,000.00	\$ -	7	13	\$ 15,010.70	\$ 40,000.00	\$ 6,322.75					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Incumbent Worker (20% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Transitional Jobs (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Pay for Performance (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted Services	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ 299,124.83	60	28	\$ 119,958.88	\$ 64,000.00	\$ -	11	25	\$ 17,800.70	\$ 63,000.00	\$ 6,322.75	4	17	\$ 3,042.50	\$ 25,000.00	\$ -

County/One-Stop Name:		Total PY 2016 Training reported														
XXXXENTER NAME HEREXXXXX		Adult					Dislocated Worker					Youth				
(State Contractor name or County name here.)		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
XXXXENTER NAME HEREXXXXX				PY15 Carry In	PY16	Non-WIOA			PY15 Carry In	PY16	Non-WIOA			PY15 Carry In	PY16	Non-WIOA
Training Type	Total Expenditures	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Incumbent Worker (20% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Transitional Jobs (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Pay for Performance (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted Services	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

County/One-Stop Name:		PY 2017 Training Projection														
XXXXENTER NAME HEREXXXXX		Adult					Dislocated Worker					Youth				
Services provided by:		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
XXXXENTER NAME HEREXXXXX				PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding			PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding			PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding
Training Type	Total Expenditures	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Incumbent Worker (20% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Transitional Jobs (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Pay for Performance (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted Services	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

TOTALS

Note: This sheet will total automatically.

Totals for LWDA		Total PY 2016 Training reported														
		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
Training Type	Total Expenditures	Carry In	New	PY15 Carry In Formula funds	PY16 Formula Funds	Non-WIOA Funding	Carry In	New	PY15 Carry In Formula funds	PY16 Formula Funds	Non-WIOA Funding	Carry In	New	PY15 Carry In Formula funds	PY16 Formula Funds	Non-WIOA Funding
ITA	\$ 304,017.02	28	139	\$ 34,676.86	\$ 95,235.90	\$ 50,456.00	3	27	\$ 15,096.16	\$ 16,992.50	\$ 5,326.00	17	39	\$ 15,304.66	\$ 70,928.94	\$ -
OJT	\$ 431,726.23	32	73	\$ 70,769.28	\$ 70,941.77	\$ 20,024.00	33	77	\$ 68,898.28	\$ 17,830.25	\$ 183,262.65					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Incumbent Worker (20% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Transitional Jobs (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Pay for Performance (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted Services	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ 735,743.25	60	212	\$ 105,446.14	\$ 166,177.67	\$ 70,480.00	36	104	\$ 83,994.44	\$ 34,822.75	\$ 188,588.65	17	39	\$ 15,304.66	\$ 70,928.94	\$ -

Totals for LWDA		PY 2017 Training Projection														
		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
Training Type	Total Expenditures	Carry In	New	PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding	Carry In	New	PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding	Carry In	New	PY16 Carry In	PY17 Formula Funds	Non-WIOA Funding
ITA	\$ 216,290.50	22	89	\$ 23,178.00	\$ 50,000.00	\$ 76,330.00	4	17	\$ 2,790.00	\$ 28,000.00	\$ -	5	23	\$ 3,992.50	\$ 32,000.00	\$ -
OJT	\$ 313,084.07	42	21	\$ 103,620.88	\$ 24,000.00	\$ 27,000.00	32	54	\$ 24,385.33	\$ 40,000.00	\$ 94,077.86					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Incumbent Worker (20% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Transitional Jobs (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Pay for Performance (10% max)	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted Services	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ 529,374.57	64	110	\$ 126,798.88	\$ 74,000.00	\$ 103,330.00	36	71	\$ 27,175.33	\$ 68,000.00	\$ 94,077.86	5	23	\$ 3,992.50	\$ 32,000.00	\$ -