DIVISION OF EMPLOYMENT AND WORKFORCE SOLUTIONS

Rockland County

LOCAL PLAN

JULY 1, 2017 - JUNE 30, 2021

NYS DEPARTMENT OF LABOR

PROTECT | ASSIST | CONNECT

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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].

09/6/17

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

All the information is shared with the board. The most recent date was October 5, 2017

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

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

The in demand sectors and occupations that exist and are emerging are in the hospitality industry including food and beverage, advanced manufacturing, data centers (IT) and health field.

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

These employers need a qualified workforce across the entire spectrum, from entry level to management.

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.

The skill levels range from community college graduates to master's level.

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

i. Current labor force employment and unemployment numbers;

Rockland County 4.5% unemployment with 7,000 individuals and the current labor force is 155,800

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

The labor market trend shows a need for individuals with higher level education beyond a high school diploma. We continue to work with our customers to ensure that they have the necessary credentials for fill the needs of the area businesses.

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

According to the Journal News 2017 report, Rockland County has an educated workforce with 22% of the population has a high school diploma, 7.7% have an Associates degree, 23% have a Bachelor's degree, 13.4% have a Masters degree and 2.9% have a professional school degree and 1.5% have a Doctorate degree. The number of individuals with barriers to employment is not determined at this time.

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 strength of the workforce development activities in the area is that there is true partnership with providers. The partners are all committed to working together to assist the job seekers and the employers. Having Rockland Community College as the Operator of the Career Center, fiscal agent and responsible for youth services, allows for economies of scale while centralizing services for the population. Another strength is the staff that is working in workforce development which is well trained and experienced.

The major weakness is the lack of sufficient funding to meet the needs of the population. Funds are needed for training and to provide case management services for the harder to serve population. With low unemployment, we find that those still unemployed are those with the most barriers to employment. Therefore, the need for training and supportive services increases and with limited financial resources, this is extremely challenging.

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.

Yes, the board is comprised of representatives from business, higher education, non profits that work involved in workforce, labor, economic development, DOL, NYS ACCESS VR, Literacy Solutions, Rockland Teachers Center Institute and non profit organizations that serve the disabled. They are all well qualified to address the capacity in the area.

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 board's vision is to prepare and educate the workforce including youth and those with barriers to employment to meet the needs for qualified workers in the County. The board understands that the business demand occupations will result in employment of our customers. Therefore, meeting those needs is of upmost importance.

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

The partners work together in a variety of ways to support this vision with their participation at board meetings, providing staff to work at the Career Center to work with job seekers, participating in various informational meetings throughout the year, participating in job fairs and providing information on area job needs to name a few.

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 entities are meeting and strategizing to determine ways to work together on an ongoing basis. Various meetings and networking opportunities between the agencies work towards ensuring all the resources in the area are working together.

One example is: RACE (Rockland Adult and Community Education), a new partnership between the two entities, create a one-stop shop for those looking to pursue training, continuing education or professional certification. BOCES and Rockland Community College have merged to provide these services.

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

Performance accountability measures have been set for the Career Center Operator and the Youth Services provider. At all WDB meetings, the providers report on their performance and the board provides input for the enhancement of services to ensure economic growth and self sufficiency.

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;

The core programs are: ♣ WIOA Title I (Adult, Dislocated Worker and Youth formula programs) administered by Department of Labor (DOL); ♣ Adult Education and Literacy Act programs administered by the Department of Education (DoED); ♣ Wagner-Peyser Act employment services administered by DOL; and ♣ Rehabilitation Act Title I programs administered by DoED. and Job Corps.

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

Rockland Community College and BOCES

iii. Other workforce development programs, if applicable.

N/A

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

The local area will continue to work with the businesses and partners to provide continuous improvement.

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

They will work with the population and the businesses to assess and determine the best course of action to meet their needs. Once determined, they will work with the individual until their goals are met.

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

The partners include: Career and Technical Education (Perkins), Job Corps, Local Veterans' Employment Representatives and Disabled Veterans' Outreach Program, Senior Community Service Employment Program, Temporary Assistance for Needy Families (TANF), Trade Adjustment Assistance Programs, Unemployment Compensation Programs, and TANF.

They participate in a customer focused referral system that seamlessly accesses resources from involved partners to increase quality outcomes. Partners agree to communicate regarding the status of interagency referrals.

Offer customers information on how to apply for a partner's services and/or arrange an appointment for the customer.

Continually develop agreed-upon standards and protocols for making quality referrals between program partners.

Identify a partner referral liaison for each System partner.

Provide ongoing training to all partner frontline staff in partner services and eligibility.

Consistently strategize to improve referrals toward a standard of real-time referrals to all applicable local program partners.

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 board will help guide and support the development of career pathways by helping identify the needs in the area as well as identifying possible partnerships to facilitate these pathways.

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

The board will improve access by working to ensure all partnerships are in place to maximize funding and opportunities for the customers.

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

Some credentials will be portable. There are skills that are common for all occupations. These include computer skills as well as othes related to a career pathway.

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

They can be stackable depending on the credential that is being offered. The goal is to provide stackable credentials at all times.

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 board will expand access by working to ensure all partnerships are in place to maximize funding and opportunities for eligible individuals.

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.

Not applicable

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

Not applicable at this time due to funding constraints.

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.

Services are provided by numerous organizations including but not limited to ACCESS VR, Jawonio, WestCop, DSS, BOCES, Job Corp, Center for Change, etc.

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

Partnerships with DSS and supportive services funds, if available, will assist with transportation needs.

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.

MOU's as required by WIOA are in place for operations.

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.

All staff has been trained on priority of service.

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 facilities are all ADA compliant and accessible. The Centers are located at the campuses of Rockland Community College which is in compliance with ADA and non discrimination requirements.

ii. Technology and materials for individuals with disabilities; and

Provided as needed.

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

ACCESS VR works closely with the Career Center staff as well as other non profits that serve the disabled population.

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.).

Their role is to comply with the regulations as stated above in partnership with Rockland Community College.

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?

The Rockland County Career Center management and the WDB work with the following organizations to assist businesses, Community Capital New York, America's SBDC, SCORE, StartUp NY, Women's Enterprise Development Center

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

Not applicable

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

Our Business Outreach Specialist is on staff and works with local businesses as well as the WDB.

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

The Executive Director for the Rockland County Workforce Development Board is employed by the County and serves at the Economic Development Director representing the County Executive. She also represents the County Executive at the CFA meetings. There are various business opportunities where the Executive Director and the REDC meets with area businesses to discuss their expansion needs and also meets with businesses exploring to move to Rockland County. Meetings have taken place with IRG (former Pfizer campus), Novartis' former site, as well as various manufacturer's. At those meetings, the workforce needs are discussed and the services provided by the Rockland County Career Center are promoted.

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

Workshops are offered on this topic and the Career Counselors discuss this option with customers.

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

In partnership with the NYS DOL Rapid Response team, the Center coordinates its efforts by assigning one staff member to work on rapid response activities.

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?

They are co located and work together to serve the customers.

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 local area partners with the relevant secondary and post secondary education programs in the County to ensure program coordincation.

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

Review of curriculum, demand occupations and other relevant topics are discussed with relevant local organizations and partners.

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

Duplication of services is avoided by having staff trained on the services provided including the required partners and community organizations.

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.

Partnership with the NYS DOL will continue as part of WIOA. They are co located with the RCCC staff.

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.

MOUs are in place with partners as required by WIOA

Youth Activities

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

i. Name of Youth Point of Contact

Chris D'Ambrese

ii. Email Address

cdambrese@rboces.edu

iii. Name of Organization

Rockland BOCES

iv. Title

131 N. Midland Ave.,
Nyack, NY 10960
Director of Adult Education Education

v. Phone

(845) 348-3500

vi. Address

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

i. Out-of-School Youth

25

iii. Carry-Over In-School Youth

22

ii. New In-School Youth

2

iv. Work Experience

23

*Please note that PY 2017 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 Case Managers for the Youth Connections Program run by Rockland BOCES

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

Every youth that is enrolled in the program meets with a Youth Case Manager upon enrollment to complete their ISS, which includes the career pathway. Career pathways are mapped out on the ISS in short-, middle-, and long-term goals, along with the action needed to complete these goals

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

See attached Service Outline for E and F

ii. Are made available to youth with disabilities.

f. Identify successful models for youth services.

For both e & f: please see attached service outline

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 disbursal of grant funds as determined by the Chief Elected Official or Governor.

Rockland Community College

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

An RFP was issued and Rockland Community College (RCC) was awarded to contract to be the operator of the adult, DW, youth and TAA programs. RCC in turn sub contracted with BOCES to provide the Youth Services.

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.

Not applicable at this time.

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 WDB Executive Director in partnership with the Board Chair reviews the membership roster to ensure compliance, as well as that the MOU is executed and system Operator is in place. These are ongoing efforts and discussions are held at the board meetings regarding all required local policies and the aforementioned. The WDB board will continue to strive to meet and or exceed all performance goals.

Training Services

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

Training services will be provided both in house at the Rockland Career Center and via a the use of ITAs, OJTs and Customized Training.

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

Contracts will be issued after a thorough assessment with a Career Counselor and the customer is given the choice of training programs and providers. The Contracts will be approved by the Career Center Director after ensuring that the training requested is for a occupations listed on the demand occupations list and that the funding is available.

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

The board requires that the Director of the Career Center train all its Counselors on the process for issuing ITAs which includes giving the choice of training programs and providers. The process is also reviewed by the WDB Executive Director to ensure compliance.

Public Comment

a. Describe the process used by the local board to provide a 30-day opportunity for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission.

The Local Plan will be posted on the Career Center website prior to submission. The plan was posted for comments on October 20, 2017 until November 22, 2017.

b. Did the NYSDOL State Representative review the plan before submission? If no, please submit to your State Representative for review prior to posting for public comment.

Yes

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, E, and F) 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
Rockland County	☒
	☐
	☐
	☐
	☐

§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
Rockland Community College

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:	9/20/17	Signature of Local Board Chair:	
Mr. ☐ Ms. ☒ Other ☐		Typed Name of Local Board Chair: Lynne Allan	
Name of Board:	WDB of Rockland County		
Address 1:			
Address 2:			
City:	Pomona		
State:	NY	Zip: 10970	
Phone:	1-877-692-1169	E-mail: lallan@greaterhudsonbank.com	

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:	9/20/2017	Signature of Local Chief Elected Official (CEO):	
Mr. ☐ Ms. ☒ Other ☐		Typed Name of Local CEO: Edwin J. Day	
Title of Local CEO:		County Executive	
Address 1:			
Address 2:		11 New Hempstead Rd.	
City:		New City	
State:		NY	10956
Phone:		845-638-5122	E-mail: dayed@co.rockland.ny.us
Are you the Grant Recipient CEO? Yes ☒ No ☐			

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.

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.**

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.

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:

(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:	
Title: WDB Executive Director	
Date: 9/20/2017	

Youth Services

Name of Local Area: *(Type the name of local area here)*

Name of Organization Providing Youth Services *(Provide name of organization)*	Phone Number	Type of Agreement *(Click on the cell and then the right triangle to select from the dropdown: Contract, LWDB or MOA)*	Design Framework	Tutoring/ Study Skills	Alternative Sec. School	Occupational Skills Training	Work Experience	Edu. Offered Concurrently	Leadership Development	Supportive Services	Adult Mentoring	Comp. Guidance/ Counseling	Financial Literacy	Enterpreneurial Skills	Labor Market Information	Postsecondary prep./transition	Follow-Up
			(Mark "x" for all program elements provided by the organization)														
Rockland BOCES	(845) 348-3500	Contract	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

Revenue and Budgeted/Actual Expenses Statement

Attachment G

Enter Data into these cells.		LWDA Rockland				
PY'17	Totals	Adult	Dislocated Worker	Youth	Admin	Other Funding
Revenue						
WIOA / Other PY'16 Carryover at 6/30/17	$ 259,802	$ 90,509	$ 44,686	$ 69,339	$ 55,269	
WIOA PY '17 NOA and Other funding	$ 1,243,237	$ 368,294	$ 318,120	$ 402,448	$ 120,985	$ 33,390
Total Revenue PY '17	$ 1,503,038	$ 458,803	$ 362,805	$ 471,787	$ 176,254	$ 33,390

Budgeted Expenses	PY'17	WIOA				
	Totals	Adult	Dislocated Worker	Youth	Admin	Other Funding
Payroll/Staff Salaries						
WDB (Program and Admin)	$ 63,092	$ -	$ -	$ -	$ 63,092	$ -
System Operator (Program)	$ 505,728	$ 273,093	$ 201,799	$ -	$ -	$ 30,836
Other Program Staff/Service Providers	$ -	$ -	$ -	$ -	$ -	$ -
Other Admin Staff	$ -	$ -	$ -	$ -	$ -	$ -
FICA-Medicare Expenses	$ 43,389	$ 20,824	$ 15,185	$ -	$ 4,826	$ 2,554
Fringe Benefits:						
Health and Dental Insurance	$ 186,482	$ 88,776	$ 75,624	$ -	$ 22,082	$ -
Disability and other Insurances	$ -	$ -	$ -	$ -	$ -	$ -
Retirement Costs	$ -	$ -	$ -	$ -	$ -	$ -
Other related Fringe Benefits	$ -	$ -	$ -	$ -	$ -	$ -
Travel and Other Related Staff Costs	$ 8,880	$ 2,635	$ 2,245	$ -	$ 4,000	$ -
Contracted System Operator-other expenses	$ -	$ -	$ -	$ -	$ -	$ -
Contracted Service Providers/ Sub grantee:						
Training Expenses	$ 93,568	$ 47,631	$ 45,937	$ -	$ -	$ -
Supportive Service Expenses	$ -	$ -	$ -	$ -	$ -	$ -
Work Experience Expenses	$ -	$ -	$ -	$ -	$ -	$ -
Other Participant Expenses	$ 402,448	$ -	$ -	$ 402,448	$ -	$ -
Operational Expenses:						
Rent	$ -	$ -	$ -	$ -	$ -	$ -
Utilities/Telephone/IT Expense	$ 24,100	$ 11,664	$ 9,936	$ -	$ 2,500	$ -
Supplies/Equipment	$ 7,440	$ 4,018	$ 3,422	$ -	$ -	$ -
Maintenance/Janitorial	$ -	$ -	$ -	$ -	$ -	$ -
Other Operational Costs	$ 43,755	$ 10,162	$ 8,657	$ -	$ 24,936	$ -
Totals	$ 1,378,882	$ 458,803	$ 362,805	$ 402,448	$ 121,436	$ 33,390
Carry-in to PY'18:	$ 124,157	$ 0	$ 0	$ 69,339	$ 54,818	$ -

Enter Data into these cells.	Projected PY 2017 FTE Staffing <1					
Function/ Type of Service	WIOA Adult	WIOA DW	WIOA Youth	WIOA Admin	Non-WIOA Funding	Total
WDB (Program and Admin)	0	0	0	1	0	1
System Operator (Program)	4.04	4.03	0	0	0.6	8.67
Other Program Staff/Service Provider	0	0	0	0	0	0
Other Admin Staff	0	0	0	0	0	0
Total	4.04	4.03	0	1	0.6	9.67

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

Enter Data into these cells.		LWDA
PY'16	Totals	Adult
Revenue		
WIOA / Other PY'15 Carryover at 6/30/16	$ 326,723	$ 65,635
WIOA PY '16 NOA and Other funding	$ 1,386,503	$ 414,058
Total Revenue PY '16	$ 1,713,226	$ 479,693

Actual Expenses	PY'16	
	Totals	Adult
Payroll/Staff Salaries		
WDB (Program and Admin)	$ 55,630	$ -
System Operator (Program)	$ 601,428	$ 248,523
Other Program Staff/Service Providers	$ -	$ -
Other Admin Staff	$ -	$ -
FICA-Medicare Expenses	$ 50,265	$ 19,012
Fringe Benefits:		
Health and Dental Insurance	$ 157,736	$ 58,532
Disability and other Insurances	$ -	$ -
Retirement Costs	$ -	$ -
Other related Fringe Benefits	$ -	$ -
Travel and Other Related Staff Costs	$ 12,221	$ 1,751
Contracted System Operator	$ -	$ -
Contracted Service Providers/ Sub grantee:		
Training Expenses	$ 89,697	$ 35,484
Supportive Service Expenses	$ 80	$ -
Work Experience Expenses	$ -	$ -
Other Participant Expenses	$ 424,817	$ -
Operational Expenses:		
Rent	$ -	$ -
Utilities/Telephone/IT Expense	$ 21,273	$ 10,205
Supplies/Equipment	$ 5,474	$ 2,607
Maintenance/Janitorial	$ 9,538	$ 4,674
Other Operational Costs	$ 25,266	$ 8,398
Totals	$ 1,453,424	$ 389,184
Carry-in to PY'17:	$ 259,802	$ 90,509

Enter Data into these cells.	PY 20	
Function/Type of Service	WIOA Adult	WIOA DW
WDB (Program and Admin)	0	0
System Operator (Program)	4.04	4.03
Other Program Staff/Service Provider	0	0
Other Admin Staff	0	0
Total	4.04	4.03

Difference between PY'16 and PY'17:		LWDA	Rockland			
	Totals	Adult	Dislocated Worker	Youth	Admin	Other Funding
Revenue						
WIOA/Other Carryover at 6/30/16 to Carryover at 6/30/17	$ (66,921)	$ 24,874	$ (12,648)	$ (120,842)	$ 41,695	$ -
WIOA PY '16 NOA and Other funding to PY '17	$ (143,267)	$ (45,764)	$ (47,505)	$ (47,572)	$ (15,649)	$ 13,223
Total Revenue PY '16 to PY '17	$ (210,188)	$ (20,890)	$ (60,153)	$ (168,414)	$ 26,046	$ 13,223

Budgeted /Actual Expenses	Difference	WIOA				
	Totals	Adult	Dislocated Worker	Youth	Admin	Other Funding
Payroll/Staff Salaries						
WDB (Program and Admin)	$ 7,462	$ -	$ -	$ -	$ 7,462	$ -
System Operator (Program)	$ (95,700)	$ 24,570	$ (21,402)	$ (110,971)	$ -	$ 12,102
Other Program Staff/Service Providers	$ -	$ -	$ -	$ -	$ -	$ -
Other Admin Staff	$ -	$ -	$ -	$ -	$ -	$ -
FICA-Medicare Expenses	$ (6,876)	$ 1,812	$ (1,890)	$ (8,489)	$ 570	$ 1,121
Fringe Benefits:						
Health and Dental Insurance	$ 28,746	$ 30,244	$ 21,314	$ (25,424)	$ 2,611	$ -
Disability and other Insurances	$ -	$ -	$ -	$ -	$ -	$ -
Retirement Costs	$ -	$ -	$ -	$ -	$ -	$ -
Other related Fringe Benefits	$ -	$ -	$ -	$ -	$ -	$ -
Travel and Other Related Staff Costs	$ (3,341)	$ 884	$ 753	$ -	$ (4,978)	$ -
Contracted System Operator	$ -	$ -	$ -	$ -	$ -	$ -
Contracted Service Providers/ Sub grantee:						
Training Expenses	$ 3,871	$ 12,147	$ (8,276)	$ -	$ -	$ -
Supportive Service Expenses	$ (80)	$ -	$ (80)	$ -	$ -	$ -
Work Experience Expenses	$ -	$ -	$ -	$ -	$ -	$ -
Other Participant Expenses	$ (22,369)	$ -	$ -	$ (22,369)	$ -	$ -
Operational Expenses:						
Rent	$ -	$ -	$ -	$ -	$ -	$ -
Utilities/Telephone/IT Expense	$ 2,827	$ 1,459	$ 1,425	$ (1,161)	$ 1,104	$ -
Supplies/Equipment	$ 1,966	$ 1,411	$ 1,412	$ -	$ (857)	$ -
Maintenance/Janitorial	$ (9,538)	$ (4,674)	$ (4,865)	$ -	$ -	$ -
Other Operational Costs	$ 18,489	$ 1,764	$ (3,860)	$ -	$ 20,585	$ -
Totals	$ (74,543)	$ 69,619	$ (15,468)	$ (168,414)	$ 26,497	$ 13,223
Difference for Carry-in:	$ (135,645)	$ (90,509)	$ (44,685)	$ (0)	$ (451)	$ (0)

Difference between PY '16 and PY '17	Difference between Actual PY 2016 and Projected PY 2017 FTE Staffing					
Function/Type of Service	WIOA Adult	WIOA DW	WIOA Youth	WIOA Admin	Non-WIOA Funding	Total
WDB (Program and Admin)	0	0	0	0	0	0
System Operator (Program)	0	0	0	0	0	0
Other Program Staff/Service Provider	0	0	0	0	0	0
Other Admin Staff	0	0	0	0	0	0
Total	0	0	0	0	0	0

Attachment 1: Service Outline

RBOCES will deliver all 14 WIOA Youth Service Elements either in-house or through collaborations with sub-contractors.

A. Tutoring, study skills, dropout prevention – TASC instruction and credit recovery programs are available along with individualized and group tutoring.
B. Alternative secondary school services – Available as needed through RBOCES Career and Technical Education Division as well as RBOCES' sub-contractor, Summit School.
C. Paid and unpaid employment opportunities – A work experience program will be run that includes a mandatory 'boot camp' to provide soft skills training to the youth. They will then have the opportunity to have a paid work experience in a field related to their career goals.
D. Occupational skills training – Funding for vocational training is available to youth.
E. Education concurrent with workforce preparation – Each youth that is enrolled in vocational training will also be receiving basic skills education (i.e. tutoring) as well as soft skills training to prepare for the workforce.
F. Leadership development – Youth will take part in volunteer activities as well as opportunities to participate in community presentations
G. Supportive services – Services such as bus tickets, referrals to other local resources, and emergency funds are available to all youth.
H. Adult mentors – RBOCES will provide mentoring services for youth over the course of at least a full year.
I. Follow up services – Each participant will receive a full year of follow up services after exit.
J. Comprehensive guidance and counseling – Each participant will be assigned a case manager to provide guidance in regards to career exploration. Youth will also be referred to the RBOCES Family Resource Center if intensive counseling is needed.
K. Financial literacy – RBOCES will work with programs such as Career Zone to provide budgeting assistance and financial literacy education. RBOCES will also partner with local agencies to provide workshops on financial literacy.
L. Entrepreneurial skills training – RBOCES will partner with local agencies to provide entrepreneurial skills training and workshops.
M. Labor market information – The Labor Market Overview and DOL market analysis report will be utilized as well as information directly from business and industry partners.

Transition to post-secondary education – RBOCES will work with youth who are transitioning from high school to college or vocational programs. Information regarding college applications and school visits will be provided by RBOCES.