

Oyster Bay - North Hempstead - Glen Cove

LOCAL PLAN

JULY 1, 2017 - JUNE 30, 2021

Table of Contents

Table of Contents.....	ii
Strategic Planning Elements.....	1
Local Workforce Development System.....	9
Workforce Development and Career Pathways.....	16
Access to Employment and Services.....	19
Business Engagement.....	33
Program Coordination.....	35
Youth Activities.....	38
Administration	43
Training Services.....	46
Public Comment.....	48
List of Attachments.....	48

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].

9/15/2017

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

It was shared on 9/14/2017 at a quarterly Local Workforce Development Board meeting

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

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

In "Significant Industries", a report to the Workforce Development System, The New York State Department of Labor Bureau of Labor Market Information has designated sixteen regional industries as "significant." This classification was based on increased employment as well as total numbers employed during the period of evaluation (2009 through 2014.) Fifteen of the sixteen employed at least 12,500 in 2014, and all sixteen industries increased employment during the period. In addition, all significant industries shared one or more of the following characteristics: rapid growth, large growth, high wages, or strong expected growth. The sixteen industries fall into eight major industry groups: Construction; Manufacturing; Trade, Transportation and Utilities; Financial Activities; Professional and Business Services; Health Care and Social Assistance; Leisure and Hospitality; and Other Services.

The Long Island Regional Economic Development Council (LIREDC) has identified four key in-demand sectors of the economy: Health Care, Manufacturing, Information Technology and Retail, Hospitality and Tourism. Following an analysis of data from the last 12 months for these core focus sectors, the LIREDC's Workforce, Education & Veterans Committee has identified the following demand occupations:

Health Care - Registered Nurses, Nurse Practitioners, Medical and Health Services Managers, Physician Assistants, Licensed Practical and Licensed Vocational Nurses

Manufacturing - Sales Representatives; Laborers & Freight, Stock & Material Movers; Computer Occupations, Managers, Software Developers

Information Technology - Computer Occupations, All Other; Software Developers, Applications; Computer User Support Specialists; Web Developers; Computer Systems Analysts

Retail, Hospitality and Tourism - (Identified as 3 distinct categories, below)

Retail - Retail Salesperson, 1st-line Supervisors of Retail Sales Workers, Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products, Cashiers Stock Clerks & Order Fillers

Hospitality (Accommodation) - Hotel, Motel, and Resort Desk Clerks, Maids and Housekeeping Cleaners, Waiters and Waitresses, Lodging Managers, Concierges

Hospitality (Food Service) - Combined Food Preparation and Serving Workers, Including Fast Food, 1st-Line Supervisors of Food Preparation and Serving Workers, Food Service Managers, Cooks, Restaurant, Waiters & Waitresses

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

Employment needs of businesses in identified sectors are listed below:

Construction sector- carpenters, electricians, HVAC mechanics, and plumbers are all in high demand. It is notable that the region's job growth in specialty trade contractors, 10.5%, was the fastest out of the 10 labor market regions throughout the State over the 2009-2014 time period. Construction activity is currently booming on Long Island, and the aging of the baby boomer workforce will lead to many job opportunities, especially among the skilled trades.

Manufacturing - CNC machinists, maintenance mechanics and other skilled production workers, high skill workers (for example, biochemists). The LIREDC Workgroup has listed the top 5 most in demand job titles in this field as Forklift Operator, Sales Associate, Quality Assurance Manager, Mechanical Engineer, Software Development Engineer

Professional and Technical Services - computer programmers specializing in advertising (search engine optimization, etc.), computer security, databases and networking

Health Care - Skill shortages exist at all levels, but occupations most frequently cited include home health aides, primary care/family physicians, and registered nurses. Newly emerging occupations like health coaches and care coordinators are also in demand, as well as a variety of healthcare technicians. The LIREDC Workgroup has listed the top 5 most in demand job titles in this field as Registered Nurse, Physician's Assistant, Physical Therapist, Nurse Practitioner and Licensed Practical Nurse.

Information Technology - The LIREDC workgroup has listed the top 5 most in demand job titles in this field as Software Development Engineer, Systems Engineer, Data Analyst, Programmer/Analyst, Software Developer

Retail Hospitality and Tourism - The LIREDC workgroup has listed the most in demand job titles in this field as Sales Associate, Cashier, Store Associate, Pharmacy Technician, Assistant Store Manager, Concierge, Night Auditor, Front Desk Agent, Housekeeper, Guest Services Representative, Barista, Restaurant Crew, Cook, Food Service Worker, Restaurant

Manager.

- 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.

A description of the knowledge, skills and abilities required to meet the employment needs of businesses in some of these demand occupations is listed below:

Construction - Most new construction will be required to meet high standards for energy efficiency and use of green materials, and this will require some retraining for workers in the industry. Given the aging of the workforce on Long Island, and the relatively long lead time in requiring skills for new workers, it is necessary to increase efforts to educate emerging workers on these occupations, and focus on the educational system that does not prioritize blue-collar trades.

Health Care - Local employers cited the following skills areas where candidates are lacking training and experience (survey by Workforce Development Institute): Use of healthcare related technology/software; Personal/Customer Service and Active Listening; Reading and Written Comprehension; Documentation/Recording Information. In addition to the occupations listed above (in a.ii.), employers site a broad range of Front Desk roles and technicians (e.g. EKG, Telemetry, Blood Bank, Sterile Processing and PCT,s) as well as Coders and Billers.

Information Technology - Local employers cited the following skills areas where candidates are lacking training and experience (survey by Workforce Development Institute): Modern Javascript & Javascript Frameworks (Backbone, Angular, SaSS and LeSS, Facebook REACT, Alazon Web services and Microsoft Azur, Microsoft .NET, C# & SQL Server; Focus on design and implementation of products and procedure that automate and control the software development life-cycle. Continuous integrations that improve quality and efficiency; Critical thinking, Problem Solving, Communication, Customer Service, Risk Assessment. Long Island employers in this sector also reported a need for Development Ops.

Manufacturing - High-level skills in engineering and research and product development are key for the manufacturing industry. Employers require workers with skills in mathematics, problem-solving, engineering and technology, and quality and safety. Basic skills for entry-level employment include the mathematics of manufacturing, the language of the shop floor and OSHA safety regulations general manufacturing, welding, CNC machining, programming and advanced soldering.

There is also a universal need for workers with STEM (Science Technology Engineering and Math) skills by businesses in all sectors.

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

i. Current labor force employment and unemployment numbers;

	Labor Force	Employed	Unemployed	Unemployment Rate (%)
Regional employment and unemployment				
Nassau-Suffolk	1,499,200	1,432,800	66,400	4.4
Nassau County	709,600	679,500	30,100	4.2
Local Workforce Development Area employment and unemployment				
Glen Cove City	14,200	13,700	600	4.0
North Hempstead Town	114,200	109,800	4,400	3.8
Oyster Bay Town	156,600	150,300	6,300	4.0

The Nassau-Suffolk unemployment rate was 4.4% in August 2017, while unemployment in the LWDB Consortium region (City of Glen Cove, Town of North Hempstead, Town of Oyster Bay) was slightly lower. Total Consortium area employment was 273,800, and total unemployment was 11,300.

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

"Significant Industries", a report to the Workforce Development System, The New York State Department of Labor Bureau of Labor Market Information details several trends in the labor market.

Construction activity has continued to increase across a number of residential projects and health care facilities. Downtown revitalization projects, which have been promoted by the Long Island Regional Economic Development Council, have helped to spur construction growth, specifically around Long Island Railroad Stations. The aging and impending retirements of the baby boomer population will increase the need for additional construction workers, especially specialty trade contractors. The region's job growth for specialty trade contractors, 10.5 percent was the fastest of the ten labor market regions in the State from 2009-2014.

Growth in health care industry employment is driven primarily by demographics. With the aging of the population, many health care occupations will see strong demand over the next decade. Continued technological innovation in health care creates increased demand for health care services and requires additional skills training. Ambulatory health care services continue to be the fastest growing part of the health care sector.

Long Island's chemical manufacturing (pharmaceutical and nutraceutical) industry is the largest in the State, and has the second highest growth rate, 20.2 percent over the period 2009-2014.

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

Census data from the American Fact Finder lists the educational levels of the region as follows:

POPULATION 18-24	
less than high school	8.40%
high school graduate	20.50%
some college, or associate's degree	48.50%
bachelor's or higher	22.60%
POPULATION 25 AND OVER	
less than 9th grade	4.90%
9-12 grade, no diploma	3.60%
high school graduate	23.10%
some college, no degree	15.40%
associate's degree	8.00%
bachelor's degree	24.70%
graduate or professional degree	20.20%

high school or higher	91.50%
bachelor's or higher	44.90%

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 Long Island Workforce Development Boards (LWDBs) lead a sophisticated network of programs and partnerships, and collaborate with other leaders, such as the LIREDC, to maintain and constantly improve and expand a comprehensive regional workforce development system. The WDB's have expanded the footprint of the WIOA-mandated workforce development system to the larger, non-mandated system, through its participation on the LIREDC Workforce, Education and Veterans Workgroup, the Long Island Sector Partnership, the Northwell Health HealthCare Career Pathways Initiative, the Stony Brook University Manufacturing Extension Partnership Center (MEP) Manufacturing and Technology Resource Consortium (MTRC) and other groups and initiatives. The workforce development activities mentioned above have long been used to measure success in the One-Stop System. Therefore, there is such data to suggest the strengths and weaknesses of the programs. The ITA's provided to participants in the system have easily identifiable successful traits such as the ability to increase marketable skills and provide for content specific to the occupations in highest demand in the region. The requirements of follow up to the educational and training providers as well as the placement aspect of the training program have increased placements regionally as well as locally. Data had been collected to determine a significant increase in placements. A weakness of the ITA training is often the length of time the training may take as well as the cost. Regionally, it is being explored through providers the ability to reduce cost and length of training to appeal to a larger segment of the population.

Workforce development activities for businesses also have strengths and weaknesses. While the OJT is successful in reducing the commitment on a potential employer and providing the ability for the participant to gain work experience in a position of need, the required contracting process as well as stringent requirements placed on the employer often damper the enthusiasm. A streamlined approach to the requirements has been in development as has begun to show signs of positive outcomes.

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.

Locally, the system created has the capacity to address and the education and skill needs of all participants and businesses. This capacity has been created through extensive partnerships, memorandums of understanding and mutual goals across a variety of organizations. Locally, it has been found that many of the participants in our program who rely on our services have barriers to employment. The career center staff has been trained and provided with resources to help alleviate the barriers so that such participants can successfully be employed.

Businesses have the ability to inquire about services through our business services team directly. In addition, locally partnership with NYSDOL regional business teams has allowed local staff to network regionally to provide a positive outcome to businesses in need of any particular service it is seeking.

- 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 Local Board has a mission statement "To enhance the productivity and competitiveness of local employers by developing and coordinating resources that meet their needs, while facilitating employment opportunities for all job seekers."

The Local Board's strategy to meet this vision is:

- Equip workers with the knowledge, credentials, skills and abilities to enter and progress along career ladders within growing and transformative industries that hire for demand occupations;
- Apply sector-based strategies to identify specific workforce preparation requirements;
- Form robust partnerships designed to plan collaboratively; share resources; leverage augmenting funds and accept mutual accountability;
- Inform planning and continuous improvement activities with fact-based decision-making, using relevant, reliable and data;
- Utilize co-enrollment, as well as blending and braiding of funds where feasible;
- Apply customized employment and person-centered planning, as appropriate, particularly for individuals with disabilities;
- Maintain a systemic culture of quality management that celebrates successes and addresses weaknesses with positive solutions.

The local workforce development boards (WDB) have through quarterly meetings and

frequent discussions helped to build a strategic vision and goal system for all participants. This vision and goal structure consists of several parts. The vision includes the ability to provide support and resources to participants in the system regardless of circumstance. The support mentioned should be provided without prejudice and allows those in most need to have the ability to access these resources. The goal is to provide those who seek the services of the WDB and local system to be met with resources and direction to assist in the most effective way. These goals will be measured by performance standards set forth by the New York State Department of Labor (NYSDOL). These standards will be applied across all platforms to determine the success rate of the goals set forth.

Locally, youth services are coordinated with the assistance of outside providers. Currently, these outside providers are held to the local law as well as WIOA regulations. These goals and vision set out by the WDB must be upheld by the providers. The WDB vision for working with the local youth population focuses around work experience to in school and out of school youth. These work experiences lead to the ability to find gainful employment post-secondary school or while the youth remains out of school. The work experience aspect has a goal of allowing all those participating to experience the field in which is of current interest while providing additional supports throughout.

- 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 were designed with the strategic vision in mind. All programs supported by the WDB through the system and with partners have followed similar models. These programs provide for those with barriers to employment to help alleviate those barriers. The WDB hosts partner meetings on a quarterly basis in addition to the quarterly WDB meetings. During these meetings it has become a regular agenda item to share the local programs provided to allow for the goals and accountability to be tested. This allows for constructive criticisms to be applied so that the vision and goals set forth during the creation of the programs maintain course. The vision of helping all those in need with a level of professionalism and substance has been applied and universally accepted throughout any and all workforce development programs supported.

- 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?

WIOA requires that a memorandum of understanding (MOU) must be created to discuss those partners and entities that carry out core programs to sign this document highlighting the participation to the system. The MOU requires that all programs provide a rubric of resources that can be contributed to the system. In addition, the One Stop Operator coordinates with all partners and program providers to help align available resources that

maintain with the vision and goals of the WDB. This is additionally facilitated through partner meetings and constant contact among the program providers.

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

The WDB's performance goals negotiated with NYSDOL will be met or exceeded. Obtaining employment, retaining employment and meeting a specific average earnings rate all contribute to growing a tax base and increased spending in our communities. This encourages economic growth while leading individuals to a path of self-sufficiency. Encouraging youth participants to meet employment and education goals helps lead them to future successes. The youth will be able to fill in job openings and help solve the major skill gap issues facing Long Island. They usually spend their discretionary money locally putting money back into our economy.

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;

At the One-Stop Career Center, programs are linked together for the ease and ultimate success of the job seeker and employer. The Workforce Innovation and Opportunity Act (WIOA) reinforces the partnerships and strategies necessary for Career Centers to provide to job seekers and works with high quality career services, education and training, and supportive services they require to be successful. WIOA requires four core program partners to provide expanded services at One-Stop Career Centers. The core programs work together to ensure a customer-centered approach to service delivery.

WIOA Title I: Adult, Dislocated Workers and Youth

The Adult Program provides career and training services to help job seekers who are at least 18 years old succeed in the labor market. The Dislocated Worker Program provides career training services to help job seekers who meet the definition of a dislocated worker. The goal is to return the individual to the workforce with the skills they need to obtain quality employment in in-demand industries. The Youth Formula Program provides an opportunity to ensure youth receive the services they need to succeed in education and the workforce. Individuals aged 18-24 may be eligible for both the WIOA Youth and Adult programs and can be co-enrolled in the two programs. Participants will receive the following services at the One-Stop Career Center:

Initial Assessment

Referrals to programs
Referrals to supportive services
Unemployment information and assistance
Financial aid information
Individual Employment Plan
Career planning and counseling
Out of area job search and relocation assistance
Financial literacy services
Workforce preparation
Follow-up services
Career and Technical Training

WIOA Title II: Adult Education and Family Literacy Act (AEFLA)

AEFLA is designed to create a partnership among the Federal Government, States and localities to provide adult education and literacy activities. The Long Island Regional Adult Education Network (LI-RAEN) provides technical assistance and professional development to adult education and family literacy programs funded by the New York State Education Department (NYSED). LI-RAEN serves adult literacy programs throughout Nassau and Suffolk Counties and works closely with the WDB and the One-Stop Career Center as well as other public agencies within the local workforce development systems to address the emerging, transitional and incumbent workers literacy needs. Our partner agency, NYSDOL, provides on-site Test Assessing Secondary Completion (TASC) prep courses. At partner sites, participants will receive the following services:

Initial Assessment
Referrals to programs
Referrals to supportive services
Financial aid information
Career planning and counseling
Financial literacy services

English language acquisition and integrated education

Workforce preparation

Follow-up services

WIOA Title III: Wagner-Peyser Act Employment Service

Wagner-Peyser provides universal access to job seekers seeking employment and career services, referrals to partner programs, and reemployment services to individuals receiving unemployment insurance. The Division of Employment Services works with the public and private sectors to create job opportunities, offer job fairs, help individuals find employment and help businesses find skilled workers. Staff from the New York State Department of Labor is located at the One-Stop Career Center and are cross-trained so they can adequately address the needs of employers and job seekers. Individuals will receive the following services:

Initial assessment

Referrals to programs

Referrals to supportive services

Unemployment information and assistance

Career planning and counseling

Out of area job search and relocation assistance

WIOA Title IV: Vocational Rehabilitation Program

The program is designed to improve and align core programs towards the goal of assisting individuals with disabilities to maximize employment, economic self-sufficiency, independence, and inclusion and integration into society. Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR) provides vocational rehabilitation services for eligible individuals with disabilities including youth and has coordinated and collaborated with many partner agencies. They offer a full range of continuing education programs that are aimed at providing adults with successful transitions to meaningful, high quality employment opportunities. ACCES-VR is committed to plan for continued program coordination and cross-training so that all partner agencies have a better understanding of how to serve people with disabilities. Individuals will receive the following services:

Initial assessment

Referrals to programs

Referrals to supportive services
Financial aid information
Individual Employment Plan
Career planning and counseling
Short-term pre-vocational services
Internships and work experiences

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

Nassau Community College administers the Carl D. Perkins Career and Technical Education Act program in our local area. A representative from NCC regularly conducts informational sessions at the One-Stop Career Center regarding the training opportunities and employment related services available at NCC, including those funded by Carl D. Perkins. The college and career center staff has for years cross-trained staff on the inventory of services that can be made available by each partner and have a long-established referral process in place. This relationship will ensure participants have access to high-quality training that leads to skills and credentials that align with the needs of target employers.

- iii. Other workforce development programs, if applicable.

In addition to the core program partners, there are several mandatory partner programs for which career services must be delivered under WIOA. This provides a central point of service for those seeking employment, training and related services. A One-Stop Operator was procured to coordinate the service delivery of the core One-Stop partners, their service providers and local business community within the One-Stop delivery system. The One-Stop Operator will identify and assess the availability of services provided by the partners, the process for accessing services, coordinate the delivery of services and work with the partners to create strategies that improve the provision of services to customers and targeted populations. This should increase service integration among partner agencies within the One-Stop delivery system, simplify the process for customers in order for services to be accessible and ensure the culture of the One-Stop delivery system promotes knowledge transfer across partner programs. The mandatory partner programs and the One-Stop partners include:

Senior Community Service Employment
Carl D. Perkins Career and Technical Education (CTE)
Community Services Block Grant Employment and Training
Temporary Assistance for Needy Families

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

The Career Center management will provide regular training to staff to ensure that current procedures are being followed and staff has the most up to date information. This includes labor market information, employment trends and current practices regarding employment counseling. Sharing of the most up to date information will allow services to continually improve to meet the demands of consumers. Interdepartmental meetings will ensure that information is being shared by the One-Stop and received by the One-Stop as well. Input from partner agencies will also help the staff continue to improve its service delivery to consumers.

The WDB will continue to monitor all service providers on a regular basis to ensure they are improving their service delivery. Vocational training providers are visited. The staff meets with school management, instructors and students in order to receive a comprehensive assessment of the training provider. Recommendations are made to each school based on all meetings. The staff participates in Advisory Councils at several training providers. The Advisory Councils consist of school management, business leaders and government agencies. Participation in these Councils allows us to keep up with educational trends and have input into service programs that meet the needs of consumers and businesses. On-site One-Stop Career Center service providers are also monitored on a regular basis to ensure that customer needs are being met and that the classes are relevant to the current job market. Customer feedback is utilized to ensure customer demands are met.

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

The Business Services Unit conducts job fairs, and recruitment events. Career and Technical Education (CTE) providers have dedicated placement teams to match job seekers/students with local business opportunities. Ongoing contact with the local WDB ensures local job market needs are communicated to service providers. The One-Stop Career Center offers monthly career workshops and services which include:

Cover Letter Writing: Examples of four types of cover letters and instruction on how to build the perfect cover letter along with marketing and thank you letters.

How to Write a Resume: Learn the latest format and theories of resume writing. Samples are given to model and we may be able to assist you with typing, if needed.

Social Media: Learn the ins and outs and potential dangers of the online job application process. Learn about the use of job boards and social media like Facebook and LinkedIn and how it might help you.

Interviewing: Review the needed preparation, conduct, and follow-up to ensure interview success including how to handle challenging questions.

Networking: The skills you need for building and expanding your own network of people to aid your job search. Most successful technique to finding a job in today's market.

Salary Negotiation: The basic ability to answer an employer's questions about salary and plan a strategy to get the income you need.

Transferable Skills: Demonstrates how to take previous industry-specific experiences and turn it into a group of general skills applicable to any new occupation. Great for career-changers

Facebook for Job Seekers: In this two hour workshop, learn to use Facebook in your job search. Learn how to research companies and expand your networking capabilities. Learn how HR professionals and recruiters use this tool. Learn to protect yourself by removing or hiding unflattering and inappropriate content.

LinkedIn for Beginners: A two hour hands-on social media workshop where you will learn how to create a LinkedIn account and profile that will help you in your job search.

Mastering LinkedIn (Advanced): A two part advanced three hour hands-on workshop for current LinkedIn users who have accounts. Covers best practices on building your profile, connections, recommendations and endorsements.

ACCES-VR Orientation: (Adult Career and Continuing Education Services-Vocational Rehabilitation -formerly VESID) Assists individuals with disabilities to obtain and maintain employment.

NYS Veterans Representative: A New York State Veteran's representative will speak to veterans about employment opportunities as well as Federal & State programs specifically for veterans.

How to use the Internet as a Job Search Tool: Learn how to navigate the Internet for your Job Search.

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

In order to effectively promote and develop career pathways and sector strategies, it is vital that the WIOA core and One-Stop partner programs work together to ensure a customer-centered approach to service delivery. The required partners collaborate and align their services to enhance access for job seekers and business and create a seamless, customer-focused One-Stop delivery system. Partner agencies with a presence at one or more of the One-Stop Career Centers located within Nassau County include, at a minimum, the following:

- Community Services Block Grant – There is staff onsite when needed to

provide information and referrals for emergency assistance to residents in need. The staff work together to promote a goal of self-sufficiency by broadening the minds of children, revitalizing communities, and assisting families and children in need through the provision of services and to coordinate available federal, state, local and private resources. Individuals will receive referrals to programs and supportive services, financial aid information, career planning and counseling, internships and work experience, financial literacy services and workforce preparation.

- Temporary Assistance for Needy Families – It provides assistance to needy families so children might be cared for and it ends the dependence of needy families on government benefits by promoting job preparation. TANF serves individuals who also may be served by WIOA programs and through appropriate linkages and referrals, these customers will have access to a broader range of services through the cooperation of the TANF program in the One-Stop delivery system. TANF participants receive services at an eligible partner site in Massapequa and Hicksville. Participants receive referrals to programs and supportive services, career planning and counseling, short-term pre-vocational services, internships and work experiences, financial literacy services and follow-up services.
- Carl D. Perkins and Technical Education – Through various partnerships with NCC, representatives are onsite when needed to improve the secondary and postsecondary CTE programs. There are training classes offered based on demand as needed which help to develop the academic, career and technical skills of secondary and postsecondary students who enroll in the CTE programs. Individuals will receive referrals to programs, referrals to supportive services, financial aid information, career planning and counseling, internships and work experiences and workforce preparation.
- Senior Community Service Employment – Provided by representatives from Urban League of Westchester County who are onsite as needed. Authorized by the Older Americans Act, the Urban Seniors Job Program (USJP) is a National Urban League workforce development program administered by the Urban League of Westchester County for residents of Nassau and Suffolk Counties. The USJP provides subsidized, service-based training for low-income, unemployed persons 55 or older. Participants receive an initial assessment, referrals to programs, referrals to supportive services, an Individual Employment Plan (IEP), career planning and counseling and internships and work experiences.
- New York State Department of Labor – With representatives onsite daily at the One-Stop Career Centers this provides convenient one-stop shopping for employment-related needs. The Division of Employment and Workforce Solutions

offices offer many Labor programs in a single location-including career related assistance and services for employers. The Division of Employment Services works with the public and private sectors to create job opportunities, offer job fairs, help workers find a job, and help businesses find skilled workers. Participants can also receive assistance with Trade Adjustment Assistance (TAA), Veterans Programs, Unemployment Benefits and Labor Exchange Services.

- Adult Career and Continuing Education Services – Vocational Rehabilitation – ACCES-VR assists individuals with disabilities to achieve and maintain employment and to support independent living through training, education, rehabilitation, and career development. There is a representative onsite from ACCES-VR twice per month to provide services. Participants receive referrals to programs and supportive services, internships and work experiences, career planning and counseling, and short-term pre-vocational services. ACCES-VR works closely with our Disability Resource Coordinators and was a key partner in the DEI grant.

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 WDB, other local boards and partners have helped to foster development of career pathways. This development was advanced through regional meetings to determine the best approach and outcomes to meet the needs of the population. During these meetings, a need was identified for a universal approach and sharing of information via co-enrollment throughout the programs and providers. The partner meetings developed in conjunction with the WDB have helped to explore a universal referral among partners to help streamline co-enrollment when appropriate. This will allow a true one-stop system for participants in the variety of programs.

In addition, strong relationships with our WDB members including our youth and career center committees are critical in facilitating career pathways and co-enrollment. The WDB includes members of secondary and post-secondary institutions, vocational training schools, unions, governmental agencies, community based organizations and businesses. Career pathway opportunities in partnership with WDB members representing the adult education and post-secondary communities will be created. Job seekers enrolled in ITA programs are also co-enrolled in core basic skills workshops, which can be accessed whenever there is a need. WDB meetings encourage regular communication among the members by sharing information and many times it serves as a platform to start initiatives together such as the development of career pathways.

Previous efforts developing career pathways for the healthcare industry were supported by a grant from the United States Department of Health and Human Services Administration

for Children and Families. Although the grant has ended, the partnerships created, the lessons learned and the sequence of training and upskilling opportunities are still in place for those in need of additional training. Career pathways presently in place are in the fields of healthcare and trade union industries. The healthcare field includes pathways in Physical Therapy Aide to Physical Therapy Assistant, Certified Nursing Assistant to Practical Nursing and the path from Practical Nursing to Registered Nurse. The WDB can potentially fund individuals for courses in Electrical, Carpentry, Welding and Plumbing. They are administered through the Electrical Training Center, Nassau Community College, and Nassau BOCES, Upon successful completion of the courses, graduates may apply to the Trade Unions for membership, employment and further career training. BOCES has an Articulation Agreement presently in place between Nassau Community College and Farmingdale State College. The colleges will waive some admissions requirements as well as grant credits towards an Associate's Degree upon meeting the conditions set forth by the agreement.

The WDB has continued to support these efforts and will emphasize expansion into other LIREDC targeted industries. We work with our Title II partners and LI-RAEN (our core partner agency for Title II) to facilitate further partnerships, leverage multiple funding sources, and cross-train staff on the various Title II service options. For example, in 2016, LI-RAEN hosted a Long Island Regional Career Pathways training session. Representatives from the Suffolk County, Town of Oyster Bay and Town of Hempstead WDBs, ACCES-VR, BOCES and local school districts were in attendance. Attendees were invited to explore local and regional partnerships and to discuss the various ways to begin the collaboration process. This year WDB staff and many of our partner agencies attended the Town of Hempstead WDB facilitated career pathways training seminars. This was a regional effort to address the needs in the healthcare industry directly with employers and training providers.

The WDB will continue to engage local and regional employers to determine their hiring needs. The WDB Business Services Unit gathers information regarding businesses' job ladders specific to their industries and provides the WDB and Career Center staff with this valuable data. OJT opportunities are available to help the job seeker and employer and will be leveraged in support of career pathways. ☐

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

The WDB has strong relationships with local colleges, training providers and apprenticeship programs including Nassau Community College, Stony Brook University, Island Drafting and Technical Institute, NYIT, Farmingdale State College, Nassau BOCES, Western Suffolk BOCES, Hunter Business School, Commercial Driver Training, Inc., Electrical Training Center, Inc., Joint Apprenticeship and Training Committee (JATC) for the Electrical Industry of Nassau and Suffolk Counties, Labor Education and Community Services Agency, Long Island

School of Nursing Assistants, Northeast Carpenters Apprenticeship Fund, Opportunities Industrialization Center of Suffolk, Inc. Many of the training providers are on the WDB's standing committees and provide valuable information for post-secondary credentials. We will continue to work with the colleges and other training providers to develop training programs with industry-valued credentials in each target sector. Our training offerings are always evolving as we respond to industry demand. We have leveraged additional funding streams, such as NYSDOL CFA and Disability Employment Initiative funding to provide additional individuals with training opportunities. The State's Eligible Training Provider List (ETPL) will be updated regularly to include all approved training providers which will allow for job seekers to choose from a list of eligible training providers that align with their career pathway interests as well as their aptitude and abilities. Our Business Services Unit will work with employers and industry associations to ensure that our training programs align with their needs.

The WDB continually communicates with customers to inform them of the training programs available through WIOA funding, federal funds such as Pell grants, and other funding streams. Training providers send potentially eligible students to our Career Centers for orientation and assessment to determine if they may qualify for funding. Some of our contracted vocational training providers receive State and Federal grants that our customers may be eligible to receive. Eligible individuals who did not pass their entrance school exams may be provided with basic math and reading skills through our providers which could potentially lead to being approved to attend school at a later date. The WDB has relationships with numerous community organizations and we inform them of the potentially fundable programs available to their participants.

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

Yes, many of the credentials our customers receive are transferrable to other occupations or industries. A joint union related training program with Opportunities Long Island has allowed for individuals to receive job readiness classes, gain knowledge about the crafts and learn the skills needed to be competitive when applying for a union apprenticeship. These credentials can be utilized in many union positions such as carpentry, electrical and brick layers as well as transferring to another position or a job outside of the union. The Project Management (PMP) certification that we offer is portable to many industries and occupations including finance, information technology construction and retail positions. Commercial Driver's License training provides endless job opportunities in transportation, retail, and construction. Computer Technician training participants can work in government, financial, manufacturing and IT positions. Those individuals receiving HVAC certification can work in virtually any industry and have the opportunity to go into business on their own. All credentials received by WDB funded participants are portable because they are recognized throughout the United States of America.

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

Yes, many programs are part of a sequence of credentials. Individuals that have received WIOA funding for Certified Nursing Assistant training have also been funded for Phlebotomy and EKG Technician training. Individuals that have been trained in Project Management can potentially be funded for Business Analysis training or Green Technology training. Individuals trained in a Basic Manufacturing course can potentially be funded for additional trade courses such as Welding, HVAC and Plumbing. If there is not sufficient WIOA funding for participants to receive assistance for multiple courses, they can be referred to additional funding sources such as PELL Grants. Our contracted vocational training providers have assisted participants by providing them with additional funding sources for stackable credentials. The WDB will continue to work with the colleges and other training providers to develop training programs with industry-valued credentials in multiple target sectors, which will be stackable for job seekers.

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.

Customers with significant employability skill deficiencies or other barriers to employment meet with Career Center staff to identify the action and services needed to achieve gainful employment. Interventions may require intensive services and the assistance of multiple organizations and leveraging of funds. Services may include job readiness workshops (hygiene, proper attire, and time management), networking, Using LinkedIn, group resume preparation and advanced levels of computer software training (Microsoft products). One-on-one resume preparation is made available to customers that need assistance translating past work experience into resume format. Individuals in need of work clothing are offered the services of our clothing partners. These centers are stocked with gently used business attire – including shoes, belts, coats and more. In addition, the WDB ensures that all Career Center locations are structurally accessible and have the equipment, technology, and/or services that guarantee people with disabilities equal access to available services as well as conduct outreach to people with disabilities and employers to facilitate the hiring of people with disabilities. The WDB also provides eligible veterans and their eligible spouse priority over other eligible populations to any program or service.

The WDB in conjunction with the ACCES- VR provide information to assist the WDB with planning, operational and other issues relating to the provision of services to individuals with disabilities. In addition, the WDB Youth Standing Committee and WDB collaborate to identify and improve educational and employment opportunities for In-School Youth ages 14-21 and Out-of-School Youth ages 16-24, so that they may attain the skills needed to complete educational and career goals, and successfully enter the workplace.

The Career Center Staff coordinates with local partners and WDB members, such as Nassau BOCES, NCC and LI-RAEN to provide services to individuals with barriers to employment

such as those with poor literacy skills, English language deficiencies, and those lacking a High School diploma. ACCES-VR provides vocational rehabilitation services for eligible individuals with disabilities including youth and has coordinated and collaborated with many partner agencies in the service delivery, youth services and enhanced business engagement since the WIOA was enacted.

- 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.

Using technology to remove barriers and facilitate access to services is no longer optional, it is expected. Advances in communications and technology have allowed the One-Stop delivery system to provide greater access to supportive services, education, training, and other workforce development services. Examples include:

Posting the One-Stop Career Center schedule of events such as job fairs, employability workshops and partner agency services to the WDB's website calendar- identifying dates, times and locations. Customers no longer have to travel to the Career Center to determine where and when services are being provided. Accessing or registering for most services requires only a phone call or email. Additional promotion of One-Stop services is accomplished via the Town of Oyster Bay's website.

The One-Stop Career Center has installed a website short cut to New York State's MyBenefits (mybenefits.ny.gov) on all Center computers and trained staff on its use. This site was developed to help increase access and awareness of various public benefit programs including program pre-screenings for: TANF, Supplemental Nutrition Assistance Program (SNAP), Nutrition Education, Home Energy Assistance Program (HEAP), Women Infants, and Children (WIC), School Meals, and the Supplemental Security Income (SSI) State Supplement Program and others. This site can also be accessed from a customer's home or hand held devices.

The WDB's Business Services Unit (BSU) generates weekly job listing including only the most recent postings and compiles them into one Word document. The listings include the job title, skills and competencies required by the business, the hourly rate, hour of work and fringe benefits provided. These listings are emailed weekly to staff, local community based organizations, Legislators and to customers that have requested inclusion. Entering key words into the "Find" function allows the customer to quickly search through hundreds of job orders for positions that are aligned with their skill set.

BSU, utilizing the job listings mentioned above, NYSDOL's Skills Matching and Referral Technology (SMART) and the resume database is actively, on behalf of our business customer, seeking candidates to fill the openings that have been listed. BSU staff will search the databases to find appropriate candidates, contact the customer to conduct an initial assessment, determine interest and make a direct referral to the company when appropriate

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

The USDOL expects states and local areas to improve customer service and program management by integrating intake, case management and reporting systems. To that end, the NYSDOL, in partnership with the One-Stop Career Center system has for several years been working towards an Integrated Workforce Registration facilitated through the OSOS. Currently, all job seekers, including UI claimants, Adults, Youth, Displaced Homemakers, Dislocated Workers and other populations register through the same online portal. NYSDOL, WDB, and partner agency staff are responsible for collecting and entering the information required for registration into this workforce development database. This shared system will eliminate duplication of data entry, eliminate duplication of services, improve quality of data, increase performance and better align the delivery of services to all customers. This system will continue to become more efficient as other partner agencies participate.

- 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.

Initial Assessment – Staff will collect information and conduct an assessment on a customer’s skill levels, including literacy, numeracy, and English language proficiency; work history; employment barriers; employment goal(s) and occupational knowledge; supportive service needs; and whether referrals to other programs are appropriate or necessary.

Comprehensive Assessment – Staff will conduct specialized assessment of a job seeker’s barriers to employment, occupational and employment goal(s), educational and skill levels, and personal circumstance to determine his/her service needs. This may include diagnostic testing and use of other assessment tools, and in-depth interviewing and evaluation. The comprehensive assessment will be used to develop an IEP.

Individual Employment Plan – One-Stop Career Center staff will, in partnership with the customer, use the information collected during the assessment process to develop the IEP. The plan will outline the necessary services to be provided to achieve the planned goals; the steps and timelines for achieving the goals including vocational training, if appropriate; and the terms, conditions, and responsibilities associated with the plan. The services may include, but are not limited to:

Self-Service Tools: Including telephones for customers to talk privately to prospective employers; fax and copy machines; a Career Resource Library consisting of books, newspapers, videos, special directories and other career-related materials such as LMI related to the most in-demand occupations on Long Island. There are banks of computers available to conduct job search, revise resumes, access LinkedIn accounts, or complete online employment applications.

Career Planning and Counseling – One-on-one or intensive career planning and counseling

with a professional counselor using the initial and comprehensive assessments and the IEP to enhance the customer's chances of entering or reentering the labor market. Staff will help the customer analyze and understand career related information and the information generated through the use of self-assessment tools provided at the Career Center. During these sessions, Career Center staff will make referrals to workforce activities and supportive services, which may include drug and alcohol abuse counseling, mental health counseling, and to partner programs appropriate to the needs of the customer.

Short-term Pre-Vocational Services – These services may include academic education and job readiness trainings for development of work readiness skills, including but not limited to, learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, higher-order reasoning, problem-solving skills, work attitudes, and professional conduct.

Short-term Computer Training – Classes in all of the latest Microsoft applications are taught at the One-Stop Career Center. Classes are available weekly. Hundreds of Self-Paced tutorials covering topics ranging from soft skills to complete vocational training courses are always available. This tutorial option can be accessed at the Career Center or from the privacy of the participant's home.

Internships and Work Experience – Customers with little or no work experience may be provided work experience. Work experiences may be in the form of internships, on-the-job training, apprenticeship, summer employment for youth, and/or other work placement opportunities. The purpose of a work experience is to provide the customer with an understanding of the work environment and job responsibilities, specific work skills, and experience on how the customer performs in the work setting.

Financial Literacy Services – Workshops will be provided to older youth and young adult customers to gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality relevant learning strategies. Topics may include: creating a budget; initiating checking and/or savings accounts at banks; learning how to effectively manage spending, credit, and debt; learning how to protect against identity theft; and benefits advisement.

Employment Related Workshops - Including Successful Job Search, Networking, Skills Transference, Resume and Cover Letter Preparation, LinkedIn, How to use the Internet as a Job Search Tool, Online Social Networking, How to Work with Recruiters Effectively, Salary Negotiations, Interviewing Techniques, and The Job Path Club are regularly scheduled for customer participation.

Job Fairs / Job Listings / Job Opportunities / On-The Job Training - Job fairs which include human resource representatives from companies throughout Long Island are conducted onsite and at local libraries weekly. Job listings with hundreds of

opportunities are available at the Career Center or electronically in a word searchable format. Opportunities for on-the-job training are frequently available and will be offered to appropriate candidates. Career Quest workshops (exploration) provide an overview of a career field and afford participants the opportunity to speak to industry leaders while considering new career paths.

Vocational Training: Hundreds of training opportunities have been procured from local training providers. Training is targeted to jobs and industries identified as a priority by the LIREDC and NYSDOL. The sectors include Healthcare, Construction, Advanced Manufacturing and Direct Entry Apprenticeship opportunities.

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

Supportive services are addressed primarily through referrals thanks to our strong and long established linkages made possible through the WDB and through the Career Center relationships with the many agencies that exist in our Catchment Area. If it is established that an individual is in need of any of the following Support Services, referrals are made as follows:

Housing – Nassau County’s HUD program is administered by the County Executive’s Economic Development and Workforce Housing Division. The Division is charged with developing projects designed to improve community facilities principally for persons of low and moderate incomes. The agency is also charged with the financing of affordable housing programs. This close relationship enhances the ability of One-Stop Career Center staff to inform individuals of the services available and to refer them when appropriate. Career Center staff also refers individuals in need of housing assistance to the Housing, Adult Services, and Employment Division of the Department of Social Services (DSS).

Child and Dependent Care – Referrals for individuals in receipt of public assistance can be made to DSS for child care subsidies. In addition, the Child Care Council of Nassau can be quickly accessed to expedite child care arrangements for those in need of this service. The Council promotes the availability of quality child care services in the area and provides parents with referrals and information on evaluating quality child care, plus resources on various parenting issues.

Transportation – If an individual in receipt of public assistance is in need of transportation, The Career Center can refer them to the DSS for approval of bus tokens that will enable them free access to the NICE Bus System.

Work Attire – The WDB continues to partner with agencies which can provide an individual with complete attire for job interviews and initial work outfits. The unit has hundreds of men’s and women’s business suits, ties, pocketbooks, shoes, and a variety of accessories. All of the merchandise is brand new or like new - donated

by local retailers, consignment stores and employees.

Support services for youth are processed in the same manner for adults and dislocated. They also receive clothing allowance from the WDB in situations where uniforms are required. ☐

- 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.

In accordance with WIOA 678.500, the WDB, the Career Center and the Oyster Bay Supervisor have entered into a single umbrella MOU with each of the mandated partners that addresses the provision of services to our shared customers. The MOU is pending approval in Albany but includes the services to be provided, the frequency of co-location at the One-Stop Career Center and how the infrastructure costs will be shared.

The WDB has procured the services of a One-Stop Operator – Gail Paraninfo. Ms. Paraninfo is responsible for coordinating the activities of the partners to ensure the most efficient provision of services to all the populations served by the One-Stop delivery system. They will be facilitating staff cross-training, leveraging partner services, offering One-Stop delivery system services and assisting in the consolidation of service functions such as Business Outreach.

Initially, the core partners will be responsible for developing the One-Stop Operator's mission statement, developing communication policies, reviewing individual program performance reports and the combined program performance reports. The core partners will determine if our stated mission is being achieved and preparing corrective action plans, if necessary.

- 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 Operator and all Career Center staff have been provided the "Priority of Service" policy statement found below. The One-Stop Director will monitor enrollments and ensure compliance with the policy. WDB Priority of Service Policy

Purpose

To provide the priority of service requirements of customers funded under Workforce Innovation and Opportunity Act (WIOA) programs.

Background

WIOA Sec. 134 (c)(3)(E) establishes a priority of service requirement for customers served under the WIOA Title I Adult program. Training and Employment Guidance Letter (TEGL) 3-

15 requires the development of a "Priority of Service Policy" and provides guidance on applying those priorities as well as the priority of service for veterans and eligible military spouses. This WDB policy document complies with the sections of TEGL 3-15 that address priority of service and related definitions and policies.

Priority for Adult Funds

Section 134(c)(3)(E) of WIOA establishes a priority requirement with respect to funds allocated to the WDB for adult employment and training activities. Under this section, One-Stop Center staff must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient when providing individualized career services and training services. Under the Workforce Investment Act (WIA), priority was required to be given to public assistance recipients and low-income individuals when States and local areas determined that allocated funds were limited. Under WIOA, priority must be provided regardless of the level of funds and expands the priority to include individuals who are basic skills deficient.

Adult Priority Groups

The following are the groups identified for priority of service for the WIOA Adult Program:

Recipients of Public Assistance

These are individuals who receive, or, in the past six months received, or are a member of a family that is receiving or in the past six months has received, assistance through one or more of the following:

- Supplemental Nutrition Assistance Program;
- Temporary Assistance for Needy Families;
- Supplemental Security Income; or
- State or local income-based public assistance

Other Low-Income Individuals

Other low-income individuals include those who are any one of the following:

- 1) In a family with total family income that does not exceed the higher of—
 - a) the poverty line; or
 - b) 70 percent of the lower living standard income level;
- 2) A homeless individual as defined in the Violence Against Women Act of 1994, or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless

Assistance Act);

- 3) An individual who receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act;
- 4) A foster child on behalf of whom State or local government payments are made; or
- 5) An individual with a disability whose own income meets the income requirement of clause (1), but who is a member of a family whose income does not meet this requirement.

Basic Skills Deficient Individuals

A basic-skills deficient individual, for the purposes of the WIOA Adult and Dislocated Worker programs, is an adult that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society is an individual who meets any one of the following criteria:

- Has English reading, writing, or computing skills at or below the 8th grade level (at or below 8.9 grade level) on a generally accepted standardized test or a comparable score on a criterion-referenced test;
- Lacks a high school diploma or high school equivalency and is not enrolled in secondary education; or
- Is currently enrolled in an adult literacy program.

It is expected that basic skill deficiency will be determined using an objective, valid and reliable assessment, such as the indicators listed above. However, when a formal evaluation is not available or practical, case manager's observations, customer acknowledgement, and document case notes are acceptable. For example, the case manager may observe that the adult is experiencing difficulty in reading or filling out an application form, or has poor English language skills and may be appropriate for English as a Second Language (ESL). However, an individual should not be determined as basic skills deficient merely because he/she lacks soft skill or the occupational skills needed for a particular job.

Policies and Procedures

The following provides guidance regarding the application of priority of service under the WIOA Adult program:

WIOA Adult Program Priority

In accordance with USDOL TEGE #10-9, veterans and eligible spouses, as defined below, continue to receive priority of service for all job training programs funded by the United

States Department of Labor, which include WIOA programs. The WIOA Title I Adult program has a statutory priority for individuals who are receiving public assistance, other low-income individual and basic-skills deficient individuals.

When programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the following order:

First: Veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Adult formula funds. This means that veterans and eligible spouses who are public assistance recipients, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA Adult formula funds.

Second: Non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given statutory priority for WIOA Adult formula funds.

Third: Veterans and eligible spouses who are not included in WIOA's priority groups, but who are included in the locally-identified priority population(s). (Not currently defined.)

Fourth: Non-covered individuals who are not included in WIOA's priority groups, but are included in the locally-identified priority group. (Not currently defined.)

Fifth: To non-covered persons (not veterans or eligible spouses) who do not meet the statutory priority outside the groups given priority under WIOA and the local area priority group.

Note: The Secretary of Labor, through the Assistant Secretary for Veterans' Employment and Training, has identified certain categories of veterans most in need of intensive services to mitigate their barriers to employment. And, in alignment with NYSDOL State Plan (2016-2019) policy - veterans with significant barriers to employment (SBE) and veterans between 18-24 years of age remain the highest priority. Within these categories, veterans that are disabled; homeless; recently-separated service member who at any point in the previous 12 months has been unemployed for 27 or more consecutive weeks; an offender who has been released from incarceration within the last 12 months; lacking a high school diploma or high school equivalent certificate; and low-income will be targeted for services.

Career Center staff will have a self-attestation checklist or Military Service Questionnaire (MSQ) for veteran customers to complete, identifying those with SBE and veterans between 18-24 years of age. Veterans who are recognized as having SBE and/or those veterans who are 18-24 years of age will be referred to NYSDOL Veterans Representative (when available) or another NYSDOL Career Center staff member for intensive case management services, including an initial assessment, comprehensive assessment and

individual employment plan.

Individuals may meet multiple categories. In these cases, the highest priority level that a person is eligible for applies to them. For example, the WDB identifies ex-offenders as a local priority group. If a person is an ex-offender and low-income, they would receive first or second priority, depending on their veteran status.

When past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority.

Determining Eligibility for Priority of Service

Staff will use the following criteria to determine eligibility for priority of service over non-veterans for the receipt of services. The priority of service will only be applied if the person is already eligible under one of the WIOA programs.

Veteran:

The term "veteran" means a person who served at least one day in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

Note: This definition applies specifically to eligibility for priority of service. Eligibility for other veteran services may have different definitions.

Eligible Spouse:

Means the spouse of any of the following:

- a. Any veteran who died of a service-connected disability;
- b. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - i. Missing in action;
 - ii. Captured in the line of duty by a hostile force; or
 - iii. Forcibly detained or interned in the line of duty by a foreign government or power;
- c. Any veteran who has a total disability resulting from a service-connected disability,

as evaluated by the Department of Veterans Affairs; or

d. Any veteran who died while a disability was in existence.

A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member. (TEGL 10-09)

Applying Priority of Service

Priority of Service - Staff will grant an eligible individual access to a service earlier in time than an individual not in a priority group, or, if the resource is limited, the person in the priority group receives access to the service instead of a person outside any priority group.

The WDB will apply the Priority of Service policy only to the selection procedure for services such as classroom training in the following manner:

- If there is a waiting list for the formation of a training class, priority of service is intended to require that a person in a priority group be placed at the top of that list. Priority of service applies up to the point at which an individual is both approved for funding and accepted or enrolled in a training class.
- If a person outside any priority group has been approved for funding and accepted/enrolled in a training class, the priority of service policy will not allow a person in a priority group who is identified subsequently to "bump" the other person from that training class.

Verifying Status

Staff will not require any documentation regarding a customer's self-attested veteran status at the point of entry. Staff will verify a Veteran/eligible spouse status if a customer is seeking Priority of Service status for individual career or training service. If an individual seeking career or training services is already recorded in America's One-Stop Operating System as a veteran but there is no hard documentation of their veteran status recorded in OSOS, (such as a DD-214) it must be obtained and recorded on OSOS.

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 Career Center is physically accessible through structural modifications outside and throughout the building. Customer entrances are equipped with automatic doors and newly reconstructed ramps. Career Center bathrooms are handicap accessible and classrooms are furnished to accommodate customers with disabilities.

Efforts to extend access and awareness of programs and services for the disabled population are also made through various methods. For individuals who are not able to travel to the main One-Stop Career Center location, there are numerous community resource centers located throughout Nassau County with job counselors available to provide supportive services. Staff also host and attend job fairs to promote services available to job seekers with disabilities and participate in on-site recruitment events with disability organizations. Presentations are made at conferences and events to provide agencies and disabled individuals with information regarding the facilities, programs, and services available in the One-Stop system.

In alignment with WIOA, the WDB approved the creation of the Disability Standing Committee in order to provide information to and assist the WDB with planning, operational and other issues relating to the provision of services to individuals with disabilities. The committee meetings consist of updates on the activities in the One-Stop Career Center related to serving people with disabilities, presentations from guest speakers, and discussions amongst the partners who volunteer on the committee relating to efforts to improve opportunities for individuals with disabilities. Disability Standing Committee reports are given at WDB meetings, providing updates to all members as well as career center employees in attendance.

Requests for accommodations can be submitted to One-Stop Career Center staff members. Complaints regarding the implementation of an accommodation or a Center's accessibility should be forwarded to the Town of Oyster Bay Commissioner of Intergovernmental Affairs responsible for ensuring compliance with the ADA and Equal Employment Opportunity Issues.

ii. Technology and materials for individuals with disabilities; and

The Career Centers are equipped with assistive technology procured with local and state level funding and selected based on input received by the NYSDOL, ACCESS-VR and local service providers. Ongoing site reviews by the NYSDOL, ACCESS-VR, the Disability Standing Committee and the service community will ensure that each Center possesses the most up to date assistive technology.

Assistive technologies have been procured and updated to better serve customers at the Career Center. These technologies range from widescreen computers and scanners to software that enhances customer utilization of Career Center services. Some of the software available include:

JAWS (Job Access With Speech) Pro, a screen reader created to assist visibly impaired computer users by speaking screen content and navigation through keyboard prompts rather than using a mouse

MAGic Software, a magnification tool for low vision computer users

OpenBook, a program that converts printed documents into electronic text format that can then be read aloud and optically recognizes characters to allow for editing and searching within the document.

These programs are often compatible with other assistive technology computer programs.

Various Career Center materials such as calendars, flyers and documents, along with the website convey that auxiliary aids and services are available upon request to individuals with disabilities. The website and Career Center calendars also display the availability of ACCES-VR services for individuals with disabilities.

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

The Disability Standing Committee provides information to the WDB and assists with planning, operational and other issues relating to the provision of services to individuals with disabilities. One-Stop Career Center staff gives updates on disability activities within the center and presentations are given by guest speakers from the disability community. Disability Standing Committee reports are given at WDB meetings, providing updates to all members, partners, and employees in attendance.

Through One-Stop partner ACCES-VR's planned continuous program coordination and cross-training of partners in areas such as the ADA, Title IV services, and assistive technology, all partner agencies will have a better understanding of how to serve people with disabilities.

In compliance with the ADA and section 188 of WIOA, partners will provide individuals with disabilities with physical and programmatic accessibility to facilities, programs, services, technology and materials. This includes providing staff members with appropriate training on providing support or accommodations and finding employment for individuals with disabilities. Staff members participate in conference calls and webinars, attend professional development training, and meet with other agencies and organizations in regards to access of programs and services for individuals with disabilities.

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.).

One-Stop partners are parties to the MOU. The MOU captures each partner's roles and responsibilities in the NYS Career Center system and memorializes the way partners will work together collaboratively to satisfy the federal regulations for the System. In the System Access section of the MOU, it is stated that:

"One-Stop Career Centers are compliant with the Americans with Disabilities Act (ADA) in terms of access and feature accommodations for individuals with disabilities. Requests for accommodations can be submitted to any One-Stop staff member or to the "Disability Resource Coordinator" (DRC) located within each Center. Each Center Manager will be responsible for ensuring compliance with ADA and Equal Employment Opportunity Issues.

DRC staff members work closely with customers and staff to ensure the provision of services is coordinated with NYSDOL, ACCESS-VR, WDB, and other One Stop partners and the service provider community.

Each Center is equipped with assistive technology procured with local and state level funding and selected based on input received by the NYSDOL, ACCESS-VR and local service providers. Ongoing site reviews by the NYSDOL, ACCESS-VR, Local Workforce Development Board Disability Standing Committee and the service community will ensure all Centers remain physically accessible and possess the most up to date assistive technology.

In a Comprehensive Career Center, at a minimum, staff will provide direct linkage (i.e., direct connection within a reasonable time by phone or real-time web-based technology to program staff that can provide program information to the customer).

In compliance with the Americans with Disabilities Act and section 188 of WIOA, partners will provide individuals with disabilities with physical and programmatic accessibility to facilities, programs, services, technology and materials, including appropriate staff training and support.

Partners commit to periodically reassess program accessibility and adjust strategies to improve access as needed.

The partners recognize that NYS Human Rights Law prohibits discrimination or harassment against any employee, applicant for employment or customer due to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status of any individual.

The partners understand that the NYS Human Rights Law affords protections from employment discrimination for persons with prior conviction records, or prior arrests,

youthful offender adjudications, or sealed records.”

The MOU includes the following list of partner agency presence, at minimum, at one or more of the One-Stop Career Centers located within the Career Center:

New York State Department of Labor – Daily

Career Center Staff – Daily

Veteran’s Employment and Training Services – Daily

Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR) – Twice per month

Additionally, partners volunteer their time as members of the Disability Standing Committee. As Disability Standing Committee members, partners offer information and assistance with planning, operational, and other issues to the WDB regarding the provision of services to individuals with disabilities. NYSDOL and ACCES-VR provide input on the selection of assistive technologies procured at the One-Stop Career Centers and perform site reviews with the Disability Standing Committee to ensure that the centers remain physically accessible and are equipped with the most current assistive technology.

ACCES-VR provides vocational rehabilitation services to individuals with disabilities and works with other partner agencies to enhance their understanding of how to provide services to individuals with disabilities by cross-training them in disability related topics. An ACCES-VR Orientation is available at the Career Center to assist individuals with disabilities with obtaining and maintaining employment. They provide initial assessments, referrals to programs and supportive services, IEPs, and many other career services.

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 Business Services Unit (BSU) attends Nassau County Industrial Development Agency meetings to network with companies relocating or resizing in Nassau to assist with all their hiring needs. Attendance at local chambers of commerce and business organization meetings such as the Long Island Association facilitates networking opportunities and provides helpful insight to the hiring demands of local businesses, including small businesses. WDB staff joins Economic Development in roundtable meetings with priority-sector Pharmaceutical/ Manufacturing companies. On-the-Job Training contracts are being developed potentially with these companies. When meeting with business representatives the BSU team discusses tax incentives that are available to save employers money when they hire ex-felons or individuals with disabilities. WDB staff regularly attends LIREDC Workforce, Education and Veterans Work Group meetings where industry experts and

local businesses come together to discuss regional employment and training needs. WDB meetings including the youth standing committees are held regularly where businesses, small and large, are brought together for workforce issues. These meetings afford many networking opportunities and facilitate discussions that often lead to problem solving issues our members are facing. Furthermore, WDB staff has contacted businesses of all sizes after networking at events to hear of their concerns and issues so that the system could more accurately assist them.

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

BSU maintains working relationships with business intermediaries –PSEG, who invites us to meet with companies relocating or expanding in Nassau County. Career Center Staff works with institutions such as Nassau County Community College to co-host job fairs. BSU staff meets with the Nassau County IDA as well as local agencies to pool resources. Furthermore, the BSU has strong relationships with the Long Island Association, The Workforce Development Institute and the Stony Brook Manufacturing and Technology Resource Consortium (MTRC). These relationships have allowed the WDB to have strong linkages to business intermediaries.

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

BSU offers a variety of services to local businesses, including marketing and recruitment to assist employers in meeting their workforce needs. Services include:

Job Postings – companies can post their job openings at no cost. Postings will be on the New York State Job Bank as well as distributed to thousands of job seekers.

Job Fairs – general fairs open to all businesses and customers, fairs targeted to Long Island Regional Economic Development Council's priority industries such as Healthcare and Advanced Manufacturing, and fairs targeted to communities surrounding businesses seeking staff.

On-site Recruitments – companies can participate at our facility to host hiring events. BSU staff will create all materials and market the event.

Job Matching – our staff matches our job seekers to the positions posted based upon the individual's skills and strengths.

Industry Specific Seminars – companies can host a seminar to discuss career opportunities specific to their industry. The seminars often attract job seekers who may not have considered the industry before.

On-the-Job Training – training to a participant is provided by an employer and the wages are reimbursed as much as 75%

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

Together with Empire State Development and the New York State Department of Economic Development resources are offered to small business, minority owned enterprises, etc. Resources include but are not limited to technical and financial assistance to businesses, tax incentives, training opportunities and job placement assistance. BSU networks with businesses and organizations through professional associations and agencies including the Long Island Association as well as the Nassau County IDA.

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

An entrepreneurial skill training that is offered includes a partnership with the SUNY Farmingdale small business association (SBA). SBA provides those interested in starting or maintaining a small business assistance through mentoring and other various partnerships.

The On-the-Job Training Policy approved by the WDB reimburses microenterprises at a higher rate. Companies with 50 or less employees are reimbursed at 75% ,those with over 50 employees have a reimbursement rate of 50% .

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

All Wagner-Peyser services are delivered through the New York State Department of Labor Representatives and our co-located partners of the One-Stop delivery system in the Massapequa and Hicksville Career Center locations. NYSDOL staff provides outreach, intake (including identification through the State's Worker Profiling and Reemployment Services System of unemployment insurance (UI) claimants likely to exhaust benefits), and information regarding the eligibility and the filing of UI as well as an orientation to learn about other available services.

BSU works closely with NYSDOL Business Services Representatives who refer individuals to our local Career Centers. Job opportunities are shared among agencies and coordinated job fairs are conducted together at companies with mass lay-offs. These on-site recruitment events are conducted at the employer's business locations to provide the best opportunity for the individuals to find employment before they are laid off.

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?

Oyster Bay North Hempstead and Glen Cove Local Workforce Development Area (LWDA) strengthens the linkage between the One-Stop delivery system and unemployment insurance programs through working with partner programs to collaborate and create a seamless customer-focused one-stop delivery system that integrates service delivery

across all programs and enhances access to the programs' services. The LWDA continuously provides staff development to enhance the delivery of quality services to its 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 Town of Oyster Bay on Behalf of the Workforce Development Area (WDA) has agreements in place with contractors to ensure youth participants are successfully prepared to enter postsecondary education and/or unsubsidized employment. These agreements provide youth participants with services such as tutoring and study skills training, alternative secondary school services or dropout recovery services, and leadership development. In addition supportive services may be offered such as adult mentoring, comprehensive guidance such as substance abuse counseling, financial literacy and other activities that help youth prepare for and transition to post-secondary education.

The WDA also has contracts in place with postsecondary technical and vocational schools. The service providers are all listed on the New York State Eligible Training providers list (ETPL). Customers are told in orientations about the opportunities for training. These opportunities may be provided after initial assessments conclude that the customer is in need of career development services due to barriers to employment.

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

The Oyster Bay North Hempstead and Glen Cove Local Workforce Development Area (LWDA) will participate in or facilitate activities that bring partners together to enhance the provision of services and better coordinate strategies. This will be accomplished by:

- * Participating on the LIREDC Workforce, Education and Veterans sub-committee;
- * Identifying opportunities presented at WDB meetings;
- * Assigning the One Stop Operator responsibility for coordinating partner activities related to the provision of services within the One Stop system;
- * Aligning the Town of Oyster Bay's One Stop system with Suffolk County and the Town of Hempstead's One Stop systems; and
- * Continuing to participate in the LI-RAEN Sector training activities and other activities developed by our partners.

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

In order to avoid duplication of services a One- Stop Operator was procured by the Oyster Bay North Hempstead and Glen Cove Local Workforce Development Area. This One-Stop

Operator will meet with each partner to establish a seamless execution of services. Also, each partner will enter into a Memorandum of Understanding with the local board relating to the operation of the one-stop system. Each partner will also provide representation at the local workforce development board meetings to understand the services provided through the One-Stop Career Centers and avoid duplication of services at the centers.

- 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 Oyster Bay North Hempstead and Glen Cove Local Workforce Development Area has developed a Memorandum of Understanding (MOU) to create a seamless customer-focused, one-stop delivery system that integrates service delivery across all programs, enhances access to program services, eliminates duplication, and provides more workforce services to business and job seekers. The MOU is a functional tool as well as a visionary plan for how the Local Board and American Job Center Partners will work together to create a unified service delivery system in our region that best meets the needs of their shared 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.

Nassau County Department of Social Services: The Employment Program administered by the Town of Oyster Bay TANF staff enables individuals on public assistance to participate in work or training programs – with the ultimate goal of employment. Job counselors stress that the job an individual finds may not be the last job or best job they will hold but will allow them to establish recent work history, while promoting good work habits and providing a first step toward a career goal.

Urban League of Westchester: Urban Seniors Jobs Program.

Island Drafting and Technical Institute, Hunter Business School, Electrical Training Center, Inc., Joint Apprenticeship & Training Committee (JATC), Commercial Driver Training, Inc., Northeast Carpenters Apprenticeship Fund, Nassau BOCES, Stony Brook University, Nassau County Community College, Access Careers, Hofstra University, Molloy College.

Mill Neck School: serves individuals under the Rehab Act.

Youth Activities

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

i. Name of Youth Point of Contact

Roslyn Zatlin

iv. Title

Youth Program Coordinator

ii. Email Address

rzatlin@oysterbay-ny.gov

v. Phone

(516) 797-4569

iii. Name of Organization

The Workforce Partnership
Representing the Town of Oyster
Bay, Town of North Hempstead and
the City of Glen Cove

vi. Address

977 Hicksville Road,
Massapequa NY 11758

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

i. Out-of-School Youth

28

iii. Carry-Over In-School Youth

2

ii. New In-School Youth

20

iv. Work Experience

48

*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)?

Contracted agencies provide Intake and Eligibility, Objective Assessment and the ISS.

All forms used for Intake and Eligibility, Objective Assessment and ISS as well as explanations and guidelines necessary to ensure positive outcomes, are provided by the Workforce Partnership through the Youth Program Coordinator.

Verification of eligibility is also provided by the Youth Program Coordinator.

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

The Career Pathway for each youth is set forth in short and long-term goals, education and

training needs, as well as the process steps needed to achieve the goals, in the Individual Service Strategy, which is based on an Objective Assessment. The Objective Assessment is utilized by contracted agencies to determine the appropriate Career Pathway for each participant based on interest, skills, abilities, aptitudes, prior work history, barriers etc. Agency staff provide youth with career pathway information for in-demand industry sectors or occupations available in the local area, which is utilized in the development of the ISS.

The detailed ISS plan for each eligible youth includes employability workshops (interviewing, resume development, job searching techniques, etc.), tutoring in Reading and/or Math (when appropriate to increase proficiency levels), Career Zone modules pertaining to financial literacy and labor market information, vocational education where appropriate to increase marketable skills in a specific field, short term Work Experiences to enhance skills learned, support and guidance as needed culminating in transitional services moving these youth from unemployed status into the labor market with marketable skills or on to additional training (post-secondary education or certificates training). Youth are provided with additional support services following their plan for up to 12 months. Contracted agencies also indicate which of the 14 elements are to be included in each youth's plan. The Youth Program Coordinator monitors each youth's progress via progress reports submitted at least monthly.

- 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

As part of Youth Application, providers complete and submit a form that indicates which of the elements are appropriate for and are included in the selected youth's plan for success. Progress reports are submitted monthly or more often if necessary.

- ii. Are made available to youth with disabilities.

Youth program services provided by WIOA youth Contractor Nassau BOCES are closely coordinated with ACCES-VR, with most youth co-enrolled in both programs. Youth program procurement policy requires that agencies selected for the award of a contract have the ability to recruit and provide the necessary services to youth who have various barriers to employment, including a disability.

- f. Identify successful models for youth services.

Nassau BOCES has provided Youth services to In School and Out of School youth on behalf of The Workforce Partnership for several years. These programs have been comprehensive and highly successful, providing certificate training to disabled youth and successfully transitioning them in the labor market. Youth participants receive soft skills training, which has been developed in cooperation with local employers; and are exposed to a variety of job related experiences including job shadowing, adult mentoring, work experience, OJT and career exploration. Program workshops include leadership/team building, financial literacy education, and entrepreneurial training.

- 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.

The Town of Oyster Bay has been designated the local fiscal agent and administrative entity by the Workforce Development Board and the Governor of New York State.

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

Request for Proposals (RFP) Method: The RFP method is generally utilized for the procurement of services where cost is not the sole determining factor. The basis of award optimizes quality, cost and efficiency among responsive and responsible bidders. This process requires that:

- The Town of Oyster Bay Comptroller's Office reviews and approves the need to conduct an RFP process;
- The WDB staff develop the criteria, methodology and instrument for the evaluation of both general qualifications and technical services that will ensure that the proposals are evaluated objectively, fairly, equally and uniformly in accordance with internal guidelines;
- The RFP model format includes a Timeline, Table of Contents, Administrative Information (including RFP Policies and Procedures), Proposer Profile, Background Information, Technical Services Requirements, Fee Schedule, Model Agreement with Exhibits (subject to negotiation prior to award of the contract), and Required Compliance Forms in Accordance with local laws;
- The WDB submits the RFP package to the Town Attorney for review and potential

revision.

- The WDB makes every reasonable effort to identify potential proposers for the RFP distribution. Potential proposers may be identified through proposer lists maintained by the WDB , web searches, reference directories, previous procurements and consultation with other departments;
- The WDB advertises the RFP on the Town and WDB's websites from the issue date through the due date and in local newspapers.
- An in-depth analysis of general qualifications and technical services is performed to evaluate the proposals in accordance with the established methodology is conducted by the Unit seeking services. The analysis is distributed to the Evaluation Committee;
- Upon completion of the evaluation and the award selection, notification of award is sent by the Unit seeking services to all successful and non-successful proposers;

The terms and conditions of the contract are in accordance with the requirements and specifications of the RFP and the proposer's proposal.

- 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.

Performance Indicators	Title I			Title II	Title III	Title IV
	Adult	Dislocated Worker	Youth	AEFLA	Wagner-Peyser	Voc. Rehab
Employment Rate 2nd Quarter After Exit	65.2%	57.4%	62.5%	Baseline	46.2%	Baseline
Employment Rate 4th Quarter After Exit	65.1%	57.9%	80.8%	Baseline	58.7%	Baseline
Median Earnings 2nd Quarter After Exit	\$4,359	\$4,409	Baseline	Baseline	\$4,592	Baseline
Credential Attainment 4th Quarter After Exit	48.0%	72.5%	47.2%		N/A	Baseline
Measurable Skills Gains	Baseline	Baseline	Baseline	Baseline	N/A	Baseline
Repeat Business Customers	Baseline	Baseline	Baseline	Baseline	Baseline	Baseline
Business Penetration Rate	Baseline	Baseline	Baseline	Baseline	Baseline	Baseline

- 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 Oyster Bay North Hempstead Glen Cove Workforce Development Board, in accordance with NYSDOL Technical Advisory (TA) #15-6, was certified by the NYSDOL on August 14, 2015. As required by NYSDOL TA #15-6.1 The WDB has complied with the additional requirements established by the Governor and remains certified. These requirements include:

Business members must represent businesses having at least two employees, consistent with the requirement that represented businesses have employment opportunities including high quality, work relevant training and development in in-demand industry sectors or occupations. Sole proprietorships would not be expected to provide significant employment opportunities.

NYSDOL will designate the required governmental member on each local board representing Wagner-Peyser programs, and take steps to ensure their active board participation.

Only one representative per business entity should be appointed. This guideline is established to promote diversity of business representation on each local board, but may be reconsidered for local areas that can provide strong justification otherwise.

The State encourages CEOs to appoint business members that align with the Regional Economic Development Council's (REDC) target industries and/or who are REDC members. Cross membership will foster and support regional planning goals.

In accordance with NYSDOL TA #15-5, the Workforce Development Board, requested that NYSDOL designate the Town of Oyster Bay as the Workforce Development Area's Grant Recipient and Fiscal Agent. NYSDOL approved the designation.

The WDB, in compliance with WIOA Final Regulations Sections 678.600 – 678.635, has procured through the Request for Proposal Process (RFP) a One-Stop Operator. The RFP included selection criteria and program design elements that were approved by the WDB. The winning proposal was submitted by Gail Parainfo which began operations on July 1, 2017.

The WDB has reviewed and approved Adult, Youth and Dislocated Worker program policies, including:

Training, Post Training Placement and Follow-Up Policy;

Eligible Training Provider List Policy;

Individual Training Account Policy;

On-the-Job Training Policy;

Priority of Service Policy;

Supportive Services Policy;

Youth 5% Low Income Policy;

Youth 5% Needs Additional Assistance Policy; and

Youth and Adult Follow-Up Policy.

The WDB and Career Center will apply for One-Stop Career Center certification when guidance is issued by the NYSDOL.

The WDB, according to the last WIOA Common Measures report issued by the NYSDOL (Quarter ending March 2016), is meeting or exceeding all of its Adult, Youth and Dislocated Worker Common Measures .

Training Services

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

In order to receive funding Customers must be a priority of service category or the Customer and Counselor must agree that continuation of Individualized Career Services is necessary to gain the skills required to obtain and/or retain employment.

In order to obtain funding a customer is required to submit a Classroom Training Application to a workforce specialist. The Classroom Training Application must be completed neatly and in full. Customer's research of demand occupations and the skills required for those occupations is necessary for an appropriate request for training. An updated resume with customer's current background and skills must be attached to the application. An account of customer's job search activities should be included which indicates the lack of occupational skills and the necessity for training. The workforce specialist will discuss the application and the customer 's barriers to employment and develop an individual training plan (ITA) with the customer.

Customers must provide printed documentation of employment prospects for desired occupation including job postings, salary, and projected growth. Job postings should be for those jobs the customer could apply if he/she had the missing training component. Suggested websites include www.salary.com, www.indeed.com, www.simplyhired.com, www.labor.ny.gov/stats/index, www.bls.gov, www.thewp.org/certifications.htm. Once customer completes the application the Classroom Training Committee will meet to discuss

the customer's goals reasons for training etc. This meeting will determine whether the customer is approved or not for training. Approval will be based on an assessment of need and the availability of funding. The training review committee meets on a weekly basis. The availability and amount of tuition assistance for training services is subject to change.

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

Under WIOA, a vocational education vendor must complete an application online through the Eligible Training Provider List: <https://applications.labor.ny.gov/ETPL/> to qualify as a provider on the state vendor provider list. The Oyster Bay, North Hempstead and City of Glen Cove Workforce Development Area (WDA) conducts ongoing recruitment for training providers utilizing the ETPL on the NYS DOL website. Once the provider is registered onto the ETPL the Town requires a field visit to the provider and placement statistics from the school. If the monitoring of the school and placement documents are deemed appropriate for participation. The Town of Oyster Bay as the fiscal agent of the WDA then requires several documents prior to drafting a contract for the vendor. Required information includes the following; a copy of the proposer's most recent financial/audit statement, if the proposer is a non-governmental agency, a certificate of General Liability listing the Town of Oyster Bay as Certificate Holder. A separate endorsement certificate (Form CG 20 26 11 85 or equal) designating the Town of Oyster Bay as additional insured must be presented. Most recent auditing report or a copy of the Training Provider's 2014 Income Tax Return. Submission of all courses onto the New York State Eligible Training Provider List (ETPL). The ETPL can be accessed through website: <https://applications.labor.ny.gov/ETPL/>. A signed copy of the "Provider Offering Application Authorized Signature Form," which can be downloaded and printed from the ETPL website. Once all of this information is received by the Town of Oyster Bay the training provider is notified that a contract will be drafted. Once drafted the Contract is sent to the school for review and signature. Once the contract is returned by the school it is sent to the Supervisors office for signature. When the contracts are executed they are added to our inventory of training providers and ITA's can be issued. Once a training provider is approved, additional courses may be added quickly to address the ever changing needs of our local workforce area.

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

All customers are required to utilize the services of the career center prior to considering classroom training. They are expected to attend employability workshops and computer workshops and regular meetings with counselors. Classroom training funding is only available for customers who have barriers to employment. Career counselors in the One-Stop Career Centers have an abundant amount of information regarding the labor market, demand occupations, supportive services, partner agencies and our various training programs. Counselors complete an individual training assessment documenting the customer's skills, education, work history, and barriers. Customers complete an extensive application. Prior to completing the application a counselor will recommend that a customer visit the schools that would provide the training. In the application customers must provide printed documentation of employment prospects for desired occupation including job postings, salary, and projected growth. Job postings should be for those jobs

the customer could apply if he/she had the missing training component. Suggested websites include www.salary.com, www.indeed.com, www.simplyhired.com, www.labor.ny.gov/stats/index, www.bls.gov, www.thewp.org/certifications.htm. Customers are not approved for training by the classroom training committee if their application is not complete. The classroom training committee wants to be sure the customer is aware of all of the specifications of the job and training.

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 WDB, in accordance with the 30 day Public Comment requirement, provides the general public, our NYSDOL representative, representatives of business, labor organizations, and education an opportunity to review and provide input to 2017 Local WIOA Plan by:

Forwarding a copy of the Draft Plan to all WBD members;

Forwarding the Draft Plan to any organization or individual identified by the WDB;

Forwarding the Draft Plan to our NYSDOL Representative;

Posting the Draft Plan to the Website at: www.thewp.org ; and Posting a legal notice in Newsday on October 30, 2017 – announcing the availability of the plan, how to obtain a copy and how to offer input.

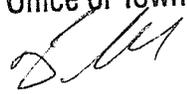
- b. Did the NYSDOL State Representative review the plan before submission? If no, please submit to your State Representative for review prior to posting for public comment.

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

Reviewed By
Office of Town Attorney


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
Town of Oyster Bay	<input checked="" type="checkbox"/>
Town of North Hempstead	<input type="checkbox"/>
City of Glen Cove	<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
Town of Oyster Bay

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:
10-25-17

Signature of Local Board Chair:



Mr.
Ms.
Other

Typed Name of Local Board Chair:
Harold Mayer

Name of Board:

Oyster Bay North Hempstead Glen Cove

Address 1:

Address 2:

City:

Massapequa

State:

NY

Zip: 11758

Phone:

516-797-
7918

E-mail: sdelligatti@oysterbay-ny.gov

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: 11/28/17 Signature of Local Chief Elected Official (CEO):



Mr. Titled Name of Local CEO:
Ms. Joseph Saladino
Other

Title of Local CEO: Town of Oyster Bay Supervisor

Address 1: 54 Audrey Avenue

Address 2:

City: Oyster Bay

State: NY Zip: 11771

Phone: 516-624-6350 E-mail: jsaladino@oysterbay-ny.gov

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.

Reviewed By
Office of Town Attorney



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.

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:



Title: Town of Oyster Bay Supervisor

Date: **November 28, 2017**

Reviewed By
Office of Town Attorney



Youth Services

Name of Local Area:

(Type the name of local area here)

Name of Organization Providing Youth Services <i>(Provide name of organization)</i>	Phone Number	Type of Agreement <i>(Click on the cell and then the right triangle to select from the dropdown: Contract, LWDB or MOA)</i>	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	Entrepreneurial Skills	Labor Market Information	Postsecondary prep./transition	Follow-Up
Nassau BOCES Career and Employment Options (CEO)	(516) 622-6830 (631) 234-6064	Contract Contract	X X	X X	X X	X X	X X	X X	X X	X X	X X	X X	X X	X X	X X	X X	X X

(Mark "X" for all program elements provided by the organization)

Rent	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Utilities/Telephone/IT Expense	\$	40,000	\$	4,874	\$	15,126	\$	-	\$	13,350	\$	6,650
Supplies/Equipment	\$	12,690	\$	2,934	\$	8,870	\$	830	\$	56	\$	-
Maintenance/Janitorial	\$	3,000	\$	390	\$	1,410	\$	720	\$	480	\$	-
Other Operational Costs	\$	45,500	\$	5,081	\$	16,336	\$	17,613	\$	6,470	\$	-
Totals	\$	1,906,202	\$	342,303	\$	749,164	\$	399,957	\$	107,917	\$	306,861
Carry-in to PY'18:	\$	363,226	\$	121,714	\$	35,749	\$	115,941	\$	89,822	\$	-

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)	\$ 0.10	0.4	0.1	0.3	0.1	1					
System Operator (Program)	0.25	0.75	0	0	0	1					
Other Program Staff/Service Provider	4	9	2	0	1	16					
Other Admin Staff	0.1	0.3	0	0.5	0.1	1					
Total	4.45	10.45	2.1	0.8	1.2	19					

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

Enter Data into these cells.	LWDA						Enter Name Here	Other Funding
	Totals	Adult	Dislocated Worker	Youth	Admin			
PY'16	Totals	Adult	Dislocated Worker	Youth	Admin			
Revenue								
WIOA / Other PY'15 Carryover at 6/30/16	\$ 269,225	\$ 75,118	\$ 108,713	\$ 64,984	\$ 20,410	\$ -		
WIOA PY '16 NOA and Other funding	\$ 1,961,326	\$ 299,338	\$ 686,441	\$ 509,428	\$ 188,356	\$ 277,763		
Total Revenue PY '16	\$ 2,230,551	\$ 374,456	\$ 795,154	\$ 574,412	\$ 208,766	\$ 277,763		
Actual Expenses	PY'16	WIOA						
	Totals	Adult	Dislocated Worker	Youth	Admin	Other Funding		
Payroll/Staff Salaries								
WDB (Program and Admin)	\$ 63,480	7,699.54	26,554.80	6,132.06	19,409.95	3,683.67		
System Operator (Program)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Other Program Staff/Service Providers	\$ 1,152,782	218,464.34	608,329.55	258,517.02	19,734.02	47,736.79		
Other Admin Staff	\$ 193,482	10,745.59	35,294.44	0.00	118,956.04	28,485.49		
FICA-Medicare Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Fringe Benefits:								
Health and Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Disability and other Insurances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Retirement Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Other related Fringe Benefits	\$ 11,346	417.85	1,526.69	0.00	0.00	9,401.73		
Travel and Other Related Staff Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Contracted System Operator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Contracted Service Providers/ Sub grantee:								
Training Expenses	\$ 171,760	\$ 74,324	\$ 88,373	\$ -	\$ -	\$ 9,063		
Supportive Service Expenses	\$ 24,374	17,839.99	6,534.45	0.00	0.00	0.00		
Work Experience Expenses	\$ 296,310	14.64	46.30	111,659.85	0.00	184,589.02		
Other Participant Expenses	\$ 51,359	3,490.68	11,538.64	34,874.47	0.00	1,455.68		
Operational Expenses:								

Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities/Telephone/IT Expense	\$ 44,294	\$ 6,816.63	\$ 23,108.36	\$ 0.00	\$ 11,958.14	\$ 2,410.62	\$ -	\$ -
Supplies/Equipment	\$ 14,529	\$ 2,232.99	\$ 8,089.81	\$ 2,761.73	\$ 1,444.18	\$ 0.00	\$ -	\$ -
Maintenance/Janitorial	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operational Costs	\$ 26,358	\$ 4,327.72	\$ 15,026.56	\$ 1,430.99	\$ 5,573.08	\$ 0.00	\$ -	\$ -
Totals	\$ 2,050,074	\$ 346,374	\$ 824,423	\$ 415,376	\$ 177,075	\$ 286,826	\$ -	\$ -
Carry-in to PY17:	\$ 180,477	\$ 28,082	\$ (29,269)	\$ 159,036	\$ 31,691	\$ (9,063)	\$ -	\$ -

PY 2016 FTE Staffing <1

Function/Type of Service	WIOA Adult	WIOA DW	WIOA Youth	WIOA Admin	Non-WIOA Funding	Total
WDB (Program and Admin)	0.1	0.4	0.1	0.4	0	1
System Operator (Program)	0	0	0	0	0	0
Other Program Staff/Service Provider	3	10	3	1	1	18
Other Admin Staff	0	0	0	1.5	0.5	2
Total	3.1	10.4	3.1	2.9	1.5	21

Enter Data into these cells.

Difference between PY'16 and PY'17:	LWDA						Other Funding
	Totals	Adult	Dislocated Worker	Youth	Admin	Enter Name Here	
Revenue							
WIOA/Other Carryover at 6/30/16 to Carryover at 6/30/17	\$ 40,694	\$ (32,196)	\$ 41,311	\$ 19,515	\$ 12,064	\$ -	
WIOA PY '16 NOA and Other funding to PY '17	\$ (1,817)	\$ 121,757	\$ (51,552)	\$ (78,029)	\$ (23,091)	\$ 29,098	
Total Revenue PY '16 to PY '17	\$ 38,877	\$ 89,561	\$ (10,241)	\$ (58,514)	\$ (11,027)	\$ 29,098	
Budgeted /Actual Expenses	Difference	WIOA					
	Totals	Adult	Dislocated Worker	Youth	Admin	Other Funding	
Payroll/Staff Salaries							
WDB (Program and Admin)	\$ (666)	\$ (43)	\$ (2,799)	\$ 3,284	\$ (1,411)	\$ 303	
System Operator (Program)	\$ 15,000	\$ 2,300	\$ 7,811	\$ 2,199	\$ 2,691	\$ -	
Other Program Staff/Service Providers	\$ (171,804)	\$ 24,995	\$ (88,627)	\$ (125,808)	\$ 8,988	\$ 8,647	
Other Admin Staff	\$ (120,111)	\$ (4,878)	\$ (17,085)	\$ -	\$ (82,972)	\$ (15,177)	
FICA-Medicare Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fringe Benefits:							
Health and Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Disability and other Insurances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Retirement Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other related Fringe Benefits	\$ (9,635)	\$ (13)	\$ (1,210)	\$ 32	\$ 165	\$ (8,609)	
Travel and Other Related Staff Costs	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ -	
Contracted System Operator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contracted Service Providers/ Sub grantee:							
Training Expenses	\$ (41,760)	\$ (34,324)	\$ 1,627	\$ -	\$ -	\$ (9,063)	
Supportive Service Expenses	\$ 11,426	\$ (1,201)	\$ 12,627	\$ -	\$ -	\$ -	
Work Experience Expenses	\$ 59,509	\$ 675	\$ 405	\$ 24,778	\$ -	\$ 33,650	
Other Participant Expenses	\$ 96,161	\$ 8,515	\$ 16,475	\$ 65,126	\$ -	\$ 6,044	
Operational Expenses:							

Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities/Telephone/IT Expense	\$ (4,294)	\$ (1,943)	\$ (7,982)	\$ -	\$ -	\$ 1,392	\$ 4,239	
Supplies/Equipment	\$ (1,839)	\$ 701	\$ 780	\$ (1,932)	\$ (1,388)	\$ -	\$ -	
Maintenance/Janitorial	\$ 3,000	\$ 390	\$ 1,410	\$ 720	\$ 480	\$ -	\$ -	
Other Operational Costs	\$ 19,141	\$ 753	\$ 1,309	\$ 16,182	\$ 897	\$ -	\$ -	
Totals	\$ (143,873)	\$ (4,071)	\$ (75,259)	\$ (15,419)	\$ (69,159)	\$ 20,035	\$ 20,035	
Difference for Carry-in:	\$ 182,749	\$ 93,632	\$ 65,018	\$ (43,095)	\$ 58,131	\$ 9,063	\$ 9,063	

Difference between PY '16 and PY '17							
Function/Type of Service	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	0	0	-0.1	0.1	0	0
System Operator (Program)	0.25	0.75	0	0	0	1	1
Other Program Staff/Service Provider	1	-1	-1	-1	0	-2	-2
Other Admin Staff	0.1	0.3	0	-1	-0.4	-1	-1
Total	1.35	0.05	-1	-2.1	-0.3	-2	-2

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

1

LWDA:		XXXXEnter Name HereXXX		Total PY 2016 Training reported														
County/One-Stop Name:		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	\$ 171,760.32	0	35	\$ -	\$ 74,323.83	\$ -	0	70	\$ -	\$ 88,373.19	\$ 9,063.30	0	0	\$ -	\$ -	\$ -		
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -		
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -		
Incumbent Worker	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -		
(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	\$ 171,760.32	0	35	\$ -	\$ 74,323.83	\$ -	0	70	\$ -	\$ 88,373.19	\$ 9,063.30	0	0	\$ -	\$ -	\$ -		

1

County/One-Stop Name:		xxxxENTER NAME HERExxxx		PY 2017 Training Projection														
				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	\$ 120,000.00	8	20	\$ 13,000.00	\$ 27,000.00	\$ -	12	25	\$ 23,000.00	\$ 57,000.00	\$ -	0	0	\$ -	\$ -	\$ -		
OJT	\$ 10,000.00	0	0	\$ -	\$ -	\$ -	0	4	\$ -	\$ 10,000.00	\$ -	0	0	\$ -	\$ -	\$ -		
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -		
Incumbent Worker	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -		
(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	\$ 130,000.00	8	20	\$ 13,000.00	\$ 27,000.00	\$ -	12	29	\$ 23,000.00	\$ 67,000.00	\$ -	0	0	\$ -	\$ -	\$ -		