

Capital Region Local Workforce Development Area

Local Plan

July 1, 2021 – June 30, 2025

Table of Contents

Table of Contents	1
Strategic Planning Elements	2
Local Workforce Development System	7
Workforce Development and Career Pathways.....	8
Access to Employment and Services.....	9
Business Engagement.....	12
Program Coordination.....	13
Title II Program Coordination	15
Youth Activities	16
Administration.....	18
Training Services.....	19
Public Comment	20
List of Attachments	20

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Strategic Planning Elements

Local Workforce Development Areas (LWDAs) and Regional Demand Lists are now maintained [online](#). Changes to the Demand Lists can be made by following the directions on the webpage.

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

June 1, 2021

How is this information shared with the Local Workforce Development Board (LWDB)? What was the last date on which it was shared?

The Demand Occupational List along with priority sectors are reviewed on an annual basis historically at the fall board meeting and are discussed regularly at each Committee meeting and full Board meetings throughout the year. Any changes to the Demand Occupation list are voted on by the Board, captured in the meeting minutes, and changes sent to NYSDOL for update. The demand occupation list was last presented to the Board Members on 10/30/2020.

- a. Provide an analysis of regional economic conditions, including:
- i. Existing and emerging in-demand sectors and occupations; and

Manufacturing, Healthcare, Human Services, Transportation & Warehousing, Construction, Educational Services, and Professional-Scientific & Technical Services continue to have high staffing needs throughout the Capital Region and will continue to create occupational job growth as we emerge from the pandemic.

The manufacturing sector had the highest gross regional product of any sector in the Capital Region, adding 2,900 jobs (+10.8%) from 2013-2018. Specifically, chemical manufacturing and computer/electronic product manufacturing both added jobs over the period and paid annual wages nearly twice the regional average in 2018. Current projections show continued expected growth of 53.9% from 2016 to 2026. Computer, Software, and Engineering Management positions are poised for growth (+18%), as well as Industrial Production Managers (+15%). Chemical Operators and Technician opportunities and Maintenance Mechanics are also predicted to show double-digit increases. The announcement of one of the first Off-Shore Wind tower production facilities in the US to be built at the Port of Albany with 350+ permanent production positions, along with the hundreds of construction jobs needed to build the facilities, only solidifies the advanced manufacturing industry's growth rate. The continued growth in pharmaceutical and medicine manufacturing positions, led by significant expansion from Regeneron, will also continue to be in demand.

Healthcare & Human Services are expected to experience employment growth as the population of the Capital Region continues to age. Occupations in Ambulatory health care

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services (+40%) and Skilled Nursing Home and residential care (+25%) lead projected growth in this industry through 2026. In the Capital Region, Albany Medical Center and St. Peter's Healthcare Partners lead the hiring in this industry.

The Transportation & Warehousing sector added 1,900 jobs between 2013-2018, growing at a rate of 17.3%. The Capital Region is growing into a major transportation hub because of location, infrastructure, and access to the highway systems, connecting much of the Northeast US. Within this sector, the warehousing and storage industry experienced double digit growth in this period and is expected to grow even faster through 2026, with the expansion of Amazon and other large facilities in the region.

The Construction, Educational Services, and Professional Scientific & Technical Services sectors are all expected to show growth through 2026 as well. These sectors are influenced by demographic and economic conditions, which will likely affect the rate at which these sectors will expand or contract. There are several large construction projects that will be taking place over the next few years in the Capital Region that will provide significant growth opportunities in the skilled trades. As we emerge from the pandemic, the Education sector is reimagining itself and how remote learning will factor into the higher education model is still being discussed. Many of the Capital Region's "High Tech" service-rated jobs are found in the Professional & Technical Services, and growth rates are expected to rise in these occupations as well, as the economy rebounds.

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

The largest need that businesses in the Capital Region have currently is finding qualified and skilled candidates for these demand occupations. Careers in healthcare, advanced manufacturing, and the skilled trades have a very high demand rate with excellent starting salaries and a very low unemployment rate; however there are not currently enough individuals that possess the necessary skills to fill these positions. While these industries are highlighted, the need for skilled workers and entry-level workers crosses all sectors.

The health care sector offers continued opportunities for employment across a variety of levels from entry level positions in nursing care to a variety of therapy positions and support positions. Nursing care in particular offers opportunities for career pathway development to move from personal care aides, to home health aides, to nurse assistants positions up through various credentialed nursing levels. All positions continued to be in demand.

The construction sector also offers opportunities for career pathway development. Individuals can start out in this field as laborers and can upskill. Employment projections for electricians, pipefitters, steamfitters, plumbers, building inspectors and general maintenance and repair are projecting growth. With several large projects on the horizon in the Capital Region, more growth opportunities will emerge and intersect with Clean, Green and Integrated Energy jobs fostered by NYSERDA.

A continuing theme in workforce development is the training and up-skilling of current workers. Businesses across all sectors are actively engaged in continuous improvement

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initiatives, which includes human capital as well as process. Computer literacy and basic literacy skills remain important skills for training and retraining. The pandemic and the move to a more virtual world require more than basic computer literacy as we move toward new organizational designs and hybrid work arrangements. However, we cannot lose sight of the need for growing the workforce's mechanical aptitude and skills to support a range of sectors including Manufacturing and Construction.

- 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.

In order to meet the employment needs of businesses, there are universal skills, knowledge, and abilities that individuals need to possess for demand occupations. Businesses report the need for workers with a combination of skill sets covering occupation or technical skills, educational credentials/licensing, and a relevant work history. Universal skills needed by all businesses and industries include interpersonal skills, critical/analytical thinking or problem solving skills, as well as basic literacy and numeracy skills.

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

- i. Current labor force employment and unemployment numbers;

As of April 2021:

The Capital Region (Albany/Rensselaer/Schenectady) labor force numbered 313,200. Of that total, 297,100 were employed and 16,200 were unemployed. The unemployment rate was 5.2%.

Specific data broken down by County:

	UI Rate	Labor Force
Albany County	5.0%	156,500
Rensselaer County	5.0%	81,500
Schenectady County	5.6%	75,200

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

As more individuals get vaccinated and more businesses re-open and/or increase capacity, the Region is transitioning to new workplace realities. Businesses across all industries and sectors are reporting applicant shortages for open positions. From a supply and demand standpoint, the Capital Region's labor force has decreased 4% since 2011 and the

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pandemic has accelerated the trend of baby-boomers retiring without a younger force to replace them. The loss of institutional knowledge and skills is disappearing with many businesses not prepared for succession planning.

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

Educational attainment in the Capital Region surpasses the statewide average. As of 2019, 92.5% of residents 25 or older possess a high school diploma/equivalency or higher:

Albany	92.7%
Rensselaer	91.6%
Schenectady	90.3%

- 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 Capital Region LWDA, and Career Centers in particular, have been the known source for individuals in need of training to upgrade their skills that will lead to family-sustaining in-demand occupations. Building on this strength, the workforce development activities in the Region are a true partnership with our education providers, from Title II, Higher Education, and other key educational stakeholders. All of the partners are committed to working together to assist job seekers in building educational pathways that run parallel to career pathways in industry. The key component in these partnerships is that the system is business-driven. Creating training programs built around businesses' needs ensures that the workforce development system in the Capital Region remains nimble.

Despite these strengths, a major weakness is the length of time of many training programs when businesses need a workforce ready today.

- 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 the employment needs of businesses? Please explain.

The Capital Region workforce development area is well positioned to be a strong influence on the education and skills needs of the region. Strong partnerships with business and education help to develop educational opportunities that are driven by the needs of business. By building in wrap-around support services from our partners, this ensures that all, including individuals with barriers to employment, can be successful. The Capital Region has numerous high quality education and training partners and meet regularly with our Community College and Title II partners to build training programs based on workforce intelligence from business.

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- e. Describe the LWDB’s strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

The mission of the Capital Region Workforce Development Board (WDB) is to strategically manage workforce development within the Capital Region Local Workforce Development Area by providing enhanced employment opportunities for people and a quality workforce for businesses. The Board’s vision is a universally accessible workforce development system in the Capital Region that meets the needs of jobseekers and employers and supports economic growth. The strategic vision of the Capital Region workforce development area in preparing an educated, skilled workforce for all focuses on being the central hub and convener of partners, especially those with expertise in serving special populations, to meet the skills demands of business and industry.

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

The Capital Region has three comprehensive Career Centers that work hand-in-hand with our partners to provide services that result in family-sustaining careers. All Career Centers have access to partner agencies either directly on-site or through a referral process. As part of the MOU process, the LWDB has developed a Workforce Partnership Coalition that consists of over two dozen partner agencies from workforce and economic development organizations and meets on a monthly basis. The ultimate goal of the Coalition is to break down silos and create a much more seamless delivery of services across the Capital Region.

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

The Capital Region Workforce Partnership Coalition consists of the core partners in the region in addition to many other key stakeholder organizations. As this group is in its infancy, the goal is to ensure that both job seeking and business customers have multiple entry points into getting a seamless delivery of services. Creating a system matrix of services, specific points of contact, and eventually an electronic referral and follow-up system are long-term goals that will allow the system to achieve the strategic vision and goals.

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

The Capital Region WDB has and will continue to provide training to Career Center staff and partners/providers in an effort to ensure performance indicators are understood by the whole system.

Primary Indicators include:

1. Employment Rate 2nd quarter after exit
2. Employment Rate 4th quarter after exit

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3. Median Earnings 2nd quarter after exit

4. Credential Attainment

5. Measurable Skills Gains

6. Effectiveness in serving employers

By meeting and exceeding these goals, it is the Capital Region WDB's expectation that the system will be better aligned to meet the needs of business, while ensuring career pathways in family-sustaining careers for job seekers.

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;

In the Capital Region, core programs include: WIOA Adult, WIOA Dislocated Worker, WIOA Youth, Trade Act, Wagner-Peyser, RESEA, Veterans' Services, ACCES-VR, TANF Employment Services, Job Corps, and BOCES Adult Education

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

In the Capital Region, Hudson Valley Community College (Capital District Educational Opportunity Center), Capital Region BOCES, Schenectady School District Washinton Irving Education Center, and Questar III BOCES all offer programs that support alignment under the Carl D. Perkins Career and Technical Education Act.

iii. Other workforce development programs, if applicable.

Senior Community Service Employment Program operated by Associates for Training and Development, YouthBuild, HUD Employment & Training programs, Community Action Programs.

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

Through the One Stop System Operator, the MOU system partners, and the newly formed Capital Region Workforce Partnership coalition, the Region and Board will monitor delivery of services to ensure continuous improvement. The WDB's Policy and Oversight Committee will also ensure that system partner integration at the Career Centers and any future affiliate sites is effective.

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

The Capital Region WDB has a majority representation of businesses from all in demand sectors that are engaged in every aspect of ensuring a strong, comprehensive workforce development system. In addition, both Hudson Valley Community College and SUNY Schenectady are represented on the WDB along with the Center for Economic Growth. The Board's regular partnership with all Chambers of Commerce, the NYS Business Council, and other various economic development organizations provide a first-hand insight into the needs of local and regional businesses as well as workers and job seekers.

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

The Capital Region has three comprehensive Career Centers all staffed by well-trained employment, training, and businesses services representatives. Staff work with job seekers to identify skills that businesses need, work to develop plans to map out career pathways, and businesses to provide recruitment and training assistance. In each of the Career Centers, it is the goal of the core programs Management Team to provide seamless service to both job seekers and businesses, regardless of the partner entry point.

Workforce Development and Career Pathways

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

The Board currently partners with our training providers in the region to develop career pathways by assisting with the convening of local business and industry to better understand what their needs are relative to technical skills. Sponsoring Industry Roundtables in demand industries and bringing both the business and the training providers to the table to develop career pathway program together is the key to success. Working together with industry leaders, training providers, and service providers enables the development of programs that are responsive to business and can be funded.

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

The WDB will continue to work with the key partners to ensure job seekers looking to upgrade their skills will have access to the most relative training available. The WDB has had recent success in assisting businesses to survey their workforce on educational credentials and college credits. This has resulted in the ability to connect entry-level workers to short-term training that allows them to move up in the business.

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

Many of the credentials obtained are transferrable to other occupations or industries. The various degree programs earned often have components that transcend all industries.

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The Capital Region Career Centers have started partnerships with our Community Colleges around the building of SUNY MicroCredentials that not only earn industry-recognized credentials, but offer college credit toward an Associate's degree that equals portability.

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

The SUNY MicroCredential is one example of a sequence of credentials that are stackable. The healthcare industry also is a leading industry of embracing stackable credentials, but other industries are starting to have discussions with the WDB of creating these, such as human services, manufacturing, and insurance/finance.

Access to Employment and Services

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

During the pandemic, the Capital Region WDB and Career Centers have increased the number of services provided remotely (phone, email, video) and has surpassed the total number of staff-assisted in-person career services from previous years. Our Career Centers collaborated with the 10 Career Centers of the three surrounding LWDBs for joint development and delivery of over a dozen virtual job search workshops on a monthly basis, providing different, more frequent opportunities by sharing services. The Capital Region WDB purchased virtual job fair software and has been holding monthly virtual hiring events, with businesses welcoming the opportunity to meet with job seekers in a more efficient manner. All of these opportunities to provide many of the traditional in-person services remotely has allowed for more efficient delivery of services and assists the job seekers in alleviating several barriers to individuals. The Capital Region WDB has also been able to retain a Disability Resource Coordinator to serve individuals with disabilities in connecting to education, training, supportive services, and employment.

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

By continuing the use of remote technology, the service delivery model of the Career Centers is being reimagined to provide more comprehensive access to individuals. The use of video technology, virtual job fairs, and online registrations are examples of future enhancements. Future partnerships with the Upper Hudson Library System and the Schenectady County libraries to expand job seeking services, will allow access to bring services to other areas, especially remote rural locations.

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

OSOS continues to be the case management system for intake, job referral, recording of services, and participant outcomes for the Career Centers. Access to the system has been expanded to our WIOA Youth program providers as well. Use of OSOS is being enhanced by the use of technology in collecting information from customers, either by phone or

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email in addition to video. An anticipated update to OSOS to include scanning of documents will be welcomed to digitize case file. We look forward to utilizing NYSDOL's Virtual Career Center system with AI capabilities to match job seekers with opportunities and record all transactions for case management. Through the Capital Region Workforce Partnership coalition, the WDB is also looking at a potential electronic referral and follow up system between partners.

- 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.

Basic Career Services: eligibility determination, outreach, intake, system orientation, initial assessment, labor exchange services, referral to programs, labor market information, referral to supportive services, unemployment insurance information and assistance, and financial aid assistance.

Individualized Career Services: comprehensive assessment, individualized plan for employment, career planning and counseling, short-term pre-vocational services, internships and work experiences, financial literacy services, and workforce preparation.

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

The Capital District Transportation Authority (CDTA) is a partner in the Career Centers. CDTA employs Travel Trainers who are an excellent resource for both job seekers and staff. Travel trainers provide a general overview and orientation to public transportation. CDTA operates seven days a week with fixed routes on or near the largest employers in the area. CDTA routinely evaluates ridership on fixed routes and asks for the Career Center's input in determining adjustments to routes to address new or increased demands. A recent partnership between the WDB and Tech Valley Shuttle to provide a "spoke and wheel" augmentation to the fixed CDTA routes has allowed expansion from a CDTA hub to the "last mile" of service to businesses that are not on a CDTA route.

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

The Capital Region LWDA Memorandum of Understanding (MOU) has supported the process of cooperation between all system partners. All partners understand that providing services to individuals with disabilities in a rigid system will not be successful and the ability to design and implement a system that meets the unique requirements of these individuals is a best practice. Partner coordination and cross-training of staff are essential to comprehensive services. The Disability Resource Coordinator acts as a convener of service providers to enhance the sharing of information.

- 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.

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Direction is given by the WDB through policies and staff training to ensure priority of service is given to individuals of public assistance, other low-income individuals, and individuals who are basic skills deficient.

h. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of the Workforce Innovation and Opportunity Act (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 Capital Region LWDA must comply with the non-discrimination requirements of WIOA Section 188 regarding physical and programmatic accessibility of facilities, programs and services. Career Center staff receive regular training on these requirements. The Independent Living Center of the Hudson Valley has provided training and assessment of Career Centers and the Centers have been reviewed to ensure compliance with the provisions of the Americans with Disabilities Act of 1990. The Capital Region WDB will continue to assess on an annual basis, the physical and programmatic accessibility of the Career Centers.

ii. Technology and materials for individuals with disabilities; and

Each Career Center received adaptive equipment in 2019 and staff received training at that time. In 2021, updated training and review will occur again.

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

The Disability Resource Coordinator (DRC) in the Capital Region has the training and experience working with individuals with disabilities. The DRC will continue to conduct trainings and model proven strategies with Career Center staff. Partnership with the Independent Living Center of the Hudson Valley will also afford staff additional training opportunities.

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.).

Partners recognize that NYS Human Rights Law prohibits discrimination or harassment against any employee, applicant for employment or customers due to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, familiar status, marital status, or domestic victim status. The partners also understand that the NYS Human Rights Law affords protections from employment discrimination for person with prior conviction records, or prior arrests, youthful offender adjudications, or sealed records.

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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 Capital Region WDB has a long history of partnership with businesses in the local area including small business. The Board is represented by up to 16 business leaders from in demand, diverse industries, with many members fully engaged in committees. All three Career Centers have business services leads that engage with businesses on a daily basis to assess their needs and make connections to not only job seekers, but training providers as well to create career pathways for employers. The Capital Region Business Services Team (BST) meets quarterly to discuss strategies and coordinate business outreach throughout the three County area. The BST team includes representatives from NYSDOL, WIOA Title I business services representatives, economic developers, and education providers. The WDB utilizes on-the-job training programs, apprenticeships, as well as customized training and individual training accounts to meet the needs of business. The Capital Region WDB embraces industry-driven training and has coordinated several career pathway programs led by business including training pathways in cyber security, craft beverage, healthcare, software development, and human services. The success of businesses to attract and retain talent requires the need for supportive services including transportation, childcare, and other enhanced employee retention services. The Capital Region WDB is committed to assisting businesses in providing access to these supportive services through various models and funding. In addition, the WDB will enhance the business services model in 2021 with the creation of a Lead Business Services Coordinator to embrace the need for regional collaborations to meet the businesses need for a trained and skills workforce.

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

The Capital Region WDB has strong partnerships with our Chambers of Commerce, Economic Development organizations, and Community Colleges. While no formal business intermediary is utilized, the full partnership approach is utilized to provide seamless services to businesses.

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

Business assistance services include a variety of avenues to meet the workforce needs of businesses in all industries. Job posting/referral services, recruitment support, applicant pre-screening and interviewing assistance, training to upgrade skills, On-the-Job Training subsidies, tax credit information, labor market information, arranging for certification training, grant funding assistance for workforce training, and rapid response activities are a foundation of services provided.

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

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The Capital Region LWDA has a very strong relationship with our local economic development organizations, including the regional Center for Economic Growth (CEG), local IDAs, the NYS Business Council, the NYS Economic Development Council (NYSEDC), Empire State Development, and the Capital Region Regional Economic Development Council (REDC). The Capital Region WDB has championed that workforce development cannot be done without economic development and vice versa. Using the priorities of the REDC and the REDC Workforce and Education subcommittee, the area's programs and strategies align and are driven by the needs of the business community. Through the Capital Region Business Services Team, we pool our resources to offer assistance to small businesses, minority and woman owned enterprises, etc.

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

Entrepreneurial skills training and microenterprise services are highly encouraged in the Capital Region. The region has several incubator projects and hubs that have partnered with the WDB programs to foster business development. Career Center staff promote the idea of starting businesses with individuals accessing career center services. Individuals expressing an interest are referred to the many resources including SEAP, the Small Business Development Center, Chambers of Commerce, and all of these incubator hubs. The SBDC works closely with economic development agencies to assist candidates to access the resources (grants, loans, etc)

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

Rapid response services are coordinated by the Regional Rapid Response Coordinator at the NYS Department of Labor. The Coordinator takes the lead in reaching out to the impacted companies, and disseminating relevant information to the WDB and partner agencies. General announcements of anticipated plant closures and layoffs are shared with Career Center staff. The Regional Coordinator involves Career Center staff in the actual delivery of program services. Career Center staff participate with NYSDOL in on-site rapid response sessions for affected workers. The Business Services Team also coordinates recruitment activities and job fairs for affected workers as well as working with businesses in layoff aversion activities. Affected workers who are Trade Act eligible also receive additional services through the Career Centers in coordination with rapid response activities.

Program Coordination

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

In the Capital Region, there are three Career Centers that are direct linkages to the unemployment insurance programs. These Centers provide Unemployment Insurance recipient customers a coordinated approach to re-employment. WIOA Title I staff and NYSDOL staff have worked together to establish common co-enrollment processes to



delivery services in a coordinated and seamless manner. These include common enrollment, orientation providing an overview of services, and common procedures for customers to access the full array of services through the system. Regular communication and information sharing through Center staff meetings and trainings further enhance the linkages between the one stop delivery system and unemployment insurance programs.

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 Capital Region LWDA through the Memorandum of Understanding process and Workforce Partnership Coalition has established coordinated avenues for connection. The WDB works closely with the Title II Adult Education providers and Community Colleges to develop training programs that meet the needs of business, provide training in demand occupations, and develop new programs that provide educational pathways that match up with career pathways.

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

Both Community Colleges, a private higher education college, as well as an Adult Education provider serve as board members on the Capital Region WDB and are involved in the various committees responsible for Career Center policy and oversight as well as youth and emerging worker services. The Workforce Partnership Coalition's goal is coordinating services across the workforce development system and many educational providers participate. This coalition brings partners together to help identify what specific services each partner currently provides, where the gaps are, and how they all meet the need of businesses and job seekers.

iii. A description of how the LWDB will avoid duplication of services.

The Capital Region WDB is looking for partners to develop a system that saves time, funds, and avoids the duplication of services. Moving through the Workforce Partnership Coalition meetings, in coordination with the One Stop System Operator, a services matrix is being developed for each provider. Developing a universal registration and electronic referral system will help expedite the process of service delivery in a timely manner as well as eliminating cost by preventing duplication.

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.

It is the intention of the Capital Region WDB that all Career Centers be functionally aligned in that services are delivered seamlessly and without duplication, regardless of the staff person that a customer is engaged with in a service. All three Capital Region Career Centers have staff funded by both WIOA Title I, NYSDOL Wagner-Peyser, and NYSDOL Veterans Services. Staff work side by side, sharing customer information, resources, and

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program information. Monthly Management Team meetings are conducted at each Center and at the regional level and Center staff meetings are held regularly to ensure functional alignment and discuss ways to improve service delivery.

- 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.

The Capital Region Memorandum of Understanding (MOU) serves as the primary agreement between system partner providers. The Workforce Partnership Coalition includes MOU system partners and expanded out to other key stakeholder organizations. Out of both the MOU and the Workforce Partnership Coalition, it is anticipated that other cooperative agreements will be created to ensure enhanced integration and access. The Capital Region LWDA also has Chief Local Elected Official Agreements with the City of Albany, Albany, Rensselaer, and Schenectady counties.

Title II Program Coordination

- a. Provide a description of the LWDB's strategic vision and goals for preparing an educated and skilled workforce, specifically addressing how to improve access to activities leading to a recognized post-secondary credential, as well as other strategies for serving out-of-school youth (OSY) and adults who have low literacy skills, are English Language Learners, or lack a high school diploma or the equivalent.

The Capital Region WDB, Career Centers, and partners continually make great efforts in the recruiting of out-of-school youth, adults with low literacy skills, English language learners, and those who lack a high school diploma/equivalency. The ability to identify and upgrade the skills of these populations only helps to provide businesses with a skilled workforce. Working with our Title II providers, such as Capital Region BOCES, Literacy Volunteers of Rensselaer County, and the Schenectady School District help eliminate the barriers which prevent individuals from gaining the necessary skills businesses require.

- b. Provide a description of how the LWDB will expand access to employment, training, education, and supportive services provided through the NYS Career Center System for Title II participants with barriers to employment.

The Capital Region Career Centers work closely with the region's Title II providers to identify and refer individuals to meet the necessary needs. Funding has been provided for tuition, supportive services, and employer-based training to allow for persons with barriers to employment to have access to programs.

- c. Identify how the LWDB will facilitate the development of a career pathways and co-enrollment in academic training programs.

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The Capital Region WDB meets with training providers regularly through many avenues including the Workforce Partnership Coalition, BOCES career pathways committees, school district business advisory panels, and other industry roundtables. By helping drive and develop types of training that are in demand and allow for future advancement in family sustaining careers is the ultimate goal.

- d. Provide a description of how the LWDB will support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including those authorized under the Carl D. Perkins Career and Technical Education Act to support service alignment.

The Capital Region has a long history of working with partners who provide services to individuals with barriers to employment. Many of these partners serve on work groups that develop, plan and deliver programs and events designed for the people they serve. The Capital Region WDB staff sit on many work groups from Capital Region BOCES and Questar III BOCES to help guide and implement new CTE clusters and outcomes for service alignment. Future goals include "lunch and learn" series of career pathways clusters with industry, "signing day" celebration events for students continuing on their CTE path to employment, and marketing of STEM career videos in CTE.

Youth Activities

- a. Provide contact details of Youth Point(s) of Contact for your local area including: Name of organization, name(s) of Youth Point(s) of Contact, title, address, phone number, and email address. Youth Point(s) of Contact details are primarily used to refer young adults, parents, and partners about youth programs and posted on the [NYS DOL webpage](#).

Albany: Raphael Tucker, rtucker@albanyny.gov, (518) 434-5207, City of Albany Department of Youth and Workforce Services, 175 Central Avenue, Albany, NY 12206

Rensselaer: Andre Leppanen, andre@capreg.org, (518) 270-2860, Rensselaer County One Stop Career Center, 1600 Seventh Avenue, Troy, New York 12180

Schenectady: Bailey Gardiner, LMSW, bailey.gardiner@dfa.state.ny.us, (518) 344-2749, Schenectady Job Training Agency, 797 Broadway, Schenectady, NY 12305

- b. Provide the number of planned enrollments in PY 2021 for new Out-of-School Youth (OSY), carry-over OSY, new In-School Youth (ISY), carry-over ISY, and work experience. *

- i. New OSY

100

- ii. Carry-over OSY

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34

iii. New ISY

25

iv. Carry-over ISY

20

v. Work experiences

110

*Please note that PY 2021 enrollments will provide the baseline estimate for the remaining three years of the Plan.

c. In Attachment F, Youth Services, located on the New York State Department of Labor (NYS DOL) [website](#) under the Local Planning section, identify the organization providing the Design Framework which includes: Intake & Eligibility, Objective Assessments, and Individual Services Strategies (ISS), and 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.

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

i. Connect back to the WIOA Youth Program Design Framework, particularly the Objective Assessments and ISS; and

The Capital Region youth program design uses the 14 WIOA elements as a pathway for a successful outcomes and are identified on the ISS as they are used and completed successfully.

ii. Are made available to youth with disabilities by describing specific program practices, tools, and services that are tailored to serve youth with disabilities.

The provision of services to youth with disabilities is a recognized priority of the Capital Region LWDA. The Capital Region has a long-standing relationship with our disability-serving partners and school district CSE Chairs. For many years, the Arc of Rensselaer County has been a WIOA youth contractor to provide transition services to students with disabilities in different school districts and for youth who are not connected to employment or education.

e. Describe successful models for youth services from your local area, including but not limited to virtual work experiences, OSY recruitment. and engagement strategies.

The Capital Region has a number of successful youth programs through our providers that will continue to be enhanced. By partnering with youth development experts in the area,

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recruitment strategies range from referrals from school districts for dropouts and post-graduation disconnected youth. Using the work experience component and on-the-job training models are future expansion best practices that will be introduced, as well as connection to various apprenticeship programs.

f. Does your local area plan to serve ISY and/or OSY using the “Needs Additional Assistance” qualifying barrier for eligibility?

Yes (Attach a Needs Additional Assistance policy that defines reasonable, quantifiable, evidence-based, and specific characteristics of ISY and OSY as described in Technical Advisory (TA) #19-2.

No (Not required to attach a policy)

g. Attach a Basic Skills Deficiency policy of youth program as described in the in TA #19-2.

Administration

a. Identify the entity responsible for the disbursal of grant funds as determined by the Chief Elected Official(s) (CEOs) or Governor.

The grant recipient for the Capital Region LWDA is Rensselaer County as per the Local Chief-Elected Officials agreement.

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

The Capital Region WDB issues an RFP on a regular basis for WIOA Title I Youth Programs. The Youth and Emerging Worker Committee review proposals and make recommendations to the Board for awardees

c. Provide the local levels of performance negotiated with the Governor and CEO(s) to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the local fiscal agent (when applicable), eligible providers, and the One-Stop delivery system, in the local area.

PY21 Measures	Adult	Dislocated Worker	Youth
Employment Rate 2nd Qtr after Exit	65%	67%	42.5%
Employment Rate 4th Qtr after Exit	64%	67%	63%
Median Earnings 2nd Qtr after Exit	\$5,300	\$6,500	\$3,000
Credential Attainment 4th Qtr after Exit	17.5%	19.2%	27.6%
Measurable Skills Gain	45%	45%	50%

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- d. Describe the actions taken toward becoming or remaining a high-performing LWDB, consistent with factors developed by the State Workforce Investment Board (SWIB). The LWDB will be defined as high performing if it meets the following criteria:
 - i. It is certified and in membership compliance;
 - ii. All necessary governance actions and items have been accomplished, including executing a local Memorandum of Understanding (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 Capital Region WDB is certified and is in membership compliance. The 2020 Capital Region MOU is currently under review with the NYS Department of Labor and anticipate capturing signatures in the very near future to complete the process. The Capital Region WDB has a signed contract for the One Stop System Operator, Albany County. All local policies are in place and under regular review. All three Career Centers are certified under WIOA.

Training Services

- a. Describe how training services will be provided in the local area. This may include incumbent worker, on-the-job, and customized training programs.

Training services are provided through the Capital Region Career Centers. A sequence of services does not need to occur for customers to be considered for training services. Customers seeking training funds work with Career Center staff to conduct an assessment, evaluation, and Individual Employment Plan (IEP). Training is defined as an Individual Training Account (ITA), On-the-Job Training (OJT), customized, and incumbent worker training. Trainings involving businesses need to be vetted with the assistance of the NYS Department of Labor. Customers are assessed to see if they already have the necessary skills to obtain employment or the necessary skills needed to participate in the training. WIOA training funds are funds of "last resort" utilizing other training funds prior if available. The Capital Region Priority of Service, Demand Occupation List, Eligible Training Provider List, ITA Policy, and OJT policy are all tools used to assist in ensuring the training will result in employment that is on a pathways to self-sufficiency.

- b. Describe how contracts will be coordinated with the use of Individual Training Accounts (ITAs).

Each Career Center works with the individual training/educational institution to develop agreements regarding the individual training that best meets the needs of the customer. All trainings must be on the Eligible Training Provider List (ETPL), as well as in the Capital

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Region demand occupation area. For trainings that are not on the demand list or exceed the Capital Region funding cap for ITA, a waiver is required.

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

To maximize informed consumer choice in selecting an eligible training provider, the Capital Region Career Center staff will provide customers with the New York State Eligible Training Provider List (ETPL) online. The ETPL is required in Section 122 of WIOA legislation. Available information about training providers includes: a description of training services, cost, dates and times, etc so that the customer can make a well-informed decision. Career Center staff work with customers and training providers chosen by the customer to coordinate other funding sources to facilitate payment to provide training.

Public Comment

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

The Capital Region Local Plan will be posted on the Capital Region WDB website at www.capreg.org for public comment and input by business, labor organizations, and educational partners.

List of Attachments

Please complete all attachments listed below.

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

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

- Electronic signature (if the LWDB has the capability for it) – Note that electronic signatures must follow the requirements and guidelines of the Electronic Signature and Records Act ([ESRA](#)). LWDBs 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, NY 12240**

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

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 is preferable to provide a list of hyperlinks to these agreements available on the LWDB website.

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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
City of Albany	<input type="checkbox"/>
Albany County	<input type="checkbox"/>
Rensselaer County	<input checked="" type="checkbox"/>
Schenectady County	<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

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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
Rensselaer County Department of Finance

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ATTACHMENT C: SIGNATURE OF LOCAL BOARD CHAIR

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2021-2024, for WIOA Title 1-B
and Wagner-Peyser Programs**

In compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable State and federal laws, regulations, and policies;
- Affirm that the composition of the Local Board is either in compliance with the law, rules, and regulations and is approved by the State or, will be in compliance within 90 days of Local Plan submission;
- Affirm that this Plan was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected Official(s) on behalf of the Local Board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

Date:	Signature of Local Board Chair:	
10/5/2021		
Mr. <input checked="" type="checkbox"/>	Typed Name of Local Board Chair:	
Ms. <input type="checkbox"/>	Ian Glasgow, PhD., P.E.	
Other <input type="checkbox"/>		
Name of Board:	Capital Region Workforce Development Board	
Address 1:	175 Central Avenue	
Address 2:		
City:	Albany	
State:	NY	Zip: 12206
Phone:	518-674-3510	E-mail: ian@nextadvance.com

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

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ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

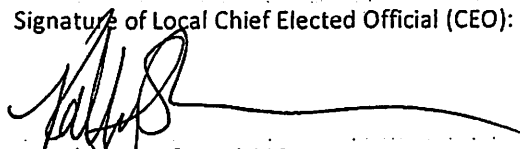
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and Wagner-Peyser Programs

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: 12-10-2021 Signature of Local Chief Elected Official (CEO): 

Mr. Ms. Other Typed Name of Local CEO: Kathy M. Sheehan

Title of Local CEO: Mayor

Address 1: 24 Eagle Street

Address 2:

City: Albany

State: NY Zip: 12207

Phone: 518-434-5100 E-mail: mayor@albanyny.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.

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ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

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- 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:	<i>10/1/21</i>	Signature of Local Chief Elected Official (CEO):	
Mr. <input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Daniel P. McCoy</i>	
Ms. <input type="checkbox"/>	<input type="checkbox"/>	Typed Name of Local CEO:	
Other <input type="checkbox"/>		Daniel P. McCoy	
Title of Local CEO:	County Executive		
Address 1:	112 State Street		
Address 2:	Room 900		
City:	Albany		
State:	NY	Zip: 12207	
Phone:	518-447-7040	E-mail: County_Executive@albanycountyny.gov	
Are you the Grant Recipient CEO? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

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

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ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

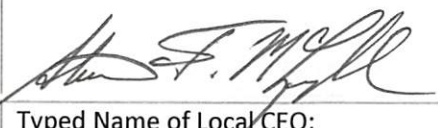
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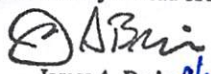
By virtue of my signature, I:

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

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

Date:	Signature of Local Chief Elected Official (CEO):	
9/28/21		
Mr. <input checked="" type="checkbox"/>	Typed Name of Local CEO:	
Ms. <input type="checkbox"/>	Steven F. McLaughlin	
Other <input type="checkbox"/>		
Title of Local CEO:	County Executive	
Address 1:	1600 Seventh Avenue	
Address 2:		
City:	Troy	
State:	NY	Zip: 12180
Phone:	518-270-2900	E-mail: smclaughlin@rensko.com
Are you the Grant Recipient CEO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		


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

Approved by the
Rensselaer County Bureau of Budget

James A. Breig 9/28/21
Deputy Director of Budget

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APPROVED AS TO FORM


Carl J. Kempf III
Rensselaer County Attorney
Date 9/28, 2021

APPROVED AS TO FORM

Old J. Knight III
Rensselaer County Attorney

Approved by the
Rensselaer County Board of Budgets
James A. Brigg
Deputy Director of Budgets

ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2021-2024, for WIOA Title 1-B
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- 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;
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- Affirm that the Chair of the Local Board was duly elected by that board; and
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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: <i>10/15/21</i>	Signature of Local Chief Elected Official (CEO): <i>[Signature]</i> <i>Schenectady County Manager</i>	
Mr. <input checked="" type="checkbox"/>	Typed Name of Local CEO: Anthony Jasenski, Sr.	
Ms. <input type="checkbox"/>		
Other <input type="checkbox"/>		
Title of Local CEO:	Chair, Schenectady County Legislature	
Address 1:	620 State Streey	
Address 2:	6th Floor	
City:	Schenectady	
State:	NY	Zip: 12305
Phone:	518-388-4280	E-mail: jesse.mcguire@schenectadycounty.com
Are you the Grant Recipient CEO? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

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

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Bidder Organization Name: **Capital Region Workforce Development Board**

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. By signing this Contract, the prospective lower tier participant certifies, 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 provide an explanation.
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 signing this Contract, the Contractor 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 Contractor, 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 Contractor shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. DRUG FREE WORKPLACE

By signing this Contract, the Contractor 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 will take place must be maintained at the Contractor's 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 the Workforce Innovation and Opportunity Act (WIOA), the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- (1) Section 188 of the 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 a program or activity that receives financial assistance under Title I of WIOA;
- (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 Contractor also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIOA Title I – financially assisted program or activity. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

E. BUY AMERICAN NOTICE REQUIREMENT

In accordance with Section 502 of the WIOA, none of the funds made available under the WIOA may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act").

F. SALARY AND BONUS LIMITATIONS

No federal funds appropriated annually 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 2 CFR 200.330. See Training and Employment Guidance Letter number 5-06 for further clarification. Where applicable, the Contractor 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. 5-03 (September 16, 2003) 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 Contractor agrees to comply with the Veteran's Priority Provisions.

STATE CERTIFICATIONS**H. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS**

By signing this Contract, the Contractor, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- a) No principal or executive officer of the Contractor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
- b) The Contractor, 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.
- c) The Contractor, 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"

By signing this Contract, the Contractor stipulates that in accordance with the MacBride Fair Employment Principles (Chapter 807 of the laws of 1992), the Contractor, or any individual or legal entity in which the contractor holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the contractor, either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

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

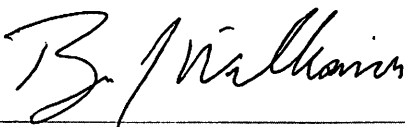
By signing this Contract, the Contractor certifies in accordance with State Finance Law §165-a that it is not on the "Entities Determined to be Non-Responsive Bidder/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at: <http://www.ogs.ny.gov/about/regsg/docs/ListofEntities.pdf>.

The Contractor further certifies that it will not utilize on this contract any subcontractor that is identified on the Prohibited Entities List. The Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certification, the state agency 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 the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency 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 the 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.

Signature of Authorized Representative:	
Title:	Executive Director
Date:	10-5-2021

Youth Services

Name of Local Area: *Capital Region*

Name of Organization Providing Youth Services <i>(Provide name of organization)</i>	Phone Number	Type of Agreement <i>(Select from the 3 options in the drop-down menu)</i>	Youth & Young Adult Recruitment	Case Management/Pathways Coaching	Intake & Eligibility	Data Entry in Case Management System	Objective Assessments	Individual Service Strategy	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
			<i>Please review the program elements listed above and mark "O" for Out-of-School Youth (OSY), "I" for In-School Youth (ISY) or "Both" for both ISY and OSY for all program elements provided by the organization(s).</i>																			
City of Albany Dept of Youth & Workforce Services	518-694-9026	LWDB	both	both	both	both	both	both			both	both		both	both		both	both		both		both
Rensselaer County Dept of Employment & Training	518-270-2860	LWDB	both	both	both	both	both	both			both	both		both	both		both	both		both		both
Schenectady County Job Training Agency	518-344-2735	LWDB	both	both	both	both	both	both			both	both		both	both		both	both		both		both
Learn Tech Teach	347-554-7706	Contract	both	bot		both	both	both	both		both	both	both	both	both		both	both	both	both		both
SEAT Center	518-3724100	Contract	O	O		O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
Arc of Rensselaer County	518-272-3800	Contract	both	bot		both	both	both	I		both	both		both	both		both	both		both	both	both
Capital Area Boys & Girls Clubs	518-274-3781	Contract	both	bot		both	both	both	I		both	both		both	both	both	both	both	both	both	both	both
Schenectady Boys & Girls Club	518-374-4714	Contract	both	bot		both	both	both	I		both	both		both	both	both	both	both	both	both	both	both



YOUTH NEEDS ADDITIONAL ASSISTANCE POLICY

Background

Eligibility criteria for WIOA Youth Services consist of two primary components:

1. Income eligibility, and
2. Employment barriers.

Barriers to employment are specifically listed as the following:

- School dropout
- Basic skills deficient
- Offender
- Homeless
- Pregnant or parenting
- Documented disability
- English language learner

In order to receive services under WIOA, a youth must be income eligible and possess one of the specific barriers listed above.

The Workforce Innovation and Opportunity Act allow the local area to provide services to youth who are low income, but do not meet one of the WIOA identified barriers.

These participants are considered “youth who need additional assistance” to complete an educational program or to secure and hold employment Sections 129 (l) (B) (iii) VIII) and (l) (C) (iv) (VII).

Providers of Title I Youth services should only use this barrier if none of the other WIOA recognized barriers apply or if the required documentation cannot be obtained for an identified WIOA recognized barrier.

Needs Additional Assistance

The Capital Region WDB local policy defines “youth who needs additional assistance” based on an assessment of ongoing needs of youth in our communities. The circumstances include:

For In-School Youth (ISY)

- Has poor attendance patterns in an educational program during the last 12 calendar months from absenteeism or suspension or who is at risk of expulsion; **or**
- Is failing core subjects; **or**
- Is more than one grade level behind; **or**
- Has previously been placed in foster care for more than 6months between the ages of 14-21; **or**
- Has experienced the loss of a primary caregiver (parent or guardian) due to debilitating health issues, death, incarceration or military service; **or**
- Has experienced recent traumatic events, is the victim of abuse or suffers from serious emotional or medical problems; **or**

- Is currently or in the past 12 months has been involved with gang activities or is currently living with someone who engages in gang activity.

In accordance with Section 129(a) (3) (B), no more than 5% of the ISY who meet the “requires additional assistance” barrier may enroll in the youth program.

For Out-of-School Youth (OSY)

- Has dropped out of a post-secondary educational program during the last 12 calendar months; **or**
- Has a poor work history (unemployed more than employed/ has been fired from a job in the last 6 months; **or**
- Has previously been placed in foster care for more than 6 months between the ages of 16-21 or has aged out of foster care; **or**
- Has experienced the loss of a primary caregiver (parent or guardian) due to debilitating health issues death, incarceration or military service; **or**
- Has been mandated by court or referred by agency to complete training and/or secure employment; **or**
- Has experienced recent traumatic events, is the victim of abuse or suffers from serious emotional or medical problems; or
- Is currently or in the past 12 months has been involved with gang activities or is currently living with someone who engages in gang activity.

Documentation

Program staff must record in OSOS that the eligible youth is a youth who needs additional assistance, as defined by the local policy. An OSOS Comment must be entered confirming if the additional assistance is to complete an educational program or to secure and hold employment. The information must be recorded at the time of enrollment or first service under the youth program. A copy of the source documentation (including self-attestation where applicable) must be retained in the customer folder.

Self-attestation, except where it is prohibited by Federal or State Guidelines is an acceptable data element validation method. Self-attestation must include the following signed statement:

“I certify that the information provided on this document is true and accurate to the best of my knowledge. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA program and/or penalties as specified by law.”

Barrier	ISY	OSY	Date Element Verification
Attendance patterns	X	X	Records from educational institution (i.e. diploma, GED certificate, transcripts, attendance record, dropout letter, or documentation from school. Self-attestation is not allowable.
Failing core subjects	X		Records/transcripts from educational institution. Self-attestation is not allowable.
Grade level	X		Records/transcripts or documentation from educational institution. Self-attestation is not allowable.
Foster Care	X	X	Documentation/confirmation from NYS OCFS or local DSS
Loss of primary parent/guardian	X	X	Record from authorizing agency, public record search, cross reference with public record search.
Work history		X	Employment status at participation, pay stubs, Unemployment Insurance field population,
Mandated participation or referral	X	X	Documentation/confirmation from local DSS, court or referral letter from program/agency (i.e. rehabilitation, recovery, etc.)
Traumatic events or medical issues	X	X	Record or documentation from school official or other qualified professional.
Gang activities	X	X	Court record, juvenile justice record.

Capital Region Workforce Development Board

Youth Basic Skills Deficiency Policy

Purpose

This policy determines the definition of basic skills deficiency for WIOA youth program eligibility

Background

WIOA identifies specific eligibility criteria for youth to participate in WIOA programs. The Capital Region Workforce Development Board (CRWDB) policy identifies specific criteria for Adult, Dislocated Worker (DW), and Trade Adjustment Act (TAA) participants to qualify for WIOA Individual Training Accounts for classroom training. Individuals who are found to be basic skills deficient will be referred for informal or formal basic skills remediation.

Policy

The WIOA Final Rule states that youth are Basic Skills Deficient (BSD) if they “(1) have English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or (2) are 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.” WIOA further states that “in assessing basic skills, local programs must use assessment instruments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities.” WIOA Youth customers are considered to be Basic Skills Deficient based upon the WIOA Final Rule and acceptable assessments listed in this policy.

Acceptable Assessments: WIOA requires that a valid, reliable assessment must be used to determine basic skills deficiency status. The career counselor will select the assessment which is most 2 appropriate for a particular customer, based on the customer’s abilities and career goals. Assessment options may include the following:

- Test of Adult Basic Education (TABE)
- Wide Range Achievement Test (WRAT)
- Armed Services Vocational Aptitude Battery (ASVAB)
- A recent school report card or Individualized Educational Plan (IEP) showing the youth is performing below the 8th grade level or is unable to compute/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
- Other valid, reliable assessments

Note> LWDBs may use previous basic skills assessment results if the assessments were conducted within the past six (6) months.

Documentation: WIOA career counselors and WIOA youth service providers will follow NYS Department of Labor (NYSDOL) guidance regarding source documents required to support the eligibility components. Documentation of basic skills deficiency (either a copy of assessment scores from test administrator, or copy of the assessment itself) must be placed in the youth's case file. Assessment results must be entered in the One-Stop Operator System (OSOS) in compliance with NYSDOL guidelines. Both an OSOS Comment and Service must be entered for assessment administration and results.

REFERENCES

- [Workforce Innovation and Opportunity Act](#)
- [New York State Department of Labor Technical Advisory 19-2](#)

INQUIRIES

CRWDB Executive Director
CapitalRegionWDB@capreg.org



Capital Region Workforce Development Board

Local Adult Program Priority of Service Policy

Adopted 3/2023 // 6/2023

PURPOSE

To modify policy in reference to the requirement to serve priority populations and the related priority of service requirements under the WIOA Title I Adult Program and as specified in [Technical Advisory #23-01](#).

BACKGROUND

Priority of service must be given to recipients of public assistance and other low-income individuals, per WIOA Sec. 134(c)(3)(E). Training and Employment Guidance Letter 10-09: Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the USDOL grants priority of service to veterans and eligible spouses. Highest priority is given to Veterans who fall under both stipulations, per the Jobs for Veterans Act, Public Law 107-288.

CATEGORIES OF PRIORITY SERVICE

1. Priority Populations under the WIOA Title I Adult Program

To comply with WIOA and USDOL Employment and Training Administration requirements, NYSDOL requires at least 50.1 percent of WIOA Title I Adults receiving individualized career or training services fall into at least one of the following three priority populations:

- a. Recipients of public assistance
- b. Other low-income individuals
- c. Individuals who are basic skills deficient, which includes English Language Learners

2. Veteran and Eligible Spouses

In addition to the three required populations identified in category one above, veterans and their eligible spouses must also continue to receive priority of service in all NYSDOL funded training programs, including WIOA programs.

3. NYSDOL Defined Priority of Service Customers

NYSDOL also considers the following individuals with barriers to employment as priority populations for individualized career and training services, if they do not already fall under one of the WIOA-required populations:

- a. Individuals with disabilities
- b. Justice-involved individuals
- c. Single parents

POLICY

The Capital Region WDB has adopted NYSDOL guidance in reference to the order of priority of service as listed below. One-Stop staff will follow this order when it comes to determining funding of WIOA Adult programs. One-Stop staff must always prioritize services to the priority populations, regardless of the amount of funds available to provide services in the local area. Any additional priority populations established by the WDB must have a lower priority than the three categories as determined by WIOA and NYSDOL.

Priority must be provided in the following order:

1. To veterans and eligible spouses who are included in the groups given statutory priority for WIOA Adult formula funding. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient receive first priority for individualized and career services with WIOA Adult formula funds.
2. To non-covered persons (individuals who are not veterans or eligible spouses) who are included in the three populations given priority for WIOA Adult formula funds.
3. To veterans and eligible spouses who are not included in WIOA's three priority Adult groups.
4. To additional priority populations established by NYSDOL.
5. To non-covered persons outside the populations given priority under WIOA (including the three additional priority populations identified by NYSDOL and underemployed individuals).

The statutory priority only applies to Adult Program funds and only applies to providing individualized career and training services. Funds allocated for Dislocated Workers (DWs) and Youth are not subject to this requirement. Additionally, there are no restrictions to providing basic career services. They may be provided to any eligible Adult.

Definitions

1. Low-Income Individual (WIOA Sec. 3(36)(A))

The term "low-income individual" means an individual who:

- a. Receives, or in the past 6 months received, or is a member of a family that is receiving or in the past 6 months received, assistance through SNAP, TANF, SSI, or local income-based public assistance
- b. Is in a family with total family income that does not exceed the higher of the poverty line, or 70 percent of the lower living standard income level
- c. Is a homeless individual, or a homeless child or youth
- d. Receives or is eligible to receive a free or reduced-price lunch
- e. Is a foster child on behalf of whom State or local government payments are made
- f. Is an individual with a disability whose own income meets the requirements of (b.) above, but who is a member of a family whose income does not meet this requirement

*Note: Under WIOA, there is no exclusion of payments for unemployment compensation, child support payments, and old-age survivors insurance benefits from income calculations for determining if an individual is low-income.

2. Basic Skills Deficient (WIOA Sec. 3(5))

The term “basic skills deficient” means, with respect to an individual:

- a. A youth that has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test
- b. A youth or adult where the individual 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

*Note: Individuals who are English language learners meet the criteria for basic skills deficient and must be included in the priority populations for the Title I Adult Program.

3. Individuals with Barriers to Employment (WIOA Sec. 3(24) and TEGL No. 19-16)

The populations included in the “individuals with barriers to employment” include:

- a. Displaced homemakers
- b. Low-income individuals
- c. Indians, Alaska Natives, and Native Hawaiians
- d. Individuals with disabilities, includes individuals who receive SSDI
- e. Older individuals (age 55 and older)
- f. Ex-offenders
- g. Homeless individuals or homeless children and youths
- h. Youth who are in or have aged out of the foster care system
- i. Individuals who are:
 - i. English language learners
 - ii. Individuals who have low levels of literacy
 - iii. Individuals facing substantial cultural barriers
- j. Eligible migrant and seasonal farmworkers
- k. Individuals within two years of exhausting lifetime TANF eligibility
- l. Single parents (including single pregnant women)
- m. Long-term unemployed individuals (unemployed for 27 or more consecutive weeks)
- n. Such other groups as the Governor determines to have barriers to employment