

Cayuga-Cortland

Local Plan

July 1, 2021 – June 30, 2025

Table of Contents

Table of Contents	1
Strategic Planning Elements	2
Local Workforce Development System	8
Workforce Development and Career Pathways.....	11
Access to Employment and Services.....	12
Business Engagement.....	17
Program Coordination.....	19
Title II Program Coordination	21
Youth Activities	24
Administration.....	26
Training Services.....	29
Public Comment	30
List of Attachments	30

WE ARE YOUR DOL



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].

August 2, 2021

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

It is shared with the LWDB at quarterly meetings. The board does not meet again until September 2021, however the entire board has received a copy of this local plan and the demand occupation list as of 8/12/2021 when it was posted for public comment.

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

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

Data supplied by the NYS Department of Labor shows some challenges across our region, and especially since the beginning of the pandemic in 2020. Despite the challenges that we have seen recently (the past year and a few months), the data shows the following: despite the obvious challenges, there are areas of good potential growth in several existing and some emerging sectors. Some areas of focus are found in advanced manufacturing; electronics, plastics and emerging technologies found in the potential drone industry; other industries and businesses are in health industry, ambulatory health care services, heavy & civil engineering construction, agribusinesses, truck transportation, building material & garden supplies stores, insurance carriers, food manufacturing, repair and maintenance services and administrative and support services. These areas of future development bring renewed hope for economic and workforce development locally and regionally.

Some of the titles in which there is a great need for people in the 2 county area include: Machine Maintenance workers and operators, Nursing Aides, LPN's, RN's, Medical Assistants, Home Health Aides, Hospitality workers, Food preparation workers (front line, short order cooks, and fast food workers). Other data shows continued increase in the areas of Health industry, general and operational managers, Machine operators, CNC operators and the need for experienced construction workers, skilled trades workers including Automotive Repair, Welding, Electrical, HVAC, Plumbers and Carpenters.

WE ARE YOUR DOL



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

Through much conversation and research with businesses, the LWD Board members, local and regional economic development team members a workforce need has been indicated that there have been areas of consistent need locally in a wide variety of sectors. Many employers are indicating that applicants are significantly lacking "soft skills" and communication skills. Some of the other areas that are lacking of the applicants seem to be academic competencies such as math, reading and comprehension skills, computer skills. We also discussed that there were some specific areas in the advanced manufacturing area that dealt with technical competencies, logistics, quality assurance, and also certifications found within the demand occupation sectors.

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.

Many employers need employees with a combination of soft skills and competencies that are: occupational or technical skills, credentials and or licensing and relevant work histories. As mentioned in the above answer employers required individuals with work ethic skills such as complex problem solving, proper judgement and problem solving, critical and analytic thinking, planning and organization and teamwork which are basic work and business fundamentals and last but not least the individuals that can sustain these practices.

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

i. Current labor force employment and unemployment numbers;

Cayuga County unemployment rates in May 2020 were 11.5%, in May 2021 it is back to 4.7%. The current EMPLOYED numbers as of May 2020 were 30,500 and in May 2021 was 32,200. The total population of Cayuga County in 2019 of 76,576 this is a decrease of 3,432 or 4.3% over past 10 years.

Cortland County unemployment rates in May 2020 were 11.2% and in May 2021 back to 4.8%. The current EMPLOYED numbers in May 2020 were 19,600 and in May of 2021 was 20,500. The total population of Cortland County in 2019 was 47,581 this is a decrease of 1,709 or 3.5% over past 10 years.

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

As many of us know, it is worth noting that the Unemployment Insurance rates above do not include discouraged workers, defined as people of legal employment age who are not actively seeking employment or who have not found employment after long-term unemployment, but who would prefer to be working. The data also does not delineate the large number of long-term unemployed individuals, i.e., individuals who have been unemployed for more than 26 weeks. The current economic downturn is unlike any other that our nation has ever experienced. The COVID-19 pandemic has disproportionately affected working women. Among the factors affecting women are the need for at-home child care and elder care due to school closures/partial openings, family

WE ARE YOUR DOL



health concerns, and caregiver roles. One major change, due to the economic conditions of the state, is the lack of childcare available as well as the lack of eligible people to work in childcare and the increasing cost of childcare to parents/caregivers. This is not new to our LWDA, it seems to be a systemic issue across NYS. The needs of our businesses since the pandemic have been the ever-increasing need of skilled workforce.

Because COVID-19 is both a health crisis and an economic crisis, the negative impact on the workforce is difficult to determine. Our two county local area is already experiencing an increase in closures of small businesses. There is also a decrease in earnings due to state restrictions on indoor business capacity levels for certain demand occupations such as hospitality, retail, and tourism.

Positive trends include the expansion of online training options, which will better serve those individuals who lack transportation or childcare. Asynchronous online training will allow trainees to attend courses at the time and place that best suits their needs.

Construction workers are in demand including roofers, welders, carpenters, electricians, plumbers, laborers, HVAC. Baby boomers aging out of this industry, the upcoming I-81 project, and the increasing emphasis on making infrastructure improvements is leading to growing needs for these workers.

Manufacturing workers are in demand including advanced manufacturing, machinists, industrial machinery mechanics, assemblers, quality control/inspectors.

These are some positive stats for the CNY Region as well:

There were a record number of jobs in Central New York's healthcare sector in 2019 prior to the pandemic and the pandemic has shed continued light on the importance of the industry. The healthcare sector is projected to be the region's fastest-growing industry during this decade.

Growing demand for online shopping and the development of local Amazon distribution facilities in Onondaga County has created job opportunities in the local warehousing/storage and distribution sector.

Computer-related and high-tech industries are expanding as individuals rely more on technology than ever before for both work and recreational purposes.

The Education sector is a large industry locally both at the Pre-K – 12 level and post-secondary level. It has many job openings, especially as baby boomers retire from the industry.

The seasonal agriculture sector continues to experience labor shortages and difficulty in recruiting workers for hands-on labor.

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

WE ARE YOUR DOL



There is a clear and strong correlation between educational levels and one's median wages. Of individuals 25-64 in the Central Workforce Area, Cortland-9.2% less than HS; 34.7% HS or GED; 35.7% Associates/some college; 36.6% Bachelors; 21.3% Masters; 3.5% Doctorate; Cayuga -11.5% less than HS; 34.1% HS/GED ; 38.3% Associates; 36.2% Bachelor's degree; 20% Master's degree; 1.8% Doctorate;

These figures are compared to NY state figures that are 2.3% less than H.S.; HS diploma or GED 46.2%; Associates or some college 1.1%/15.4%; Bachelor Degree 25.9%; Masters 5.1%; and Dr. 4.1%.

- d. Provide an analysis of workforce development activities, including education and training, in the region.
- i. Identify strengths and weaknesses of these workforce development activities.

In identifying weaknesses, one is the high percentage of individuals with less than a High school education; over 9% in Cortland county and over 11% in Cayuga county. Direct correlation with lack of education is poverty. Lack of income can limit one's ability to purchase reliable transportation. Another is the large rural areas in both counties. Our two rural counties lack transportation systems that greatly limits one's ability to commute to employment in industrial areas. Rural counties also have very poor satellite reception and almost non-existent cable access, which limits one's ability to use internet services to improve on education.

For the strengths, the LWDB is working with community agencies, an Independent Living Center, local school districts, BOCES, CUNY, SUNY systems and COURSERA & METRIX on line training/certification programs that address the educational deficiencies. As with any workforce development area, Cayuga Cortland WDB and its partners are working enthusiastically with keeping their focus on being responsive to the local employer and job seeker needs.

- 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.

CCWDA has the capacity and addresses the education and skill needs of the local workforce. The Cayuga Cortland One Stop Career Centers offer comprehensive services to job seekers, including: assessment, career counseling, skills training, job placement, follow-up services, and more. These services are now, due to the pandemic, being offered virtually for those that wish to utilize that way. The LWDB is committed to working with all job seekers, including those identified as having barriers to employment (such as limited English proficiency or literacy, disability, skills gaps, and ex-offender status) to plan the services best suited to their individual needs and provide access to partner resources. These services are provided directly at the One Stop career centers by workers responsive to individual needs, as well as being

WE ARE YOUR DOL



offered virtually (via email and phone and videoconference when requested). Additionally, program partners will work together to implement and monitor services for individuals with barriers to employment, public assistance recipients, other low-income individuals, veterans and eligible spouses of veterans, and individuals who are basic skills deficient.

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

The Cayuga-Cortland Workforce Development System vision is the universal access point that promotes job growth and self-sufficiency for all businesses and individuals. The Cayuga Cortland LWDB Mission serves the employers and individuals of Cayuga and Cortland counties by providing a full array of workforce development services in a professional, efficient and timely manner, for the betterment of our communities. The LWDB goal for the local area is to guarantee that the available workforce (which includes youth and individuals with barriers to employment), has the necessary skills needed for success with-in the available jobs in the local and regional in-demand occupations (i.e.- Healthcare, Advanced Manufacturing, the Skilled Trades and Hospitality). Through strong partnerships with local businesses, community leaders, area educators, training providers, the committed staff of the One Stop Career Centers and local elected officials, we have the experience, resources and determination needed to collaboratively make this goal a reality. While remaining responsive to the employment needs of our local businesses, the board will be sure our regional training and educational support systems are strategic and effective. Clearly articulated employment career ladders - which outline advancements in responsibility and earnings as certain training milestones are achieved - and a no wrong door philosophy are strategies designed to maximize training and supportive services to ensure workers acquire the specific skills needed for our region’s in-demand jobs. We will continue to work toward the development and refinement of these career ladders that are based on a clear educational and training pathway including certificate programs, credit-bearing degree programs and/or apprenticeship training. There are currently a good number of employment opportunities within Cayuga and Cortland Counties and recent economic and community development initiatives have the potential to attract new and dynamic businesses to our area. In order to realize sustainable growth and measurable success the CCWDB will maintain its strong vision for today and the future.

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

The local area’s workforce development programs attempt to address the strategic vision of the area by concentrating on programs and initiatives that provide job seekers with the skills and abilities that employers are looking for. The LWDB actively promotes and supports programs that provide basic skills training, occupational training in career pathways, and HSE preparation. The LWDB continues to develop sector partnerships with local employers and training facilities to identify opportunities for training that supports local business needs. An example is, both One-Stop Career Centers have had the successful completion of several OJT programs and have implemented a Customized Training Contract with local businesses.

WE ARE YOUR DOL



- 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 LWDB also continues to expand its outreach efforts to participants to make them aware of all of the career services, income supports, and other services available through a connection with the One-Stop career centers. An important goal of the LWDB as part of its support of individuals seeking training or employment assistance is to provide services that will allow them to accept and maintain living-wage employment. Services include: job development, job posting, job match and referral, labor market information, as well as other employment support services. The LWDB will also promote and incentivize the use of On-the-Job-Training (OJT) and Customized Training program strategies and work with businesses to identify how such strategies could be modified to increase use, especially for individuals facing barriers to employment. Working with the following organizations that provide the core programs, the local board will successfully align available resources to achieve its strategic vision and goals:

Cayuga Works Career Center (Cayuga Co. Employment & Training) – Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Youth and Dislocated Worker Programs;

Cortland Works Career Center (Cortland Co. Employment & Training) - Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Youth and Dislocated Worker Programs;

New York State Department of Labor (NYSDOL) Division of Workforce Solutions (DEWS)– Wagner-Peyser program under Title III of WIOA; Trade Adjustment Assistance (TAA) under Title II of Trade Act; Jobs for Veterans State Grants under Title 38, U.S.C.; State Unemployment Insurance (UI) programs;

Cayuga Community College and The Center for Career and Community Education (CCCE) - Adult Education and Family Literacy Act and Perkins Act;

OCM BOCES - Adult Education and HSE Opportunities
Tompkins Cortland Community College - Adult Education & Family Literacy, and Perkins Act;

Vocational Rehabilitation (ACCES -VR) – Rehabilitation Act.

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

The LWDB plans to exceed goals negotiated with NYSDOL relating to performance accountability measures. These measures were recently renegotiated and approved, we took into account the effects that the Pandemic would have on everything that we do. We will strive to exceed these newly negotiated goals, knowing that the economy is not what it was in years past, but while working with the local legislatures and the local Economic Development offices and the

WE ARE YOUR DOL



business communities in helping us better understand their needs, we will work towards exceeding the goals. These measures support regional economic growth and self-sufficiency as related to increased employment, employment retention and earnings, all of which increase the tax base that contributes to government programs and services. These outcomes also correspond to the contribution of more dollars spent with commercial enterprises, which include all spectrums from real estate to retail and beyond. Additional outcomes related to skill development and credential attainment ensure that we are developing the highly skilled and educated workforce that local industries rely on to grow and create jobs.

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;

WIOA requires service delivery under The following core programs: Adult, Dislocated Worker and Youth; Wagner Peyser Act; Adult Education and Family Literacy Act; and vocational rehabilitation (ACCESS-VR). These core programs are a part of the local area's workforce development system. They are provided as described below:

Adult, Dislocated Worker and Youth - Adults and Dislocated Workers have access to the full array of WIOA and partner services through the Cayuga County One-Stop Career Center System and the Cortland County One-Stop Career Center System. The One-Stop Career Center staff (County Employment & Training Staff) provides initial assessment to new customers. This assessment procedure requires staff to identify customers in need of skills development and/or training services to obtain their employment goal during the customer's first one-to-one meeting with a staff person. Through the assessment, career counselors identify barriers to employment and help the customer establish an employment/occupational goal that is relevant to the local labor market. The results of the assessment are entered in the New York State One-Stop Operation System (OSOS) and utilized to construct an Individual Employment Plan (IEP). Services for In-School & Out-of-School Youth follow a similar format, with a focus on attainment of high school diploma or equivalency and employment. Other contracted youth services include leadership development, financial literacy workshops, and entrepreneurial skills training. (These services can be offered by functionally aligned co-located staff from the County and the State as well as referrals to other off site partner agencies).

Adult Education & Family Literacy Act programs - Through referrals to external training providers (OCM BOCES, Cay-Onondaga BOCES) from career center staff, the local board provides access to employment, training, education and training,

WE ARE YOUR DOL



and supportive services available to Title II participants with barriers to employment.

NYSDOL – Co-located NYS Labor Services Representatives oversee the Wagner-Peyser program under Title III of WIOA; Trade Adjustment Assistance (TAA) under Title II of Trade Act; & State Unemployment Insurance (UI) programs. NYSDOL coordinates veteran services, state Unemployment Insurance (UI) programs through its Local Veterans Employment Representative (LVER) and Disabled Veterans Outreach Program (DVOP) representative. Veteran's services are augmented by the LSRs and other One Stop career center staff.

Vocational Rehabilitation - ACCES-VR provides comprehensive services to individuals with disabilities including: testing, assessment, career counseling, training, job placement, etc. An ACCES-VR representative is on site at the One Stop Center several days a week. In addition, a designated Disability Resource Coordinator (DRC) is on staff daily to help individuals with disabilities access services and benefits, including the Ticket-to-Work Program, to obtain reasonable accommodations, to utilize adaptive equipment and assistive technology, to access interpreter services, etc.

Senior Community Service Employment Programs - Training services to Older Citizens (55 years and older).

NYS Commission for the Blind - Employment services to the blind community members.

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

Cayuga Community College and Tompkins Cortland Community College administer the Carl D. Perkins Career and Technical Education Act program in the 2 county local area. The school posts the career centers workshop calendar and job fair and recruitment schedules, as well as maintaining current job postings on our employment board outside of the student engagement offices. They also engage students in employment notifications via electronic notifications as well.

- iii. Other workforce development programs, if applicable.

The local board partners with The Center for Career and Community Education (CCCE), a partnership between BOCES and Cayuga Community College, on several initiatives to support training in demand sectors. Literacy programming and high school equivalency preparation are also offered by partner agencies. Other workforce development programs that operate within the local workforce development system include: Job Corps; A4TD-SCEP (formerly "Experience Works" - provide employment opportunities for people over 55 who are unemployed and

WE ARE YOUR DOL



low income); Temporary Assistance for Needy Families (TANF) employment and training programming in both counties operated by the County Employment & Training Staff of Cortland and Cayuga Counties; and HUD employment and training programs, Native American Community Services - INAP employment and training programs for the Native American populations in the region.

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

The LWDA's primary vehicle for ensuring the continuous improvement of services and service providers is the quarterly Board meetings. Additionally, information gathered at WDB Directors' meetings, 2 groups- one in each county referred to as the Street Beaters group discusses and circulates valuable workforce information to one another, DOL calls/meetings and discussions held with personnel from other WDB areas helps to circulate ideas and methodology that might otherwise remain unexplored. The Memorandum of Understanding recently implemented between the local board and partners of the Cayuga Cortland Workforce Development System will insure the improvement of services and the level of collaboration between partners.

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

Each of the providers/partners (whose programs are listed above) understand that economic growth in the two county area cannot occur unless and until the businesses that create and maintain jobs have properly trained workers. A properly trained workforce is as much infrastructure for a business as their utilities and equipment.

All partners understand that they must not just respond to an employers' current training needs, but must aggressively seek information from employers regarding their changing workforce training expectations.

Ongoing conversations with local businesses, the Cayuga Economic Development Assoc and the Cortland County BDC/IDA and both Chamber of Commerce offices help to drive conversations that help meet local employment needs.

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

The roles and resource contributions of the Career Center partners are as follows:

Cayuga / Cortland Counties: WIOA Title I Adult, Dislocated Worker and Youth programs –Employment and Training

Cayuga Community College & Tompkins Cortland Community College: Perkins Act CTE programs – Education and Training

Cayuga / Cortland Counties Dept. of Social Services: TANF – Education and Training for youth

WE ARE YOUR DOL



Associates for Training and Development (A4TD): SCSEP National Grantee – Employment Services

Job Corps - Outreach and Training

NYS Dept. of Children and Family Services Commission for the Blind: Title IV Rehabilitation Act: Rehabilitation

NYS DOL: Wagner-Peyser, TAA, Veterans, UI: Employment, Training and Veteran services

NYSED Vocational Rehabilitation: ACCES VR – Employment and Training, Rehabilitation

Native American Community Services - INAP - Employment & Training and other workforce services for Native American population

All of the above partners bring to the "training table" the resources that their particular programs allow. However, these programs present more than just funding opportunities to the table. For example, some Career Center partners bring physical assets such as computers (BOCES), specific program staff expertise to the equation. Most important is the professional experience and commitment that the various partners' staff possess. This experience encompasses both program familiarity and working across agencies to provide the most comprehensive service to the Cayuga & Cortland County residents.

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.

Our goal and vision is to support career pathways and an industry philosophy that will deliver effective training and supportive services that address the employment skills required for our regions in-demand jobs across all programs. The LWDB, Career Center staff, CUNY, SUNY system and BOCES educators and training providers along with local legislative leaders will work together to make a successful career pathway a reality for all, including youth and individuals with disabilities and barriers to employment. Our focus is to concentrate on the in-demand job opportunities throughout our workforce area, working consecutively with workforce partners to make sure that our regional training and educational support systems are strategic and effectual. The real "Career Pathway" system is based upon a certificate and/or credit-bearing educational and training programs.

WE ARE YOUR DOL



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

Based on results of interaction with businesses, many employers, job seekers and much research, we have indentified the following certificate programs that would be effective in supporting their employment needs:

- 1.) Leadership/supervisory/communication and interpersonal skills;
- 2.) Industrial/occupational safety training;
- 3.) CNA, LPN and RN Certification;
- 4.) Advanced Manufacturing Certification;
- 5.) Industrial Maintenance Certification'
- 6.) Skilled trades certifications.

The LWDA will support access to these types of training through referrals to programs that improve basic skills in Personal Effectiveness, academic, workplace and industry competencies; such as HSE preparation, and individual training accounts (ITA's), and providing necessary, eligible supportive services to facilitate enrollment in programs leading to recognized postsecondary credentials.

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

Yes, soft skills, safety, manufacturing and industrial certifications, skilled trades certifications, personal effectiveness, academic skills, workplace and industry competencies are all portable as they provide transferrable skills that are marketable to a wide variety of industries and sectors, thus maximizing opportunities for employment with local employers.

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

The credentials noted above, and any future credentials that may be deemed appropriate based on local employer demand, are considered "stackable" in that they can be considered preparatory to the achievement of a higher-level credential with additional training. An example: after gaining work experience as a CNA, that individual may decide to build on that experience to move up the medical career ladder to LPN or RN. The CNA certification was the entry point of a predetermined occupational progression, which led to increased earning potential for the individual.

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.

Access to eligible individuals particularly those with barriers to employment have been expanded in several ways: The LWDB has allocated resources to staff at the Cortland One-Stop to resume the role of a Disability

WE ARE YOUR DOL



Resource Coordinator (DRC) using funding generated through the (NYESS). The DRC will reach out to individuals with disabilities in both counties and rely on referrals from One-Stop staff to promote the services available through the career center and assist them to access the resources of the career center and partner programs;

CCWDB is committed to and will work closely with its One Stop Partners and other community organizations within the CCWDA to identify and assist all individuals with disabilities and barriers to employment. It is our goal that participants with barriers to employment are referred to the appropriate agency to assist them in overcoming barriers to employment. The CCWDB will continually seek out and explore new partnerships in areas of the two-county system as well to expand the availability of resources to participants. Program partners will work together to develop processes that identify programs that will implement and monitor priority of services for individuals with barriers to employment; public assistance recipients; other low-income individuals, and individuals who are basic skills deficient. Other areas of assistance for these individuals may be programs such as HSE equivalency classes, basic skills remediation and ESL services, Individual Training Account (ITA) funds, OJT's and programs addressed in Item #1. While involved in Title II activities, individuals may also be referred to supportive services and other agencies by One-Stop staff to work through perceived barriers and provide coordinated services via a case management system. As funding is available we will begin to use more appropriate technology to strengthen and enhance the One-Stop Career Center system to provide additional skills. -Career center staff will continue work with partner agencies (ACCESS-VR) and Independent Living Centers on events specific to the needs of those with disabilities. Events include: an annual Disability Employment Month and Mentoring Day matching those with disabilities with local employers. The LWDB continues to work with partner agencies to expand access to services and promote a "no wrong door" philosophy designed to effectively deliver training and supportive services that parallel the specific skills required for our regions in-demand jobs to all populations, including those with barriers to employment. During the pandemic we have had to be creative with our outreach efforts to let customers know that we have been and continue to be available to them during this time. We utilized the local radio stations, our local Chamber of Commerce office and their newsletters, emails through the NYSDOL, a new website that we created for the LDWA, social media and partners have also been sharing our information through their distribution chains as well. We have also hosted job fairs and will continue to this throughout the year.

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

The LWDB and its partners attempt to achieve this goal through the use of social media, text, email and ZOOM or other video conference technology.

WE ARE YOUR DOL



Websites (including links to partners' websites) including on-line fillable forms
Virtual training and learning experiences (Coursera, METRIX, NYSDOL virtual workshops)

Job fairs at remote locations and virtual job fairs

Staff will continue to interact with customers in person and by using email and social media to communicate information on the services available.

Additionally, the local area will provide opportunities for occupational skill development through on-line learning opportunities listed above, which customers can access from their homes, partner agencies and public libraries in areas with access to broadband.

The local area will continue to explore options for using technology to deliver services to the parts of the LDWA that lack broadband.

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

We are currently using the intake case management information system that NYSDOL is using - NYS One Stop Operating System(OSOS) to capture information acquired through the assessment process. Through the current MOU, the LWDA and One-Stop partners have established a standard format and process for all career center staff (County, NYSDOL) to capture and record information obtained from the Assessment/Employment Plan so current status and planned actions can easily be identified.

However, at the onset of the Pandemic, we realized that this is an area that requires some attention, as many of our rural customers in the LWDA have limited access to technology. We currently use video conferencing when possible, email and phone. Additionally, our applications (OSOS and youth program) are available online at our website and can be completed and printed to submit, but we have yet to establish a system for electronic submission(this is currently being researched). Our youth program is using text and zoom when necessary as well.

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

Services available to Adults/Dislocated Workers:

- Career Centers provide services in: -Access to NY Job Bank/Job Listings-Referral to Jobs-Access to Computers/Printers-Internet Access-Labor Market/Demand Occupation Information-Tutorials-Resume/Cover Letter Assistance - Fax/Copiers/Phone Access
- Career Assessment, Career Exploration, and Career Planning Services
- Employment Plan Development
- Employment Counseling

WE ARE YOUR DOL



- High School Equivalency/Basic Skills training tutorials/referral to partner services
- Workshops to sharpen job seeking skills
- Resume, cover letter and interviewing skills assistance
- Computer classes in and access to Word, Access, Excel, QuickBooks and PowerPoint through our partner agencies
- Skill Assessment for assessing and/or validate skill levels
- On-Line Learning options (through the Metrix Learning System and Coursera) to earn occupational skill certificates, upgrade basic (math/reading) skills, or review/prepare for licensing exams
- Tuition assistance in the form of Individual Training Accounts (ITA's) for classroom/occupational skills training in demand occupations
- On-the-Job Training opportunities to learn job skills while earning a paycheck.
- Resume skill matching technology
- Supportive Services
- Services for individuals with disabilities
- Specialized services for Veterans
- Specialized services for Youth

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

Workforce activities in the two county local area are coordinating with the local and regional transportation systems, including public transportation within the counties. However, a major challenge lies in the transportation needs as both counties are rural areas with no or very little public transportation available outside of the cities. Many households lack a licensed driver or a vehicle. The LWDB and Career Centers are working with transportation coalitions in contiguous counties to put in place and or to explore options for expanding the transportation systems throughout the county. Also to extend routes into neighboring counties where individuals could possibly commute to work. Ideas of discussion include partnership with employers to provide van services to transport individuals to/from employment; Uber program and exploring options to provide transportation through volunteer groups. The LWDB has also established a supportive services policy necessary to enable an individual to participate in training and or accept or retain employment through the specific supportive services such as transportation allowances, child care, licensing fees, etc. but also allows for other necessary supportive services to be considered on a case by-case basis, if not available through another means.

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.

To the LWDB's knowledge, other than the MOU among partners, there are no such replicated cooperative agreements in place in our LWDA.

Nonetheless, ACCES-VR has cross trained staff in the past. ACCES-VR has counselors available to all the local One-Stop centers. They are available to

WE ARE YOUR DOL



provide technical assistance with participants with disabilities as needed or requested. The partners have worked on formalizing the referral process among themselves. There is also a Disability Resource Coordinator that is available to assist those with disabilities for referrals and assistance.

- 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.

As a long term workforce professional, the LWDA One-Stop Operator is well acquainted with what is needed to make sure that priority for adult career and training services is given to recipients of public assistance, other low-income individuals who are basic skills deficient. In addition, we do discuss this regularly with our WDB and our local program monitors. There is also a Priority of Service Policy that outlines requirements to ensure priority of service is provided to veterans, recipients of public assistance, other low-income individuals and individuals who are basic skills deficient. Both career centers have copies of this policy and have been discussed with the staff.

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

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

The technology and materials available for individuals with disabilities include:

Accessible Computer – HP Compact 8200 Elite PC; HP 25” Monitor; Split-Level Work Station

Ergonomic Mouse; Systems that allow better communication with individuals who are deaf or hard of hearing; Claro Read Software to support reading and writing ; Dragon Naturally Speaking software using recognition of natural speech to create documents.

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

WE ARE YOUR DOL



The LWDA has a staff member who works with and has received specialized training in delivering services to individuals with disabilities. The staff person has and will conduct training with AJC staff to share this information. The LWDA has a variety of equipment that serves individuals with disabilities and a staff person has received formal training on the use of this equipment. We continue to work with the staff from the ACCES/VR office to provide other necessary training.

- 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.).

The role of the One-Stop partners related to the nondiscrimination requirements of WIOA and applicable provisions of the Americans with Disabilities Act is to ensure that all partner staff receives proper training on these requirements and to ensure compliance in the delivery of program services. In addition, these requirements extend to any contract agencies working with One Stop partners.

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?

Cayuga Cortland Workforce Development Board (CCWDB) envisions the Local Workforce Development Area (LWDA) as a cohesive workforce structure that is unified locally and regionally in its delivery of workforce development services to all participants. Through the One Stop Centers, will come, local coordination and program delivery, in the areas of educational and skill training, business services, and job connections for all customers, job seekers and employers in the local area. The CCWDB will work with the partners to empower our local community stake holders and businesses ensuring that our workforce, current and future, is enlisted with the necessary skills and competencies to maintain and obtain jobs within our demand-occupations both locally and regionally. This will be obtained by development of a competency model dealing with competencies in:

Personal effectiveness (interpersonal skills, dependability and reliability, lifelong learning, professionalism);

Academic effectiveness (basic computer(digital literacy) skills, reading, writing, communication-listening-speaking, critical and analytic thinking, Math and science);

Workplace effectiveness (fundamentals of business, teamwork, problem solving and decision making, sustainable practices, planning and organization, working skills with tools and technology);

More intensive training in Industry-Manufacturing and Sector wide technical training.

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

WE ARE YOUR DOL



NA

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

These are some strategies used to support our local workforce development system as it works to identify and meet the needs of businesses in the local area: we work with a Business Services team and also provide assistance to businesses to find qualified workers; provide Job Posting/Referral services, Recruitment, Pre-screening and Interviewing assistance; allow the businesses the use of our two local career centers for recruitments; help develop Customized Training to upgrade the skills of incumbent workers through On-the-Job Training subsidies that offset the cost of training workers, provide Tax Credit Information, Labor Market Information; and can provide space for interviewing and or testing sites and are providing training through either Coursera or Metrix on line programing for many certifications. The LWDB can assist in accessing different grant funding for employee training initiatives and Rapid response services. We also maintain a close working relationship with our local Chamber of Commerce offices and the Economic Development Offices.

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

The Director of the CCWDB and Directors of each center take an active role in meeting with the local chamber offices as well as the local economic development staff for updates on economic development activities in our areas and regions. The last local plan was developed in coordination of the Central NY REDC goals and vision. Information shared on economic development activities, new business development/expansion and the background and skills needed by the local workforce is used to inform and shape workforce development programs and services. Staff of the LWDB and the Career Centers meet with Workforce and Economic Development partners monthly through a local group call the "Street Beaters".

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

These programs are used to help develop individuals that are interested in entrepreneurial skills training and microenterprise services and businesses. The SBDC works closely with Economic Development to assist candidates to access the resources (grants, loans, etc.) available through Economic Development programs. The LWDB and career center staff introduces the programs and help promote the idea of starting a business with individuals accessing career center services. Individuals expressing an interest in starting a business are referred to the Small Business Development Center (SBDC) and Senior Core of Retired Executives (SCORE).

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

WE ARE YOUR DOL



Rapid Response activities are coordinated by a Regional Rapid Response Coordinator at the New York State Department of Labor. The Coordinator takes the lead in reaching out to impacted companies, and disseminating relevant information to the LWDB and partner agencies. General announcements of anticipated plant closures or lay-offs are shared with career center staff. The Regional Coordinator involves career center staff in the actual delivery of program services. Also, the TAA Coordinator is located at the Cortland Works Career Center.

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?

Most if not all One Stop Centers has a connection with the UI program. Re-employment services are delivered to unemployment insurance recipients at the One-Stop Career Centers. Staff includes both county and NYSDOL staff who have worked together and established common processes to deliver services in a coordinated and seamless manner. Regular communication and information sharing through all staff meetings and trainings enhance the linkages between the one stop delivery system and unemployment insurance programs. Recently however, throughout the Pandemic (March 2020 - July 2021) the NYSDOL staff have been offsite working remotely. The staff at the local career centers (County employees) have been working with job seekers and employers throughout this timeframe to provide necessary and required services such as the LWDA's programs and strategies also strengthening the linkages between the One-Stop delivery system and Unemployment Insurance through several approaches including:

Conducting Unemployment Insurance (UI) appointments in our two local offices (during non-pandemic times), reviewing barriers to employment and promoting supportive services available through the NYSDOL and local workforce partners such as BOCES, ACCES-VR, DSS and local colleges.

Referring UI customers to local classroom training opportunities, on-the-job training programs, job fairs and recruitments, businesses looking for employees, health insurance navigators and other services available through partner programs.

Assisting businesses with hiring grants which target dislocated workers and long-term unemployed individuals.

Assisting businesses in times of downturn by promoting Shared Work programs, Rapid Response Services and the Trade Adjustment Assistance (TAA) Program. Shared Work allows businesses to retain valuable staff and reduce payroll costs by enrolling employees in partial UI benefits. Rapid Response customers are commonly unemployed due to mass layoffs or plant closure and are case-managed by staff until they are once again connected to meaningful employment. TAA is a federal program that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased

WE ARE YOUR DOL



imports. Staff work with TAA customers to help them obtain weekly benefit payments, wage subsidies and training opportunities.

Sharing information regarding available services relating to UI at Partners' Meetings, meetings with the IDA, workforce development events, local government officials and on our website for participants and local businesses.

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;

Postsecondary education programs used in the LWDA must be approved providers/programs on the NYS ETPL as well as the program leading to a demand occupation. Coordination of the secondary education programs, including literacy and basic skills training, are provided through Cayuga and Cortland career center staff and county community programs(DSS) and BOCES services in both counties. The LWDB has established procedures for provide the LWDA with information on available program services and a process to refer candidates for these services.

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

Cayuga Cortland Workforce Development Board has developed sub-committees that are used as a mechanism to bring together partner agencies in addressing education and workforce activities and coordinating of strategies to improve and develop better service delivery. The sub-committees include: Planning and Operations; Strategic Planning; Board Maintenance; Youth Advisory. These committees include representatives from community partners, local business and education and training agencies, and meet on a quarterly basis and as needed to coordinate services, eliminate duplication and improve program services.

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

The Workforce Development Board Director/OS Operator, Planning and Operations Committee and Workforce Partners will review system services on a quarterly basis to identify any duplication and work to improve and streamline all services provided by the local workforce development system.

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

The New York State Department of Labor issued an agreement with the LWDA to ensure collaboration under the RESEA grant. This agreement outlines how services will be coordinated to improve service delivery and reduce duplication at the local career center. In addition, sub-committees of the LWDB meet on a quarterly basis to identify strategies

WE ARE YOUR DOL



to streamline services, reduce duplication and enhance the services available through the One Stop System.

- 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 LWDB has had a developed MOU since 2000 under WIA and has a developed MOU under WIOA that defines how the local service providers will carry out the requirements for the integration of and the access to the set of services available through the local Career Center System. The MOU has been agreed to, completed and sent out for signatures.

WIOA MOU partners are: CEO's of Cayuga and Cortland Counties; NYSDOL; Cayuga County Employment and Training; Cortland County Employment and Training; CHP/ Job Corps; NYSED; ACCESS-VR; OCFS/NYSCB; SCSEP; CTE; TANF (Cayuga and Cortland DSS); JM Murray Center.

Any other MOA's that have been established prior to the recent MOU will be reviewed and renewed according to the MOU requirements for integration and access to the entire set of services provided through the CCWD system. Any future MOA's will be developed in accordance with the current MOU requirements for integration of and access to the entire set of services available in the local CCWD system.

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.

Vision: The Cayuga Cortland Workforce Development Board's vision for our Local Workforce Development Area (LWDA) is to be a universal access point that promotes job growth and self-sufficiency for all businesses and individuals.

Goals: Workforce Innovation and Opportunity Act (WIOA) programs in the CCWDA governed in a seamless system that is coordinated with both the State Plan and the regional sector-based workforce strategies that align with the NYS Regional Economic Development Council (REDC) strategic planning.

Service Delivery: Services will meet the needs of businesses through public-private sector partnerships such as education, government, and community, with priority given to removing barriers to employment for individuals with disabilities, veterans, formerly

WE ARE YOUR DOL

incarcerated persons, disconnected youth, individuals in economically distressed communities, adults with limited literacy or English language proficiency who lack a High School Equivalency (HSE), adults with limited literacy who have a HSE, and other special populations. Services will include: job development, job posting, job match and referral, basic skills training, occupational training in career pathways, HSE preparation, and employment support services. Services are easily accessible to provide all individuals with equal opportunity to work or obtain training, and frontline staff is able to seamlessly move individuals to applicable services. The LWDA partners will, to the extent possible, target adults who have low literacy skills, those who are underemployed, are English language deficient and those who lack a high school diploma or equivalent utilizing strategies to engage participants in Title II activities.

Accountability: Meaningful performance metrics will be reported to support evidence-based and data-driven workforce investments and decisions, and accountable and transparent programs. This includes alignment of technology, metrics, and data systems across programs. The CCWDB recognizes that the number of the local area's out-of-school youth and adults who have low literacy skills or lack a high school diploma or the equivalent are considerably below State-wide averages and the LWDA's One-Stop Partners are determined to improve these metrics, even though they realize that to do this will require a long-term concentration on a task that will realize incremental improvement.

- 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 Cayuga Cortland Workforce Development Board (CCWDB) will work closely with One Stop Partners within the Local Workforce Development Area to identify and recruit eligible Title II participants. The CCWDB will encourage and support local Title II Service Providers to develop a marketing and outreach program to provide needed employment, training, education and supportive services to community members who lack a high school diploma and/or are basic skills and English-language deficient. The CCWDB will create opportunities for Title II providers to regularly update One Stop Partners through ongoing and direct outreach with agencies providing services to the target populations. Updates will consist of current and upcoming Title II offerings, as well as the various support programs that target specific populations. Through these efforts One-Stop Partners will have the tools to facilitate the marketing of programs to clients and the referring of prospective participants. One-Stop services are marketed broadly to prospective participants throughout the workforce delivery area. Marketing channels include the CCLWDA's website, partner websites, flyers, catalogs and other materials distributed throughout the community to include job fairs, community events, and social media. Resulting applicants recruited through these means are encouraged to provide background information that helps One Stop staff and partners to determine eligibility and initiate referrals. The CCWDB and partner programs have built close working relationships which ensure that the residents in the 2 county area needing education and career services are best served. Using the established referral process, One Stop Career

WE ARE YOUR DOL



Center staff and partner agencies refer clients who need services to Title II providers for registration/enrollment, which links clients to community career services, training opportunities and supportive services. These referrals include community members who lack a high school diploma and those that are basic skills deficient. These individuals are possible candidates for program activities that include: job search, job readiness assistance, job skills training/vocational education, educational training and work experience. Career counseling/case management is an essential component in the delivery of services within the Local Workforce Development Area. This process facilitates a comprehensive customer-centered delivery system that utilizes the strengths of partner agencies within the workforce development system. The “system” provides job placement, career planning, preparation and training, linkage to supportive services, English language assistance, and job retention activities in order to offer a variety of services beyond those available from any single agency. This results in linkages and strategies that promote interagency communication and coordination for the purpose of improving the balance between participant management and administrative requirements. Career counseling/case management for Title II participants will be driven by an individual’s employment plan. The employment planning process is intended pinpoint a participant’s specific needs and engages all partners relevant to implementing that plan to ensure the individual is given all the necessary available resources to overcome any identified barriers.

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

The CCWDB supports the development of career pathways as a workforce development strategy to link basic academic education provided by Title II providers to occupational skills training programs. When this type of programming is combined with integrated support services from partner agencies, community members are positioned to advance over time to higher level training and education and to living wage jobs within local industry sectors. Career pathways are organized as a series of steps that lead community members towards employment with industry recognized credentials, certificates and/or licenses. The selection of specific career pathways is identified locally through business sector engagement and developed collaboratively by the community of partners, specifically occupational training program providers. Pathways will be highlighted by those sectors that need skilled employees and also have local promotional opportunities.

- 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 CCWDB plans to continue to meet regularly with the network of partners, following up on the recent series of meetings among the enlarged list partners focused on developing and understanding the WIOA-mandated Memorandum of Understanding. These meetings have brought the partners together in a way that has added to their cohesion. The plan is to use this momentum as the partners come to grips with how to maintain and enhance seamless services to all job seekers and employers in the local area. In the decentralized environment sanctioned by WIOA, i.e., where only two required

WE ARE YOUR DOL



partners must be physically located at the central One-Stop Career Center, the MOU assures that a cohesive service alignment is present. We will work to continue this model as best we can despite the restrictions of the recent COVID-19 pandemic.

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](#).

Cortland Works Career Center, Katrina Harvey, Employment Specialist, 99 Main St, Cortland, NY 13045 klharvey@cortland-co.org

Cayuga Works Career Center, Jim Alberici, Employment Specialist, 199 Franklin St., Auburn, NY 13021 jalberici@cayugacounty.us

www.cayugacortlandworks.org

- 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

25

- ii. Carry-over OSY

3

- iii. New ISY

3

- iv. Carry-over ISY

1

- v. Work experiences

20

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

WE ARE YOUR DOL



- 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 LWDB staff and the Youth Advisory committee (through a review process) ensure that the WIOA elements do connect back to the Design framework and the ISS. A written agreement is in place between the LWDB and the Youth providers that define roles, processes and responsibilities for the provision of the Cayuga Cortland youth program services.

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

To ensure all youth are served including those with disabilities there is a common process to access the youth programs and services. The LWDA also has a works with partner agencies that are able to conduct outreach and coordinates with the programs that can assist those youth along with providing staff training.

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

Our most successful strategy for engagement/virtual services was the use of the AES Learning Platform. Youth were able to complete comprehensive financial literacy training as well as customized trainings based on current employability skills and areas of interest,

Developing and forming partnerships with human service agencies and partners. Staff in the One Stop centers are regularly collaborating with DSS offices, Probation, county jails and courts, homeless shelter and coordinator, drug and alcohol agencies (Grace House, Auburn, NY), local HS guidance counselors, and BOCES for referrals of youth.

Marketing strategies: Promoting success stories on social media pages, posting and sending out flyers at the community agencies as well as the local Chamber of Commerce offices, networking with employers and businesses regarding youth employment and paid-work experience opportunities.

Engagement Strategies: Monthly/weekly meetings with youth for guidance, staff providing quality comprehensive assessment interviews to help assist with planning of appropriate work experience placements to ensure positive outcomes. Providing positive feedback and encouragement to the youth to increase self-esteem, which can directly influence work performance and new skill development.

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 disbursement of grant funds as determined by the Chief Elected Official(s) (CEOs) or Governor.

Cortland County Employment and Training Grant Administration is the fiscal entity responsible for the administration of grant funds awarded to the Cayuga Cortland Workforce Development Area. This has been determined by the Chief Elected Officials of Cayuga and Cortland Counties and a signed MOU.

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

As the E&T Grant Administration Department is a department of County Government, the LWDA follows Cortland County and NYS Procurement Policy for competitive bidding and awarding of contracts. A copy of the policy can be found at the LWDB office at 60 Central Ave, Cortland, NY. As part of this policy, grant and RFP/RFI's contract information is posted in local media for review, comment and bid. Exceptions to the county policy are services funded with Individual Training Accounts (ITA's), On-the-Job Training and services for youth. Consistent with NYS policy, the LWDA authorizes payment to cover the cost of training for job seekers in the form of Individual Training Accounts (ITA'S) and On-the-Job training program. ITA's are issued to an approved training provider on the NYS Eligible Training Providers List (NYS ETPL). Training providers can submit proposals to the NYS ETPL at any time. The proposal is then reviewed for approval, per NYS policy, by LWDB staff. The list is continually updated as new proposals are approved. Other employment program/services are procured through a competitive bid/Request for Proposal (RFP) process as needed which is overseen/approved by the WDB.

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.

The local levels of performance negotiated with the Governor and Chief Elected Official to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent, eligible providers and the One

WE ARE YOUR DOL



Stop delivery system are outlined in Technical Advisory 17-5, Primary Indicators of Performance. Actual goals are as follows:

At this time, NYSDOL is asking that these performance measures be accepted at the previously established NYSDOL counteroffer, making them the final negotiated LWDB Performance Goals for the Cayuga-Cortland LWDB. This is to ensure that NYS can maintain satisfactory performance while also ensuring the best possible outcomes for those served throughout the workforce development system.

- PY 20: Adult Employment Rate 2nd Qtr After Exit: 69%
- PY 20: Dislocated Worker Employment Rate 2nd Qtr After Exit: 67%
- PY 20: Youth Employment Rate 2nd Qtr After Exit: 56.1%
- PY 20: Adult Employment Rate 4th Qtr After Exit: 68%
- PY 20: Dislocated Worker Employment 4th Qtr: 67%
- PY 20: Youth Employment 4th Qtr: 63%
- PY 20: Adult Median Earnings 2nd Qtr After Exit: \$5,300
- PY 20: Dislocated Worker Median Earnings: \$6,500
- PY 20: Youth Median Earnings 2nd Qtr After Exit: \$3,000
- PY 20: Adult Credential Attainment 4th Qtr After Exit: 46%
- PY 20: Dislocated Worker Credential Attainment: 46%
- PY 20: Youth Credential Attainment: 63%

- PY 21: Adult Employment Rate 2nd Qtr After Exit: 69.5%
- PY 21: Dislocated Worker Employment Rate 2nd Qtr: 67.5%
- PY 21: Youth Employment Rate 2nd Qtr: 57.1%
- PY 21: Adult Employment Rate 4th Qtr: 68.5%
- PY 21: Dislocated Worker Employment Rate 4th Qtr: 67.5%
- PY 21: Youth Employment Rate 4th Qtr: 63.5%
- PY 21: Adult Median Earning 2nd Qtr After Exit: \$5,400
- PY 21: Dislocated Worker Median Earnings: \$6,600

WE ARE YOUR DOL



- PY 21: Youth Median Earnings: \$3,100
- PY 21: Adult Credential Attainment 4th Qtr After Exit: 46.5%
- PY 21: Dislocated Worker Credential Attainment: 46.5%
- PY 21: Youth Credential Attainment: 63.5%

NYS DOL now considers the PY 2020 and PY 2021 performance negotiations closed.

- 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:
- It is certified and in membership compliance;
 - 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.;
 - All One-Stop Career Centers in the LWDA have achieved at least an 80% score in the Career Center Certification process; and
 - The LWDA meets or exceeds all performance goals.

These tasks are ultimately the responsibility of the Director of the CCWDB.

The Cayuga Cortland WDB is currently certified and its membership has been reviewed at each recent Quarterly Board meeting. The membership is kept apprised of expiring board terms and is asked for input regarding potential board openings.

ii. The local MOU draft has been submitted. It will be fully executed upon DOL approval and the attainment of all necessary electronic signatures. Currently, the One-Stop Operator is, with approval by NYS DOL with appropriate firewalls in place, also the WDB Director. All required policies are reviewed and implemented by staff. Policies and procedures are discussed and reviewed frequently at weekly staff meetings.

The Career Center Certification is in process, as we are housed in a public building that meets ADA standards and all other necessary processes and modifications, including equipment, necessary are currently in place, that the County of Cortland holds the lease on. The Cayuga Career Center is on campus at the Cayuga Community College and CCC is the lease holder with Cayuga County subleasing to NYS DOL.

The LWDA will meet or exceed its performance goals, as we played an intimate role in negotiating our performance measures and felt them to be attainable measures and we have a long history of meeting and exceeding the required performance goals.

WE ARE YOUR DOL



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 will be provided in the LWDA in the following manner:

The training program must address the skills needed for jobs that are listed in the Demand Occupation List found in the local or Central NY regional labor market. The training must also be included on the NYSDOL Eligible Training Provider List (ETPL).

Classroom/occupational skills training programs will be provided by issuing ITA's to providers on the NYS ETPL for occupational skills training programs that lead to a certificate, degree or license. The training program must address the skills needed for jobs in demand in the local or regional labor market.

The ITA Cap is determined by policy and procedures determined and executed by the LWDB. ITA funded training must be able to be completed in no more than 24 months. The individual must be below the self-sufficiency standard established by the LWDB. The Self-Sufficiency definition states that Individuals earning life sustaining wages or greater, and employed full-time are considered self-sufficient and therefore, ineligible for an ITA. Fulltime employment status is determined by the current employer. ITA funded training must be linked to employment opportunities found to be in demand in the local labor market, or in a neighboring labor markets within a reasonable commuting distance. The In-Demand Occupation (IDO) list is reviewed yearly for updating. Employment training opportunities outside the IDO can be discussed and can be determined acceptable for funding. The LWDA On-the-Job Training and ITA Customized Training policies are available to view at CCWDB offices located at 60 Central Ave, Room B38, Cortland, NY 13045:

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

An ITA will be authorized to providers listed on the NYS ETPL on behalf of the individual approved for training. All ITA's include the name, program name, start/finish date and the amount authorized. Also there will be OJT contracts carried out in the same manner.

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

The LWDB will be using the NYS ETPL in the selection of training providers. That is a proven method in providing a single resource where customers can go to access training options. The LWDB will use program and performance data along with feedback from previous customers who attended training with each training provider. This information will be available at the career centers for customers to review. Career center staff will assist customers in the exploration of training providers offering specific programs prior to finalizing the decision on which provider to use. (*would also like to mention that over the past 24 or so months, the ETPL is not the most optimum website for us to be using, it is not functioning currently, we have had continual issues with approving training providers and courses, delaying the process for customers and training providers getting

WE ARE YOUR DOL



paid, we are hopeful that at some point soon, we will see a new and improved system, that will be far more user friendly for all).

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 local board process used to provide a period of no more than 30-days opportunity for public comment is as follows:

- Local Plan document is uploaded to Cortland County website and Cayuga Cortland WDB website: <https://www.cortland-co.org> as well as www.cayugacortlandworks.org; also a hard copy for review is located at the Cayuga Cortland Workforce Development Board office located at 60 Central Ave, Rm B-38, Cortland, NY 13045
- The Local plan is a combination of input from the workforce development board members and community partners in the LWDA who represent business, labor organizations, social services and education. The One Stop Center Directors and front-line staff along with NYS labor market data. This plan is the result of open discussion during board meetings and sub-committee meetings about the needs of the local workforce and employers. Local board members will be sent the plan for review and comment.

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

WE ARE YOUR DOL



**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.

WE ARE YOUR DOL



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
Cortland County, 60 Central Ave., Cortland, NY 13045	<input checked="" type="checkbox"/>
Cayuga County, 160 Genesee St., Auburn, NY 13021	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

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

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

Yes No

WE ARE YOUR DOL

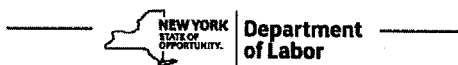


Attachment B: Fiscal Agent

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
Cortland County Employment & Training Grant Administration, 60 Central Ave., Cortland, NY 13045 Heather Burnham, Prinicpal Account Clerk, CCE&T Grant Admin.

WE ARE YOUR DOL



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: 10/26/21		Signature of Local Board Chair: <i>Nicole Meeker</i>
Mr. <input type="checkbox"/>		Typed Name of Local Board Chair: Nicole Meeker
Ms. <input checked="" type="checkbox"/>		
Other <input type="checkbox"/>		
Name of Board:	Cayuga Cortland Workforce Development Board	
Address 1:	60 Central Ave.	
Address 2:		
City:	Cortland	
State:	NY	Zip: 13045
Phone:	6077535071	E-mail: nmeeker@mneilandcompany.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.

WE ARE YOUR DOL



ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

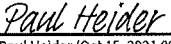
**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2021-2024, for WIOA Title 1-B
and Wagner-Peyser Programs**

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

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
- Affirm that the composition of the Local Board is either in compliance with the law, rules, and regulations and is approved by the State or, will be in compliance within 90 days of Local Plan submission;
- Affirm that the Chair of the Local Board was duly elected by that board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

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

Date:		Signature of Local Chief Elected Official (CEO):	
		 <small>Paul Heider (Oct 15, 2021 09:58 EDT)</small>	
Mr. <input checked="" type="checkbox"/>	<input type="checkbox"/>	Typed Name of Local CEO:	
Ms. <input type="checkbox"/>	<input type="checkbox"/>	Paul Heider	
Other <input type="checkbox"/>			
Title of Local CEO:	Chair, Cortland County Legislature		
Address 1:	60 Central Avenue		
Address 2:			
City:	Cortland		
State:	NY	Zip:	13045
Phone:	6077535049	E-mail:	pheider@cortland-co.org
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.

WE ARE YOUR DOL



Department of Labor

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
and Wagner-Peyser Programs**

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

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of the Act as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
- Affirm that the composition of the Local Board is either in compliance with the law, rules, and regulations and is approved by the State or, will be in compliance within 90 days of Local Plan submission;
- Affirm that the Chair of the Local Board was duly elected by that board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

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

Date:		Signature of Local Chief Elected Official (CEO):	
10/29/21		<i>Aileen McNabb-Coleman</i>	
		Aileen McNabb-Coleman (Oct 29, 2021 09:38 EDT)	
Mr.	<input type="checkbox"/>	Typed Name of Local CEO:	
Ms.	<input checked="" type="checkbox"/>	Aileen McNabb-Coleman	
Other	<input type="checkbox"/>		
Title of Local CEO:	Chair, Cayuga County Legislature		
Address 1:	160 Genesee Street		
Address 2:	6th Floor		
City:	Auburn		
State:	NY	Zip:	13021
Phone:	3152531498	E-mail:	acoleman@cayugacounty.us
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.

WE ARE YOUR DOL



Department of Labor

Bidder Organization Name: **Cayuga Cortland 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

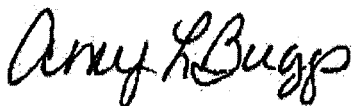
By signing this Contract, the Contractor certifies in accordance with State Finance Law §165-a that it is not on the "Entities Determined to be Non-Responsive Bidder/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at:
<http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.

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:	E&T Grant Administrator/Cayuga Cortland WDB Director
Date:	8/9/2021

Youth Services

Name of Local Area: Cayuga Cortland

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		
			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).																					
Cortland County Employment & Training	607-756-7585	LWDB	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both		
Cayuga County Employment & Training	315-253-1590	LWDB	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both		



**Workforce Development Board
60 Central Ave., Rm B38
Cortland, NY 13045
Contact: Amy Buggs
607-753-5071**

Policy – Basic Skills Deficiency

References: WIOA Final Rule, § 681.290

Background: WIOA identifies specific eligibility criteria for youth to participate in WIOA programs. The Cayuga Cortland Workforce Development Board (WDB) 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:

Youth: 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.

Classroom Training for WIOA Adult/DW/TAA Customers: WIOA Classroom Training customers are considered to be Basic Skills Deficient if they do not have literacy and numeracy at 8th grade level or above. Customers seeking training in Welding or Machinist must score at the 10th grade level or above. Please refer to the WDB Individual Training Account (ITA) Policy for more details.

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 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)
- STAR Test (often administered by local school districts)
- Kaufman Test of Educational Achievement (often administered by local school districts)
- 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, upon approval of the WDB

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.

Effective Date: This policy became effective on 9/08/2021.

Approved by the Board: (9/8/2021)



Workforce Development Board
60 Central Ave., Rm B38
Cortland, NY 13045
Contact: Amy Buggs
607-753-5071

WIOA Youth Requiring Additional Assistance Policy

In accordance with WIOA Section 129 (a) (1):

- (B) (iii) (VIII) - Regarding Out-of-School Youth –individual who requires additional assistance to enter or complete an educational program or to secure or hold employment; and
- (C) (iv) (VII) - Regarding In-School Youth – individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Youth Requiring Additional Assistance Policy:

In order to be considered eligible as a Youth Requiring Additional Assistance, the individual meets one or more of the following:

- Has been fired from at least one job within the last 6 months out of the last 12 months
- Has been unemployed or underemployed for at least 6 out of the last 12 months
- Lack of family support to complete an educational program or secure and maintain employment
- Poor attendance or disciplinary problems in school, or employment
- Referral from Department of Social Services stating youth is in need of additional assistance with education and employment services
- Lack of transportation
- Unstable housing or lives in household with, or is victim of domestic violence or sex abuse
- Mandated by court or agency to complete training and/or secure employment\
- Documented substance or alcohol abuse
- Expectant fathers

Documentation:

In accordance with New York State Department of Labor Technical Advisories regarding Data Element Validation, the following forms of documentation are allowable to verify “Youth Requiring Additional Assistance” status:

- Case Notes
- Individual Service Strategy
- WIOA registration form signed by applicant
- Self-attestation. Self-attestation is to be used only when no other form of verification is possible.

Definitions:

Lack of family support to complete an educational program or secure and maintain employment:

- Unable to secure financial assistance from immediate family member to pay for occupational training
- Is living with friends or family members other than parents.
- Parent is in prison, deceased, or has health or medical condition which makes the parent unable to provide needed financial or emotional assistance.

Poor attendance or disciplinary problems in school or employment:

- Has missed 15 or more days of school in most recent school year.
- Has had unscheduled absence or been late to work 6 times or more in the previous six months. **–OR–**
- Has been issued a warning either verbal or written, regarding unacceptable behaviors or practices at work or school

Unstable housing:

- Has moved twice or more in the 90 days prior to initial assessment
- Living in the home of another due to economic hardship
- Primary residence will be lost within 30 days of initial assessment
- Has not had a lease, ownership interest, or formal occupancy agreement in permanent housing at any time during the 60 days prior to initial assessment
 - o CFR Parts 91, 582, 583, HUD final rule on Homeless Emergency Assistance
 - o Definition of Homeless, Federal Register Vol 76 No. 233

Lack of transportation:

- Does not have a driver's license, or own or have full access to a car
- Lives more than a mile from public transportation



Workforce Development Board
60 Central Ave., Rm B38
Cortland, NY 13045
Contact: Amy Buggs
607-753-5071

Policy – Priority of Service Requirements under WIOA Title I Adult Program

References: WIOA Final Rule, §680.650, 680.600, 680.201(d), and 134(c)(3)(E); TA12-12.4; TA23-01

Background: WIOA states that local programs must have a policy to ensure priority of service is given to Military Veterans and eligible spouses, and to customers most in need of services. Military Veterans and eligible spouses as defined under WIOA sec 3(63)A and 38 USC 101 and TA 23-01 must receive priority of service in all Department of Labor funded training programs under 38 USC 4215 and described in 20 CFR part 1010. A Military Veteran or eligible spouse must still meet each program’s eligibility criteria to receive services under the respective employment and training program.

Priority for individualized career services and training services funded with WIOA Title I Adult funds must be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the local area. The law does not necessarily mean that these services may only be provided to individuals meeting the priority of service qualifications. Individuals must still meet each program’s eligibility criteria to receive services under the respective employment and training program.

The related Adult Priority Population performance measure extends to Adults receiving Individualized Career Services or training services under WIOA.

I. Requirement to Serve Priority Populations under WIOA Title I Adult Program

To comply with WIOA and US Department of Labor Employment and Training Administration (**USDOL ETA**) requirements, NYSDOL requires at least 50.1% of WIOA Title I Adults receiving individualized career or training services (defined in Attachment A: Key Terms and Definitions) in each Local Workforce Development Area (LWDA) fall into at least one of the following three priority populations:

1. Recipients of public assistance;
2. Other low-income individuals (see definition in Attachment A); and
3. Individuals who are basic skills deficient (see definition in Attachment A), which includes English Language Learners.

II. Priority of Service Requirements under WIOA Title I Adult Program

In addition to the three required populations identified in Policy I. above, **veterans and their eligible spouses** must also continue to receive priority of service in all NYSDOL-funded training programs, including WIOA programs. See Section IV below for guidance on applying Priority of Service.

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

1. Individuals with disabilities;
2. Justice-involved individuals; and
3. Single parents.

Although considered Priority Populations by NYSDOL, these additional demographic categories by themselves, do not count toward the Priority of Service performance measure noted in Section I.

III. Local Workforce Development Area (LWDA) Definitions

Eligible Military Veteran: A Military Veteran who served at least one day in the active United States military, naval, or air service, and who was discharged or released from service under any status but Dishonorable. This definition includes Federal activation of a Reserve Component, other than active duty for training. See TA12-12.4 for a full list of Eligible Military Veterans and eligible spouses.

Self-sufficiency wage rate: The wage rate established by the Cayuga Cortland Workforce Development Board (WDB) to reflect a self-sustaining hourly wage within the local area. WDB established self-sufficiency wage rate is \$25 per hour.

Unemployed: Not working at the time the customer is accessing services.

Part-time Employment: Working less than 30 hours per week.

Underemployed: Earning less than self-sufficiency wage rate, or working part time and earning less than self-sufficiency wage rate.

Full-time Employment: Working 30 hours per week or more.

Priority of Service: Customer will be served first by the next available staff member. Customer will be given priority over non-covered persons for the receipt of employment, training, and placement services for which the customer is eligible and qualified. If resources are limited, the customer will receive access to the service instead of or before the non-covered person.

Additional key terms and definitions are included in Attachment A to this policy.

IV. Policy

The Cayuga Cortland Workforce Development Board (WDB) will ensure that priority of service is given to individuals accessing the Career Center services in the following prioritized order:

1. First, to Veterans and Eligible Spouses who are included in the groups given statutory priority for WIOA Adult formula funds. 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. Second, to individuals who are not Veterans or Eligible Spouses who are included in the three populations given priority for WIOA Adult formula funds (recipients of Public Assistance, Other Low Income individuals, or individuals who are Basic Skills Deficient);
3. Third, to Veterans and eligible spouses who are not included in WIOA's three priority Adult groups (recipients of Public Assistance, Other Low Income individuals, or individuals who are Basic Skills Deficient);
4. Fourth, to additional priority populations established by NYSDOL (Individuals with Disabilities, Justice-involved Individuals, and Single Parents) and/or the LWDBs; and
5. Last, to non-covered persons outside the populations given priority under WIOA (including the three additional priority populations identified by NYSDOL listed in item 4 above and underemployed individuals).

The LWDB for Cayuga Cortland has opted to create no additional priority populations.

One-Stop Career Center staff must record accurate customer demographic data and all barrier-related information in OSOS to ensure customers are being identified as one or more of the priority Adult populations. Accurate data reporting will ensure appropriate enrollments, positive performance outcomes, OSOS data integrity, and identification of potential fiscal and programmatic system vulnerabilities.

The statutory priority only applies to WIOA Adult Program funds and only applies to providing individualized career and training services. Funds allocated for WIOA Dislocated Workers and WIOA Youth are not subject to this requirement.

There are no restrictions to providing basic career services; they may be provided to any eligible WIOA Adult. Basic career services are generally entered into OSOS as activities and are located in the L1: Service Definitions OSOS Guide under "L1 – Staff Assisted Basic" category (see <https://dol.ny.gov/system/files/documents/2021/03/l1-service-definitions.pdf>).

Attachment A (Page 1 of 3)

NYSDOL KEY TERMS AND DEFINITIONS

1. Low-Income Individual (Workforce Innovation and Opportunity Act (WIOA) Sec. 3(36)(A))

(A) IN GENERAL.—The term “low-income individual” means an individual who—

(i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;

***Note:** Local income-based public assistance programs may be used to determine whether someone is low-income. Local Workforce Development Boards (LWDBs) must include these local income-based public assistance programs in their local Adult Priority of Service policy.

(ii) is in a family with total family income that does not exceed the higher of—

(I) the poverty line; or

(II) 70 percent of the lower living standard income level;

(iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));

(iv) receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);

(v) is a foster child on behalf of whom State or local government payments are made; or

(vi) is an individual with a disability whose own income meets the income requirement of clause (ii), 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 the income calculations for determining if an individual is low-income. These exclusions that were previously provided under [Workforce Investment Act] WIA sec. 101(25) no longer apply.

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

(5) BASIC SKILLS DEFICIENT.—The term “basic skills deficient” means, with respect to an individual—

(A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or

(B) who is a youth or **adult**, that 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” in WIOA sec. 3(24) include:

- (a) Displaced homemakers (as defined in WIOA sec. 3(16));
- (b) Low-income individuals (as defined in WIOA sec. 3(36));
- (c) Indians, Alaska Natives, and Native Hawaiians (as defined in WIOA sec. 166(b));
- (d) Individuals with disabilities, including youth who are individuals with disabilities (as defined in WIOA sec. 3(25) (includes individuals who are in receipt of Social Security Disability Insurance));
- (e) Older individuals (age 55 and older) (as defined in WIOA sec. 3(39));
- (f) Ex-offenders (“offender” as defined in WIOA sec. 3(38));
- (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:
 - (1) English language learners (WIOA sec. 203(7)),
 - (2) Individuals who have low levels of literacy (an individual is unable to compute or solve programs, or read, write, or speak English at a level necessary to function on the job, or in the individual’s family, or in society); and
 - (3) Individuals facing substantial cultural barriers;
- (j) Eligible migrant and seasonal farmworkers (as defined in WIOA sec. 167(i)(1-3));
- (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); and
- (n) Such other groups as the Governor involved determines to have barriers to employment.

4. Individualized Career Service (§678.430)

Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These services include the following services, as consistent with program requirements and Federal cost principles:

- (1) Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—
 - (i) Diagnostic testing and use of other assessment tools; and
 - (ii) In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- (2) Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, the eligible training providers (as described in § 680.180 of this chapter);
- (3) Group counseling;
- (4) Individual counseling;
- (5) Career planning;
- (6) Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- (7) Internships and work experiences that are linked to careers (as described in § 680.170 of this chapter);
- (8) Workforce preparation activities;
- (9) Financial literacy services as described in sec. 129(b)(2)(D) of WIOA and § 681.500 of this chapter;
- (10) Out-of-area job search assistance and relocation assistance; and
- (11) English language acquisition and integrated education and training programs.

5. Training Services (§680.200)

Types of training services are listed in WIOA sec. 134(c)(3)(D) and in paragraphs (a) through (k) of this section. This list is not all-inclusive and additional training services may be provided.

- (a) Occupational skills training, including training for nontraditional employment;
- (b) On-the-job training (OJT) (see §§ 680.700, 680.710, 680.720, and 680.730);
- (c) Incumbent worker training, in accordance with WIOA sec. 134(d)(4) and §§ 680.780, 680.790, 680.800, 680.810, and 680.820;
- (d) Programs that combine workplace training with related instruction, which may include cooperative education programs;
- (e) Training programs operated by the private sector;
- (f) Skills upgrading and retraining;
- (g) Entrepreneurial training;
- (h) Transitional jobs in accordance with WIOA sec 134(d)(5) and §§ 680.190 and 680.195;
- (i) Job readiness training provided in combination with services listed in paragraphs (a) through (h) of this section;
- (j) Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with training services listed in paragraphs (a) through (g) of this section; and
- (k) Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training (see §§ 680.760 and 680.770).

6. Recipients of Public Assistance

Examples of public assistance include:

- Temporary Assistance for Needy Families (TANF);
- Food stamps/ Supplemental Nutrition Assistance Program (SNAP);
- General Assistance (GA) State/Local;
- Refugee Cash Assistance (RCA);
- Supplemental Security Income (SSI);
- Social Security Disability Insurance (SSDI); and
- Exhausting TANF within two years.