

North Country

Local Plan

July 1, 2021 – June 30, 2025 - REVISED JUNE 2023

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Strategic Planning Elements

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

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

June 2021, 2023

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

The in-demand list was shared with the regional NCWDB members at its June 2021 meeting. It includes Clinton, Essex, Franklin and Hamilton counties. The NCWDB is scheduled to approve the Local Plan 2023 Review at its June 22, 2023 meeting.

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

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

General Freight Trucking, Long-Distance, Truckload has been one of the fastest growing sectors in the area. The industry has almost doubled the number of jobs in the North Country from 26 in 2019, to 49 in 2020 - an increase of 86%. This industry is no longer one of the top 10 in-demand occupations. It has been replaced by Healthcare Particioners and Technical, which has seen an increase of -69 job postings in 2022 to 260 between May 2022 and April 2023.

Meanwhile, the top industry in the North Country is Government and its average annual salary is \$85,241. Although it employed 20,298 people in the region in 2020, it is a decrease of 2% compared to 2015. The average earning in 2022 is \$108,619 per worker.

The healthcare sector continues to remain the top growing industry in the four counties served by the NCWDB. Since 2019, the sector has added 520 jobs and employed 11,583 people in 2020, a 5% increase over 2015. Moreover, the average annual wage earned is \$64,413. This is still a significant industry however, the number of job change in 2022 was a 4% decrease. The average earnings per employee has increased to \$71,256 during that year.

Construction has remained steady during the pandemic however with the continual retirement of baby boomers, the skilled trades are in need of trained workers. This provides an opportunity for individuals to enter apprenticeship programs. In the region, this industry has seen a 6% growth between 2015 and 2020, with average annual salaries of 68,795. This industry has seen 4% growth in 2022. The average annual salary has increased to \$75,247.

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The retail trade and accommodation and food services industries are third and fourth in-demand industries however, the skills requirements are minimal and the sector has decreased by 7% and 18% respectively. Moreover, the annual average salaries for these two sectors are \$39,015 in retail and \$27,278 for the accommodation and food services industries - well below the ALICE threshold of \$64,000 in the North Country.

Manufacturing saw a 9% decrease in the number of jobs between 2015 and 2020. However, it is still one of the top in-demand industry in the North Country and worker earn on average \$68,824 per year. Since the last Local Plan was published, this industry registered a 6% additional decline in 2022. However, it's median income reached \$76,031.

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

General Freight, Trucking, Long Distance, Truckload: This industry is always looking for individuals with CDL licences which are needed to operate the vehicles. The region's BOCES has been able to fill some of the needs but due to the pandemic, they have to limit the number of students in the truck at once. Companies, such as Renzi which is based in Watertown, NY and has operations in Malone, NY have created their own training programs to help alleviate their needs.

Government: Lack of competitive wages and poor benefit packages no longer attract workers. Once seen as steady employment with good benefits, along with slowed hiring, find workers seeking other opportunities. Due to the pandemic, many governments have either froze or significantly slowed their hiring practices which compounds the problem.

Healthcare: Rural areas have historically been a difficult place to attract physicians and other highly skilled workers. The low skilled occupations within this industry require short-term training which is offered to individuals at no cost. However, due to the poor working conditions, including mandatory overtime, low wages, uncertain schedules means that turnover is high. However, the North Country is working with the Herkimer-Madison-Oneida WDB's USDOL H-1B Rural Healthcare Grant to help fund training for approximately 45 healthcare titles. This will help meet employers' needs for skilled training.

Construction: There is a constant need for skilled labor in the North Country. The NCWDB works in close partnership with unions, BOCES and companies to try and connect the potential workers with job opportunities in the region. Moreover, given the level of skills needed for these positions - often in trades, the hourly rate is significantly above the ALICE threshold for the North Country. Additionally, many of these positions are tied to apprenticeship programs which provide a definitive career pathway.

Retail and Accommodation and Food Services: The pandemic significantly affected these two industries given the shut dRural areas have historically been a difficult place to attract physicians and other highly skilled workers. The low skilled occupations require short term training which is offered to individuals at no cost, turnover is high.own of physical retail and restaurant businesses. Moreover, during the quarantine period in the first part of 2020 and until the re-opening of the economy, there was minimal activity in these sectors.

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Adding the part-time aspect of the positions, lack of benefits and poor wages, this sector is struggling.

Manufacturing: Although it recorded a slight decrease in the number of employees in this industry, manufacturing is still strong, specifically in Clinton County. The sector never closed during the pandemic and demand for many businesses actually increased. The lack of a trained workforce is a significant challenge, compounded by the closing of training facilities such as BOCES and community colleges during the pandemic. The sector is presently in need of an influx of workers.

- 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.

- c. Employers report the need for individuals to be willing to learn and to have the 21st century skills such as creativity, cooperation, collaboration, team building, communication and reliability. Professional level skills are hard to recruit in rural area as the pay is often lower than in larger metropolitan areas. The center often sends job leads to the colleges and universities located in the region.

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

- i. Current labor force employment and unemployment numbers;

The four counties that make up the North Country has a combined population, as of 2020, of 107,807. The region's unemployment as of April 2021 is 5.6%. In March 2023, the regional unemployment rate for a combined population of 131,178 was 4.7%. From 2017 to 2022, jobs declined by 5.8% in 4 New York Counties from 72,558 to 68,382. This change fell short of the national growth rate of 3.4% by 9.2%. As the number of jobs declined, the labor force participation rate decreased from 57.2% to 53.8% between 2017 and 2022..

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

Given the pandemic, unemployment numbers were recessionary high and fell back into line with pre-pandemic numbers. Employers are finding it hard to recruit and find candidates to fill positions. According to our Labor Market Analyst report over the past year, the number of private sector jobs in the North Country Region fell by 6,200 or 6.0%. Employment losses were the greatest in leisure and hospitality, educational and health services, trade, transportation and utilities, manufacturing & construction.

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

North Country Education Attainment for the North Country:		
	% of Population	Population
Less than 9th Grade	5.1%	6259
9th Grade to 12th Grade	7.4%	9,175

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High School Diploma	37.1%	45,875
Some College	17.6%	21,798
Associate's Degree	10.6%	13,055
Bachelor's Degree	11.7%	14,424
Graduate Degree or higher	10.5%	13,008

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

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

Career and Technical education through CV-TEC and BOCES in the four counties are continually updating and seeking consultation with employers. Due to low enrollment and a diminishing population, new programs are often more costly than the enrollment making it difficult to introduce new programs.

Clinton Community College, North Country Community College, SUNY-Plattsburgh are liberal arts schools that struggle with enrollment due in part with the declining population in the region as well as how the number of students are counted - fully enrolled students count as one student. This causes a challenge given the mission of the community colleges who cater to adult learners who wish to learn new/additional skills to help their career pathways. The schools have been involved with workforce development, the community at large and businesses to ensure their programs meet the demands.

Additionally, CCC has the Institute of Advanced Manufacturing, which offers technical training for companies as well as technical degrees and credentials to students. They have a customized approach that help meet the skills demands of employers. However, some of the new programs take years to be approved by NYSED, which is a challenge for workforce development.

Strengths:

1. The area has a high graduation rate compared to urban areas
2. Excellent collaboration between business, economic development & partners

Weaknesses

1. Limited funding restricts the number of ITAs & OJTs
2. Those on Public Assistance are under a NYS work first policy when most would benefit from training for higher wages.
3. Training capacity. Providers need to meet class sizes to financially run programs.
4. Training classes are not run year round, making participants wait for start times.

Since the pandemic, CTE enrollement has seen a significant increase.

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- 5. Small employers find running apprenticeships overwhelming due to a lack of supervision and time to devote to completing programs.
- 6. Many students enter the community college; however, completion rates are low.
- 7. Many students seek non-marketable degrees and carry a heavy debt load, which then leads to low paying jobs and they find themselves in poverty.

Observations & Challenges:

- 1. Employers throughout the North Country require a small number of employees to fill a need. This supports the need for apprenticeships, On-The-Job training and online programs.
- 2. Not all training opportunities are available within the area or within a realistic traveling distance.
- 3. Employers are often not aware of available training opportunities.
- 4. The labor shortage presents challenges for employers in the area.
- 5. Training funds are limited.

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

The North Country prides itself for working in partnership with other WDBs, businesses, organizations, educational institutions, non-profits, etc. Interagency calls have been ongoing with leaders in various sectors to address needs. These meetings include education, economic development and related agencies.

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

The North Country recognizes the importance of working with youth as they are our future workforce. It is imperative that they are exposed to various career opportunities that will provide a living wage - which in our area is about \$22/hr. Programs such as Ready4Real, RAMP, Career Connect, Manufacturing Day, Meet the Employer, help students learn about meaningful career opportunities. The NCWDB is an active member of the North Country STEM committee, sits on CV-TEC's Advisory Council and we work with business and schools within the region to prepare youth for the opportunities in the area.

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

The NCWDB is engaged in the business community, with Chambers of Commerce, various governmental organizations, non-profits, businesses to support these programs. Partner

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meetings provide opportunities to address needs and establish partnerships to work together for solutions.

- 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?

In the North Country, partner agencies - whether WIOA mandated or not - work closely to make referrals to appropriate agencies so as to provide the best services to individuals seeking employment and businesses looking to fill positions. Through partner meetings and networking, the region works cohesively to serve the communities with the resources it has while providing seamless services. The OneWorkSource Consortium Committee meets quarterly with the three One-Stop Operators that oversee their respective OneWorkSource Center in Clinton, Essex and Franklin Co. This allows for discussion on how to best align resources and how the system works to achieve the strategic vision and goals.

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

The North Country has negotiated performance measures with NYSDOL based on regional economic growth and self-sufficiency as required by TA#17-5, dated May 31, 2017. As in the past, the NCWDB is seeking to not only meet or exceed performance measures that are established by the NYSDOL.

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;

There are six core programs under WIOA:

Adult: Provided by CCETA, FEH-BOCES, ACAP and Hamilton Co. DSS

Dislocated Worker: Provided by CCETA, FEH-BOCES, ACAP, Hamilton Co. DSS and activities by the New York State Department of Labor

Youth: Services provided by a coalition of service providers called RYTE which include CCETA, FEH-BOCES and ACAP. Youth services are also provided through private enterprises - ETS and Coryer Staffing.

Adult Education and Family Literacy: Provided by CV-TEC and FEH-BOCES.

Employment Services: Provided by NYSDOL which includes Business Services, Vets, Rapid Response & Trade Act

- ii. Vocational Rehabilitation: Services provided by ACCES-VR

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

The North Country area works closely with CV-TEC and FEH-BOCES, serving on CV-TEC's advisory council to support service alignment. The identified objectives are career guidance and counseling along with the development of improved programs to meet business needs.

- iv. Other workforce development programs, if applicable.

The NCWDB partners with various organizations, including the Workforce Development Institute (WDI) and Clinton, Essex and Franklin IDAs, the NCREDC Workforce Workgroup, Clinton Community College's IAM, and North Country Community College to work on programs to meet the needs of the business community. Additionally, the NCWDB is working in partnership with the North Country Workforce Development Partnership, Inc. (NCWP) through its SOAR grant which provides training services for individuals affected by substance abuse, including people who are coming out of incarceration, homeless, lack education, etc.

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

The NCWDB Executive Director serves on committees of CV-TEC, Clinton Community College's IAM Advisory Council, North Country Community College, the United Way of the Adirondacks Board of Directors, including its ALICE Committee, works in cooperation with the WDI, IDAs, chambers of commerce, TDC, NCREDC Workforce Workgroup, and others. This involvement helps to create networking opportunities to maintain up to date information on various industry sectors and the needs of employers.

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

The NCWDB works with local training providers and employers to ensure training meets the needs of businesses. Through advisory committees at community colleges and BOCES, suggestions are made and incorporated into the programs. Quarterly partner meetings along other meetings of the local economic developers help meet the needs of employers. Input from the NCREDC Workforce Workgroup address issues and needs which are brought back to the training providers.

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

The North Country works in close partnership with organizations to ensure customers access not only services but also support services such as financial resources, housing, SNAP, transportation, HEAP, housing, etc.

Office For the Aging: Referral to the OneWorkSource Centers, development of job leads, connections, healthcare options, etc.

Department of Labor: Re-employment services, TAA

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ACCES-VR: Resources such as training, job coaching, counseling & employment preparation

Commission for the Blind: Job coaching, job seeking skills

Adirondack Community Action Program/JCEO, United Way of the Adirondacks: Supportive services, food banks, housing, Head Start, weatherization programs, etc.

The partners have developed an inter-agency referral system to better serve customers.

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.

Staff works closely with training providers to ensure programs are meeting the needs of individuals and businesses. During counseling and program monitoring, participants are advised on career pathways, job opportunities, career pathways, etc. Through previous mapping of industry sectors by the NCREDC Workforce Workgroup members discuss career pathways and promotion of occupations and training to advance the communities.

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

The NCWDB works closely with our training providers, school districts, career and technical education to provide students with recognized credentials. Additionally, the region works in partnership with Jefferson-Lewis and St. Lawrence WDBs to help serve Fort Drum soldiers exiting military life. This includes participating in career fairs, attending informational meetings, etc.

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

The NCWDB is committed to having individuals gain transferable skills to ensure they have access to meaningful career pathways. know what avenues are available. Through our youth programs, we provide success skills to students so that they have the appropriate entry-level skills to successfully enter the workplace, including manufacturing. Additionally, career building provides stackable credentials which can lead to self-sustaining occupations.

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

Yes - the NCWDB is committed to provide individuals an opportunity to move up the career ladder and attain sustainable wages.

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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.

The NCWDB and its partners developed referral process so individuals can access employment, training, education and supportive services. Quarterly, partners discuss their needs and to create continual program improvement. Best practices are shared. New interagency programs are developed to assist people with barriers to employment.

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

The North Country region is a remote and rural area that is hard to reach and with limited Internet services in many of its most remote areas. These are still "last mile" areas that lack access. The pandemic helped to the creation of online programs while OneWorkSource Centers, libraries and other community organizations also provide access to computers. These organizations offer up-to-date equipment including equipment to assist people with disabilities so that they can access Internet services.

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

The OneWorkSource Centers are located in a rural area with no or limited access to technology. Our area is mindful that a total transition to a technology-based system would eliminate services for members without access to Internet. While the area has provided many programs and job seeking skills on line, it must also include in-person services for those lacking access.

- 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.

The pandemic has proved that the OneWorkSource Centers' website (www.oneworksource.com) is obsolete and needs to be accessible virtually. One of the challenges why the NCWDB has not yet updated it to meet the new reality brought on by the pandemic is because of the lack of adequate funding for such projects. The NCWDB is seeking grant funding to help bridge the gap. The challenge is that the NCWDB has not been successful in getting such a grant. However, aside from the lack of virtual access to WIOA programs, the centers have been opened by appointment only and have managed to serve individuals that way. The centers are scheduled to re-open in early July 2021 and will offer all services prior the pandemic except for limited NYSDOL re-employment services given its staff is still assigned somewhere else.

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

The North Country has limited public transportation which is within the City of Plattsburgh and a few routes between Plattsburgh, Malone, Saranac Lake, Lake Placid,

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Whiteface/Wilmington and Ausable. Transportation doesn't run 24 hours a day or 7 days a week and often, times and/or distances are not viable.

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

The NCWDB staff meet once a week and hosts OneWorkSource Committee meetings with the OneWorkSource Center Operators on a quarterly basis - which will change in July 2021 when the NCWP becomes the source Operator, at which time, the Operator will host quarterly meetings with the service providers. Staff meetings continue and includes DRC speakers to inform of the services available in the region.

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

The North Country's OneWorkSource Centers in Clinton, Essex, Franklin and Hamilton counties are physically accessible (at this time by appointment only but will be reopened post-pandemic in July 2021) and can accommodate individuals with a safe entrance to the buildings. The Resource Rooms are equipped with adaptable equipment and there are online access to programs. Also, remote learning can be available for ease of access to programs and services.

- 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;

Under WIOA, priority of services are to be given to recipients of public assistance, low income individuals, individuals who are basic skills deficient, disabilities, justice-involved individuals, single parents and veterans. The NCWDB's service providers in the region's four counties work with their respective DSS Depts to provide individuals with employment and training needs. Because of this the OneWorkSource Centers provide initial assessments and services to these individuals, who are entered into OSOS and provided with job seeking skills, job leads, OJT opportunities and other services.

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

It is important to provide assistive technology, adaptive equipment, auxiliary aides and modified materials to provide participants with disabilities access services and training programs necessary to achieve their goals. The NCWDB is participating in the NY SCION program, providing a DRC to coordinate and work with outside agencies and employers to build capacity within the workforce development system to better serve individuals with disabilities.

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

Training is essential to provide superior customer service to individuals, businesses and internat customers. Through quarterly OneWorkSource Consortium committee meetings, to become the One-Stop Operator meeting - training is provided to staff and can be accessed via technology to discuss policies and procedures, address the needs of individuals, discuss best practices and developed streamlined services. The DRC Coordinator meets with agencies to prove traning at regular staff meetings.

- 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.).

Cross training of staff is provided by partner agencies and can also include the roles and resource contributions of the OneWorkSource Centers' partners as related to WIOA and the Americans with Disabilities Act.

Business Engagement

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

The North Country has a close relationship with businesses including economic development, SBDC, healthcare, chambers of commerce, WDI, IDAs, etc. By working closely with training facilities, program providers are developed to meet the needs of business.

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

The NCWDB works closely with businesses through the North Country as well as with the following organizations: economic development agencies, TDC, North Country STEM Hub, area chambers of commerce, Child Care Coordinating Council of the North Country, Adirondack Community Action Program, Adirondack Foundation, ANCA, WDI, MHAB, United Ways of the Adirondacks, JCEO, SBDC and NCREDC.

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

Through collaboration with the above agencies and organizations, which includes area businesses, new and enhanced programs are developed.

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

The North Country has a rapid response team that meets with new and prospective employers to discuss workforce needs. The OneWorkSource Centers provide recruitment events to assist with applications.

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

The NCWDB works in close collaboration with the SBDC and other agencies such as the area's chambers of commerce, IDAs and AEDC on how these organizations can assist with building entrepreneurial skills and provide supports.

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

The North Country takes the lead on rapid response in this rural area where the NCWDB and its OneWorkSource Centers are known as the place to find employment in the region. It is the goal of the rapid response team to find individuals affected by a layoff gainful employment opportunities quickly. NYSDOL personnel assist the employer with Trade Act applications. If necessary the WDB applies for rapid response funding.

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?

The North Country works with programs such as OSOS to provide services for those that need to seek new employment either through direct referrals, additional skills through training, On-The-Job Training or an ITA. During the pandemic, local staff assisted community members with unemployment issues. While some of the training has been by trial and error, OneWorkSource Center staff has assisted people in distress during a challenging time. They assist with accessing unemployment needs and questions as well as guide people to other services when seeking new employment.

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

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

The NCWDB works in partnership with K-12 school districts along with CV-TEC and FEH-BOCES, Clinton Community College and NCCC to bring our students together. The WDB Director and some board members serve on advisory committees.

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

The North Country holds various career-related events, including Manufacturing Day, Career Connect, Meet the Employer to provide employer exposure and connect students with viable career options.

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

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By participating on numerous committees and events, by creating a strong network, the NCWDB's involvement helps avoid duplication of services. Additionally, we coordinate partner activities through our One-Stop Operator who acts as a liaison between the centers and the NCWDB through its quarterly Workforce Development Council meetings in each county.

- 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.

NYSDOL meets with job seekers to provide job leads or a referral for training and attends job fairs and other recruiting events.

- 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 North Country's MOU has not been finalized at this time.

Title II Program Coordination

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

The NCWDB is committed to bring superior service to individuals looking for employment and businesses looking for a trained workforce. The needs are met through four OneWorkSource Centers and include training, education, adult education, access to job opportunities, unemployment insurance offices, etc. This is done through customer assessments and establishing barriers to employment so that proper referrals are made to literacy programs, CV-TEC, BOCES, ACCES-VR, DSS, Clinton Community College, NCCC and local training providers.

- 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.

By continuing to work closely with CV-TEC, BOCES, Literacy Volunteers and ACCES-VR to provide the necessary services to assist these customers.

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

With initial assessments and proper referrals to partner agencies a customer can develop a coordinated career pathway that can lead to sustainable employment and a career while meeting the needs of employers.

- 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.

Through partnership meetings and the disseminating of materials on programs via websites, newsletters, social media and one-on-one counseling. This will ensure that proper referrals are made and measurable outcomes and improvements are attained by those facing barriers to employment.

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](#).

HIRE UP!

Kathy Bishop, CCETA

194 US Oval

Plattsburgh, NY 12903

518-561-0430

<https://young-adult-services-at-ows.constantcontactsites.com/>

Ready4Real

Michele Armani

186 US Oval

Plattsburgh, NY 12903

518-562-4673

marmani@etsjobs.com

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<https://www.etsjobs.com/ready4real/>

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

22

ii. Carry-over OSY

47

iii. New ISY

5

iv. Carry-over ISY

44

v. Work experiences

37

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

c. In Attachment F, Youth Services, located on the New York State Department of Labor (NYSDOL) [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

Staff at the OneWorkSource Centers administers the WIOA Youth Program Design Framework Services (intake, eligibility, assessment, etc). This includes the ISS list of the 14 WIOA program element the Youth is receiving and which agency is providing them.

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

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Youth's disability needs are met to accommodate their respective disabilities.

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

OneWorkSource Centers uses social media, e-mail, etc. to reach out the youth. Additionally, efforts are made to reach out family members, friends, etc. to attract interest in youth programs. Former participants also provide testimonials that are shared.

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

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

No (Not required to attach a policy)

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

Administration

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

The NCWDB is the grant recipient; Clinton County Treasurer is the fiscal agent.

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

The NCWDB awards Title I through a competitive process in Essex County but does not in Clinton, Franklin and Hamilton counties.

- 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.

Performance measures are established under TA #18-6.2. Please refer to page 20 for the performance negotiations chart.

- d. Describe the actions taken toward becoming or remaining a high-performing LWDB, consistent with factors developed by the State Workforce Investment Board (SWIB). The LWDB will be defined as high performing if it meets the following criteria:

- i. It is certified and in membership compliance;

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

The NCWDB meets the above criteria

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.

The priority is to provide a trained workforce to meet employer needs. Trainings are provided using the priority of services hierarchy. OJT continues to be a successful model and is based on local policy of being above minimum wage and provide meaningful training so that the participant can access a career pathway.

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

When appropriate, ITAs are established with the customer and the Eligible Training Provider under the policy established by the WDB. This includes OJT contracts, in which the employer is properly vetted, a training outline has been established and follow up is conducted on a periodic basis.

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

As per WIOA, and with proper counseling, the coordinators will ensure customer choice in the selection of training services are provided.

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 NCDWB's Local Plan's public comment period is published in the local print media's Public Notice section in Clinton, Essex, Franklin and Hamilton County). The Local Plan is uploaded to the OneWorkSource website (www.oneworksource.com), sent via the organization's bi-weekly e-newsletter to partners, businesses, educators, government representatives, etc. with a link to the Local Plan on our website, publicizing the comment period and encouraging feedback.

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List of Attachments

Please complete all attachments listed below.

Attachment A – Units of Local Government

Attachment B – Fiscal Agent

Attachment C – Signature of Local Board Chair

Attachment D – Signature of Chief Elected Official(s)

Attachment E – Federal and State Certifications

Attachment F – Youth Services Chart

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

- Electronic signature (if the LWDB has the capability for it) – Note that electronic signatures must follow the requirements and guidelines of the Electronic Signature and Records Act ([ESRA](#)). LWDBs choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.
- Mail original versions – Hard copies of traditional signature pages may be sent to:

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

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

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

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North Country

	Program Year 2020					
	Adult		Dislocated Worker		Youth	
	2020 Proposed	2020 Negotiated	2020 Proposed	2020 Negotiated	2020 Proposed	2020 Negotiated
TARGET OUTCOME						
Employment Rate 2nd Qtr After Exit	71.4%	69.0%	71.1%	67.0%	73.9%	73.0%
Employment Rate 4th Qtr After Exit	67.4%	65.4%	70.7%	67.0%	68.0%	63.0%
Median Earnings 2nd Qtr After Exit	\$5,565	\$5,300	\$6,825	\$6,500	\$3,000	\$3,000
Credential Attainment 4th Qtr After Exit	51.0%	46.0%	51.0%	46.0%	68.0%	63.0%
Measurable Skill Gains	45.0%	45.0%	45.0%	45.0%	50.0%	50.0%
	Program Year 2021					
	Adult		Dislocated Worker		Youth	
	2021 Proposed	2021 Negotiated	2021 Proposed	2021 Negotiated	2021 Proposed	2021 Negotiated
TARGET OUTCOME						
Employment Rate 2nd Qtr After Exit	72.4%	69.5%	72.1%	67.5%	74.9%	73.5%
Employment Rate 4th Qtr After Exit	68.4%	66.4%	71.7%	67.5%	68.5%	63.5%
Median Earnings 2nd Qtr After Exit	\$5,670	\$5,400	\$6,930	\$6,600	\$3,100	\$3,100
Credential Attainment 4th Qtr After Exit	51.5%	46.5%	51.5%	46.5%	68.5%	63.5%
Measurable Skill Gains	45.5%	45.5%	45.5%	45.5%	50.5%	50.5%

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
Clinton County	<input type="checkbox"/>
Essex County	<input checked="" type="checkbox"/>
Franklin County	<input checked="" type="checkbox"/>
Hamilton County	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

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

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

Yes No

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Attachment B: Fiscal Agent

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

Fiscal Agent
Mark Henry, Chair of the Board of Legislators Clinton County Delagated to: Office of the Deputy County Treasurer for Clinton County

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:	6/29/2021		Signature of Local Board Chair: <small>Signature of Local Board Chair</small>
Mr.	<input checked="" type="checkbox"/>	John VanNatten (NCWDB)	
Ms.	<input type="checkbox"/>	Typed Name of Local Board Chair: John VanNatten	
Other	<input type="checkbox"/>		
Name of Board:	NCWDB		
Address 1:	194 US Oval		
Address 2:			
City:	Plattsburgh		
State:	NY	Zip:	
Phone:	518-561-4295	E-mail:	jvannatten@arrowbank.com

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

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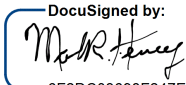
ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2021-2024, for WIOA Title 1-B
and Wagner-Peyser Programs**

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:	6/29/2021	Signature of Local Chief Elected Official (CEO):	
		 6F2DC03698F247E...	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local CEO:	
Ms.	<input type="checkbox"/>	Mark Henry	
Other	<input type="checkbox"/>		
Title of Local CEO:	Clinton Co. CEO		
Address 1:	137 Margaret St.		
Address 2:			
City:	Plattsburgh		
State:	NY	Zip:	12901
Phone:	518-563-4600	E-mail:	mark.henry@clintoncountygov.com
Are you the Grant Recipient CEO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

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

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ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)**Workforce Innovation and Opportunity Act (WIOA) Local Plan for
Program Year 2021-2024, for WIOA Title 1-B
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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;
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- Affirm that the Chair of the Local Board was duly elected by that board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

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

Date:	6/29/2021	Signature of Local Chief Elected Official (CEO): 	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local CEO: Shaun Gilliland	
Ms.	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Title of Local CEO:	Essex Co. CEO		
Address 1:	7551 Court St..		
Address 2:			
City:	Elizabethtown		
State:	NY	Zip:	12932
Phone:	518-873-33500	E-mail:	supervisor@townofwillsborony.gov
Are you the Grant Recipient CEO? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

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

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ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

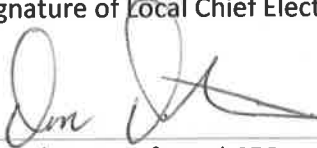
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- Affirm that the Chair of the Local Board was duly elected by that board; and
- Affirm that the board, including any staff to the board, will not directly provide any career services unless approved to do so by the Chief Elected Official and the Governor.

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:	6/29/2021	Signature of Local Chief Elected Official (CEO): 	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local CEO: Don Dabiew	
Ms.	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Title of Local CEO:	Franklin Co. CEO		
Address 1:	355 W. Main St...		
Address 2:			
City:	Malone		
State:	NY	Zip:	12953
Phone:	518-481-1640	E-mail:	ddabiew@franklincony.org
Are you the Grant Recipient CEO? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

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

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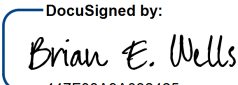
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By virtue of my signature, I:

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

Date:	6/29/2021	Signature of Local Chief Elected Official (CEO):	
		DocuSigned by:  447F08A9A032425...	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local CEO:	
Ms.	<input type="checkbox"/>	Brian E. Wells	
Other	<input type="checkbox"/>		
Title of Local CEO:	Hamilton Co. CEO		
Address 1:	102 Co. Rd. 11.		
Address 2:	PO Box 205		
City:	Lake Pleasant		
State:	NY	Zip:	12108
Phone:	518-548-6651	E-mail:	Chairman@HamiltonCountyNY.gov
Are you the Grant Recipient CEO? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

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

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Bidder Organization Name: **North Country 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:	DocuSigned by:  <small>84E712DE4ECD42A...</small>
Title: Executive Director	
Date: 6/29/2021	



OneWorkSource Center Youth Basic Skills Deficiency Policy Adopted 1/14/2022

PURPOSE: To establish and provide information to OneWorkSource Center service providers in acknowledging youth and young adult customers classified via WIOA as deficient in Basic Skills. Understanding the procedures of this barrier ensures the youth will continue to succeed in employment and educational goals during their time in the WIOA Youth program.

Policy Statement:

§ 681.290

(a) As used in § 681.210(c)(3), a youth is “basic skills deficient” if he or she:

(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.

(b) The State or Local WDB must establish its policy on paragraph (a)(2) of this section in its respective State or local plan.

(c) 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.

DEFINITION: Basic Skills Deficient is defined under WIOA 3(5) as an individual who has an English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test, unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual’s family, and/or in society. English Language Learners/English as a Second Language are also included in this demographic.

PROCESS: A youth or young adult who showcases an inability to compute or solve problems, read, write, or speak English at the required level may be documented by a TABE test score that is equivalent to an NRS level 4 or below. The TABE test is the most common method in assuring youth and young adults burdened by this barrier have the proper grading, instruction, and overall average to properly assess their skills. English language learners are required to be tested using a NYSED approved assessment.

If a youth/young adult is shown to be basic skills deficient, the WIOA Youth service provider will coordinate with the youth’s relatives (if applicable), community partners (e.g. non-profit agencies) and school district/college/university the youth attends (if applicable) to find the best solution(s) to assist

the youth in overcoming his/her barrier(s). The staff member will connect the youth with tutoring services and TASC instruction programs (if applicable) to better prepare him/her for the future.

DOCUMENTATION: In addition to the TABE test (or an equivalent source of documentation skill level), the Individual Service Strategy (ISS) will need to be completed and maintained by staff during the period of service. The goals established by the ISS shall be no later than 60 days after enrollment, with flexibility to extend if need be. Goals should be focused on improving literacy and numeracy levels.



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NORTH COUNTRY WORKFORCE DEVELOPMENT BOARD
ONEWORKSOURCE CENTER
Priority of Service Policy
APPROVED MAY 12, 2023

Purpose of the Policy

This workforce system policy provides guidance to local workforce development boards for the implementation of priority of service for Workforce Innovation and Opportunity Act, or WIOA, title I Adult program customers.

Policy Statement

Priority of service helps individuals in need, and who can most benefit from the public workforce system, onto a pathway to self-sufficiency. WIOA provides a focus on serving individuals with barriers to employment and ensures access on a priority basis regardless of funding levels. WIOA requires priority of service be provided to veterans and their eligible spouses for all U.S. Department of Labor-funded job training programs as well as to public assistance recipients, low-income individuals and individuals who are basic skills deficient (including English language learners) when providing individualized career services and training services using WIOA title I Adult program funds.

Scope

This policy applies to the Office of the Governor, Local Workforce Development Boards, or LWDBs, all entities participating in a local area's workforce system as partners in the delivery of WIOA title I Adult programs, including required or additional partners and third-party entities.

Audience

Local elected officials; LWDB chairs, members and staff; North Country Workforce Development Board chair, members and staff; Title I service providers; New York State Department of Labor, leadership and management.

Related Policies

WIOA Regional and Local Planning

Definitions

Basic skills deficient is defined as an adult who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family or in society.

Approved by the NCWDB on May 12, 2023

Eligible spouse is an individual who is the spouse of any of the following:

- a) Any veteran who died of a service-connected disability;
- b) Any member of the Armed Forces serving on active duty who, at the time of their spouse applying for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - i. Missing in action;
 - ii. Captured in the line of duty by a hostile force; or
 - iii. Forcibly detained or interned in the line of duty by a foreign government or power
- c) Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
- d) Any veteran who died while a disability was in existence.
- e) A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

Individuals with a barrier to employment are a member of one (1) or more of the following populations:

- a) Displaced homemakers;
- b) Low-income individuals;
- c) Indians, Alaska Natives and Native Hawaiians, as such terms are defined in WIOA Sec. 166;
- d) Individuals with disabilities, including youth who are individuals with disabilities;
- e) Older individuals (to mean an individual age 55 or older);
- f) Ex-offenders;
- g) Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434(a)(2)));
- h) Youth who are in or have aged out of the foster care system;
- i) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;
- j) Eligible migrant and season farmworkers, as defined in WIOA Sec. 167(i);
- k) Individuals within two (2) years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et. seq.);
- l) Single parents (including single pregnant women);
- m) Long-term unemployed individuals; or
- n) Such other groups as the Governor involved determines to have barriers to employment.

Individualized career services include comprehensive and specialized assessments, development of an individual employment plan, group and individual counseling, career planning, short-term prevocational services, internships and work experiences, workforce preparation activities, financial literacy services, out of area job search and relocation assistance, and English language acquisition and integrated education and training programs.

Approved by the NCWDB on May 12, 2023

Low-income Individual means an individual who is a member of one (1) or more of the following populations:

- a) Recipients of public assistance
- b) Individuals in a family with total income below the poverty line or 70% of the lower living standard income level
- c) Homeless
- d) Foster youth
- e) A recipient of or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act
- f) Individuals with disabilities with individual income below the poverty line or 70% of the lower living standard income level

Recipients of public assistance means individuals who receive, or in the past six (6) months have received, or are a member of a family that is receiving or in the past six (6) months has received, assistance through one (1) or more of the following:

- a) Supplemental Nutrition Assistance Program (SNAP);
- b) Temporary Assistance for Needy Families (TANF);
- c) Supplemental Security Income (SSI); or
- d) State or local income-based public assistance.

Statutory priority groups are groups of individuals given priority of service in compliance with the statutory requirements of WIOA. The three (3) groups of individuals targeted for priority when providing individualized career services and training services in the WIOA title I Adult program are:

- a) Public assistance recipients
- b) Low-income individuals
- c) Individuals who are basic skills deficient.

A veteran is a person who served on active duty in the military service (of the U.S.) for a period of more than 180 days and who was discharged or released with other than a dishonorable discharge; or was discharged or released from active duty because of a service-connected disability; or was discharged as a member of a reserve component under an order to active duty pursuant to Section 672(a), (d), or (g), 673 or 673(b) of Title 10, who served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged from such duty with other than a dishonorable discharge.

Performance Goals

Each LWDB's success in achieving priority of service for the targeted groups within the Adult program will be measured by a state-established formula comparing the percentage of individuals in the three (3) statutory priority targeted groups, adding those in the local discretionary priority group who were enrolled in the Adult program versus the percentage of all other individuals who were enrolled in the program. The goal for each local area is to serve a greater percentage of Adult customers from the priority targeted groups than all other individuals. The Department of Labor's Employment & Training Administration envisions 75% of Adult program participants be from the priority targeted groups. Local areas must ensure a minimum benchmark of 50.1% of Adult participants be composed of individuals in one or more of the three (3) statutory priority groups.

Approved by the NCWDB on May 12, 2023

Local areas are expected to conduct active outreach to recruit the statutory priority groups.

Applying Priority of Service

Individuals in the statutory priority groups are given priority over other individuals for receipt of individualized career services and training services funded by the WIOA title I Adult program. Veterans and eligible spouses within these groups receive priority over non-veterans. Adult priority is determined for the targeted groups during eligibility and enrollment.

Veterans' Priority of Service Across Programs

Eligible veterans and eligible spouses receive priority of service across all programs and funding streams. For example, an eligible veteran who is also a dislocated worker will receive priority of service in the dislocated worker program. An eligible spouse who is 20 years old and a displaced homemaker would receive priority of service as a WIOA out-of-school youth in the Title I Youth program (after the appropriate Title I OSY eligibility determination is made).

Interaction of the Adult Priority and Veterans' Priority of Service

The priority of service for veterans and eligible spouses applies across all qualified employment and training programs. Priority of service for public assistance recipients, low-income individuals and individuals who are basic skills deficient applies only to the receipt of individualized career services and training services in the WIOA title I Adult program. LWDBs may establish a local discretionary priority that also gives priority to other individuals specifically for the receipt of individualized career services and training services in the WIOA title I Adult program. With regard to the priority of service for veterans and eligible spouses, priority of service for the WIOA title I Adult program must be applied in the following order:

- a) Veterans and eligible spouses who meet the requirements of a statutory priority group and Adult program eligibility must receive the highest level of priority for services;
- b) Other individuals (not veterans or eligible spouses) who meet the requirements of a statutory priority group and Adult program eligibility then receive the second level of priority for services;
- c) All other veterans and eligible spouses who do not meet the requirements of a statutory priority group but do meet Adult program eligibility, then receive the third level of priority for services;
- d) Other individuals (not veterans or eligible spouses) who do not meet the requirements of a statutory priority group but do meet a local area or Governor established discretionary priority and Adult program eligibility, then receive the fourth level of priority for services; and
- e) Other individuals (not veterans or eligible spouses) who do not meet the requirements of a statutory priority group and do not meet the local discretionary priority, but do meet Adult program eligibility, then receive the fifth level of priority for services.

Local Area Assessments and Discretionary Priority

Basic Skills Assessment - In assessing basic skills, local workforce staff may only use assessment instruments that are valid and appropriate and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities. Standardized assessments must be administered following published guidelines and locators/appraisals must be used to determine the appropriate level of use of such assessments.

Approved by the NCWDB on May 12, 2023

An adult may be assessed as basic skills deficient through case manager observations and documented in case notes. For example, the career planner may observe that the adult is not able to read or fill out an application form or does not have basic computer literacy. A case manager may also document basic skills deficient using one of the following:

- a) Basic skills assessment questions or test results
- b) School records
- c) Referral or records from a title II Adult Basic Education program
- d) Referral or records from an English Language Learner program

Case notes must include the assessment used. The career planner does not need to keep a hard copy of the information verified in the participant's case file. For example, a career planner verifies an individual is basic skills deficient by viewing school records, specifically, enrollment in a WIOA title II Adult Education/Literacy program. The case notes must include auditable information, such as the name of the school and the date of enrollment, which could allow an auditor/monitor to later retrieve this information.

Example: If a standardized test is used to assess basic skills, the test should include reading, writing or computing skills. Lacking soft skills or specific skills needed for a particular job may not be used to determine otherwise high-functioning individuals as basic skills deficient.

A youth 18 or older, who was determined basic skills deficient for the WIOA title I Youth Program, may be co-enrolled in the WIOA title I Adult Program without an eligibility re-determination, and be counted as an individual who meets Adult priority of service, if the original determination was made no more than six (6) months prior to the date of co-enrollment.

Local policy may further define the criteria that will be used to identify and document basic skills deficient individuals.

A youth 18 or older, who was determined low-income for the WIOA title I Youth Program, may be co-enrolled in the WIOA title I Adult Program without an eligibility re-determination, and be counted as an individual who meets Adult priority of service, if the original determination was made no more than six (6) months prior to the date of co-enrollment.

Local Discretionary Priority – The NCWDB may also identify a new priority of service category if it is consistent with the intent of the Adult priority to serve individuals with barriers to employment. For example, a local area may add a discretionary priority to serve individuals with a disability. As a discretionary focus of this type is not a statutorily mandated priority in the law, veterans, eligible spouses and the WIOA statutory priority groups must still receive the highest priority in local areas that set a local discretionary priority. Local discretionary groups receive fourth priority of service and must not affect the statutory priorities for the WIOA Adult or Veteran priority populations as detailed in TEGL 7-20, page 5.

A discretionary priority must be identified in local policy and in the local workforce development area's local plan, including data to support the need of the discretionary priority and how the priority will be documented and implemented.

Approved by the NCWDB on May 12, 2023

Local Policy Requirements

The NCWDB is required to have Adult priority of service policies and procedures in place that include the following:

- a) Local procedures for determining priority during the eligibility process and enrollment
- b) What criteria and procedures will be used to assess priority for basic skills deficient individuals
- c) Any local discretionary priorities that will be established in addition to the three statutory priority groups, the data to support the need for the local priority, and the documentation that will be required from an individual for the local priority
- d) Local procedures for internal monitoring of the goal to serve a minimum of 50.1% of Adult participants from the priority targeted groups.

Approved by the NCWDB on May 12, 2023