

Local Plan Modification



**New York State
Department of Labor**

**Workforce Development
and Training Division**

July 1, 2008 – June 30, 2009

General Instructions for Modifying the Existing Local Plan

The Workforce Investment Act Local Plan Modification for Program Year 2008-2009, for Workforce Investment Act Title I-B and Wagner Peyser programs, must be submitted to the New York State Department of Labor (NYSDOL) no later than April 11, 2008, in accordance with the Planning Guidelines issued by NYSDOL on behalf of the State Workforce Investment Board and the Governor. The Plan Modification must be developed by the Local Workforce Investment Board (Local Board) in partnership with the Local Chief Elected Official(s).

The Plan Modification, generated through this process, will amend and extend both the approved Local Plan, which originally covered the period July 1, 2005 ó June 30, 2008, and the local area's approved Functional Alignment Addendum. Therefore, this Local Plan Modification will extend the existing Plan and Addendum to June 30, 2009 and will become the basis for local area policy and monitoring.

Plan Modification Guidelines

The Plan Modification Guidelines are available and can be downloaded on New York's Workforce Development System website at www.workforcenewyork.com. The guidelines are attached to Technical Advisory # 08- 1, dated January 16, 2008.

Publication

The Local Board must make copies of the proposed Plan Modification available for public comment through such means as public hearings, local news media, and local websites. The general public must have access to the proposed Plan Modification and has 30 days from the date of publication and/or availability in which to comment. When the Plan Modification is submitted for approval, any comments received in disagreement must be attached. In addition, the Plan Modification must explain how those disagreements were addressed.

Time Table

Plan Modification Guidelines Issued	January 16, 2008
Latest Date for Publishing Plan for Public Comment	March 10, 2008
Local Plan Modifications due to NYSDOL	April 11, 2008
NYSDOL approval or request for information	No later than May 16, 2008

Submission

The draft Plan Modification is **due April 11, 2008**. NYSDOL requests local areas to complete the submittal process electronically by posting **the draft Plan Modification, any comments received and the manner in which the comments were addressed**, to the local area's workforce website. Specifically, local areas are required to send an e-mail by cob April 11, 2008 to WDTDLocalPlans@labor.state.ny.us that includes the following information:

- Advises that the local Plan Modification, any comments received and information on the manner in which comments were addressed, are posted on the local website and available for State review;
- Indicates the URL and location of the Plan Modification document(s) on the website;
- States the dates the Plan Modification was made available for public comment;
- Provides contact information in the event there are problems accessing the Plan Modification; and
- Attests that no changes will be made to the document once it has been posted for NYSDOL review.

Should a local area be unable to comply with this method of submission, email a request for assistance to: WDTDLocalPlans@labor.state.ny.us. Please use "Request for Assistance with Local Plan Submission" in the Subject line.

Required Attachments

The required Attachments include:

- Attachment A: Signature of Local Board Chair
- Attachment B: Signature of Chief Elected Official
- Attachment C: Signatures of WIB Director and Regional Labor Market Analyst
- Attachment D: Units of Local Government
- Attachment E: Fiscal Agent/Grant Subrecipient
- Attachment F: One Stop Operator Information
- Attachment G: Federal and State Certifications

If any of the following have changed, please also attach:

- Chief Elected Official Agreement (if applicable)
- Local Board By-Laws
- One Stop Operator Agreements

Note: Hard copies of the required attachments and signature pages must be mailed to the address below. These attachments and signature pages must be received no later than June 6, 2008.

**Attn: Karen A. Coleman
Local Plan Modification**

New York State Department of Labor
Workforce Development and Training Division
Building 12 ~ Room 450
W. Averill Harriman Office Building Campus
Albany, New York 12240

Instructions for Filling out the Plan Modification Document

There are two main sections of the Local Plan Modification, each beginning with a short narrative and followed by instructions and questions. **A shaded area is provided into which the details of your response should be typed.** Your response will be formatted in a different font (**Arial 12, Bold Type**) to distinguish it from the form document.

You may unprotect the form by clicking on the lock on the forms toolbar to enter this information. For the check boxes, you may want to re-lock the form to easily tab from box to box. If the forms toolbar is not visible, right click in the upper right hand corner of the document. The toolbar menu will appear - click on **Forms**.

It is recommended that you save this document to your computer as your working document using the following naming convention: **LWIA NAME ó Plan Modification**. Save your document frequently during its completion.

Technical assistance regarding the development of the Local Plan Modification should be directed to your WIA Program Manager. If you need any assistance with the form, please contact Cathy Laccetti at (518) 457-0389.

Workforce Investment Act Local Plan Modification
July 1, 2008 – June 30, 2009

In compliance with the Workforce Investment Act (WIA), each local workforce investment area is required to have a Comprehensive Local Plan in place. With the delay in WIA Reauthorization and a desire to align the development of the State Plan and Local Plans, NYSDOL has determined that each local Workforce Investment Board will develop a One-Year Plan Modification to extend the current plan to now cover the period July 1, 2005 - June 30, 2009. The Plan Modification will allow for short-term changes, development of strategies and efficiencies for dealing with reductions in funding, and alignment with updated State and local priorities. Commencing July 1, 2008, the Local Workforce Investment Areas (LWIAs) will be monitored according to the current Comprehensive Three-Year Local Plan, the Functional Alignment Addendum to the Three-Year Plan, and the Plan Modification. The Plan Modification will allow Local Boards the opportunity to re-evaluate their current system's delivery of employment and training services in light of funding considerations, new initiatives and performance. In developing those new strategies, local areas are required to consult with their region's Labor Market Analyst to review updated data and trends that may impact planning efforts and to use demographic information provided to assure workforce related needs of special populations.

The Plan Modification consists of two parts, the Strategies and WIA Compliance sections.

1. The Strategies section is in the form of questions that will address current and future strategies and efficiencies to address the impacts of funding reductions including infrastructure costs; further plans to achieve functional alignment; regional initiatives and sector strategies to improve a region's competitive advantage by enhancing the supply and quality of the region's talent pipeline; a vision for Youth Services and program design strategies for achieving the common measures; critical local issues and successes; and continued emphasis on services for special needs populations.
2. The WIA Compliance section deals with the Local Board Policies that are regulated by the Workforce Investment Act. In this section, local boards are asked to verify that the policies contained in their current Three-Year Plan and in their Functional Alignment Addendum remain in effect, or indicate that the policy has changed. Where policies have changed or new policies have been instituted, the policy must be attached.

Plan Modifications will be reviewed by NYSDOL with a specific eye toward local area strategies that include efficiencies designed to address the effects of shrinking resources. During the State review process, local areas may be asked for clarification or additional information. Plan Modifications with strategies that do not include efficiencies will not be acceptable.

Section I. Strategies

1. Funding Strategies

Please describe strategies currently underway or being planned by the local board to address continuing reductions to WIA resources. The State appreciates that local areas will find it increasingly more difficult to deliver the same high quality services they have in the past with less WIA resources. Therefore, we are interested in what other funding sources and resources you are seeking to supplement WIA funds, whether through leveraging foundation or grant funds, establishing corporate partnerships, exploring regional strategies, utilizing partner resources, or other creative initiatives. In describing how the local area will support local and regional workforce needs while continuing to provide high quality services to job seeking customers and businesses, address your area's efforts to:

- a. Further coordinate existing resources;
- b. Leverage additional resources, both public (federal, state, local) and private;
- c. Expand current functional alignment efforts to achieve further integration of workforce services;
- d. Implement consolidation strategies and efficiencies;
- e. Engage with neighboring local areas to regionally plan provision of services;
- f. Reduce current infrastructure costs; and,
- g. Form new partnerships and alliances (i.e. community colleges, faith based entities, etc).

The Cattaraugus-Allegany Workforce Investment Board, Inc. (CAWIB) has been faced with numerous difficult financial decisions in order to continue delivering quality services. As WIA funding continues to shrink, we have acknowledged the fact that we must streamline our system operations in whatever ways feasible. In order to achieve this, we have developed the following strategies to ensure the CAWIB will continue to be successful. (Please note that where the term "CAWIB" is used throughout this document, it refers to the workforce system as a whole and not specifically the WIB Board or Office.)

We will further coordinate existing resources as we continue outreach and efficient utilization of our partners such as: Jamestown Community College, Alfred State College, BOCES, various community action agencies, Chambers of Commerce, a Partnership for Youth, the Departments of Social Services, Everywoman Opportunity Center, and the Seneca Nation who can also provide access to training funds and staff support for the Centers. For instance, the local DSS will be coordinating their services through the One Stops and provide additional staffing to provide this support. We also will continue to refer and coordinate services through Partners such as BOCES who can provide assistance to returning veterans and those adults over 21 who do not have a GED or high school diploma to access free training paid for by other state sources. During Program Year 2008 (PY08), we will initiate a monthly Partner e-mail newsletter as a mechanism to keep all agencies aware of each others' services and

programs to allow for further integration and coordination as possible. We will also explore and determine in PY08 if there is an opportunity to expand the BRIDGE program to better serve out-of-school youth participants.

Additional coordination will be accomplished by conducting a complete survey of all workshops/trainings that our Partner agencies currently offer that can provide skills to our customers. We would like to integrate as many of those workshops to be available at our Centers as possible, which may also assist those smaller Partners with more exposure to their agencies and services as well as provide them with a consistent location.

Contrary to the national trend, the CAWIB area is experiencing a net increase in the number of businesses. In an effort to ensure that we can assist and support these businesses in securing skilled workers, the One Stops will reach out to these new and expanding industries to educate them regarding the various tax incentives that are available and discuss customized training opportunities which would have the effect of increasing our training dollars because of the businesses' contribution. We will use the Department of Labor's Regional Office in Buffalo, as well as the economic development zones as resources for information on the tax incentives. We will seek to leverage additional resources wherever we can to supplement staffing in the Centers as well as seek out funding that can support business and training needs in the community such as:

- Collaborate with local governments and industries to take advantage of the Governor's Upstate Revitalization Initiative to apply for grant funding in the areas of: creating development ready sites, rebuilding state parks and funding universal broadband and job programs. The latter would be in collaboration with the expansion of industry in the area as noted above. In addition, we will tie the application for creating development ready sites to areas that have been or will be abandoned.
- New York State offers free training for local governments; the CAWIB will sponsor some of these trainings for local governments. Employment in this sector has been steadily growing over the past few years in the CAWIB area. This will increase awareness of the services that the CAWIB can offer and generate goodwill.
- Continue to monitor and apply for State, Federal, and private grants as well as explore Southern Tier West Regional Planning and Development's funding opportunities available through the Appalachian Regional Commission.
- The CAWIB has established a new relationship with various economic development entities and will work to enhance integration with these agencies and their efforts, which include

Chambers of Commerce, Empire Zones, Industrial Development Agencies, Southern Tier West, Economic Development and Planning and large businesses with an emphasis on recruitment and retention of workers. We plan to explore the possibility of utilizing grant writers from these agencies to present coordinated, integrated proposals that not only provide economic development support but any associated funding to train workers for jobs that will be created as a result.

- Continue to supplement WIA training funds by referring eligible customers to the local Departments of Social Services, NYS Vocational Education Services to Individuals with Disabilities (VESID), Everywoman Opportunity Center (EWOC), and others to ensure that WIA funds are used as the last resort.**
- As the effects of the retirement of the baby boomers will be hitting industry in our area, the CAWIB in conjunction with various businesses and governments, will provide training on succession planning. The New York State Civil Service Commission has information online regarding succession planning that we will use as a resource to provide these services.**

The CAWIB area has already achieved a high level of functional alignment with Wagner-Peyser staff and continued monitoring will assess the effectiveness and appropriateness of our current efforts. During PY08, the CAWIB will seek to expand current functional alignment by integrating all partner staffing (as applicable) into the regular delivery of WIA services. An obstacle to overcome is that Partner staff representation in the Centers may often change. We will develop an orientation and train each Partner staff in the delivery of core and intensive services, including access to the One Stop Operating System (OSOS) and the use of on-line tools currently used. This will ensure that WIA core and intensive services, although not necessarily delivered by WIA funded-staff, will be available to all customers.

The CAWIB will also explore the feasibility of continuing to consolidate staff functions that could be fulfilled by one staff for the entire area in an effort to realize any additional efficiency that could be gained. We will also review administrative processes that could possibly be streamlined such as consolidating all office supply orders, and processing payment vouchers for Individual Training Accounts and On-the-Job Training through one central office. In an effort to reduce infrastructure costs, the CAWIB Executive Committee has begun a process where we will evaluate the opportunity to seek the most economically feasible way to staff the Centers and provide services. The CAWIB will seek to ensure that we are utilizing all available resources as efficiently as possible. We have worked with our One Stop Operators to ensure that their costs are as streamlined as possible. This effort to date has resulted in the reduction of

infrastructure costs by approximately 20% for PY08 than this current year, which is only possible due to Partner agencies supplementing Center operations with staffing.

In addition, during PY08, the CAWIB will seek to explore providing training services via distance learning. Much of the training that customers seek does not necessarily need to be delivered in a formalized setting or by a traditional training provider such as a college or technical school. Skills such as typing, instruction in software programs, math, and job readiness can be delivered by online tools. Many online tools can be quite cost effective in that use can be unlimited. The CAWIB will conduct a review of current programs in use by other areas and determine if these can also be implemented within our Centers. As funding is reduced and staffing is affected, we need to give remaining staff tools to efficiently use their time and assist as many customers as possible.

The CAWIB began to work regionally with other Local Workforce Investment Areas (LWIAs) during the preparation of the United States Department of Labor 3rd Generation Workforce Innovations in Regional Economic Development (WIRED) grant submission during PY06. We have continued to work regionally with these 5 other LWIAs included in that effort on other endeavors and plan to further this relationship by sharing policies and procedures and demand occupation lists. The CAWIB's goal for PY08 is to enact plans to ensure that "shared" customers (those who may live on our LWIA border and seek services through a neighboring LWIA) receive services in a manner that is convenient for them. A number of our LWIA residents may seek services from neighboring LWIAs and during PY08 we will formalize policies and procedures for sharing performance and fiscal costs associated with training. We will work primarily with our bordering LWIAs on this regional service provision plan, and will also establish a new relationship with the Northern PA workforce investment areas. We share an approximate 10% labor shed with these areas and recognize the need to work on a mechanism for information and referral for customers that cross our borders to secure employment. Although the CAWIB's regional relationships with other LWIAs in terms of strategic planning and service delivery are in their infancies, we will work to strengthen these relationships to ensure that the customer's employment goal is realized. In addition, we will work to further our collaboration and grant writing efforts with these neighboring LWIAs as a way to secure additional funding through any avenue available.

The CAWIB is ever-vigilant for the opportunity to establish new partnerships and alliances whenever possible. For instance, during PY07, the CAWIB successfully negotiated a partnership with the Workforce Development Institute Western Region and JCC to provide free computer training on-site at both Centers. Through the ST WIRED process and 13-N

project, the CAWIB has initiated new partnerships and alliances with several economic development and education entities throughout the Southern Tier region.

2. Regionally Based Sector Strategies

Local areas have previously been engaged in strategic planning to develop their human capital to address the needs identified by key industry sectors in their region. The USDOL's WIRED framework and the Department's own Regional Sectoral Strategy Initiative are also focused on the development of a talent pipeline to fuel the needs of key growth industry sectors and clusters within a regional economy. This framework brings together all the key players in a region to leverage their collective assets, resources and knowledge in order to devise strategies that focus on infrastructure, investment, and talent development that will optimize innovation and successful regional transformation. The workforce system must be fully connected and aligned with state and regional economic development and growth strategies. This requires integration of workforce development, economic development, and education systems in support of economic competitiveness. To this end, discuss your local board's efforts to engage in the development of a regional sector or cluster based strategy. Include within this discussion:

- a. Progress made in advancing the strategic planning efforts outlined and described in the local area's previous WIA Plan, and how this connects to the development of a regionally based sector strategy;
- b. Progress towards aligning the services of the local workforce system, economic development and education systems to support a regional based sector strategy;
- c. Policies adopted or planned for aligning training initiatives and ITAs to sector strategies and demand occupations;
- d. Partnerships developed in support of this effort and the role of these partners;
- e. Planned outcomes related to your strategy; and,
- f. Next steps to be taken in this effort during the coming year.

In the PY05-PY08 Local Plan, the CAWIB identified five sectors that we would be focusing efforts on to support and advance – manufacturing (manufacturing trades), health care (medical), construction, hospitality and tourism.

The CAWIB has been working diligently to educate and inform not only students, but the general community as well of the need for replacement workers in the manufacturing trades. In PY07, we began working regionally with the Southern Tier WIRED Consortium to promote these trades and develop a continuous process whereby curriculum would always be current with business needs and a talent pipeline was available to supply workers to this sector. These efforts will continue regionally with the same group under the NYS Department of Labor's 13-N project, as well as locally with the County Economic Development Partnership and the Southern Tier West Human Resources Development Committee. We have moved the needs of manufacturing businesses to the forefront and will continue

working in PY08 to dispel the notion that these jobs are low-skilled and unavailable, when in truth, the need for these workers will be in high demand in the next 5 years. Many of the manufacturers in the area have established projected numbers of employee retirements and are motivated to ensure that not only relevant training programs are available, but that the interest in these jobs is promoted.

By heavily promoting the Certified Nursing Assistant and Licensed Practical Nursing programs to participants, the CAWIB has been a positive impact on providing more entry-level workers in the health care industry to local nursing homes, hospitals, and other community health care agencies in the area. The majority of our training assistance requests are for occupations in the health care field.

For the past two years, the CAWIB has secured a site license to the on-line training tool Software for Nurses to assist currently employed Registered Nurses and students in their last year of school as a study tool to support their success. Once they have completed the relevant modules in the program, currently employed nurses are eligible for promotion to specialized areas such as pediatrics, geriatrics, or emergency. These promotions create entry-level positions for the graduating students, LPNs and Certified Nursing Assistants who pursue the nursing field.

The construction, hospitality, and tourism sectors are all closely aligned in the CAWIB area due to the construction and expansion of the Seneca Allegany Casino the past few years. The plan to provide specific workplace credentialing programs for hospitality and tourism was realized in PY05-PY06 however, this strategy was not as efficient as hoped. We encountered problems with attempting to promote this training when the main employer preferred and provided its own in-house training. If hospitality credentialed training resurfaces as a demand, our local system is prepared to provide it. Tourism remains as a viable sector as we have shifted focus from the casino to include “agri-tourism.” In the Southern Tier WIRED grant proposal, we identified that in our rural areas, many businesses are centered on this sector such as wineries, skiing, equestrian trails, cider mills, maple syrup manufacturers, and State Parks. We will continue to work with our other partners in the region to promote and support these sectors that are essential to the quality of life in our region.

In addition, we have successfully worked with the Seneca Nation the past few years to promote the construction trades through their highly-successful Basic Construction program, which not only teaches trade skills but also is focused on developing the soft skills desired by employers. We have used this program to not only train those interested in construction, but also for youth and adults who are difficult to serve and most deficient in those skills. Construction still remains in demand with

projects spurred by the casino in Salamanca, the expansion of the Wal-Mart in Olean, the proposed Wal-Mart in Wellsville, the water park project in Great Valley, the second hotel tower for the Seneca Allegany Casino, and the new administrative offices for the Seneca Nation, all of which are expected to begin in 2009. In PY08, we will focus heavily on promoting apprenticeships with both youth and adults through the various unions within our region to build a workforce for these projects.

In consultation with our Labor Market Analyst, the CAWIB has recognized the need to begin promoting employment in the services sector. This sector will provide the most job openings throughout the region in the future. Although the CAWIB's primary sectors will remain manufacturing, health care, and construction, we are expanding our scope of hospitality and tourism to an overall services sector. With the opening of the new Call Center in Olean, the expansion and new construction of 2 Wal-Marts, and other projects underway, our area will be in need of people that can provide quality customer service. Through the partnership with economic development, we have identified the need to promote these entry-level jobs as "stepping" stones to higher positions within these organizations. Although an abundance of high-paying positions are not readily available in our area, we will encourage participants to consider these jobs as a way to develop skills and gain experience that will help them in furthering their career with that organization or ready them for a career in another occupation. As this trend is prevalent throughout all the Labor Market regions of NYS, we will work regionally to develop strategies, address training needs, and cultivate a workforce for this sector.

The shortage of skilled manufacturing and health care is also a problem faced by the other rural areas that the CAWIB has been working with since we started the Southern Tier WIRED Consortium in March 2006. We easily recognized these common characteristics and the interdependency of manufacturing in the region along the I-86 corridor. As a part of the Southern Tier Consortium, the CAWIB will work with the group to promote the development of a talent pipeline for the advanced manufacturing sector participate in regional initiatives to implement other programs/strategies already developed and/or in place in other parts of this region. Although health care is not formally a part of the 13-N project, the Southern Tier Consortium is committed to working together to strengthen this sector as the shortage of health care workers is national concern as well as regional and local. The CAWIB will continue working with this group to collaborate on other initiatives in sectors such as health care and agri-tourism in order to ensure local as well as regional success. As this group is already established, it only makes sense that we will continue this regional momentum in the 13-N project

The CAWIB has steadily moved towards alignment of workforce, education, and economic development and has established relationships with various entities within these areas. The CAWIB has had a long-standing affiliation with the Southern Tier Employability Program (STEP), which is a consortium of 5 schools throughout Cattaraugus County that have developed and implemented an Employability Portfolio program in each of their schools for seniors. The CAWIB endorses the Certificate of Employability, which is awarded to graduating seniors upon the successful completion of a portfolio that includes documentation of attainment of soft skills and completion of a final “mock” interview with area business people, school representatives, community members, and CAWIB staff. During PY06, the CAWIB expanded this relationship with STEP as a conduit into the school system in order to further our efforts in workforce development aligning with education. CAWIB staff regularly attends STEP meetings and provide input and information to the teachers involved in this effort. The CAWIB and STEP together have begun working with Chautauqua on their youth internship program, which has now grown into a regional effort of both WIBs.

Most recently, the CAWIB Executive Director was invited to participate in a consortium of Salamanca, Olean, and Pioneer school districts in the development of their Microsoft Office User Specialist certification program, which is funded with their Career and Technical Education Act (CTEA) funds. The CAWIB’s relationships with education are steadily growing and developing allowing the opportunity to align our efforts.

The CAWIB staff also attends BOCES Superintendent’s and Cattaraugus County Counselors’ Association meetings to promote programs and provide information. In addition, our Belmont Center is closely tied to the Business Education Community Coalition (BECC) of Allegany County, with the Center Manager serving as Co-Chair of that organization. BECC is an active partnership of business, education and community that serves as a catalyst stimulating new ideas, developing, and implementing programs directed to the preparation of youth for the world of work. It is an organization that sponsors programs that connect the education and business communities, such as the Allegany County Career Awareness Day and the Career Shadowing Program. The CAWIB will be working to more closely integrate services through BECC as we implement a coordinated youth internship program in the area.

Through participation on the Southern Tier West Human Resources Development Committee, the CAWIB works with economic development agencies, post-secondary institutions, and employers to address the area’s workforce needs. Recently, the CAWIB began participating on a county-wide economic development partnership to begin addressing the recruitment and/or retention of talent in the area to support specific

economic development projects as well. These alliances will strengthen the ability of our area to attract businesses as economic development shifts from the traditional focus of physical structure/site and acknowledges that we must all work together to ensure a skilled workforce. The CAWIB is also working on recruitment efforts with the Pipeline 4 Progress initiative and through the Southern Tier Leadership Council/13-N as a regional issue. The out-migration of our state as a whole is not any higher than others, but rather it is the in-migration that needs to be addressed. This issue is not an individual CAWIB issue, but rather a statewide issue and the best way to address it is by working regionally together.

As we move into PY08, the CAWIB recognizes that in order to meet the demands of the targeted sectors indicated above, we must support these sectors by ensuring that our policies are such that will steer the workforce towards the jobs available within these industries. The CAWIB has already begun discussions on revising the local demand occupation list so that it clearly reflects the need of businesses within these sectors. Training policies may need to be amended to provide additional financial support to individuals seeking jobs within certain sectors. This change could create an incentive to attract individuals to these occupations. Both efforts will be undertaken in consultation with the our Labor Market Analyst to ensure that we are not only supporting the local economy but also ensuring individuals can succeed in the regional economy as well.

In PY08, the CAWIB also commits to accomplish the following:

- Continue to reach out to the surrounding workforce investment areas to develop regional proposals and programs in conjunction with the members of the Southern Tier Consortium.
- Continue formal discussions between the chief elected officials of Cattaraugus, Allegany and Chautauqua Counties regarding joint programming.
- Outreach through the County Administrators' Association to Chemung, Steuben and Schuyler, Chautauqua and Genesee-Livingston-Orleans-Wyoming workforce investment areas to discuss workforce development.
- Continue to participate with Southern Tier West Regional Planning and Development to develop a regional framework for workforce development and recruitment, economic development and education.
- Explore mechanisms, on a regional basis, for addressing the aging workforce and the anticipated retirements of baby boomers by participating in such regional efforts such as the Pipeline 4 Progress and other initiatives.

- **Form alliances with health care agencies/facilities to provide training for nurses and nurse's aides due to the ever-growing health care sector.**
- **Establish a relationship with Community Care of Western New York regarding the new Program of All-Inclusive Care for the Elderly (PACE) targeted to managing preventative healthcare for the aging population.**
- **Coordinate with educational institutions and neighboring areas to address the emerging training needs of employers.**
- **Coordinate with educational institutions in assisting graduating students in securing state licenses and assist with job search and placement.**

Briefly describe any other regionally focused initiatives currently underway or planned by your local board.

In addition to working with the established Southern Tier Consortium on the above regional initiatives, the CAWIB also has begun working on a few smaller regional projects with the Chautauqua WIB. We will soon be developing a Youth Internship Program based on the model that Chautauqua already has in place. The CAWIB will use its current relationships with the Southern Tier Employability Program, Business Education Community Coalition, economic development agencies, and others to begin setting up this program. Also, we are submitting a regional grant application with Chautauqua in response to the NYSDOL RFP #07-P "Develop and Broker Student Internship Opportunities" based upon this coordinated program. We will together to coordinate and broker at least 120 youth internships during PY08 through the 2 LWIA regions.

We have also begun discussions with the Chautauqua WIB and the National Association of Manufacturers to be included as part of a Western NY/Northwest PA regional site for the national "Dream It Do It" campaign/website that encourages youth to explore the careers of advanced manufacturing.

3. Youth

Describe the strategies, activities and initiatives currently in place or planned by your local area to improve your ability to meet or exceed the Youth System Indicator and Common Measure goals through improved youth program design and service delivery. Include a description of any joint regional efforts your local area is also involved with or is planning with regard to youth initiatives. Specifically, address:

- a. Increasing Out-of-School Youth Participation: Describe the current and planned *recruitment* strategies to expand and market services to out-of-school youth. Describe current and planned *retention* strategies to ensure seamless, year-round services to out-of-school youth despite possible gaps caused by expiration of provider contracts.

Although the CAWIB area does not encounter problems with recruitment of out-of-school youth, we have identified through working with our Local Labor Market Analyst that tapping the potential of the out-of-school youth population is important to strengthen our pool of skilled workers for the future. We currently have informal procedures to receive referrals from schools when they know a youth is dropping out, and referrals from Temporary Assistance, Probation and Child Protective Services. The One Stop Youth Program Coordinators receive referrals from current youth participants to other youth that could benefit from our services. The One Stops also work closely with the Youth Bureaus to identify youth they serve that may qualify for out-of-school services. In PY08, we seek to formalize the referral process with these agencies as well as establish a referral system for youth leaving foster care. The CAWIB will also be launching a system-wide marketing plan PY08 that will include specialized recruitment for out-of-school youth, which will include TV and radio ads, and informational materials displayed at social sites where these youth may gather including the mall and youth recreational facilities.

Current retention strategies used are the traditional stipend for completion of certain tasks, hours of participation, attainment of degree or certificate, as well as the continued placement and participation in a paid work experience. Although money is an effective tool, we have found that a successful strategy is the youth's relationship with staff that provides the framework services. This staff has remained constant over the years and has developed solid mentoring relationships with many of these youth. As one of the hardest populations to serve, we believe that by establishing a relationship in which the youth knows that their success matters to not only them, but to the staff working with them, it is sometimes easier to keep them engaged. Often these youth face many barriers in their home lives and when they know that the staff person cares and will help them to be successful, they often strive to achieve as they know somebody cares. These staff people are extremely committed to serving this population and will travel to meet with the youth wherever they need to ensure that enrollment and assessment paperwork is completed, etc. We plan to continue this strategy in PY08 to ensure the success of our out-of-school youth.

We will also explore some of the strategies shared by the online discussion forum hosted by the Youth Engagement Made Easy Coaching Circle (hosted by the Youth Development & Research Fund) regarding recruitment and retention issues relating to rural areas such as transportation barriers. This forum offers solutions and ideas that have worked in other parts of the country and if possible, we could replicate those in our area as well.

The CAWIB will also continue to utilize the services of Cattaraugus Community Action, Inc., a partner in the current service delivery system that operates two youth employment programs that focus on skill attainment and the attainment and retention of employment for both in school and out of school youth. The Innovative Vacations for Youth Program is funded by the Office Mental Health and serves Cattaraugus County youth, ages 14-21, who have an Axis I mental health diagnosis. The program couples career exploration and paid on the job experience with support services designed to help the young person learn the skills necessary to succeed in the workforce. The Transitions, or Safe Alternatives to Family Enrichment, Program funded by the Office of Child and Family Services (OCFS) accepts referrals in the Salamanca, Olean, Allegany Limestone and Portville School districts. The program helps youth ages 16 -20 and their families navigate a young person's transition from youth to adulthood. Focusing on family stability, educational attainment and employment, project staff facilitates paid employment opportunities combining this service with educational and family support. Participants are encouraged to complete high school or a GED program, while exploring career and higher education/vocational training opportunities. Both programs are offered free of charge, and because they have no income eligibility guidelines, they compliment existing youth services by including young people who are not eligible for WIA funding.

- b. Literacy/Numeracy Gains: Describe service strategies (current and planned) for assuring that out-of-school youth deficient in basic reading/writing and math, attain these basic skills. Describe the assessment strategy and procedures for pre-testing the basic reading/writing and math skills of all out-of-school youth for basic skills, including the assessment test, and the rationale for the timing of the pre-test within the 60-day window (i.e., is the pre-test administered at the beginning or at the end of the 60-day window, and how does this timing align with the service strategy?). Describe the assessment strategy and the procedure for ensuring post-testing occurs within one year of the first youth service or prior to exit.

In order to assure that out-of-school youth attain the basic skills of reading/writing and math, we will continue to administer the Test of Adult Basic Education (TABE) at the time of application as part of the interview and assessment process. Those youth found to be skills deficient will be referred to tutoring to build their competencies. If a youth has received a TABE test in the prior 6 months from another service provider, we obtain and use this data. Youth are also informed at the beginning that they will be expected to complete a post-test to ensure their skills have improved and are documented. Informing them of expectations at the onset of services helps to alleviate confusion. To ensure post-testing takes place within one year or prior to exit, we will continue to travel to where the youth is or provide the test when youth comes into the One Stop Center for additional services. Also, for those attending GED classes, we have the

provider do the testing so as not to duplicate services. In addition some of our youth service providers provide stipends to youth who gain Educational Functioning Levels (EFLs) as they progress to keep them encouraged and engaged in the program. Often these youth do not have any other source of income and so successful participation in the program is rewarded to show them the correlation of hard work and consistency to the real world of work.

For those youth who cannot make it to a formalized tutoring class, we will continue to use the services of our partner organization Southern Tier Traveling Teacher, Inc. to provide services to youth at their home or other location. We will also continue to provide additional one-on-one tutoring to those youth who may need extra help through the Youth Bureau, with coordination of their A Partnership for Youth (APY) program.

In PY08 a planned strategy would be to let youth know that if they do not complete their post-test that their participation in a work experience may be jeopardized. Often these youth rely on the wages earned from these jobs to provide them with basic necessities, which may motivate them to ensure that they return for post-testing.

- c. Attainment of a Degree or Certificate: Describe assessment and service strategies (current and planned) for youth to attain a high school diploma, GED, or certificate. Describe the specific certificate training (current and planned) offered by the program, and how each certificate relates to employment opportunities in the local area and/or region.

We have numerous strategies in place to ensure that youth attain a high school diploma, GED or certificate. For the in-school youth that we continue to serve, we target services towards youth in 11th/12th grade who may be in jeopardy of not completing high school unless they have access to support in terms of referrals to programs to assist with barriers they face in being successful. In addition, we will continue to ensure that our out-of-school youth participate in a local GED class at a school or at the classes offered at the Centers. We have found that the classes at the One Stops are beneficial because youth activities and attendance can be more easily monitored. We will also continue to provide transportation to GED testing when feasible and provide a stipend to youth for completing GED tutoring and successfully obtaining the certification. We also will continue to utilize the services of Southern Tier Traveling Teacher, Inc. to provide GED instruction to those youth not able to attend a formal class.

All youth are offered the opportunity to participate in programs that will lead to certificates such as Certified Nurses Aide (C.N.A.), security guard, heavy equipment operator, office skills and other recognized certificates as defined in the legislation. We have utilized the Seneca Nation Basic Construction program to assist youth with acquiring soft skills as well as

basic construction skills. We have been successful with the C.N.A. certifications in placing youth in entry-level employment in the health care field with local nursing homes and other health care facilities. The other certificates can lead to employment with construction companies due to spin-off growth attributed to the casino and the security guard certification leads to employment opportunities at the Seneca Allegany Casino as it is one of the entry-level positions that are in constant demand. We have previously confirmed with the Casino Human Resources that many more opportunities are available to employees that can substantiate a positive work history once secured in an entry-level position such as security guard. Many of the office skills certifications can lead to positions with medical offices, which can lead to a youth returning to seek additional training in that field. These certificates that are promoted are entry-level that can lead to employment throughout the region or wherever a youth may decide to travel. It is our intent to provide them with at least an entry-level certification that can open the door to future exploration of that career for further training or as a stepping stone into that industry.

During PY08, we plan to continue to promote these certifications as well as begin soliciting youth for a Machine Tool certification. As our area faces the retirement of baby boomers from local manufacturers, we will begin to assess these youth for interest in the program to begin development of a local talent pipeline for those jobs that are becoming available.

- d. Placement in Employment or Education: Describe assessment and service strategies (current and planned) for placing youth into employment or enrolling youth in post-secondary education and/or advanced training/occupational skills (including apprenticeship, apprenticeship preparation, OJT, work readiness skills training, etc.).

In PY08, we seek to ensure that all youth accessing WIA services are given an assessment to determine the best route for their goals. Youth are provided with opportunities to participate in career exploration and counseling, which we accomplish by promoting participating in online assessments and in order to match interest and ability with preferences. If youth choose to move onto formal post-secondary education or would like to directly enter the workforce, we will work to provide internships in the area in which the youth expresses an interest, for example those interested in construction place in a building trades exploration program or with a contractor. The CAWIB is currently working with the Chautauqua Workforce Investment Board on a regional grant application to develop and coordinate a Youth Internship Program. Whether the grant application is successful or not, the CAWIB is prepared to move forward with working with agencies and schools to develop a formalized youth internship program and broker those opportunities with local businesses.

We are currently actively working with and will continue to do so in PY08 the following programs to engage youth in post-secondary or employment after obtainment of a high school diploma or GED: the BRIDGE program at JCC, the Southern Tier Employability Program, Salamanca, Pioneer, and Olean schools, the Business Education Coalition, and the Allegany County Youth Bureau for the summer youth employment program, the Department for Youth Detention Centers in Limestone and Great Valley, and Salamanca Alternative Education. We will also continue to provide appropriate supportive services for achievement of the educational goal or for employment and retention.

4. Other Service Strategies

Describe your service delivery strategies and initiatives currently in place or planned by your local area to address the workforce related needs of special populations. Include a description of any joint regional efforts your local area is involved with or is planning. Specifically, describe strategies to address the needs of:

- a. Unemployment Insurance Customers: UI claimants comprise over 60 percent of the one-stop system's current customer base. Describe current and planned strategies to improve services to UI customers, particularly in light of the goals established in the Incentive/Sanction Technical Advisory 07-11 and 07-11.1 and in alignment with the Reemployment Services Plan in your local area.

The CAWIB area has experienced a continued decline in Wagner-Peyser staff support over the past 6 years and WIA staff has had to continually supplement remaining staff by providing labor exchange services as well. At the current time, we have 2 Labor Service Representatives (LSRs) for the entire two-county area to serve approximately 2,000 program participants and as such, WIA staff must compensate for the inability of the LSR staff to provide all labor exchange services to these customers. We will continue to work together with the LSRs to provide re-employment services orientation within two weeks of receiving information on eligibility for Unemployment Insurance (UI) customers, to reschedule within two weeks for those UI customers who do not attend, and to triage individuals within two days of their re-employment services orientation by beginning the assessment process. In order to facilitate the provision of these services even further, we also plan to train WIA staff delivering those services to input data into the Re-employment Operating System (REOS).

During PY08, we will to initiate discussions with New York State Department of Labor to establish a formal method for notifying the One Stop Center in the county of the person's residence that a UI claim has opened so that services can be initiated immediately. Also, we will discuss with NYSDOL the need for additional LSRs in our area. We are aware that neighboring areas of similar size/population, have more LSR staff than we

do and as WIA funding continues to cause the decline of WIA staff, it is essential that Wagner-Peyser be able to provide that staff support to not only supplement current staff with the workload, but also to ensure the Wagner-Peyser program's success as well.

- b. Individuals with Limited English Proficiency: Describe the need for employment, training and supportive services to individuals with limited English proficiency in your area. Describe current and planned strategies for increasing access to ESL training; providing services and materials in multiple languages; increasing cultural awareness among staff serving customers; and current and planned partnerships to improve the local area's ability to serve individuals with limited English proficiency.

Although the CAWIB area has a relatively small population of individuals in need of English as a Second Language (ESL) services, we are aware that these services need to be offered and available and will work to expand awareness and access to them in PY08. We had previously consulted with WIA Title II Service Providers in the area to see if they were working with any businesses in need of ESL training for their employees to which they replied that they were not. In order to ensure that we are not neglect in making these services available to customers, we will strive to increase access to ESL training by working with community agencies, who may serve these populations, to inform them of the services available. In addition, we will explore the possibility of informal arrangements, for example with local churches serving migrant workers in their areas. One of DSS partners currently has a translator under contract that is also available to us should the need arise. We can also pursue additional arrangements perhaps by soliciting high school teachers or other staff of community service agencies who may serve the same populations. We will also continue to refer customers to Literacy Volunteers as appropriate for access to services these agencies have for individuals with limited English proficiency. As the language services contract with NYSDOL ends June 30, 2008, we will seek ways to fill this gap using the previously mentioned strategies.

During PY08, we will also work to provide cultural diversity training to all staff, including training regarding the traditions and culture of the Seneca Nation, through establishing contacts and relationships with local schools, churches and other community service agencies that may serve a culturally diverse population and/or have staff that is knowledgeable and can provide instruction/information. We will also make available materials in various languages and develop a basic welcome/orientation sheet in several languages which can be used at the time of first visit to the center with a customer to determine if their native language is other than English so we can be sure to have the resources available to assist them. Also in the system-wide marketing plan to be launched in PY08, we will be including a notation that services are available for those individuals whose

native language may not be English, and that resources are available to assist those customers who may be disabled.

- c. Low-Income, Low-Skilled Workers: Describe current and planned strategies for increasing the ability of low-income workers to earn sustainable wages and access good jobs with benefits and/or career ladders that will help sustain themselves and their families. Describe current and planned strategies for assessing and increasing the skills of workers, including the TANF population, to enable them to qualify for higher wage positions. Describe strategies to partner with other agencies to provide these workers with supportive services including transportation, child care, mentoring, etc.

The CAWIB is fortunate that one of our biggest partners in our Centers is the local departments of social services (DSS). We look forward to continuing to work closely with the local departments of social services and assisting the Temporary Assistance for Needy Families (TANF) population with applicable services that will make them more successful in obtaining and retaining employment. Both of our Centers have DSS staff co-located within the One Stops that provide post-employment services to the 200% TANF population. In addition, DSS provides transportation and day care for individuals receiving temporary assistance.

In PY08, we will continue to partner with other agencies for supportive services, use of on-the-job placements with TANF funds, coordinate job development services with the local departments of social services, and provide orientation to the One Stops for DSS clientele. The Centers will continue to explore career ladders during the assessment process and have customer research a career, including interviewing employers to learn the educational requirements, growth potential, stability, wages and promotional opportunities in order to make the best possible employment decision.

- d. Individuals with Disabilities: Describe current and planned strategies for providing services to individuals with disabilities through the one-stop center, including the role of the Disability Program Navigator and how that role will be sustained in light of diminishing funds. Discuss how functional alignment has improved service delivery, partner relationships and referral processes as it relates to this population.

The Disability Program Navigator position has been a great success and much used service in the CAWIB area. As funding for these positions expires, many of these duties will be absorbed by current employment specialists and the labor service representatives in the Centers. The DPN positions have provided valuable training to Center staff in assisting the disabled population. In addition, a VESID staff person will continue to be present at the Centers on a weekly basis, who can be used as an additional resource. We plan to continue our close working relationship with the Rehabilitation Center's Employment Connection program for the placement

of individuals with disabilities and work with and refer individuals to other agencies in the area that provide services to the disabled to ensure their success. We will continue to sponsor, in conjunction with our partner agencies, an annual jobs and services fair with special emphasis and recruitment of the disabled population. This fair provides information through workshops to businesses in employing the disabled, as well as provides a direct connection between the employers and this workforce. Another plus for our area is that we have available a Cattaraugus County DSS staff person who is proficient in sign language should that need arise.

Prior to the functional alignment directive, both our Centers were operating in this manner as we have been co-located with Wagner-Peyser staff since beginning WIA services. Cross-training of WIA staff in Wagner-Peyser functions had already become necessary as the depletion of Wagner-Peyser staff was well underway prior to 2006. This alignment has improved service delivery as all Center staff can provide job referrals, information on unemployment benefits, etc. In some cases, WIA staff is the only ones available to provide these core Wagner-Peyser services. In addition having Wagner-Peyser staff trained in the delivery of WIA core services, ensures that a staff person is always available when a customer needs assisted services. The DPN positions were integral in providing staff training to everyone in assisting disabled customers, which alleviates the need of having special staff, who may not always be available, to serve this population. As previously stated, we are seeking to expand functional alignment to all Partner staff located in the centers as a strategy to ensure that all customers receive assisted services in a timely manner.

Currently, our Belmont Center collaborates with 5 school districts, Alfred College, the Association for Retarded Citizens (ARC) and the Wellsville Chamber of Commerce to deliver the New York State Education Department's Vocational Education Services for Individuals with Disabilities (VESID) Model Transition Program to ease the disabled students' transition from high school to the workplace or post-secondary education. We will work to replicate and deliver this program in our Olean Center during PY08 with the assistance of our partner agencies to better serve the disabled youth population.

- e. Veterans: Describe new or planned local/regional initiatives for providing services to veterans in, or returning to, your local area.

The CAWIB area currently has a Veteran's Services Representative at the Olean Center one day a week whereas previously, a full-time representative was available. Because of the interruption in this specialized support, Centers have been coordinating services with area veteran's agencies. The Centers will continue to coordinate with these agencies as staff support may again be disrupted. During PY08, we will explore the possibility of

establishing a more formal referral mechanism with the veterans' service agencies to ensure that this special population is effectively served and can realize their employment goal. We will also expand and reach out to other service agencies that can provide specialized support that Veteran's may need to become attached to the workforce to address physical or mental issues they may need to deal with.

In addition, we will work with our Partner agencies such as the Chambers to promote the hiring of returning veterans. We have realized that the potential of this population in that many of them possess valuable skills that could provide a much-needed talent pool to businesses. In addition, outreach to area veterans will be included through the CAWIB's system-wide marketing plan that will be launched during PY08.

- f. Other individuals with barriers to employment: Discuss any other strategies in place to address services to individuals with barriers to employment.

As we have identified through our consultation with our Labor Market Analyst, the traditional talent pool is becoming rapidly depleted in our area. We must shift our attention to working with individuals who have barriers to employment. During PY08, we will work with the Probation Departments to provide services to individuals who have been involved in the criminal justice system, while at the same time work with and support businesses to help them successfully employ these individuals. Many individuals also may lack independent living skills as their backgrounds, for whatever reasons, may have not allowed them to develop such skills. We will seek to develop a partnership with community agencies in providing training and assistance to these individuals to help them become job-ready. We will also continue to:

- **Coordinate with the Department of Community Services to provide services to mentally ill individuals.**
- **Continue to assist the TANF and Safety Net populations through a comprehensive assessment process that identifies barriers to employment and provides strategies to overcome them, as well as provide career exploration, job search assistance, job development and job retention.**
- **Continue to provide tours and orientations for clients of the Cattaraugus County Council on Alcoholism and Substance Abuse to let them know services are available to help them attach to the workforce and that continuing support can be provided.**

5. Critical Local Issues

Please describe any critical issues or major initiatives unique to your local area that you are currently addressing or developing strategies to address. Specifically, describe:

- a. The issue and its impact on the area and/or region;
- b. Other parties involved (e.g., industry sectors, state, local or community partners, etc.); and,
- c. The proposed resolution or actions being taken, timeframe and outcomes expected.

Other critical issues that the CAWIB will undertake in PY08 are: the need to recruit skilled workers to replace the workforce retiring from our manufacturing base, and to provide workers for the new call center locating in Olean, as well as the Wal-Mart construction and expansion. The CAWIB area is no different in that the immediate issue at hand is the ability to provide replacement workers to our businesses to ensure their viability in the area. The CAWIB has begun working regionally, through the 13-N grant project, and also locally within its own area with economic development agencies, local government, educational institutions and other community agencies to begin addressing talent recruitment and retention issues. During PY08, we will expand this effort and collaborate with our larger local businesses to develop a fund that can be used to recruit individuals with the necessary skills back to the area. Part of this effort will be to target former residents who may have moved from the area for opportunities and reach out to educate them on the jobs available. We will also determine the feasibility of targeted marketing to areas of the country that are experiencing major lay-offs in the advanced manufacturing sector. We also previously identified that we will assist businesses with succession planning for retirements so that we will know first-hand where our shortages will occur and efforts should be directed. Currently, monthly meetings have been held to begin breaking down this task and design a plan. We expect that by the end of December 2008 the effort will be fully underway and it will be a continuous effort through PY09 as well. Outcomes that we hope to see will be the positive feedback from business as well as local youth completing school securing employment locally. Another local issue this group will be addressing is the need to attract new industry to the area that can utilize vacant buildings such as Tracewell in Cuba and that can also spur the creation of high paying jobs as well as the entry-level ones provided by current developments.

In addition, we will survey businesses to see what skills are needed in the current workforce and provide training in those areas so career ladders can be developed. In 2003, the CAWIB conducted a skills shortage survey soliciting input from employers on what skills they determined were lacking in the local workforce. An update of this survey will allow us to address local immediate needs of skills that may not require formalized training. We will seek a commitment from those employers to hire from our customer pool for the backfill whenever possible. Partners involved in this

effort would include our One Stops, local businesses, economic development agencies, and perhaps post-secondary institutions as applicable. We anticipate that this effort could be underway by early 2009.

Several of the initiatives mentioned in the initial plan for PY2005-2008, i.e. the Cuba Memorial Hospital supported living campus, an expansion of Friendship Dairies and a water park development, have not come to fruition yet. This will be another critical issue should they move forward. With funding continuing to decline, the area will be in desperate need of additional training assistance. The One Stops are ready to assist with recruitment, screening, and referrals, however, one area that we must address is being able to provide funds to support formalized (classroom) training. In working with our economic development partners, we are often contacted asking what type of funding we can provide for training. We have directed businesses to apply for state level 25-M ADVANCE-NY and its predecessor BUSINYS grants, however have found a resistance from businesses to secure these funds. Working with our economic development partnership, we will develop collaborative proposals for state, federal and private funds to support training needs for these specific projects. The first steps in this effort would be to develop a grant writing team, assess available grants to determine the appropriateness to the project, and then write the grant. For projects that will impact the workforce regionally, we will also reach out to our surrounding LWIAs for additional teamwork support that will benefit us all. We will seek to develop the grant writing team and begin assessment of grants available by December 2008 and that this process will be a continuous one.

Section II WIA Compliance

The Local Plan Modification will extend the existing Local Plan and Functional Alignment Addendum to June 30, 2009 and will become the basis for local area policy and monitoring.

It is anticipated that many of the local board's policies and procedures have remained constant since implementing the approved 2005-2008 Plan and Functional Alignment Addendum. Therefore, the purpose of this Compliance Section is to capture and publish local information about policies that may have changed or been updated. The local board is asked to certify as to whether a policy change has occurred and, where that has happened, provide the new policy.

Please complete the following chart (which follows the same order as the Compliance Section of the 2005-2008 Plan) indicating the status of your governing policies and attach new policy where appropriate.

<i>Required Policy</i>	<i>Is current policy, definition, design or provision of services different from that in the approved 2005-2008 Plan or the Functional Alignment Addendum?</i>	<i>Is changed or new policy, definition, design or provision of services description attached?</i>
1. Selecting and Certifying One Stop Operators	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Contracting for Service Providers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Priority of Service <i>Has the Board declared a priority of service to be in effect?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Self-Sufficiency	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Supportive Services and Needs-Related Payments <i>Does the Board make needs-related payments?</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Grievances and Complaints	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Provide the name, title, and contact information of the EO Officer.</i>	<u>Jason E. Miller, Fiscal & Contracts Monitor</u> <u>Cattaraugus-Allegany Workforce Investment Board, Inc.</u> <u>One Blue Bird Square - Lower Level, Olean, NY 14760</u> <u>(716) 806-0060; jmiller@cawib.net</u>	
7. Youth Services		
<i>In designing this plan and the services to be provided, the LWIA consulted with their regional Labor Market Analyst to assure a comprehensive understanding of the demographic characteristics of the population.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Performance <i>Provide the name and contact information of the local area's performance expert.</i>	<u>Jason E. Miller, Fiscal & Contracts Monitor</u> <u>Cattaraugus-Allegany Workforce Investment Board, Inc.</u> <u>One Blue Bird Square - Lower Level, Olean, NY 14760</u> <u>(716) 806-0060; jmiller@cawib.net</u>			
Design Framework	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Youth Council	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>Selecting youth providers</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>Youth eligibility definitions</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8. Adult, Dislocated Worker and Wagner-Peysner Services				
<i>In designing this plan and the services to be provided, the LWIA consulted with their regional Labor Market Analyst to assure a comprehensive understanding of the demographic characteristics of the population.</i>			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Performance <i>Provide the name and contact information of the local area's performance expert.</i>	<u>Jason E. Miller, Fiscal & Contracts Monitor</u> <u>Cattaraugus-Allegany Workforce Investment Board, Inc.</u> <u>One Blue Bird Square - Lower Level, Olean, NY 14760</u> <u>(716) 806-0060; jmiller@cawib.net</u>			
Eligibility Definitions	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Rapid Response	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Business Services	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Integration of Services	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Services to Special Populations	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Eligible Training Providers (ETP)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Individual Training Accounts (ITA)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Customized Training/OJT	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Trade Act Strategies	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
9. WIA IB & Title III PY05 Performance and System Indicators	NA			
10. Local Monitoring	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11. Open Meetings	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
12. Public Comment on Local Plan	NA			

Required Signatures

	<i>Required Signatures</i>	<i>Attached?</i>	
Attachment A	Signature of Local Board Chair	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment B	Signature of Chief Elected Official(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment C	Signatures of WIB Director and Regional Labor Market Analyst	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment D	Units of Local Government	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment E	Fiscal Agent/Grant Subrecipient	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment F	One Stop Operator Information	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attachment G	Federal and State Certifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If any of the following documents have changed in whole or in part, please attach.

	<i>Changed?</i>		<i>Attached?</i>	
Chief Elected Official Agreement	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Local Board By-Laws	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
One Stop Operator Agreement	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR

**Workforce Investment Act Local Plan Modification for
Program Year 2008-2009, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification 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 in compliance with the law, rules and regulations and is approved by the State
- affirm that this Plan Modification was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected official(s) on behalf of the Local Board
- agree to comply with § 661.310 by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One Stop Operator

Date:		Signature of Local Board Chair:	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local Board Chair:	
Ms.	<input type="checkbox"/>	Stephen L. Foster	
Other	<input type="checkbox"/>		
Name of Board:	Cattaraugus-Allegany Workforce Investment Board, Inc.		
Address 1:	One Blue Bird Square		
Address 2:	Lower Level		
City:	Olean		
State:	NY	Zip:	14760
Phone:	716-806-0060	E-mail:	slfoster@five-starbank.com

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

**Workforce Investment Act Local Plan Modification for
Program Year 2008-2009, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Interim Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan Modification 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 **§667.705** of the rules and regulations
- affirm that the composition of the Local Board is in compliance with the law, rules and regulations and is approved by the State
- affirm that the Chair of the Local Board was duly elected by that Board
- agree to comply with **§661.310** by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One Stop Operator

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr. <input type="checkbox"/>		Typed Name of Local CEO: Crystal J. Abers	
Ms. <input checked="" type="checkbox"/>			
Other <input type="checkbox"/>			
Title of Local CEO:	Chairman, Cattaraugus County Legislature		
Address 1:	303 Court St.		
Address 2:			
City:	Little Valley		
State:	NY	Zip: 14755	
Phone:	716-938-9111	E-mail: cjabers@cattco.org	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

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By virtue of my signature, I:

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- affirm that the Chair of the Local Board was duly elected by that Board
- agree to comply with **§661.310** by ensuring a firewall exists between the board and the provision of core services, intensive services, training services and the One Stop Operator

Note: A separate signature sheet is required for each local Chief Elected Official.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr.	<u> X </u>	Typed Name of Local CEO:	
Ms.	___	Curtis W. Crandall	
Other	___		
Title of Local CEO:	Chairman, Allegany County Legislature		
Address 1:	County Office Building		
Address 2:			
City:	Belmont		
State:	NY	Zip:	14813
Phone:	585-268-9222	E-mail:	umikersmem@hotmail.com

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as described on page 2 of the Instructions.

ATTACHMENT C: SIGNATURES OF WIB DIRECTOR and REGIONAL LABOR MARKET ANALYST

**Workforce Investment Act Local Plan Modification for
Program Year 2008-2009, for Workforce Investment Act Title 1-B
and Wagner Peyser Programs**

In compliance with the Planning guidelines and instructions developed by the Governor, this Plan Modification was developed through consultation and dialogue between the local area's representative(s) and the New York State Department of Labor's Regional Labor Market Analyst.

By virtue of my signature, I:

- attest that face-to-face dialogues were conducted between the WIB's representatives and the LMA which provided the WIB with data and the demographic characteristics of the LWIA's resident population
- assure that service delivery and design, resource allocation, and other planning decisions were made by the WIB as a result of a careful consideration of the implications of the data and demographics as provided

Date:		Signature of Local WIB Director:
Mr.	<input type="checkbox"/>	Typed Name of Local WIB Director: Michele L. Lichy
Ms.	<input checked="" type="checkbox"/>	
Other	<input type="checkbox"/>	
Name of Board:	Cattaraugus-Allegany Workforce Investment Board, Inc.	

Date:		Signature of Labor Market Analyst:
Mr.	<input checked="" type="checkbox"/>	Typed Name of Labor Market Analyst: John Slenker
Ms.	<input type="checkbox"/>	
Other	<input type="checkbox"/>	
Region:	Western NY	

Submittal directions: Complete this form as part of the Plan Modification development process and submit the entire Plan Modification electronically as described earlier in this guidance. Submit this form with original signatures as directed on page 2 of the Instructions.

ATTACHMENT D: UNITS OF LOCAL GOVERNMENT

Where a local area is comprised of multiple counties or jurisdictional areas, provide the names of the individual governmental units and identify the grant recipient.

Unit of Local Government	Grant Recipient	
	Yes	No
Cattaraugus County	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allegany County	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT

Identify the Fiscal Agent or a Grant Recipient to assist in the administration of grant funds. Provide the names of the agent and/or subrecipient.

Entity	Fiscal Agent	
	Yes	No
Cattaraugus-Allegany Workforce Investment Board, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cattaraugus County Government	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Allegany County Government	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Entity	Grant Subrecipient	
	Yes	No
Cattaraugus-Allegany Workforce Investment Board, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cattaraugus County Government	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Allegany County Government	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

OPERATOR: Cattaraugus County Department of Social Services	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)
Operator Address:	1 Leo Moss Drive, Suite 600 Olean, NY 14760
Operator Phone: 716-373-8065	
E-Mail: whbourgeois@cattco.org	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

- Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

Olean One Stop Center
175 N. Union St.
Olean, NY 14760
(716) 373-1880

Full-Service Center
Hours of Operation: 8 am – 5 pm,
Monday - Friday

Partners On-Site

VESID - 2 days/week

Catt-Allegany BOCES – 1 day/week

Senior Services of America – 5 days/week

Cattaraugus Community Action – Every other Friday

Literacy Volunteers of Cattaraugus County – Every Monday

ACCORD – 3 days/week

Jamestown Community College – BRIDGE Program – 3 ½ days/week

Cattaraugus County DSS – 5 days/week

Greater Olean Area Chamber of Commerce – 1 day/week

NYSDOL/Wagner-Peyser – 5 days/week

Olean Community Schools – Every Monday

NYSDOL/Veteran’s Services – Every Wednesday

Little Valley One Stop Center
200 Erie St.
Little Valley, NY 14755
(716) 938-9111, ext. 2590

Affiliate Site
Hours of Operation: 9 am – 3 pm,
Monday – Friday

Partners On-Site

Cattaraugus County DSS – 5 days/week

ATTACHMENT F: ONE STOP OPERATOR INFORMATION

Complete the following information for each locally certified One Stop Operator in your Workforce Investment Area.

OPERATOR: Allegany County Employment & Training Center	
<i>Method of Selection</i>	<i>Type of Operator</i>
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid	<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)
Operator Address:	7 Wells Lane Belmont, NY 14813
Operator Phone: 716-268-9237	
E-Mail: garmonjl@alleganyco.com	

Attach a list of all One Stop centers overseen by this Operator and include for *each* center:

- Name/Address/Phone of Center(s)
- Identify Full-Service or Certified Affiliate Site
- Identify Partners On-Site and Frequency On-Site (e.g., half day/week; two days/week)
- Identify Center Hours of Operation

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

- Granted
- Application Submitted/Pending LWIB Review
- Application Not Yet Due
- Other (explain)

**Belmont One Stop Center
7 Wells Lane
Belmont, NY 14813
(585) 268-9237**

**Full-Service Center
Hours of Operation: 8 am – 4:30 pm
Monday – Friday**

Partners On-Site

**State OTDA – 5 days/week
Allegany County DSS – 5 days/week
VESID – 1 day/week
BOCES – Tuesday AM
ProAction/Older Worker – By appt.**

ATTACHMENT G: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this contract is provided by either the United States Department of Labor or the United States Department of Health and Human Services which requires the following certifications:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.

B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this

transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. **Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

C. DRUG FREE WORKPLACE. By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 98.630, Appendix C, 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 your office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE:

For contracts funded by the U.S. Department of Labor

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

(1) Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;

(2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;

(3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

(5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance. For grants serving participants in work

activities funded through the Welfare-to-Work block grant programs under Section 407(a) of the Social Security Act, the grant applicant shall comply with 20 CFR 645.255.

For contracts funded by the U.S. Department of Health and Human Services

As a condition to the award of financial assistance from the Department of Labor under Title IV-A of the Social Security Act, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws including but not limited to:

- (1) Title VI of the Civil rights Act of 1964(P.L. 88-352) and Executive Order Number 11246 as amended by E.O. 11375 relating to Equal Employment Opportunity which prohibits discrimination on the basis of race, color or national origin;
- (2) Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations issued pursuant thereto contained in 45 CFR Part 84 entitled "Nondiscrimination on the Basis of Handicap in Programs and Activities Reviewing or Benefiting from Federal Financial Assistance" which prohibit discrimination against qualified individuals with disabilities;
- (3) The Age Discrimination Act of 1975, as amended, and the regulations at 45 CFR Part 90 entitled "Nondiscrimination on the Basis of Age in Programs and Activities Reviewing Federal Financial Assistance". which prohibits discrimination on the basis of age;
- (4) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- (5) The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. Section 12116, and regulations issued by the Equal Employment Opportunity Commission which implement the employment provisions of the ADA, set forth at 29 CFR Part 1630.

The grant applicant also assures that it will comply with 45 CFR Part 80 and all other regulations implementing the laws listed above. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

STATE CERTIFICATIONS

E. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- 1) No principle or executive officer of the contractor's/vendor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and

- 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.

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: Stephen L. Foster, WIB Chair
Date: