



Jefferson-Lewis  
**LOCAL PLAN**

JULY 1, 2014 - JUNE 30, 2015

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**The following attachments are provided separately:**

- [Attachment C: Signature of Local Board Chair](#)
- [Attachment D: Signature of Chief Elected Official](#)
- [Attachment E: Signature of WIB Director](#)
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## Labor Market Overview

WIA §118 (b) The local plan shall include - (1) an identification of—  
 (A) the workforce investment needs of businesses, jobseekers, and workers in the local area;  
 (B) the current and projected employment opportunities in the local area; and  
 (C) the job skills necessary to obtain such employment opportunities;

LWIB and Regional Demand Lists are now maintained online at:

<http://www.labor.ny.gov/workforcenypartners/lwia/lmi-for-workforce-planning.shtm>. Any changes to these lists should be sent to [DEWS.WebpagePostings@labor.ny.gov](mailto:DEWS.WebpagePostings@labor.ny.gov).

1. I attest that the priority ranked list of local area’s demand occupations was last updated on 3/17/14.  
 a. How was this information shared with the Board? At a regular quarterly WIB meeting On what date? 3/26/14.

2. What factors were used in determining your demand list?

The demand list provided by the New York State Department of Labor is used as a guideline for those occupations that are considered favorable or very favorable. However the best information for what is in demand is in consultation with business and industry leaders who provide their job openings and job orders to the local One-Stops. The WIB meets with the industries and business owners and leaders to ascertain their needs, number of openings that each sector has, and where training and openings exist. It is through community involvement that occupations in demand are determined.

3. For PY 13, which industry recognized credentials and degrees, available from providers on the Eligible Training Provider List, have been achieved by utilizing WIA Funds?

4. Identify any skills gaps in your local/regional area?

3. (This answer is being put here as you cannot type in block 3)  
 CNA Certificates  
  
 CNA Licenses  
  
 LPN Certificates  
  
 LPN Licenses  
  
 LPN - National Technical Honor Society  
  
 A.A.S. Degree - Nursing  
  
 RN License  
  
 Electrical Wiring I & II, OSHA 10 hour card for Construction Safety & Health Electrical Wiring - National Technical Honor Society Welding I Certificate HVAC Certificate Manufacturing Technology Certificate.

4. The NCREDC recently completed a regional survey addressing our local/regional skills gaps. That survey can be accessed at <http://www.co.jefferson.ny.us/Modules/ShowDocument.aspx?documentid=10242>

a. Does the ETPL have sufficient providers to meet those needs? If no, explain:

Due to the rural geography of our area, it is difficult for customers to commute for training. At this time, most training can be found within the area. However, it is not always scheduled in a timely manner. Additionally, class sizes do make it hard to schedule full classes, further delaying the timing of offerings.

## Performance

*WIA §118 (b) The local plan shall include - (3) a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 136(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system, in the local area;*

Note: Information and documentation produced through the yearly Performance Indicator Negotiation Process will become part of this plan. No additional information is required.

## Planned Services and Expenditures

### ADULT AND DISLOCATED WORKERS

WIA §118 (b) The local plan shall include - (2) a description of the one-stop delivery system to be established or designated in the local area, including—

- (A) a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;

WIA §118 (b) The local plan shall include - (4) a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;

Please complete the charts entitled “PY 2013 Training” and “PY 2014 Training Projections” located in the Budget spreadsheet (Attachment I). In addition, if you procure service providers to provide Adult and Dislocated Worker or Business services, complete the Adult/Dislocated Worker and Business Services worksheets in the Service Provider spreadsheet (Attachment J).

5. Briefly describe the type and availability of Adult and Dislocated Worker services in your area.

The Jefferson-Lewis LWIA prides itself on offering relevant services to Adult and Dislocated Workers in the area through:

1. Initial assessments
2. Development of individual employment plans
3. Referrals to workshops to address barriers
4. Referrals to other agencies to address barriers
5. Job matching and SMART enrollments
6. Referrals to customized recruitments
7. Referrals to training including OJT opportunities
8. Referrals to occupational skills upgrading and training
9. For Dislocated Workers, on site consultations & case management
10. The employment counselor position is currently vacant. However, once this position has been filled we will be able to offer vocational testing, case management and other services
11. Resource Room and online tools such as Career/Job Zone
12. Knowledgeable staff that can refer individuals to various programs such as MyCAA, VRAP, veterans post 9/11 educational benefits

6. Describe the steps the Workforce Investment Board takes to ensure the continuous improvement of Adult and Dislocated Worker services through the system. Describe the information that is

reviewed to determine that providers are meeting the employment needs of local businesses and jobseekers.

The local workforce area utilizes customer satisfaction feedback of both the participant and the employer in determining the effectiveness of our services. The WIB looks at training-related employment as a key factor. The WIB Director sits on advisory boards at the Community College as well as BOCES to hear from employers, and changes are made to programs based on the feedback from the community.

7. How do you determine that Adult and Dislocated Worker jobseeker customers are satisfied with local Career Center services?

We encourage verbal feedback. We seek feedback from the business community as to the preparedness of the job seekers..

8. How do you determine that your business customers are satisfied with local Career Center services?

We encourage verbal feedback. The WIB Director meets with businesses on a regular basis to discuss staffing and training needs. WIB members provide feedback from each of their respective sectors. The WIB Director receives feedback from WIB Business members on the quality of referrals; skill matches and appropriateness made to area businesses.

9. Briefly describe one positive practice in your local area which has improved services to customers.

We have developed locally relevant employment related workshops that we offer free of charge to the public to assist and enhance their employability. WE have businesses hold their rcruitments on location to engage our customers to take advantage of their events where interviews are held.

## YOUTH

*WIA §118 (b) The local plan shall include - (6) a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities;*

Please complete the Youth worksheet in the Service Provider spreadsheet (Attachment J).

*§664.405(4)(b) The local plan must describe the design framework for youth program design in the local area, and how the ten program elements required in §664.410 are provided within that framework.*

10. Describe how the Workforce Investment Board and/or Youth Council monitor Youth Program providers.

a. Program Monitoring:

The Workforce Investment Board meets with the One-Stop Managers on a quarterly basis. Reviews of the Youth Program are conducted during these meetings to include; numbers served and review of youth performance on both the NYS Customer Service Indicators and Common Measures, along with strategies for continuous improvement and corrective action (if appropriate).

The Youth Council, a sub-committee of the Workforce Board, reviews the local area's performance on the Common Measures and Customer Service Indicators. Information is reviewed on a semi-annual basis, along with plans for continuous improvement and corrective action, if needed. Information is then shared with the full Workforce Board at the next quarterly meeting.

WIB staff have an established schedule for program monitoring of the youth programs, and a monitoring summary is provided that outlines compliance, suggestions for improvement, and areas needing corrective action (if appropriate).

b. Fiscal Monitoring:

The Workforce Investment Board meets with the Fiscal Manager on an as needed basis. Reviews of the Youth Program are conducted during these meetings to include; numbers served and obligations and expenditures, along with strategies for corrective action (if appropriate).

WIB staff have an established schedule for fiscal monitoring of Lewis County youth programs as the sub-recipient, and a monitoring summary is provided that outlines compliance, suggestions for improvement, and areas needing corrective action (if appropriate).

FOTA is responsible for fiscal monitoring of Jefferson County youth programs, as Jefferson County is the grant recipient. FOTA provides a monitoring summary that outlines compliance, suggestions for improvement, and areas needing corrective action (if appropriate).

11. Provide the name of your LWIA's Youth Council Chair and Co-Chair. Please provide their **professional** contact information (title, address, phone, email).

Kathy Watson is the Jefferson-Lewis Youth Council Chair. Her contact info is as follows:  
 Kathy Watson  
 Timeless Frames  
 Director of Human Resources  
 PO Box 28  
 Watertown, NY 13601  
 315-836-0073  
 kathyw@timelessframes.com

Currently, our co-chair seat is vacant and will hopefully be filled at the next Youth Council meeting.

12. Do your Youth Program Providers have direct access to the One Stop Operating System (OSOS)?

Yes  No

a. If not, what process is in place to ensure youth activities are entered into OSOS in a timely manner?

13. Describe *what* youth data is shared and *how* it is shared and reviewed with the Workforce Investment Board and the Youth Council. Please address each group specifically.

Workforce Investment Board - Youth common measures, funding and expenditures, number of youth served, RFPs, and details of the program year are shared in quarterly meetings.

Youth Council - Again, youth common measures, funding and expenditures, number of youth served, details of the program year, RFPs, and youth activities are shared during semi-annual meetings.

The Jefferson and Lewis County Departments of Employment & Training have historically been the youth program providers as the only respondent to requests for RFPs.

14. Do your WIA youth program providers have access to the Youth Management Reports?

Yes  No

a. If not, how do you share youth program data with your providers and how frequently do you share this?

15. Which entit(ies) provide the WIA youth program design framework (including Intake and Eligibility, an Objective Assessment, and the Individual Service Strategy)?

Jefferson County Department of Employment and Training & Lewis County Dept of Employment & Training.

16. Describe how the WIA 10 Program Elements required in §664.410 are provided within your youth program design framework. In particular, discuss how each youth's service strategy specifically identifies which program elements will be used to help the youth reach his/her goals.

Services and training activities to be provided by the Departments will be consistent with the service listed in WIA, Chapter 4, Section 129(c), including:

- Tutoring, study skills training, and instruction leading to completion of secondary school, and preventing the spread of students dropping out of school
- Alternative secondary school services
- Summer employment opportunities
- Paid and unpaid work experience
- Occupational skill training



**STAFF INFORMATION**

Consulting with your Wagner-Peyser partners, please complete the charts entitled “PY 2013 FTE Staffing” and “Projected PY 2014 FTE Staffing” located in the attached Budget spreadsheet (Attachment I).

18. Please explain the reasons for any changes between PY2013 and PY2014.

Our Employment Counselor resigned and that position has not been filled. Our Rapid Response LSR resigned and the position is being filled without appointment by Michael Boyce. Beginning May 16, 2014 two temporary LSRs and one hourly LSR are on part-time furlough. One E&T Coordinator retired on July 25, 2014. Consideration has been sought to back-fill this position.

**Procurement**

*WIA §118 (b) The local plan shall include - (9) a description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle;*

19. Please describe the competitive bidding process that is used to award grants and contracts in your local area (including how vendors are made aware of opportunities to compete for these funding opportunities and how the process is being documented). Describe the process used for Adults/DW services, administrative services, and Youth services.

**RFP and Sealed Bid Process**

Competitive RFP or Sealed Bid Process procedures are utilized to procure service, supplies or equipment where cost is the primary determinant and cost exceeds \$5,000. For any one item of equipment procured that exceeds \$5,000, the Jefferson-Lewis WIB will obtain the appropriate Federal/State approval. The Jefferson-Lewis WIB utilizes technical evaluations to review and rank proposals and awards are made to responsible applicants whose proposals are most advantageous to the program about price, technical and other factors.

RFP and sealed bid processes are conducted in a manner of full and open competitions. In the event of any type of purchase other than Small Purchase, the procurement options are reviewed and the Executive Committee and/or appropriate board committee will determine the proper option.

Request for Proposals (RFP) are used to solicit complex proposals from contractors for all work sub-contracted by the Jefferson-Lewis WIB that is not let on the basis of a Sealed Bid Process and is valued in excess of \$5,000. All RFPs shall be approved by the Board before issuance with all resulting contracts awarded by Board approval as well.

**RFP Requirements**

1. Public Notices - Each RFP issued by the Jefferson-Lewis WIB will be printed in official newspapers of the Jefferson-Lewis WIB and on the Jefferson-Lewis WIB’s website. Public Notices will contain, at a minimum, the following:

- a) The program for which an RFP is requested
- b) Deadline for submitting sealed RFPs (date, time, and place)
- c) RFP review and selection process methodology
- d) Jefferson-Lewis WIB contact person and phone number

## 2. Official Newspapers

The following are designated as official newspapers of the Jefferson-Lewis WIB:

- a) Jefferson County - Watertown Daily Times
- b) Lewis County - Journal & Republican

This reflects the official newspapers of both counties.

## 3. Applicant's List

The Jefferson-Lewis WIB maintains a list of organizations that are interested in proposing on programs. Any responsible organization such as a private for profit or a not-for-profit organization such as a school, community based organization, or educational services company can request to be placed on the list. Notification of available RFPs will be sent to all organizations on the list known or believed to meet eligible applicant requirements.

## 4. Content of RFPs

There is great latitude left to staff in the content of RFPs. As a minimum, the following information must be included in every RFP:

- a) Date, places, and time of RFP submission deadline and bidders meeting
- b) Jefferson-Lewis WIB contact person and phone number
- c) Purpose of the proposal solicitation
- d) Statement of Non-Collusion

In accordance with NYS General Municipal Law Section 103-d, all applicants must sign a Statement of Non-Collusion and return it with their RFPs. The content of the statement is as follows:

“By submission of this RFP, each applicant and each person signing on behalf of any applicant certifies, and in the case of a joint RFP each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

The prices of this RFP have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other applicant or with any competitor:

Unless otherwise required by law, the prices which have been quoted in this RFP have not been knowingly disclosed by the applicant and will not knowingly be disclosed by the applicant prior to opening, directly or indirectly, to any other applicant or to any competitor; and

No attempt has been made or will be made by the applicant to induce any other person, partnership or corporation to submit or not to submit a RFP for the purpose of restricting competition.”

The CEO of the applicant or other individual responsible for submitting the RFP must sign the statement.

e) Evaluation Criteria - Each RFP must list the criteria for RFP evaluation. Criteria can be as broad as desired, but no criteria can be used to evaluate a proposal unless it was specifically listed in evaluation criteria in the RFP. Criteria can include cost, cost per participant, prior experience, program length, program goals, etc.

f) Specific information on the program to be run or services or equipment to be required.

g) Requirements of RFP submission, such as budget information or other cost data, information about the applicant and their experience, credentials of programs operators, goals achieved, etc.

#### 5. Amendment to RFPs

State law requires that all applicants have an equal opportunity to respond to RFPs. Any information supplied to an applicant in response to questions or as corrections to RFPs must be given to all applicants. Pre-award conferences will take place when deemed necessary and appropriate. A written RFP amendment or a written question and answer document will be developed and issued to all applicants at the same time and, to the extent possible, in the same manner.

#### 6. Late and/or Non-Responsive RFPs

Any RFP response received after the due date and time, for any reason, will not be considered by the Jefferson-Lewis WIB and will be returned unopened. Additionally, RFP responses that fail to address the RFP requirements will be deemed non-responsive by staff and not evaluated further.

#### 7. Open RFP Process

The Jefferson-Lewis WIB allows the use of an open or on-going RFP process for non-specific programs. All RFP requirements must be met except the deadlines – No RFP can be received that was not advertised for and thus requested. Public notice and all other advertisement for an open

RFP will clearly state that it is an open process and the circumstances under which the process may be closed at a future date.

#### 8. Evaluation Process

The Jefferson-Lewis WIB staff will prepare a technical analysis of each responsive RFP received. The fiscal department may be asked to provide a comparison financial analysis. An unbiased review committee may be established, in which case, reviewers will complete identical rating/evaluation sheets. The Jefferson/Lewis WIB Office, in this instance, will produce a composite analysis. Evaluations and staff recommendations are submitted to the appropriate Jefferson-Lewis WIB committee and/or Youth Council for their review. From the Committee(s), the recommendation is given to the full Jefferson-Lewis WIB for a final decision.

#### 9. Awards

The full Jefferson-Lewis WIB shall make RFP awards to the applicant whom, in its' judgment, best meets the requirements of the RFP. When time limits prevent bringing the entire Jefferson-Lewis WIB together, the Executive Committee may award RFPs. If no proposal is acceptable to the Jefferson-Lewis WIB, a second RFP, modified to emphasize areas of concern, may be issued using the same process as the initial solicitation.

#### Sealed Bid Process

In instances of larger purchases that call for a formal competitive process, but which do not have the complexity that warrants a full RFP process, the Jefferson-Lewis WIB will solicit bids. A written notice, with a detailed description of the product(s) or service(s) to be purchased will be issued publicly and directly to vendors from the region known to provide the product(s) or service(s). This notice will include information about what is to be included in the bid and the format for bid submission, all requirements and restrictions that pertain to the bid date, time and location of the bid opening, as well as the deadline for bid submission.

Staff to the Jefferson-Lewis WIB will open all sealed bids at the specified time. Bids that meet all of the requirements in the notice will be considered. The lowest bidder that meets all of the requirements will be selected. In the case of 2 or more bids in the same dollar amounts, the Executive Committee reserves the right to make qualitative judgments related to selection.

#### Sole Source Process

When it is clear that no other contractor can provide a specific product or service, single source procurement may be made. This provision cannot be used to favor a contractor; it can only be done when there is no doubt there will be no other contractor. Sole source process can only be used for purchases under \$5,000 without prior review and approval of respective counties.

Non-competitive negotiation procedures or sole source procurement will be utilized by the Jefferson-Lewis WIB when:

- The item is available only from a single source
- When the urgency for the requirement will not permit the time needed for competitive solicitation
- The Grantor Agency explicitly authorizes non-competitive negotiation
- Following solicitation of a number of sources, it is determined that only one source is capable of meeting the solicitation requirements

Goods and services acquired through the sole source process must meet specifications that are equivalent to the specifications in a competitively bid process. Any sole source purchases will meet one of the above criteria and be authorized in writing by the Executive Director.

#### Time Frames

Contracts for goods and services shall not exceed 2 years in duration and shall not obligate the Jefferson-Lewis WIB for expenditures that are to be incurred beyond the program year in which the contract becomes effective. In the case of contracts that extend beyond 1 year in duration, expenditure levels and contract deliverables are to be negotiated in the fourth quarter of the initial contract year, to be effective at the beginning of the subsequent program year. The Jefferson-Lewis WIB will reserve the right to discontinue any contract, with due notice, if negotiations related to costs or performance are, in its viewpoint, unsuccessful.

The Executive Committee will review the performance and pricing of its vendors at least annually and shall make decisions as to the need to re-bid for the purpose of lowering costs or increasing its return on investment. Consideration will be given to satisfaction with past performance of the vendor, the extent to which the vendor has developed a significant knowledge base related to the needs of the Jefferson-Lewis WIB and the local/regional market rates for similar goods and services as those being purchased from the vendor being reviewed. In no case will goods and/or services be purchased from the same vendor for more than 5 successive years without conducting a competitive process.

#### Cost/Price Analysis

The Jefferson-Lewis WIB performs cost analysis on sealed bid and small purchase procurements by comparing costs against the various bids received.

The use of cost or price analysis in connection with every procurement action, including contract modifications is a consideration. The competitive RFP process budgets are reviewed first to insure that costs are allowable under Workforce Investment Act of 1998 (herein referred to as "WIA"). Further analysis reviews, as relevant, items such as cost per person serviced, cost per entered

employment, comparison to other similar programs and services, reasonableness of all budgeted items as compared to recent past costs for similar goods and services and a review of any offsetting contributions from other sources.

Solicitation for goods and services shall provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition.
2. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals.
3. A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
4. The specific features of “brand name or equal” descriptions that bidders are required to meet when such items are included in the solicitation.
5. The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.

## Waivers

The general statutory and regulatory waiver authority granted to the Secretary of Labor is a continuing authority granted by the Workforce Investment Act at section 189(i)(4), Public Law 105-220, and provides increased flexibility to states and local areas in implementing reforms to the workforce development system in exchange for state and local accountability for results, including improved programmatic outcomes. A list of the current waivers that are in effect for New York can be found in [Workforce Development System Technical Advisory #10.19.1](#). Changes to available waivers have been noted below. A new Technical Advisory for the available waivers with the will be issued at a later date.

20. Please indicate which waivers you requested for Program Year (PY) 2013 and which waivers you are requesting for PY 2014 by checking the appropriate boxes below.

- Waiver of the requirement for a 50 percent employer match for Customized Training, to permit a graduated scale match to increase employer connection with the One-Stop System.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
- Waiver to increase the employer reimbursement for On-the-Job Training for small- and medium-sized businesses.
  - Did you request this waiver for PY 2013?  Yes  No

- Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
- Waiver to permit local areas to request the use of up to 10 percent of the local area’s formula allocation funds for Adult and Dislocated Workers to support incumbent worker training programs as part of layoff aversion. Adult funds must be restricted to serving low income adults.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
- Waiver to permit the Local Workforce Investment Board (LWIB) the ability to transfer up to 50 percent of a program year allocation for adult employment and training activities, and up to 50 percent of a program year allocation for dislocated worker employment and training activities between the two programs, with the approval of the governor. *This is a new waiver beginning with PY 2014.*
  - Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
- Waiver for the inclusion of Youth follow-up services and work experience as a Youth Program Framework Service. *For PY 2014, this waiver has been expanded to include supportive services in addition to follow-up services and work experience.*
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting the expanded waiver for PY 2014 – PY 2016?  Yes  No
- Waiver to allow use of work readiness as the sole performance indicator for Youth aged 14-21 that are co-enrolled under TANF and WIA for Summer Employment Activities.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for May 14, 2014 – Sept. 30, 2017?  Yes  No
- Waiver to apply program design flexibility for Youth aged 14-21 that are co-enrolled under TANF and WIA for Summer Employment Activities.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for May 14, 2014 – Sept. 30, 2017?  Yes  No
- Waiver of the Prohibition at 20CFR 664.520 on the Use of Individual Training Accounts (ITA) for Older and Out-of-School Youth.
  - Did you request this waiver for PY 2013?  Yes  No
  - Are you requesting this waiver for PY 2014 – PY 2016?  Yes  No
  - a. How many Youth ITAs did the LWIA procure in PY13? 1
  - b. What specific certificates/degrees resulted from these ITAs in PY13? Certified Nursing Assistant certification

21. Please suggest future WIA waivers that may be useful to your local area and which you would like

NYS to consider requesting (optional).

**Contracts, MOUs, and Appendices**

*WIA §118 (b) The local plan shall include - (2) a description of the one-stop delivery system to be established or designated in the local area, including—a copy of each memorandum of understanding described in section 121(c) (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area;*

22. Is each Memorandum of Understanding for the local area up-to-date?

Yes  No

If not, when will they be updated?

**Policy**

23. Does the LWIA have written policies on each of the following topics? If yes, indicate when each was last updated by the Board (or a board subcommittee).

Policy	Yes	No	Date of Last Update
A. On the Job Training (OJT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/14
B. Individual Training Account (ITA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/14
C. Competitive Procurement Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/11
D. Customized Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/14
E. Supportive Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/14
F. Budget Modifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/05
G. Sub Recipient Monitoring Policy and Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5/14
H. Unsatisfactory Youth Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4/14

a. Describe how staff are made aware of these policies? We have a Standard Operations Guideline that is available to staff, as well as bi-monthly staff meetings where any changes and important information are shared.

**Attachments:**

*WIA §118 (b) The local plan shall include - (8) an identification of the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(i);*

*WIA §118 (b) The local plan shall include - (10) such other information as the Governor may require.*

Please complete all of the required attachments and include copies of policies listed in the Youth section. Hard copies of signature pages must be delivered to NYSDOL per the instructions at the beginning of these guidelines.



If any of the following documents have changed in whole or in part since the submittal of your PY 2013 Local Plan, please email any updated documents with your Local Plan:

	<b><i>Changed?</i></b>		<b><i>Attached?</i></b>	
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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Career Center Operator Agreement(s)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Memorandum(s) of Understanding	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Please provide a copy of your WIB-approved budget for PY2014. This budget should include any carry-in funds as well as PY2014 funds. Note that the WIB-approved budget should total to the PY2014 Planned Budget included in Attachment I.

Indicate the date of the meeting when the WIB budget was approved: Jefferson County Legislators approve and control the budget. Budgets are submitted for county review by the Legislative Finance committee in August of each year, and the budget is approved in December of each year.

**ATTACHMENT A: UNITS OF LOCAL GOVERNMENT**

Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the CEO Grant Recipient has designated a local grant subrecipient to administer WIA pursuant to WIA § 117(d)(3)(B)(i – ii), please indicate the unit of local government that is the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on Attachment B.

Unit of Local Government	Grant Subrecipient	
	Yes	No
Jefferson County - grant recipient	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lewis County	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

§667.705(c) - When a local workforce area is composed of more than one unit of general local government, the liability of the individual jurisdictions must be specified in a written agreement between the chief-elected officials.

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

Yes  No

**ATTACHMENT B: FISCAL AGENT**

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

<b>Fiscal Agent</b>
Karen Christie, Jefferson County Treasurer

**ATTACHMENT C: SIGNATURE OF LOCAL BOARD CHAIR**

**Workforce Investment Act Local Plan for  
Program Year 2014-2015, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the composition of the Local Board is either in compliance with the law, rules and regulations and is approved by the State or, will be in compliance within 90 days of local plan submittal
- affirm that this Plan was developed in collaboration with the Local Board and is jointly submitted with the Chief Elected official(s) on behalf of the Local Board
- affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

Date:		Signature of Local Board Chair:	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local Board Chair:	
Ms.	<input type="checkbox"/>	Peter Whitmore	
Other	<input type="checkbox"/>		
Name of Board:	Jefferson-Lewis Workforce Investment Board		
Address 1:	1000 Coffeen Street		
Address 2:			
City:	Watertown		
State:	NY	Zip:	13601
Phone:	315-783-9990	E-mail:	nnybizguy@aol.com

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

**ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL**

**Workforce Investment Act Local Plan for  
Program Year 2014-2014, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §667.705 of the rules and regulations
- affirm that the composition of the Local Board is either in compliance with the law, rules and regulations and is approved by the State or, will be in compliance within 90 days of local plan submittal
- affirm that the Chair of the Local Board was duly elected by that Board
- affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

**Note:** A separate signature sheet is required for each local Chief Elected Official. If additional pages are necessary, please see **Attachment B – Extended Version**.

Date:		Signature of Local Chief Elected Official (CEO):	
Mr.	<input type="checkbox"/>	Typed Name of Local CEO:	
Ms.	<input checked="" type="checkbox"/>	Carolyn Fitzpatrick	
Other	<input type="checkbox"/>		
Title of Local CEO:	Chairperson Jefferson County Board of Legislators		
Address 1:	175 Arsenal Street		
Address 2:			
City:	Watertown		
State:	NY	Zip:	13601
Phone:	315-786-3675	E-mail:	carolynf@co.jefferson.ny.us
Are you the Grant Recipient CEO? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

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

**ATTACHMENT E: SIGNATURE OF WIB DIRECTOR**

**Workforce Investment Act Local Plan for  
Program Year 2014-2015, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

This Plan 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 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: <b>Cheryl A. Mayforth</b>
Ms.	<input checked="" type="checkbox"/>	
Other	<input type="checkbox"/>	
Name of Board:	<b>Jefferson-Lewis Workforce Investment Board</b>	

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

**ATTACHMENT F: 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
- 2) The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.
- 3) The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

##### **F. CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"**

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

(answer Yes or No to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland:

Yes  No

If Yes:

2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

Yes  No

**G. NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative:
Title: Executive Director, Jefferson Lewis Workforce Investment Board
Date:

**ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL**

**Workforce Investment Act Local Plan for  
Program Year 2013-2014, for Workforce Investment Act Title 1-B  
and Wagner Peyser Programs**

In compliance with the provisions of the Workforce Investment Act of 1998, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

By virtue of my signature, I:

- agree to comply with all statutory and regulatory requirements of the Act as well as other applicable state and federal laws, regulations and policies
- affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in **§667.705** of the rules and regulations
- affirm that the composition of the Local Board is either in compliance with the law, rules and regulations and is approved by the State or, will be in compliance within 90 days of local plan submittal
- affirm that the Chair of the Local Board was duly elected by that Board
- affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

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

Date:		Signature of Local Chief Elected Official (CEO):	
Mr.	<input checked="" type="checkbox"/>	Typed Name of Local CEO:	
Ms.	<input type="checkbox"/>	Michael Tabolt	
Other	<input type="checkbox"/>		
Title of Local CEO:	Chairman of Lewis County Board of Legislators		
Address 1:	Lewis County Court House		
Address 2:	7660 N State Street		
City:	Lowville		
State:	NY	Zip:	13367
Phone:	315-346-6457	E-mail:	legislature@lewiscountyny.org

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

**ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL**

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**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:
Ms. <input type="checkbox"/>		
Other <input type="checkbox"/>		
Title of Local CEO:		
Address 1:		
Address 2:		
City:		
State:		Zip:
Phone:		E-mail:

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**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:	
Ms.	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Title of Local CEO:			
Address 1:			
Address 2:			
City:			
State:		Zip:	
Phone:		E-mail:	

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

**ATTACHMENT D: SIGNATURE OF CHIEF ELECTED OFFICIAL**

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- affirm that the board, including any staff to the board, will not directly provide any core, intensive or training services.

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Date:		Signature of Local Chief Elected Official (CEO):	
Mr.	<input type="checkbox"/>	Typed Name of Local CEO:	
Ms.	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Title of Local CEO:			
Address 1:			
Address 2:			
City:			
State:		Zip:	
Phone:		E-mail:	

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

**ATTACHMENT G: CAREER CENTER OPERATOR INFORMATION**

Complete the following information for each locally certified Career Center Operator in your Workforce Investment Area. Use as many pages of ATTACHMENT G as necessary.

<b>OPERATOR:</b> Jefferson County			
<b>Method of Selection</b>		<b>Type of Operator</b>	
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid		<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)	
<b>Address 1:</b>	1000 Coffeen Street		
<b>Address 2:</b>			
<b>City:</b>	Watertown		
<b>State:</b>	NY	<b>Zip Code:</b>	13601
<b>Operator Phone:</b> 315-782-9252			
<b>E-Mail:</b> t.maloney@co.jefferson.ny.us			

**OPERATOR CERTIFICATION STATUS**

Indicate status of Local Level Operator Recertification:

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

If the Career Center Operator is a consortium, identify the consortium partners:

- Jefferson-Lewis Workforce Investment Board
- New York State Department of Labor
- Jefferson County Department of Social Services
- Lewis County Department of Social Services
- Jefferson-Lewis BOCES

Jefferson Community College

Office of the Aging (Title V)

ACCES-VR

Job Corps

Lewis County Opportunities

**ATTACHMENT G: CAREER CENTER OPERATOR INFORMATION**

*Complete the following information for each locally certified Career Center Operator in your Workforce Investment Area. Use as many pages of ATTACHMENT G as necessary.*

<b>OPERATOR:</b> Lewis County			
<b>Method of Selection</b>		<b>Type of Operator</b>	
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid		<input type="checkbox"/> System <input checked="" type="checkbox"/> Center(s)	
<b>Address 1:</b>	5274 Outer Stowe Street		
<b>Address 2:</b>			
<b>City:</b>	Lowville		
<b>State:</b>	NY	<b>Zip Code:</b>	13367
<b>Operator Phone:</b> 315-376-5800			
<b>E-Mail:</b> pennie.getman@dfa.state.ny.us			

**OPERATOR CERTIFICATION STATUS**

Indicate status of Local Level Operator Recertification:

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

If the Career Center Operator is a consortium, identify the consortium partners:

- Jefferson-Lewis Workforce Investment Board
- New York State Department of Labor
- Jefferson County Department of Social Services
- Lewis County Department of Social Services
- Jefferson-Lewis BOCES

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<b>OPERATOR:</b>			
<b>Method of Selection</b>		<b>Type of Operator</b>	
<input type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid		<input type="checkbox"/> System <input type="checkbox"/> Center(s)	
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>City:</b>			
<b>State:</b>	NY	<b>Zip Code:</b>	
<b>Operator Phone:</b>			
<b>E-Mail:</b>			

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<i>Method of Selection</i>		<i>Type of Operator</i>	
<input type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid		<input type="checkbox"/> System <input type="checkbox"/> Center(s)	
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>City:</b>			
<b>State:</b>	NY	<b>Zip Code:</b>	
<b>Operator Phone:</b>			
<b>E-Mail:</b>			

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<input type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid		<input type="checkbox"/> System <input type="checkbox"/> Center(s)	
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>City:</b>			
<b>State:</b>	NY	<b>Zip Code:</b>	
<b>Operator Phone:</b>			
<b>E-Mail:</b>			

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<b>State:</b>	NY	<b>Zip Code:</b>	
<b>Operator Phone:</b>			
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<b>Address 2:</b>			
<b>City:</b>			
<b>State:</b>	NY	<b>Zip Code:</b>	
<b>Operator Phone:</b>			
<b>E-Mail:</b>			

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<b>City:</b>			
<b>State:</b>	NY	<b>Zip Code:</b>	
<b>Operator Phone:</b>			
<b>E-Mail:</b>			

**OPERATOR CERTIFICATION STATUS**

Indicate status of Local Level Operator Recertification:

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

If the Career Center Operator is a consortium, identify the consortium partners:

**ATTACHMENT H: LIST OF CAREER CENTERS**

Complete the following information for each Career Center in your Workforce Investment Area. Use as many pages of ATTACHMENT H as necessary.

<b>Career Center Name:</b>	The WorkPlace		
<b>Address 1:</b>	1000 Coffeen Street		
<b>Address 2:</b>			
<b>City:</b>	Watertown		
<b>State:</b>	NY	<b>Zip Code:</b>	13601
<b>Phone:</b>	315-782-9252	<b>E-Mail:</b>	theworkplace@co.jefferson.ny.us
<b>Fax:</b>	315-782-2073	<b>Website:</b>	www.jefflewisworkforce.com
<b>Site Type:</b>	<input checked="" type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
<b>Lease Expiration:</b>	8/15		
<b>Lease Holder:</b>	County of Jefferson		

<b>WIA Contact:</b>	Tim Maloney		
<b>Phone:</b>	315-786-3660	<b>E-Mail:</b>	t.maloney@co.jefferson.ny.us
<b>NYS DOL Contact:</b>	Doug Murray		
<b>Phone:</b>	315-786-3648	<b>E-Mail:</b>	douglas.murray@labor.ny.gov

	Opening Time	Closing Time
<b>Monday</b>	8:30	4:30
<b>Tuesday</b>	8:30	4:30
<b>Wednesday</b>	8:30	4:30
<b>Thursday</b>	8:30	4:30
<b>Friday</b>	8:30	4:30
<b>Saturday</b>	Closed	
<b>Sunday</b>	Closed	

**ATTACHMENT H: LIST OF CAREER CENTERS**

Complete the following information for each Career Center in your Workforce Investment Area. Use as many pages of ATTACHMENT H as necessary.

<b>Career Center Name:</b>	The WorkPlace		
<b>Address 1:</b>	5274 Outer Stowe Street		
<b>Address 2:</b>			
<b>City:</b>	Lowville		
<b>State:</b>	NY	<b>Zip Code:</b>	13367
<b>Phone:</b>	315-376-5800	<b>E-Mail:</b>	pennie.getman@dfa.state.ny.us
<b>Fax:</b>	(315)376-5328	<b>Website:</b>	www.jefflewisworkforce.com
<b>Site Type:</b>	<input checked="" type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
<b>Lease Expiration:</b>	N/A		
<b>Lease Holder:</b>	Lewis County		

<b>WIA Contact:</b>	Pennie Getman		
<b>Phone:</b>	315-376-5409	<b>E-Mail:</b>	pennie.getman@dfa.state.ny.us
<b>NYS DOL Contact:</b>	Doug Murray		
<b>Phone:</b>	315-786-3648	<b>E-Mail:</b>	douglas.murray@labor.ny.gov

	Opening Time	Closing Time
<b>Monday</b>	8:30	4:30
<b>Tuesday</b>	8:30	4:30
<b>Wednesday</b>	8:30	4:30
<b>Thursday</b>	8:30	4:30
<b>Friday</b>	8:30	4:30
<b>Saturday</b>	Closed	
<b>Sunday</b>	Closed	

**ATTACHMENT H: LIST OF CAREER CENTERS**

Complete the following information for each Career Center in your Workforce Investment Area. Use as many pages of ATTACHMENT H as necessary.

<b>Career Center Name:</b>			
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>City:</b>			
<b>State:</b>	NY	<b>Zip Code:</b>	
<b>Phone:</b>		<b>E-Mail:</b>	
<b>Fax:</b>		<b>Website:</b>	
<b>Site Type:</b>	<input type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
<b>Lease Expiration:</b>			
<b>Lease Holder:</b>			

<b>WIA Contact:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	
<b>NYSDOL Contact:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	

	<b>Opening Time</b>	<b>Closing Time</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

**ATTACHMENT H: LIST OF CAREER CENTERS**

Complete the following information for each Career Center in your Workforce Investment Area. Use as many pages of ATTACHMENT H as necessary.

<b>Career Center Name:</b>			
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>City:</b>			
<b>State:</b>	NY	<b>Zip Code:</b>	
<b>Phone:</b>		<b>E-Mail:</b>	
<b>Fax:</b>		<b>Website:</b>	
<b>Site Type:</b>	<input type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
<b>Lease Expiration:</b>			
<b>Lease Holder:</b>			

<b>WIA Contact:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	
<b>NYSDOL Contact:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	

	<b>Opening Time</b>	<b>Closing Time</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

**ATTACHMENT H: LIST OF CAREER CENTERS**

Complete the following information for each Career Center in your Workforce Investment Area. Use as many pages of ATTACHMENT H as necessary.

<b>Career Center Name:</b>			
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>City:</b>			
<b>State:</b>	NY	<b>Zip Code:</b>	
<b>Phone:</b>		<b>E-Mail:</b>	
<b>Fax:</b>		<b>Website:</b>	
<b>Site Type:</b>	<input type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
<b>Lease Expiration:</b>			
<b>Lease Holder:</b>			

<b>WIA Contact:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	
<b>NYSDOL Contact:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	

	<b>Opening Time</b>	<b>Closing Time</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

**ATTACHMENT H: LIST OF CAREER CENTERS**

Complete the following information for each Career Center in your Workforce Investment Area. Use as many pages of ATTACHMENT H as necessary.

<b>Career Center Name:</b>			
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>City:</b>			
<b>State:</b>	NY	<b>Zip Code:</b>	
<b>Phone:</b>		<b>E-Mail:</b>	
<b>Fax:</b>		<b>Website:</b>	
<b>Site Type:</b>	<input type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
<b>Lease Expiration:</b>			
<b>Lease Holder:</b>			

<b>WIA Contact:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	
<b>NYSDOL Contact:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	

	<b>Opening Time</b>	<b>Closing Time</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

**ATTACHMENT H: LIST OF ONE CAREER CENTERS**

Complete the following information for each Career Center in your Workforce Investment Area. Use as many pages of ATTACHMENT H as necessary.

<b>Career Center Name:</b>			
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>City:</b>			
<b>State:</b>	NY	<b>Zip Code:</b>	
<b>Phone:</b>		<b>E-Mail:</b>	
<b>Fax:</b>		<b>Website:</b>	
<b>Site Type:</b>	<input type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
<b>Lease Expiration:</b>			
<b>Lease Holder:</b>			

<b>WIA Contact:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	
<b>NYSDOL Contact:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	

	<b>Opening Time</b>	<b>Closing Time</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

**ATTACHMENT H: LIST OF CAREER CENTERS**

Complete the following information for each Career Center in your Workforce Investment Area. Use as many pages of ATTACHMENT H as necessary.

<b>Career Center Name:</b>			
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>City:</b>			
<b>State:</b>	NY	<b>Zip Code:</b>	
<b>Phone:</b>		<b>E-Mail:</b>	
<b>Fax:</b>		<b>Website:</b>	
<b>Site Type:</b>	<input type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
<b>Lease Expiration:</b>			
<b>Lease Holder:</b>			

<b>WIA Contact:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	
<b>NYSDOL Contact:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	

	<b>Opening Time</b>	<b>Closing Time</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

**ATTACHMENT H: LIST OF CAREER CENTERS**

Complete the following information for each Career Center in your Workforce Investment Area. Use as many pages of ATTACHMENT H as necessary.

<b>Career Center Name:</b>			
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>City:</b>			
<b>State:</b>	NY	<b>Zip Code:</b>	
<b>Phone:</b>		<b>E-Mail:</b>	
<b>Fax:</b>		<b>Website:</b>	
<b>Site Type:</b>	<input type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
<b>Lease Expiration:</b>			
<b>Lease Holder:</b>			

<b>WIA Contact:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	
<b>NYSDOL Contact:</b>			
<b>Phone:</b>		<b>E-Mail:</b>	

	<b>Opening Time</b>	<b>Closing Time</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

Enter Data into these cells.

1

	PY'14	Career Center:		Jefferson DET (The Work Place)		Other Funding	
		WIA					
		Totals	Adult	DW	Youth		Admin
Staff Salaries	\$ 271,360.28	\$ 81,485.88	\$ 81,485.84	\$ 100,950.10	\$ 7,438.46	\$ -	
Fringe Benefits	\$ 139,388.00	\$ 41,630.62	\$ 41,630.62	\$ 52,240.74	\$ 3,886.02	\$ -	
Travel	\$ 6,500.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 500.00	\$ -	
Other Related Staff Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Wages	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ -	\$ -	
Other Related Program costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Rent	\$ 62,954.73	\$ 23,959.95	\$ 23,959.95	\$ 12,172.99	\$ 2,861.84	\$ -	
Utilities	\$ 36,886.04	\$ 12,873.54	\$ 15,860.84	\$ 6,593.54	\$ 1,558.12	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cleaning Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Internet and IT Services Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Leased Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Operational Costs	\$ 34,881.77	\$ 8,677.26	\$ 9,184.93	\$ 16,257.68	\$ 761.90	\$ -	
<b>Totals</b>	<b>\$ 651,970.82</b>	<b>\$ 170,127.25</b>	<b>\$ 173,622.18</b>	<b>\$ 291,215.05</b>	<b>\$ 17,006.34</b>	<b>\$ -</b>	

2

	PY'14	Career Center:		Lewis County E&T		Other Funding	
		WIA					
		Totals	Adult	DW	Youth		Admin
Staff Salaries	\$ 72,998.12	\$ 36,699.78	\$ 16,776.76	\$ 19,521.58	\$ -	\$ -	
Fringe Benefits	\$ 30,351.88	\$ 15,931.62	\$ 5,964.14	\$ 8,456.12	\$ -	\$ -	
Travel	\$ 700.00	\$ 100.00	\$ 100.00	\$ 500.00	\$ -	\$ -	
Other Related Staff Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Wages	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	
Other Related Program costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cleaning Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Internet and IT Services Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Leased Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Operational Costs	\$ 6,000.00	\$ 3,000.00	\$ 1,000.00	\$ 2,000.00	\$ -	\$ -	
<b>Totals</b>	<b>\$ 130,050.00</b>	<b>\$ 55,731.40</b>	<b>\$ 23,840.90</b>	<b>\$ 50,477.70</b>	<b>\$ -</b>	<b>\$ -</b>	

3

	Career Center: Enter Name Here					
	PY'14 Totals	WIA				Other Funding
		Adult	DW	Youth	Admin	
Staff Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Related Staff Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Youth Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Related Program costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cleaning Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet and IT Services Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leased Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Related Operational Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

4

	Career Center: Enter Name Here					
	PY'14 Totals	WIA				Other Funding
		Adult	DW	Youth	Admin	
Staff Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Related Staff Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Youth Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Related Program costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cleaning Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet and IT Services Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leased Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Related Operational Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

5

	PY'14	Career Center:		Enter Name Here		Other Funding	
		WIA					
		Totals	Adult	DW	Youth		Admin
Staff Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Staff Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Program costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cleaning Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Internet and IT Services Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Leased Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Operational Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

6

	PY'14	Career Center:		Enter Name Here		Other Funding	
		WIA					
		Totals	Adult	DW	Youth		Admin
Staff Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Staff Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Program costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cleaning Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Internet and IT Services Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Leased Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Operational Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

7

	PY'14	Career Center:		Enter Name Here		Other Funding	
		WIA					
		Totals	Adult	DW	Youth		Admin
Staff Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Staff Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Program costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cleaning Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Internet and IT Services Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Leased Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Operational Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

8

	PY'14	Career Center:		Enter Name Here		Other Funding	
		WIA					
		Totals	Adult	DW	Youth		Admin
Staff Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Staff Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supportive Services	\$ -	\$ -	\$ -			\$ -	
Youth Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Program costs	\$ -	\$ -	\$ -	\$ -	\$ -		
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cleaning Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Internet and IT Services Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Leased Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Operational Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

	TOTALS	Career Center:			TOTALS	
PY'14	WIA					
Totals	Adult	DW	Youth	Admin	Other Funding	
Staff Salaries	\$ 344,358.40	\$ 118,185.66	\$ 98,262.60	\$ 120,471.68	\$ 7,438.46	\$ -
Fringe Benefits	\$ 169,739.88	\$ 57,562.24	\$ 47,594.76	\$ 60,696.86	\$ 3,886.02	\$ -
Travel	\$ 7,200.00	\$ 1,600.00	\$ 1,600.00	\$ 3,500.00	\$ 500.00	\$ -
Other Related Staff Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Youth Wages	\$ 120,000.00	\$ -	\$ -	\$ 120,000.00	\$ -	\$ -
Other Related Program costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rent	\$ 62,954.73	\$ 23,959.95	\$ 23,959.95	\$ 12,172.99	\$ 2,861.84	\$ -
Utilities	\$ 36,886.04	\$ 12,873.54	\$ 15,860.84	\$ 6,593.54	\$ 1,558.12	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cleaning Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet and IT Services Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leased Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Related Operational Costs	\$ 40,881.77	\$ 11,677.26	\$ 10,184.93	\$ 18,257.68	\$ 761.90	\$ -
Totals	\$ 782,020.82	\$ 225,858.65	\$ 197,463.08	\$ 341,692.75	\$ 17,006.34	\$ -

Enter data into these cells.

	PY'14	WIB Office:			Jefferson-Lewis		
		Totals	WIA				Other Funding
			Adult	DW	Youth	Admin	
Staff Salaries	\$ 92,500.84	\$ 13,450.84	\$ 13,450.84	\$ 8,967.20	\$ 56,631.96	\$ -	
Fringe Benefits	\$ 41,232.52	\$ 4,004.36	\$ 4,004.36	\$ 2,669.54	\$ 30,554.26	\$ -	
Travel	\$ 5,001.00	\$ 721.00	\$ 721.00	\$ 481.00	\$ 3,078.00	\$ -	
Other Related Staff Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Youth Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Program costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Rent	\$ 3,178.00	\$ 575.00	\$ 575.00	\$ 575.00	\$ 1,453.00	\$ -	
Utilities	\$ 1,625.00	\$ 294.00	\$ 294.00	\$ 294.00	\$ 743.00	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cleaning Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Internet and IT Services Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Leased Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Related Operational Costs	\$ 11,013.56	\$ 1,430.99	\$ 1,430.99	\$ 1,433.93	\$ 6,717.65	\$ -	
Totals	\$ 154,550.92	\$ 20,476.19	\$ 20,476.19	\$ 14,420.67	\$ 99,177.87	\$ -	

WIB Office: Jefferson-Lewis

1

County Name:		Total PY 2013 Training reported														
Jefferson		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
Training Type	Total Expenditures	Carry In	New	PY12 Carry In Formula funds	PY13 Formula Funds	Non-WIA Funding	Carry In	New	PY12 Carry In Formula funds	PY13 Formula Funds	Non-WIA Funding	Carry In	New	PY12 Carry In Formula funds	PY13 Formula Funds	Non-WIA Funding
OJT	\$ 21,095.90	0	13	\$ 876.96	\$ 12,880.19	\$ -	0	11	\$ 1,598.85	\$ 5,739.90	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
<b>Total</b>	<b>\$ 164,477.40</b>	<b>11</b>	<b>52</b>	<b>\$ 35,683.69</b>	<b>\$ 65,172.46</b>	<b>\$ -</b>	<b>9</b>	<b>41</b>	<b>\$ 25,863.78</b>	<b>\$ 37,557.47</b>	<b>\$ -</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 200.00</b>	<b>\$ -</b>

1

County Name:		PY 2014 Training Projection														
Jefferson		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
Training Type	Total Expenditures	Carry In	New	PY13 Carry In	PY14 Formula Funds	Non-WIA Funding	Carry In	New	PY13 Carry In	PY14 Formula Funds	Non-WIA Funding	Carry In	New	PY13 Carry In	PY14 Formula Funds	Non-WIA Funding
OJT	\$ 154,297.10	8	17	\$ 21,315.06	\$ 55,500.00	\$ -	9	8	\$ 20,982.04	\$ 56,500.00	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
<b>Total</b>	<b>\$ 265,297.10</b>	<b>10</b>	<b>32</b>	<b>\$ 21,315.06</b>	<b>\$ 110,500.00</b>	<b>\$ -</b>	<b>10</b>	<b>11</b>	<b>\$ 20,982.04</b>	<b>\$ 110,500.00</b>	<b>\$ -</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>

County Name:		Total PY 2013 Training reported														
Lewis		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY13		Non-WIA Funding			PY13		Non-WIA Funding			PY13		Non-WIA Funding
Training Type	Total Expenditures	Carry In	New	PY12 Carry In Formula funds	Formula Funds		Carry In	New	PY12 Carry In Formula funds	Formula Funds		Carry In	New	PY12 Carry In Formula funds	Formula Funds	
ITA	\$ 15,063.68	1	9	\$ -	\$ 13,547.76	\$ -	1	2	\$ -	\$ 1,515.92	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	1	\$ -	\$ -	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
<b>Total</b>	<b>\$ 15,063.68</b>	<b>1</b>	<b>9</b>	<b>\$ -</b>	<b>\$ 13,547.76</b>	<b>\$ -</b>	<b>1</b>	<b>3</b>	<b>\$ -</b>	<b>\$ 1,515.92</b>	<b>\$ -</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

County Name:		PY 2014 Training Projection														
Lewis		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY14 Formula Funds		Non-WIA Funding			PY14 Formula Funds		Non-WIA Funding			PY14 Formula Funds		Non-WIA Funding
Training Type	Total Expenditures	Carry In	New	PY13 Carry In	Formula Funds		Carry In	New	PY13 Carry In	Formula Funds		Carry In	New	PY13 Carry In	Formula Funds	
ITA	\$ 11,000.00	3	4	\$ -	\$ 6,000.00	\$ -	0	2	\$ -	\$ 5,000.00	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ 10,000.00	1	9	\$ -	\$ 6,000.00	\$ -	0	4	\$ -	\$ 4,000.00	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
<b>Total</b>	<b>\$ 21,000.00</b>	<b>4</b>	<b>13</b>	<b>\$ -</b>	<b>\$ 12,000.00</b>	<b>\$ -</b>	<b>0</b>	<b>6</b>	<b>\$ -</b>	<b>\$ 9,000.00</b>	<b>\$ -</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

3 County Name:		Total PY 2013 Training reported														
XXXXXXXXXX		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY13					PY13					PY12 Carry In	PY13	
Training Type	Total Expenditures	Carry In	New	PY12 Carry In Formula funds	Formula Funds	Non-WIA Funding	Carry In	New	PY12 Carry In Formula funds	Formula Funds	Non-WIA Funding	Carry In	New	Formula funds	Formula Funds	Non-WIA Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

3 County Name:		PY 2014 Training Projection														
XXXXXXXXXX		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY13 Carry In	PY14 Formula Funds	Non-WIA Funding			PY13					PY13 Carry In	PY14 Formula Funds	Non-WIA Funding
Training Type	Total Expenditures	Carry In	New	PY13 Carry In	Formula Funds	Non-WIA Funding	Carry In	New	PY13 Carry In	Formula Funds	Non-WIA Funding	Carry In	New	PY13 Carry In	Formula Funds	Non-WIA Funding
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

County Name:		Total PY 2013 Training reported														
XXXXXXXXXX		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY13		Non-WIA Funding			PY13		Non-WIA Funding			PY13		Non-WIA Funding
Training Type	Total Expenditures	Carry In	New	PY12 Carry In Formula funds	Formula Funds		Carry In	New	PY12 Carry In Formula funds	Formula Funds		Carry In	New	PY12 Carry In Formula funds	Formula Funds	
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

County Name:		PY 2014 Training Projection														
XXXXXXXXXX		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY13 Carry In	PY14 Formula Funds	Non-WIA Funding			PY13 Carry In	PY14 Formula Funds	Non-WIA Funding			PY13 Carry In	PY14 Formula Funds	Non-WIA Funding
Training Type	Total Expenditures	Carry In	New				Carry In	New				Carry In	New			
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

5 County Name:		Total PY 2013 Training reported														
XXXXXXXXXX		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY13		Non-WIA Funding			PY13		Non-WIA Funding			PY13		Non-WIA Funding
Training Type	Total Expenditures	Carry In	New	PY12 Carry In Formula funds	Formula Funds		Carry In	New	PY12 Carry In Formula funds	Formula Funds		Carry In	New	PY12 Carry In Formula funds	Formula Funds	
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

5 County Name:		PY 2014 Training Projection														
XXXXXXXXXX		Adult					Dislocated Worker					Youth				
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				PY13 Carry In	PY14 Formula Funds	Non-WIA Funding			PY13 Carry In	PY14 Formula Funds	Non-WIA Funding			PY13 Carry In	PY14 Formula Funds	Non-WIA Funding
Training Type	Total Expenditures	Carry In	New				Carry In	New				Carry In	New			
ITA	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -
Total	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -

**TOTALS**

Note: This sheet will total automatically.

T		Total PY 2013 Training reported																
O		Adult					Dislocated Worker					Youth						
T		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures				
A				PY12 Carry In Formula funds	PY13 Formula Funds	Non-WIA Funding			PY12 Carry In Formula funds	PY13 Formula Funds	Non-WIA Funding			PY12 Carry In Formula funds	PY13 Formula Funds	Non-WIA Funding	PY12 Carry In Formula funds	PY13 Formula Funds
L		Carry In	New				Carry In	New				Carry In	New					
S		Training Type	Total Expenditures	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding
		ITA	\$ 158,445.18	12	48	\$ 34,806.73	\$ 65,840.03	\$ -	10	32	\$ 24,264.93	\$ 33,333.49	\$ -	0	0	\$ -	\$ 200.00	\$ -
		OJT	\$ 21,095.90	0	13	\$ 876.96	\$ 12,880.19	\$ -	0	12	\$ 1,598.85	\$ 5,739.90	\$ -					
		Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
		Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
		<b>Total</b>	\$ 179,541.08	12	61	\$ 35,683.69	\$ 78,720.22	\$ -	10	44	\$ 25,863.78	\$ 39,073.39	\$ -	0	0	\$ -	\$ 200.00	\$ -

T		PY 2014 Training Projection																
O		Adult					Dislocated Worker					Youth						
T		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures				
A				PY13 Carry In	PY14 Formula Funds	Non-WIA Funding			PY13 Carry In	PY14 Formula Funds	Non-WIA Funding			PY13 Carry In	PY14 Formula Funds	Non-WIA Funding	PY13 Carry In	PY14 Formula Funds
L		Carry In	New				Carry In	New				Carry In	New					
S		Training Type	Total Expenditures	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding	Carry In	New	Formula funds	Formula Funds	Funding
		ITA	\$ 122,000.00	5	19	\$ -	\$ 61,000.00	\$ -	1	5	\$ -	\$ 59,000.00	\$ -	0	0	\$ -	\$ 2,000.00	\$ -
		OJT	\$ 164,297.10	9	26	\$ 21,315.06	\$ 61,500.00	\$ -	9	12	\$ 20,982.04	\$ 60,500.00	\$ -					
		Customized	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
		Contracted	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
		<b>Total</b>	\$ 286,297.10	14	45	\$ 21,315.06	\$ 122,500.00	\$ -	10	17	\$ 20,982.04	\$ 119,500.00	\$ -	0	0	\$ -	\$ 2,000.00	\$ -

## Attachment I

PY 2013 FTE Staffing -									
Function/ Type of Service	WIA Adult	WIA DW	WIA Youth	WIA Admin	Wagner-Peyser	REA	DVOP LVER	Other Funding	Total
WIB	0.25	0.25	0.2	0.925	0	0	0	0.375	2
TAA	0	0	0	0	0	0	0	0.5	0.5
Core/Intensive	1	1	0	0	7.5	2	3	1	15.5
Business Services	0.5	0.5	0	0	1	0	0	0	2
Rapid Response	0	1	0	0	0	0	0	0	1
Youth Services	0	0	2	0	0	0	0	0	2
Admin/Fiscal/Supervision	0	0	0	0	0	0	0	0	0
Total	1.75	2.75	2.2	0.925	8.5	2	3	1.875	23

Projected PY 2014 FTE Staffing									
Function/Type of Service	WIA Adult	WIA DW	WIA Youth	WIA Admin	Wagner-Peyser	REA	DVOP LVER	Other Funding	Total
WIB	0.25	0.25	0.2	0.925	0	0	0	0.375	2
TAA	0	0	0	0	0	0	0	0.5	0.5
Core/Intensive	1	1	0	0	6.5	1	3	0	12.5
Business Services	0.5	0.5	0	0	1	0	0	0	2
Rapid Response	0	0	0	0	0.5	0	0	0	0.5
Youth Services	0	0	2	0	0	0	0	0	2
Admin/Fiscal/Supervision	0	0	0	0	0	0	0	0	0
Total	1.75	1.75	2.2	0.925	8	1	3	0.875	19.5

Note: The total FTE's here should match the total staff that are funded in the LWIA.

**WIA/Other Funds Budget**

<b>LWIA NAME:</b>		<b>Jefferson-Lewis</b>				
WIA						
Totals	Adult	DW	Youth	Admin	Other Funding	

Attachment I

Blue Cells must be filled in.

Revenue						
WIA PY 13 Carryover at 6/30/14	\$ 181,509.68	\$ 66,380.48	\$ 65,210.42	\$ 35,800.02	\$ 14,118.76	\$ -
WIA PY 14 NOA	\$ 1,117,733.00	\$ 337,135.50	\$ 321,810.30	\$ 347,013.90	\$ 111,773.30	\$ -
<b>Total Revenue</b>	<b>\$ 1,299,242.68</b>	<b>\$ 403,515.98</b>	<b>\$ 387,020.72</b>	<b>\$ 382,813.92</b>	<b>\$ 125,892.06</b>	<b>\$ -</b>
Expenditures- One Stop						
Staff Costs						
Staff Salaries	\$ 344,358.40	\$ 118,185.66	\$ 98,262.60	\$ 120,471.68	\$ 7,438.46	\$ -
Fringe Benefits	\$ 169,739.88	\$ 57,562.24	\$ 47,594.76	\$ 60,696.86	\$ 3,886.02	\$ -
Travel	\$ 7,200.00	\$ 1,600.00	\$ 1,600.00	\$ 3,500.00	\$ 500.00	\$ -
Other Related Staff Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Costs</b>	<b>\$ 521,298.28</b>	<b>\$ 177,347.90</b>	<b>\$ 147,457.36</b>	<b>\$ 184,668.54</b>	<b>\$ 11,824.48</b>	<b>\$ -</b>
Operational Costs						
WIB Costs	\$ 154,550.92	\$ 20,476.19	\$ 20,476.19	\$ 14,420.67	\$ 99,177.87	\$ -
One-Stop Costs						
Rent	\$ 62,954.73	\$ 23,959.95	\$ 23,959.95	\$ 12,172.99	\$ 2,861.84	\$ -
Utilities	\$ 36,886.04	\$ 12,873.54	\$ 15,860.84	\$ 6,593.54	\$ 1,558.12	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cleaning Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet and IT Services Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leased Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Related Operational Costs	\$ 40,881.77	\$ 11,677.26	\$ 10,184.93	\$ 18,257.68	\$ 761.90	\$ -
<b>Total Operational Costs</b>	<b>\$ 295,273.46</b>	<b>\$ 68,986.94</b>	<b>\$ 70,481.91</b>	<b>\$ 51,444.88</b>	<b>\$ 104,359.73</b>	<b>\$ -</b>
Other Program Costs						
Support Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Youth Wages	\$ 120,000.00	\$ -	\$ -	\$ 120,000.00	\$ -	\$ -
Other Related Program costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Program Costs</b>	<b>\$ 120,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120,000.00</b>	<b>\$ -</b>	<b>\$ -</b>
Training Costs						
Total Training Costs	\$ 286,297.10	\$ 143,815.06	\$ 140,482.04	\$ 2,000.00		\$ -
<b>Total Expenditures</b>	<b>\$ 1,222,868.84</b>	<b>\$ 390,149.90</b>	<b>\$ 358,421.31</b>	<b>\$ 358,113.42</b>	<b>\$ 116,184.21</b>	<b>\$ -</b>
Carry-over Funds to PY15	\$ 76,373.84	\$ 13,366.08	\$ 28,599.41	\$ 24,700.50	\$ 9,707.85	\$ -

		Budget Summary for: Jefferson-Lewis					
		WIA					
	Totals	Adult	DW	Youth	Admin	Other Funding	
Total Revenue PY'14	\$ 1,299,242.68	\$ 403,515.98	\$ 387,020.72	\$ 382,813.92	\$ 125,892.06	\$ -	
Total Staff Costs	\$ 521,298.28	\$ 177,347.90	\$ 147,457.36	\$ 184,668.54	\$ 11,824.48	\$ -	
Total Operational Costs	\$ 295,273.46	\$ 68,986.94	\$ 70,481.91	\$ 51,444.88	\$ 104,359.73	\$ -	
Total Participant Costs	\$ 120,000.00	\$ -	\$ -	\$ 120,000.00	\$ -	\$ -	
Total Training Costs	\$ 286,297.10	\$ 143,815.06	\$ 140,482.04	\$ 2,000.00	\$ -	\$ -	
Total Expenditures	\$ 1,222,868.84	\$ 390,149.90	\$ 358,421.31	\$ 358,113.42	\$ 116,184.21	\$ -	
Carry-over Funds to PY15	\$ 76,373.84	\$ 13,366.08	\$ 28,599.41	\$ 24,700.50	\$ 9,707.85	\$ -	

Operational Cost Breakdown	
WIB Costs	\$ 154,550.92
Rent	\$ 62,954.73
Utilities	\$ 36,886.04
Supplies	\$ -
Cleaning Expenses	\$ -
Internet and IT Services Expenses	\$ -
Leased Equipment	\$ -
Other Related Operational Costs	\$ 40,881.77
<b>Total Operational Costs</b>	<b>\$ 295,273.46</b>

		Staffing Totals	
		2013	2014
WIB		2	2
TAA		0.5	0.5
Core/Intensive		15.5	12.5
Business Services		2	2
Rapid Response		1	0.5
Youth Services		2	2
Admin/Fiscal/ Supervision		0	0
Total		23	19.5

Training Totals		
	PY'13	PY'14
ITA	\$ 158,445.18	\$ 122,000.00
OJT	\$ 21,095.90	\$ 164,297.10
Customized	\$ -	\$ -
Contracted	\$ -	\$ -
Totals	\$ 179,541.08	\$ 286,297.10

Youth Activity Provider Name	Address	City	State	Zip Code	Phone Number	Contact Name	Contact Title	Contact Email	Type of Arrangement (e.g. Agreement, MOU, collaboration, contractual)	Start Date (if applicable)	End Date (if applicable)	Planned Expenditures for PY14	Counties Served	Planned Enrollments PY14 In-School	Planned Enrollments PY14 Out-of-School	Using the definition of successful in Question 8 of the Local Plan, has this provider been successful? (Yes or No)
Jefferson County DET	1000 Coffeen St	Watertown	NY	13601	315-782-9252	Julie Daniels	Youth Coordinator	j.daniels@co.jefferson.ny.us	Annual Contract	7/1/2014	6/30/2015	\$260,307.18	Jefferson	50	15	Yes
Lewis County DET	5274 Outer Stowe St	Lowville	NY	13367	315-376-5800	John Monnett	Youth Coordinator	john.monnat@dfa.state.ny.us	Annual Contract	7/1/2014	6/30/2015	\$59,326.47	Lewis	10	3	Yes

Youth Program Design Framework	Provider Names
Intake and Registration	
Objective Assessment	Jefferson - Jefferson County Dept of Employment & Training - Annual contract, Lewis - Lewis County Dept of Employment & Training - Annual contract.
Individual Service Strategy	Jefferson - Jefferson County Dept of Employment & Training - Annual contract, Lewis - Lewis County Dept of Employment & Training - Annual contract.

Youth Program Element	Provider Names
Tutoring/Study Skills Training/Instruction leading to completion of secondary school	Jefferson - Jefferson County Dept of Employment & Training - Annual contract, Lewis - Lewis County Dept of Employment & Training - Annual contract. Coordination efforts will include effective linkages with area school districts (including BOCES), youth service organizations (i.e. Probation, Social Services, Youth Court, Youth Bureau, CREDO Community Center, Attain Lab, Sozo Teen Center, Watertown Housing Authority, Children's Home of Jefferson County, Ft. Drum Regional Health Planning Organization, Ft. Drum Army Community Service, Cornell Cooperative Extension of Jefferson County and YMCA), as well as existing linkage with the WIA Title IB Adult Program. This applies for all appropriate program elements listed below as well.
Alternative Secondary School Services	Jefferson - Jefferson County Dept of Employment & Training - Annual contract, Lewis - Lewis County Dept of Employment & Training - Annual contract
Summer employment opportunities	Jefferson - Jefferson County Dept of Employment & Training - Annual contract, Lewis - Lewis County Dept of Employment & Training - Annual contract
Paid and unpaid work experience	Jefferson - Jefferson County Dept of Employment & Training - Annual contract, Lewis - Lewis County Dept of Employment & Training - Annual contract
Occupational skills training	Jefferson - Jefferson County Dept of Employment & Training - Annual contract, Lewis - Lewis County Dept of Employment & Training - Annual contract
Leadership development opportunities	Jefferson - Jefferson County Dept of Employment & Training - Annual contract, Lewis - Lewis County Dept of Employment & Training - Annual contract
Supportive Services	Jefferson - Jefferson County Dept of Employment & Training - Annual contract, Lewis - Lewis County Dept of Employment & Training - Annual contract
Adult Mentoring	Jefferson - Jefferson County Dept of Employment & Training - Annual contract, Lewis - Lewis County Dept of Employment & Training - Annual contract
Follow Up Services	Jefferson - Jefferson County Dept of Employment & Training - Annual contract, Lewis - Lewis County Dept of Employment & Training - Annual contract
Comprehensive Guidance and Counseling	Jefferson - Jefferson County Dept of Employment & Training - Annual contract, Lewis - Lewis County Dept of Employment & Training - Annual contract



ATTACHMENT J													
Business Services Provider Name	Address	City	State	Zip Code	Phone Number	Contact Name	Contact Title	Contact Email	Activities to be Provided	Type of Contract (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, etc.)	Contract Start Date	Contract End Date	Counties to be Served
N/A													