



LOCAL PLAN

FOR THE NEW YORK CITY LOCAL WORKFORCE INVESTMENT AREA

JULY 1, 2012 - JUNE 30, 2013

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The following attachments are provided separately:

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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;

1. Based on consultation with your Labor Market Analyst and a review of your Regional Economic Development Council's (REDC) Five-Year Strategic Plan, describe the current and projected employment opportunities in your local area and region. Provide a priority ranked list of the local area's demand occupations for PY 2012 that includes O*NET codes and job titles.

As a strongly demand-driven system, the New York City One-Stop System – whose centers are known locally as Workforce1 Career Centers – pays close attention to the hiring needs of businesses across a range of industries. In 2011, the Workforce1 system successfully connected jobseekers to fill over 16,000 job opportunities with its business customers based on its strong relationships with those employers. (The system achieved over 36,000 total job placements in 2011.)

The New York City Department of Small Business Services (SBS), which administers the Workforce1 system, identified in 2011 a number of economic sectors with the most promising opportunities for the customers served by the system based on historical performance, current relationships with a variety of businesses, and opportunities for ongoing job opportunities. These sectors include the following and the minimum expected number of job opportunities we expect to develop: Retail Trade (11,000); Healthcare and Social Assistance (3,500); Accommodation and Food Services (3,000); Administrative and Support and Waste Management and Remediation Services (2,500, primarily security); Transportation and Warehousing (2,500); Professional, Scientific, and Technical Services (1,600); Wholesale Trade (500); Manufacturing (500); Information (500); and Finance and Insurance (500). Within these sectors are the demand occupations targeted by the system, illustrated in Appendix 1.

2. Explain how your demand list was shaped. Describe the data source(s) used to develop/support your demand list.

New York City Labor Market In-Demand Definition

The New York City Labor Market Information Service (NYCLMIS) provides labor market analysis for the public workforce system. The NYCLMIS was formed in Spring 2008 as a joint endeavor of the New York City Workforce Investment Board and The City University of New York at the Center for Urban Research. The NYCLMIS produces New York City's demand occupation list.

NYCLMIS chiefly relied on the New York State Department of Labor's Long-Term (2008-18) Occupational Projections for New York City as a source of occupational data. Additional sources consulted include New York State Department of Labor, Jobs in Demand Lists, May through July 2009; New York State Department of Labor, Industry Staffing Patterns, 2009; New York State Department of Labor, Quarterly Census of Employment and Wages, 2001-03; NYC Department of Small Business Services, Workforce Training, Growth Occupation List, 2008; United States

Department of Labor O*NET Production Database, Version 13.0.

According to the methodology, in-demand occupations in New York City should meet the following criteria (these criteria also correspond with the columns in Appendix 1.

1) BASIC CRITERIA. Should meet all of the following criteria:

a. EDUCATION. Require a four-year college degree or fewer years of education/experience and the majority of individuals who are employed in the occupation in New York City have attained less than a four-year college degree.

b. 2006 EMPLOYMENT. Employed 5,000 or more people in New York City in 2006; and

c. 2016 PROJECTED EMPLOYMENT. Must be the same as or greater than 2006 employment.

2) WAGES. Should meet at least one wage criterion from among the following:

a. ENTRY-LEVEL. The entry level wage is at least two-thirds of the median wage income in New York City (\$22,200 for occupations requiring a high school diploma, GED or less; \$28,400 for all other occupations)

b. MEDIAN. The median wage is at least the median wage income in New York City (\$33,300 for occupations requiring a high school diploma, GED or less; \$42,600 for all other occupations); or

c. EXPERIENCE PREMIUM. The difference between entry-level and experienced wages is at least 75 percent of the entry-level wage.

3) GROWTH/STABILITY. And should meet at least one of the following growth/stability criteria:

a. OPENINGS. At least 237 (citywide average) average annual openings;

b. EMPLOYMENT CHANGE. At/above citywide average employment growth (7.4%);

c. GROWTH AS SHARE OF OPENINGS. Share of openings due to growth (versus replacement) is at/above average (21.4%);

d. RECESSION RESISTANCE. The primary industry employing each occupation retained jobs as well as or better than the local labor market on average during the previous recession; or

e. SHORT-TERM DEMAND. The occupation appeared on NYSDOL's "jobs-in-demand" list at least once between May-July 2009.

Given the limited dollars allocated to Individual Training Account vouchers, known locally as Individual Training Grants, in August 2011 the SBS, in consultation with the New York City Workforce Investment Board, narrowed the focus of occupations eligible for these vouchers. In order to do this, SBS established the following investment criteria for such occupations:

- Defined as 'in-demand' by NYCLMIS;
- Require specific technical skills training (in addition to experience and education) in order to gain employment;
- Aligned with SBS's business development targets; and
- Scarcity of other low-cost/subsidized training options available through SBS or community partners for the specific occupation.

The resulting list of targeted occupations eligible for Individual Training Grants in New York City includes the following:

- Bookkeeping, Accounting, and Auditing Clerks
- Medical Assistants
- Executive Secretaries and Administrative Assistants
- First-Line Supervisors/Managers of Office and Administrative Support Workers
- Computer Support Specialists
- Legal Secretaries
- Paralegals and Legal Assistants
- Computer Systems Analysts
- Network and Computer Systems Administrators
- Fire Safety Directors

3. Identify the job skills/credentials that are needed to obtain such employment opportunities, and the education and training resources that exist in your area/region to assist individuals to obtain these skills. Training options such as on-the-job training, ITAs, customized training and contracted training should be discussed where relevant. If there are not sufficient training providers on the ETPL to meet articulated training needs, please describe the steps your area/region is taking in conjunction with business leaders and education and training providers to address this deficit.

See Appendix 2.

4. Describe any regional or sector-based training initiatives in which your local area is involved or is planning to be involved during PY 2012. Explain how these initiatives have influenced or shaped the demand occupation list provided under question 1.

The Workforce1 Healthcare Career Center is the one center in the Workforce1 system funded by the Workforce Investment Act that is focused exclusively on a single sector. LaGuardia Community College, an excellent community college in New York City with particular strength in healthcare training, operates the Healthcare Center. SBS expects to make some contracted training available.

Contracted training is training for which SBS enters into a contractual agreement with a training provider to deliver training to prepare a group of individuals for employment in a specific occupation. SBS plans to make contracted training available for Registered Nurses, Licensed Practical Nurses, and Emergency Medical Technicians this year. The Healthcare Center has extensive relationships with hospitals, long-term care facilities, and community health centers, which it uses to place jobseekers into employment. This initiative influenced the inclusion of the three occupations above on the demand list.

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;

Please complete Table 1 entitled “[Performance Indicators](#)” on page 7. In order to use the hyperlinks in the document, hold CTRL and click the link to go to the corresponding chart. To return to the question, hold CTRL and click on the chart title.

5. Has the local area achieved greater than 100% of any goals during PY11?

☒ Yes ☐ No

a. If so, please describe the goals that were exceeded.

Q1 placement (ISY), youth degree/certificate attainment, youth literacy/numeracy gain.

b. Please describe the policies or actions that led to the local area’s success in these areas.

New York City’s WIA youth programs use several strategies to achieve success on the performance goals. The first is to select providers through a highly competitive process that identifies organizations that have the necessary infrastructure and vision to carry out WIA goals. The second is to establish and continuously monitor performance milestones in WIA youth contracts that help drive successful performance against the goals. The NYC Department of Youth and Community Development (DYCD) employs a robust site monitoring and data management system to monitor WIA services and promote continuous program improvement. Best practices are shared with providers and challenges are addressed through corrective action plans as soon as they arise to ensure that providers achieve their performance goals. The third strategy is to perform annual qualitative reviews of WIA contractors to ensure that program offerings align with contract requirements and support WIA goals. Finally, DYCD staff, in partnership with other workforce and youth development experts, provide ongoing technical assistance to strengthen provider capacity to deliver high quality services.

The performance goals for WIA Youth Common measures are incorporated in the contract language of all DYCD WIA youth contracts. In addition, DYCD WIA youth contracts have a hybrid payment reimbursement structure, mandating that 15% of Out of School Youth contract funds and 20% of In School Youth contract funds are reimbursed based upon a portion of individual participants’ achievement of the contract milestones, which track to the Common

Measures.

Providers are mandated to submit quarterly projections representing their expected achievement of performance goals. DYCD conducts quarterly analyses of each provider's performance, focusing on the achievement of performance goals against the provider's quarterly projections. In the event that a provider is struggling with their goals, DYCD provides technical assistance and support to improve performance. In the OSY program, placement and retention staff are mandated for all OSY programs. In the ISY program, college placement and financial aid counseling along with college trips help the City meet and exceed the placement in employment or education rate. The literacy/numeracy gain goal for out of school youth was exceeded in PY 11 due to the majority of the DYCD WIA OSY programs having incorporated New York City Department of Education GED services and basic skills instruction into their programs. In addition, all WIA OSY contractors are required to provide occupational training leading to certificates that meet the definition of the attainment of degree or certificate common measure. All occupational training is pre-approved by DYCD to ensure the training will result in an acceptable degree or certificate that meets the common measure definition. This combined focus on education and occupational training contributes to the success of the City's OSY program.

c. Describe how the local area plans to continue its success.

New York City will continue to support program strategies that not only guide programs toward meeting the Common Measures, but also help youth realize education and employment goals. For example, DYCD has produced a number of web-based interactive tutorial training applications in support of the Capricorn database system. DYCD also conducts monthly contractor meetings in which information and technical assistance regarding WIA common measures is disseminated and discussed. At the beginning of each program year, both the OSY and ISY programs provide a comprehensive all day seminar called "WIA 101" that covers all of the key principles, policies and performance measures regarding WIA. In addition, all WIA provider staff have access to policies, procedures, forms and training tools through the Capricorn database through its Help function. DYCD will also continue to provide in-depth technical assistance to contractors, including workshops and on-site support.

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 2011 Training" and "PY 2012 Training Projection" 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).

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

See Appendix 3.

7. Describe the steps the Workforce Investment Board takes to ensure the continuous improvement of eligible providers of services through the system. Describe the information that is reviewed to determine that providers are meeting the employment needs of local businesses and jobseekers.

For Adult and Dislocated Workers, the NYC Department of Small Business Services (SBS) ensures the continuous improvement of intensive service providers through two primary means: performance management and ongoing quality assurance monitoring.

Performance Management

SBS places a major emphasis on performance management. SBS reinforces the importance of performance management through its performance-based contracts, its definition of a number of non-paid performance targets, publication of frequent reports with information about outcomes and indicators reflecting progress towards those outcomes, regular meetings with contractors about strategy and performance, and the use of Corrective Action Plans in cases where contractors are significantly behind pace on their outcomes.

- **Performance-Based Contracts:** SBS uses contracts that are a hybrid of simple reimbursement and performance-based. SBS has selected two key measures that are paid performance milestones: total job placements and job placements paying \$15 per hour or more. These milestones reflect SBS' most important measure of success.

- **Additional Performance Measures:** In addition to the two paid performance measures listed above, SBS also sets a number of non-paid performance targets. A contractor's performance factors into SBS' VENDEX evaluation, which is The City of New York's primary way of evaluating the performance of contractors. These measures include sales (the number of job opportunities developed), fill rate (the percent of each job opportunity that a center was able to fill with candidates it referred to a business), Individual Training Grant issuance and job placement, and Community Partner job placements.

- **Reporting:** SBS produces a range of dashboards showing outcomes as well as other indicators that reflect each contractor's progress towards their outcome targets. SBS communicates these dashboards internally as well as to the contractors. Contractors also have direct access to an extensive array of reports and data about their performance.

- **Strategy and Performance Review Meetings:** SBS meets at least monthly with each contractor to review their strategy for identifying business development opportunities. In addition, SBS meets at least quarterly with each contractor to engage in a thorough review of its performance, identifying areas of strength as well as challenges and solutions for addressing those challenges. These meetings involve executives from the contractor as well as leadership from the relevant Workforce1 Career Center. Finally, certain SBS staff are discussing performance with the

contractors on a weekly basis in a more informal setting and working with the contractors to identify the root cause of an issue and adjust their strategy in order to improve their performance.

- **Corrective Action Plans:** In cases in which a contractor's performance is lagging significantly behind where it should be at a given point during the contract year, SBS will request a detailed Corrective Action Plan from the contractor that explains how that contractor will achieve its goals within the time remaining.

Quality Assurance: SBS uses a variety of means to assure the quality and integrity of data entered into its data system and to assure the quality of the customer service experience for jobseekers.

- **Increased presence at Career Centers:** SBS Quality Assurance staff will visit the Career Centers on a regular basis to ensure that services are delivered in accordance with our established policies. They will examine three key areas: efficiency of service delivery, efficacy of Workshops, and customer service quality. Subsequently, the Quality Assurance staff will check Worksource1 to ensure that the services provided for a sample of these customers were recorded accurately and timely in Worksource1. SBS is going to contract with a "Mystery Shopping" firm, which will observe service delivery surreptitiously and report findings to SBS.

- **Data Quality Review:** SBS is collecting Customer Information Forms from all Centers and storing them onsite. For a sample of customers for each Center, SBS will match the information on these forms to the data entered in Worksource1 to ensure accuracy and check that past employment is not recorded as new placements attributable to services delivered by Workforce1. Our strategy of pushing more traffic to the online self-service functionality will also help decrease data-entry inaccuracies. The results of these data checks are tabulated and reported to the Career Centers regularly.

- **New Placement Validation Process:** SBS has implemented a triple-check methodology to ensure the validity and accuracy of the placement information reported:

a. **1ST CHECK:** All information must be corroborated by the employer. Centers will be paid only for outcomes that can be supported either by the employer directly, or a copy of the jobseeker's pay-stub.

b. **2nd CHECK:** The Work Number electronic validation. SBS will utilize The Work Number, a third party company that provides employment information of current employees for participating businesses to organizations that request this information for legitimate purposes. SBS will use this information to assist the Centers in obtaining placement information, as well as verify the accuracy of the placement information reported, where applicable.

c. **3rd CHECK:** Jobseeker Calls. For a sample of the employer-verified placements, SBS validation staff will call jobseekers directly to corroborate the placement information provided by the employers to ensure that there is no collusion between Center Account Managers and the Recruiters for our business customers.

- **Customer Service Surveys:** SBS launched a Customer Service Feedback initiative, whereby SBS staff interview jobseekers to determine their level of satisfaction with the services they received. Soon, SBS will also survey jobseekers online. As part of the survey, SBS will ask jobseekers to disclose the services that were most helpful; this information can then be crosschecked with Worksource1 to verify if such services were recorded accurately.
- **Corrective Action:** Quarterly, SBS will release to the Centers, a Quality Scorecard that shows how the Centers performed on their Quality Assurance measures, which include those described above. Centers that fail are required to submit a written Corrective Action Plan, and will be extensively monitored the following quarter. At the end of the year, each Center receives an annual score that is directly tied to that Center's Annual Performance Evaluation. The Annual Performance Evaluation becomes a part of the contractor's VENDEX score, which is a key evaluation method that The City of New York uses to evaluate the performance of its contractors.

8. Describe any partnerships that the WIB and One-Stop Operators have developed to improve services to customers in the local area or region.

Workforce1 Community Partners

All Workforce1 Career Centers have a Community Partners program onsite with staff dedicated to working with community organizations. The Community Partners program builds and supports formalized links between Workforce1 and a myriad of organizations, including job training providers, educational institutions and social service organizations.

The collaboration allows Workforce1 to establish a continuum of quality services to jobseekers and businesses. Community organizations in the Workforce1 partner network offer services which prepare New Yorkers for work – especially by addressing barriers to employment. Then the organizations refer job-ready customers for the thousands of job opportunities at the Workforce1 Career Centers, which specialize in developing employer relationships and industry knowledge.

Additionally, Workforce1 refers customers to Community Partners for services such as disability services, housing, free professional clothing, and others. The Centers have especially developed strong relationships for GED preparation and test-taking with the NYC Department of Education which holds office hours at the centers; English as a Second Language (ESL) classes with community organizations; and occupational training. Workforce1 developed a listing of ESL classes and occupational training courses with non-profit organizations in the partner network that are free or charge nominal fees.

The program greatly expands the service capacity of the New York City public workforce development system. The partner network includes almost 200 active organizations, which means 200 additional doors through which job-ready New Yorkers can be connected to Workforce1 job opportunities.

Community Partners in 2011

Almost 15 percent of all Workforce1 placements were sourced from Community Partners referrals in 2011:

- Placements: 5,000
- Referral-to-hire ratio: 3:1 For every three referrals, at least one person was placed
- Active Partners: 205

Community Partners enrollment is open to any organization that has a demonstrated commitment to serve jobseekers. Our top partners include the Brooklyn and Queens Public Libraries, campuses throughout the City University of New York system, NYS Department of Labor as well as other city agencies like the New York City Housing Authority. They include welfare-to-work service providers such as FECS, ResCare, and Goodwill. Many neighborhood-based organizations are also connected to Workforce1 through this program, including Henry Street Settlement and Elmcot Youth and Adult Activities, for example.

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 (SPREADSHEET J).

9. Describe the metrics that the WIB uses to determine whether or not a youth provider is successful.

The NYC WIB uses the following metrics to determine youth contractor success -

OSY: Placement in the first quarter after exit; attainment of a degree or certificate; literacy/numeracy gain

ISY: Placement in the first quarter after exit; attainment of a degree or certificate

10. Describe the steps that you have taken to address providers that you have determined to be unsatisfactory. Please address each unsatisfactory Youth Provider specifically.

DYCD WIA staff work closely with all contractors to assist them with program implementation, execution, and improvement if needed. In addition, DYCD has contracted with the Workforce Professionals Training Institute, Youth Development Institute, and Mental Health Association of NY to provide relevant employment, education, case management, and youth development workshops and one-on-one assistance to youth workforce development providers. The NYCLWIA defines satisfactory performance to be at or above 80% of the negotiated Common Measure rate.

Out of School Youth Program

BronxWorks

Q1 Placement and Literacy/Numeracy Gain - BronxWorks submitted a Corrective Action Plan (CAP) to DYCD regarding a low level of Q1 placements on July 28, 2011, with an update on November 30, 2011. In January 2012, BronxWorks was referred to DYCD's youth workforce development technical assistance provider, the Workforce Professionals Training Institute for assistance with Job

Development/Employer Prospecting, and Job Placement/Matching. Technical assistance activities are underway. DYCD is working with the provider to improve literacy/numeracy instruction and testing strategies.

CAMBA

Q1 Placement – due to key staff changes and illness, CAMBA fell behind on the placement of participants. DYCD is working with CAMBA to assist them in making placements and ensuring that multiple staff can perform placement duties.

Children’s Arts and Sciences Workshop

Degree/Certificate Attainment – Due to key staff turnover, CASW was not able to retain all of their OSY participants, negatively impacting the number of occupational training certificates obtained. CASW has written a Corrective Action Plan and is working to replace staff.

Community Impact

Community Impact’s OSY contract was terminated in July 2012 for unsatisfactory performance.

East Harlem Employment Services, Inc./STRIVE

Q1 Placement – Due to staffing patterns, STRIVE did not meet their placement goal. DYCD is working with STRIVE to ensure OSY participants are supported in the placement phase of the program.

KRA Corporation

KRA Corporation’s OSY contract was terminated in March 2012 due to inability to deliver their proposed occupational training.

NY Center for Interpersonal Development (NYCID)

Q1 Placement and Literacy/Numeracy Gain - NYCID submitted a Corrective Action Plan (CAP) to DYCD regarding a low level of Q1 placements on September 6, 2011, with an update on December 8, 2011. DYCD continues to work closely with NYCID to deliver necessary technical assistance to improve participant placement rates and literacy/numeracy instruction and testing strategies.

New York State Association for Retarded Children (NYSARC)

Literacy/Numeracy Gain – NYSARC works primarily with developmentally disabled youth, making it difficult for them to meet the literacy/numeracy gain goal; however, basic skills instruction is woven throughout their curriculum. DYCD continues to directly assist NYSARC in finding ways to support literacy/numeracy instruction and testing.

Opportunities for a Better Tomorrow (OBT)

Literacy/Numeracy Gain – in October 2011, OBT was assigned the contract of another OSY contractor that went out of business, the Way to Work. As a result, they did not have the opportunity to work as extensively with the Way to Work’s participants as they did with their original PY 11 participants. OBT’s curriculum is strong and DYCD is confident they will correct course in PY 12.

Phipps Community Development

Q1 Placement - In January 2012, a review of the quarterly desk audit showed low placement attainment. DYCD subsequently required Phipps to submit a Corrective Action Plan, and referred Phipps for technical assistance to the Workforce Professionals Training Institute. Technical assistance areas of focus are Job Placement/Matching, Job Development/Employer Prospecting, and Brand Messaging/Marketing. In addition, DYCD is working with the provider to improve literacy/numeracy instruction and testing strategies.

In School Youth Program

FEGS

Q1 Placement – In February 2012, it was noted that FEGS was short of meeting their placement goal due to a key staff change. DYCD ISY staff is working very closely with FEGS to ensure that staffing patterns allow them to optimize program services and achievement of performance goals.

11. Describe the oversight/support/technical assistance pertaining to the WIA Youth Common Measures that is administered in your local area.

The Central Validation Unit (CVU) is responsible for providing technical assistance to WIA contractors and DYCD personnel regarding WIA reporting and data quality regulations, performance milestone claiming procedures, and use of Capricorn, the DYCD's mandated WIA participant case management system.

In terms of oversight, participant data element reviews for all WIA participants are conducted according to NYSDOL and USDOL standards. In addition, Capricorn was designed to meet all of the USDOL WIASARD edit check specifications. The Capricorn participant snapshot report produces data regarding WIA registrations, exits, services and performance outcomes, and is reviewed on a weekly basis by CVU staff and monthly with DYCD WIA program staff. On a daily basis, CVU staff validate and review participant electronic data and hard documentation for consistency as part of the performance based milestone procedures. DYCD and contractor program staff are notified via email immediately of all data inconsistencies.

As noted above, WIA provider staff have access to policies, procedures, forms and training tools through the Capricorn database through its Help function. DYCD will also continue to provide in depth technical assistance to contractors on a case by case basis as needed regarding the Capricorn system and milestone claims submission.

12. Describe how youth data is managed in your area. Explain how often data is reviewed and who reviews the data.

As noted above, the Capricorn database system was designed to meet all of the USDOL WIASARD edit check specifications, and the data is reviewed frequently and used to generate the quarterly contractor performance audits.

On a citywide level, since 2010, Deputy Mayors Linda Gibbs and Robert Steel and Chancellor Dennis Walcott have led a multi-agency initiative to more closely coordinate programming and services in

workforce development, training and adult education. As part of this initiative, the NYC WIB recently began to publish a quarterly performance dashboard that captures a number of key performance metrics from WIA-funded services administered by DYCD and SBS. Other City agencies and entities contributing information to the City of New York Workforce Development Quarterly Performance Dashboard include City University of New York, NYC Department for the Aging, NYC Department of Education-Office of Adult and Continuing Education, Department of Health and Mental Hygiene, Human Resources Administration, NYC Economic Development Corporation, and New York City Housing Authority. Now available to the public, the quarterly report provides timely data on the performance of the City's public workforce system and reflects the diverse work of each agency, while also providing an overview of the city's workforce system as a whole. In addition, the City has instituted an annual report, "One System for One City," to offer a comprehensive picture of publicly funded and administered employment, training and workforce education programs in New York City as well as demographic information on customers served and background on the labor market.

Staff Information

Please complete the charts entitled "PY 2011 FTE Staffing" and "Projected PY 2012 FTE Staffing" located in the attached Budget spreadsheet (Attachment I).

13. Please explain the reasons for any changes between PY2011 and PY2012.

DYCD projects to add 2 full time positions while decreasing our SYEP seasonal employees by 4. The net outcome of these changes is an additional 1.9 FTEs.

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;

14. 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).

ADULT AND DISLOCATED WORKER GRANTS AND CONTRACTS

There are several competitive bidding processes, depending on the potential size of the contract and on the nature of the contract. Large contracts, the process for which is addressed below, are the most common. SBS typically uses a competitive Request for Proposals (RFP) process to award contracts for services estimated to cost more than \$100,000 and in cases in which the funding source is public (City, State or Federal government). Any RFPs must conform to The City of New York's Procurement Policy Board (PPB) Rules, as well as any procurement rules of the funding entity. Here is a summary of the typical process, including the key stages:

- Notify Vendors and Release RFP
 - a. The relevant City agency develops and releases an RFP.
 - b. The agency prepares a bidders list from a Citywide Vendors' List and the Minority- and Women-

Owned Business Enterprise Certified List, and all organizations receive a copy of the RFP by mail.

c. The agency posts a Notice of Solicitation in the City Record and on the agency's website.

- Public Release Period and Pre-Proposal Conference

a. The agency convenes a public "pre-proposal conference" to discuss the RFP and to answer questions.

b. The agency collects any questions received by phone or email.

c. The agency releases an addendum providing answers to questions asked at the pre-proposal conference and received directly, which is sent to all of the prospective vendors that received the RFP.

- Evaluate Responses and Select Winning Vendors

a. The agency assembles an evaluation committee composed of agency staff relevant to the RFP.

b. Each committee member evaluates all proposals using a Rating Guide.

c. The agency tabulates all ratings and identifies the high scorers.

d. The evaluation committee meets to review the scores.

e. If requested, vendors provide their Best and Final Offer and/or Oral Presentations about their proposals.

f. If relevant, the evaluators meet and adjust their scores based on the Best and Final Offer and/or Oral Presentations.

g. The agency notifies the winning vendor.

Customized Training Grants: Employers can apply for a customized training grant through a program called NYC Business Solutions Training Funds. Training Funds are awarded on a quarterly basis. Employers can find key dates for the application process by logging on to www.nyc.gov/training.

- There is a two-step application process:

a. Pre-Application: All applicants must have submitted a pre-application that was approved by NYC Business Solutions Training Funds. The pre-application is used to assess an applicant's eligibility based upon the criteria presented below. The pre-application is available on a quarterly basis at: www.nyc.gov/training.

b. Application: All applicants must complete the full application, also available at www.nyc.gov/training.

- The amount of available funding varies from year to year. This year \$2 million is available, with up to \$500,000 allocated for the current round. The maximum award is \$400,000. The minimum award is \$10,000. Funding that is not awarded in one Request for Applications round is carried over to the next funding cycle.
- Training Funds cannot be used for:
 - a. Training that is outside any of the following four categories of business needs:
 - i) Training on recently purchased equipment or software
 - ii) Training to offer new services/products to reach new markets
 - iii) Training to promote current staff or give current staff new skills to advance into hard to fill positions or take on significant new responsibilities
 - iv) Training to update obsolete skills that are necessary in order for the business to be competitive
 - b. Training that is mandated by the government and considered the responsibility of the employer (such as sexual harassment training, diversity training, and mandated safety training).
 - c. Ongoing training that is already being provided by the business.
 - d. Training that does not provide transferable skills (such as new employee orientation).
- Applications are evaluated on the following criteria:
 - a. Statement of need and feasibility of program
 - b. Trainee wage gains
 - c. New or upgraded skills for trainees
 - d. Budget and cost/benefit of proposal
 - e. Potential impact on economic activity in New York City
- NYC Business Solutions Training Funds strives to catalyze economic activity within New York City. For that reason, the evaluation process treats favorably those applicants whose success will bring new money into the City. This can happen in two ways:
 - a. Selling products or services to customers outside the City
 - b. Attracting local customers who would otherwise purchase goods or services from outside the City
- The applicant's statement of need must address both the need for training and the need for Training Funds. Awards will not be made to fund programs that would exist without Training Funds

support.

- No preference is given for training special populations (i.e. minority groups, people with disabilities, etc.). However, employers who propose wage gains for low-income workers (those who currently make \$15/hr or less) will receive favorable consideration in the evaluation process.
- Reviewers may award Funds on the condition that one or more components of training be altered or eliminated from the proposal.
- The Chief Executive Officer of the business and all training provider(s) must be willing, upon request, to meet with Training Funds staff and provide additional details regarding the training proposed or past experience administering similar training. Training providers may be required to provide references.
- For a more detailed list of the application evaluation criteria, go to the Application Evaluation section of our website at www.nyc.gov/training.

YOUTH GRANTS AND CONTRACTS

Pursuant to the New York City PPB Rules, DYCD uses the competitive sealed proposal method to procure contracts for WIA Youth services. DYCD issues RFPs for the services required. Often, prior to the issuance of an RFP, DYCD will issue a concept report, describing the contemplated program and offer the public time to comment. Both the concept report and the RFP are issued subsequent to a notice to the public through the City Record and other publications, such as the New York Nonprofit Press. On the date of the issuance, DYCD posts concept papers and/or RFPs on the agency website and sends out notices to past proposers. The RFP describes the scope of work required and the methodology for selection. The PPB Rules prescribe the information required in an RFP and the procedures for handling proposals in addition to foster effective broad-based competition from all segments of the vendor community and to protect against corruption, waste, fraud and abuse. Prospective contractors submit proposals pursuant to the RFP and are scored according to the criteria laid out therein. The scores are then sorted in descending order and, with consideration of all of the basis of contract award criterion articulated in the RFP, invitations to negotiate are extended to those proposers deemed eligible. Finally, the contract is developed and executed.

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.

New York has been granted waivers to certain provisions of the act, which have been extended through Program Year 2011. These waivers can be found in the Technical Advisory located here: <http://labor.ny.gov/workforcenypartners/ta/TA10-191.pdf>

New York State has been granted a temporary extension of its PY 2011 waivers and State Plan. As such, the PY 2011 waivers remain in effect for now. PY2012 waiver requests will be submitted to USDOL as part of the State Plan in September, 2012. The State plans on requesting the same waivers for Program Year 2012, along with other waiver requests that may be suggested. When USDOL gives final approval on the PY 2012 waiver requests, guidance will be provided.

15. Please suggest future WIA waivers that may be useful to your local area and which you would like NYS to consider requesting (optional).

Local Workforce Investment Board Membership

Section 117(b)(1) of WIA authorizes the Governor, in partnership with the State Board, to establish criteria for chief elected officials to follow while appointing members of the local boards. This criterion is explained in Technical Advisory #01-19.1 released by NYSDOL on March 2, 2010. Complete details are found here:

<http://www.labor.ny.gov/workforcenypartners/ta/TA01191LocalGovernance.pdf>

Local Workforce Investment Areas (LWIAs) are advised to review this Technical Advisory as it provides guidance on issues relating to the mandates, obligations and governance role of Local Workforce Investment Boards (LWIBs). In the Technical Advisory, emphasis is placed on language that states LWIBs whose private sector membership drops below 51% can legally transact business only for a period of 90 days. In addition, if a membership category (e.g. organized labor) is not represented due to vacancies, the LWIB can legally transact business for a period of 90 days. Beyond such a 90 day period, any action taken by the LWIB shall be void. Therefore, the importance of maintaining a LWIB that is in full compliance must not be overlooked.

16. Based on the criteria established and described in Technical Advisory #01-19.1, is the LWIB currently in compliance?

☐ Yes ☒ No

- a. If the LWIB is not in compliance, what vacancies need to be filled in order to bring the LWIB into compliance?

The vacancies that need to be filled correspond to the WIA Section 166 grantee and Job Corps.

- b. If the LWIB is not in compliance, what obstacles (if any) may prevent the LWIB from being in full compliance within 90 days? **(Remember, after 90 days any action taken by the LWIB shall be void)**

In the past, we have experienced challenges with these two mandated partners. There have been difficulties in getting individuals to represent these particular programs. However, we are interested in engaging both programs and remain committed to securing appropriate representation. We are working to address the current two vacancies with support from NYSDOL and USDOL. For the Job Corps, we have been in touch with the organization and

expect to fill the seat shortly. For the WIA Section 166 grantee, USDOL recently confirmed that there is a new entity to serve our local area, and we are reaching out to them to request board participation.

Please complete ATTACHMENT K: *List of LWIB Members*, which is a separate file. Use as many pages as necessary.

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—

(B) 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;

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

☒ Yes ☐ No

a. If not, when will they be updated?

Our existing MOUs remain in effect. We will be speaking with our partners and reviewing the relationships to see if the MOUs reflect their current contributions and if any modification is required.

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 tables/attachments. Hard copies of signature pages must be delivered to NYSDOL per the instructions at the beginning of these guidelines.

TABLE 1: Performance Indicators

	Performance Indicators			
	PY 2011		PY 2012	
	Goal	Actual-to-Date	Goal	Planned*
Customer Service Indicators				
Training w/IEP	95%	83.3%	95%	95%
Init. Assess./Reduce UI Exiters	95%	48.5%	95%	
Serving Business Customers				
• Top 100 highest employ	95%	65%	95%	95%
• Top 50 w/job orders	95%	95%	95%	95%
NWRC	30%	N/A	30%	N/A
Common Measures				
Adult EER	57%	50.3%	57%	57%
Adult ERR	82%	76.3%	82%	82%

Adult Average Earnings	\$12,625	\$12,365	\$12,625	\$12,625
DW EER	51%	44.1%	51%	51%
DW ERR	82%	77.3%	82%	82%
DW Average Earnings	\$15,980	\$18,492	\$15,980	\$15,980
Youth Placement	62%	70.9%	62%	62%
Youth Degree/Cert. Attainment	50%	69.2%	50%	50%
Youth Lit./Num. Gains	45%	58.8%	45%	45%

* By entering a value other than the PY2011 Goal in the PY2012 Planned column, the local area is indicating that it would like to negotiate that goal with NYSDOL. If the local area does not wish to negotiate a certain goal, then enter the PY2011 Goal value into the corresponding PY2012 Planned cell. Initial Assessment will not be negotiated.

ATTACHMENT A: SIGNATURE OF LOCAL BOARD CHAIR

Workforce Investment Act Local Plan for Program Year 2012-2013, 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: 10/22/2012 Signature of Local Board Chair:

Kathleen McGovern Kearns

Mr. ☐
Ms. ☒
Other ☐

Typed Name of Local Board Chair:
Kathleen McGovern Kearns

Name of Board:

NYC Workforce Investment Board

Address 1:

555 West 57th Street, Suite 18-29

Address 2:

City:

New York

State:

NY

Zip: 10019

Phone:

212-523-7153

E-mail: kkearns@chpnet.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 directed on page 2 of the Instructions.

ATTACHMENT B: SIGNATURE OF CHIEF ELECTED OFFICIAL

Workforce Investment Act Local Plan for Program Year 2012-2013, for Workforce Investment Act Title 1-B and Wagner Peyser Programs

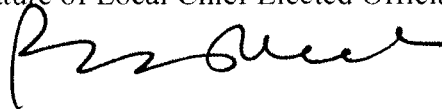
In compliance with the provisions of the Workforce Investment Act of 1998, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Board and the respective Chief Elected Official(s).

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: 10/22/2012 Signature of Local Chief Elected Official (CEO):



Mr. ☒
Ms. ☐
Other ☐

Typed Name of Local CEO:
Deputy Mayor Robert K. Steel
for Mayor Michael Bloomberg

Title of Local CEO:

Mayor

Address 1:

City Hall

Address 2:

City:

New York

State:

NY

Zip: 10007

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 C: SIGNATURE OF WIB DIRECTOR

Workforce Investment Act Local Plan for Program Year 2012-2013, for Workforce Investment Act Title 1-B and Wagner Peyser Programs

In compliance with the Planning guidelines and instructions developed by the Governor, this Plan 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: 10/22/2012 Signature of Local WIB Director:

Mr. ☐
Ms. ☒
Other ☐

Typed Name of Local WIB Director:
Michelle Light

Name of Board:

New York City Workforce Investment Board

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: UNITS OF LOCAL GOVERNMENT

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

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

ATTACHMENT E: FISCAL AGENT/GRANT SUBRECIPIENT

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

Entity	Fiscal Agent	
	Yes	No
NYC Department of Small Business Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Entity	Grant Subrecipient	
	Yes	No
NYC Department of Youth and Community Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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 Receiving 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: Andrew Schwartz, First Deputy Commissioner, NYC Department of Small Business Services

Date: 10/22/2012

ATTACHMENT G: ONE STOP OPERATOR INFORMATION

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

OPERATOR: NYC One-Stop Operator Consortium			
Method of Selection		Type of Operator	
<input checked="" type="checkbox"/> Consortium <input type="checkbox"/> Competitive Bid		<input checked="" type="checkbox"/> System <input type="checkbox"/> Center(s)	
Address 1:	253 Broadway, 14th FL		
Address 2:	c/o NYC Office of Human Capital Development		
City:	New York		
State:	NY	Zip Code:	10007
Operator Phone: (212) 676-0336			
E-Mail:			

OPERATOR CERTIFICATION STATUS

Indicate status of Local Level Operator Recertification:

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

--

If the One-Stop Operator is a consortium, identify the consortium partners:

New York State Department of Labor

New York City Department of Small Business Services

New York City Workforce Investment Board

City University of New York

ATTACHMENT H: LIST OF ONE STOP CENTERS

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

One Stop Name:	Bronx Workforce1 Career Center		
Address 1:	Fordham Place		
Address 2:	400 East Fordham Road		
City:	Bronx		
State:	NY	Zip Code:	10438
Phone:	718-960-2458	E-Mail:	Workforce1Bronx@fegs.org
Fax:		Website:	www.nyc.gov/workforce1
Site Type:	<input checked="" type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
Lease Expiration:	3/31/2020		
Lease Holder:	FECS		

WIA Contact:	Annie Norbeck		
Phone:	(212) 618-6753	E-Mail:	anorbeck@sbs.nyc.gov
NYSDOL Contact:	Russell Oliver		
Phone:	(518) 485-6288	E-Mail:	Russell.Oliver@labor.ny.gov

	Opening Time	Closing Time
Monday	8:30am	5:00pm
Tuesday	8:30am	5:00pm
Wednesday	8:30am	5:00pm
Thursday	8:30am	5:00pm
Friday	8:30am	5:00pm
Saturday	closed	closed
Sunday	closed	closed

ATTACHMENT H: LIST OF ONE STOP CENTERS

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

One Stop Name:	Brooklyn Workforce1 Career Center		
Address 1:	9 Bond Street, 5th Floor		
Address 2:	Between Livingston and Fulton Streets		
City:	Brooklyn		
State:	NY	Zip Code:	11201
Phone:	718-246-5219	E-Mail:	Workforce1Brooklyn@grantassociatesinc.com
Fax:		Website:	www.nyc.gov/workforce1
Site Type:	<input checked="" type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
Lease Expiration:	3/31/2014		
Lease Holder:	DB Grant Associates		

WIA Contact:	Annie Norbeck		
Phone:	(212) 618-6753	E-Mail:	anorbeck@sbs.nyc.gov
NYSDOL Contact:	Russell Oliver		
Phone:	(518) 485-6288	E-Mail:	Russell.Oliver@labor.ny.gov

	Opening Time	Closing Time
Monday	9am	5:00pm
Tuesday	9am	5:00pm
Wednesday	9am	5:00pm
Thursday	9am	5:00pm
Friday	9am	5:00pm
Saturday	closed	closed
Sunday	closed	closed

ATTACHMENT H: LIST OF ONE STOP CENTERS

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

One Stop Name:	Upper Manhattan Workforce1 Career Center		
Address 1:	215 West 125th Street, 6th Floor		
Address 2:	Between 7th and 8th Avenue (also known as Clayton Powell Jr. Blvd. & Frederick Douglas Boulevards)		
City:	New York City		
State:	NY	Zip Code:	10027
Phone:	917-493-7054	E-Mail:	umworkforce1@edsolutions.com
Fax:		Website:	www.nyc.gov/workforce1
Site Type:	<input checked="" type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
Lease Expiration:	unknown		
Lease Holder:	NYSDOL		

WIA Contact:	Annie Norbeck		
Phone:	(212) 618-6753	E-Mail:	anorbeck@sbs.nyc.gov
NYSDOL Contact:	Russell Oliver		
Phone:	(518) 485-6288	E-Mail:	Russell.Oliver@labor.ny.gov

	Opening Time	Closing Time
Monday	8:30am	5:00pm
Tuesday	8:30am	5:00pm
Wednesday	8:30am	5:00pm
Thursday	8:30am	5:00pm
Friday	8:30am	5:00pm
Saturday	closed	closed
Sunday	closed	closed

ATTACHMENT H: LIST OF ONE STOP CENTERS

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

One Stop Name:	Queens Workforce1 Career Center		
Address 1:	168-25 Jamaica Avenue, 2nd Floor		
Address 2:	Between 168th and 169th Street		
City:	Jamaica		
State:	NY	Zip Code:	NY
Phone:	11432	E-Mail:	Workforce1Queens@grantassociatesinc.com
Fax:		Website:	www.nyc.gov/workforce1
Site Type:	<input checked="" type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
Lease Expiration:	11/30/13		
Lease Holder:	DB Grant Associates, Inc		

WIA Contact:	Annie Norbeck		
Phone:	(212) 618-6753	E-Mail:	anorbeck@sbs.nyc.gov
NYSDOL Contact:	Russell Oliver		
Phone:	(518) 485-6288	E-Mail:	Russell.Oliver@labor.ny.gov

	Opening Time	Closing Time
Monday	8:30am	5:00pm
Tuesday	8:30am	5:00pm
Wednesday	8:30am	8:00pm
Thursday	8:30am	5:00pm
Friday	8:30am	5:00pm
Saturday	closed	closed
Sunday	closed	closed

ATTACHMENT H: LIST OF ONE STOP CENTERS

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

One Stop Name:	Staten Island Workforce1 Career Center		
Address 1:	120 Stuyvesant Place, 3rd floor		
Address 2:	Between Wall and Hyatt Streets		
City:	Staten Island		
State:	NY	Zip Code:	10301
Phone:	718-285-8388	E-Mail:	Workforce1@edsolutions.com
Fax:		Website:	www.nyc.gov/workforce1
Site Type:	<input type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
Lease Expiration:	5/31/2019		
Lease Holder:	Arbor E&T (in process of transferring to EDSI, Inc.)		

WIA Contact:	Annie Norbeck		
Phone:	(212) 618-6753	E-Mail:	anorbeck@sbs.nyc.gov
NYSDOL Contact:	Russell Oliver		
Phone:	(518) 485-6288	E-Mail:	Russell.Oliver@labor.ny.gov

	Opening Time	Closing Time
Monday	8:30am	5:00pm
Tuesday	8:30am	5:00pm
Wednesday	8:30am	5:00pm
Thursday	8:30am	5:00pm
Friday	8:30am	5:00pm
Saturday	closed	closed
Sunday	closed	closed

ATTACHMENT H: LIST OF ONE STOP CENTERS

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

One Stop Name:	Workforce1 Healthcare Career Center		
Address 1:	30-20 Thomson Avenue, Room B-A22		
Address 2:	Between 30th Street and 30th Place		
City:	Long Island City		
State:	NY	Zip Code:	11101
Phone:	718-730-7500	E-Mail:	HealthcareCareers@lagcc.cuny.edu
Fax:		Website:	
Site Type:	<input checked="" type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
Lease Expiration:	Annually renewed MOU at beginning of each Fiscal Year with CUNY LaGuardia Community College		
Lease Holder:	CUNY		

WIA Contact:	Annie Norbeck		
Phone:	(212) 618-6753	E-Mail:	anorbeck@sbs.nyc.gov
NYSDOL Contact:	Russell Oliver		
Phone:	(518) 485-6288	E-Mail:	Russell.Oliver@labor.ny.gov

	Opening Time	Closing Time
Monday	9:00am	5:00pm
Tuesday	9:00am	5:00pm
Wednesday	9:00am	5:00pm
Thursday	9:00am	5:00pm
Friday	9:00am	5:00pm
Saturday	Closed	Closed
Sunday	Closed	Closed

ATTACHMENT H: LIST OF ONE STOP CENTERS

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

One Stop Name:	Hunts Point Workforce1 Career Center		
Address 1:	1029 E 163rd Street, 3rd Floor		
Address 2:			
City:	Bronx		
State:	NY	Zip Code:	10459
Phone:	(718) 542-6777	E-Mail:	workforce1huntspoint@vipservices.org
Fax:		Website:	
Site Type:	<input checked="" type="checkbox"/> Full Service <input type="checkbox"/> Certified Affiliate		
Lease Expiration:			
Lease Holder:	VIP Services		

WIA Contact:	Annie Norbeck		
Phone:	(212) 618-6753	E-Mail:	anorbeck@sbs.nyc.gov
NYSDOL Contact:	Russell Oliver		
Phone:	(518) 485-6288	E-Mail:	Russell.Oliver@labor.ny.gov

	Opening Time	Closing Time
Monday	9:00am	5:00pm
Tuesday	9:00am	5:00pm
Wednesday	9:00am	5:00pm
Thursday	9:00am	5:00pm
Friday	9:00am	5:00pm
Saturday	closed	closed
Sunday	closed	closed

		Budget Summary for: New York City Local Workforce Investment Area				
		WIA				Other Funding
	Totals	Adult	DW	Youth	Admin	
Total Revenue	\$ 71,171,149.50	\$ 30,229,117.17	\$ 16,854,284.73	\$ 21,923,868.07	\$ 2,163,879.53	\$ -
Total Staff Costs	\$ 25,834,122.42	\$ 10,896,220.15	\$ 8,034,165.84	\$ 1,136,741.00	\$ 5,766,995.43	\$ -
Total Operational Costs	\$ 8,174,415.32	\$ 5,034,480.44	\$ 2,867,809.88	\$ -	\$ -	\$ 272,125.00
Total Participant Costs	\$ 19,011,984.81	\$ -	\$ -	\$ 18,758,654.00	\$ 253,330.81	\$ -
Total Training Costs	\$ 5,729,207.00	\$ 4,304,207.00	\$ 1,425,000.00	\$ -	\$ -	\$ -
Total Expenditures	\$ 58,749,729.55	\$ 20,234,907.59	\$ 12,326,975.72	\$ 19,895,395.00	\$ 6,020,326.24	\$ 272,125.00
Carry-over Funds to PY13	\$ 12,421,419.95	\$ 9,994,209.58	\$ 4,527,309.01	\$ 2,028,473.07	\$ (3,856,446.71)	\$ (272,125.00)

Operational Cost Breakdown	
Rent	\$ 3,062,813.00
Utilities	\$ 244,756.00
Supplies	\$ 384,922.60
Cleaning	\$ 30,000.00
Internet Service	\$ 275,600.00
Leased Equipment	\$ 370,169.72
Other Related Items	\$ 3,806,154.00

Staffing Totals		
	2011	2012
WIB	112	122
TAA	5	5
Core/Intensive	130	141
Business Services	28	29
Rapid Response	0	0
Youth Services	54.7	56.6

Training Totals		
	2011	2012
ITA	\$ 345,460.32	\$ 1,554,207.00
OJT	\$ -	\$ -
Custom	\$ 358,553.00	\$ 500,000.00
Contract	\$ 1,140,465.89	\$ 3,675,000.00

Number of One Stop Centers
7

Attachment I - Budget
Local Plan for the New York City Local Workforce Investment Area (July 1, 2012 – June 30, 2013)

	Totals	WIA				Other Funding
		Adult	DW	Youth	Admin	
Revenue						
WIA PY11 Carryover	\$ 11,197,849.50	\$ 7,506,252.17	\$ 714,750.73	\$ 2,924,057.17	\$ 52,789.43	
WIA PY12	\$ 59,973,300.00	\$ 22,722,865.00	\$ 16,139,534.00	\$ 18,999,810.90	\$ 2,111,090.10	
Total Revenue	\$ 71,171,149.50	\$ 30,229,117.17	\$ 16,854,284.73	\$ 21,923,868.07	\$ 2,163,879.53	\$ -
Expenditures						
Staff Costs						
Wages	\$ 19,832,190.29	\$ 8,234,832.57	\$ 5,925,298.43	\$ 1,136,741.00	\$ 4,535,318.29	
Fringe Benefits	\$ 5,940,982.12	\$ 2,626,181.42	\$ 2,083,123.56		\$ 1,231,677.14	
Travel	\$ 60,950.01	\$ 35,206.16	\$ 25,743.85			
Other	\$ -					
Total Staff Costs	\$ 25,834,122.42	\$ 10,896,220.15	\$ 8,034,165.84	\$ 1,136,741.00	\$ 5,766,995.43	\$ -
Operational Costs						
Total Operational Costs	\$ 8,174,415.32	\$ 5,034,480.44	\$ 2,867,809.88	\$ -	\$ -	\$ 272,125.00
Other Program Costs						
Support Services	\$ 253,330.81				\$ 253,330.81	
Youth Wages	\$ 3,536,429.00			\$ 3,536,429.00		
Other Related Items	\$ 15,222,225.00			\$ 15,222,225.00		
Total Program Costs	\$ 19,011,984.81	\$ -	\$ -	\$ 18,758,654.00	\$ 253,330.81	\$ -
Training Costs						
Total Training Costs	\$ 5,729,207.00	\$ 4,304,207.00	\$ 1,425,000.00	\$ -		\$ -
Total Expenditures	\$ 58,749,729.55	\$ 20,234,907.59	\$ 12,326,975.72	\$ 19,895,395.00	\$ 6,020,326.24	\$ 272,125.00
Carry-over Funds to PY13	\$ 12,421,419.95	\$ 9,994,209.58	\$ 4,527,309.01	\$ 2,028,473.07	\$ (3,856,446.71)	\$ (272,125.00)

Attachment I - One Stop Centers

Local Plan for the New York City Local Workforce Investment Area (July 1, 2012 – June 30, 2013)

		One-Stop: Bronx Workforce1 Career Center				
		WIA				Other Funding
	Totals	Adult	DW	Youth	Admin	
Rent	\$ 995,000.00	\$ 590,035.00	\$ 404,965.00			
Utilities	\$ 10,000.00	\$ 5,930.00	\$ 4,070.00			
Supplies	\$ 52,500.00	\$ 31,132.50	\$ 21,367.50			
Cleaning	\$ -	\$ -	\$ -			
Internet Service	\$ 10,000.00	\$ 5,930.00	\$ 4,070.00			
Leased Equipment	\$ 220,385.00	\$ 130,688.31	\$ 89,696.70			
Other Related Items	\$ 1,332,233.00	\$ 790,014.17	\$ 542,218.83			
Totals	\$ 2,620,118.00	\$ 1,553,729.97	\$ 1,066,388.03	\$ -	\$ -	\$ -

		One-Stop: Hunts Point Workforce1 Career Center				
		WIA				Other Funding
	Totals	Adult	DW	Youth	Admin	
Rent	\$ 114,998.00	\$ 80,602.10	\$ 34,395.90			
Utilities	\$ 3,156.00	\$ 2,212.04	\$ 943.96			
Supplies	\$ 8,442.00	\$ 5,917.00	\$ 2,525.00			
Cleaning	\$ -	\$ -	\$ -			
Internet Service	\$ 16,000.00	\$ 11,214.40	\$ 4,785.60			
Leased Equipment	\$ 10,573.00	\$ 7,410.62	\$ 3,162.38			
Other Related Items	\$ 127,684.00	\$ 89,493.94	\$ 38,190.06			
Totals	\$ 280,853.00	\$ 196,850.09	\$ 84,002.91	\$ -	\$ -	\$ -

		One-Stop: Staten Island Workforce1 Career Center				
		WIA				Other Funding
	Totals	Adult	DW	Youth	Admin	
Rent	\$ 360,000.00	\$ 146,592.00	\$ 213,408.00			
Utilities	\$ 66,000.00	\$ 26,875.20	\$ 39,124.80			
Supplies	\$ 38,727.00	\$ 15,769.63	\$ 22,957.37			
Cleaning	\$ 30,000.00	\$ 12,216.00	\$ 17,784.00			
Internet Service	\$ 48,000.00	\$ 19,545.60	\$ 28,454.40			

Attachment I - One Stop Centers
 Local Plan for the New York City Local Workforce Investment Area (July 1, 2012 – June 30, 2013)

Leased Equipment	\$ 21,460.00	\$ 8,738.51	\$ 12,721.49			
Other Related Items	\$ 353,960.00	\$ 144,132.75	\$ 209,827.25			
Totals	\$ 918,147.00	\$ 373,869.70	\$ 544,277.30	\$ -	\$ -	\$ -

One-Stop: Upper Manhattan Workforce1 Career Center						
WIA						Other Funding
	Totals	Adult	DW	Youth	Admin	
Rent	\$ -	\$ -	\$ -			
Utilities	\$ -	\$ -	\$ -			
Supplies	\$ 60,600.00	\$ 38,693.10	\$ 21,906.90			
Cleaning	\$ -	\$ -	\$ -			
Internet Service	\$ 24,000.00	\$ 15,324.00	\$ 8,676.00			
Leased Equipment	\$ 34,600.00	\$ 22,092.10	\$ 12,507.90			
Other Related Items	\$ 525,714.00	\$ 335,667.99	\$ 190,046.01			
Totals	\$ 644,914.00	\$ 411,777.19	\$ 233,136.81	\$ -	\$ -	\$ -

One-Stop: Brooklyn Workforce1 Career Center						
WIA						Other Funding
	Totals	Adult	DW	Youth	Admin	
Rent	\$ 865,974.00	\$ 664,721.64	\$ 201,252.36			
Utilities	\$ 60,000.00	\$ 46,056.00	\$ 13,944.00			
Supplies	\$ 18,150.00	\$ 13,931.94	\$ 4,218.06			
Cleaning	\$ -	\$ -	\$ -			
Internet Service	\$ 72,000.00	\$ 55,267.20	\$ 16,732.80			
Leased Equipment	\$ 31,407.72	\$ 24,108.57	\$ 7,299.15			
Other Related Items	\$ 618,886.00	\$ 475,056.93	\$ 143,829.07			
Totals	\$ 1,666,417.72	\$ 1,279,142.28	\$ 387,275.44	\$ -	\$ -	\$ -

One-Stop: Queens Workforce1 Career Center						
WIA						Other Funding
	Totals	Adult	DW	Youth	Admin	
Rent	\$ 618,841.00	\$ 422,606.52	\$ 196,234.48			
Utilities	\$ 105,600.00	\$ 72,114.24	\$ 33,485.76			

Attachment I - One Stop Centers
 Local Plan for the New York City Local Workforce Investment Area (July 1, 2012 – June 30, 2013)

Supplies	\$ 74,167.44	\$ 50,648.94	\$ 23,518.50			
Cleaning	\$ -					
Internet Service	\$ 76,800.00	\$ 52,446.72	\$ 24,353.28			
Leased Equipment	\$ 37,488.00	\$ 25,600.56	\$ 11,887.44			
Other Related Items	\$ 647,804.00	\$ 442,385.35	\$ 205,418.65			
Totals	\$ 1,560,700.44	\$ 1,065,802.33	\$ 494,898.11	\$ -	\$ -	\$ -

		One-Stop: Workforce1 Healthcare Career Center				
		WIA				Other Funding
	Totals	Adult	DW	Youth	Admin	
Rent	\$ 108,000.00	\$ 78,418.80	\$ 29,581.20			
Utilities	\$ -					
Supplies	\$ 132,336.16	\$ 140.98	\$ 53.18			\$ 132,142.00
Cleaning	\$ -					
Internet Service	\$ 28,800.00					\$ 28,800.00
Leased Equipment	\$ 14,256.00	\$ 7,737.32	\$ 2,918.68			\$ 3,600.00
Other Related Items	\$ 199,873.00	\$ 67,011.77	\$ 25,278.23			\$ 107,583.00
Totals	\$ 483,265.16	\$ 153,308.87	\$ 57,831.29	\$ -	\$ -	\$ 272,125.00

		One-Stop:				
		WIA				Other Funding
	Totals	Adult	DW	Youth	Admin	
Rent	\$ -					
Utilities	\$ -					
Supplies	\$ -					
Cleaning	\$ -					
Internet Service	\$ -					
Leased Equipment	\$ -					
Other Related Items	\$ -					
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

		One-Stop:				
		WIA				

Attachment I - FTE Staffing

Local Plan for the New York City Local Workforce Investment Area (July 1, 2012 – June 30, 2013)

PY 2011 FTE Staffing									
Function/ Type of Service	WIA Adult	WIA DW	WIA Youth	WIA Admin	Wagner-Peyser	REA	DVOP LVER	Other	Total
WIB	40	40		32					112
TAA	3	2							5
Core/Intensive	84	46							130
Business Services	18	10							28
Rapid Response									0
Youth Services			28.1	26.6					54.7
Total	145	98	28.1	58.6	0	0	0	0	329.7

Projected PY 2012 FTE Staffing									
Function/Type of Service	WIA Adult	WIA DW	WIA Youth	WIA Admin	Wagner-Peyser	REA	DVOP LVER	Other	Total
WIB	44	43		35					122
TAA	3	2							5
Core/Intensive	91	50							141
Business Services	19	10							29
Rapid Response									0
Youth Services			30.1	26.5					56.6
Total	157	105	30.1	61.5	0	0	0	0	353.6

		PY 2011 Training															
		Adult					DW					Youth					
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures			
				PY11					PY11					PY11			
Carry In	New	PY10 Carry In Reg	Reg				Non-WIA Funding	Carry In				New	PY10 Carry In Reg				Reg
Training Type	Total Expenditures																
ITA	\$ 345,460.32	67	49	\$ 27,758.50	\$ 155,869.19	\$ -	73	31	\$ 30,114.50	\$ 131,718.13	\$ -						
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -						
Custom	\$ 358,553.00	0	573	\$ -	\$ 358,553.00	\$ -	0	0	\$ -	\$ -	\$ -						
Contract	\$ 1,140,465.89	15	66	\$ 196,069.82	\$ 764,025.13	\$ -	6	17	\$ 71,821.23	\$ 108,549.71	\$ -						
Total	\$ 1,844,479.21	82	688	\$ 223,828.32	\$ 1,278,447.32	\$ -	79	48	\$ 101,935.73	\$ 240,267.84	\$ -	0	0	\$ -	\$ -	\$ -	

		PY 2012 Training Projection														
		Adult					DW						Youth			
		# Participants in Training		Expenditures			# Participants in Training		Expenditures			# Participants in Training		Expenditures		
				Carry In	New				Carry In	PY12	Non-WIA Funding			Carry In	PY12	Non-WIA Funding
Training Type	Total Expenditures	Carry In	New	PY11 Carry In	PY12	Non-WIA Funding	Carry In	New	PY11 Carry In	PY12	Non-WIA Funding	Carry In	New	PY11 Carry In	PY12	Non-WIA Funding
ITA	\$ 1,554,207.00	34	450	\$ 54,207.00	\$ 750,000.00	\$ -	15	450	\$ -	\$ 750,000.00	\$ -					
OJT	\$ -	0	0	\$ -	\$ -	\$ -	0	0	\$ -	\$ -	\$ -					
Custom	\$ 500,000.00	0	1,000	\$ -	\$ 500,000.00	\$ -	0	0	\$ -	\$ -	\$ -					
Contract	\$ 3,675,000.00	11	5,000	\$ -	\$ 3,000,000.00	\$ -	1	100	\$ -	\$ 675,000.00	\$ -					
Total	\$ 5,729,207.00	45	6,450	\$ 54,207.00	\$ 4,250,000.00	\$ -	16	550	\$ -	\$ 1,425,000.00	\$ -	0	0	\$ -	\$ -	\$ -

		One-Stop: Bronx Workforce1 Career Center				
		WIA				Other Funding
		Adult	DW	Youth	Admin	
Rent		\$ 590,035.00	\$ 404,965.00	\$ -		\$ -
Utilities		\$ 5,930.00	\$ 4,070.00	\$ -		\$ -
Supplies		\$ 31,132.50	\$ 21,367.50	\$ -		\$ -
Cleaning		\$ -	\$ -	\$ -		\$ -
Internet Service		\$ 5,930.00	\$ 4,070.00			\$ -
Leased Equipment		\$ 130,688.31	\$ 89,696.70			\$ -
Other Related Items		\$ 790,014.17	\$ 542,218.83			\$ -

		One-Stop: Hunts Point Workforce1 Career Center				
		WIA				Other Funding
		Adult	DW	Youth	Admin	
Rent		\$ 80,602.10	\$ 34,395.90			\$ -
Utilities		\$ 2,212.04	\$ 943.96	\$ -	\$ -	\$ -
Supplies		\$ 5,917.00	\$ 2,525.00	\$ -	\$ -	\$ -
Cleaning		\$ -	\$ -	\$ -	\$ -	\$ -
Internet Service		\$ 11,214.40	\$ 4,785.60	\$ -	\$ -	\$ -
Leased Equipment		\$ 7,410.62	\$ 3,162.38	\$ -	\$ -	\$ -
Other Related Items		\$ 89,493.94	\$ 38,190.06			\$ -

		One-Stop: Staten Island Workforce1 Career Center				
		WIA				Other Funding
		Adult	DW	Youth	Admin	
Rent		\$ 146,592.00	\$ 213,408.00			\$ -
Utilities		\$ 26,875.20	\$ 39,124.80			\$ -
Supplies		\$ 15,769.63	\$ 22,957.37	\$ -	\$ -	\$ -
Cleaning		\$ 12,216.00	\$ 17,784.00	\$ -	\$ -	\$ -
Internet Service		\$ 19,545.60	\$ 28,454.40	\$ -	\$ -	\$ -
Leased Equipment		\$ 8,738.51	\$ 12,721.49			\$ -
Other Related Items		\$ 144,132.75	\$ 209,827.25			\$ -

		One-Stop: Upper Manhattan Workforce1 Career Center				
		WIA				Other Funding
		Adult	DW	Youth	Admin	
Rent		\$ -	\$ -			\$ -
Utilities		\$ -	\$ -			\$ -
Supplies		\$ 38,693.10	\$ 21,906.90			\$ -
Cleaning		\$ -	\$ -			\$ -
Internet Service		\$ 15,324.00	\$ 8,676.00			\$ -
Leased Equipment		\$ 22,092.10	\$ 12,507.90			\$ -
Other Related Items		\$ 335,667.99	\$ 190,046.01			\$ -

		One-Stop: Brooklyn Workforce1 Career Center				
		WIA				Other Funding
		Adult	DW	Youth	Admin	
Rent		\$ 664,721.64	\$ 201,252.36			\$ -
Utilities		\$ 46,056.00	\$ 13,944.00			\$ -

Overall Totals				
WIA				Other Funding
Adult	DW	Youth	Admin	
\$ 5,034,480.44	\$ 2,867,809.88	\$ -	\$ -	\$ 272,125.00

Overall Totals	
Rent	\$ 3,062,813.00
Utilities	\$ 244,756.00
Supplies	\$ 384,922.60
Cleaning	\$ 30,000.00
Internet Service	\$ 275,600.00
Leased Equipment	\$ 370,169.72
Other Related Items	\$ 3,806,154.00

Number of One Stop Centers
7

Attachment I - Data

Local Plan for the New York City Local Workforce Investment Area (July 1, 2012 – June 30, 2013)

Supplies		\$ 13,931.94	\$ 4,218.06	\$ -		\$ -
Cleaning		\$ -	\$ -	\$ -		\$ -
Internet Service		\$ 55,267.20	\$ 16,732.80	\$ -		\$ -
Leased Equipment		\$ 24,108.57	\$ 7,299.15			\$ -
Other Related Items		\$ 475,056.93	\$ 143,829.07		\$ -	\$ -

		One-Stop: Queens Workforce1 Career Center				
		WIA				Other Funding
		Adult	DW	Youth	Admin	
Rent		\$ 422,606.52	\$ 196,234.48			\$ -
Utilities		\$ 72,114.24	\$ 33,485.76			\$ -
Supplies		\$ 50,648.94	\$ 23,518.50			\$ -
Cleaning		\$ -	\$ -			\$ -
Internet Service		\$ 52,446.72	\$ 24,353.28			\$ -
Leased Equipment		\$ 25,600.56	\$ 11,887.44			\$ -
Other Related Items		\$ 442,385.35	\$ 205,418.65			\$ -

		One-Stop: Workforce1 Healthcare Career Center				
		WIA				Other Funding
		Adult	DW	Youth	Admin	
Rent		\$ 78,418.80	\$ 29,581.20			
Utilities						
Supplies		\$ 140.98	\$ 53.18			\$ 132,142.00
Cleaning						
Internet Service						\$ 28,800.00
Leased Equipment		\$ 7,737.32	\$ 2,918.68			\$ 3,600.00
Other Related Items		\$ 67,011.77	\$ 25,278.23			\$ 107,583.00

		One-Stop:				
		WIA				Other Funding
		Adult	DW	Youth	Admin	
Rent						
Utilities						
Supplies						
Cleaning						
Internet Service						
Leased Equipment						
Other Related Items						

		One-Stop:				
		WIA				Other Funding
		Adult	DW	Youth	Admin	
Rent						
Utilities						
Supplies						
Cleaning						
Internet Service						
Leased Equipment						
Other Related Items						

Attachment J

Local Plan for the New York City Local Workforce Investment Area (July 1, 2012 – June 30, 2013)
Out of School Youth Provider sheet

Youth Activity Provider Name	Address	City	State	Zip Code	Phone Number	Contact Name	Contact Title	Contact Email	Type of Contract	Contract Start Date	Contract End Date	Planned Expenditures for PY12	Youth Elements to Be Provided	Counties Served	Planned Enrollments PY12	Has this provider been successful? (Yes or No)
BronxWorks, Inc.	60 East Tremont Avenue	Bronx	NY	10453	718-508-3193	Elisa Istueta	Dep. Director	eistueta@bronxworks.org	WIA-Out of School	7/1/2010	6/30/2013	\$323,232	1,2,3,4,5,6,7,8,9,0	Bronx	42	No
CAMBA	1720 Church Avenue	Brooklyn	NY	11225	718-462-4244	Alison Haberly	Program Director	alisonh@camba.org	WIA-Out of School	7/1/2010	6/30/2013	390,000	1,2,3,4,5,6,7,8,9,0	Kings	39	Yes
Central Queens YM & YWHA	67-09 108th Street	Forest Hills	NY	11375	718-268-5011 ext. 101	Danielle Ellman	Site Director	dellman@cqyjc.org	WIA-Out of School - subcontractors: Queens College, Emergency Cares, NY Medical Careers Training Center, and Learn Rite Driving School	7/1/2010	6/30/2013	319,800	1,2,3,4,5,6,7,8,9,0	Queens	39	Yes
Children's Arts & Science Workshops	4271 Broadway	New York	NY	10033	212-543-1448	Sigry Vidal	Program Director	svidal@casw.org	WIA-Out of School - subcontractors: Isabella Visiting Care and Cudley's Training Program	7/1/2010	6/30/2013	403,662	1,3,4,5,6,7,8,9,0	Manhattan	42	Yes
Chinatown Manpower Project	70 Mulberry Street	New York	NY	10013	212-571-1690	Dong Yang	Program Director	dongyang@cmppny.org	WIA-Out of School	7/1/2010	6/30/2013	612,000	3,4,5,6,7,8,9,0	Manhattan	72	Yes
Community Impact	105 Earl Hall	New York	NY	10027	212-854-9621	Sandy Helling	Program Director	sh18@columbia.edu	WIA-Out of School - subcontractor: Solar One	7/1/2010	6/30/2013	458,337	1,2,3,4,5,6,7,8,9,0	Manhattan	51	OSY contract terminated in July 2012
Henkels & McCoy (Qns)	31-00 47th Avenue	Long Island City	NY	11101	917-856-2368	Caroline Hudak	Program Director	chudak@henkels.com	WIA-Out of School	7/1/2010	6/30/2013	749,115	1,3,4,5,6,7,8,9,0	Queens	93	Yes
Henkels & McCoy (Citywide)	31-00 47th Avenue	Long Island City	NY	11101	917-856-2368	Caroline Hudak	Program Director	chudak@henkels.com	WIA-Out of School	7/1/2010	6/30/2013	747,960	1,3,4,5,6,7,8,9,0	Citywide	92	Yes
Henkels & McCoy (Bx)	West 181st Street & University Avenue	Bronx	NY	110453	917-856-2368	Caroline Hudak	Program Director	chudak@henkels.com	WIA-Out of School - subcontractor: Bronx Community College	7/1/2010	6/30/2013	674,815	1,3,4,5,6,7,8,9,0	Bronx	85	Yes
Highbridge Community Life Center	979 Ogden Avenue	Bronx	NY	10452	646-393-9533	Muzette Torres	Program Director	torresm@highbridgelife.org	WIA-Out of School	7/1/2010	6/30/2013	440,000	1,2,3,4,5,6,7,8,9,0	Bronx	55	Yes
Italian-American Civil Rights League	1460 Pennsylvania Avenue	Brooklyn	NY	11239	718-642-2180	Dorian Nicoletti	Program Director	dori813@aol.com	WIA-Out of School	7/1/2010	6/30/2013	807,500	1,2,3,4,5,6,7,8,9,0	Brooklyn	85	Yes
JTPA Sheetmetal ETER Fund	470 Park Avenue South	New York	NY	10016	212-732-7897	Ralph Garcia	Program Director	garciar@raffbecker.com	WIA-Out of School	7/1/2010	6/30/2013	308,992	4,5,6,7,8,9,0	Queens	34	Yes
Medgar Evers College-Research Foundation	1534 Bedford Avenue	Brooklyn	NY	11216	718-804-8841	Julanne Reid	Program Director	jreid@mccuny.edu	WIA-Out of School	7/1/2010	6/30/2013	644,000	1,2,3,4,5,6,7,8,9,0	Kings	70	Yes
Mosholu Montefiore Community Center	3450 Dekalb Avenue	Bronx	NY	10467	718-652-0282	Edith Bolanos	Program Director	ebolanosatmmcc@yahoo.com	WIA-Out of School	7/1/2010	6/30/2013	740,000	1,2,3,4,5,6,7,8,9,0	Bronx	74	Yes
New York Center for Interpersonal Development	130 Stuyvesant Place	Staten Island	NY	10301	718-947-4051	Deborah Green	Program Director	dgreen@nycid.org	WIA-Out of School - subcontractor: College of Staten Island	7/1/2010	6/30/2013	184,506	1,3,4,5,6,7,8,9,0	Richmond	21	No
NYSARC - Brooklyn (Janitorial)	57 Willoughby Street	Brooklyn	NY	11201	212-895-3376	Cristina Mapoy	Program Director	cristina.mapoy@ahrcnyc.org	WIA-Out of School	7/1/2010	6/30/2013	375,668	3,4,5,6,7,8,9,0	Kings	38	Yes

Attachment J

Local Plan for the New York City Local Workforce Investment Area (July 1, 2012 – June 30, 2013)
Out of School Youth Provider sheet

NYSARC - Brooklyn (Food Service)	57 Willoughby Street	Brooklyn	NY	11201	212-895-3376	Cristina Mapoy	Program Director	cristina.mapoy@ahrcnyc.org	WIA-Out of School	7/1/2010	6/30/2013	226,128	3,4,5,6,7,8,9,0	Kings	24	Yes
NYSARC - Queens (Janitorial)	38-18 Woodside Avenue	Woodside	NY	11104	212-895-3376	Cristina Mapoy	Program Director	cristina.mapoy@ahrcnyc.org	WIA-Out of School	7/1/2010	6/30/2013	339,286	3,4,5,6,7,8,9,0	Queens	34	Yes
Opportunities for a Better Tomorrow- Computer training	783 4th Avenue	Brooklyn	NY	11232	718-369-0303	Susan Gambale	Program Director	sgambale@obtjobs.org	WIA-Out of School	7/1/2010	6/30/2013	1,228,200	1,2,3,4,5,6,7,8,9,0	Kings	138	Yes
Opportunities for a Better Tomorrow - Medical Asst. training	25 Thornton Street	Brooklyn	NY	11206	718-387-1600	Dani Smejkal	Program Director	dsmejkal@obtjobs.org	WIA-Out of School - subcontractor: Borough of Manhattan Community College	7/1/2010	6/30/2013	366,408	1,2,3,4,5,6,7,8,9,0	Kings	42	Yes
Phipps Community Development	1409 Fulton Avenue	Bronx	NY	10456	347-329-4004 ext. 5052	Angela Mayo	Program Director	amayo@phipp sny.org	WIA-Out of School - subcontractor: Bronx Community College	7/1/2010	6/30/2013	358,452	1,2,3,4,5,6,7,8,9,0	Bronx	36	No
Staten Island Employment Education Consortium	28 Bay Street	Staten Island	NY	10456	718-816-6700	Holly Bonner	Program Director	hbonner@si.rr.com	WIA-Out of School	7/1/2010	6/30/2013	114,218	1,2,4,5,6,7,8,9,0	Richmond	13	Yes
STRIVE/East Harlem Employment Services	240 East 123rd Street	New York	NY	10035	212-360-1100	Ernest Johnson	Program Director	ejohnson@striveinternational.org	WIA-Out of School - subcontractors: Ando International, Union Settlement, and Committed to Computers	7/1/2010	6/30/2013	466,600	1,2,3,4,5,6,7,8,9,0	Citywide	50	Yes
The Door - A Center of Alternatives	121 Avenue of the Americas	New York	NY	10013	212-941-9090	Arlene Rodrigo	Program Director	arodrigo@door.org	WIA-Out of School	7/1/2010	6/30/2013	333,000	1,2,3,4,5,6,7,8,9,0	Citywide	37	Yes
The Way to Work	52 Broadway - 6th Floor	New York	NY	10004	212-823-1054	Eddie Rodriguez	Program Director	erodriguez@vfi nyc.org	WIA-Out of School	7/1/2010	6/30/2013	n/a	n/a	Citywide	n/a	Provider closed for business in September 2011; contract reassigned to another OSY provider
KRA Corporation	240 East 123rd Street	New York	NY	10035	646-998-4588	Thomas Davis	Program Director	tdavis@kra.co m	WIA-Out of School	7/1/2010	6/30/2013	n/a	n/a	Citywide	n/a	OSY contract terminated in March 2012

Attachment J

Local Plan for the New York City Local Workforce Investment Area (July 1, 2012 – June 30, 2013)

In School Youth Provider sheet

Youth Activity Provider Name	Address	City	State	Zip Code	Phone Number	Contact Name	Contact Title	Contact Email	Type of Contract	Contract Start Date	Contract End Date	Planned Expenditures for PY12	Youth Elements to Be Provided	Counties Served	Planned Enrollments PY12	Has this provider been successful? (Yes or No)
Be'er Hagolah Institutes	Be'er Hagolah Institutes: 671 Louisiana Avenue	Brooklyn	NY	11239	(718) 642-6800	Sheila Taub	Program Director	bhagolah@aol.com	In School Youth	9/1/2012	8/31/2012	\$138,240	1,3,5,6,7,8,9,10	Brooklyn	60	Yes
Catholic Charities Community Services, Archdiocese of New York	34 West 134th Street	New York	NY	10037	(212) 862-6401 x413	Mustafa Tabakovic	Director Employment & Training/Refugee Resettlement	mustafa.tabakovic@arcnyny.org	In School Youth	9/1/2012	8/31/2012	\$141,000	1,3,5,6,7,8,9,10	New York	60	Yes
Children's Arts & Science Workshops, Inc.	4271 Broadway 2nd Floor	New York	NY	10033	(212) 923-7766	Shevorn Martin	Program Director	smartin@cswkids.org	In School Youth	9/1/2012	8/31/2012	\$159,780	1,3,5,6,7,8,9,10	New York	60	Yes
Chinese American Planning Council (Queens)	136-18 39th Avenue, 8th Floor	New York	NY	11354	(718) 358-8899 x130	Edgar Pereira	Director of Youth Services	epereira@cpc-nyc.org	In School Youth	9/1/2012	8/31/2012	\$124,800	1,3,5,6,7,8,9,10	Queens	48	Yes
Chinese American Planning Council (Manhattan)	165 Eldridge Street; New York, NY 10002 100 Hester Street; New York, NY 10012	New York	NY	10002	(212) 941-0920	Edgar Pereira	Director of Youth Services	epereira@cpc-nyc.org	In School Youth	9/1/2012	8/31/2012	\$85,050	1,3,5,6,7,8,9,10	New York	42	Yes
Federation Employment and Guidance Service,	Bronx Lab School: 800 E. Gun Hill Road, 4th Floor	New York	NY	10467	(212) 524-5780	Courtney Hawkins	Associate Vice President	chawkins@fegs.org	In School Youth	9/1/2012	8/31/2012	\$189,000	1,3,5,6,7,8,9,10	Bronx	70	Yes
Global Kids, Inc.	Wingate Campus High School: 600 Kingston Avenue; Brooklyn, NY 11203 & Transit Tech Career and Technical Education High School: 1 Wells Street, Brooklyn, NY 11208	New York	NY	11203	(212) 226-0130 x131	David Velasquez	Associate Director of Programs	david@globalkids.org	In School Youth	9/1/2012	8/31/2012	\$297,000	1,3,5,6,7,8,9,10	Brooklyn	110	Yes
Harlem Children's Zone, Inc.	Learn to Earn: 300 West 134th Street	New York	NY	10030	(347) 226-4241	Mizetta Johnson	Program Director	mwilson@hcz.org	In School Youth	9/1/2012	8/31/2012	\$185,000	1,3,5,6,7,8,9,10	New York	74	Yes
Hellenic American Neighborhood Action Committee	23-16 30th Avenue	New York	NY	11102	718-204-2325 x 103	George Stellakis	Director	gstellakis@aol.com	In School Youth	9/1/2012	8/31/2012	\$132,500	1,3,5,6,7,8,9,10	Queens	50	Yes
Henkels & McCoy, Inc.	John F. Kennedy High School: 99 Terrace View Avenue, Room 333	Bronx	NY	10463	(718)220-1085	Caroline Hudak	Program Director	chudak@henkels.com	In School Youth	9/1/2012	8/31/2012	\$123,786	1,3,5,6,7,8,9,10	Bronx	46	Yes
Jacob A. Riis Neighborhood Settlement, Inc.	Information Technology High School: 21-16 44th Rd.	Long Island City	NY	11101	718-784-7447 ext: 120	Pleshette Mcknight	Program Director	pmcknight@riissettlement.org	In School Youth	9/1/2012	8/31/2012	\$108,000	1,3,5,6,7,8,9,10	Queens	40	Yes
Jewish Community Council of Greater Coney Island, Inc.	Abraham Lincoln High School: 2800 Ocean Parkway	Brooklyn	NY	11235	(718) 449-5000 x2238	Marissa Sperling	Acting Director	m.sperling@jccgci.org	In School Youth	9/1/2012	8/31/2012	\$106,000	1,3,5,6,7,8,9,10	Brooklyn	40	Yes
Jewish Services Coalition, Inc.	802 Hicksville Road ; 632 Lanett Ave	Far Rockaway	NY	11691	(718) 327-6060	Esther Schenker	Executive Director	jewishservicescoalition@yahoo.com	In School Youth	9/1/2012	8/31/2012	\$80,000	1,3,5,6,7,8,9,10	Queens	32	Yes
Mosholu Montefiore Community Center, Inc.	3400 Reservoir Oval	Bronx	NY	10467	(718) 652-1471	Domenic Andreassi	Program Director	wia3400@aol.com	In School Youth	9/1/2012	8/31/2012	\$208,088	1,3,5,6,7,8,9,10	Bronx	76	Yes
Police Athletic League, Inc.	116-25 Guy R. Brewer Blvd	Brooklyn	NY	11434	(718) 389-5309	Tamara Chalvire	Director of Youth Employment	tchalvire@palnyc.org	In School Youth	9/1/2012	8/31/2012	\$108,000	1,3,4,5,6,7,8,9,10	Queens	40	Yes
Ridgewood Bushwick Senior Citizens Council	Ridgewood Bushwick Youth Center: 1474 Gates Avenue	Brooklyn	NY	11237	(718) 381-9653 x136	Elena Zullo	Assistant Executive Director	ezullo@rbscc.org	In School Youth	9/1/2012	8/31/2012	\$199,800	1,3,5,6,7,8,9,10	Brooklyn	74	Yes
Rockaway Development & Revitalization Corporation	1920 Mott Avenue	Far Rockaway	NY	11691	(718) 327-5300	Renee McWilliams	Program Director	rmcwilliams@rdrc.org	In School Youth	9/1/2012	8/31/2012	\$104,000	1,3,5,6,7,8,9,10	Queens	40	Yes
Samuel Field YM & YWHA, Inc.	58-20 Little Neck Parkway	Little Neck	NY	11362	(646) 772-3687	Danielle Hersch	Program Director	dhersch@sfy.org	In School Youth	9/1/2012	8/31/2012	\$174,900	1,3,4,5,6,7,8,9,10	Queens	66	Yes

Attachment J

Local Plan for the New York City Local Workforce Investment Area (July 1, 2012 – June 30, 2013)

In School Youth Provider sheet

SCO Family of Services	Sunset Park High School: 153 35th Street	Brooklyn	NY	11232	(718) 840-1640	Liz Stevenson	Program Director	estevenson@cflsp.org	In School Youth	9/1/2012	8/31/2012	\$189,000	1,3,5,6,7,8,9,10	Brooklyn	70	Yes
Sesame Flyers International, Inc.	IS 68- Isaac Bildersee School	Brooklyn	NY	11236	(718) 221-8880 x1160	Kesha Shortt	Program Director	kshortt@sesameflyers.org	In School Youth	9/1/2012	8/31/2012	\$178,200	1,3,4,5,6,7,8,9,10	Brooklyn	66	Yes
Southeast Bronx Neighborhood Center, Inc.	800 Home Street	Bronx	NY	10456	718-542-1155 x 2090	Antanette Rivera	Program Director	atrivera@sebnc.org	In School Youth	9/1/2012	8/31/2012	\$167,400	1,3,5,6,7,8,9,10	Bronx	62	Yes
The Child Center of NY	Parsons Beacon at JHS 168: 158-40 76th Road, Flushing, NY 11366 South Ozone Park Beacon at IS 226: 121-10 Rockaway Blvd, 2nd Floor, South Ozone Park, NY 11420 Basie Beacon at MS 72: 133-25 Guy R. Brewer Blvd. Jamaica, NY 11434	Woodside	NY	11366	(718) 659-4000	Deepmalya Ghosh	Director of Youth Development Programs	deepghosh@childcenter.ny.org	In School Youth	9/1/2012	8/31/2012	\$135,000	1,3,4,5,6,7,8,9,10	Queens	50	Yes
Union Settlement Association	Park East High School: 230 East 105th Street	New York	NY	10029	(212) 828-6111	Steven Portericker	Program Director	sportericker@unionsettlement.org	In School Youth	9/1/2012	8/31/2012	\$128,800	1,3,5,6,7,8,9,10	New York	56	Yes
United Activities Unlimited, Inc.	New Dorp High School 465 New Dorp Lane	Staten Island	NY	10306	(718) 448-4834	Kim McLaughlin	Program Director	kimpsyd@hotmail.com	In School Youth	9/1/2012	8/31/2012	\$140,184	1,3,5,6,7,8,9,10	Staten Island	54	Yes
Wildcat (FEDCAP) Service Corporation	P.U.L.S.E. High School: 560 East 179 Street	New York	NY	10457	(718) 617-1378	Nadene McPherson Lee	Program Director	nlee@wildcatatwork.org	In School Youth	9/1/2012	8/31/2012	\$118,800	1,3,5,6,7,8,9,10	New York	44	Yes
YMCA of Greater New York/Vanderbilt	Vanguard High School: 317 EAST 67 STREET	New York	NY	10021	(212) 912-2520	Vivian Anderson	Senior Program Director	vanderson@ymcanyc.org	In School Youth	9/1/2012	8/31/2012	\$167,400	1,3,5,6,7,8,9,10	New York	62	Yes
YMCA of Greater New York/Greenpoint	Williamsburg Preparatory HS: 257 North 6th Street	Brooklyn	NY	11211	(212) 912-2265	Tammea Tyler	Senior Director	tyler@ymcanyc.org	In School Youth	9/1/2012	8/31/2012	\$124,200	1,3,5,6,7,8,9,10	Brooklyn	46	Yes

Local Plan for the New York City Local Workforce Investment Area (July 1, 2012 – June 30, 2013)

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Attachment J - Business Services

Local Plan for the New York City Local Workforce Investment Area (July 1, 2012 – June 30, 2013)

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
DB Grant Associates	555 Bergen Avenue	Bronx	NY	10455					direct business services (i.e. financing, legal, recruitment)	Reimbursement	1/1/2012	12/31/2012	Bronx
Brooklyn Alliance/Brooklyn Chamber of Commerce	9 Bond Street	Brooklyn	NY	11201	718-875-3400				direct business services (i.e. financing, legal, recruitment)	Reimbursement	1/1/2012	12/31/2012	Kings
Next Street	79 John Street	New York	NY	10038	212-618-8914				direct business services (i.e. financing, legal, recruitment)	Reimbursement	6/15/2012	12/31/2012	New York
DB Grant Associates	168-25 Jamaica Avenue	Jamaica	NY	11432	718-577-2148				direct business services (i.e. financing, legal, recruitment)	Reimbursement	1/1/2012	1/1/2012	Queens
New York City Department of Small Business Services	120 Stuyvesant Place	Staten Island	NY	10301	718-285-8400				direct business services (i.e. financing, legal, recruitment)	Reimbursement	N/A	N/A	Richmond
Harlem Commonwealth Council	215 West 125th Street	New York	NY	10027	917-493-7243	Oslene Carrington	Senior Vice President	ocarrington@harlemcommonwealth.org	direct business services (i.e. financing, legal, recruitment)	Reimbursement	6/15/2012	12/31/2012	New York
Harlem Commonwealth Council	560 West 181st Street	New York	NY	10033	212-928-3400	Oslene Carrington	Senior Vice President	ocarrington@harlemcommonwealth.org	direct business services (i.e. financing, legal, recruitment)	Reimbursement	6/15/2012	12/31/2012	New York

ATTACHMENT K: LIST OF LWIB MEMBERS

Complete the following information for each member in your Local Workforce Investment Board. Use as many pages of ATTACHMENT K as necessary.

Name:	Abrahamson, Bill	Organization:	Buchbinder & Warren
Title:	Director of Sales and Leasing	Membership Category:	Business
Name:	Arroyo, Laurice	Organization:	National Grid
Title:	Senior Counsel	Membership Category:	Business
Name:	Ashkenase, Donald	Organization:	Montefiore Medical Center
Title:	Executive Vice President	Membership Category:	Business
Name:	Barker, Horace	Organization:	Morgan Stanley Smith Barney
Title:	Vice President	Membership Category:	Business
Name:	Barrios-Paoli, Lilliam	Organization:	NYC Department for the Aging
Title:	Commissioner	Membership Category:	Non-Business
Name:	Berger, Scott	Organization:	Arista Air Conditioning
Title:	President	Membership Category:	Business
Name:	Bluestone, Les	Organization:	Blue Sea Development
Title:	Partner	Membership Category:	Business
Name:	Boykin, Marion	Organization:	Time Warner Cable of NY and NJ
Title:	Manager, Government Relations	Membership Category:	Business
Name:	DiRe, Rochelle	Organization:	Martha Stewart Living Omni Media
Title:	Vice President, Human Resources	Membership Category:	Business
Name:	Dorin, Arnold	Organization:	Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR)

Title:	Integrated Employment Specialist	Membership Category:	Non-Business
Name:	Elliott, Mark	Organization:	Economic Mobility Corporation
Title:	President	Membership Category:	Business
Name:	Foster, Reg	Organization:	IBM Corporation
Title:	Corporate Community Relations Manager	Membership Category:	Business

Note:

- *If a board member is a business appointee, please use the word “Business” in the “Membership Category” section.*
- *Non-business appointees may represent more than one sector of the required membership categories.*

ATTACHMENT K: LIST OF LWIB MEMBERS

Complete the following information for each member in your Local Workforce Investment Board. Use as many pages of ATTACHMENT K as necessary.

Name:	Fuchs, Ester	Organization:	Columbia University
Title:	Professor	Membership Category:	Non-Business
Name:	Goldberg, Edward Jay	Organization:	Macy's
Title:	Vice President, Government Affairs	Membership Category:	Business
Name:	Grannum, Colvin	Organization:	Bedford Stuyvesant Restoration
Title:	President	Membership Category:	Non-Business
Name:	Gudas, Celeste	Organization:	24Seven
Title:	Chief Executive Officer	Membership Category:	Business
Name:	Holloway, Sara	Organization:	Hudson Heights Partners
Title:	Founder and Partner	Membership Category:	Business
Name:	Kearns, Kathleen	Organization:	Continuum Health Partners
Title:	Corporate Vice President for Public Affairs and Marketing	Membership Category:	Business
Name:	King, Deborah	Organization:	1199 SEIU ETJSP
Title:	Executive Director	Membership Category:	Non-Business
Name:	Leff, Marc	Organization:	Maimonides Medical Center
Title:	Vice President of Human Resources	Membership Category:	Business
Name:	Linefsky, Rae	Organization:	C3 Consulting
Title:	Consultant	Membership Category:	Business
Name:	Mast, Richard	Organization:	Bloomingdale's
Title:	Vice President and General Manager	Membership Category:	Business
Name:	McDermott, Joseph	Organization:	Consortium for Worker Education
Title:	Executive Director	Membership Category:	Non-Business

Name:	Mogulescu, John	Organization:	City University of New York
Title:	Senior University Dean for Academic Affairs	Membership Category:	Non-Business

Note:

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ATTACHMENT K: LIST OF LWIB MEMBERS

Complete the following information for each member in your Local Workforce Investment Board. Use as many pages of ATTACHMENT K as necessary.

Name:	Moloney, Thomas	Organization:	Cleary Gottlieb Steen & Hamilton
Title:	Partner	Membership Category:	Business
Name:	Mullgrav, Jeanne	Organization:	NYC Department of Youth and Community Development
Title:	Commissioner	Membership Category:	Non-Business
Name:	Nieblas, Jesse	Organization:	Party City
Title:	Human Resources Manager	Membership Category:	Business
Name:	Ntim, George	Organization:	Marriott Marquis
Title:	Senior Manager	Membership Category:	Business
Name:	Pendleton, Tom	Organization:	NYC Department of Education
Title:	Director of Learning to Work Initiatives	Membership Category:	Non-Business
Name:	Pinsky, Seth	Organization:	NYC Economic Development Corporation
Title:	President	Membership Category:	Non-Business
Name:	Purga, Robert	Organization:	NYS Education Department
Title:	Supervisor, Continuing Education	Membership Category:	Non-Business
Name:	Rainey, Jocelyne	Organization:	Brooklyn Navy Yard Development Corporation
Title:	Vice President, Human Resources	Membership Category:	Non-Business
Name:	Rhea, John	Organization:	New York City Housing Authority
Title:	Chairman	Membership Category:	Non-Business
Name:	Rodriguez, Rose	Organization:	New York State Department of Labor

Title:	Special Assistant for Workforce Solutions and Small Business Services	Membership Category:	Non-Business
Name:	Saft, Stuart	Organization:	Holland & Knight
Title:	Partner	Membership Category:	Business
Name:	Scott, Deirdre	Organization:	Bronx Council on the Arts
Title:	Managing Director	Membership Category:	Non-Business

Note:

- If a board member is a business appointee, please use the word “Business” in the “Membership Category” section.
- Non-business appointees may represent more than one sector of the required membership categories.

ATTACHMENT K: LIST OF LWIB MEMBERS

Complete the following information for each member in your Local Workforce Investment Board. Use as many pages of ATTACHMENT K as necessary.

Name:	Walsh, Robert	Organization:	NYC Department of Small Business Services
Title:	Commissioner	Membership Category:	Non-Business
Name:	White, Veronica	Organization:	Center for Economic Opportunity, Office of the Mayor, City of New York
Title:	Executive Director	Membership Category:	Non-Business
Name:	Windram, Richard	Organization:	Verizon
Title:	Vice President, Government & External Affairs	Membership Category:	Business
Name:		Organization:	
Title:		Membership Category:	
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Title:		Membership Category:	

Appendix 1

Local Plan for the New York City Local Workforce Investment Area (July 1, 2012 – June 30, 2013)

Revised In-Demand, courtesy of NYCLMIS

PRIORITY	SOC CODE	TITLE	BASIC CRITERIA (all)				REVISED WAGE CRITERIA (at least one)				GROWTH/STABILITY (at least two)					REVISED IN DEMAND
			NYCLMIS Ed Training (1 or 2)	Emp 2006 (>=5,000)	% Emp Change (>=0%)	REVISED Basic Eligibility	Median (42600 or 33300)	Entry (28400 or 22200)	Experience Premium	REVISED Wage Eligibility	Annual Average Openings (>=237)	% Openings from Growth (>=21.4%)	Recession Resistance	NYSDOL S/T Demand	Growth/ Stability Eligibility	
High	43-3031	Bookkeeping, Accounting, and Auditing Clerks	1	56,250	8.0	Y	\$38,390	\$26,860	69%	Y	1,330	33.8%	Y	N	Y	Y
High	15-1041	Computer Support Specialists	1	17,640	12.2	Y	\$54,570	\$38,780	78%	Y	770	28.6%	Y	N	Y	Y
High	15-1051	Computer Systems Analysts	2	17,130	27.0	Y	\$89,600	\$61,330	79%	Y	910	50.5%	Y	N	Y	Y
High	29-2041	Emergency Medical Technicians and Paramedics	1	6,040	10.1	Y	\$42,640	\$32,790	54%	Y	130	46.2%	Y	N	Y	Y
High	43-6011	Executive Secretaries and Administrative Assistants	1	83,310	10.9	Y	\$48,740	\$36,350	63%	Y	2,240	40.6%	Y	Y	Y	Y
High	33-2021	Fire Safety Directors	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
High	43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	1	48,900	1.1	Y	\$56,950	\$40,720	70%	Y	1,070	5.6%	Y	N	Y	Y
High	43-6012	Legal Secretaries	1	15,990	9.6	Y	\$47,660	\$33,350	68%	Y	410	36.6%	N	N	Y	Y
High	29-2061	Licensed Practical and Licensed Vocational Nurses	1	14,800	8.9	Y	\$47,040	\$38,200	35%	Y	530	24.5%	N	Y	Y	Y
High	31-9092	Medical Assistants	1	7,060	33.7	Y	\$31,030	\$25,120	42%	Y	330	72.7%	N	N	Y	Y
High	15-1071	Network and Computer Systems Administrators	2	9,860	26.0	Y	\$85,950	\$61,260	67%	Y	490	53.1%	N	N	Y	Y
High	23-2011	Paralegals and Legal Assistants	1	15,630	20.5	Y	\$59,650	\$42,190	67%	Y	530	60.4%	Y	N	Y	Y
High	29-1111	Registered Nurses	1	69,620	13.4	Y	\$80,350	\$62,070	51%	Y	2,080	44.7%	Y	Y	Y	Y
Medium	43-4011	Brokerage Clerks	1	12,700	5.8	Y	\$46,420	\$30,960	87%	Y	480	14.6%	Y	N	Y	Y
Medium	49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	1	5,240	2.9	Y	\$54,070	\$42,750	34%	Y	130	15.4%	N	N	N	Y (strategic)
Medium	53-3022	Bus Drivers, School	1	11,930	11.7	Y	\$34,850	\$24,070	72%	Y	300	46.7%	N	Y	Y	Y
Medium	53-3021	Bus Drivers, Transit and Intercity	1	22,080	5.7	Y	\$46,780	\$32,180	59%	Y	420	31.0%	Y	Y	Y	Y
Medium	13-1199	Business Operations Specialists, All Other	2	23,780	12.9	Y	\$67,540	\$44,590	92%	Y	570	54.4%	na	N	Y	Y
Medium	47-2031	Carpenters	1	22,560	8.5	Y	\$56,930	\$35,530	113%	Y	500	38.0%	Y	Y	Y	Y
Medium	47-4011	Construction and Building Inspectors	1	6,430	11.0	Y	\$51,500	\$36,750	68%	Y	190	36.8%	na	N	Y	Y
Medium	47-2061	Construction Laborers	1	16,930	9.0	Y	\$56,430	\$27,240	146%	Y	280	53.6%	N	N	Y	Y
Medium	11-9021	Construction Managers	2	11,460	9.1	Y	\$117,330	\$66,950	135%	Y	280	35.7%	Y	N	Y	Y
Medium	43-4051	Customer Service Representatives	1	63,530	15.1	Y	\$34,100	\$23,340	88%	Y	2,730	35.2%	N	N	Y	Y
Medium	47-2111	Electricians	1	19,520	10.8	Y	\$81,210	\$45,530	102%	Y	710	29.6%	Y	N	Y	Y
Medium	47-1011	First-Line Supervisors/Managers of Construction Trades and Extraction Workers	1	12,160	9.4	Y	\$83,750	\$57,310	79%	Y	280	39.3%	Y	N	Y	Y
Medium	35-1012	First-Line Supervisors/Managers of Food Preparation and Serving Workers	1	16,320	9.4	Y	\$32,060	\$22,500	82%	Y	270	55.6%	Y	N	Y	Y
Medium	41-1012	First-Line Supervisors/Managers of Non-Retail Sales Workers	1	17,890	1.4	Y	\$98,930	\$60,660	123%	Y	290	10.3%	Y	N	Y	Y
Medium	41-1011	First-Line Supervisors/Managers of Retail Sales Workers	1	26,500	3.7	Y	\$42,560	\$28,760	104%	Y	660	15.2%	N	Y	Y	Y
Medium	53-1031	First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators	1	6,120	2.3	Y	\$63,860	\$42,630	72%	Y	140	7.1%	N	N	N	Y (strategic)
Medium	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1	6,280	6.2	Y	\$52,430	\$32,220	92%	Y	150	26.7%	Y	Y	Y	Y
Medium	37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	1	88,450	7.5	Y	\$27,600	\$18,320	83%	Y	2,350	28.1%	Y	Y	Y	Y
Medium	37-2012	Maids and Housekeeping Cleaners	1	41,220	6.8	Y	\$34,470	\$24,010	61%	Y	1,060	26.4%	N	N	Y	Y
Medium	49-9042	Maintenance and Repair Workers, General	1	45,310	6.2	Y	\$37,610	\$24,790	82%	Y	390	71.8%	Y	Y	Y	Y
Medium	31-1012	Nursing Aides, Orderlies, and Attendants	1	44,090	9.9	Y	\$34,430	\$28,390	31%	Y	840	52.4%	N	N	Y	Y
Medium	43-9061	Office Clerks, General	1	100,410	5.8	Y	\$27,760	\$18,350	81%	Y	2,420	24.0%	Y	N	Y	Y
Medium	43-3051	Payroll and Timekeeping Clerks	1	15,990	5.8	Y	\$36,270	\$28,170	48%	Y	500	18.0%	Y	N	Y	Y
Medium	41-2031	Retail Salespersons	1	107,150	12.4	Y	\$21,950	\$16,860	91%	Y	4,630	28.7%	Y	Y	Y	Y
Medium	41-3099	Sales Representatives, Services, All Other	1	16,110	18.1	Y	\$60,110	\$38,190	119%	Y	670	43.3%	Y	N	Y	Y
Medium	33-9032	Security Guards	1	64,090	9.7	Y	\$25,620	\$18,530	78%	Y	1,920	32.3%	N	Y	Y	Y
Medium	25-3099	Teachers and Instructors, All Other	2	14,890	7.1	Y	\$45,150	\$27,580	92%	Y	270	40.7%	Y	N	Y	Y
Medium	53-3032	Truck Drivers, Heavy and Tractor-Trailer	1	13,140	-1.4	N	\$46,100	\$31,700	73%	Y	230	0.0%	N	Y	N	Y (strategic)
Medium	53-3033	Truck Drivers, Light or Delivery Services	1	22,130	0.2	Y	\$34,490	\$19,850	122%	Y	400	2.5%	N	N	N	Y (strategic)
Low	41-3011	Advertising Sales Agents	1	21,040	20.0	Y	\$57,190	\$35,920	120%	Y	790	53.2%	Y	N	Y	Y
Low	43-3011	Bill and Account Collectors	1	7,730	10.5	Y	\$37,840	\$28,880	65%	Y	200	40.0%	N	N	Y	Y
Low	53-7061	Cleaners of Vehicles and Equipment	1	7,090	3.0	Y	\$39,340	\$18,980	115%	Y	290	6.9%	Y	N	Y	Y
Low	21-1099	Community and Social Service Specialists, All Other	2	12,450	12.2	Y	\$40,920	\$33,420	47%	Y	290	51.7%	na	N	Y	Y

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Revised In-Demand, courtesy of NYCLMIS

PRIORITY	SOC CODE	TITLE	BASIC CRITERIA (all)				REVISED WAGE CRITERIA (at least one)				GROWTH/STABILITY (at least two)					REVISED IN DEMAND
			NYCLMIS Ed Training (1 or 2)	Emp 2006 (>=5,000)	% Emp Change (>=0%)	REVISED Basic Eligibility	Median (42600 or 33300)	Entry (28400 or 22200)	Experience Premium	REVISED Wage Eligibility	Annual Average Openings (=>237)	% Openings from Growth (=>21.4%)	Recession Resistance	NYSDOL S/T Demand	Growth/ Stability Eligibility	
Low	13-1072	Compensation, Benefits, and Job Analysis Specialists	2	8,230	9.2	Y	\$62,760	\$48,320	47%	Y	260	30.8%	Y	N	Y	Y
Low	31-9091	Dental Assistants	1	5,520	28.3	Y	\$33,740	\$26,330	44%	Y	260	61.5%	N	Y	Y	Y
Low	13-1071	Employment, Recruitment, and Placement Specialists	2	10,460	16.4	Y	\$52,600	\$38,110	139%	Y	400	42.5%	N	Y	Y	Y
Low	27-1022	Fashion Designers	1	7,590	4.9	Y	\$76,770	\$46,130	120%	Y	240	16.7%	Y	N	Y	Y
Low	39-1021	First-Line Supervisors/Managers of Personal Service Workers	1	6,390	7.7	Y	\$39,730	\$32,440	57%	Y	190	26.3%	N	N	Y	Y
Low	39-9031	Fitness Trainers and Aerobics Instructors	1	7,140	24.4	Y	\$43,850	\$22,970	173%	Y	300	56.7%	Y	N	Y	Y
Low	27-1024	Graphic Designers	2	14,490	10.1	Y	\$57,290	\$39,780	83%	Y	540	27.8%	Y	N	Y	Y
Low	47-4041	Hazardous Materials Removal Workers	1	1,660	13.3	N	na	na	na	N	60	33.3%	N	N	Y	Y (strategic)
Low	13-1079	Human Resources, Training, and Labor Relations Specialists, All Other	2	8,970	6.6	Y	\$52,790	\$25,440	181%	Y	250	24.0%	Y	N	Y	Y
Low	25-2012	Kindergarten Teachers, Except Special Education	2	15,050	12.5	Y	\$62,430	\$40,250	90%	Y	440	43.2%	Y	N	Y	Y
Low	37-3011	Landscaping and Groundskeeping Workers	1	11,700	6.3	Y	\$30,730	\$19,590	97%	Y	220	31.8%	N	Y	Y	Y
Low	15-1081	Network Systems and Data Communications Analysts	2	9,680	47.5	Y	\$81,510	\$57,810	72%	Y	660	69.7%	Y	N	Y	Y
Low	47-2152	Plumbers, Pipefitters, and Steamfitters	1	12,670	13.7	Y	\$61,210	\$37,270	108%	Y	430	39.5%	Y	N	Y	Y
Low	25-2011	Preschool Teachers, Except Special Education	1	12,500	7.4	Y	\$33,480	\$23,840	69%	Y	300	30.0%	Y	N	Y	Y
Low	11-9141	Property, Real Estate, and Community Association Managers	2	6,040	8.6	Y	\$73,860	\$55,960	87%	Y	130	38.5%	Y	N	Y	Y
Low	41-9021	Real Estate Brokers	1	9,070	7.1	Y	\$93,270	\$47,010	234%	Y	210	28.6%	Y	N	Y	Y
Low	41-9022	Real Estate Sales Agents	1	17,460	6.5	Y	\$67,150	\$41,340	172%	Y	390	28.2%	N	N	Y	Y
Low	39-9032	Recreation Workers	1	9,480	7.3	Y	\$25,950	\$18,580	75%	Y	250	28.0%	Y	N	Y	Y
Low	25-3021	Self-Enrichment Education Teachers	1	11,750	14.1	Y	\$37,030	\$21,390	176%	Y	300	56.7%	N	N	Y	Y
Low	13-1073	Training and Development Specialists	2	6,350	15.7	Y	\$60,530	\$40,620	85%	Y	240	41.7%	N	N	Y	Y

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Response to Question 3.**Skills/Credentials Required**

The following chart shows the skills or credentials required of demand occupations rated as “high priority” within New York City and the Workforce Investment Act-funded education/training resources available to help individuals develop these skills.

Occupations	Work exp. required (mos.)	Education required	Qualified related experience	Availability
Bookkeeping, Accounting, and Auditing Clerks	36	High School Diploma or GED	<ul style="list-style-type: none">• Bookkeeping Clerk• Accounting Clerk• Accounting Assistant• Auditing Clerk• Payroll Coordinator• Office Manager	Individual Training Grants
Executive Secretaries and Administrative Assistants	48	High School Diploma or GED	<ul style="list-style-type: none">• Office Clerk or Receptionist• Administrative Coordinator• Project Assistant• Department Assistant	Individual Training Grants
Medical Assistants	12	High School Diploma or GED	<ul style="list-style-type: none">• Nursing Aides• Medical Secretary• Physician's Assistant• Clinical Assistant	Individual Training Grants
Legal Secretaries	36	High School Diploma or GED	<ul style="list-style-type: none">• Administrative Assistant• Legal Administrative Secretary• Receptionist or Office Clerk	Individual Training Grants
Paralegals and Legal Assistants	36	High School Diploma or GED	<ul style="list-style-type: none">• Legal Secretary• Legal Assistant• Office Manager	Individual Training Grants
Computer Support Specialists	12	High School Diploma or GED	<ul style="list-style-type: none">• Help Desk Specialist• Computer Support Specialists	Individual Training Grants
Computer Systems Analysts	12	2 or 4 year degree	<ul style="list-style-type: none">• Information Technology Consultant	Individual Training Grants

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Fire Safety Directors	36	High School Diploma or GED	<ul style="list-style-type: none">• Security Guard• Doorman• Fire Inspector and Investigator	Individual Training Grants
Network and Computer Systems Administrators	12	2 or 4 year degree	<ul style="list-style-type: none">• Help Desk Specialist• Computer System Administrator	Individual Training Grants
Office Managers (Administrative Service Managers)	48	High School Diploma or GED	<ul style="list-style-type: none">• Manager of Operations• Supervisor• Manager/Supervisor for a back-office department• Executive Assistant	Individual Training Grants
Registered Nurse	N/A	Nursing License	N/A	Contracted Training
Emergency Medical Technicians and Paramedics	N/A	Emergency Medical Technician Certification or Paramedic Certification	N/A	Contracted Training
Licensed Practical or Licensed Vocational Nurse	N/A	Nursing License	N/A	Contracted Training

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Response to Question 6.**Type and Availability of Services**

The following chart provides a summary of the various Workforce Investment Act services available to Adults and Dislocated Workers in New York City.

Service	Description	Availability
Introduction to Services	Overview of all services available to customers	All Workforce1 Career Centers
Initial Assessment	One-on-one assessment of a customer's job readiness and employment goal	All Workforce1 Career Centers
Resource Room / Computer Lab	Access to a computer and the internet for job search purposes	All Workforce1 Career Centers
Workshops	Acing the Interview Create a Resume that Gets You the Job Resume Upgrade	All Workforce1 Career Centers
Individual Job Preparation	One-on-one preparation of a customer for employment, including resume review and job coaching	All Workforce1 Career Centers
Individual Career Counseling	One-on-one session with a customer to discuss career goals and training options to reach those goals	All Workforce1 Career Centers
Individual Training Grants	Grants of up to \$3,800 to enroll in occupational skills training aligned with a demand occupation	Bronx, Brooklyn, Queens, Staten Island, and Upper Manhattan Workforce1 Career Centers
Contracted Training	Training for Emergency Medical Technicians, Licensed Practical Nurses, and Registered Nurses	Workforce1 Healthcare Career Center
Referral to	Connection of a customer to training	All Workforce1 Career

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External Training Services	services offered at an external organization	Centers
Screening for Job Opportunities	Screening of a customer for a fit with a specific job opportunity	All Workforce1 Career Centers
Referral to Employer	The scheduling of a customer for an interview with a specific employer	All Workforce1 Career Centers
GED Preparation	Eligible customers can be enrolled in the Bridge to Tomorrow program	All Workforce1 Career Centers
Referral to Supportive Services	Connection of a customer to services provided at an organization specializing in addressing particular employment barriers	All Workforce1 Career Centers