Comprehensive Five-Year Local Plan
under
Title I of the Workforce Investment Act of 1998

July 1, 2000 to June 30, 2005

Submitted for: Town of Hempstead/City of Long Beach
Local Workforce Investment Area

Submit by: 2/28/00

Submit to: Margaret M. Moree, Director
Workforce Development and Training Division
New York State Department of Labor
State Office Building Campus
Building 12, Room 450
Albany, New York 12240
GENERAL INSTRUCTIONS

The Comprehensive Five-Year Local Plan (Local Plan) must be submitted by February 28, 2000, in accordance with these Planning Guidelines issued by the New York State Department of Labor on behalf of the State Workforce Investment Board and the Governor. The plan must be developed by the local Workforce Investment Board (Local Board) in partnership with the Chief Local Elected Official(s).

The Labor Department’s Workforce Development and Training Division has assigned “State Representatives” to provide technical assistance to Local Areas on Plan development as needed.

PLANNING GUIDELINES:

Attached is a print copy of the Planning Guidelines. The Planning Guidelines are available and can be downloaded from New York’s Workforce Development System web site at www.wdsny.org.

PUBLICATION:

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

SUBMISSION:

The Local Plan (the original and 2 copies) must be received by the New York State Department of Labor by 5:00 p.m. on February 28, 2000. The plan should be addressed to:

Margaret M. Moree, Director
Workforce Development and Training Division
New York State Department of Labor
State Office Building Campus
Building 12, Room 450
Albany, New York 12240

Ms. Moree will make copies available to Workforce Development and Training State Representatives and central office staff for review and recommendation.

PROCEDURE:

The following procedures are requested:
1. all copies of the plan (including its attachments and subsequent addenda and/or revisions) should be submitted on 8½” by 11” 3-hole punched white paper
2. organize the plan by sections (using the same order as the Planning Guidelines); begin each section on a new page
3. within each section, organize according to the outline format of the Planning Guidelines
4. paginate the entire document
5. print the question to be answered (along with its corresponding numeric/alphabetic outline designation) before each answer
6. should any question not apply, do not skip it. Print the question followed by “N/A” and, where not self-explanatory, provide a brief explanation for not answering.

7. include the “Index to Plan Attachments” at the beginning of Section V. Assign the respective letter designations to the attachments and arrange them alphabetically. Wherever possible, sequentially number each page of each attachment (A-1, A-2, B-1, etc.).

8. be sure to enter the name of the local Workforce Investment Area at the top of each and every page.
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I. **LOCAL AREA OVERVIEW**

A. **VISION/GOALS**

1. **Provide in a few paragraphs the Local Area’s strategic economic and workforce investment vision for the next five years. What specific goals have been identified that are necessary to achieve this vision? (Provide descriptions of these goals rather than specific numbers). What do you anticipate the Local Area’s economy and workforce investment system will look like at the end of the five-year period? How will the local workforce investment system adapt to changing needs and conditions?**

   Our vision for the next five years is one of unprecedented economic prosperity, growth and opportunity for businesses and citizens, along with realization of the highest quality of life attainable. To achieve this vision, we have established the following goals:

   - Align a wide variety of independent workforce investment initiatives into a single workforce investment system that will operate under the auspices of our local Workforce Investment Board (WIB) and in cooperation with other WIBs in our region and throughout New York State;
   - Leverage resources from a variety of funding streams to ensure the consistent delivery of world class services to all of our customers;
   - Operate an effective and customer friendly One-Stop career center system at a variety of convenient and accessible locations within our local area;
   - Ensure the full participation of the underutilized segments of the workforce, such as: individuals with disabilities, older workers, minorities, veterans, public assistance recipients, etc.;
   - Create innovative approaches that are responsive to the challenges of our economy, while at the same time building upon the foundation laid by the system-building activities that we have conducted in anticipation of the implementation of the Workforce Investment Act of 1998 (WIA).

   Five years from now, we expect that our local WIB will have become the hub of workforce investment activities in our area and a key component of our local economic strategy. Moreover, we expect to have realized the vision articulated above. The local workforce investment system will be a dynamic, responsive conduit of resources keeping pace with the mercurial demands of the market place. Services will be accessible in the convenient, high-tech manner established by the best of class in the banking industry, while maintaining a human touch. Our system will adapt to changing needs and conditions by listening to our customers, taking the counsel of credible forecasters, such as the New York State Department of Labor (NYSDOL) Division of Research and Statistics and the Long Island Association (LIA), by implementing a continuous improvement strategy, conducting on-going staff capacity building and deployment of state-of-the-art technology and software.

2. **Describe the local workforce investment system vision related to increased customer choice, non-duplication of services, and universal access via the One-Stop system.**

I-A-1
Over the past few years, our local One-Stop system has created and realized a vision related to increased customer choice, non-duplication of services and universal access via a One-Stop system we created entitled "HempsteadWorks." In the new millennium, that vision will come into clearer focus and will realize its full potential as HempsteadWorks evolves into the Town of Hempstead Workforce Investment System. The full service career center currently located within the Hempstead Executive Plaza at 50 Clinton Street in Hempstead, New York, will continue to be the focal point of the system. In addition we have already established core services centers at the following locations: NYSDOL Division of Employment Services (DOES) Freeport office and the City of Long Beach Office of Youth and Family Services.

These locations, along with a variety of additional One-Stop partner and affiliate sites will continue to be linked through our wide area network (WAN) computer system, which will be linked to the Albany Metropolitan Area Network (MAN). "ATTACHMENT H" is our Wide Area Network Schematic. Additional physical centers are being developed at the following locations:

- NYSDOL/DOES Hicksville Office;
- Board of Cooperative Educational Services of Nassau County (BOCES) Carle Place and Westbury facilities.

Currently, the services of our partners are linked and tracked through a national and state award winning HempsteadWorks Quality Assurance Program (URQAP). We have already made the necessary modifications to that system to continue to ensure customer choice, non-duplication of services and universal access under WIA. The new system may be aligned with the One-Stop Operating System (OSOS), as required, if our local area elects to utilize OSOS.

Because URQAP is a larger continuous improvement initiative, it will provide our governance structure with valuable data for fact-based decision-making with regard to the One-Stop process. This system will also offer the following on-line features:

- Unified Job Bank under the auspices of NYSDOL;
- Common Application for all One-Stop Partners;
- Testing and Assessment Results and Individual Service Strategy;
- Labor Market Information, including O'Net;
- Case Tracking System;
- Service Directory;
- List of Approved Training Vendors;
- Consumer Report on Training Vendors;
- System Wide Report Card;
- Customer Survey Forms and Reports; and
In addition, our One-Stop partners will continue to be integrated through co-location and cross-training throughout all of the centers of the system. Resource rooms and customer service procedures established at the full service center will continue to be replicated at all of our centers. Each center will be equipped with Internet access. Customers will continue to have access to our virtual career center, located at www.hempsteadworks.com. The One-Stop Matrix, included as "ATTACHMENT I," lists all of the One-Stop partners and affiliate partners of our system.

3. **Indicate how the Local Area’s vision relates to that of New York State and how the Local Area’s goals contribute to those of the State.**

The Town of Hempstead/City of Long Beach Workforce Investment Area has developed a solid track record for rapidly accepting and implementing the vision of New York State for Workforce Investment. We have established a rich tradition of cooperation and collaboration with our regional and local NYSDOL/DOES offices. The existing One-Stop system in our area was constructed in keeping with each articulated vision of the state, from the "Policy Framework," through all of the legislation and publications referenced next to the asterisk below. Under the Wagner Peyser Act One-Stop Implementation Grant awarded to us by NYSDOL, our local mission statement replicated the state's mission to:

- ensure that skilled workers are available to employers;
- help job seekers find work;
- foster economic development.

This mission will continue to be implemented in the coming years. We also share the overarching vision of the state to align, leverage and reinvigorate all available resources to prepare businesses and their employees to succeed in the dynamic economy of the new century. The goals we have listed above will contribute to the state's goals by investing funds more efficiently and with greater accountability. They will also dovetail with the state's strategy to assist businesses in their response to global competition and rapid technological changes. Our system will contribute to the fabric of the state's seamless system of information dissemination, education, training and labor exchange. Working together, we expect to equip workers with the skills necessary to produce high quality products and achieve a high quality of life.

4. **Provide in a few paragraphs how you believe the WIA statewide workforce investment system will help the Local Area attain its strategic vision.**

The WIA statewide workforce investment system will help our local area attain its strategic vision in a variety of ways. To begin with, the state will be an invaluable resource for real time information. This includes information regarding the labor market, job openings, education and training opportunities, etc., for job seeking customers, along with financial and economic development information for businesses. It also includes empowering local areas to share and exchange information regarding shared customers.

I-A-3
The state will increase its assistance to local areas by including locals at all stages of its planning and development of computer systems. It will enhance its array of services and products, while at the same time creating more customer friendly policies, by being receptive to local and federal innovations. By acting promptly to formally designate local areas, the local system building process will be accelerated. The state will also support our strategic vision with clear policy guidance and timely capacity building. Alignment of statewide activities, such as rapid response and allocation of discretionary funds will also support our vision. Finally, in order to achieve true working partnerships among local entities operated under the auspices of state agencies, the state needs to establish consistent ground rules for partnership at the state level and to then disseminate conditions of its own memoranda of understanding to the local level.

New York State has articulated its workforce development system vision and strategic goals in several informational documents. A summary of the State’s vision may be found on the Workforce Development System web site at www.wdsny.org. Further details of the workforce development vision and goals may be found in the Jobs Two Thousand for New York Act (Jobs2K Act), in New York’s Workforce Development System: A Report to Governor George E. Pataki, and in the Youth Council Toolkit: Information and Options for Forming Youth Councils under the Workforce Investment Act. A thoughtful review of these documents will enable Local Areas to consider their unique vision and goals in relation to the overall direction of the State of New York.
B. EMPLOYER NEEDS

1. Describe the process/resources that will be used to identify and meet the needs of local employers. To the extent possible, identify the needs that currently exist.

The process/resources that will be used to identify and meet the needs of employers will include the following:

- Analysis of labor market information;
- Analysis of employer comments solicited by URQAP through surveys, correspondence, verbal comments, etc.;
- Business input through the WIB and Youth Council;
- Coordination activities with other business and workforce investment initiatives, such as those conducted by the LIA's "Project Long Island," "Newsday," One-Stop partner advisory councils, etc.

The major needs that currently exist among our local employers are listed below:

- More and higher skilled technology workers;
- A process to exchange information and collaborate with the workforce investment system on strategic planning for recruitment, human resource development and customized training;
- Funds to offset the costs associated with training of new and incumbent workers;
- Information regarding education and training programs;
- Information regarding the local labor pool.

2. What are the key existing industries in the local employment base (part of this description should include a listing of the largest industries in the Local Area, and those industries where the largest number of employment opportunities are anticipated). What are the key occupations within these industries?

The key industries in the local employment base are listed below:

- Medical Care;
- Banking;
- Supermarket Chains;
- Telecommunication Services;
- Energy Services and Natural Gas Utilities;
- Home Improvement Stores;
- Entertainment and Communications;
- Retail;
- Domestic and International Parcel Delivery;
- Construction;
- Research and Development;
- Computer Software Development.
The key occupations that exist in these industries are as follows:

- Electrical, Mechanical, Computer and Software Engineers and Technicians;
- Systems Managers;
- Web Designers;
- Hardware and Software Support Staff;
- E-Commerce Specialists;
- Sales Managers;
- Accountants;
- Office Staff (skilled in a variety of software applications);
- Teachers, Librarians, Counselors;
- Health Practitioners and Technicians;
- Service Occupations;
- Precision Production, Craft and Repair Occupations;
- Construction Trades and Extractive Occupations.

3. Indicate what existing industries are expected to experience above average growth during the five years of the Local Plan. What are the occupations related to these growth industries? To what extent will that growth affect employer demand on the local labor force?

The existing industries expected to experience above average growth during the five years of our Local Plan are all of those listed under number 2 above. The occupations related to these growth industries are also stated under number 2 above. The occupations related to these new industries are affecting employer demand on the local labor force in the following manner:

- Employers need to recruit more workers;
- Employers need to recruit more highly skilled workers;
- Organizations are being reengineered to require fewer employees to achieve higher efficiency and productivity.

4. Within the context of your economic development efforts, what new industries will be targeted to be attracted to the area? What are the occupations related to these new industries?

The new industries that will be targeted to be attracted to the area include the following:

- Biotechnology/Bioengineering;
- Emerging Electronics;
- Graphic Communications;
- Medical Imaging and Health Information Systems;
- Computer Software.

The occupations related to these industries are indicated under number 2 above.
5. **Describe the job skills necessary to obtain the employment opportunities cited in #1, #2, and #3 above.**

The job skills necessary to obtain the employment opportunities cited above include the following:

- Basic skills, such as reading and math;
- Ability to communicate well, both verbally and in writing;
- Leadership qualities;
- Temperament for working in teams;
- Ability to make critical decisions;
- Word processing, basic computer software and office machine technology;
- Specialized hardware and software technology and engineering;
- Customer satisfaction.

6. **Describe how the skill demands of local businesses are changing, and how the local workforce investment system plans to address these changes.**

The skill demands of local businesses are changing in two major ways. One is the demand for workers who can utilize and develop highly technical hardware and software. The second way is the need for workers who can adapt to the changing culture of the workplace. That culture requires task and project oriented assignments which are accomplished in teams by creative, critical thinkers and decision makers. Workers need to be empowered with both hard and soft skills to prosper in this environment. Our system plans to address these changes through coordination of resources, joint planning conducted with strategic partners, including businesses, education, broad brokerage of information and the implementation of continuous improvement processes.

7. **Describe how the Local Board will engage employers in the One-Stop system.**

The Local Board will engage employers in the One-Stop system by coordinating its efforts with augmenting initiatives and organizations, such as: the LIA's Project Long Island and Listnet, the Long Island Forum for Technology (LIFT), state and local economic development agencies, industrial development agencies, chambers of commerce, etc. Planning, job development, development of education and training programs and customer satisfaction surveys will be conducted in an interactive manner that will solicit employer involvement and feedback. The vision, mission, benefit and functions of the system will be marketed to employers through advertising in a variety of mediums, including our Web site, along with direct mail, telemarketing and speaking engagements.
C. WORKER NEEDS

1. **Describe the needs of local adult job seekers, which may include those who are underemployed, unemployed and/or those who are considered dislocated workers. How does the local workforce investment system plan to meet these needs?**

The needs of local adult job seekers, including those who are underemployed, unemployed and dislocated workers, are as follows:

- Access to real time information regarding the labor market, job openings, business demands, child care, elder care, methods of commutation and education and training opportunities;
- Access to services related to finding and maintaining employment, gaining skills and managing job search campaigns;
- Funds to underwrite education and training costs;
- Testing and assessment;
- Career counseling;
- Rehabilitation services;
- Internet access;
- Supportive services and financial assistance, including transportation and child care;
- Resource room and career library products.

The local workforce investment system plans to meet the needs of these individuals by effectively leveraging resources in a manner that will adequately staff the One-Stop system, provide universal services to customers and strategically deploy sufficient products and resources at each career center and affiliate site throughout the system.

2. **Describe the needs of incumbent workers in the Local Area and how the local workforce investment system will identify those incumbent workers in need of training. How does the local workforce investment system plan to meet these needs?**

Many incumbent workers in our local area have the same or all of the needs described under number 1 above. These individuals are also challenged to continually adapt to emerging technology in the workplace, while simultaneously adjusting to the cultural changes wrought by those innovations. In order to maintain their career momentum, incumbent workers must cultivate an ability to work faster and more efficiently, while at the same time satisfying the demand for greater accountability. Our local system plans to meet the needs of these individuals through the One-Stop system, along with the collaboration with employers described in the previous section. The WIB may approve the funding of education and training for incumbent workers when the conditions described under Section 663.705 of the WIA Final Rule apply.

3. **Describe the employment and training needs of individuals with disabilities, and what strategies the local workforce investment system has developed to meet these needs.**

I-C-1
Despite the passage of the Americans with Disabilities Act (ADA) and increases in the state's rehabilitation services, the unemployment rate for individuals with disabilities remains high. These individuals will have the same universal access to our One-Stop products and services as their non-disabled counterparts. In addition, our partnership with VESID will ensure that the proper continuum of services is offered to these customers.

4. Describe other segments of the local population that can be identified as key customers for the workforce investment system including, as appropriate, displaced homemakers, low income individuals (such as migrant and seasonal farmworkers, public assistance recipients), women, minorities, individuals training for non-traditional employment, veterans, and individuals with multiple barriers to employment (including older individuals and people with limited English-speaking ability). What are the needs of these workers? How will those needs be addressed?

Once again, these individuals share the needs described under number one above. However, these key groups also have specific needs peculiar to their situation. For example, displaced homemakers require a transitional support system, child care and counseling. Low income individuals require financial support, food, shelter, housing, etc. Women, minorities, and individuals with multiple barriers to employment need assistance in developing strategies to gain equity in the workplace, to succeed in job interviews and remove barriers. The One-Stop system will address the needs of these customers, calling upon the expertise of specific partners, such as the Older Americans Act Title V Program, education, community-based organizations, etc.

5. Indicate if the funds made available through WIA Title I are sufficient to meet the customer needs described in C. #1, #2, #3, and #4. If not, what resources has the Local Board identified to bridge the shortfall?

The funds available through WIA Title I are not sufficient to meet all of the customer needs described above. The Local Board will work to identify resources to bridge the shortfall from such sources as:

- One-Stop partners and affiliates;
- Other public and private funding streams;
- Coordinating with the local initiatives described above to more efficiently leverage existing resources;
- Instituting a continuous improvement process to ensure accountability and develop the capacity to provide improved services at reduced costs.

In addition, the NYSDOL/NYATEP Services and Funding Work Group has requested that the state provide local areas with a complete listing of all workforce investment related funds allocated from the state level to local areas. If such information is provided, the Local Board would utilize it as a strategic planning tool to design methods to address the funding shortfall.
6. If the funds available to the region for adult employment and training activities under WIA are limited, what is the current, local process by which any priority of services will be applied? State guidance will be provided if warranted.

The current local process for priority of services is a most-in-need policy. Under WIA, we plan to prioritize public assistance recipients, economically disadvantaged individuals who face barriers to employment and dislocated workers.

7. Describe how the Local Board will engage organized labor or other representatives of labor in the One-Stop system.

The Local Board will engage organized labor through its representation on the Board, participation in planning, coordination with apprenticeship programs and exchange and sharing of information related to services to businesses and union members.

8. Define “requires assistance to complete an educational program,” “to secure and hold employment” and “self sufficiency” as they will be used in the local workforce investment system.

The term "requires assistance to complete an educational program" means that a WIA participant is either a dropout or at risk of dropping out of high school, an alternative school, an alternative program, or a post secondary program.

The term "requires assistance to secure and hold employment" means that a WIA participant is unable to secure permanent unsubsidized employment that offers a reasonable expectation for long-term employment and career growth after participating in good faith in at least one core and/or intensive service activity.

The term "self-sufficiency" means that an individual is employed on an unsubsidized basis and has a family income for the last six months at or above 201% of the Poverty Level for a family of one and/or the Lower Living Standard for a family of two or greater, as defined by the United States Department of Health and Human Services. If an individual is a dislocated worker, then "self-sufficiency" means that such an individual is employed at a wage that amounts to 60% or more of his/her pre-layoff wage. Wages will be measured in terms of weekly earnings.

The term “self-sufficient wage,” for employed workers who participate in On-The-Job Training and Customized Training, means that the worker is paid a wage of $26.01 per hour or more.
D. YOUTH NEEDS

1. Describe the needs of local youth. In particular, examine the needs of low-income youth in terms of the changing educational and skill requirements of the local economy. How well are low-income (i.e., WIA eligible) youth currently being prepared for the projected job openings and skill demands identified for adult job seekers? How well are youth with the following characteristics being prepared for these job openings and skill demands:

- deficient in basic literacy skills
- school dropout
- homeless, runaway, or foster child
- pregnant and/or parenting
- offender

Describe how the local workforce investment system will improve services to these youth.

Our local youth need the items described under Section C, Number 1. In addition, these individuals possess the following needs cited by the Johns Hopkins University Institute for Policy Studies publication entitled "WIA Youth Policy Councils: Key to the Future for a Generation of Challenge":

- continuity of contact with caring adults;
- to be focused on the centrality of work;
- bona fide connections to employers;
- a variety of contextual education options for competency certification;
- opportunities for leadership development;
- positive peer support;
- opportunities for post secondary education;
- chances to serve the community; and
- follow-up support over a sustained period."

The needs of low-income youth are exacerbated by the changing educational and skill requirements of our local economy. Many of these individuals will be unable to secure employment without a "second chance at education." All will face difficulty in competing and advancing in the workplace without a solid foundation of academic and technical skills.
Currently, most of the local low-income youth who participate in our system are becoming well-prepared for the skill openings and skill demands identified for adult job seekers. An article in the November, 1999 issue of the NYSDOL newsletter entitled "Employment in New York State" states: "On Long Island many initiatives are underway that involve mutually beneficial partnerships between business, educators and the workforce development system. The first is "LIWorks," an initiative of the Long island Association. Partners are working to develop business/school councils and encourage internships, co-op learning, job shadowing and other programs."

Our local workforce investment system is contributing to this effort with youth programs designed to provide a continuum of comprehensive youth services. The following is a description of how youth, with the characteristics indicated, are being prepared for projected job openings and skill demands:

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Preparation Method</th>
</tr>
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<tbody>
<tr>
<td>Deficient in Basic Literacy Skills</td>
<td>Basic Education Programs, Literacy Volunteers, Contextualized Academic Enrichment, Supportive Services, Counseling and Case Management</td>
</tr>
<tr>
<td>School Dropout</td>
<td>Basic Education Programs, GED Programs, Supportive Services, Counseling and Case Management</td>
</tr>
<tr>
<td>Homeless, Runaway or Foster Child</td>
<td>Coordination with Community-Based, Child Welfare and Foster Care Agencies, Counseling, Case Management, Supportive Services, Education, Training and Job Search Assistance</td>
</tr>
<tr>
<td>Pregnant and/or Parenting</td>
<td>Coordination with Community-Based, Child Welfare, and Foster Care Agencies, Counseling and Case Management</td>
</tr>
<tr>
<td>Offender</td>
<td>Coordination with Criminal Justice, Community-Based, Child Welfare and Foster Care Agencies, Counseling, Case Management</td>
</tr>
</tbody>
</table>
E. COMMUNITY/CUSTOMER INPUT

1. Describe how the Local Board will involve the community in discussions and ensure broad input in establishing system goals.

Our Local Board will involve the community in discussions and ensure broad input in establishing system goals through the following means:

- Local Board and Youth Council meetings will be advertised through public notices published in *Newsday*;
- Comments regarding our Local Plan will be solicited through public notices in *Newsday*, as well;
- Local Board and Youth Council meetings, including meetings related to our Local Plan, will be open to the public;
- The system goals will be advertised in public notices which solicit proposals for services;
- The system goals comments will be broadcast on the system's web site.

2. Describe how the Local Board plans to use customer satisfaction feedback to improve local workforce investment system services. Indicate what parts of the local system will be covered by the feedback.

Under section I(A)(2) above, we began our description of the **HempsteadWorks Quality Assurance Program (URQAP)**, which is our continuous improvement process. Hard copies of the automated features of **URQAP** are included as "ATTACHMENT J." This system, which utilizes products and systems developed by DOOR, the **Enterprise** and **Simply Better!**, will continue to be enhanced to comply with the WIA requirements for collecting customer satisfaction feedback data and for utilizing that data to improve our local workforce investment system services. The following is a listing of the parts of the local system to be included in the feedback process:

- Front Door Operations;
- Core Services;
- Intensive Services;
- Training Services;
- Job Search Workshops;
- Comprehensive Services after Termination; and
- Business Services to Employers.

3. a. Describe efforts made, in compliance with **Section 118 (c) of WIA**, to make available copies of the proposed Local Plan to the public through such means as public hearings AND local news media AND to allow members of the Local Board and members of the public, including representatives of business and representatives of labor organizations, to submit their comments.

   I-E-1
We will achieve compliance with WIA Section 118 (c) through the activities described under Section E(1) above.

b. Attach a copy of a certification of publication for each public notice published. ALSO attach a list showing dates and locations of public hearings held. These attachments should be labeled “ATTACHMENT A” and inserted in Section V of the Plan.

c. Respond here to comments received from the public during the 30 day review period. Indicate how the Local Area is dealing with any expressed concerns.

The attached comments were received from the Nassau County Department of Senior Citizen Affairs. These comments were shared with the members of our Local Board and will be considered during our planning process.

d. Attach a copy of all comments received which were in disagreement with the plan. These attachments should be labeled “ATTACHMENT B” and inserted in Section V of the plan.

No comments were received from the public in disagreement with our Plan.
II. LOCAL AREA GOVERNANCE

A. ROLES, RESPONSIBILITIES, RELATIONSHIPS

1. Chief Local Elected Official(s)

   a. Describe the role of the Chief Local Elected Official(s) in the governance and implementation of WIA in the Local Area (including oversight responsibilities).

      The Chief Elected Official (CEO) for the Town of Hempstead, the Hempstead Town Supervisor, is the WIA Grant Recipient for the Town of Hempstead/City of Long Beach Workforce Investment Area. In this capacity, the Supervisor provides leadership to the WIB in establishing and implementing its local vision. The Supervisor has designated the Town of Hempstead Department of Occupational Resources (DOOR) as the local WIA Grant Subrecipient/Fiscal Agent. The Commissioner of DOOR reports to the Supervisor and the Town Board. Through DOOR, the Supervisor provides management and fiscal oversight to the local workforce investment system. Local Board members are appointed and the Board Chairperson is designated by the Supervisor.

   b. Describe the collaborative process for decision making by Chief Local Elected Officials if the Local Area consists of more than one unit of local government.

      The Hempstead Town Supervisor and the President of the Long Beach City Council have executed an intergovernmental agreement that empowers the Supervisor to make management decisions for the Hempstead/Long Beach area.

   c. For a Local Area with more than one unit of local government, attach a copy of the agreement between the Chief Local Elected Officials concerning Workforce Investment Act governance. This attachment should be labeled “ATTACHMENT C” and inserted in Section V of the plan. If not applicable, insert a page so indicating (labeled “ATTACHMENT C”).

   d. Describe the relationship between the Chief Local Elected Official(s) and the Local Board.

      As indicated under 1(A) above, the Supervisor provides leadership to the Board. DOOR, as the Grant Subrecipient/Fiscal Agent, enables the Supervisor to maintain the fiscal integrity of the Board, to monitor the operations of the Local Board’s programs and to report outcomes to the Board. The Supervisor also assists the Board by coordinating augmenting economic development initiatives with those of the local workforce investment system. In addition, the Supervisor enhances the marketing and outreach efforts of the Board by disseminating information to businesses and constituents regarding incentives, programs and services.

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e. Describe the process used by Chief Local Elected Official(s) to solicit and select members of the Local Board.

On behalf of the CEO, DOOR developed a WIA Transition Plan. This Plan has been distributed at a variety of public forums, including Private Industry Council and Steering Committee meetings. The Transition Plan contains the procedure for submitting nominations to the CEO to be selected for the Local Board. In addition, nominations were solicited from One-Stop partners and affiliates, along with the Long Island Association and local chamber commerce organizations.

f. EITHER:

(1) Attach a copy of the agreement between the Local Board and the Chief Local Elected Official(s).

This attachment should be labeled “ATTACHMENT D” and inserted in Section V of the Plan.

OR:

(2) Attach a statement (as a temporary “ATTACHMENT D”) describing the process by which a Local Board/Chief Local Elected Official Agreement will be developed; list the key issues to be included in said agreement, and indicate the date by which a signed copy of the agreement will be submitted to the State for inclusion in the plan. Please note that funds can not be released in the absence of a Local Board/Chief Local Elected Official Agreement.

g. Inasmuch as the federal regulations encourage inclusion of local TANF (Temporary Assistance to Needy Families) agencies as an optional local One-Stop partner, please indicate, how/if the local TANF agency will be involved in the local One Stop system.

The Nassau County Department of Social Services (NCDSS) is a key affiliate of the local workforce investment system. DOOR has already executed a cooperative agreement with NCDSS to coordinate joint activities under TANF and the Balanced Budget Act Welfare-to-Work program. The Board will seek to negotiate a memorandum of understanding with NCDSS, which will provide for full integration into the One-Stop system, including, participation in our WAN, co-location of staff and universality of services.
2. LOCAL WORKFORCE INVESTMENT BOARD (LOCAL BOARD)

a. Describe the process for convening and organizing the Local Board.

The Local Board will be convened by the Chairperson. The Chairperson will appoint an Executive Committee that will establish subcommittees as required. The organizational structure of the Local Board will be determined by the Executive Committee based upon the recommendations of the full Board.

b. Describe the role of the Local Board in:

(1) Developing and submitting the Local Plan
   (a) this year
   (b) future years

The Local Board will play an active role in developing and submitting the Local Plan this year and in future years. The Plan will be a product of system building activities conducted in our local area over the past few years, combined with the vision of the membership for the next five years. Individual members will contribute their expertise to specific sections of the Plan. In addition, the Plan will be discussed in open meetings. Copies of the entire document will be provided to the Board for commentary. The final submission will be based upon the input and contributions of the membership obtained through this process. This procedure will be followed during this and future years. Throughout the five year period of the Plan, the Board will be called upon to suggest improvements and innovations in accordance with its continuous improvement activities.

(2) Selecting One-Stop operators

The Local Board will select One-Stop operators based upon One-Stop Partner Plans submitted as part of our MOU negotiation process. In order for an operator to be selected, the Local Board must execute an MOU with the operator which stipulates that at least two other partners concur with the One-Stop operator arrangement.

(3) Selecting providers of youth activities

Providers of youth services will be selected by the Local Board based upon the recommendations of the Youth Council. The Youth Council will submit its recommendations after reviewing proposals submitted to DOOR through a Request For Proposals (RFP) process.
(4) Identifying eligible providers of training services

Eligible providers of training services will be selected for the Adult/Older Youth and Dislocated Worker funding streams through a Request For Applications (RFA) process. This RFA will be the basis by which the Local Board selects providers to be included on the statewide list. Providers that are recommended by the Local Board and subsequently included on the statewide lists will be considered eligible training providers.

(5) Identifying eligible providers of intensive services

The WIB will select eligible providers of intensive services in two categories. In the first category will be One-Stop partners and affiliate partners. Providers in this category will be selected based upon the Plan they submit as part of the MOU negotiation process. The second category will be vendors, who will be selected by the Local Board based upon an RFP process conducted by DOOR.

(6) Developing the Local Board’s administrative budget

The Executive Committee of the Local Board, the One-Stop Partners, and DOOR, as the Fiscal Agent, will collaborate on the development of the budget for the Local Board.

(7) Directing the disbursement of funds by the local Fiscal Agent

The Local Board will approve the Five Year Plan and all major subsequent modifications prior to the expenditure of funds. Reports of disbursements will be submitted to the Financial Secretary of the Executive Committee on a regular basis.

(8) Soliciting grants and donations

Grants and donations will be solicited by the Local Board through DOOR for specific opportunities formally approved by the Board.

(9) Providing program oversight for:

(a) youth activities
(b) employment and training activities (under Section 134 of WIA)
(c) One-Stop delivery system (including continuous improvement efforts)

Program oversight for youth activities will be conducted by the Youth Council on behalf of the Board. DOOR will conduct fiscal management and monitoring activities. The results of these activities, along with program outcomes and continuous improvement progress will be reported by DOOR to the Youth Council, which will in turn report to the Local Board.
Program oversight for employment and training activities authorized under Section 134 of WIA, as well as the One-Stop Delivery System (including continuous improvement efforts), will be conducted by the Local Board based upon data provided by DOOR. This data will include fiscal management, management information systems (MIS), URQAP, monitoring and related reports. The Local Board will analyze the information provided and act to maintain and improve operations accordingly.

(10) Negotiating local performance measures

The task of negotiating local performance measures will be conducted by DOOR on behalf of the Local Board. DOOR will undertake these negotiations in the spirit of the vision and oversight recommendations of the Board. The Board will be briefed on the progress and outcome of the negotiation process.

(11) Assisting the Governor in developing the statewide employment statistics system

The Governor will be assisted in developing the statewide employment statistics system by our Local Board by sharing survey results and offering the expertise of DOOR in the development of URQAP.

(12) Coordinating workforce investment activities with economic development strategies and developing other employer linkages

The Local Board will coordinate workforce investment activities with economic development strategies through its representatives from economic development. It will develop other employer linkages through these representatives, along with those from the private sector, and non-business constituencies involved in parallel linkages. In addition, the Board will coordinate its activities with other local initiatives, as described in Section I(B) above.

(13) Promoting the participation of private sector employers in the statewide workforce investment system

Private sector employers of our Local Board will be willing to participate in the statewide workforce system, moreover these employers would like to be considered for future openings on the State Board.

(14) Ensuring the effective provision of connecting, brokering and coaching activities to assist employers in meeting hiring needs
Effective provision of connecting, brokering and coaching activities to assist employers in meeting hiring needs will be conducted on behalf of the Board by a **Business Services Team**, comprised of representatives from One-Stop partners. This team will be deployed at the full service center in the Hempstead Executive Plaza. It will be connected to all of the partners via our local WAN.

**15) Meeting the “Sunshine Provision” of the Workforce Investment Act [Section 117(e) of WIA]**

The "Sunshine Provision" of the Workforce Investment Act will be satisfied through the processes described under Section I(E)(1) above. Through the activities described in that section, the public will be informed of the Local Board's activities, meetings, membership, the designation and certification of One-Stop Operators, the award of grants, contracts, etc.

c. **Describe how the Local Board will be staffed, the functions of the staff and the related reporting structures.**

The Local Board will be headed by a Chairperson from business, designated by the CEO. The Chairperson will appoint a Vice Chairperson, Financial Secretary and Recording Secretary. These officers will comprise the Executive Committee of the Board. Additional subcommittees will be appointed by the Chairperson for specific time periods on an as needed basis. The Youth Council will be a standing subcommittee. Administrative functions related to planning, grant development and fiscal management will be conducted by DOOR staff on an prorated basis.

d. **Describe the process for dealing with actual and perceived conflicts of interest by Local Board members.**

The process for dealing with actual and perceived conflicts of interest by Local Board members is provided in the attached WIB By-Laws.

e. **EITHER:**

   (1) Attach a copy of the Local Board’s By-Laws showing date enacted.
   
   This attachment should be labeled “ATTACHMENT E” and inserted in Section V of the plan,

   **OR:**

   (2) Attach a statement (as a temporary “ATTACHMENT E”) describing the process by which the Local Board’s By-laws are to be developed; list the key issues to be included and indicate the date by which a signed/dated copy will be submitted to the State for inclusion in the plan.
3. YOUTH COUNCIL

a. **Describe how the Youth Council coordinates and interacts with the Local Board, Chief Local Elected Official(s), and other partners.**

   The Youth Council will coordinate with the Local Board through the exchange of information regarding the activities of the two bodies. Several members of the Youth Council are Board members. As a subcommittee of the Board, the Youth Council will participate in Board meetings. At those meetings, the Youth Council will interact with representatives of the CEO and the One-Stop Partners. DOOR is the liaison to the Youth Council for the CEO.

b. **Describe how the Youth Council will carry out its functions including recommending eligible providers and conducting oversight, coordinating youth activities, and other appropriate duties.**

   The Youth Council will recommend eligible training providers through the RFP procedure described under Section II(A)(2)(3) above. It will conduct oversight by reviewing reports submitted by DOOR related to monitoring, fiscal management and URQAP. Based upon its review and analysis, the Youth Council will conduct strategic planning activities and develop recommendations to the Local Board for continuous improvement.

c. **Discuss how the Youth Council provides leadership to the local youth programming system (ensure business input).**

   Leadership is provided to the local youth programming system by:

   - Establishing a vision and mission for youth workforce investment services;
   - Organizing the local service infrastructure into a seamless, well articulated system that leverages funds in an efficient and accountable manner;
   - Involving business, education and other key partners in the strategic planning process;
   - Connecting the youth system to the larger workforce investment system through the Youth Council's affiliation with the WIB and other augmenting initiatives; and
   - Publicizing the activities of the youth programming system and marketing the system to employers.

d. **Describe how responsibilities for oversight, monitoring and corrective action for the Local Area’s youth programs are addressed by the Youth Council.**

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The responsibilities for monitoring, oversight and corrective action for the Local Area's youth programs are addressed by the Youth Council by analysis of monitoring, MIS, fiscal and URQAP reports submitted by DOOR. This data will be collected by DOOR in its capacity as Grant Subrecipient/Fiscal Agent. The Youth Council will recommend corrective action to the Local Board, along with suggestions for continuous improvement. The Local Board will require regular reports from the Youth Council regarding its oversight activities, monitoring reports and the outcomes of corrective action measures.
III. LOCAL AREA SERVICE DELIVERY STRATEGIES

A. ONE-STOP SYSTEM

1. Partners

a. Discuss the actions that have been taken to establish the local One-Stop system prior to WIA implementation.

The actions that have been taken to establish the local One-Stop system prior to WIA implementation are described in "ATTACHMENT K" in the following documents that we have developed:

- One-Stop System Development Process;
- Milestones Leading to WIA Implementation;
- WIA Local Implementation Timeline.

b. Provide a brief description of the One-Stop delivery system in your Local Area including a description of how resources and staffing will be pooled to provide comprehensive services as well as the locations at which services will be provided.

The One-Stop delivery system in our local area is described under Section I(A)(2) above. Resources and services will be pooled in accordance with One-Stop Partners Plans which will be included in the MOU executed with each partner by the Local Board. The locations where services will be provided are listed on the Workforce Investment System Franchise Matrix that is included as "ATTACHMENT L."

c. Describe the intended roles of the required and optional partner(s) in the One-Stop system. Realizing that partner roles may still be under negotiation, provide, to the extent possible, a broad description of the roles, and the local vision for how the partners will work together to provide services to the customers of the One-Stop system.

Each of the required and optional partners or affiliate partners is intended to meet the One-Stop System Partnership Criteria described under "ATTACHMENT M." It is intended that our partners will continue to integrate their services into a seamless system through our WAN and/or co-location. As is the case in our existing system, we expect the One-Stop system under WIA to offer the same single point of entry, high quality, universal services at a variety of locations, with the distinctions or organizational lines invisible to our customers.
d. Describe the consultation process between the Chief Local Elected Official(s) and the Local Board in the event additional partners are desired or conflicts arise.

In the event that additional partners are desired, the proposed partners will be required to submit a One-Stop Partner Plan to the Local Board for consideration. The Local Board will vote to accept the Plan. If approved, the Local Board will attempt to negotiate an MOU with the proposed partner. If conflicts arise, DOOR will negotiate with the contending parties and recommend a resolution of the dispute to the Local Board. The Board will then consider a motion to accept, reject or modify the resolution. The motion must pass by a vote in order to be adopted.

e. Describe how the One-Stop system will ensure the continuous improvement of eligible providers of services and ensure that such providers meet the employment and training needs of employers, workers, and job seekers in the Local Area.

The One-Stop system will ensure the continuous improvement of eligible providers of services and ensure that such providers meet the employment and training needs of employers, workers and job seekers in the area through supervision and monitoring by the One-Stop Operator, as well oversight conducted by the Local Board and Youth Council based upon the Report Card and Consumer Report features of URQAP.

2. Operator

a. Describe the process that was used to select the One-Stop Operator within the Local Area. Identify whether the designation was the result of a competitive selection process or an arrangement between the Local Board and a consortium of at least three of the mandated partners.

The selection of the One-Stop Operator was accomplished by a Resolution adopted by the Hempstead Town Board and approval of the One-Stop Partner MOUs by the Local Board. Each MOU confirms that the of the Town of Hempstead Department of Occupational Resources, the City of Long Beach Office of Youth and Family Services and the New York State Department of Labor Division of Employment Services are the One-Stop Operators.

b. Identify the One-Stop Operator at each site within the Local Area. If the operator has not been selected, identify the process that will be used for selection within the Local Area and the target date for that designation.

The One-Stop Operator at each site in the local area is the consortium of the organizations cited under 2(a) above.
3. Access/Referrals

   a. Define what “access” means within your local One-Stop system. Describe how access to appropriate services from each of the partners will be achieved (e.g. telephone or paper referral, technology links, out stationing of staff, cross training of staff, etc.) within your One-Stop system, and through your One-Stop center(s).

   In the context of our local One-Stop system, the term "access" means that our customers, both businesses and job seekers, can conveniently obtain the information, participate in the facilitated and mediated processes and utilize the products that are required for them to meet their workforce investment needs. Appropriate services from each of the partners will be achieved through a combination of co-location, computer connections and cross training of staff. While not all partners will be co-located, all will participate in URQAP through our WAN. All will be crossed trained and participate in coordination meetings.

   b. Describe the process for making referrals and conducting follow-up to determine that appointments are kept and services are provided. What are the guidelines for determining when referrals are appropriate or necessary? Include a description of the case management system. If not centralized, how will the partners determine case management responsibilities?

   The process for making referrals and conducting follow-up to determine that appointments are kept and services are provided is established through our One-Stop staff capacity building activities. This training is reinforced by the activities of the DOOR One-Stop Partner Liaison. This individual will visit all of the sites, interact with each of the partners and serve as the liaison between the partners, affiliates, and the One-Stop Operator. Referrals and follow-up will be tracked through URQAP, which includes a common application and a centralized case tracking component. The case tracking component records all contact with customers, including business customers, through bar code scanning, telephone and personal contact.

   c. How will services be made available within the Local Area to individuals who do not have easy access to a comprehensive One-Stop center?

   Services will be made available within the Local Area to individuals who do not have easy access to a comprehensive One-Stop center through the following means:

   ➢ Web site;
   ➢ Affiliate sites;
   ➢ Vendor sites; and
   ➢ Coordination arrangements with community-based organizations.
4. Memoranda of Understanding (MOUs)

   a. As required in Section 121(c) of the WIA statute, MOUs must be developed between the Local Board and each of the One-Stop partners concerning the operation of the One-Stop delivery system in the Local Area. A copy of each of these MOUs must be attached, labeled as “ATTACHMENT F” and inserted in Section V of the Plan.

   b. A copy of the cost allocation plan developed by the Local Board and the One-Stop partners must be included in or attached to each MOU.

   c. MOUs will specify which partners will provide which specific core, intensive and/or support services.

5. Services

   a. Core

   Identify each of the Core Services to be provided through the One-Stop system. Indicate whether these services are informational, self accessed, or staff assisted. Identify to which partner(s) these services are attributable and how coordination among partners will be achieved for those services that are shared. A matrix is an acceptable format to utilize in meeting this requirement.

   See the Core Services Service Matrix included as "ATTACHMENT N." Coordination among the partners for those services that are shared will be achieved through the process described above, under Section III(A)(3), item 3(a).

   b. Intensive

   Identify each of the Intensive Services that will be made available through the One-Stop system. Indicate the partner(s) to which these services are attributable. A matrix is an acceptable format to utilize in meeting this requirement.

   See the Intensive Services Matrix included as "ATTACHMENT O."

   For those Adult and Dislocated Worker funded intensive services not being provided directly by the One-Stop operator, describe the procedure for procurement of these providers in accordance with Section 134(d)(3)(B)(ii) of WIA.

   The procedure for procurement of providers in accordance with Section 134(d)(3)(B)(ii) of WIA is described in this Plan under Section II (A)(2)(5).
c. Training

Define each of the training services that will be made available through the One-Stop system.

The training services that will be made available through the One-Stop system are:

**Adults/Older Youth/Dislocated Workers**

- **Occupational Skills Training**

  Training provided to participants in a classroom setting by institutions approved by the New York State Education Department (NYSED), Health Department or other state or federal authority and included on the state list of training vendors that provide the instruction and skills development necessary to perform demand occupations in unsubsidized jobs.

- **On-The-Job Training (OJT)**

  Training by an employer that is provided to a paid participant while engaged in productive work in a job that:

  (a) provides knowledge or skills essential to the full and adequate performance of the job;
  (b) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant for extraordinary costs of providing the training and additional supervision related to the training; and
  (c) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant and the service strategy of the participant as appropriate; and
  (d) does not exceed 800 hours or six months duration, whichever comes first.

- **Workplace Learning/Cooperative Education**

  Training provided in the context of the specific work environment where the participant is or will be employed in combination with related educational instruction.

- **Skill Upgrading and Retraining**

  Training designed to augment the existing skills of a participant to either:
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(a) enable a participant to advance to a higher skilled position immediately following the conclusion of the approved, funded training period, at wage of at least one dollar per hour higher than the participant earned upon entering the training program; or
(b) provide a participant with the skills necessary to adapt to new technologies or to avoid the layoff of the participant.

- **Entrepreneurial Training**

  Training provided by a NYSED approved vendor designed to provide participants with the skills and knowledge necessary to successfully start and subsequently operate their own businesses.

- **Nontraditional Training**

  Any training activity included in this section that prepares women for nontraditional employment. (Nontraditional employment, as applied to women, means occupations or fields of work where women comprise 25 percent or less of the individuals employed in an occupation or field of work.)

- **Job Readiness Training**

  Training designed to prepare participants to function effectively in the workplace through instruction in such areas as: time and financial management, punctuality, dress requirements, child and/or elder care, transportation, workplace etiquette, etc.

- **Adult Education and Literacy (in combination with one or more of the above training methods)**

  Instruction provided to participants in a classroom setting by a NYSED approved vendor designed to enhance the skills of participants in basic reading, mathematics and language skills, or in obtaining a G.E.D.

- **Customized Training**

  Training that is designed to meet the special requirements of an employer or group of employers, that is conducted with a commitment by the employer to employ a participant on successful completion of the training and for which the employer pays not less than 50 percent of the cost of the training.
Youth

- **Tutoring**
  
  Instruction in a specific subject provided to a participant on an individual basis by a certified teacher for the purpose of achieving a specific goal of an employment plan.

- **Study Skill Training**
  
  Instruction provided to participants by a certified teacher to teach the skills required for self-study activities.

- **Alternative School**
  
  A secondary level curriculum, leading to a high school diploma or equivalency, provided to participants who are high school dropouts by an institution that is certified by the NYSED and approved the local educational agency.

- **Summer Opportunities Linked to Academic/Occupational Learning**
  
  Instruction provided to participants in a classroom setting by a NYSED certified institution that addresses educational barriers to employment and enhances basic and occupational skills in a work-based context.

- **Work Experience**
  
  A paid or unpaid, planned, structured learning experience, including internship and job shadowing, that takes place in the workplace, not to exceed 30 hours per week when the school is out of session and 15 hours per week when school is in session, with a public or private for profit or non-profit organization for a participant who needs to gain exposure to the world of work and its requirements.

- **Occupational Skills Training**
  
  See Section III(A)(5)(c) above.

- **Adult Mentoring**
  
  Counseling and instruction provided on an individual basis to a participant by a qualified adult to achieve a specific goal of an individual service strategy for a duration of no less than 12 months, that may be provided both during and after program participation.
Leadership Development Activities

These activities may include the following:

(a) Exposure to post secondary education activities;
(b) Community service and learning projects;
(c) Peer-centered activities, including peer mentoring and tutoring;
(d) Organizational and team work training, including team leadership training;
(e) Training in decision-making, including determining priorities;
(f) Citizenship training, including life skills training such as parenting, work behavior training and budgeting resources;
(g) Employability; and
(h) Positive social behaviors.

Describe how the Local Board will maximize customer choice in the selection of training activities.

The Local Board will maximize customer choice in the selection of training activities through the following actions:

- A request for applications (RFA), designed to recruit institutions to be included on the approved training vendor listing, will be conducted on a broad basis to ensure that as many qualified vendors as possible are available for customers to choose from;
- The List of Approved Vendors and the corresponding Consumer Report will be available at all One-Stop career centers and affiliate sites;
- Customers will be encouraged to visit at least three vendors before requesting a voucher for a particular provider;
- One-Stop system staff will be well informed and updated with regard to the full array of training opportunities available within the workforce investment area and also with regard to how those opportunities relate to the latest developments in the labor market.

Describe the process used by the Local Board to include providers on the eligible provider list for training services (application procedure). Discuss the process for maintaining and making available the eligible provider list.

The Local Board will conduct the RFA process, described above under Section I(A)(2)(4) and in the preceding bulleted paragraph, to include vendors on the provider list. The provider list will be revised as changes become known to DOOR. In addition, the RFA will be conducted on an annual basis and any resulting revisions will be made at that time. The process for making the list available is also cited in the above bulleted passage.

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Describe the information included in the consumer reports on eligible providers for the Local Area. Indicate any additional, verifiable, program specific performance information being required by the Local Board.

The information included in the consumer reports is provided in a hard copy of our Consumer Report format, which is a feature of URQAP and is included as "ATTACHMENT P."

d. Individual Training Accounts (ITAs)

Provide a description of the locally developed ITA system including any limitation (dollar amount, duration, etc.) to be placed on the ITA.

ITAs will be awarded based upon individual assessment results. Economically disadvantaged individuals and dislocated workers will receive priority consideration to receive training vouchers. The amount and duration of vouchers will be limited only by the cost and duration of each course approved by the Local Board to be included on the state list. Courses not recommended by the Local Board that are included on the state list will be evaluated on an individual basis for each enrollment.

Provide a description of any policy and/or procedures established to ensure that any exception to the use of ITAs is consistent with the exceptions contained in WIA at Section 134(d)(4)(G)(ii).

Provide a description of any policy or procedures, in place or to be developed, to be used to competitively award grants and contracts for training activities and services other than ITAs, and the estimated level of use.

The Local Board is not planning to award grants and contracts for training activities and services other than ITAs for adults, older youth and dislocated workers, except for OJT, customized training, etc. Providers of training activities and services funded under the Youth portion of WIA Title I will selected according to the policy and procedure cited under Section II(A)(2)(3) above.

Provide a description of the payment arrangements between the Local Board and the eligible providers of training services for ITAs.

The payment arrangements between the Local Board and eligible providers of training services for ITAs will be documented through a financial agreement executed between DOOR, on behalf of the Local Board, and the training provider. A training voucher signed by the participant, will be included in the agreement.
Training providers will be paid 80 percent of the tuition cost upon completion of the course by the participant. The balance of the tuition cost will be paid upon the training institution’s submission of documentation that confirms that the participant has entered unsubsidized employment at a wage to be determined by the Local Board.

e. Support Services

Define each of the Support Services that will be made available through the One-Stop system (e.g. transportation, childcare, needs related payments, etc.). Identify which partners will provide which services.

Support services funded by WIA will be made available through the One-Stop system according to the policy contained in ATTACHMENT Q. The partners that will provide support services through the One-Stop system are indicated in the Supportive Services Matrix that is also included in ATTACHMENT Q.

B. CUSTOMER SERVICE STRATEGY

1. Business

There is an increasing awareness of the importance of the business community as customers in the workforce investment system. Provide a general description of how services will be delivered to businesses in the Local Area as they relate to the following:

a. Incumbent Worker Training - While there is not a statutory requirement for services to this population, New York State has placed a special emphasis on incumbent workers. Describe what services will be provided to current employees of local businesses (i.e., skills upgrade, retention, etc.).

Our Local Board plans to make available the full array of training services described in the previous sections to incumbent workers through agreements with their employers. These services will be funded under WIA Title I, along with any available matching funds that can be provided by the employer or from other sources. Among the additional funding sources we hope to leverage is the Jobs Two Thousand for New York Act STRAP program.

b. Recruitment - Describe the services available to businesses in recruitment of new employees. List all services available including those that go beyond the normal job posting, matching and referral procedures.
Our One-Stop system's Business Services Team will assist businesses in the recruitment of new employees. Team staff will provide one-on-one consultation via telephone and in person. Employers will be guided through a non-bureaucratic process. They will be assisted in developing a job listing which best corresponds to their needs and also ensures a maximum of quality referrals. Job openings may be listed via telephone, fax, e-mail or in person. The Business Services Team will interface with our Core and Intensive Services Team through the One-Stop system to communicate the needs of employers and to determine the ability of the system to match job seekers to the employer's listing. The Business Services Team will maintain communications with our business customers to report our progress and exchange feedback. Additional services that extend beyond the normal job posting, matching and referral procedures are those listed above, in addition to the following:

- The Business Services Team will utilize URQAP to maintain an automated Business Services Record, that records notes of conversations, tracks referrals and placements, and connects to our business customer surveys and continuous improvement reports;
- Consultation from the Business Services Team regarding hiring and training practices, training options, development of training plans and task analyses, tax credits and other financial incentives, rapid response services, etc.;
- Participation in job fairs;
- On-site recruitment opportunities at One-Stop career centers;
- Labor market information.

**Labor Market Information (LMI)** - List the resources available to provide LMI to local businesses based on their needs as listed in Section I(B), “Employer Needs.”

Resources available to provide LMI to local businesses based upon their needs as listed in Section I(B) include:

- Our system's Web site and its related links;
- The URQAP Job Matching Feature;
- Consumer Reports related to training vendor's;
- Hard copy reports issued by USDOL, NYSDOL (i.e. Tomorrow's Jobs, Tomorrow's Workers, the LIA, Newday, Long Island Business News and other publications);
- O'Net;
- OSOS.

d. **Other Business Services** - List any other services to businesses and a description of how those services will be delivered.

See Section III(A)(1)(b) immediately above.
2. Job Seekers

Provide a description of the adult worker employment and training activities to be made available in the Local Area. This description should indicate how the proposed activities will help meet the goals and needs identified in Section I, Local Vision and Goals. The service activities provided must be consistent with those described in Section III(A)(5), One-Stop System Services. Also, provide planned registrants by level of service (core, intensive, and training). How will technology be used to enhance service delivery?

The adult worker employment and training activities to be made available in our local area are described in ATTACHMENTS N and O, as well in Section III(A)(5)(c) above. These services will be delivered in a modern, customer-friendly environment, fully stocked with the latest hardware and software. Resource rooms will provide the following tools to customers: photocopiers, fax machines, personal computers, resume and cover letter writing software, tutorials on cd-rom, video and audio tapes, as well computerized and hard copy job bank and labor market information, assessment software, etc. These activities will help meet the goals and needs identified in Section I, Local Vision and Goals in the manner described below:

- Services will be delivered through an integrated system that is easily accessible to customers;
- Resources will be leveraged from a variety of funding sources in a way that maximizes opportunities for customers while ensuring continuity of services;
- All services, particularly training, will be aligned with the needs of employers and the demands of the labor market;
- Job seekers will be empowered with the knowledge and skills to successfully choose, manage and advance in their job search campaigns and their careers;
- By equipping job seekers with competitive skills and by providing employers with skilled workers, our system will significantly contribute to the sustained growth and health of our local economy; and
- Our local system will be an illustration of how investing in the workforce leads to an elevated quality of life.

Technology will enhance service delivery as follows:

- **URQAP** will facilitate immediate access to information related to the labor market, job openings, training opportunities, case management and eligibility records, throughout the One-Stop system via a WAN;
- Our Web site will provide access to local workforce investment system information for any on-line customers;
Internet search engines, job banks and helpful links to our Home page, such as the Middle Country Library Community Resources Database will be available to our customers via our Web site;

State-of-the-art tutorials regarding job search techniques, office skills, etc., will be available on cd-roms, as well as video and audio tapes, in our resource rooms.

The planned number of adult and older youth registrants by levels of service is provided below:

- Core Services: 800;
- Intensive Services: 400;
- Training Services: 200.

### 3. Dislocated Workers

Provide a description of the dislocated worker employment and training activities to be made available in the Local Area. This description should indicate how the proposed activities will help meet the goals and needs identified in Section I, Local Vision and Goals. The service activities provided must be consistent with those described in Section III(A)(5), One-Stop System Services. Also, provide planned registrants by level of service (core, intensive, and training).

The dislocated worker employment and training activities to be made available in our local area are described in "ATTACHMENTS N" and "O," as well as in Section III(A)(5)(c) above. These activities will help meet the goals and needs identified in Section I, Local Vision and Goals and are consistent with those described in Section III(A)(5), One-Stop System Services, as described under item (2), immediately above. In addition, the One-Stop system will provide specialized services geared toward the needs of dislocated workers, such as integration with Section 599, the Self-Employment Assistance Program, rapid and expeditious response activities, etc.

The planned number of dislocated worker registrants is provided below:

- Core Services: 1,200;
- Intensive Services: 600;
- Training Services: 300.
a. **Rapid Response** - Provide a description of how the Local Board expects to coordinate local activities with statewide rapid response activities.

Our Local Board expects to coordinate activities with statewide rapid response activities through the activities indicated below:

- Participation on the Long Island Regional Rapid Response Team;
- Dedication of a One-Stop Center staff person to participate on the Team, along with additional staff members, as required on a project basis;
- Participation in rapid and expeditious response meetings and events;
- Dissemination of information to employers and dislocated workers involved in layoffs;
- Participating in on-site services to employers and dislocated workers;
- Provision of incumbent worker training to avert layoffs.

4. **Youth**

Describe the Local Area’s strategy for providing comprehensive services to eligible youth and indicate how those services will meet the goals and needs identified in Section I, “Local Vision and Goals.” Your description of youth activities should include descriptions of:

The Town of Hempstead/City of Long Beach area’s strategy for providing comprehensive services to eligible youth will meet the goals identified in Section I, Local Vision and Goals in the following manner:

- By providing young people with basic education, occupational skills and leadership qualities, we will cultivate the workers of tomorrow that our local businesses need to prosper;
- By providing a second chance to youth who are dropouts, offenders, substance abusers, or who face other barriers to employment, we will enhance our local quality of life, while at the same time transforming potential taxpayer costs into revenue;
- By empowering youth to earn incomes and advance in careers, our local system will bring additional dollars into the economy for years to come; and
- Through the strategic planning and coordination activities of our WIB and Youth Board we will ensure that all available funds are leveraged in an efficient and accountable manner.

The strategy of our local area for providing comprehensive services to youth includes the following elements:
a. Key design components of the youth program (i.e., objective assessment, linkages, preparation for post secondary educational opportunities)

Objective assessment of youth will be conducted by One-Stop partner and local educational agency (LEA) staff using a combination of LEA test score records, the Test of Adult Basic Education (TABE), the System for Assessment and Group Evaluation (SAGE) and interviews. Linkages will be established with businesses, school-to-career organizations, LEAs, community-based organizations, the Nassau County Youth Board, the criminal justice system, substance abuse recovery programs, the Nassau County Department of Social Services and other appropriate organizations. Participants will be prepared for post-secondary educational opportunities through assessment, counseling, development of the ISS and individual interventions, such as work experience, basic education, tutoring, academic and occupational learning, etc.

b. Incorporation of the ten required youth program elements (i.e., tutoring, study skills training; alternative secondary school offerings; paid and unpaid work experiences; occupational skills training; supportive services; etc.)

The ten required youth elements will be utilized, as required, in accordance with the sequence of the ISS.

c. Means by which successful providers of these youth activities will be identified by the Local Board

Successful providers of the youth activities will be identified through our competitive RFP procurement process, along with the Report Card and Consumer Report features of URQAP.

d. Mechanisms for coordinating the youth program with other youth programs

Our youth program will be coordinated with other youth programs through the activities of the WIB, the youth board and our LEA network.

e. Criteria used by the Local Board in awarding grants for youth activities

The Local Board will award contracts for youth activities based upon the recommendations of the Youth Board after it has conducted a procurement process. The basis of the Youth Board recommendations will include the following:
Demonstrated effectiveness;
Ability to provide the appropriate continuum of services on a year round basis;
Ability to identify and remove barriers;
Cost effectiveness;
Ability to meet entered employment, skills attainment and other performance outcomes; and
Number of out-of-school youth served.

f. Number of planned enrollments by service type (i.e., summer, year-round, in school, out-of-school)

The number of planned enrollments by service type is listed below:

- Summer: 200;
- Year Round: 300;
- In-School: 200;
- Out-of-School: 100

g. Established links with adult services to assure smooth transitioning of older youth to adult services

The youth program will assure smooth transitioning of older youth to adult services through the integration of the youth program into the One-Stop system, coordination between the WIB and the Youth Board, cross-training and co-location of staff and universal access to both systems through our WAN.

h. Plans to assure compliance with the statutory 30 percent expenditure requirement for out-of-school youth.

The Local Board will comply with the 30 percent expenditure requirement for out-of-school youth through the following means:

- Planning enrollments in consideration of the costs to provide out-of-school versus in-school services;
- Utilizing URQAP to track out-of-school versus in-school enrollment levels;
- Utilizing the DOOR Fiscal Team to track expenditure level and to report those levels to the WIB, Youth Council and to DOOR management on a regular basis; and
- Prioritizing proposals from prospective providers who serve both in-school and out-of-school youth.
C. ACCOUNTABILITY

1. Reporting and Record Keeping

   a. Identify the systems that will be used to capture required reporting information, assure accurate tracking, maintain individual training plan records, and provide overall case management.

      URQAP is programmed to capture required reporting information, assure accurate tracking, maintain individual training plan records and provide overall case management. The Local Board intends to link URQAP to the OSOS system.

   b. Describe how information will be shared among partners.

      Information will be shared among our partners through the following means:

      ➢ The system Web site;
      ➢ Reporting features contained in URQAP that are accessed through our WAN;
      ➢ Local Board, Youth Council and One-Stop partners team meetings and capacity building sessions.

   c. Discuss record availability to the public, standardization, confidentiality, and retention.

      Records will be available to the public to the extent mandated by the Freedom of Information Act. Management Information Systems (MIS) records and participant files will not be available to customers accessing mediated services through the Internet or on our WAN. Summary reports will be available through our System Wide Report Card and Training Vendor Consumer Reports. Partners will access confidential information to the extent necessary to provide services in accordance with all governing statutes and regulations. Information will be standardized through the URQAP Common Application feature and other report features. URQAP will be accessed by all partners and affiliates through our WAN.

2. Monitoring

   a. Describe systems to ensure solid oversight and monitoring of administrative and programmatic systems and activities.

      The Local Board will be responsible to provide oversight of the system. This oversight will be provided based upon data collected through URQAP, performance and customer satisfaction reports submitted by the Youth Council and the One-Stop Operators, recommendations from USDOL and NYSDOL, along with monitoring reports.
In its capacity as the Grant Subrecipient/Fiscal Agent, DOOR will conduct the monitoring of administrative and programmatic activities of the local Workforce Investment System. DOOR will submit monitoring reports on a monthly basis to the Vice Chairperson of the Local Board. The Vice Chairperson will summarize the findings of these reports for the Local Board members for their analysis and oversight actions. Monitoring findings pertaining to youth will be submitted in a similar fashion to the chairperson of the Youth Board.

b. Describe oversight and monitoring roles and responsibilities, (both internal and with service providers) including areas such as documentation, regular evaluation of data and systems, appropriate policies and procedures, customer feedback evaluation, corrective actions and dealing with non-compliance.

The oversight and monitoring roles and responsibilities of our system will be fulfilled in the following manner:

Documentation

Oversight activities will be documented in the minutes of WIB and Youth Council meetings. DOOR monitoring reports will be documented on standardized report forms that are submitted by DOOR staff to DOOR management, who will make recommendations to the WIB and Youth Council. Corrective action plans, special monitoring, reengineering and continuous improvement activities resulting from monitoring activities will be documented through this process as well.

Regular Evaluation of Data and Systems

The Local Board, Youth Council, Grant Subrecipient/Fiscal Agent and the One-Stop Operators will conduct regular evaluation of data and systems through their analysis reports submitted via the URQAP system by partners, affiliates and activity based teams (i.e. Core and Intensive, Training and Business Services), along with customer satisfaction surveys, the System Wide Report Card and Training Vendor Consumer Reports.

Appropriate Policies and Procedures

Appropriate policies and procedures for oversight activities will be developed by the WIB and the Youth Council. In accordance with these guidelines, each service provider will be monitored at least once per year. Internal operations of the One-Stop system will be monitored on a daily basis.
Customer Feedback Evaluation

Under WIA, the Local Board expects to continue to implement the customer feedback features of URQAP, including those that are integrated with the Enterprise and Simply Better! By implementing this system the Local Board will continue to utilize customer feedback as the basis of fact-based, quality management and continuous improvement.

3. Procurement

a. Describe the Local Area's procurement process for any administrative or customer services or training not covered by Individual Training Accounts.

Administrative or customer services or training not covered by Individual Training Accounts will be procured through bids or RFPs conducted by DOOR on behalf of the WIB and Youth Council. Recommendations for the selection of providers will be made, when appropriate by DOOR, the One-Stop Operators and the Youth Council. Procurement activities will be conducted in accordance with the “Procedure for Selecting Service Providers” that is included as ATTACHMENT R.

4. Fiscal Checks and Balances

a. Describe systems that ensure fiscal control and timely accountability (both internally and externally).

Day to day fiscal operations will be administered by DOOR in its role as Fiscal Agent. The DOOR Fiscal Team will provide the Financial Secretary of the Local Board with comprehensive financial reports, relating to internal and external operations on a monthly basis. The Financial Secretary will report to the Local Board. The Town of Hempstead will hire an independent auditor to audit the local system on an annual basis as part of the town wide Single Unit Audit. The Fiscal Team will utilize the Microinformation Processing (MIP) software, along with financial features of URQAP to compile its reports. Accounting records will be supported by source documents, such as: cancelled checks, bank statements, paid claims, vendor and sub-grantee records, etc.

5. Performance Standards

a. Provide negotiated levels of performance for the Local Area on each of the performance measures in the table below.

b. Discuss goals and planned capacity building for continuous improvement of eligible service providers and the One-Stop system.
Under WIA our local area will continue its practice of utilizing URQAP to track the frequency of staff capacity building and its effectiveness in the continuous improvement process. Local staff capacity building resources, NYATEP brokered training, along with state and federal resources will be selected based upon needs identified by the Local Board. Our local area will also continue to conduct frequent, timely and relevant training in sessions which integrate partner and provider personnel. All staff capacity building will be linked to customer feedback, performance outcomes and strategic planning.
<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Negotiated Level of Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adult</strong></td>
<td></td>
</tr>
<tr>
<td>Entered Employment Rate</td>
<td>65%</td>
</tr>
<tr>
<td>Employment Retention Rate</td>
<td>84%</td>
</tr>
<tr>
<td>Average Earnings Gain</td>
<td>$3,507</td>
</tr>
<tr>
<td>Credential Attainment Rate</td>
<td>42%</td>
</tr>
<tr>
<td><strong>Dislocated Workers</strong></td>
<td></td>
</tr>
<tr>
<td>Entered Employment Rate</td>
<td>72%</td>
</tr>
<tr>
<td>Employment Retention Rate</td>
<td>86%</td>
</tr>
<tr>
<td>Earnings Replacement Rate</td>
<td>88%</td>
</tr>
<tr>
<td>Credential Attainment Rate</td>
<td>46%</td>
</tr>
<tr>
<td><strong>Older Youth (19-21)</strong></td>
<td></td>
</tr>
<tr>
<td>Entered Employment Rate</td>
<td>54%</td>
</tr>
<tr>
<td>Employment Retention Rate</td>
<td>75%</td>
</tr>
<tr>
<td>Average Earnings Gain</td>
<td>$1,880</td>
</tr>
<tr>
<td>Credential Attainment Rate</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Youth</strong></td>
<td></td>
</tr>
<tr>
<td>Skill Attainment Rate</td>
<td>60%</td>
</tr>
<tr>
<td>HS Diploma/GED Attainment Rate</td>
<td>44%</td>
</tr>
<tr>
<td>Placement and Retention Rate</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Customer Satisfaction</strong></td>
<td></td>
</tr>
<tr>
<td>Customer Satisfaction Score of Employers</td>
<td>68%</td>
</tr>
<tr>
<td>Customer Satisfaction Score of Participants</td>
<td>66%</td>
</tr>
</tbody>
</table>
IDENTIFICATION, SIGNATURES, COMPLIANCE AND ASSURANCES

A. GOVERNMENTAL UNITS, GRANT RECIPIENT AND FISCAL AGENT:

1. List the names of each of the units of general local government (Counties, Cities, etc.) which make up the Local Area and indicate the entity that has been designated as the Grant Recipient under WIA (Title I):

<table>
<thead>
<tr>
<th>NAME</th>
<th>WIA GRANT RECIPIENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Town of Hempstead</td>
<td>YES (X)</td>
</tr>
<tr>
<td>2. City of Long Beach</td>
<td>YES (X)</td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
</tbody>
</table>

_A separate signature sheet (IV-C) is required for each unit of government listed._

2. Indicate the entity (if any) designated as the local “Fiscal Agent,” to assist in the administration of the grant funds:

   **Town of Hempstead Department of Occupational Resources**
   (Name of Entity Designated as Fiscal Agent)

3. Indicate the entity (if any) designated as the local “Grant Subrecipient” to assist in the administration of the grant funds:

   **Town of Hempstead Department of Occupational Resources**
   (Name of Entity Designated as Grant Subrecipient)
B. SIGNATURE SHEET – WORKFORCE INVESTMENT BOARD
COMPREHENSIVE FIVE-YEAR LOCAL PLAN
(JULY 1, 2000 – JUNE 30, 2005)

In compliance with the provisions of the Workforce Investment Act of 1998 (the Act), federal regulations and planning guidelines and instructions developed by the Governor, this Comprehensive Five-Year Local Plan is being submitted jointly by the local Workforce Investment Board and the respective Chief Local Elected Official(s).

By signing below, I:
- agree to comply with all statutory and regulatory requirements of the Act as well as with other applicable state and federal laws, regulation and policies
- affirm that the composition of the local Workforce Investment Board has been certified by the State (or that a corrective action plan to assure timely certification has been approved)
- affirm that the local Workforce Investment Board has participated in the development of this Comprehensive Five-Year Plan and has authorized its submittal jointly with the respective Chief Local Elected Official(s).

________________________________________
(Date) (Signature of Chair of Local Board)

Prefix:
□ Mr.
X Ms.
□ Other _____
(specify)

Ann Steinger
(Typed Name of Chair of Local Board)

Town of Hempstead Workforce Investment Board
(Name of Local Board)
Hempstead Executive Plaza
(Mailing Address, part 1)
50 Clinton Street, Suite 400
(Mailing Address, part 2)

<table>
<thead>
<tr>
<th>Hempstead</th>
<th>N.Y.</th>
<th>11550-4278</th>
</tr>
</thead>
<tbody>
<tr>
<td>(City)</td>
<td>(State)</td>
<td>(ZIP + 4)</td>
</tr>
</tbody>
</table>

(516) 485-5000
(Phone)
C. SIGNATURE SHEET – CHIEF LOCAL ELECTED OFFICIAL

COMPREHENSIVE FIVE-YEAR LOCAL PLAN
(JULY 1, 2000 – JUNE 30, 2005)

In compliance with the provisions of the Workforce Investment Act of 1998 (the Act), federal regulations and planning guidelines and instructions developed by the Governor, this Comprehensive Five-Year Local Plan is being submitted jointly by the local Workforce Investment Board and the respective Chief Local Elected Official(s).

By signing below, I:
- agree to comply with all statutory and regulatory requirements of the Act as well as with other applicable state and federal laws, regulations and policies
- affirm that the Grant Recipient possesses the capacity to fulfill all responsibilities for safeguarding funds received
- affirm that the composition of the local Workforce Investment Board has been certified by the State (or that a corrective action plan to assure timely certification has been approved)
- affirm that the indicated Chair of the local Workforce Investment Board was duly elected by that Board

______________________________ __________________________________________________________
(Date) (Signature of Chief Local Elected Official)

Prefix:  
X  Mr.  
□ Ms.  
□ Other  
(specify)  

Richard V. Guardino, Jr.  
(Typed Name of Chief Local Elected Official)

Supervisor  
(Title of Chief Local Elected Official)

Town of Hempstead  
(Name of Unit of Local Government)

c/o Department of Occupational Resources  
(Mailing Address, part 1)

50 Clinton Street, Suite 400  
(Mailing Address, part 2)

Hempstead, New York 11550-4278
(City) (ZIP + 4)

NOTE: A separate signature sheet (IV-C) is required for each Chief Local Elected Official.
D. ONE-STOP PARTNERS

Provide the following information (as appropriate) where indicated below:

- Name of organization/entity that represents each respective category/program as a One-Stop partner.
- If MOU is attached, as “Attachment F,” check box so indicating.
- If MOU is pending, show date MOU is anticipated to be submitted for inclusion in plan. Please note that Local Plan can not be approved and funds can not be released until all MOUs are signed and submitted.
- If organization/entity is represented by a member on the Local Board, check box so indicating.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>NAME OF ORGANIZATION/ENTITY</th>
<th>MOU ATTACHED</th>
<th>DATE MOU DUE</th>
<th>WIB MEMBER?</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIA Adult Program*</td>
<td>(1) Town of Hempstead Department of Occupational Resources (DOOR)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>(2) City of Long Beach Office of Youth and Family Services (CLB)</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>WIA Dislocated Worker Program*</td>
<td>(1) DOOR</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>(2) CLB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIA Youth Program*</td>
<td>(1) DOOR</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>(2) CLB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Opportunity Grants*</td>
<td>No Local Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Corps*</td>
<td>Design Educational Services, Inc. (DESI)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Native American Programs*</td>
<td>No Local Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Migrant and Seasonal Farmworker Programs*</td>
<td>No Local Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans’ Workforce Investment Program II*</td>
<td>New York State Department of Labor Division of Employment Services (NYSDOL/DOES)</td>
<td>Pending</td>
<td>6/20/00</td>
<td>Yes</td>
</tr>
<tr>
<td>Wagner-Peyser Program (State Employment Service)*</td>
<td>NYSDOL/DOES</td>
<td>Pending</td>
<td>6/20/00</td>
<td>Yes</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>NAME OF ORGANIZATION/ENTITY</td>
<td>MOU ATTACHED</td>
<td>DATE MOU DUE</td>
<td>WIB MEMBER?</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------</td>
<td>--------------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Adult Education and Literacy Activities*</td>
<td>Board of Cooperative Educational Services of Nassau County (BOCES)</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Vocational Rehabilitation Programs Under Title I of the Rehabilitation Act of 1973*</td>
<td>New York State Education Department Vocational Educational Services for Individuals with Disabilities (VESID)</td>
<td>Pending</td>
<td>6/20/00</td>
<td>Yes</td>
</tr>
<tr>
<td>Welfare-to-Work Grants Program Under Section 403(a)(5) of SSA*</td>
<td>(1) DOOR (2) CLB</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Senior Community Service Employment Program Under Title V of Older Americans Act*</td>
<td>National Council On The Aging, Inc. (NCOA)</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Post-Secondary Vocational Education Activities Authorized Under The Carl D. Perkins Vocational and Applied Technology Education Act of 1965*</td>
<td>Nassau Community College (NCC)</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Trade Adjustment Assistance and NAFTA Under the Trade Act of 1974*</td>
<td>NYSDOL/DOES</td>
<td>Pending</td>
<td>6/20/00</td>
<td>Yes</td>
</tr>
<tr>
<td>Veterans’ E&amp;T Services Under Chapter 41 of Title 38, United States Code*</td>
<td>NYSDOL/DOES</td>
<td>Yes</td>
<td>6/20/00</td>
<td>Yes</td>
</tr>
<tr>
<td>E&amp;T Services Under Community Services Block Grant Act*</td>
<td>Economic Opportunity Commission of Nassau County</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>E&amp;T Activities Under HUD*</td>
<td>Town of Hempstead Housing Authority</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Unemployment Insurance*</td>
<td>NYSDOL</td>
<td>Pending</td>
<td>6/20/00</td>
<td>Yes</td>
</tr>
<tr>
<td>TANF</td>
<td>Nassau County Department of Social Services (NCDSS)</td>
<td>No**</td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

*Required if in Local Area. If organization does not exist locally, so indicate.

**A cooperative agreement has been executed under the Balanced Budget Act Welfare-to-Work Block Grant program.
E. CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG FREE WORKPLACE REQUIREMENTS

Background: Federal regulations require that all Grant Recipients and subrecipients obtain certifications regarding Lobbying, Debarment, Suspension and Drug-free Workplace.

The form, “GM 50 (1-92)” has been provided to accommodate this requirement. Grant Recipients may want to refer to the specific federal regulations cited on the form, prior to signing it.

In order to avoid potential liabilities, the New York State Department of Labor, Grant Recipients for Local Workforce Investment Areas under WIA, and subrecipients must each obtain signed certifications from their prospective sub-tier grantees prior to approving a grant or contract.

Action:

1. A copy of form GM50 (1-92) must be signed by the Local Area Grant Recipient and attached to this plan.

   This attachment should be labeled “Attachment G” and inserted in Section V of the plan.

2. Local Areas must require signed certifications from their respective subrecipients/contractors and must retain these certifications for review by authorized representatives of the New York State Department of Labor.
V. INDEX TO PLAN ATTACHMENTS

A. Public Hearings and Public Notices

B. Public Comments in Disagreement

(Please indicate # of responses attached)  ____

C. Agreement Between Chief Local Elected Officials
   (if more than one unit of local government is represented
    in Local Area)

(Please check if not applicable)  □

D. Agreement Between Local Board and Chief
   Local Elected Official(s)

E. By-laws of Local Board

F. Memoranda of Understanding
   (Please list below and attach MOUs)

G. Certification Regarding Lobbying, Debarment, etc.

H. Wide Area Network (WAN) Schematic

I. One-Stop System Matrix

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