ST. LAWRENCE COUNTY

Local Plan

July 1, 2025 – June 30, 2029

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Strategic Planning Elements

Local Workforce Development Area (LWDA) in-demand occupation lists are now maintained on the Labor Market Information for Workforce Planning webpage under the **Occupations in Demand** section. To submit an updated in-demand occupation list, LWDBs must utilize **Attachment A: In-Demand Occupation List Template**, update the spreadsheet, and submit it to LWDB@labor.ny.gov. The list will then be added to the corresponding region's in-demand occupation list on this webpage.

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

6/11/2025

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

Quarterly Workforce Development Board Meeting held June 11, 2025

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

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

Tourism/hospitality continues to be a growing sector in the region. In addition to the appeal of the area's river and lake communities, new businesses have emerged that support value-added agriculture aimed at attracting tourists—such as wineries, cideries, breweries, and distilleries. The hospitality industry is also expanding, with the development of new and upgraded lodging options. This sector is supported by targeted marketing strategies (through the St. Lawrence County Chamber of Commerce) to draw visitors to the area.

Public sector employment is still one of the largest employment sectors in St. Lawrence County, although it is has suffered a slight decline. Educational Services is seeing a shortage of teachers (K-12 & higher education), instructional aides, librarians, and administrators.

Healthcare & Social Assistance Worker, while still one of the largest employment sectors, still has a need for professional level positions such as Physicians, Nurse Practitioners, Registered Nurses, Licensed Practical Nurses, Direct Support Professionals, Occupational Therapists, Mental Health & Substance Abuse Professionals, etc. A major concern is the lack of retention at the certified nursing assistant and home health aide levels. These are often part-time and low paying jobs.

Construction has remained steady, however with the continual retirement of the baby boomers, the skilled trades are in need to training workers. This provides an opportunity for individuals to enter apprenticeships.

Manufacturing has remained relatively steady but has an ongoing need for engineers as well as individuals in computer related positions.

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Agriculture continues to be an important sector with not only farming but with value added products with new beverages made from grapes, hops, cider, and other grains. While most of these businesses are family owned and operated, they continue to develop into larger facilities which require a broader workforce.

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

Tourism & hospitality: These positions are often seasonal, the need to retain and bring back trained personnel is a challenge. Jobs range from less than High School for cleaners to 4 yr. degree for positions such as executive chefs, sales, event planners and management positions.

Public Sector employment: To backfill retiring local employees is often a challenge with so many counties, cities, towns & villages under financial restraints. Between retirements and low enrollments in the Education fields at colleges and universities, there are not enough graduating educators to fill all of the open positions. Replacing other professionals often takes time.

Healthcare & Social Assistance Workers: Rural areas have historically been a difficult place to attract physicians and other highly skilled personnel. Retention of the lower skilled jobs can be challenging. Those positions often compete with retail, hospitality and tourism positions, more so now since the increase in minimum wage for retail workers.

Construction: Skilled trades are seeking those interested in making this a career. Most employers note the retirements of the baby boomers generation as a reason to maintain a pipeline with educational institutions providing training in skilled trades.

Manufacturing: There is a growing need for new hires whose skill sets align with increasingly automated manufacturing processes. In-demand competencies include machine coding and advanced mechanical abilities. The demand spans all levels of the workforce—from engineers and heavy equipment operators to general laborers and facility cleaners—making workforce recruitment a continuous priority across the industry.

Agriculture: While agriculture encompasses a wide range of sectors, there are several common needs across the industry. One critical gap in St. Lawrence County is the limited availability of individuals who monitor and ensure compliance with state regulations. Additionally, there is a strong demand for skilled professionals in key roles such as CDL drivers, heavy equipment operators, heavy-duty vehicle mechanics, HVAC technicians, and veterinarians—both for large and small animals—throughout the Local Workforce Development Area (LWDA).

b. Describe the knowledge, skills, and abilities needed to meet the employment needs of businesses, including those in in-demand sectors and those employing individuals in in-demand occupations.

According to reports provided through the St. Lawrence County IDA, local employers are increasingly seeking candidates with strong professional—or formerly termed "soft"—skills. While employers are generally able to train entry-level workers in job-specific tasks, they emphasize the need for employees who are dependable and capable of delivering quality customer service. Recruiting for professional-level positions remains a challenge

due to the rural character of the region and comparatively lower wages than those offered in urban areas. Additionally, the manufacturing sector has identified a growing need for workers skilled in maintenance, vocational technology, and fabrication. These skills are essential both for sustaining current operations and supporting the growth of new enterprises. This demand has been further highlighted by the recent Workforce Training Gap Analysis conducted by CITEC Consulting Group for St. Lawrence County.

c. Provide an analysis of the regional workforce, including:

i. Current labor force employment and unemployment numbers;

As of April 25, 2025, St. Lawrence County has a workforce of 40,900 and an unemployment rate of 4.2%

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

Unemployment numbers are now at historic lows. According to labor market analyst report, over the past year the number of private sector jobs in St. Lawrence County has decreased by approximately 400 jobs.

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

Graduation Rates - NYSED, August 2024

St. Lawrence County - 1114 Total Students, 918 Graduates (82%), Regents Diploma w/Distinction- 30%, Regents Diploma 51%, Local Diploma 2%, Drop Out 8%, Credential w/o Diploma 4%

Less than 9th grade 4.4%
9th Grade to 12 Grade 6.5%
High School Diploma 33.8%
Some College 17.5%
Associate's Degree 13.2%
Bachelor's Degree 12.7%
Graduate Degree or higher 12%

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

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

St. Lawrence-Lewis BOCES continually updates its Career and Technical Education (CTE) curriculum in collaboration with local employers. This applies to both its Adult Education and high school programs. However, one of the most significant challenges remains the recruitment of qualified instructors.

Local higher education institutions—including SUNY Potsdam, SUNY Canton, Clarkson University, and St. Lawrence University—also work to align their academic offerings with high-demand occupations and the evolving needs of regional businesses. Ongoing interagency collaboration among education providers, economic development organizations, workforce development programs, and related agencies ensures that community needs—both individual and business—are addressed.

Despite these efforts, all of the institutions have faced persistent challenges with low student enrollment and difficulty filling vacant faculty positions. Strategic plans have been implemented to address both issues.

A major barrier to workforce participation and successful program completion in St. Lawrence County is the lack of essential support services, including affordable housing, accessible childcare, and reliable public transportation.

In addition, the North Country Regional Economic Development Council continues to strategize and set goals for the region. Their most recent Goal is "to develop a resilient and diversified workforce through attraction, training, and retention efforts to meet the needs of our employers, our workers, and their families. Strategic Objectives include: 1. Create and promote pathways for military families by actively marketing the North Country's training resources, education systems, and career opportunities. 2. Reduce employment barriers to enable the region to train, retain, and recruit its needed workforce by expanding access to affordable wrap-around services including housing and transportation. 3. Expand quality, affordable childcare and elder care services to reduce employment barriers and meet the demands of the workforce. 4. Refine and enhance programs that integrate workforce development in our K-12 systems to clearly communicate career pathways, including trades and entrepreneurship, in the North Country. 5. Market agriculture career pathways by promoting the potential growth in sustainable and high technology operations. 6. Activate underserved populations and support young professionals entering the workforce by investing in on-ramp employment services and programs. 7. Develop and strengthen existing training and education networks to reskill and upskill incumbent workers to ensure quality, in-demand jobs are available to the region's workforce. 8. Engage and retain college education students by boosting partnerships with higher education institutions and existing employers in the North Country.

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

The WDB has determined that the educational and training providers in the LWDA - especially SUNY Canton, the SUNY Canton Center for Workforce, Community & Industry Partnerships and St. Lawrence Lewis BOCES - offer training programs that could address the education and skills needs of the local workforce, including individuals with barriers to employment, and businesses. It is important to highlight that these organizations, as well as others serving the LWDA, have a history of responding to the needs of local employers - by developing new programs as business needs have evolved.

It is important to note, however, that there is little competition among educational and training providers in the LWDA - a fact that is to be expected in a sparsely populated rural county. Thankfully, given the low population density and the decentralization of the population, the County has a wide array of local training and education options available to both workers and businesses.

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

The mission of the St. Lawrence County Workforce Development Board, as a partnership of private and public community resources, is to ensure the economic vitality of our county by building and maintaining a quality workforce development system that strengthens and provides economic, educational, and developmental opportunities for all citizens and employers.

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

The LWDA's partner agencies have conscientiously demonstrated their commitment to supporting the WDB's vision. They have continued to find solutions and provide opportunities for education, training and supportive services despite continuing budget reductions.

ii. How will the local area, working with the entities that carry out the core programs, align available resources to achieve the strategic vision and goals?

The One Stop Network Operator holds monthly Partner Meetings to discuss, in detail, the available resources and avenues through which these resources can be delivered to our customers. When appropriate, customers are referred to other agencies for assistance when it is available.

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

The Local Workforce Development Board (LWDB) aligns its goals with Department of Labor performance measures to support the economic vitality of St. Lawrence County. Its mission is to build and sustain a high-quality workforce development system that promotes economic growth, educational advancement, and career development for both

individuals and employers. This includes a focus on employment outcomes, earnings, and the cultivation of a skilled and competitive workforce.

Local Workforce Development System

a. Identify the programs, whether provided by the Career Center or any partners, that are a part of the local area's workforce development system, including:

i. Core programs;

WIOA Title I Programs: Adult, Dislocated Worker, and Year-Round Youth - delivered by St. Lawrence County Title I staff (Trade Act and Rapid Response activities by the New York State Department of Labor)

NY SCION: Services customers with disabilities, as well as educates businesses and partner agencies on accommodations

Adult Education and Family Literacy: delivered by St. Lawrence-Lewis Board of Cooperative Educational Services (BOCES)

Wagner-Peyser: delivered by the New York State Department of Labor (NYSDOL)

Vocational Rehabilitation: delivered by ACCES-VR,

Services to Veterans: delivered by NYSDOL and St. Lawrence County Veterans Department

Services to Older Citizens: Senior Community Service Employment Programs delivered by A4TD

Services to Blind Citizens: delivered by NYS Commission for the Blind

Services to People Suffering from Economic Dislocation: delivered by the St. Lawrence County Department of Social Services (SLCDSS) and the St. Lawrence County Community Development Program

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

SUNY Canton administers and support activities under the Carl D. Perkins Career and Technical Education Act of 2006

iii. Other workforce development programs, if applicable.

Trade Adjustment Assistance - administered by NYS Department of Labor & St. Lawrence County Title I Staff

Summer Youth - administered by St. Lawrence County Title I staff

St. Lawrence County Youth Bureau

St. Lawrence-Lewis BOCES Workforce Development Training Program and Community Career Services Center

Akwesasne Mohawk Tribe

Workforce Development Institute

St. Lawrence County IDA

New York Power Authority Economic Development

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

The LWDA's primary mechanism for driving continuous improvement in services and service delivery is through its monthly Partner Meetings. These gatherings, along with insights gained from WDB Directors' meetings, Department of Labor calls, and discussions with staff from other Workforce Development Boards, foster the exchange of ideas and best practices that might otherwise go unrecognized.

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

Each of the providers/partners (whose programs are listed above) understand that economic growth in the County cannot occur unless and until the businesses that create and maintain jobs have properly trained workers. A properly trained workforce is as much infrastructure for a business as their utilities and equipment.

All partners understand that they must not just respond to an employers' current training needs, but must aggressively seek information from employers regarding their changing workforce training expectations.

Ongoing conversations with local businesses, the St. Lawrence County IDA and Chamber of Commerce help to drive conversations that help meet local employment needs.

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

All partners bring to the "training table" the resources that their particular programs allow. However, these programs present more than just funding opportunities to the table. For example, some Career Center partners bring physical assets such as classrooms (BOCES, colleges, St. Lawrence Co.), resource rooms, expertise or office space to the equation.

Most important is the professional experience and commitment that the various partners' staff possess. This experience encompasses both program familiarity and working across agencies to provide the most comprehensive service to St. Lawrence County residents.

Workforce Development and Career Pathways

a. Describe how the LWDB will facilitate the development of career pathways, including co-enrollment in core programs when appropriate.

The SLCWDB supports the development of career pathways as a workforce building strategy by linking the basic academic education provided by Title II providers to occupational skills training programs. When this type of programming is combined with integrated support services from partner agencies, community members are positioned to advance over time to higher level training and education that will enable them to access living wage jobs within local industry sectors. Career pathways are organized as a series of steps that lead community members toward employment with industry recognized credentials, certificates and/or licenses. The selection of specific career pathways is identified locally through business sector engagement and developed collaboratively by the community of partners, specifically occupational training program providers. Pathways will be highlighted by those sectors that need skilled employees and also have local promotional opportunities.

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

Five colleges and universities operate facilities in St. Lawrence County. All offer recognized post-secondary credentials. One of them, SUNY Canton, has built its business plan around preparing the workforce for real world jobs, in St. Lawrence County and elsewhere.

In addition, since a "recognized post-secondary credential" also means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree, all of the certificate based programs offered by the BOCES Adult Education & Workforce Development programs (e.g. Phlebotomy Technician, EKG Technician, Pharmacy Technician, Administrative Medical Assistant, etc.) would equally qualify. BOCES is also the Designated Lead Education Agency for St. Lawrence County for apprenticeship programs and is the primary provider of the related instruction.

The WDB has regularly ensured that Career Center staff is alerted to opportunities to direct job seekers to post-secondary programs at SUNY Canton, BOCES and numerous other facilities that will help them achieve their career goals. It is important not only to continue this practice, but to ensure that all partners are also familiar with the career opportunities at the County's other colleges and universities as well. The proper forum for this will continue to be our monthly Partners' Meetings.

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

Yes. The County's colleges are fully accredited, which makes their credit courses transferable. In addition, the County's higher education institutions offer many articulation agreements that build on credentials into more advanced studies. SUNY Canton and the Career Technical Education programs at BOCES offer technical programs that build participants' skill levels and are portable In particular, the BOCES certificate programs issue State and National industry recognized credentials that are portable

anywhere within the state or country. Apprenticeship journeymen cards are also transferable.

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

Yes, these credentials are part of a sequence, especially with BOCES and SUNY Canton. The stackable credentialing consists of certificate programs; complimentary and sequential training that builds competency over time.

Access to Employment and Services

a. Describe how the LWDB and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

The SLC WDB and its partners attempt to expand access to employment, training, education and supportive services through:

Media advertisements - television, radio, emailed bulletins, printed materials (brochures, posters, fliers, etc.) and newsprint

Social media - Facebook, Instagram

Websites - both our own as well as our partners'

Orientations

Job fairs - both in person and virtual through the NYSDOL platform

Targeted employment recruiting

Virtual training and instruction

Literacy and career centers located throughout St. Lawrence County

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

The SLC WDB and its partners attempt to achieve this goal through the use of social media, text, email and ZOOM technology.

Websites (including links to partners' websites) including on-line fillable forms

Virtual training and learning experiences (Coursera, NYSDOL virtual workshops)

Job fairs at remote locations and virtual job fairs

Purple Briefcase - a new innovative cloud software platform that allows for the creation of interactive profiles that can be made visible to employers

Remote area visits by partner staff

Remote location orientation

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

Due to the rural characteristics of St. Lawrence County, implementing a fully technology-based system would exclude many residents from accessing essential services. Although the availability of online services has increased since the pandemic, most customers still prefer to visit the career centers in person to receive assistance.

d. Provide a description and assessment of the type and availability of programs and services provided to Adults and Dislocated Workers (DWs) in the local area.

All relevant Title I-IV services are available in St. Lawrence County to eligible adults and dislocated workers.

In addition to these, the network also makes an effort to coordinate with other non-WIOA financed programs. Examples of these include training programs offered by the local colleges and the BOCES system, any no-cost programs instituted by the St. Lawrence County Health Initiative and the financial literacy programs offered by local banks and credit unions.

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

St. Lawrence County is one of the most sparsely populated counties in NYS, with an average of approximately 42 people per square mile. To make matters more challenging, the largest population center has only about 15,000 residents with smaller towns and villages scattered throughout 2,800 square miles. This makes it very difficult for the existence of public transportation throughout the county region.

The partners' staff, as best they can, make an effort to schedule meetings at the career centers most convenient for the customer to make it possible for clients to utilize the subsidized bus transport services offered by St. Lawrence County Public Transit. The Arc Jefferson - St. Lawrence operates the public transportation for St. Lawrence County.

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

To the WDB's knowledge, other than the MOU among partners, there are no such replicated cooperative agreements in place in St. Lawrence County.

Nonetheless, ACCES-VR has cross trained staff in the past. ACCES-VR has counselors at all the local One Stops. They are available to provide technical assistance with participants with disabilities as needed or requested. The partners have worked on formalizing the referral process among themselves. The partners also rely on the monthly Partners' Meetings as a mechanism to continue to improve the cooperative process.

In addition, through the NY SCION, the Disability Resource Coordinator (DRC) outreaches to partner agencies, businesses, and customers to provide resources for individuals with disabilities. The DRC also provides internal training to staff.

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

WIOA prioritizes services for recipients of public assistance, low-income individuals, those who are basic skills deficient, and veterans. The One-Stop Network Operator and Title I staff collaborate closely with the Department of Social Services to offer employment and training opportunities to these individuals.

h. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of the Workforce Innovation and Opportunity Act (WIOA) (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:

i. The physical and programmatic accessibility of facilities, programs, and services;

The Canton One-Stop Center and all partner facilities meet established architectural accessibility standards. The One-Stop Network Operator and its partners are committed to ensuring individuals with disabilities have equal access to all programs and services, providing reasonable accommodations, modifications, and assistive technology as needed. Services will be delivered in the most integrated settings possible, including at satellite locations accessible by public or private transportation. Program criteria will be regularly reviewed during Partners' Meetings to ensure that individuals with disabilities are not unintentionally disadvantaged.

ii. Technology and materials for individuals with disabilities; and

Assistive technology, adaptive equipment, auxiliary aides, modified materials, and other supports will be provided to participants with disabilities, as appropriate, to access the services and training programs necessary to achieve their goals. Again, coordination among the partners to make sure that such technologies and materials are provided to individuals with disabilities occurs at the Partners' Meetings.

Through the NY SCION Initiative, the Disability Resource Coordinator (DRC) outreaches to partner agencies, businesses, and customers to provide resources for individuals with disabilities. The DRC also provides internal training to staff.

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

Cross training of staff will be provided by the Disability Resource Coordinator (DRC) and partner agencies to include examples of job support strategies and services, disability etiquette, workplace flexibility, and employer negotiations for those who may be facing challenges in employment. This effort will continue to be channeled through Partners' Meetings.

Through the NY SCION Initiative, the Disability Resource Coordinator (DRC) outreaches to partner agencies, businesses, and customers to provide resources for individuals with disabilities. The DRC also provides internal training to staff.

iv. Describe the roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

Cross training of staff will be provided by partner agencies. It will include the roles and resource contribution of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.). These efforts will be supported by monthly Partners' Meetings.

Through the NY SCION Initiative, the Disability Resource Coordinator (DRC) outreaches to partner agencies, businesses, and customers to provide resources for individuals with disabilities. The DRC also provides internal training to staff.

Business Engagement

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

The SLC WDB and The County itself have implemented the following initiatives to facilitate business engagement:

Our WDB composition ensures that more that 51% of the membership of the WDB is from the business sector. Currently, the SLCWDB has 13 business members out of 23 and 1 additional member classified as a discretionary appointment is a retired business owner.

The Executive Director of the WDB is in direct contact with members of the St. Lawrence County IDA, REDC and County Chamber of Commerce and has worked collaboratively on several projects including CDL Class A training, Clean Energy Training and childcare concerns.

The WDB recognizes the need to make more extensive use of OJT to specifically help businesses find and develop employees for in-demand sectors and occupations and directly consults with local businesses to encourage these opportunities.

The Executive Director regularly attends monthly meetings of the St. Lawrence County Economic Development Advisory Board, which includes representatives from local colleges and universities, St. Lawrence County government, the County Chamber of Commerce, the County IDA, the Development Authority of the North Country, Empire State Development, the New York State Power Authority, as well as local business, agriculture, and small business development organizations. Additionally, the Executive Director takes part in the Department of Labor's quarterly Business Services Team meetings.

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

We participate in round table discussions with various representatives from the business community and the St. Lawrence County IDA to address local business needs and trends and develop training solutions.

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

The LWDA primarily supports a local workforce development system that aligns with business needs by closely monitoring the insights gathered by the County's network of economic developers through their daily interactions with local businesses. In addition, ongoing communication with the Chamber of Commerce, County IDA, REDC, and local employers—combined with the continuous posting of job openings on our website—helps to strengthen and support our relationships with business partners.

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

Our monthly Partners' Meetings include representation from economic development agencies, employment training program operators, training service providers and human service agencies. Strategies are discussed, evaluated and, if warranted, put into place.

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

By discussing the needs of employers at the Partners' Meetings, we are able to combine the expertise of the training partners and providers to the resources of the economic developers. We develop strategies to support and promote entrepreneurial skills training and microenterprise services.

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

The DOL's rapid response coordinator is able to work at any of the three centers as needed. Both Title I staff and the staff at the One-Stop have frequent interactions with the coordinator.

Program Coordination

a. How do the local area's programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

The SLC LWDA strengthens the connection between the One-Stop delivery system and Unemployment Insurance (UI) through a variety of strategies, including:

- Hosting Department of Labor appointments at three locations across St. Lawrence County, during which staff assess employment barriers and connect individuals with supportive services offered by partners such as NYS DOL, BOCES, ACCES-VR, DSS, and local colleges.

- Referring UI recipients to local resources including classroom training, on-the-job training programs, job fairs, recruitment events, businesses with open positions, health insurance navigators, and other partner-provided services.

- Assisting employers with hiring grants that specifically target dislocated workers and individuals experiencing long-term unemployment.

- Supporting businesses during economic downturns by promoting programs like Shared Work, which enables employers to reduce hours while employees receive partial UI benefits; Rapid Response, which offers case management for workers affected by mass layoffs or plant closures; and the Trade Adjustment Assistance (TAA) Program, a federal initiative that provides financial aid, training, and wage subsidies to individuals whose jobs are impacted by foreign trade.

- Regularly sharing information about UI-related services during Partners' Meetings, discussions with the County IDA, and at workforce development events.

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

i. Coordination of relevant secondary and postsecondary education programs;

Coordination of relevant secondary and postsecondary education takes place during monthly Partners' Meetings as well as during monthly meetings of the St. Lawrence County Economic Development Advisory Board.

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

The area holds a Gateways to Careers event sponsored by St. Lawrence-Lewis BOCES and JobsRUs.com. Gateways to Careers is a college and career readiness workshop that annually helps over 1,000 Seniors and Juniors from component school districts develop critical job-seeking skills. Manufacturing Day which exposes our youth to modern manufacturing practices. Virtual Reality headsets to connect students with viable career options.

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

Monthly Partners' Meeting discussions will help to avoid duplication of services. Each partner reports on their activities and plans for service development. Thus, partners are able to avoid duplication of services.

c. Describe plans, strategies, and assurances concerning the coordination of services provided by the State employment service under the

Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services.

The monthly Partners' Meetings will be the venue at which the SLC network will assure the coordination of services provided in the SLC LWDA by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services. Our DOL representatives are very active and informative at our Partners' Meetings.

d. Provide a list of executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local Career Center System. This includes agreements between the LWDB and entities that serve individuals eligible under the Rehabilitation Act. If no such agreements exist, provide an explanation why this is the case and/or progress towards executing such agreements.

Aside from the Memorandum of Understanding among the partners, no such agreements exist in SLC. The workforce system partners are able to ensure integration of and access to the entire set of services available to the local Career Center system through regular monthly consultation conducted by the One-Stop Network Operator.

Title II Program Coordination

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

Vision: The St. Lawrence County Workforce Development Board envisions for the St. Lawrence County Local Workforce Development Area (LWDA) a unified workforce development system that is locally coordinated and programmatically seamless, delivering workforce training, business services, and job linkages to all the job seekers and employers in the local area. To do this, the LWDA must address at least three general goals that can be categorized under the following headings: governance, service delivery, and accountability.

Goals:

• Governance: Workforce Innovation and Opportunity Act (WIOA) programs in the St. Lawrence County Local Workforce Development Area will be governed in a seamless system that is coordinated with both the State Plan and the regional sector-based workforce strategies that align with the NYS Regional Economic Development Council (REDC) strategic planning. It is a goal of this plan to build partnerships and strategic alliances to create a unified workforce vision that brings government, education, and business into an integrated force. Progress has been made towards integration; however

it is important that this continues so that the workforce system can most effectively collaborate on the mission, vision, curriculum, and outcomes.

• Service Delivery: Services will meet the needs of businesses through public-private sector partnerships such as education, government, and community, with priority given to removing barriers to employment for individuals with disabilities, veterans, formerly incarcerated persons, disconnected youth, individuals in economically distressed communities, adults with limited literacy or English language proficiency who lack a High School Equivalency (HSE), adults with limited literacy who have a HSE, New Americans including immigrants and refugees, and other special populations. Services will include: job development, job posting, job match and referral, basic skills training, occupational training in career pathways, HSE preparation, and employment support services. Services are easily accessible to provide all individuals with equal opportunity to work or obtain training, and frontline staff is able to seamlessly move individuals to applicable services. The LWDA partners will to the extent possible target adults who have low literacy skills, are English language deficient and those who lack a high school diploma or equivalent utilizing strategies to engage participants in Title II activities. These strategies may include, but not be limited to: the development of a comprehensive marketing and outreach program, sector partnerships, career pathways and the engagement of participants in programs that integrate both basic academic education and occupational skills training.

• Accountability: Meaningful performance metrics will be reported to support evidence-based and data- driven workforce investments and decisions, and accountable and transparent programs. This includes alignment of technology, metrics, and data systems across programs. The WDB recognizes that the number of the local area's out-of-school youth and adults who have low literacy skills or lack a high school diploma or the equivalent are considerably below State-wide averages and the LWDA's One-Stop Network Partners are determined to improve these metrics, even though they realize that to do this will require a long-term concentration on a task that on incremental improvement.

b. Provide a description of how the LWDB will expand access to employment, training, education, and supportive services provided through the NYS Career Center System for Title II participants with barriers to employment.

The St. Lawrence County Workforce Development Board (SLCWDB) collaborates closely with One-Stop Partners to identify and recruit eligible Title II participants—particularly individuals without a high school diploma or those with basic skills or English language deficiencies. SLCWDB supports Title II service providers in developing targeted outreach strategies to connect these individuals with education, training, employment, and support services.

To ensure alignment and coordination, Title II providers regularly share updates with One-Stop Partners through monthly meetings and direct outreach. These updates help partners effectively refer participants and promote Title II offerings within the community.

Outreach is conducted through websites, newsletters, flyers, course catalogs, job fairs, community events, and social media, encouraging individuals to share background information for eligibility screening and referral.

SLCWDB and its partners maintain strong referral pathways to connect individuals to Title II services such as academic instruction, vocational training, job readiness support, and work experience. Career counseling and case management are central to this process, guided by individualized employment plans that address specific barriers and coordinate partner resources to support long-term employment outcomes.

This integrated, client-centered system ensures that St. Lawrence County residents receive comprehensive, coordinated services that support education, employment, and career advancement.

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

The SLCWDB promotes the development of career pathways as a key workforce development strategy, connecting the basic academic education offered by Title II providers with occupational skills training programs. When combined with integrated support services from partner agencies, these pathways enable individuals to progressively advance to higher levels of training, education, and ultimately, secure living-wage employment in local industry sectors.

Career pathways are structured as a series of steps that guide individuals toward employment and the attainment of industry-recognized credentials, certificates, or licenses. The selection of specific pathways is informed by local business sector engagement and developed collaboratively with partner organizations, particularly occupational training providers. Priority is given to pathways in sectors with both a demand for skilled workers and opportunities for career advancement.

d. Provide a description of how the LWDB will support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including those authorized under the Carl D. Perkins Career and Technical Education Act to support service alignment.

The SLCWDB anticipates that the primary mechanism for ensuring service alignment across St. Lawrence County will be the regularly scheduled Partners' Meetings—held at least monthly—coordinated and facilitated by the One-Stop Network Operator. Even before the implementation of WIOA, partner agencies in the County maintained strong working relationships, largely due to the rural nature of the area, which naturally results in fewer organizations and staff, fostering closer collaboration.

However, recent meetings among an expanded group of partners—centered on the development and understanding of the WIOA-mandated Memorandum of Understanding (MOU)—have significantly strengthened that collaboration. Building on this renewed

cohesion, partners aim to use the momentum to refine and expand seamless service delivery to both job seekers and employers across the region.

Although WIOA allows for a decentralized service delivery model—requiring only two mandated partners to be physically located at the central One-Stop Career Center—the MOU plays a crucial role in maintaining strong alignment and coordination among all partners throughout the local workforce system.

Youth Activities

a. Provide contact details of Youth Point(s) of Contact for your local area including:
Name of organization, name(s) of Youth Point(s) of Contact, title, address, phone number, and email address. Youth Point(s) of Contact details are primarily used to refer young adults, parents, and partners about youth programs.

St. Lawrence County One-Stop Career Center

Heather Owens, Senior Employment and Training Counselor

80 State Highway 310, Canton, New York 13617

315.229.3340

howens@stlawco.gov

b. Provide the number of planned enrollments in Program Year (PY) 2025 for new Out-of-School Youth (OSY), carry-over OSY, new In-School Youth (ISY), carry-over ISY, and work experience. *

i. New OSY

35

ii. Carry-over OSY

9

iii. New ISY

5

iv. Carry-over ISY

3

v. Work experiences

16

***Note:** PY 2025 enrollments will provide the baseline estimate for the remaining three (3) years of the Local Plan.

WE ARE YOUR DOL

c. In Attachment G, Youth Services, located on the New York State Department of Labor (NYSDOL) LWDB Resources website under the Planning Templates filter, identify the organization providing the Design Framework, which includes Intake & Eligibility, Objective Assessments, and Individual Services Strategies (ISS), and 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.

d. Explain how providers and LWDB staff ensure the WIOA elements:

i. Connect back to the WIOA Youth Program Design Framework, particularly the Objective Assessments and ISS; and

In St. Lawrence County, Title I staff administers the WIOA Youth Program Design Framework Services (intake, eligibility, assessment, etc.). Part of the creating the ISS is to list which of the 14 program element services the individual Youth is receiving and which agency will provide the appropriate services.

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

The LWDB has in place a policy of non-discrimination, which applies to youth with disabilities as well as minorities. The partners, too, have similar policies in place.

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

Referrals for occupational skills training are typically initiated by the training providers themselves. We have established a strong partnership with the local ACCES-VR office to offer paid work experiences for WIOA-eligible youth with disabilities, including those who require job coaching—services that are coordinated and delivered by ACCES-VR. Recruitment of out-of-school youth (OSY) is supported through collaborations with community-based organizations such as the Department of Social Services (DSS), local high school guidance counselors, and targeted outreach through social media campaigns.

To promote youth engagement and retention, we implement a range of strategies including individualized case management, access to integrated support services, participation in group activities, and a strong emphasis on career pathway development.

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

☒Yes (Attach a Needs Additional Assistance policy that defines reasonable, quantifiable, evidence-based, and specific characteristics of ISY and OSY as described in Technical Advisory (TA) #19-02.

☐No (Not required to attach a policy).

g. Attach a Basic Skills Deficiency policy of youth program as described in the in TA #19-02.

Administration

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

The St. Lawrence County Board of Legislators is responsible for the disbursal of grant funds.

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

The St. Lawrence County Board of Legislators, as the WIOA contract holder, has chosen to manage the Title I administration using County employees. Therefore, no competitive process was necessary.

c. Provide the local levels of performance negotiated with the Governor and CEO(s) to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the local fiscal agent (when applicable), service providers, and the One-Stop delivery system, in the local area.

The local negotiated performance levels for St. Lawrence County are as follows:

2024 Adult: Emp. 2nd Q = 70.5%, 4th Q = 67%, Med. Earn. 2nd Q = $7,800.00 Cred.= 62%, MSG = 61%

2024 DW: Emp. 2nd Q = 68%, 4th Q = 65%, Med. Earn. 2nd Q = $7,750.00 Cred.= 60%, MSG = 55%

2024 Youth: Emp. 2nd Q = 70%, 4th Q = 70%, Med. Earn. 2nd Q = $3,900.00 Cred.= 56%, MSG = 52%

2025 Adult: Emp. 2nd Q = 71%, 4th Q = 66.5%, Med. Earn. 2nd Q = $7,900.00 Cred.= 58.5%, MSG = 61.5%

2025 DW: Emp. 2nd Q = 68.5%, 4th Q = 65.5%, Med. Earn. 2nd Q = $7,850.00 Cred.= 60.5%, MSG = 55.5%

2025 Youth: Emp. 2nd Q = 70.5%, 4th Q = 70.5%, Med. Earn. 2nd Q = $4,000.00 Cred.= 56.5%, MSG = 52.5%

d. Describe the actions taken toward becoming or remaining a high-performing LWDB, consistent with factors developed by the State Workforce

Investment Board (SWIB). The LWDB will be defined as high performing if it meets the following criteria:

i. It is certified and in membership compliance;

ii. All necessary governance actions and items have been accomplished, including executing a local Memorandum of Understanding (MOU), selecting a One-Stop System Operator, and implementing all required local policies, etc.;

iii. All One-Stop Career Centers in the local area have achieved at least an 80% score in the most recent Career Center Certification process; and

iv. The local area meets or exceeds all performance goals.

The St. Lawrence County WDB meets the above criteria.

Training Services

a. Describe how training services will be provided in the local area. This may include incumbent worker, on-the-job, and customized training programs.

The primary goal of the LWDA is to meet the workforce needs of local employers. This is accomplished through a combination of strategies, including Individual Training Accounts (ITAs), on-the-job training, customized training programs, recruitment events, and high-quality business services. All services are delivered in alignment with the priority of service policies established under WIOA.

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

Title I staff make significant use of Individual Training Accounts (ITAs) to support participant training needs. The coordination and utilization of ITAs across the St. Lawrence County workforce network is a standing topic of discussion during monthly Partners' Meetings, ensuring consistent and effective implementation.

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

Established policies guide staff to serve as advocates when assisting clients with career planning, always striving to act in the client's best interest. Staff provide appropriate tools and information to help customers evaluate available services, ensuring informed decision-making. While drawing on their professional experience, staff remain non-judgmental and do not direct or dictate customer choices. In accordance with WIOA guidelines, Title I staff are committed to upholding customer choice in the selection of training services.

Public Comment

a. Describe the process used by the LWDB to provide a period of no more than 30 days for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission.*

> Business representatives, NYSDOL Labor Market Analyst for North Country Region, NC REDC, labor organizations, and local training providers were consulted where appropriate during Local Plan development. The Local Plan was posted online from 7/10/25 to 7/21/25 at https://www.slconestop/index.php?id=154, which constitutes a period of no more than 30 days for public comment. As of 7/21/25, no public comments have been received by the LWDB.

***Note:** Per WIOA §679.560(e), comments representing disagreement with the contents of the Local Plan must be submitted with the Plan.

List of Attachments

Please complete all attachments listed below.

Attachment A – In-Demand Occupation List Template

Attachment B – Units of Local Government

Attachment C – Fiscal Agent

Attachment D – Signature of Local Board Chair

Attachment E – Signature of Chief Elected Official(s)

Attachment F – Federal and State Certifications

Attachment G – Youth Services Chart

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

- Electronic signature (if the LWDB has the capability for it) – Note that electronic signatures must follow the requirements and guidelines of the Electronic Signature and Records Act (ESRA). LWDBs choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.

- Mail original versions – Hard copies of traditional signature pages may be sent to:

  Attn: Local Plan
  New York State Department of Labor
  Division of Employment and Workforce Solutions
  W. Averell Harriman State Office Campus
  Building 12, Room 440
  Albany, NY 12226

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

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

Local Workforce Development Area (LWDA)
Current In-Demand Occupation List

LWDA Name: St. Lawrence County	Date Updated: 6/11/25

Source:

(e.g., Occupational Information Network (O*NET) codes, Standard Occupational Classification (SOC) codes, Occupational Employment Statistics (OES) estimates, Bureau of Labor Statistics (BLS) long-term projections, etc.)

Note: Local Areas are required to discuss their in-demand occupation list with their local NYSDOL Labor Market Analyst prior to submission. Labor Market Analysts for each region can be found on NYSDOL's Labor Market Analysts webpage.

Occupational Code (##-####)	Occupational Title
11-2022	Sales Managers
11-3051	Industrial Production Managers
11-9021	Construction Managers
11-9111	Medical and Health Services Managers
11-1021	General and Operations Managers
13-2011	Accountants and Auditors
13-2099	Financial Specialists, All Other
15-1231	Computer Network Support Specialists
15-1232	Computer User Support Specialists
15-1299	Computer Occupations, All Other
17-2051	Civil Engineers

Priority Occupations of the Region and LWIAs

Occupational Code (##-####)	Occupational Title
17-2071	Electrical Engineers
17-2199	Engineers, All Other
17-3023	Electrical and Electronic Engineering Technologists and Technicians
17-3026	Industrial Engineering Technologists and Technicians
19-4012	Agricultural Technicians
19-4013	Food Science Technicians
19-4042	Environmental Science and Protection Technician, Including Health
19-4071	Forest and Conservation Technicians
21-1011	Substance Abuse and Behavioral Disorder Counselors
21-1019	Counselors, All Other
21-1022	Healthcare Social Workers
21-1092	Probation Officers and Correctional Treatment Specialists
21-1093	Social and Human Service Assistants
21-1099	Community and Social Service Specialists, All Other
23-2099	Legal Support Workers, All Other
25-1199	Postsecondary Teachers, All Other
25-2011	Preschool Teachers, Except Special Education

Priority Occupations of the Region and LWIAs

Occupational Code (##-####)	Occupational Title
25-2021	Elementary School Teachers, Except Special Education
25-2022	Middle School Teachers, Except Special Education
25-2032	Career/Technical Education Teachers, Secondary School
25-2058	Special Education Teachers, Secondary School
25-3099	Teachers and Instructors, All Other
25-9031	Instructional Coordinators
25-9042	Teaching Assistants, Preschool, Elementary, Middle, and Secondary School, Except Special Education.
25-9099	Educational Instruction and Library Workers, All Other
27-1019	Artists and Related Workers, All other
27-1029	Designers, All Other
27-2099	Entertainers and Performers, Sports and Related Workers, All Other
27-3099	Media and Communication Workers, All Other
29-1126	Respiratory Therapists
29-1141	Registered Nurses
29-1292	Dental Hygienists
29-2011	Medical and Clinical Laboratory Technologists
29-2031	Cardiovascular Technologists and Technicians

Priority Occupations of the Region and LWIAs

Occupational Code (##-####)	Occupational Title
29-2042	EMT (Emergency Medical Technician)
29-2052	Pharmacy Technicians
29-2056	Veterinary Technologists and Technicians
29-2061	Licensed Practical and Licensed Vocational Nurses
29-2072	Medical Records Specialists
29-9021	Health Information Technologists & Medical Registrars
31-1121	Home Health Aides
31-1131	Nursing Assistants
31-2021	Physical Therapist Assistants
31-9092	Medical Assistants
31-9097	Phlebotomists
31-9099	Healthcare Support Workers, All Other
33-3051	Police and Sheriff's Patrol Officers
35-1012	First-Line Supervisors of Food Preparation and Serving Workers
35-2014	Cooks, Restaurant
35-2015	Cooks, Short Order
35-2021	Food Preparation Workers

Priority Occupations of the Region and LWIAs

Occupational Code (##-####)	Occupational Title
35-3011	Bartenders
35-9099	Food Preparation and Serving Related Workers, All Other
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
37-2012	Maids and Housekeeping Cleaners
37-2019	Building Cleaning Workers, All Other
37-3019	Grounds Maintenance Workers, All Other
39-9011	Childcare Workers
39-9099	Personal Care and Service Workers, All Other
41-2011	Cashiers
41-2031	Retail Salespersons
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
41-9099	Sales and Related Workers, All Other
43-3021	Billing and Posting Clerks
43-3031	Bookkeeping, Accounting, and Auditing Clerks
43-4051	Customer Service Representatives
43-4171	Receptionists and Information Clerks
43-6011	Executive Secretaries and Executive Administrative Assistants

Priority Occupations of the Region and LWIAs

Occupational Code (##-####)	Occupational Title
43-6013	Medical Secretaries and Administrative Assistants
43-9061	Office Clerks, General
43-9199	Office and Administrative Support Workers, All Other
45-1011	First-Line Supervisors of Farming, Fishing, and Forestry Workers
45-2091	Agricultural Equipment Operators
45-2093	Farmworkers, Farm, Ranch, and Aquacultural Animals
45-2099	Agricultural Workers, All Others
45-4029	Logging Workers, All Other
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers
47-2061	Construction Laborers
47-2073	Operating Engineers and Other Construction Equipment Operators
47-2111	Electricians
47-3013	Helpers-Electricians
47-3015	Helpers-Pipelayers, Plumbers, Pipefitters, and Steamfitters
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment
49-3011	Aircraft Mechanics and Service Technicians
49-3023	Automotive Service Technicians and Mechanics

Priority Occupations of the Region and LWIAs

Occupational Code (##-####)	Occupational Title
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
49-3041	Farm Equipment Mechanics and Service Technicians
49-3051	Motorboat Mechanics and Service Technicians
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9051	Electrical Power-Line Installers and Repairers
49-9071	Maintenance and Repair Workers, General
49-9098	Helpers-Installation, Maintenance, and Repair Workers
49-9099	Installation, Maintenance, and Repair Workers, All Other
51-2092	Team Assemblers
51-2099	Assemblers and Fabricators, All Other
51-3021	Butchers and Meat Cutters
51-3099	Food Processing Workers, All Other
51-4041	Machinists
51-4121	Welders, Cutters, Solderers, and Brazers
51-4122	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders
51-4199	Metal Workers and Plastic Workers, All Other
51-9111	Packaging and Filling Machine Operators and Tenders

Priority Occupations of the Region and LWIAs

Occupational Code (##-####)	Occupational Title
51-9161	Computer Numerically Controlled Tool Operators
51-9162	Computer Numerically Controlled Tool Programmers
51-9198	Helpers-Production Workers
51-9199	Production Workers, All Others
53-3032	Heavy and Tractor-Trailer Truck Drivers
53-3033	Light Truck Drivers
53-3051	Bus Drivers, School
53-3052	Bus Drivers, Transit and Intercity
53-6099	Transportation Workers, All Other
53-7062	Laborers and Freight, Stock, and Material Movers, Hand
53-7064	Packers and Packagers, Hand
53-7065	Stockers and Order Fillers
53-7199	Material Moving Workers, All Other

Attachment B: Units of Local Government

Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the Chief Elected Official (CEO) Grant Recipient has designated a local grant subrecipient to administer the Workforce Innovation and Opportunity Act (WIOA) pursuant to WIOA §107, please indicate the unit of local government designated as the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on **Attachment C: Fiscal Agent**.

Unit of Local Government	Grant Subrecipient Yes
St. Lawrence County - CEO, David Forsythe	☒
	☐
	☐
	☐
	☐

§107(c)(1)(B)(i) – In a case in which a local area includes more than one (1) unit of general local government, the CEOs of such units may execute an agreement that specifies the respective roles of the individual CEOs.

If the Local Workforce Development Area is composed of more than one (1) unit of general local government, is there a written agreement between local officials that details the liability of the individual jurisdictions?

☐ Yes ☐ No

Attachment C: Fiscal Agent

Workforce Innovation and Opportunity Act (WIOA) §107(d)(12)(B)(i)(II) provides that the Chief Elected Official (CEO) Grant Recipient may designate a local fiscal agent as an alternative to a local grant subrecipient. Such designation to a grant subrecipient or fiscal agent shall not relieve the CEO or the Governor of the liability for any misuse of grant funds. If the CEO identified a fiscal agent to assist in the administration of grant funds, please provide the name of the fiscal agent.

Fiscal Agent
Adam Peters, Assistant Accounting Supervisor St. Lawrence County One-Stop Career Center

ATTACHMENT D: SIGNATURE OF LOCAL BOARD CHAIR

Workforce Innovation and Opportunity Act (WIOA) Local Plan for Program Years 2025-2028, for WIOA Title I Programs

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

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of WIOA as well as other applicable State and federal laws, regulations, and policies;
- Affirm that the composition of the LWDB is either in compliance with the law, rules, and regulations and is approved by the State, or will be in compliance within 90 days of Local Plan submission;
- Affirm that this Plan was developed in collaboration with the LWDB and is jointly submitted with the CEO(s) on behalf of the LWDB; and
- Affirm that the LWDB, including any staff to the LWDB, will not directly provide any career services unless approved to do so by the CEO(s) and the Governor.

Date:	01/02/2026	Signature of LWDB Chair:	
Mr. [X] Ms. [ ] Other [ ]		Typed Name of LWDB Chair: Dallas Sutton	
Name of LWDB:	St. Lawrence County WDB		
Address 1:	80 State Highway 310, Suite 8		
Address 2:			
City:	Canton		
State:	NY	Zip: 13617	
Phone:	315-386-3276	E-mail:	DSutton@nbtbank.com

ATTACHMENT E: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

Workforce Innovation and Opportunity Act (WIOA) Local Plan for Program Years 2025-2028, for WIOA Title I Programs

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

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of WIOA as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
- Affirm that the composition of the LWDB is either in compliance with the law, rules, and regulations and is approved by the State, or will be in compliance within 90 days of Local Plan submission;
- Affirm that the Chair of the LWDB was duly elected by the LWDB; and
- Affirm that the LWDB, including any staff to the LWDB, will not directly provide any career services unless approved to do so by the CEO(s) and the Governor.

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

Date:	01/02/2026	Signature of Local CEO:	
Mr. [X] Ms. [ ] Other [ ]		Typed Name of Local CEO: David Forsythe	
Title of Local CEO:	Chairman, St. Lawrence Co. Board of Legislators		
Address 1:	48 Court St.		
Address 2:			
City:	Canton		
State:	NY	Zip: 13617	
Phone:	315-379-2277	E-mail: DaForsythe@stlawco.gov	
Are you the Grant Recipient CEO? Yes [X] No [ ]			

ATTACHMENT F: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this Contract is provided by the United States Department of Labor which requires the following certifications:

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

1. By signing this Contract, the prospective lower tier participant certifies, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall provide an explanation.
3. The prospective lower tier participant shall pass the requirements of A.1. and A.2., above, to each person or entity with whom the participant enters into a covered transaction at the next lower tier.

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

By signing this Contract, the Contractor hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

C. DRUG FREE WORKPLACE

By signing this Contract, the Contractor certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 94, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at the Contractor's office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act (WIOA), the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

(1) Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in a program or activity that receives financial assistance under Title I of WIOA;

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

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

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

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

The Contractor also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIOA Title I – financially assisted program or activity. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

E. BUY AMERICAN NOTICE REQUIREMENT

In accordance with Section 502 of the WIOA, none of the funds made available under the WIOA may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act").

F. SALARY AND BONUS LIMITATIONS

No federal funds appropriated annually under the heading 'Employment and Training' shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in 2 CFR 200.330. See Training and Employment Guidance

Letter number 5-06 for further clarification. Where applicable, the Contractor agrees to comply with the Salary and Bonus Limitations.

G. VETERANS' PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program's eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. Where applicable, the Contractor agrees to comply with the Veteran's Priority Provisions.

H. FUNDING DISCLOSURE

In accordance with Section 516 of the 1989 Department of Labor Appropriations Act, the Contractor agrees that when issuing statements, press releases, requests for proposals, bid solicitations or other documents describing the project or program, the Contractor shall clearly state:

a. The percentage of the total costs of the program or project which will be or is being financed with federal money;

b. The dollar amount of federal funds for the project or program; and

c. Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

STATE CERTIFICATIONS

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

By signing this Contract, the Contractor, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

1. No principal or executive officer of the Contractor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and

2. The Contractor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.

3. The Contractor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

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

Signature of Authorized Representative:	Pamela M Lewis
Title:	Executive Director, St. Lawrence County WDB
Date:	01/02/2026

Youth Services

Name of Local Area: *St. Lawrence County*

Name of Organization Providing Youth Services *(Provide name of organization)*	Phone Number	Type of Agreement *(Select from the 3 options in the drop-down menu)*	Youth & Young Adult Recruitment	Case Management/Pathways Coaching	Intake & Eligibility	Data Entry in Case Managemet System	Objective Assessments	Individual Service Strategy	Tutoring/ Study Skills	Alternative Sec. School	Occupational Skills Training	Work Experience	Edu. Offered Concurrently	Leadership Development	Supportive Services	Adult Mentoring	Comp. Guidance/ Counseling	Financial Literacy	Enterpreneurial Skills	Labor Market Information	Postsecondary prep./transition	Follow-Up
			Please review the program elements listed above and mark "O" for Out-of-School Youth (OSY), "I" for In-School Youth (ISY) or "Both" for both ISY and OSY for all program elements provided by the organization(s).																			
SLC One Stop Career Center	315-386-3276	LWDB	Both	Both	Both	Both	Both	Both				Both	Both		Both		Both			Both	Both	Both
Morristown Central School	315-375-8814	MOA							I	I	I			I			I	I			I	
Norwood-Norfolk Central School	315-353-6631	MOA							I			I		I			I	I			I	
Gouverneur Central School	315-287-1900	MOA							I	I			I								I	
SLC Youth Bureau	315-379-9464	MOA										I		Both		Both						
Transitional Living Services	315-393-4610	MOA									O				Both			Both				
SLC Office for the Aging	315-386-4730	MOA														Q						
NBT Bank N.A.	315-393-7581	MOA																Both				
Small Business Development Center	315-386-7312	MOA																	Both			
Maximizing Independent Living Choices	315-764-9442	MOA																	Both		Both	
Canton Central School	315-386-8561	MOA							I		I	I					I				I	
Edwards-Knox Central School	315-562-8131	MOA							I		I	I		I	I		I		I	I	I	
Madrid-Waddington Central School	315-322-5746	MOA							I		I	I			I		I				I	
St. Lawrence-Lewis BOCES	315-386-4504	MOA											Both									
Ogdensburg Free Academy	315-393-0900	MOA							I	I	I	I	I	I	I		I		I		I	
Parishville-Hopkinton Central School	315-265-4642	MOA							I					I	I		I				I	
Potsdam Central School	315-265-2000	MOA							I								I				I	
SeaComm Federal Credit Union	315-764-0566	MOA																Both				
St. Lawrence Central School	315-389-5131	MOA							Both			Both	Both	I			Both	I			I	
St. Lawrence Health Initiative	315-261-4760	MOA							Both			Both		Both				Both			Both	
St. Regis Falls Central School	518-856-9421	MOA							I	I	I	I	I	I			I				I	
Veteran's Services	315-386-4754	MOA													O							
Massena Central School	315-764-3710	MOA							I	I	I	I	I	I	I		I	I		I	I	