

Business Representatives:

Chemung Schuyler Steuben Workforce New York (CSS WF NY) was recently informed by New York State Department of Labor (NYS DOL) Counsel's Office mandated that all businesses wishing to take advantage of local, state or federal grant dollars ***must*** be vetted as part of the due diligence process.

CSS WF NY would like to administer the vetting process in advance of training grant requests. We feel that by being proactive it will avoid delays or missed opportunities.

A quick & simple search is conducted to ensure no major findings are open or pending related to Federal Debarment, OSHA, NYS Public Works, Labor Standards and/or Safety & Health Divisions, WARN notifications, assurance that businesses are registered with NY Department of State's Division of Corporations, and Worker's Compensation, Disability and Unemployment Insurance coverage is current.

The process is as follows (business steps in red):

Step 1 - **BUSINESS** - **Two attached forms *must* be completed & *originals*** emailed to: Kellie Christopher at christopherk@csswfny.com

Step 2 - **CSS** - Shall submit forms to Albany on behalf of the business.

Step 3 - **NYS DOL** - NYS DOL (Albany) determinations whether or not a business is in compliance with a NYS & Federal laws. Once a business is "Found to be Responsible" the business will be formally vetted and able to apply for any/all grant funds they are eligible for.

Step 4 - **CSS** - A Business Services Team Representative will inform the business of Albany's response.

Step 5 - **BUSINESS/CSS** - **A one-page attestation form stating "nothing has changed and the business is still in compliance" *must* be completed every 90/days.** CSS will e-mail the attestation form at the 75/day marker to ensure the business has time to sign & return the original to keep your file "active".

Soon after your business is vetted a representative from the CSS Business Services Team will be reaching out to discuss a variety of funding opportunities we have available for businesses to train new or existing workers.

CSS Workforce New York and our Partnering Agencies are very interested in helping your business tap into any/all resources available during these trying economic times.

If you have any questions or concerns please contact me for assistance at christopherk@csswfny.com or

(607) 937-8337 ext. 1103.

Sincerely,

Kellie Christopher, Senior Business Partner
Chemung Schuyler Steuben Workforce New York