

**The Mid America Workforce Investment Board  
(MAWIB)  
(Serving St. Clair, Clinton, Monroe  
Randolph, and Washington Counties in Illinois)**

**REQUEST FOR PROPOSAL**

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## **SECTION I. PURPOSE, FUNDING AND SCHEDULE**

### **A. Purpose of Request for Proposal**

The St. Clair County IGD - Workforce Development Group on behalf of the Mid America Workforce Investment Board announces the release of Workforce Innovation and Opportunity Act (WIOA) funding to organizations providing workforce development services for businesses and job seekers within high demand sector industries in St. Clair, Clinton, Monroe, Randolph, and Washington Counties. The purpose of this RFP is to solicit qualified vendors to submit innovative proposals for the delivery of Career Pathways Training in sectors and occupations that has identified as high-growth and high-demand:

- 1) Healthcare
- 2) Information Technology
- 3) Manufacturing
- 4) Transportation, Distribution and Logistics

Career Pathway Training includes two (2) models: Occupational Training Programs and Bridge Programs.

### **Career Pathways Training: Occupational Training Programs**

Occupational Training Programs are cohort-based, skills training programs that are demand driven within focus sectors and connect job-seekers to employment. Occupational Training Programs will offer advanced vocational training instruction to job seekers and eliminate the need to issue Individual Training Account (ITAs) vouchers to participants. The St. Clair County IGD - Workforce Development Group seeks proposals from occupational training programs that have a strong track record of:

- 1) Equipping participants with the skills and credentials necessary to secure middle-skilled employment that leads to a career pathway;
- 2) Placing participants in training-related jobs that exceed The St. Clair County IGD - Workforce Development Group WIOA performance wage outcomes.
- 3) Working with employers to inform the training curriculum and program design; and
- 4) Tracking job retention for up to one year after placement.

### **Career Pathways Training: Bridge Programs**

Bridge Programs transition low-skilled individuals to either advanced education or training, or entry-level jobs. Bridge Programs target participants with basic skills deficiencies in literacy and numeracy, (i.e., those whose test scores are between 5.0 for Math and 6.0 for Reading and 8.9 grade levels (both Math and Reading)), as indicated by the Comprehensive Adult Student Assessment Systems (CASAS) test, and strive to advance participants to an 9.0 grade level (both Math and Reading) or above as required for admission to many community colleges and occupational training programs. The St. Clair County IGD - Workforce Development Group recognizes that in the open-exit pathway model, participants may choose to exit the pathway right after the bridge program to pursue a job.

The St. Clair County IGD - Workforce Development Group seeks proposals from organizations that have a strong track record of:

- 1) Addressing low-skilled individuals' literacy and numeracy skills and advancing them to at least an 8.0 level in literacy and numeracy;
- 2) Contextualizing the adult education curriculum to a specific industry and occupation that is aligned with The St. Clair County IGD - Workforce Development Group priority sectors;
- 3) Transitioning bridge program completers to advanced training at either a community college or a vocational training institution; and
- 4) Placing participants in training-related jobs and tracking retention for up to one year after placement.

All Career Pathways Training will develop strong relationships with employers, which ultimately lead to career advancement opportunities for job seekers. They will provide a program curriculum that offers an industry-recognized credential. The Career Pathways Training must reflect the needs of the sector whether this is in attracting new workers, training the existing workforce, or advancing incumbent workers. The overall goal is to improve the job seeker's employment prospects and the industry's competitiveness to promote economic development for the region.

This RFP describes the specific services The St. Clair County IGD - Workforce Development Group seeks and sets forth application requirements for eligible Career Pathways Training providers. The St. Clair County IGD - Workforce Development Group will evaluate all timely submitted proposals and competitively award contracts to Career Pathways Training providers whose submissions are most responsive to the need for services described herein.

#### **B. Available Funding and Performance Period**

The St. Clair County IGD - Workforce Development Group will award WIOA funds to entities that demonstrate an ability to effectively deliver and manage services as described herein. It is The St. Clair County IGD - Workforce Development Group's expectation that respondents will become proficient in their understanding of the WIOA services and subsequent regulations. The St. Clair County IGD - Workforce Development Group will provide technical assistance and training on WIOA regulations and policies. All proposals must be comprehensive and address the full scope of services or demonstrate collaboration with other entities that together will deliver the full scope of services contemplated by this RFP.

WIOA funding for this solicitation is categorized by the three job seeker populations: Adult, Dislocated Workers and Youth. The St. Clair County IGD - Workforce Development Group reserved approximately \$300,000 in total across all funding streams for grants made under this solicitation. We reserve the right to fund any portion of or no portion of the set aside funds. Additional funds received by St. Clair County IGD - Workforce Development Group may be disbursed by expanding existing programs or by consideration of proposals not initially funded under this RFP.

#### **C. Contract Type**

Contracts executed as a result of this RFP process will be paid through cost reimbursement unless otherwise specified. Final contracts will also be subject to any changes in legislation, regulations or policies promulgated by the funding sources. The St. Clair County IGD -

Workforce Development Group reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, the scope of services, performance standards, referral sources and period of performance, as it deems necessary.

**D. Tentative Schedule of Events**

<b>RFP Release</b>	<b>May 15,2023</b>
<b>Proposal Deadline</b>	<b>May 30, 2023</b>

**E. Eligible Respondents**

Any governmental, not-for-profit, educational institution or for-profit entity properly operating in accordance with federal, state, and local laws **with a minimum of three (3) years experience implementing a skills training or vocational bridge program**, may submit a proposal for consideration. The training program must be accredited by an accrediting body and the bridge program must be aligned with the official “Bridge Program Definition” recognized by the Illinois Department of Commerce and Economic Opportunity (DCEO) and the Illinois Community College Board (ICCB). Minority-owned and women-owned businesses are encouraged to apply.

Additionally, respondents must be eligible to do business within St. Clair, Clinton, Monroe, Randolph, and Washington Counties, and/or the State of Illinois. Further, to receive consideration, a respondent must have a direct service location within St. Clair, Clinton, Monroe, Randolph, and Washington Counties or identify a location in their proposal that will be secured for occupancy as of the grant agreement start date if the respondent is selected and awarded a grant.

Respondents may submit proposals in which subcontractors are identified to provide program components. Respondents may also identify organizations with which they will collaborate to enhance the program design. However, any joint proposal submissions by a collaboration of two or more entities should clearly provide the following information in the narrative portions of the proposal:

- Identify the lead agency for the collaborative partnership;
- State the roles and responsibilities of each collaborator;
- Include an organizational chart for each organization and for the collaborative;
- Describe how funds will be allocated within the collaborative;
- Identify the percentage of each partner’s fiscal responsibility; and
- Identify the qualified fiscal agent for the collaborative partnership

Entities are **ineligible** if they: 1) are currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal or State department/agency or The St. Clair County IGD - Workforce Development Group; 2) have existing grants with any State, County or City agency that are suspended or otherwise not in good standing; or 3) are not in compliance with the Illinois Department of Revenue or the Federal Internal Revenue Service requirements.

## **SECTION II. BACKGROUND AND GOVERNANCE**

### **A. Workforce Innovation and Opportunity Act Overview**

On July 22, 2014, President Barack Obama signed the Workforce Innovation and Opportunity Act (“WIOA”) into law. WIOA provides new authorizing legislation for programs previously authorized under the Workforce Investment Act (WIA). The U.S. Department of Labor issued formal regulations on WIOA on June 30, 2016.

WIOA is a federal program funded through the U.S. Department of Labor and administered by the State of Illinois Department of Commerce. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workforce they need to compete in the global economy. WIOA is the main source of federal funds for workforce development activities throughout the nation. WIOA funding, which is distributed to states and, subsequently, local workforce development boards (WDBs), is used to serve two primary stakeholders—businesses and job seekers. Services are managed and provided by local agents, which must meet performance goals set by DOL and the respective state oversight agency.

## **SECTION III. CAREER PATHWAYS TRAINING PROGRAM DESCRIPTION**

### **A. Overview**

Career Pathways Training improves the capacity and impact of the WIOA system by equipping job seekers with the industry-related skills needed to secure employment and enter into a career pathway. The St. Clair County IGD - Workforce Development Group seeks Career Pathways Training that is demand driven, informed by the industry and/or employer partners, and directly linked to relevant and current job openings.

A primary objective of Career Pathways Training is to help individuals obtain the skills necessary for employment along a career path. In pursuit of this objective, Career Pathways Training providers will develop a service delivery model that is industry-focused, demand driven, and business oriented – providing workforce preparation and skills training grounded in both the employment needs of businesses and the developmental needs of the job seekers and/or employees.

In addition, The St. Clair County IGD - Workforce Development Group will also accept applications for Bridge Programs under this solicitation. The Bridge Program model is designed to serve individuals who are basic-skills deficient. The Bridge Program model incorporates educational programming in literacy and numeracy along with vocational skills to ensure participants reach a skill level that will lead to employment and self-sufficiency.

Career Pathways Training providers will provide program participants with the full array of supportive services available through WIOA. The St. Clair County IGD - Workforce Development Group seeks to invest in Career Pathways Training that can better the number of individuals trained.

Under WIOA, “Career Pathways” is defined as:

A combination of rigorous and high-quality education, training, and other services that:

- 1) Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- 2) Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including registered apprenticeships;
- 3) Includes counseling to support an individual in achieving the individual’s education and career goals;
- 4) Includes, as appropriate, education offered concurrently with and in the same context workforce preparation activities and training for a specific occupation or occupational cluster; and
- 5) Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable.

Career Pathways Training will allow low-skilled job seekers to combine work and education while obtaining in-demand postsecondary credentials. Career Pathways Training programs that can best articulate their program design and how participants achieve both their educational and occupational goals will receive highest priority. The St. Clair County IGD - Workforce Development Group seeks proposals that best demonstrate their ability and experience in providing skill-deficient individuals with career coaching, training, and transition services to further education and employment.

Demand driven workforce development models are those that incorporate the workforce demands of industry partners (such as succession planning, business expansion, or current job openings. Programs are expected to align their curriculum and program design with their business partner’s recruiting process. Based on labor market information, The St. Clair County IGD - Workforce Development Group identified four (4) key industries as high-growth and high-demand: 1) Healthcare; 2) Information Technology; 3) Manufacturing and 4) Transportation, Distribution and Logistics. **The St. Clair County IGD - Workforce Development Group will only select Career Pathways Training programs that target occupations within the four (4) key industries above.**

## **B. Occupational Training Program**

Occupational Training Programs must possess an understanding of their job seekers’ needs while keeping current on employment trends of its industry partners. In order to ensure its ongoing success and maintain relevancy, Occupational Training program staff must be knowledgeable about employer needs within the sector as well as solutions to fill those needs. The St. Clair County IGD - Workforce Development Group will evaluate staff’s expertise (including trainers, instructors, and job developers) in delivering training programs and connecting program completers to employment. Occupational Training Programs are expected to incorporate their industry expertise into the training and offer the skills and credentials that their business partners value as essential for employment. Occupational Training Programs will be expected to have established partnerships with businesses (as demonstrated through at least three letters of support that speak to specific business-related services) and a demonstrated track record of helping those businesses fill their employment needs.

### **C. Bridge Programs**

As a program that connects low-skilled job seekers to employment, Bridge Programs address the educational barriers that prevent job seekers from entering into training and employment. Specifically, Bridge Programs are expected to only enroll participants who test at a 5.0 for Math and 6.0 for Reading and 8.9 grade levels (both Math and Reading)) in reading or mathematics and advance them to at least 9.0 grade levels. All Bridge Programs will be expected to track outcomes in both reading and math levels as indicated by the CASAS test. Bridge Programs must contextualize their curriculum to a specific industry and occupation. Upon completion of the Bridge Program, participants should reach the 9.0 grade level in reading or math and be transitioned to post-secondary education/training, or if they exit the pathway after the bridge program, to entry-level employment. Bridge Programs must establish partnerships with community colleges or post-secondary educational institutions as demonstrated through the required letters of support and/or memorandums of understanding. Bridge Program providers must follow participants through job-placement and retention. Bridge Programs will also be expected to have established partnerships with businesses that can inform the program model and that will hire program completers.

## **SECTION IV. WIOA REQUIREMENTS AND PROGRAM DESIGN**

The following information is intended to provide background information on WIOA to assist respondents in their response. The St. Clair County IGD - Workforce Development Group does not require respondents to have a mastery of WIOA regulations. Selected respondents will be expected to quickly develop a working understanding of the WIOA policy and procedures.. The St. Clair County IGD - Workforce Development Group will provide technical assistance on all WIOA regulations to Career Pathways Training providers chosen through this solicitation.

Under WIOA, the Department of Labor classifies Career Services into two categories: Basic Career Services and Individualized Career Services. Individualized Career Services are more comprehensive, in-depth and individualized than Basic Career Services, and generally involves interaction with a career coach or an equivalent that facilitates career exploration and development. The Career Pathway Training Programs are more comprehensive in design, blending elements of basic and intensive career services along with industry specific skills training. In addition, funding for this solicitation is categorized by three job-seeker populations under WIOA: Adults, Dislocated Worker, and Youth (see Section IV. C. WIOA Eligibility Determination, below). Respondents may request funding for any or all of these funding streams and should design their program to reflect the proposed populations.

Career Pathway Training providers must provide the following services:

### **A. Recruitment and Orientation**

Selected providers will be required to conduct trainee outreach and recruitment and provide information orientations to interested parties on their proposed program. Orientations should include an overview of the targeted industry including labor market data, occupations and average earnings as well as a thorough overview of the specific Career Pathway Training Program pre-requisites and WIOA eligibility requirements.



## **B. Assessment and Screening**

Suitability for services is determined by an assessment of the applicant's skill level, education, aptitudes, abilities, work and wage history, supportive service needs, as well as their interests, goals and aspirations. Career Pathway Training providers should develop appropriate screening tools to ensure the participant has the interest and aptitude to succeed within the Career Pathway Training Program. If a participant is deemed inappropriate for the program, the provider must demonstrate a referral of the participant to another WIOA provider or appropriate educational entity or social service agency for assistance.

## **C. WIOA Eligibility Determination**

Career Pathway Training Providers are required to determine WIOA eligibility and collect information to support a determination of eligibility on all participants enrolled into the program. The eligibility criteria for WIOA adult and dislocated worker include the following:

To be an eligible Adult participant, an individual must be 18 years of age or older and provide documentation of Social Security number, compliance with Selective Services requirements, and compliance with authorization to work within the United States requirements. To be an eligible Dislocated Worker participant, an individual must have been terminated or laid off, have received a notice of termination or layoff from employment; have been self-employed but be unemployed as a result of general economic conditions; or be a displaced homemaker. Youth participants must be certified eligible by LWIA 24 staff. WIOA In-School Youth - 14-21 years old and attending compulsory school and **Low-Income** and at least one of the following apply:

1. Deficient in Basic Literacy Skills; or
2. Homeless, Runaway; or
3. In foster care or aged out of foster care; or
4. Pregnant/Parenting; or
5. Offender; or
6. Has a disability; or
7. An English language learner.

WIOA Out-of-School Youth - 16-24 years old and not attending compulsory school and at least one of the following apply

1. School Dropout; or
2. Youth who (a) received HS Diploma/equivalent and (b) **is low-income** and (c) is Deficient in Basic Literacy Skills or is an English language learner; or
3. Required to attend school but has not attended for at least the most recent complete school year's calendar quarter'; or
4. Homeless or Runaway: or

- 5. In foster care or aged out of foster care; or
- 6. Pregnant/Parenting; or
- 7. Subject to the juvenile or adult justice system; or
- 8. Has a disability; or

Requires additional assistance to complete an educational program, or to secure and hold employment (**must also meet low income requirements**)

WIOA and the Illinois Workforce Innovation Board give priority of service to several populations including **adult recipients of public assistance, individuals who are basic skills deficient (all Bridge Program participants must be basic skills deficient), veterans and other low income individuals. The current low income levels are:**

<b>70% of the Lower Living Standard Income Level</b>	
<b>Family Size</b>	<b>Income Level</b>
1	\$13,590
2	\$18,310
3	\$23,787
4	\$29,365
5	\$34,652
6	\$40,532

**It is important to note that once a job seeker is enrolled into WIOA, that individual will be counted in the grantee’s performance outcomes.**

**D. Career Coaching and Planning**

Once registered into WIOA, the provider must provide ongoing career coaching and/or case management that begin with the development of an individual employment plan (IEP). The IEP identifies the employment goals, objectives and the appropriate combination of services for the participant to achieve his or her employment goals. The IEP is an agreement between the career coach and the participant of the plan of action they will take together to overcome any barriers to employment and secure employment leading to self-sufficiency. The IEP must focus on a Career Pathway that can provide a guide beyond initial employment, and must be updated regularly as a participant progresses.

All WIOA services provided to a participant must be identified and the need justified in the IEP. A hard copy case file must be maintained on each participant containing eligibility documents and pertinent case file information not recorded in the electronic case file. Participants must also be provided with a signed copy of the IEP. The IEP is a living document that should be updated as goals and milestones are met and routinely discussed with participants. In cases where needs and services change, the IEP must be updated.

Career Pathway Training providers must also provide and coordinate arrangement of any supportive services for the participants. Supportive services address life issues impacting the jobseeker’s ability to get or retain adequate employment. Depending on funding availability,

The St. Clair County IGD - Workforce Development Group may award funds to assist with basic supportive services such as transportation, work equipment and uniforms, and child care services.

### **E. Training Services**

Each respondent must have a detailed curriculum or syllabus outlining the training activities and instruction time for their program. Applicants proposing Bridge Programs must only enroll participants that score between a 5.0 for Math and 6.0 for Reading and 7.9 in the TABE/CASAS reading and math tests. All Bridge Program models must include basic reading, math and language skills instruction contextualized to the industry. Participants that meet the required literacy and numeracy levels for occupational training should be directly referred to a training program. All Career Pathway Trainings must be designed to prepare participants for in-demand occupations that reflect employer input and business participation. Training elements will include: career exploration, contextualized instruction that integrates reading, math and language skills with industry and occupation knowledge and “hard” or technological skills. The training may also include internships, work experience and site visits to employers.

The Career Pathway Training Programs are intended to provide a more cost-effective and comprehensive alternative to other traditional training services under WIOA, however, there may be situations where it would be appropriate to provide additional training services beyond the Career Pathway Training Program including the following:

- **Internships/Work Experience:** Work experience is a planned, structured learning experience that takes place in a work environment for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector and is designed to help job seekers build relevant work experience and skills. Fair labor standards apply in any work experience where an employee/employer relationship exists, as defined by the Fair Labor Standards Act or applicable state and local law.
- **On-the-Job Training:** OJT services typically involve “hands on” training in occupational skills for a specific occupation. Training is provided by a private, nonprofit, or public sector employer for an individual who needs additional skill training for a specific job. The participant becomes an employee of the company and in order to offset the cost of the training, the employer may be reimbursed up to 75% of wages, based on criteria provided by The St. Clair County IGD - Workforce Development Group, during the training period. **Respondents SHOULD NOT identify OJT dollars in their proposed budget.**
- **Customized Training:** Customized Training is industry and occupation specific skills training delivered through a curriculum designed collaboratively by a delegate agency, any partners and an identified employer(s). Customized Training is intended to provide job seekers with specific skill sets identified as necessary for an industry, occupation or particular position within a company. The employer must pay for a significant share of the cost of the training. All Customized Training agreements must be approved by The St. Clair County IGD - Workforce Development Group prior to implementation.

- **(BRIDGE PROGRAMS ONLY) Individual Training Accounts (ITAs):** ITAs are tuition vouchers to be redeemed at one of the many eligible training providers. The actual training is conducted by an approved training provider listed on the Illinois Workforce Data System (IWDS) certified training provider list. Participants who successfully complete the bridge program may access ITAs to gain the technical skills necessary to obtain employment in the industry. ITAs may only be accessed if participants are ineligible for other reimbursement and tuition assistance programs such as Pell Grants or MAP grants in Illinois, or if such funds are insufficient to cover the full cost of the training.

#### **F. Placement and Employer Services**

Career Pathway Training Programs aim to increase skill sets among job seekers needed for advanced training and/or employment in targeted industries. Providers will be expected to help program completers secure employment into a training related field, or, if a bridge program, transition to advanced training. Providers are expected to develop relationships with employers and/or post-secondary education entities to assist participants beyond the program. Providers are expected to work with employers to adjust training curricula that meets business needs.

#### **G. Follow-up Services**

Career Pathways Training providers must communicate with, and monitor the progress of, participants throughout enrollment in the program. In addition, follow-up activities must be provided as appropriate to individuals who have exited from the program for up to one year. Follow-up services tend to be of two major types: 1) retention and advancement services for employed participants and 2) reemployment services for participants who lose their jobs.

##### Retention/Advancement Services

- Additional career planning and counseling
- Helping the participant to identify emerging problems
- Helping the participant gain job/educational coping skills
- Peer support groups
- Information about additional educational opportunities
- Helping the participant access needed support services

#### Re-Employment Services

- Counseling the participant about reasons for her/his job loss
- Career services and supportive services to address reasons for job loss and implement appropriate solutions to secure re-employment

### **SECTION VI. PERFORMANCE OUTCOMES, REPORTING AND TRACKING**

#### **A. WIOA Performance Requirements**

WIOA established a comprehensive performance accountability system in order to optimize the return on investment of federal funds and to assess the effectiveness of local areas.

Selected respondents will be required to meet performance measures based on the new WIOA rates The St. Clair County IGD - Workforce Development Group negotiates with DOC each year.

<b>WIOA Performance Measure</b>	<b>Definition</b>
<b>Employment</b>	The percentage of participants who are in unsubsidized employment during the second quarter after exit
<b>Retention</b>	The percentage of participants who are in unsubsidized employment in the fourth quarter after exit
<b>Median Earnings</b>	The median earnings of participants who are in the second quarter after exit
<b>Credentials</b>	The percentage of participants who obtain a recognized post-secondary credential or secondary school diploma/GED within 1 year after exit from the program
<b>Skills gains</b>	The percentage of participants enrolled in a training or education program who show documented skills gains during a program year
<b>Business Services</b>	Effectiveness of servicing business (TBD by the USDOL)

Because the WIOA performance measures are based on exits from the program, The St. Clair County IGD - Workforce Development Group developed other key point in time benchmarks that will provide the most accurate picture possible of how agencies are meeting The St. Clair County IGD - Workforce Development Group's workforce goals. Providers will enter into a "loading plan" with The St. Clair County IGD - Workforce Development Group that will outline at a minimum the deliverable number of the following benchmarks:

- Enrollments
- Training completions
- Individuals receiving a training-related credential
- Literacy and numeracy gains
- Individuals placed into employment
- Individuals placed into advanced training
- Individuals who will exit the program with employment
- Individuals entering employment in a training related field

#### **B. Data and Participant Tracking Systems**

The St. Clair County IGD - Workforce Development Group tracks participant through the State of Illinois tracking system, IWDS.

#### **C. File Records, Retention and Ownership**

Selected respondents must retain, secure and ensure the accuracy of all program files and records, whether related to businesses or WIOA registered job seekers, in compliance with Federal and State WIOA requirements (e.g. TEGL 39-11), and The St. Clair County IGD - Workforce Development Group's record retention policies. Case files must contain a variety of documentation including, but not limited to: program eligibility, suitability, assessment data, Individual Employment Plan, regular updates (minimally every 30 days), progress reports, time and attendance sheets, and case notes. Selected respondents must allow local, state, and federal representatives access to all Workforce Innovation and Opportunity Act records, program materials, staff, and participants.

#### **D. Oversight, Evaluation and Planning**

The St. Clair County IGD - Workforce Development Group will monitor and evaluate selected respondents to determine if employers and job seekers are receiving the most comprehensive, high caliber services. Monitoring is also used to ensure program compliance and evaluate the quality and effectiveness of the service strategies. External monitoring and evaluation may also be conducted periodically by the U.S. Department of Labor, the Illinois Department of Commerce and any other agency that provides funds used by The St. Clair County IGD - Workforce Development Group to contract for services in the area's workforce system.

#### **E. Accessibility and Equal Opportunity**

The St. Clair County IGD - Workforce Development Group is committed to equal programmatic and physical access to services for all participants. All awardees must ensure equal opportunity to all individuals. No individual in The St. Clair County IGD - Workforce Development Group's regional area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Workforce Innovation and Opportunity Act funded program or activity because of race, color, religion, sex, national origin, age,

disability, English proficiency, sexual orientation, political affiliation or belief. All successful bidders are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. Providers must ensure that staff receives accessibility training, and may be required to develop accessibility plans. All respondents must ensure all written materials and communications include the statement: ***“Reasonable accommodations and auxiliary aids and services are available upon request for individuals with disabilities.”***

## **SECTION VI. SOLICITATION, PROCESS AND TERMS**

### **A. Period of Solicitation**

**The deadline to submit a response to the RFP is Tuesday May 30, 2023 no later than 10:00 a.m. (CDST).**

### **B. RFP Inquiries, Questions and Answers**

Questions should be sent to [lee.reese@co.st-clair.il.us](mailto:lee.reese@co.st-clair.il.us) Only those questions directed to the above email will be answered. Questions will not be answered over the phone or in person.

### **Proposal Review and Evaluation Process**

Applications will be evaluated by a team of reviewers, which may include LWIB members, outside experts and staff. An entity’s failure to submit a complete proposal or to respond in whole or in part to RFP requirements may cause St. Clair County IGD - Workforce Development Group to deem the proposal non-responsive and thus ineligible for review.

**Fiscal Review:** St. Clair County IGD - Workforce Development Group may also conduct a fiscal review of all qualified proposals including, budgets, agency audits, leveraged funds and responses to questions related to fiscal operations. St. Clair County IGD - Workforce Development Group reserves the right to review and request further information regarding the respondent’s financial situation, if not sufficiently outlined in the submitted materials. St. Clair County IGD - Workforce Development Group reserves the right to assess the risk posed by any recent, current or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event that might affect an organization’s ability to operate the requested program.

**Program Narrative Review:** Members of the review team will conduct an in-depth assessment of the program narrative section for each proposal. A scoring instrument will be used based on the evaluation criteria listed in the RFP.

**Past Performance Review:** Through this process, St. Clair County IGD - Workforce Development Group will review a respondent’s performance on any previous and/or existing Partnership grant agreement(s), as well as check references submitted from other grantors. Achievement of grant agreement outcomes (i.e., number of enrollments, job placements and retention of enrollees), along with compliance with programmatic and fiscal guidelines and timelines will be evaluated.

The review team will perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, St. Clair County IGD - Workforce

Development Group may also: 1) meet with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) identify other documentation the entity must provide as a condition of funding.

After analyzing all of the data submitted, and any additional analysis of the geographic distribution of the programs to ensure community access for St. Clair, Clinton, Monroe, Randolph, and Washington County residents as well as coverage of special populations, St. Clair County IGD - Workforce Development Group will select respondents for recommendation to the LWIB for approval. Once approved by the LWIB, St. Clair County IGD - Workforce Development Group may award grant subcontractor agreements to successful respondents.

Entities that fail to meet the evaluation criteria specified herein, or proposals that do not meet the service needs will not receive further consideration for funding. Failure to meet evaluation criteria can include, but is not limited to, non-responsive language in the submission, failure to clearly address all areas in the project narrative as required, lack of required documentation, and proposing programs which do not address the specific needs of the population(s) being targeted.

**C. Evaluation Criteria**

Proposals evaluated with a score below 70 (out of a possible 100 points) will not be considered. Proposals that do not meet minimum standards will be considered non-responsive. St. Clair County IGD - Workforce Development Group reserves the right to contract with any respondent that falls within the acceptable point range. St. Clair County IGD - Workforce Development Group is not required to contract with the entity receiving the highest score as a result of the proposal review process. Factors such as population served, and geographic need may carry significant weight.

All proposals will be scored according to the evaluation criteria set forth below and ranked from highest to lowest score. A recommended funding level will be determined based on a number of factors including overall ranking of proposal rating scores, the availability of funds, the number of applications submitted, geographic factors, reasonable unit cost as determined by St. Clair County IGD - Workforce Development Group, the need for the proposed services, and past performance.

<b>Criteria</b>	<b>Point Value</b>
<b>Organizational Structure and Capacity</b>	<b>15</b>
<b>Staffing Plan</b>	<b>10</b>
<b>Program Description</b>	<b>45</b>
<b>Demonstrated Effectiveness and Planned Outcomes</b>	<b>15</b>
<b>Financial Structure and Fiscal Plan</b>	<b>15</b>
<b>Total Points Available</b>	<b>100</b>

**D. Limitations**



St. Clair County IGD - Workforce Development Group shall not pay for any costs incurred by the applicant agencies in the completion of this RFP. Submission of an RFP does not, in any way, obligate St. Clair County IGD - Workforce Development Group to award a contract. St. Clair County IGD - Workforce Development Group reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of St. Clair County IGD - Workforce Development Group to do so. St. Clair County IGD - Workforce Development Group may require successful applicants to participate in contract negotiations prior to contract finalization. St. Clair County IGD - Workforce Development Group shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFP process.

**E. Disclaimers**

All contract awards by St. Clair County IGD - Workforce Development Group, pursuant to this RFP, are contingent upon the availability of funds. Respondents are liable for any and all costs incurred prior to final authorization by the LWIB and the execution of a contract with St. Clair County IGD - Workforce Development Group.

St. Clair County IGD - Workforce Development Group also reserves the right to:

- Rescind an award and/or reallocate the funding to another applicant should the successful respondent fail to execute its grant agreement in a timely fashion;
- Increase funding levels for any or all delegate agencies selected pursuant to this RFP, if additional funds become available, based on delegate agency performance, effectiveness and other details;
- Change and amend as necessary its policies or procedures governing the delivery or scope of services described herein;
- Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on an organization's ability to operate a proposed program.

**F. Notice of Award**

All respondents will be notified by mail as to their award status.

**G. Protest Procedures to Resolve Procurement Disputes**

Any applicant desiring to protest a determination concerning this RFP must file a protest with St. Clair County IGD - Workforce Development Group no later than five (5) calendar days following notification of the LWIB vote.

In the absence of a timely and properly submitted written protest, no party responding to this RFP shall be eligible for any remedy.

**H. Disallowed Costs and Cancellations**

Successful bidders must accept liability for all aspects of any Workforce Innovation and Opportunity Act program conducted under contract with St. Clair County IGD - Workforce Development Group. Successful bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted. St. Clair County IGD - Workforce Development Group reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program. Bidders must accept liability for all aspects of any Workforce Innovation and Opportunity Act program conducted under contract with St. Clair County IGD - Workforce Development Group.

## **I. Contracting**

The contract award will not be final until St. Clair County IGD - Workforce Development Group and the bidder have executed a mutually satisfactory contractual agreement. St. Clair County IGD - Workforce Development Group reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to the WDB approval of the award and execution of an award letter and/or full contractual agreement between the successful bidder and St. Clair County IGD - Workforce Development Group. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from federal or state governments. St. Clair County IGD - Workforce Development Group reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process.

## **J. Cost and Negotiations**

St. Clair County IGD - Workforce Development Group reserves the right to reject any or all proposals received and to negotiate with any and all offers on modifications to proposals. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.

## **K. Modification of Contracts**

Any contract awarded pursuant to this RFP may be unilaterally modified by St. Clair County IGD - Workforce Development Group upon written notice to the contractor under the following circumstances:

- a) Contractor fails to meet performance and service expectations set forth in the contract, or
- b) The federal or state government increases, reduces or withdraws funds allocated to St. Clair County IGD - Workforce Development Group, which impact services solicited under this RFP, or
- c) There is a change in federal or state legislation and/or their regulations, local laws, or applicable policies and procedures.

## **SECTION VII. SUBMISSION REQUIREMENTS AND INSTRUCTIONS**

### **A. Submittal Procedure**

To be considered for funding, applicants must submit one (1) paper original and one (1) legible paper copy of the completed response to this RFP. All proposals must be submitted in **both electronic and paper form**, according to the following rules.

- **ONE ORIGINAL AND ONE COPY** must be submitted for each proposal

- The original copy must contain original signatures in blue ink signed by the President, CEO or equivalent person with legal signature authority of the organization and marked “Original.”
- A Program Narrative Response **maximum of 25 pages for Occupational Training modes and maximum of 30 pages for Bridge Model** (excluding the Executive Summary and Attachments (resumes, job descriptions, syllabus, required forms)
- Financial Response Narrative, budget forms and attachments (audits, cost allocation plans must be clearly marked and identified by tabs
- 8 1/2 x 11 letter size paper
- Single-sided printing
- Numbered pages
- One inch margins
- Double-spaced
- 12-point font
- Bind on the left side with a 2 hole punch and a sliding clasp.
- Proposals must be submitted on a USB flash drive with Executive Summary and question responses saved as a MS Word file with the fiscal and budget documents saved as a MS Excel file. The outside of each envelope or package should be labeled according to the following guide:

Proposal for WIOA Career Pathways Training

- Date of Submission:
- Name of Respondent:
- Package \_\_\_ of \_\_\_

Delivered to:

St. Clair County IGD - Workforce Development Group  
19 Public Square; Suite 200  
Belleville, IL 62220

**Completed RFP responses must be submitted by Tuesday May 30, 2023 at 10:00 a.m. CDST. PROPOSALS RECEIVED AFTER THIS DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED.**

**B. Submission Format**

All proposals must be organized, clearly marked with tabbed section and assembled as described in this Section. Copies of all required **Forms** as identified in the descriptions below are included in the Attachments to this RFP and/or on the website and are not counted toward your narrative program page response limit. Please organize your proposal in the following order, using Partnerships Forms where appropriate:

1. Career Pathways Training RFP Checklist **Form**
2. Respondent Information **Form**
3. Executive Summary
4. Program Narrative Response
5. Memorandum of Understanding (MOU) with partners (if applicable)
6. Job Titles and Descriptions

7. Resumes, Job Descriptions
8. Curricula Outline or Syllabus
9. Employer Letters of Support
10. Training Program History **Form**
11. Respondent Reference List **Form**
12. Planned Outcome **Form**
13. Fiscal Narrative Response
14. Budget **Forms (one for each funding stream as applicable)**
15. Budget Narrative
16. Fiscal Questionnaire **Form**
17. IRS W-9 Request for Taxpayer Identification Number and Certifications
18. Certificate of Good Standing or Tax Exemption Certificate
19. Copy of most recent financial audit
20. Cost Allocation Plan
21. List of Board Members
22. Signed Statement of Assurance **Form**
23. Signed Statement of Compliance **Form**

## **SECTION VIII. PROGRAM NARRATIVE QUESTIONS**

Please respond to the following questions in detail using evidence and data wherever possible. To aid the reviewer, please respond to the questions in order and include category headings.

### **A. Executive Summary (2 page maximum)**

The Executive Summary must be submitted on the organization's letterhead and must provide:

1. An overview of the organization's qualifications, including the number of years it has successfully provided services within the sector, types of participants and communities served;
2. A concise description of the proposed program, that identifies the sector and includes the number of businesses and job seekers to be served (explain how this number was determined);
3. The amount of funding requested; and
4. If submitting as a formal partnership or collaboration, please identify all key partners and the lead entity.

### **B. Program Narrative Questions**

Please respond to the following questions in detail. If applying for all Adults, Dislocated Workers and Youth funding, please make sure your responses address how you will serve each population. Respondents proposing Bridge programs must answer additional questions within the program description. **The maximum page limit for Occupational Training Program models is 25 pages and the Bridge Program maximum is 30 pages.**

#### **1. ORGANIZATIONAL STRUCTURE AND CAPACITY (15 points)**

- a. Provide a concise description of your organization including the legal status, governance structure, and mission and vision goals along with the major programs currently offered.

Explain how your mission aligns with this funding opportunity. (If submitting as a partnership or collaborative, please identify all of the partners or subcontractors and briefly explain their services, roles provided, expertise and rationale for participation in the program model. Attached detailed MOUs for all partners).

- b. Describe your organization's experience in providing WIA/WIOA services and any other relevant experience with other public grants within the past three years as described in this RFP.
- c. Describe in detail the organization's experience with delivering training programs (both Occupational Training Programs and Bridge Programs) within a sector. Please identify your accrediting body and the specific sector's employment needs. Explain how your program aligns with St. Clair County IGD - Workforce Development Group's four targeted industries.
- d. Describe your experience in working with special populations (persons with disabilities, previously incarcerated, limited English proficient, public housing residents, and veterans). Describe how you measure the effectiveness of your services to special populations.
- e. Describe the physical facilities to be used to house all aspects of the program (pictures encouraged). Identify address, total square footage of the site, accessibility to persons with disabilities and any and all equipment or resources. Describe the training equipment and materials, and other relevant physical resources (classroom space, etc.). Please note St. Clair County IGD - Workforce Development Group will not fund new equipment under this proposal.

## **2. STAFFING PLAN (10 Points)**

- a. Describe your proposed staffing plan for the program. Identify key staff members including trainers, instructors, and job developers by name and specify the educational levels, credentials for each individual, their tenure in role and in general within the organization. Please highlight any special staff skills, certifications and/or experiences (including fluency in languages other than English) that add to the quality and success of your program.
- b. If available attach resumes (not counted toward the page limit) for proposed staff to be used on the project, including names, titles, job descriptions and whether the position is full or part-time. If you anticipate the creation of additional positions in response to this RFP, please provide job descriptions including qualifications sought and hiring criteria. Documentation of specific qualifications or credentials for specialty staff positions should also be included in your submission.
- c. Explain your process for on-boarding new staff members on the regulations of WIOA and program requirements. Identify the annual staff turnover rate for the past three years. Explain any recent changes in key personnel.

3. **PROGRAM DESCRIPTION (45 points)**

- a. **Outreach:** Describe in detail your strategies for outreach, recruitment, enrolling and orienting job seekers to your program. Please identify any unique recruiting timelines. Describe staff experience with engaging jobseekers that are low-skilled. What methods are used to educate jobseekers regarding sector-based career pathway opportunities?
- b. **Assessment:** Explain how you assess participants' skills and interests to ensure proper enrollment into a Career Pathway Training Program. Include a description of any tools, tests, or methods used to determine the following: levels of basic skills, work readiness skills, interests and aptitude for your specific industry training, occupational skills and supportive service needs.
- c. **Enrollment/Career Planning:** Describe your process for WIOA enrollment and career coaching/planning with participants. How will you ensure compliance with WIOA requirements? What is your process for developing an IEP? How do you set and manage participant expectations? What is your approach to providing an individualized plan for each participant?
- d. **Training:** Describe your training program in detail. Explain topics covered and identify how participants will progress throughout the training. Identify the labor market demand for the training program. Describe any employer input and/or participation in any stages of the training program.
- e. **Training: Please attach a program syllabus or curriculum.** The program syllabus or curriculum should include the number of hours of instruction, specific occupational skills, requirements for entry into the program, and requirements for completion (number of hours, credentials, literacy and numeracy levels, etc.). Please attach any list of prerequisites for program enrollment that participants receive at orientation.
- f. **Training: Credentials.** Identify key credentials and certifications that the program awards. Is this credential widely recognized by the industry and do your business partners require this credential for employment? If not, why is this credential still beneficial?
- g. **Training: Occupational Skills.** Provide a list of occupational skills that your program instructs and explain how they are relevant to the industry needs. How does the training program keep current with the industry trends and needs in regards to skills and relevant credentials?
- h. **Training: Mapping.** Attach a sector-based career pathway map(s) that describes the proposed program. For each step in the pathway (employment, training) include: wages, literacy level, numeracy level and qualifications needed to be successful in that position.
- i. **Employment Placement Services: Employer Relationships.** Describe your strategies for pursuing new business relationships and securing job orders. Explain in detail how you plan to place participants into employment and/or advanced training.

- j. Employment Placement Services:** Assessing Needs. Describe your process in assessing business needs within an industry sector. Identify any tools, data or surveys used. How does this process inform the program design and curriculum? Give an example of a program modification due to having to align to evolving business needs.
- k. Follow-up Services:** Describe your follow-up strategies and how they will enhance job retention and career path growth.

**If applying for a Bridge Program please answer these additional questions.**

- l.** Describe in detail the organization's expertise in targeting low-skilled individuals and equipping them with the educational skills to transition to post-secondary education or training. For those participants that exit the pathway after the Bridge Program in pursuit of a job, describe your strategy and plan to help those individuals secure entry-level employment.
- m.** Explain how program graduates are informed of the variety of training programs offered both at community colleges and other occupational training programs. How is your program helping participants make an informed choice and assess the possibility of attending advanced training at a college or other training setting?
- n.** What circumstances justify the use of ITA funded occupational classroom training? How does your program help participants identify and apply for other funding sources (such as Pell Grants or MAP grants) before requesting an Individual Training Account (ITA)?
- o.** List any partnerships with community colleges and other training institutions (MOU's with training providers and community colleges are highly encouraged). Explain any alignment between programs including assessments, curriculum, and program design.
- p.** Provide an example of when your organization worked collaboratively with other adult education programs to help transition low-skilled individuals to post-secondary education or training and ultimately to employment. What systems were created to ensure a smooth transition from adult basic education (or English Language Acquisition courses) to workforce development services?
- q.** If your bridge program receives WIOA Title II funding through the Illinois Community College Board, describe your past performance and list which National Reporting System (NRS) levels your program offers.



**4. DEMONSTRATED EFFECTIVENESS AND PLANNED OUTCOMES (15 points)**

- a. Please describe your training programs overall success and effectiveness in meeting goals. Please complete the attached **Training Program Outcome History Form** for the past three years including the number of people who have enrolled in your training program, number of certificates earned, number of graduates (successful completers) and number of people entering employment or advanced education. Provide any narrative context as appropriate.
- b. List partnerships with industry associations and with businesses – preferably those that have hired directly from the classroom training program.
- c. Please identify three (3) references using the **Reference List Form** (in the attachments) of funders or organizations (other than St. Clair County IGD - Workforce Development Group) that can attest to your ability to serve the population, achieve grant deliverables, and meet performance benchmarks. Please inform your references in advance that St. Clair County IGD - Workforce Development Group will conduct a reference check and authorize them to share information. Please ensure the accuracy of the contact information. St. Clair County IGD - Workforce Development Group will not contact respondents for updated reference information.
- d. Describe the specific outcomes to be achieved by the proposed program and the measures that will be used to determine the degree to which outcomes are being accomplished. How will you ensure achievement of agreed upon goals? Please complete the attached **Proposed Planned Outcomes Form**.
- e. Explain your process for internally monitoring your performance on an on-going basis. How will you evaluate and assess the effectiveness and quality of the program? Identify who will be responsible for data, reporting and general oversight.
- f. Identify and explain your planned cost per customer trained and cost per customer placed for each funding stream and explain how your program is cost effective. **Describe any leveraged services or added benefits to the customer not previously mentioned.**
- g. Describe how participant and employer feedback will be collected and used to make continuous improvements to your Career Pathway Training. Provide an example or a recent improvement or change made resulting from feedback.

## **SECTION X. FINANCIAL STRUCTURE AND FISCAL PLAN (15 points)**

**Please respond to the following questions and submit the requested documentation including budgets.**

### **A. Fiscal Narrative Questions**

1. Describe the basis on which the requested amount was calculated. Identify an average unit cost per outcome/deliverable and provide an explanation to justify this unit cost. If the entity is for-profit, identify the profit percentage built into the proposed budget, and describe the risk and other factors taken into consideration to arrive at this percentage. ***NOTE: St. Clair County IGD - Workforce Development Group will separately negotiate the percentage of profit with each for-profit entity whose proposal is selected.***
2. Describe leveraged funds that the agency or collaborators will bring to this project. This can include cash contributions, staff effort, space, fee-for-service or other revenue generation and in-kind contributions. In answering, list each source of leveraged resources, the dollar value, and the function of each leveraged resource, for example to spread operating costs or to broaden the scope of services. Note that budgets must support this information with a breakdown of the funding from each source as it is utilized in the program.
3. Describe the agency's fiscal capacity, including a description of any other grants over \$100,000 and provide the organization's total annual budget.
4. Does the agency perform its own accounting? If no, indicate name, address, contact person, phone number, and email address of accounting firm. If yes, describe the respondent's accounting/financial procedures and system of oversight. Describe the type of accounting software being utilized by either the agency or by the contracted 3<sup>rd</sup> party.
5. Describe the agency's payroll system including internal controls for accuracy and validity. What is the method for documenting employee time? Are time studies utilized? If so, how often are they prepared?
6. Describe how the agency will ensure that costs charged to the program are reasonable, allocable, allowable, and necessary.
7. If staff or other costs charged to this budget will be shared between one or more funding source, please detail the overall cost allocation plan for sharing costs, including the method of allocating shared costs. Please attach a copy of the current Cost Allocation Plan (CAP). For guidance on preparing a cost allocation plan, please refer to **the Omni Circular**.
8. Attach a copy of the agency's most recent audited financial statements (including Single Audit, if applicable), management letter, and federal and state tax returns (or 990/ AG990-IL informational returns). For agencies whose total public contributions (fundraising activities) in a single year are below the State of Illinois threshold for an audit (See note below), please provide the organization's most recent 2-year comparative financial statements (e.g., statements of financial position, statements of activities, statements of

cash flows, and statements of functional expenses, if applicable).

**Note:** Per (225 ILCS 460/4-Solicitation for Charity Act), the audit threshold for charitable organizations is gross receipts of **\$300,000**, or if the charity used a paid professional fundraiser and raised contributions in excess of **\$25,000**

9. For audits, indicate what action has been taken in regard to the following:
  - Auditor's opinions or recommendations regarding internal controls.
  - Cost disallowances and any other changes the agency has undertaken in response to audits.
10. Describe respondent's resource development experience and capacity to access various sources of funding in order to operate high-quality programs.
11. Describe your sustainability plan, in the event that funding that supports this project is reduced. What actions would be taken to provide continuity of services to participants?

#### **B. Tax Information, IRS Status and Certificates of Good Standing**

1. **All respondents MUST** provide a completed IRS W-9 Request for Taxpayer Identification Number & Certification. This form can be emailed upon request or downloaded at [www.irs.gov](http://www.irs.gov).
2. **Non-governmental entities MUST also provide the following:** 1) indicate the year the organization was legally established; 2) attach list of current Board Member names, business mailing addresses (other than responding agency's address), occupation/affiliation, email address and phone numbers; 3) if applicable, submit a **current** letter (within last three years) from the IRS verifying the organization is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, IRS Department of the Treasury, (877) 829-5500; 4) submit a copy of the most recently filed IRS Form 990.
3. **Documentation of Good Standing Status. Respondents must attach one of the following:**

Entities that are incorporated as a not-for-profit under the General Not For Profit Corporation Act of 1986 (805 ILCS 105/101.01 *et seq.*) are required to submit a certificate of good standing from the Illinois Secretary of State's Office, Department of Business Services, (217) 782-6875 or (217) 782-6961 (TDD: (800) 252-2904). <http://www.ilsos.gov/corporatellc/index.jsp>

Entities that are organized as a Charitable/Not-For-Profit entity, which includes any person, individual, group of individuals, association, not-for-profit corporation, or other legal entity under the Charitable Trust Act (760 ILCS 55/1 *et seq.*) are required to submit a letter of good standing from the Charitable Trust Bureau, Office of the Illinois Attorney General, 100 W. Randolph St. 11<sup>th</sup> floor, Chicago, IL 60601, (312) 814-2595 (TTY: (312) 814-3374).

Entities that are neither of the above, but are exempt from paying sales/use tax under the Use Tax Act (35 ILCS 105/1 *et seq.*) are required to submit a copy of the tax exemption certificate issued by the Illinois Department of Revenue, Central Registration, PO Box 19030, Springfield, IL 62794-9030, (217) 785-3707 (TDD: (800) 544-5304).

### **C. Proposed Budget**

Please complete a proposed budget for your project using the forms and instructions posted on the website at <http://www.workforceboard.org/news-and-announcements>

The Budget contains the following items:

- budget narrative
- budget summary
- budget summary form 1A
- personnel budget
- non-personnel summary budget
- any non-WIOA matching contribution which should be indicated on the “other” column of the first budget page.

***The budget forms must be submitted as a MS Excel spreadsheet file as part of the complete proposal.***

Private for-profit organizations should indicate anticipated program fixed fees over program costs in the space provided on Budget Form 3. Fixed Fees will be negotiated as a separate element of cost during the grant agreement negotiations. In negotiating fixed fees, the following factors will be considered: (1) the complexity of the work involved; (2) risk borne by the grant recipient; (3) the grant recipient’s investment; (4) the amount of subcontracting; (5) the quality of its past performance; and (6) the industry profit rates in the surrounding geographical area for similar work. Further, the fixed fee amount may not exceed 7% of the total other cost categories (less pass through).

Please note, the policy on profit, stated profit levels, and procedures for determining and paying profit are all subject to change in keeping with federal or state or local regulations, or St. Clair County IGD - Workforce Development Group policy.

The following forms are required as part of this proposal submission:

**1. Budget Narrative**

**2. Budget Summary Forms**

The Budget Forms are included as a separate set of attachments.

**3. Fiscal Questionnaire – See Attached Form E**

## **SECTION XI. GLOSSARY AND DEFINITIONS**

**Assessment:** The process by which applicants are interviewed to determine their employability, motivation, aptitude, family situation, education and training, attitudes, transportation, support needs, abilities and interests in order to assist in developing an Individual Employment Plan for the attainment of the individual's career goals. Testing and counseling are a part of the assessment process.

**Basic Skills Deficient:** The label given an individual who computes or solves problems, reads, writes, or speaks English at or below the eighth grade level or is unable to speak English at a level necessary to function on the job or in society.

**Case Management/Career Coaching:** The provision of a participant-centered approach in the delivery of services, which are designed to ensure and coordinate individual employment plans, including service strategies for job-seekers to ensure access to necessary Workforce Innovation and Opportunity Act funded activities and supportive services, using, where feasible, computer-based technologies; and to provide job and career counseling during program participation and after job placement.

**Credential:** An industry or state recognized degree, certificate or credential. These include, but are not limited to: high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. (TEGL 17-05)

**Customized Training:** Training that is designed to meet the special requirements of an employer (including a group of employers) that is conducted with a commitment by the employer to hire an individual upon successful completion of the training and for which the employer pays a significant portion of the cost of the training.

**Economically Disadvantaged:** An individual who received an income, or is a member of a family that received a total family income that, in relation to family size, does not exceed the higher of the poverty line, or 70 percent of the Lower Living Standard Income Level (LLSIL).

**Eligible (Eligibility):** Refers to an individual's ability to receive services under the Workforce Innovation and Opportunity Act and required documentation.

**Enrollment:** Refers to the completed process by which an eligible participant has been referred for WIOA services and for whom required documents have been completed and entered into Career Connect or the State's tracking system.

**Illinois Job Link:** Illinois Job Link is a website developed and maintained by the Illinois Department of Employment Security (IDES). Illinois Job Link is a resource that provides links and tools that the regional business community can use to access tax credit and labor market information, as well as post position vacancies and access a database of resumes.

**Illinois work Net™:** Illinois work Net is a free resource that provides career, education and work support information for all Illinois residents and businesses. IllinoisworkNet.com connects individuals looking for employment with employers looking for workers through the convenience of a user-friendly website and onsite locations throughout the state. The program

aims to cultivate a well-trained workforce by providing valuable resources for the state's workforce, creating a solid foundation for a thriving 21<sup>st</sup> century economy.

**Individual Employment Plan (IEP):** A plan developed for a job seeker identifying the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services required in order for the participant to achieve the employment goals.

**Incumbent Worker Training:** Training designed to meet the special requirements of an employer (or group of employers) for a skilled workforce or to avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. Training is conducted with a commitment by the employer to retain or avert the layoff of the incumbent worker.

**Job Retention:** The period an individual remains in an unsubsidized job following placement. The period of required retention is determined in accordance with WIOA, or as dictated by the funder.

**Job Search Assistance:** Training, which provides the participant with the instruction and necessary skills to obtain full time employment. These skills may include resume writing, interviewing skills, telephone techniques and networking. Job search assistance must be offered to all participants and may be delivered individually or in group settings.

**Job Development:** The planned and organized effort by agency representatives to encourage employers or business organizations to make jobs available for WIOA participants.

**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 provides knowledge or skills essential to the full and adequate performance of job and provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and the additional supervision related to the training. OJT is limited in duration as appropriate to the occupation for which the participant is being trained.

**Qualified Apprenticeship:** A program approved and recorded by the U.S. Department of Labor Employment and Training Administration Bureau of Apprenticeship and Training or by a recognized state apprenticeship agency or council. Approval is by certified registration or other appropriate written credential.

**Registered Participant:** A person, who has been certified eligible, recorded in Career Connect and has been provided at least one Career Service.

**Supportive Services:** Services such as transportation, childcare, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under WIOA.



## SECTION XII. ATTACHMENTS AND REQUIRED FORMS

### A. Respondent Information Form

Legal Name Of Applicant Agency			
Community Area and/or Priority Population			
Number of Years In Business			
FEIN Number			
DUNS Number			
Type of Organization	<input type="checkbox"/> Educational Institution <input type="checkbox"/> Private for Profit <input type="checkbox"/> Minority Business Enterprise <input type="checkbox"/> Private Not-for-Profit <input type="checkbox"/> Female Business Enterprise <input type="checkbox"/> Unit of Government <input type="checkbox"/> Disadvantaged Business Enterprise		
Address – Administrative Office	Address		
	City, State ZIP		
	Web Site URL		
Address of Service Location – This is the location where the services described in this application will be provided.	Address		
	City, State ZIP		
Principal of Agency – CEO/Executive Director/President	Name		
	Title		
	Email Address		
	Phone		
Programmatic Contact Person	Name		
	Title		
	Email Address		
	Phone		
	<b>Amount Requested</b>	<b>Total Enrolled</b>	<b>Total Placed</b>
Adult Funding	\$	#	#
Dislocated Worker	\$	#	#
Total Amount Requested	\$	#	#
Cost per enrolled and placed		\$	\$
Amount of Leverage Funds	\$	Percent of Leverage	%

**B. TRAINING PROGRAM OUTCOME HISTORY FORM**

Please complete the following data related to your training program for the past three 3 years.

<b>RESPONDENT NAME:</b>	
<b>Year</b>	
<b>Total Funds</b>	
<b>Source of Funds</b>	
<b>Number of Enrollments</b>	
<b>Number of Individuals Earning Industry Credentials</b>	
<b>Number of Graduates (Successful Completers)</b>	
<b>Number of Individuals Placed into Training Related Employment</b>	
<b>Number of Individuals Entering Advanced Training</b>	
<b>Average Starting Hourly Wage</b>	
<b>Year</b>	
<b>Total Funds</b>	
<b>Source of Funds</b>	
<b>Number of Enrollments</b>	
<b>Number of Individuals Earning Industry Credentials</b>	
<b>Number of Graduates (Successful Completers)</b>	
<b>Number of Graduates (Successful Completers)</b>	
<b>Number of Individuals Placed into Training Related Employment</b>	
<b>Number of Individuals Entering Advanced Training</b>	
<b>Average Starting Hourly Wage</b>	
<b>Year</b>	
<b>Total Funds</b>	
<b>Source of Funds</b>	
<b>Number of Enrollments</b>	
<b>Number of Individuals Earning Industry Credentials</b>	
<b>Number of Graduates (Successful Completers)</b>	
<b>Number of Graduates (Successful Completers)</b>	
<b>Number of Individuals Placed into Training Related Employment</b>	
<b>Number of Individuals Entering Advanced Training</b>	
<b>Average Starting Hourly Wage</b>	

**C. Respondent Reference List Form**

Please identify three references from funders or organizations that can attest to your ability to implement a training program. Please ensure the accuracy of the contact information and inform references of Madison County Employment and Training’s reference checking process. By identifying a reference, you are authorizing the reference to release information and data about your organization’s performance to Madison County Employment and Training.

<b>DELEGATE AGENCY NAME:</b>	
<b>REFERENCE LIST INFORMATION</b>	
<b>REFERENCE #1 ORGANIZATION NAME</b>	
<b>REFERENCE #1 CONTACT PERSON NAME</b>	
<b>REFERENCE #1 CONTACT PHONE NUMBER</b>	
<b>REFERENCE #1 EMAIL CONTACT</b>	
<b>REFERENCE #1 NATURE OF RELATIONSHIP</b>	
<b>REFERENCE #2 ORGANIZATION NAME</b>	
<b>REFERENCE #2 CONTACT PERSON NAME</b>	
<b>REFERENCE #2 CONTACT PHONE NUMBER</b>	
<b>REFERENCE #2 EMAIL CONTACT</b>	
<b>REFERENCE #2 NATURE OF RELATIONSHIP</b>	
<b>REFERENCE #3 ORGANIZATION NAME</b>	
<b>REFERENCE #3 CONTACT PERSON NAME</b>	
<b>REFERENCE #3 CONTACT PHONE NUMBER</b>	
<b>REFERENCE #3 EMAIL CONTACT</b>	
<b>REFERENCE #3 NATURE OF RELATIONSHIP</b>	

**D. Proposed Outcome Plan**

CAREER PATHWAYS TRAINING PROPOSED PLAN OUTCOMES		
Agency Name:		
	Proposed Planned Outcomes	
Benchmark	# Adults	# Dislocated Workers
Proposed Number Served		
Number of Cohorts (If Applicable)		
Number of participants per Cohort (If Applicable)		
Proposed Number of Successful Completers		
Proposed Number of Credentials Earned		
Proposed Number of Placements		
Proposed Number of Placements into Advanced Training		
Overall Cost Per Served ( <i>Requested amount/total served</i> )		
Overall Cost Per Placement ( <i>Requested amount/total placed</i> )		
Proposed Number Exited with Training Related Employment		

**E. Fiscal Questionnaire**

Is the agency a not-for-profit or a for-profit entity?	<input type="checkbox"/> Not-for-profit	<input type="checkbox"/> For Profit
Is the agency subject to the A-133 Single Audit requirement (Federal funding of \$750,000 or more effective with fiscal years starting January 1, 2015 and forward)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency do its own accounting? If no, indicate the name and address of the accounting firm below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name:		
Address:		
Contact Person:		
Phone Number:		
Does the agency have a current financial procedures manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how often is it reviewed and updated?		
Does the agency have a written cost allocation plan? If yes, please submit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what allocation methodology is used?		
Does the agency have an approved Indirect Cost Rate by a cognizant agency? If yes, please submit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have a conflict of interest policy? If yes, please submit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have the ability to issue paychecks and take out taxes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have the ability to be an employer of record for work experience participants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How often is a trial balance prepared?		
Accounting System Disbursements/Reconciliation		
Are all disbursements made by check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all checks pre-numbered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who is authorized to sign checks? Please indicate name and title(s).		
How often is the bank reconciliation prepared?		
Please provide the name, address and phone number of the agency's auditing firm below.		
Name:		
Address:		
Contact Person:		
Phone Number:		
Length of Engagement:		

**F. Statement of Compliance Form**

As the authorized signatory official for: \_\_\_\_\_

I hereby certify:

- That the above-named respondent is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act;
- That the above-named respondent does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, U.S. Department of Labor, Illinois Department of Commerce and Economic Opportunity issuances, Local Workforce Development Board policies and guidelines, and other administrative requirements issued by the Governor of the State of Illinois. The vendor shall notify the LWIB within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and
- That the above named respondent will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation, and improper conduct which may or may not be fraudulent in nature; and
- That the contents of the application are truthful and accurate and the above named respondent agrees to comply with the policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named respondent is in agreement that the LWIB reserves the right to accept or reject any proposal for funding; and that the above-named respondent has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named respondent waives any right to claims against the members and staff of the Local Workforce Innovation Board and St. Clair County IGD - Workforce Development Group.

\_\_\_\_\_  
Typed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

## **G. Assurances and Certifications Form**

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Local Workforce Development Boards, and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal. A resolution, motion or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.

In addition, the authorized representative assures, certifies and understands that: Workforce Innovation and Opportunity Act (WIOA) recipients are obligated to maintain the following assurance for the period during which WIOA Title I financial assistance is extended. Each request for proposal, proposal and application for financial assistance under WIOA Title I shall contain the following assurances.

"As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

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 any WIOA Title I financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs."

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

**Debarment, Suspension, and Other Responsibility Matters:** This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85}, Department of Health and Human Services (45 CFR Part 76).

**The undersigned applicant certifies that neither it nor its principals:**

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

**Nondiscrimination:** The undersigned applicant certifies that it shall comply with the nondiscrimination provisions outlined in the WIOA of 2014 including Title I, Sec. 188.

Conflict of Interest: The undersigned applicant certifies that:

- (1) No manager, employee or paid consultant of the Respondent is a member of the Board of Directors, or an employee of the Board;
- (2) No manager or paid consultant of the Respondent is married to a member of the Board of Directors, or an employee of the Board;
- (3) No member of the Board of Directors, or an employee of the Board, owns or has any control in the Respondent's organization;
- (4) No spouse of a member of the Board of Directors, or employee of the Board receives compensation from Respondent for lobbying activities;
- (5) Respondent has disclosed within the proposal response any interest, fact or circumstance



which does or may present a potential conflict of interest;

- (6) Should Respondent fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Respondent shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with the Board and shall immediately refund the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

**Lobbying:** This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned applicant certifies that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.
- (2) In connection with the awarding 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.
- (3) 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, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (4) The undersigned shall require that the language of this certification be included in the award for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub- recipients shall certify and provide disclosure accordingly.

**Drug-Free Workplace:** This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned applicant certifies that it shall provide a drug-free workplace by:

- (a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (c) Providing each employee with a copy of the Contractor's policy statement;
- (d) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (e) Notifying the Commission within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,
- (f) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are material representations of fact 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.

**WIOA Sec.188 29 CFR Part 38 Discrimination Against Participants:** If the Secretary determines that any recipient under WIOA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIOA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIOA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

**WIOA Sec.188 (a):**

- (1) **Federal financial assistance.** For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 {20 U.S.C. 1681et seq.}, or on the basis of race, color or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) **Prohibition of discrimination regarding participation, benefits and employment.**  
No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.
- (3) **Prohibition on assistance for facilities for sectarian instruction or religious worship.**  
Participants shall not be employed under WIOA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).
- (4) **Prohibition on discrimination on basis of participant status.** No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIOA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- (5) **Prohibition on discrimination against certain non-citizens.** Participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylum seekers, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

Section 188 (3) WIOA Title I funds may not be spent on the employment or training of participation sectarian activities. Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).

With regard to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the provider agrees to comply with the implementing regulations that require that each program of training services, when funded in all or in part with federal funds, shall be accessible to qualified individuals with disabilities. The provider further agrees to meet all applicable

requirements regarding facility access.

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIOA Title I financially assisted program or activity. The applicant understands that the United States, Illinois Department of Commerce and Economic Opportunity, and the Board have the right to seek judicial enforcement of this assurance. NOTE: WIOA non-discrimination regulations to be published in spring of 2015. WIOA Section 188 and WIA Section 188 are identical.

**Documentation of Financial Stability:** The undersigned applicant certifies that it shall comply with the Illinois Department of Commerce and Economic Opportunity with regard to providing documentation of financial stability. As part of their local application requirements, the Board is to specify its local protocol for documentation and submission requirements.

**Reporting Requirements:** The undersigned applicant certifies that it shall comply with the provisions of Sec. 122 of the Workforce Innovation Act of 2014 and the reporting and procedural requirements issued by the Illinois Department of Commerce and Economic Opportunity.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Nondiscrimination; Conflict of Interest; Education Standards and Procedures; Documentation of Financial Stability and Reporting Requirements are true and correct as of the date of submission. This does not preclude the Board from requiring additional assurances as part of the local application requirements.

Further, the Authorized Representative acknowledges that if the information given to the Board by the applicant causes harm to a third party, then applicant will be held liable for any Board action resulting from reliance on that information.

The applicant must notify the Board in writing if the authorized signatory changes.

Certified by:

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Signature of Authorized Official	Title	Date
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Typed/Printed Name of Signatory

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Name

Submit one (1) original and four (4) copies of this checklist along with its contents.

Original  Copy \_\_\_ of 4

**H. Career Pathways Training Checklist** LOG # \_\_\_\_\_ (For Internal Use Only)

**Occupational Training or Bridge Program(s):** \_\_\_\_\_

**Agency:** \_\_\_\_\_ **Service Location** \_\_\_\_\_

Please use the following checklist to confirm all the documents are included in your packet. Bind the document below using 2 inch Prong Fasteners.

- Respondent Information Form
- Memorandum of Understanding (MOU) with partners if applicable
- Executive Summary
- Program Narrative Response
- Resumes, Job Titles and Descriptions
- Curriculum Outline/Syllabus
- Letters of Support
- Training Provider Outcome Form
- Reference List Form
- Planned Outcomes Form
- Budget Forms (excel sheets per funding stream as applicable)
- Financial Narrative Response
- Budget Narrative
- Fiscal Questionnaire
- IRS W-9 Request for Taxpayer Identification Number and Certifications
- Certificate of Good Standing or Tax Exemption Certificate
- Copy of most recent financial audit
- Cost Allocation Plan
- List of Board Members
- Signed Statement of Assurance
- Signed Statement of Compliance