Madison County Government
Administrative Services

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Kurt Prenzler, CPA
County Board Chairman

Notice to Bidders

Notice is hereby given that the Madison County Employment and Training Department is accepting proposals for In School & Out of School Youth Programs in Madison & Bond Counties. The RFP packages will be available on **Wednesday, March 3, 2021** by visiting: https://www.co.madison.il.us/departments/purchasing/index.php or for pick up at:

Madison County Administrative Services Department
Madison County Administration Building
157 North Main Street, Suite 59
Edwardsville, IL 62025-1963
Attn: Susan Conaway
Phone (618) 296-4497

BIDDERS are invited to attend a PRE-BID CONFERENCE which will be held **9:00 A.M., Monday, March 22, 2021** at the Madison County Employment & Training Department located at 101 East Edwardsville Road, Wood River, Illinois, 62095.

SEALED BIDS will be accepted at the Madison County Administrative Services Department, 157 N. Main St., Suite 59, Edwardsville, IL no later than **2:00 P.M. Thursday, April 8, 2021.** Sealed bids will publicly opened at **2:30 P.M.** in the Administration Building in Suite 145.

Submittals shall be marked on the envelope: **MCETD Youth Program Proposal.**

The right is reserved to reject any or all bids.

Madison County is an "Equal Opportunity Employer".

If any additional information is needed, please contact Susan Conaway at (618) 296-4497.

Sincerely,

Linda Ogden

Linda Ogden
Purchasing Director

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
TITLE 1-B YOUTH PROGRAMS
PROGRAM YEAR 2021
July 1, 2021-June 30, 2022

MADISON COUNTY EMPLOYMENT AND TRAINING DEPARTMENT

Serving Madison, Bond, Jersey and Calhoun Counties in Illinois

REQUEST FOR PROPOSALS FOR OUT-OF-SCHOOL YOUTH PROGRAMS & IN-SCHOOL YOUTH PROGRAMS

MADISON-BOND-JERSEY-CALHOUN WORKFORCE INNOVATION BOARD
YOUTH COMMITTEE
LOCAL WORKFORCE AREA #22

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1. Introduction

The Madison County Employment and Training Department (ETD) and the Madison-Bond-Jersey-Calhoun Workforce Innovation Board Youth Committee (YC) are starting a Request For Proposal (RFP) process to solicit bids for **programs to serve either in-school or out-of-school youth residing in Madison, Bond, Jersey, and/or Calhoun Counties**. ETD is seeking proposals that would be funded during Program Year 2021 (**July 1, 2021 - June 30, 2022**).

It is anticipated that ETD will award contract(s) to successful bidder(s) from an available fund source of $200,000.00. However, this RFP does not commit the ETD and/or the YC to grant any number of contracts.

One (1) original and four (4) copies of all proposals must be received by the Madison County Administrative Services Department, Suite 59, Madison County Administration Building, 157 North Main Street, Edwardsville, IL 62025, no later than ***Thursday, April 8, 2021 at 2:00 p.m.*** Please place documents in a manila envelope, seal it and label as MCETD Youth Program Proposal. Proposals will be publicly opened and read aloud on ***Thursday, April 8, 2021, at 2:30 p.m***. in the Committee Meeting Room, Ste. 145 on the first level of the Administration Building.

All proposals received by the deadline will be opened by the Administrative Services Department of Madison County Government and forwarded to the ETD and the YC for review. Selected YC members and ETD Staff will rate each proposal submitted according to the criteria included herein. All ratings will be final. This Request for Proposal does not commit ETD to award a contract, to pay any cost incurred in the preparation of a proposal, nor to procure or contract for services or supplies. The ETD and the YC reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel this RFP in part or in its entirety. Additionally, ETD reserves the right to negotiate funding for all or portions of a proposal if it deems necessary. Recommendations by ETD and the YC of selected service provider(s) will be presented to both the Madison-Bond-Jersey-Calhoun Workforce Innovation Board (WIB) and the Madison County Board for final approval. **The ETD and the YC also reserve the right to renew contracts subsequent years based on WIOA law and performance as recommended for renewal by ETD and the YC and approved for renewal by the Madison-Bond-Jersey-Calhoun Workforce Innovation Board (WIB) and the Chief Elected Official (CEO).** All potential service providers will be treated fairly and equally. No additional information will be required from any entity that is not required of all via the original proposal or a request for revision/clarification. The process will adhere to uniform requirements to avoid any preferential treatment. Although no disclosure of proposal contents will occur prior to final selection for award, all proposals will be open for public inspection following that award.

All questions concerning this RFP should be directed to Darlene Ladd at (618) 296-4596 or daladd@co.madison.il.us.

2. Purpose of This Request for Proposal

The purpose of this Request for Proposals (RFP) is to solicit competitive applications for the operation of programs to serve Workforce Innovation and Opportunity Act (WIOA) – eligible, youth. The Madison-Bond-Jersey-Calhoun WIB is seeking proposals to provide year-round workforce activities and/or services to eligible youth residing in Madison, Bond, Jersey, and Calhoun Counties, Illinois. Proposals should focus on youth that are most in need and operated under the provision and in accordance with WIOA regulations and the State of Illinois mandates.

WIOA was signed into law on July 22, 2014 and designed to help job seekers access employment, education, training and support services to succeed in the labor market and matched to employers with the skilled workers they need. This is the first legislative reform in fifteen years of the public workforce system. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, The Wagner-Peyser Act, and the Rehabilitation Act of 1973. Updates from the US Department of Labor will be issued over time. The website for the latest on WIOA regulations is www.doleta.gov/wioa. Title 1 of the Workforce Innovation and Opportunity Act requires a comprehensive program of services for youth on a year round basis. WIOA law Sec. 123 states that the local board for such area shall award grants or contracts on a competitive basis to providers of youth workforce innovation activities identified based on the criteria in the State plan and taking into consideration the ability of the providers to meet performance accountability measures based on primary indicators of performance for the youth program as described in section 116(b)(2)(A)(ii), as described in section 102(b)(2)(D)(i)(V), and shall conduct oversight with respect to such providers.

3. Who Can Submit a Proposal

All public or private not-for-profit corporations/agencies/entities, local education agencies/schools, government agencies or private for-profit corporations may submit a proposal for funding. If a single proposal is submitted on behalf of more than one organization, a lead agency should be designated for submission purposes.

No entity may compete for funds if: (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) within the past ten years, the entity's previous contract with the ETD has been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services; or (4) the entity's name appears on the convicted vendor's list. An individual can not apply for funding as a

provider.

No officer or employee of the Contractor, no member of its governing body, and no public official of the locality in which the program objectives will be carried out, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such objectives shall (a) participate in any decision relating to any contract negotiated under this grant which affects his/her personal interest or the interest of any cooperation, partnership, or association in which he/she is directly or indirectly, interested, or (b) have any financial interest, direct or indirect, in such contractor in the work to be performed under such contract.

4. Program Design

Under Section 129 (c) (1) of the Workforce Innovation and Opportunity Act, the youth program design must include:

- An objective assessment;
- Development of Individual Service Strategies (ISS) and goals directly linked to one or more of the performance indicators;
- Activities leading to the attainment of a secondary school; diploma or its recognized equivalent, or a recognized postsecondary credential;
- Preparation for postsecondary educational and training opportunities;
- Strong linkages between academic instruction (based on State academic content and student academic achievement standards established under section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311));
- Occupational education that lead to the attainment of recognized postsecondary credentials;
- Preparation for unsubsidized employment opportunities, in appropriate cases; and
- Effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.

Funds made available through this request for proposal (RFP) are intended solely for the benefit of **WIOA eligible in-school youth & out-of-school youth residing in Madison, Bond, Jersey, or Calhoun Counties**.

A bidder may submit a proposal for an in-school program, an out-of-school program or both within one proposal.

Partnering with other youth agencies, schools and youth organizations will be necessary for a seamless delivery of youth services.

Eligibility Requirements

The State of Illinois requested and received a waiver from U.S. Department of Labor under WIOA to reduce the out of school youth expenditure rate.

Youth local funding may be split 50/50 for in school and out of school youth. Previously it

was 75% of youth local funding that was for out of school youth and 25% was for in school youth.

Out-of-School Youth:

- Not attending any school (as defined by State law) (If youth is attending Adult Education, YouthBuild or Job Corps, then the youth is considered out of school)
- An individual 16-24 years of age (**priority will be given by ETD to youth 17-24**)
- Authorized to work in the United States
- Registered for selective service (applicable to males 18 and older)
- Resident of Madison, Bond Counties, Jersey and Calhoun Counties
- An individual who has one or more of the following barriers:
    - A school dropout
    - Within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter
    - A recipient of a secondary school diploma who is a low-income individual and is:
        - Basic skills deficient; or
        - An English language learner
    - Subject to the juvenile or adult justice system
    - A homeless individual, runaway, in foster care or has aged out of the foster care system
    - Pregnant or parenting
    - An individual with a disability
    - Low-income person who requires additional assistance to enter or complete an educational program or to secure or hold employment as defined by the local WIB.

In-School Youth:

- Attending any school (as defined by State law)
- An individual 14-21 years of age (**priority will be given by ETD to youth 16-21**)
- A low-income individual
- Authorized to work in the United States
- Registered for selective service (applicable to males 18 and older)
- Resident of Madison, Bond, Jersey, and Calhoun Counties
- An individual who has one or more of the following barriers:
    - Basic skills deficient
    - An English language learner
    - An offender
    - A homeless individual, runaway, in foster care or has aged out of the foster care system
    - Pregnant or parenting
    - An individual with a disability
    - Low-income and requires additional assistance to enter or complete an educational program or to secure or hold employment as defined by the local WIB.

Income eligibility (low-income status) will be determined by utilizing the following economically disadvantaged guidelines table (6 months of income):

Income Guidelines For Determination of Low Income Status
70% of Lower Living Standard Income Level (LLSIL)
These Guidelines are in effect
From: May 4, 2020 To: Continuing

Size of Family Unit	**LWIA 22 6 Months**
1	**$6,380**
2	**$8,620**
3	**$10,860**
4	**$13,100**
5	**$15,340**
6	**$17,593.50**
	For Family units with more than six members, add $5,096 for each additional member to the yearly amount.

**Low-income is defined as an individual who receives or is a member of a family that receives cash payments under a federal, state, or local income-based public assistance program; or has received a total family income for the 6 month period prior to application that does not exceed the income amount in the above table; or is a member of a household that receives food stamps; or qualified as a homeless individual; or is a foster child; or is an individual with a disability whose own income for the 6 months prior to application does not exceed $6,070 (family of one). Free/reduced school lunch and living in a high poverty area is included as low-income for in-school youth.*

Required Youth Program Elements

Section 129 of WIOA outlines allowable activities (program elements) for eligible youth. In order to be considered for an award, proposals must address ***ALL** of these required elements, and indicate whether the bidder intends to provide them directly or in partnership with another partner agency/institution. In the latter case, the proposal must describe in detail how the youth will access the service/activity and how the services will be provided. ** Please note: As each youth is enrolled, the provider must determine which elements (an individual menu of elements) need to be provided, according to the youth's objective assessment and individual service strategy.*

These 14 program elements are:

a. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;

b. Alternative secondary school services, or dropout recovery services, as appropriate;
c. Paid and unpaid work experiences that have as a component academic and occupational education, which may include
    1. Summer employment opportunities and other employment opportunities available throughout the school year;
    2. Pre-apprenticeship programs;
    3. Internships and job shadowing; and
    4. On-the-job training opportunities;
d. Occupational skill training, which may include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area;
e. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
f. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
g. Supportive services;
h. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
i. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
j. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
k. Financial literacy education;
l. Entrepreneurial skills training;
m. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
n. Activities that help youth prepare for and transition to postsecondary education and training

It is the responsibility of the youth provider in conjunction with ETD to determine the WIOA eligibility and suitability of a youth to participate in the youth program.

Outreach, Recruitment and Needs Assessment

Outreach and recruitment for comprehensive youth programs will be the responsibility of the service provider. An in-program measurable skills goal and needs assessment plan for each youth will need to be completed by the service provider at enrollment **(ETD has the necessary forms)**. Local Workforce Area #22 (LWA #22) retains the right of final selection based on goals, assessment plans, eligibility and the suitability of youth. **Applicants who present a proposal with powerful and innovative outreach and recruitment strategies will be given extra weight in the ratings.**

WIOA Registration and Individual Service Strategy

ETD shall make the final selection, and register youth into the youth programs or other appropriate programs, WIOA or otherwise. The Youth Provider will create an Individual Service Strategy (ISS) for each of the participants based on the needs assessment results. This ISS will include appropriate goals and achievement objectives that serve as the basis for referral into WIOA-funded youth programs and/or other training and support services. A parental/significant adult commitment to play a role that supports a youth's goal attainment will be required prior to referral into any youth program if the youth is under 18 years of age. The provider's responsibility in this commitment is to incorporate parent/significant adult participation at regularly scheduled junctures throughout the youth's program participation.

Measurable Skill Gains

All youth participants who are in training or education (leading post secondary credential/certificate) during a program year should work to obtain ***one measurable skills gain per program year*** while enrolled in the program. There are five ways to achieve a measurable skills gain which are listed below:

1. *Educational Functional Level* – for participants ***enrolled in a basic education program***, it is a documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary level. There are two ways to obtain:
    a) TABE pre- and post-test that documents the appropriate progress to get a gain
    b) Youth who exit the program and are not attending school; then enter Post-Secondary education during the follow up year will receive a skill gain
2. *Secondary Diploma/Equivalent* – a documented attainment of a secondary school diploma or its recognized equivalent.
3. *Secondary or Postsecondary Transcript or a report card* – a transcript or a report card for a sufficient number of credit hours that shows that a participant is meeting the state units academic standards.
4. *Training Milestones – Work Based Learning- a* type of gain that deals with satisfactory or better progress on a report towards established milestones such as completion of on-the-job training or completion of one year of an apprenticeship program or similar milestones, and **that report would be from an employer or a training provider who is providing the training**
5. *Skills Progression/Diploma* – the fifth type of gain is successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Educational & Employment Preparation & Linkages

Programs designed must operate year-round programs and provide linkages between

academic and occupational learning, connect to the job market and area employers, and fall into one or both of the following categories:

- Preparation for Post-secondary Educational Opportunities
- Preparation for and Success in Employment

ETD is looking for comprehensive programs that operate year-round and offer the potential for long-term interventions for youth. The design should reflect an age continuum of services for the needs of youth aging through the program.

Linkage with the local Southwestern Illinois workNet Centers

It is also mandatory for bidders to develop, and document in their proposals, programs which include strong contacts between youth and the Madison County Employment and Training Department Southwestern Illinois workNet Center offices in Wood River, Greenville, or Jerseyville.

Paid Work Experience through ETD

At least 20% of local youth WIOA formula funds must be used for paid work experiences, as described under the section above Required Youth Program Elements. ETD will offer paid work experience to youth up to a limited amount per year per youth with non-profit and for-profit employers. Proposals need to state that paid work experience through ETD is a desirable part of the program design if programs wish to include it as an activity. **However, proposals that include paid co-ops, or lead to private sector employment in a growth occupation or industry with a clear career pathway as part of their program design will be given extra weight in the ratings.**

Vocational Training Opportunities through ETD

ETD will offer ITAs (Individual Training Accounts) to suitable youth for post secondary training opportunities in growth occupations that are part of the state ITA service provider list. Applications may include post-secondary opportunities that lead to occupations in growth areas to enhance the proposal.

The state ITA service provider list can be found on-line at https://www.illinoisworknet.com , Click on Consumer Info, and then click on Search Illinois' statewide list of WIOA-certified training programs. You can search for a specific provider, training program or by city, county or zip code. A locally approved list is also available in print at the Madison County Employment and Training Department offices in Wood River, Greenville, and Jerseyville.

Illinois labor market information/employment projections on growth occupations and growth industries can be found on the Illinois Department of Employment Security's web site at http://www.ides.illinois.gov. Go to Workforce Partners, then click labor market information, then click employment projections.

Program Design Must be Performance Driven

Because the WIOA youth programs are driven by the youth performance measures, **special care and attention needs to be given to design programs to meet and exceed both the current WIOA youth measures and additional upcoming WIOA youth measures**. The in-program measurable skills gain goals will necessitate pretesting and post testing if the youth is basic skills deficient. Therefore, **it is extremely important that programs are customized around both our current WIOA and our future WIOA youth measures, and equally important for the youth provider staff to become familiar with these goals.** (The performance measures/outcomes are described in the next section - Section 5) **More weight in the ratings will be given to programs designs that show strategies to exceed each of these performance measures.**

In-School and Out-of-School Youth Program Responsibilities

Youth Provider Responsibilities:

Strong outreach and recruitment of eligible youth
Ensure that required pre-testing and post-testing are arranged and completed
Develop skills goal plan, needs assessment plan and ISS for each youth
Preparation for post-secondary education and/or employment; linkages between academic and occupational learning; connection to intermediaries
Mentoring and leadership opportunities
Coordinate or provide occupational training, work experience, internships, etc.
Coordination with high school, GED program, or post-secondary institution
Complete monthly progress report on each youth
Meet and exceed youth performance goals
Strong case management and recovery of dropouts from program
Job placement and retention in growth occupations with career pathways
Youth exit recommendations to ETD
Follow-up monthly for twelve (12) months after exit
Partnering/collaboration with other agencies to provide any youth services or elements deemed necessary that are not provided by service provider or ETD

ETD Responsibilities:

WIOA enrollment and registration, final decision on youth enrollment
Paid incentives connected to performance measures
Support services
Year round paid work experience financially supported by ETD
Limited Vocational training opportunities (ITAs)
Exit decision for every youth

Collaborative and Coordination/Program Delivery between Service Provider and ETD:

Eligibility determination
Needs assessment and ISS
Case management
Mandatory connection between youth and one-stop center

5. Expected Outcomes/Youth Performance Measures

The Bidder shall include performance outcomes that will be achieved consistent with federal performance standards and the performance expectations of ETD. ETD expects the successful Bidder will propose performance outcomes, but more importantly, the response to this RFP must indicate how the combination of services proposed will achieve performance standards.

The WIOA youth performance measures for Program Year 2021 are as follows:

Youth Employment/Placement in Education Rate-2nd Quarter after Exit
Definition: Of the total number of youth exiters, the percentage of those employed or in education or training during post quarter 2.
***Outcome Expected:* 72%**

Youth Employment/Placement in Education Rate-4th Quarter after Exit
Definition: Of the total number of youth exiters, the percentage of those employed or in education or training during post quarter 4.
***Outcome Expected:* 72%**

Youth Credential (of those who received training or education, excluding OJT or Customized Training)
Definition: Number of exiters enrolled in postsecondary education or training that obtained credential during participation or within 1 year after exit, OR
Number of exiters enrolled in secondary education program and obtained secondary school diploma or equivalent during participation or within 1 year of exit AND were also employed or enrolled in education/training leading to a credential within 1 year after exit.
***Outcome Expected:* 70%**

Youth In-Program Measurable Skills Gain
Definition: Please refer to Section 4 for a definition of Measurable Skills Gain
***Outcome Expected:* 30%**

Youth Median Earnings
Definition: Median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program as established through UI wage record

match, federal military employment records, or supplemental wage information. Median means middle number in a series of numbers arranged from lowest to highest.
***Outcome Expected:* $ 2,500.**

6. Proposal Review and Selection Criteria

Before a proposal can be submitted to the local Workforce Innovation Board for approval, it is evaluated based on the following criteria:

Administrative Compliance The degree to which the bidder complies with the instructions for submitting proposals as outlined in this RFP. All proposals must be received by the date and time outlined in the RFP and is subject to a public recording. **Failure to meet the date and time requirement will result in rejection. Only recorded proposals will be eligible for consideration.**

Bidder Responsibility: Failure to provide requested information or to supply quality information could result in rejection or downgrading of proposal. In determining whether a bidder is responsible, the following items will be evaluated: past performance; financial stability; references; compliance with applicable laws; perceived ability to perform completely as specified; and other relevant factors.

Program Design: Proposals will be ranked from best to least qualified (without consideration of price). A point method of evaluation will be used to rank proposals with extra weight given to identified areas.

Program Budget: In determining whether the budget is fair or reasonable, the following factors, among others, will be considered: reasonable and verifiable costs; bidder's known abilities and ETD's budget.

Each complete proposal will be objectively rated by a panel of the Youth Committee and ETD Staff against the criteria described in Section 10, Proposal Rating Sheets. Youth Committee panel recommendations to the full Madison-Bond-Jersey-Calhoun Youth Committee are advisory in nature. The Youth Committee will make final award recommendations to the Madison-Bond-Jersey-Calhoun WIB and the Madison County Board based on what is most advantageous to Local Workforce Area 22, Madison, Bond, Jersey and Calhoun Counties, considering additional factors such as: Youth Committee findings; the geographic distribution of the competitive applications; the extent to which the competitive applications reflect a greater emphasis in the areas of special interest identified in this request; and the availability of funds.

7. Proposal Format

Each project proposal should complete the following sections:

A. Proposal Cover Sheet

B. Program Narrative

C. Program Budget

D. Proposal Assurances and Signature Form

E. Hold Harmless and Indemnification Agreement

F. Attachments (any that apply)
   Letters of Intent to collaborate from high schools, GED programs and partnering agencies
   Curriculum outline
   Organizational Chart

8. Assembling the Proposal

Bidders must submit one (1) original and four (4) copies of their proposals. Proposals will not be returned. The ETD reserves the right to reject proposals that are not complete, or are not prepared in compliance with guidelines in this RFP. Proposals must be assembled in the following order: cover sheet, program narrative, program budget, proposal assurance and signature form, hold harmless and indemnification agreement, and attachments. Please single space proposal and use a 12pt font. There is not a limitation on number of pages.

Proposals **do not** obligate the ETD to award grants, to pay costs incurred in the preparation of proposals, or to procure or contract for services or supplies prior to issuance of a written contract.

The ETD reserves the right to accept or reject proposals, to cancel all or part of a project, to require applicants to participate in grant negotiations, or to rewrite portions of their proposals. Proprietary rights to all of the data, materials, documentation, and products prepared under this grant belong to the ETD.

The ETD will provide an opportunity for each bidder to ask questions at the Bidders Meeting scheduled for ***Monday, March 22, 2021*** ***at 9:00 a.m.*** **at the Madison County Employment**

and Training Department – Wood River Facility, 101 E. Edwardsville Road, Wood River, IL 62095. (Section 9, Calendar of Events). Please read this RFP ahead of time and prepare your questions and comments, as **the RFP will not be read** at the Bidder's Meeting.

Madison-Bond-Jersey-Calhoun County ETD Offices

Southwestern Illinois workNet Office
Wood River

Madison County, Wood River Facility
101 East Edwardsville Road
Wood River, IL 62095
(618) 296-4445
Hours: Monday – Friday 8:30am - 4:30pm

Southwestern Illinois workNet Office
Jerseyville

Jersey/Calhoun Access Site
301 West Exchange Street
Jerseyville, IL 62052
(618) 498-1778
Hours: Monday – Friday 8:00 am – 4:00 pm

Southwestern Illinois workNet Office
Greenville

Kaskaskia College – Greenville Education Center
209 North Third Street
Greenville, IL 62246
(618) 545-3473
Hours: Monday-Thursday 8:00am – 6:00 pm

9. Calendar of Events

The following schedule is in effect for this request. Where dates represent a deadline, **no** exceptions will be made.

Friday, March 5, 2021	Specific notification of RFP availability mailed to potential service providers.
Friday, March 5, 2021	Public notification of RFP availability.
Monday, March 8, 2021	RFPs available for pick up, email or postal mail beginning at 9:00 a.m. at Madison County Administration Building, Suite 59,157 North Main Street, Edwardsville, Illinois 62025. Contact Susan Conaway at 618-296-4497.
Monday, March 22, 2021	Bidders Meeting at the **Madison County Employment and Training Department – Wood River Facility, 101 E. Edwardsville Road, Wood River, IL 62095.** Meeting will start at **9:00 am.**
Thursday, April 1, 2021	3:30 p.m. **deadline** for pickup of RFP.
Thursday, April 8, 2021	2:00 p.m. **deadline** for submission of copies of the proposal to the Madison County Administration Building, Suite 59, 157 North Main Street, Edwardsville, Illinois 62025.
Thursday, April 8, 2021	Proposals will be publicly opened and read aloud on **Thursday, April 8, 2021, at 2:30 p.m., in the Committee Meeting Room, Ste. 145 on the first level of the Administration Building**.
Friday, April 23, 2021	Completion of proposal review by Youth Committee review panel.
Wednesday, April 28, 2021	Submission of proposal review results to Madison-Bond-Jersey-County Youth Committee Membership.
Thursday, May 20, 2021	Selection for negotiation by WIB Executive Committee.
Monday, June 7, 2021	Submission of proposal review to Grants Committee.
Wednesday, June 9, 2021	Submission of approved proposal review from Grants Committee to Finance and Gov. Operations Committee for approval.
Wednesday, June 16, 2021	Submission for approval by the Madison County Board.
Wednesday, June 16, 2021	Submission for approval by the Madison-Bond-Jersey-Calhoun WIB
Thursday, June 17, 2021	Notification of selection or non-selection for negotiation emailed or mailed to all potential service providers.
Friday, June 18, 2021	Initiation of negotiation process.

10. Proposal Rating Sheets

The sample rating sheets below will be utilized by the Youth Committee review panel during the review and selection process.

SAMPLE

LOCAL WORKFORCE AREA #22
RATING SHEETS
FOR WIOA YOUTH PROGRAMS

BIDDER _____

TITLE OF PROGRAM _____

REVIEWER _____

BIDDER RESPONSIBILITY **Y / N**

PROGRAM DESIGN (Total Points) _____ **BUDGET (Total Points)** _____

TOTAL POINTS, THIS PROPOSAL: _____ **Out Of 260.**

SECTION I BIDDER RESPONSIBILITY	REFERENCE	YES	NO
Did Bidder complete both Statement of Compliance form and Assurance and Certifications form?	Attachment D and Attachment E should be included in proposal		
Has Bidder indicated that a copy of their last audit or financial statement is available upon request?	Bidder's Cover Sheet		
Are proposed training site(s) accessible?	Bidder's Cover Sheet		
Does Bidder have liability insurance and/or Workers Compensation Insurance? Has Bidder included taxpayer identification number (or FEIN number) and DUNS number?	Bidder's Cover Sheet Bidder's Cover Sheet		
Have all components and attachments been submitted as required in the RFP?	See section 7 Proposal Format of RFP		

Total Number of Responses _____ **Yes** _____ **No**

Question Number	**SECTION II** **PROGRAM DESIGN** Response to Program Narrative Questions	Score
2	The goals and objectives of the program are clearly stated and are each related directly to the youth performance measures. Goals and objectives emphasize outcomes to meet and exceed ETD performance measure percentages. **(20 points possible)**	
3 a, b, and c	The age of youth to be served is stated clearly. The youth groups to be served are at-risk youth with WIOA eligible barriers. The needs of the youth are clearly described. **(10 points possible)**	
3 b	Out-of-school youth will be served. **(10 points possible)**	
3 d, e, f, g	The proposal addresses how the youth will be served, the short-term and long-term outcomes of the services, and where and when the services will be provided. **(20 points possible)**	
4	Program exhibits a strong ability to outreach and recruit targeted youth. **(20 points possible)**	
5	Proposal describes how program will interface with Madison-Bond-Jersey-Calhoun ETD's Office(s) to establish eligibility and enrollment. Proposal explains program's own enrollment process. **(10 points possible)**	
6a	Proposal explains program's own methods of assessment. Strategies to address basic skills deficiencies are clearly defined, reasonable and performance driven.	

	(20 points possible)	
6b	Proposed activities to be provided are appropriate; overall program design is clear, flowing and well defined. Proposed program provides leadership opportunities that will develop the potential of youth as citizens and leaders. Proposed program provides mentoring activities that will provide good role modeling strategies for youth. Supportive services to youth will be provided by the Bidder's program or by referral agencies. Letters of intent are included in proposal package as evidence of a collaboration agreement with partnering and collaborating entities. **(20 points possible)**	
6c, d	Program provides strong case management strategies for follow up during youth participation and shows strong strategies for recovery of program dropouts. Instructional strategies are clearly defined and appropriate for targeted youth, including financial literacy education or entrepreneurial skills training, if appropriate. Program describes activities that will help youth prepare for and transition to postsecondary education and training. Curriculum is included in proposal package (if applicable). **(20 points possible)**	
6e, f	Proposal design includes strong contact between youth and Madison-Bond-Jersey-Calhoun ETD Offices. Proposal demonstrates: adequate knowledge of the local labor market; job placement within growth occupations and industries; career pathway and job retention strategies that are clearly defined. **(20 points possible)**	
6g	Proposal states the type of follow-up services that will be provided. Program follow-up services to be provided are in accordance with the WIOA definition of appropriate follow-up services.	

	Proposal indicates follow-up will be conducted monthly for 12 months after youth has been exited and explains the reporting process. **(20 points possible)**	
7	Program design includes a strong co-op or private sector paid employment work program and discusses the types of work experience to be offered in terms of appropriateness for the youth population(s) to be served. Program states that it desires to utilize ETD's paid work experience program. **(20 points possible)**	
8	Staffing is addressed including names, job descriptions, partners, and an organizational chart. **(10 points possible)**	

TOTAL POINTS, SECTION II, PROGRAM DESIGN: _____ OUT OF 220

SECTION III PROGRAM BUDGET	REFERENCE	SCORE
Cost per youth served is reasonable and verifiable. **(10 points possible)**	Bidder's budget	
Cost per youth served in comparison to other proposals. **(10 points possible)**	Bidder's budget	
Service provider will leverage inkind contributions (out of pocket). **(10 points possible)**	Bidder's budget	
Budget Forms are complete, clearly understood and mathematically correct. **(10 points possible)**	Bidder's budget	

TOTAL POINTS, SECTION III PROGRAM BUDGET: _____ Out Of 40

ATTACHMENTS

Attachment A

WIOA Youth Program
Proposal Cover Sheet
Program Year 2019
Local Workforce Area 22

Agency/Organization/School _____

Project Contact Person _____

Title _____

Mailing Address _____

_____

Telephone Number (____) _____ **FAX** (____) _____

Email Address _____

Start and End Dates of Program _____ **through** _____

WIOA Funds Requested $_____

Have you been audited in the past two years? **Yes** ___ **No** ___

Total Number of Youth To Be Served (Proposed)

In-School _____

Out-of School _____

Total _____

Is a copy of the audit available upon request? **Yes** ___ **No** ___

Date of Submission _____

Federal Employer Identification No. (FEIN) _____

DUNS: _____

Nature of Entity _____

Workers Compensation No. _____

Liability Insurance Company Policy Number _____

_____

State or National Certification/Accreditations or Recognizable Credentials _____

_____

TRAINING SITES

Address _____

_____

Accessible to qualified individuals with disabilities ___ Yes ___ No

Address _____

_____

Accessible to qualified individuals with disabilities ___ Yes ___ No

I hereby certify that I understand the duties and responsibilities of administering this work plan. Furthermore, I will ensure that this program will comply with all federal and state rules and regulations concerning the operation of such programs. I consent to allow representatives from the Madison County Employment and Training Department, Illinois Department of Commerce and Economic Opportunity, and the United States Department of Labor to review project operations and administrative procedures during normal business hours.

Signed _____

Title _____

Attachment B

Program Narrative

This section should clearly explain the major components of your proposed program. Your proposal is evaluated based upon responses to the questions below. **Note: If you are proposing both in-school and out-of-school programs, you will have to submit a separate set of answers for each program. Please retype each question with the corresponding number, and then provide your answer.**

1. Briefly describe the purpose, activities, and services of your organization. Indicate the number of years your organization has been in business, and its success in working with youth. Answer should include past success providing service to at-risk youth, success in meeting your organizations past performance goals, level of customer satisfaction, and proven ability to meet administrative and fiscal grant responsibilities.

2. What will be the goals and objectives of your program? Please discuss in terms of how the goals and objectives relate to each of the youth performance measures and to a successful outcome for each measure. Specifically describe how your program will: support meaningful youth employment; help youth attain a credential; place youth into employment and post-secondary education opportunities upon exit; and provide a career pathway to sustainable wage. Indicate the outcome percentages you expect to achieve with each youth performance measure. (Refer to Section 5, Expected Outcomes/Performance Measures).

3. Target Group
   a. Define the age groups you will serve.

   b. Define the target group(s) of youth you will serve. What barriers do they possess? (i.e. pregnant and parenting teens, youth on probation and parole, foster youth, youth with disabilities, youth who are basic skills deficient, other barriers, etc)

   c. Describe why the target group(s) need(s) service.

   d. Describe how the program will serve the targeted group(s).

   e. Describe the short-term and long-term outcomes of the services.

   f. List and describe when services will be provided.
      - Days of operation
      - Hours of operation

   g. List and describe where services will be provided.

4. Discuss in detail the outreach and recruitment strategies you plan to utilize to attract the target

youth population in your area.

5. ETD has a mandated eligibility determination and enrollment process. Describe how you will interface with the local Madison-Bond-Jersey-Calhoun County ETD in either Wood River, Greenville, Jersey or Calhoun to establish eligibility of participants and complete ETD's enrollment process. Describe how you will enroll a participant into your program after ETD's enrollment process is complete.

6. Describe in detail the participant flow i.e. what happens to a participant from the point of entrance into the program to exit and through 12 months of follow-up after exit. Flow should show how youth transition through your program as they participate in different activities to meet needs. Discuss in terms of the following:

    a. Describe how your program will assess participant's educational and vocational needs. The Youth Provider staff will TABE pre-test and TABE post-test participants to determine basic skills deficiencies and measurable skills gain needs, but the response should concentrate on additional methods, testing, interviews etc. your program will be providing. Explain strategies to address basic skills deficiencies and measurable skills gains needs.

    b. Define all activities to be provided and by what entity (yours, ETD, or other partnering entities). List and describe specifically how and what you will provide to satisfy the following program elements: leadership development opportunities, adult mentoring, and supportive services. (See Section 4, Program Design.) Include any letters of intent with partnering agencies.

    c. Describe sufficient support (case management, guidance and counseling, etc.) to facilitate retention of youth in the program. If youth drop out of the program, describe strategies to bring the youth back into the program until the performance goals are achieved.

    d. Describe any instructional strategies you plan to implement as part of your program, including financial literacy education and/or entrepreneurial skills training. Describe activities you or another partnering agency will provide that will help youth prepare for and transition to postsecondary education and training. Indicate any certificate/degree/diploma your program will issue (if any) or the type of credential that will be awarded. (See list of credentials in Definitions Section) Insert a copy of a curriculum outline (if applicable) as an attachment.

    e. Explain contacts/linkages you will promote between participants and the Madison-Bond-Jersey-Calhoun County ETD Offices.

    f. Specifically describe how your program will lead to meaningful job placement and job retention within a growth occupation or industry.

g. Provide a plan for 12 months of follow-up services on all participants who exit your program. Describe specifically the type of follow-up services you will offer and the reporting process. (See Resource: Follow-up Services)

7. Madison County Employment and Training (ETD) will be offering paid work experience to enrolled youth as an option to be included in the bidder's youth programming during PY 2021 but may offer a limited amount per year per youth. ETD will negotiate worksite agreements, while the youth provider (successful bidder) will be responsible for the development of worksites and the monitoring of youth at these sites. **It is desirable for youth providers to also design programs to include co-ops and private sector paid employment leading to a job in a growth occupation.** Discuss what types of work experience (if any) your program wishes to implement, including ETD's paid work experience. Describe how the work experience is appropriate for the targeted youth and how you plan to monitor the youth at the worksites.

8. Staffing (Address all that apply)

   a. List the staff positions for your organization for which funds are requested to provide program services. Include a job description for each staff person.

   b. List the names and qualifications of your staff for each position.

   c. List your partners and the staff positions, including job descriptions, for which funds are requested to provide program services.

   d. List the names and qualifications of your partners' staff for each position that will be involved in the execution of your program.

   e. Provide an Organization Chart for the staff/entity/organization that will be managing this program.

Attachment C

Program Budget (with forms)

1. Reimbursed Program Costs

    1. Staff Salaries or Wages

    2. Staff Fringe Benefits

    3. Staff Travel

    4. Training Supplies/Equipment

    5. Other

2. Local Agency/Organization Contributions

    1. Salaries or Wages

    2. Fringe Benefits

    3. Travel

    4. Supplies/Equipment

    5. Other

The Program Budget is composed of two (2) sections. The first section is the Reimbursable Program Costs for the operation of the project. A further clarification of these costs follows:

1. **Staff Salaries and Wages** Fixed payments made at regular intervals to professional staff for training services performed, and hourly-based wage payments to part-time and intermittent employees for training services performed. Payments must meet the cost classification requirements of the Workforce Innovation and Opportunity Act.

2. **Staff Fringe Benefits** Payments other than salaries and wages made to training staff, or paid in their behalf or on their account, in the form of a pension, vacation, insurance, etc.

3. **Staff Travel** Payment for training related transportation, in accordance with established local policy.

4. **Training Materials/Supplies** Payments for materials purchased for exclusive use and benefit of WIOA participants receiving training. Costs of materials purchased for use in the training of WIOA participants may be included to the extent these materials are used by WIOA participants.

5. **Other** Payments for training related expenses in categories other than those previously listed.

The second section Local Agency/Organization is for the identification of the local contribution to the project. Contributions by the local bidder (not reimbursed by ETD) constitute a local contribution.

Utilizing the program budget forms that follow, detail each planned expenditure, separating reimbursable programs funds and those paid by local contribution.

NOTE: All budget figures should be rounded to nearest dollar.

PROGRAM BUDGET FORMS

BIDDER AGENCY: _____

PROGRAMS COSTS

1. SALARIES

Name	Title	% of Time	Job Description
a.			
b.			
c.			
d.			
e.			

Hourly wage only (If salaried, break into hourly)	# of hours on this program	$ charged to this program
a. $	X a. hrs x weeks =	= a. $
b. $	X b. hrs x weeks =	= b. $
c. $	X c. hrs x weeks =	= c. $
d. $	X d. hrs x weeks =	= d. $
e. $	X e. hrs x weeks =	= e. $

TOTAL SALARIES $ _____

2. FRINGES CHARGES TO THIS PROGRAM ONLY (Identify by name if possible)

1. _____
2. _____
3. _____
4. _____
5. _____

TOTAL FRINGES $_____

3. TRAVEL

	Name	Title	Cost
a.			
b.			
c.			
d.			
e.			

TOTAL TRAVEL $ _____

4. TRAINING SUPPLIES/EQUIPMENT

Training supplies (books, films, paper, computer disks, writing materials)

Supplies (provide description)	**Unit Cost**	**Total Cost**
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Training Supplies, continued

Supplies (provide description)	**Unit Cost**	**Total Cost**
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
	TOTAL SUPPLIES:	**$_____**

Training Equipment

Equipment Description	**Cost**
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
TOTAL EQUIPMENT:	**$_____**

Other items necessary for the training not included above.

Item	**Unit Cost**	**Total Cost**
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

TOTAL PROPOSED REIMBURSABLE COST OF PROGRAM: $_____

LOCAL CONTRIBUTION

1. SALARIES

Name	Title	% of Time	Job Description
a.			
b.			
c			
d.			
e.			

Hourly wage only (If salaried, break into hourly)	# of hours on this program	$ charged to this program
a. $	X a.	= a. $
b. $	X b.	= b. $
c. $	X c	= c. $
d.	X d.	= d.
e.	X e.	= e.

TOTAL SALARIES $_____

2. FRINGES CHARGED TO THIS PROGRAM ONLY (Identify by name if possible)

1. _____
2. _____
3. _____
4. _____
5. _____

TOTAL FRINGES $_____

3. TRAVEL

	Name	Title	Cost
a.			
b.			
c.			
d.			
e.			

TOTAL TRAVEL $_____

4. TRAINING SUPPLIES/EQUIPMENT

Training supplies (books, films, paper, flash drives, writing materials)

Supplies (provide description)	**Unit Cost**	**Total Cost**
	$	$

Training Supplies, continued

Supplies (provide description)	Unit Cost	Total Cost
_____	_____	_____
_____	_____	_____
	TOTAL SUPPLIES:	$_____

Training Equipment

Equipment Description	Cost
_____	$_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL EQUIPMENT:	_____

Other items necessary for the training not included above.

Item	Unit Cost	Total Cost
_____	_____	$_____
_____	_____	_____
_____	_____	_____

TOTAL PROPOSED LOCAL CONTRIBUTION: $_____

D. Fiscal Questionnaire

Is the agency a not-for-profit or a for-profit entity?	☐ Not-for-profit	☐ 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)?	☐ Yes	☐ No
Does the agency do its own accounting? If no, indicate the name and address of the accounting firm below.	☐ Yes	☐ No
Name:		
Address:		
Contact Person:		
Phone Number:		
Does the agency have a current financial procedures manual?	☐ Yes	☐ No
If yes, how often is it reviewed and updated?		
Does the agency have a written cost allocation plan? If yes, please submit	☐ Yes	☐ 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	☐ Yes	☐ No
Does the agency have a conflict of interest policy? If yes, please submit	☐ Yes	☐ No
Does the agency have the ability to issue paychecks and take out taxes?	☐ Yes	☐ No
Does the agency have the ability to be an employer of record for work experience participants?	☐ Yes	☐ No
How often is a trial balance prepared?		
Accounting System Disbursements/Reconciliation		
Are all disbursements made by check?	☐ Yes	☐ No
Are all checks pre-numbered?	☐ Yes	☐ 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:		

E. 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 Innovation Board policies and guidelines, and other administrative requirements issued by the Governor of the State of Illinois. The vendor shall notify the MBJC-WIB 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 MBJC-WIB 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 Development Board and MCETD.

_____ _____

Typed Name of Authorized Representative | Title of Authorized Representative

_____ _____

Signature of Authorized Representative | Date

F. 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 recipients operation of the WIOA Title 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:

1) 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;

2) 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;

3) Providing each employee with a copy of the Contractor's policy statement;

4) 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;

5) Notifying the Commission within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,

6) Taking appropriate personnel action against an employee of violating a criminal drug statue 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:

_____

Signature of Authorized Official Title Date

_____

Typed/Printed Name of Signatory

_____

Name

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

☐ Original ☐ Copy ___ of 4

Definition of Key Terms

Adult Mentoring- Adult mentoring for youth must: (1) Last at least 12 months and may take place both during the program and following exit from the program; (2) Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee; (3) Include a mentor who is an adult other than the assigned youth case manager; and (4) While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis.
Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

Basic Skills Deficient- a youth who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or a youth or adult that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

Bidder-An organization which bids on providing activities and services for WIOA.

Career Pathway- A combination of rigorous and high-quality education, training, and other services that aligns with the skill needs of industries in the economy of the state of regional economy involved and prepares an individual to be successful in any of a full range of secondary or postsecondary education options. It includes counseling to support an individual in achieving the individual's education and career goals. It may include education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or career cluster. It 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. It enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential and it helps an individual enter or advance within a specific occupation or occupational cluster.

Certificate – A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce innovation boards are not included in this definition. Work readiness certificates are also not included

in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Comprehensive Guidance and Counseling- Comprehensive guidance and counseling provides individualized counseling to participants. This includes career and academic counseling, drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. (WIOA sec. 129(c) (1) (C) (J)) When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service.

Credential - A nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all state education agency recognized credentials. In addition, states should work with local workforce innovation boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.

Diploma – The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma. The term diploma also includes post-secondary degrees including Associate (AA and AS) and Bachelor Degrees (BA and BS).

Disadvantaged Youth- An individual who is age 16 -21 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% of the lower living standard income level.

Educational Functioning Levels - Programs assess participants at intake to determine their educational functioning level. As outlined in the NRS, there are two sets of educational functioning levels – six levels for Adult Basic Education (ABE) and six levels for English-as-a-Second language (ESL) students. The ABE levels roughly equate to two grade levels. Each ABE and ESL level describes a set of skills and competencies that students entering at that level demonstrate in the areas of reading, writing, numeracy, speaking, listening, functional, and workplace skills. These descriptors provide guidelines for placing participants in educational functioning levels based on performance on standardized tests. After a participant has completed a uniform, standardized assessment procedure, programs use these descriptors to determine the appropriate initial ABE or ESL level in which to place students. If a participant is functioning at different levels in reading, writing, numeracy, speaking, listening, functional, and workplace areas, the individual is placed in different ABE and ESL levels across the functioning areas. In the post-assessment, if the participant demonstrates an increase to the next functioning level in any of the areas- he/she has made an educational gain, and should be included in the numerator.

Educational Gain – At post-test, participant completes or advances one or more educational functioning levels from the starting level measured on entry into the program (pre-test).

Eligible Youth- An in-school or out-of-school youth that has met eligibility requirements for the WIOA youth program

Entrepreneurial Skills Training- Entrepreneurial skills training provides the basics of starting and operating a small business.
(a) Such training must develop the skills associated with entrepreneurship. Such skills include, but are not limited to, the ability to:
(1) Take initiative;
(2) Creatively seek out and identify business opportunities;
(3) Develop budgets and forecast resource needs;
(4) Understand various options for acquiring capital and the trade-offs associated with each option; and
(5) Communicate effectively and market oneself and one's ideas.
(b) Approaches to teaching youth entrepreneurial skills include, but are not limited to, the following:

(1) Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and may also include simulations of business start-up and operation.
(2) Enterprise development which provides supports and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operation and by providing more individualized attention to the development of viable business ideas.
(3) Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage. Or, they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.

ETD – Madison County Employment and Training Department

Exit - The term "program exit" means a participant does not receive a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services.

Exit Quarter – Represents the calendar quarter in which the date of exit is recorded for the individual.

Financial Literacy Education- The financial literacy education program element includes activities which:
(a) Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions;
(b) Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
(c) Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit;
(d) Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions;
(e) Educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data;
(f) Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;

(g) Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and
(h) Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.

Follow-Up Services for Youth-
(a) Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training.
(b) Follow-up services for youth may include:
(1) The leadership development and supportive service activities listed in §§ 681.520 and 681.570;
(2) Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
(3) Assistance in securing better paying jobs, career pathway development, and further education or training;
(4) Work-related peer support groups;
(5) Adult mentoring; and/or
(6) Services necessary to ensure the success of youth participants in employment and/or post-secondary education.
(c) All youth participants must receive some form of follow-up services for a minimum duration of 12 months. Follow-up services may be provided beyond 12 months at the State or Local Board's discretion. The types of services provided and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant. However, follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome. (WIOA sec. 129(c) (2) (I))

Leadership Development Opportunities- Leadership development opportunities are opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors such as:
(a) Exposure to post-secondary educational possibilities;
(b) Community and service learning projects;
(c) Peer-centered activities, including peer mentoring and tutoring;
(d) Organizational and team work training, including team leadership training;
(e) Training in decision-making, including determining priorities and problem solving;
(f) Citizenship training, including life skills training such as parenting and work behavior training;
(g) Civic engagement activities which promote the quality of life in a community; and

(h) Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee. (WIOA sec. 129(c) (2) (F))

LWA #22- Local Workforce Area #22, Madison, Bond, Jersey, and Calhoun Counties

Occupational Skills Training-The Department defines occupational skills training as an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area. Such training must:
(1) Be outcome-oriented and focused on an occupational goal specified in the individual service strategy;
(2) Be of sufficient duration to impart the skills needed to meet the occupational goal; and
(3) Result in attainment of a recognized post-secondary credential.

The chosen occupational skills training must meet the quality standards in WIOA sec. 123.

Post-Secondary Education – A program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education, but may count as a placement in "advanced training/occupational skills training."

Pre-Apprenticeship Program- A pre-apprenticeship is a program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship program(s).

Positive Social and Civic Behaviors- Positive social and civic behaviors are outcomes of leadership opportunities, which are incorporated by local programs as part of their menu of services. Positive social and civic behaviors focus on areas that may include the following:
(a) Positive attitudinal development;
(b) Self-esteem building;
(c) Openness to work with individuals from diverse backgrounds;
(d) Maintaining healthy lifestyles, including being alcohol- and drug-free;
(e) Maintaining positive social relationships with responsible adults and peers, and contributing to the well-being of one's community, including voting;
(f) Maintaining a commitment to learning and academic success;
(g) Avoiding delinquency;
(h) Postponing parenting and responsible parenting, including child support education;

(i) Positive job attitudes and work skills; and
(j) Keeping informed in community affairs and current events.

Qualified Apprenticeship - A program approved and recorded by the ETA Bureau of Apprenticeship and Training or by a recognized state apprenticeship agency or council. Approval is by certified registration or other appropriate written credential.

School Dropout- An individual who is no longer attending any school and who has not received a secondary school diploma or it recognized equivalent.

Supportive Services for Youth- Supportive services for youth, as defined in WIOA sec. 3(59), are services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:
(a) Linkages to community services;
(b) Assistance with transportation;
(c) Assistance with childcare and dependent care;
(d) Assistance with housing;
(e) Needs-related payments;
(f) Assistance with educational testing;
(g) Reasonable accommodations for youth with disabilities;
(h) Referrals to health care; and
(i) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear.

Work experience-
(a) Work experiences are a planned, structured learning experience that takes place in a workplace 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. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and skill development.
(b) Work experiences must include academic and occupational education.
(c) The types of work experiences include the following categories:
(1) Summer employment opportunities and other employment opportunities available throughout the school year;
(2) Pre-apprenticeship programs;
(3) Internships and job shadowing; and
(4) On-the-job training opportunities as defined in WIOA sec. 3(44) and in § 680.700.