REQUEST FOR PROPOSALS

FOR
ADULT ENGLISH LANGUAGE LEARNER SERVICES/PROGRAMMING

Program Year 2016 (7/1/16-6/30/17)

Funding for programs will be provided under Title I-B of the Workforce Innovation and Opportunity Act (WIOA).

Northern Illinois Workforce Alliance

The Workforce Connection
303 North Main Street
Rockford, Illinois 61101

The entire RFP is located on The Workforce Connection’s website, www.theworkforceconnection.org. On The Workforce Connection’s home page, click on NIWA; then click on RFPs.
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Northern Illinois Workforce Alliance/Local Workforce Board

Request for Proposals

WIOA ADULT ENGLISH LANGUAGE LEARNER (ELL) SERVICES/PROGRAMMING FOR BOONE, STEPHENSON AND WINNEBAGO COUNTIES
Program Year 2016 (7/1/16 to 6/30/17)

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WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

REQUEST FOR PROPOSALS

TRAINING PROGRAM

For

ENGLISH LANGUAGE LEARNERS (ELL) FOR BOONE, STEPHENSON AND WINNEBAGO COUNTIES

Program Year 2016 (7/1/16-6/30/17)

The entire RFP is located at www.theworkforceconnection.org
Click on NIWA; then click on RFPs

SECTION I. SERVICES SOUGHT

A. Services/Activities Sought:

The Northern Illinois Workforce Alliance (NIWA) is seeking an organization to provide work readiness training and work-based / place training (i.e. transitional jobs, on-the-job training) adult English Language Learners, individuals with substantial language or cultural barriers. Funding for the delivery of this training program will be provided under Title I-B of Workforce Innovation and Opportunity Act (WIOA).

The Adult English Language Learners will be served through:

- Outreach, Recruitment, and Orientation for Adult ELL programming
- Intake for adult ELL programming, including initial WIOA eligibility determination
- Comprehensive assessment of eligible adult ELL’s current educational/work-readiness skills and abilities
- Employment planning and plan development
- On-going case management and counseling
- Referrals to additional training and to community-based services, as appropriate
- Work readiness skills training provided in combination with work-based / place training, including the development of On-the-Job Training (OJT) opportunities, WIOA subsidized work experience, and transitional jobs
- Individual job placement assistance for program participants into unsubsidized employment
- Supportive services
- Follow-up for adult ELL that have left the program
- Management of adult ELL records, including case notes
- Management of adult ELL data related to WIOA Performance Goals

Funding: The funding for this RFP will be provided under Title I-B of the Workforce Innovation and Opportunity Act (WIOA); however, the selected provider is encouraged to leverage non-WIOA funding sources in as much as is viable to help defray WIOA programming costs. The sub-award for the Training Program for English Language Learners will depend upon PY 2016 WIOA Adult program funding availability which, as of the issuance of this RFP, is not yet known. However, funding for services solicited in this RFP will not exceed $75,000 and $55,000 in lines of credit for the work-based / place training component.

B. Expected Results:

- Program participants will successfully complete job readiness and cultural transition training;
- In accordance with the Employment Plan Development, participants will be referred to and participate in
English Language Learner classes or other appropriate classes;
- Program participants will participate in work-based / place training;
- Program participants will gain unsubsidized employment; and
- Program participants will earn at least an entry-level wage.

C. Eligible Bidders:
Not-for-profit organizations, for profit organizations, training entities and governmental organizations are eligible to apply.

Specifications for the requested programming are on the following pages.

D. Notice of Intent to Apply:
By Thursday, April 28, 2016 potential bidders wishing to submit a proposal must submit a non-binding notification of intent to apply to vjohnson@theworkforceconnection.org at NIWA. This notification must include the organization name, address, contact staff member with title and e-mail address, and estimated funding request amount.

Proposals are due to NIWA by Noon on Wednesday, May 12, 2016.

Proposals will be reviewed by an impartial evaluation team. The results of the evaluation and the team’s recommendation will be presented to the Northern Illinois Workforce Alliance Board for action in early June.
SECTION II. SPECIFICATIONS

Northern Illinois Workforce Alliance Training Program for Adult English Language Learners programming must adhere to WIOA regulations and local requirements. The Adult ELL sub-award agreement period will be for one year, with the option to be extended for an additional year.

A. Training for the Adult English Language Learner services Location of Programming

The English Language Learner program primary location will be at The Workforce Connection, 303 N. Main Street, Rockford, Illinois. This facility is easily accessible and has the capacity to accommodate the required services and activities, including classrooms, resource room/computer lab, and office space. It is expected that services and outreach will be provided through The Workforce Connection locations in Belvidere and Freeport.

B. Expectations Regarding the Training for the Adult English Language Learner Program Provider

The Training for Adult English Language Learner bidder’s organizational mission statement will encompass the provision of the overall activities/services sought through this RFP.

The bidder will have a proven history of success delivering WIA/ WIOA services including Case Management, Work Readiness Skills Training services/programming, and employment placement for adult English language learners. In addition, the bidding organization will have a history of engaging in successful joint efforts with other organizations providing services to the immigrant/refugee population.

C. PY2016 Training Services – Implementation Timeframe

July 1, 2016 will be the beginning of the program year. Training for Adult English Language Learners services and programming will begin at that time.

D. Special Adult Population to be Served

The bidder will provide comprehensive services to the Adult English Language Learner population with substantial language and/or cultural barriers. This includes not only immigrant/refugee populations, but includes Spanish speaking populations as well. Services will be provided in Boone, Stephenson and Winnebago counties.

E. Duration of Services/Service Levels

Hours: The Training for the Adult English language learner services will operate out of The Workforce Connection, 303 N. Main Street, Rockford, Illinois, 998 Belvidere Road, Belvidere, Illinois, and 27 W. Stephenson St., Freeport, Illinois facilities. These facilities will be open during the day, 8:00 am to 5:00 pm, Monday through Friday, year-round and, as needed, evenings and weekends to accommodate special activities. Holidays recognized for closure are the holidays recognized by the State of Illinois agencies.

Service Levels: The number of Adult ELL served will include participants newly enrolled in WIOA and participants “carried-into” Program Year 2016. Program enrollment/program exit will be on-going. NIWA anticipates that a total of 30 new participants will be served during the program year. Continuing participants are estimated to be 10 - 15.

F. Experience and Qualifications of the Bidder and of the Bidders’ Staff

- The Bidder’s organizational mission statement will encompass the designated services to be provided by the Training for the Adult English Language Learner.
- Bidders are expected to indicate if other sources of funding will also support the Training for the Adult English Language Learner services. (As in the past, NIWA emphasizes the blending of funding
sources to support the WIOA programming.)

- The Bidder, if successful, will conduct a criminal background check/fingerprinting, in compliance with state and federal law, of all staff and volunteers who fill positions funded in part or whole by this sub-award.
- All program staff, sub-awarded staff, student workers, and volunteers who help deliver the program services will provide services in a manner sensitive to the ethnic, racial, and linguistic characteristics; religious preferences; and sexual orientation of the program participants.

G. SCOPE OF SERVICES PROVIDED BY TRAINING FOR ADULT ENGLISH LANGUAGE LEARNER PROGRAM

The WIOA regulations require that all programs offer employment (workforce preparation activities and training) in combination (concurrently or in the same context) with educational (academic/occupational training) activities to participants. The key to the continued success of the Training Services for the Adult English Language Learner program’s is on-going and intensive Case Management activities which tie all programming together using work-based learning, combining academic/occupational training and work experiences.

1. Case-Management

The Case Management staff will provide ongoing support and expertise through comprehensive assessment, planning, implementation and overall evaluation of the individual needs of the Training program participant. They will act as liaisons between the program and the various organizations and entities involved with the program participant. Their job is to help the program participant improve their work readiness skills, attain credentials necessary to meet their job and career goals, problem-solve, and have a vested interest in the success of the program participants.

The Case Managers’ Roles and Responsibilities include:

- Assist with outreach, recruitment, and orientation of program participants;
- Assist with completion of appropriate enrollment forms and documentation for participants;
- Administer TABE tests and other standardized assessment instruments;
- Provide individualized assessment via interview using tools such as:
  - Training application information
  - Testing Results –academic level, aptitudes, interests
  - Other information from other resources
  - Discussion with program participant regarding personal and program goals;
- Develop Individual Employment Plan with participant;
- Refer program participant to programming that will address individual needs;
- Connect program participant with community services and resources as appropriate and necessary;
- Provide on-going case management of program participant—checking program participation on an almost daily basis;
- Coordinate case management activity with The Workforce Connection’s Business Services’ team incorporating work-based learning activities;
- Meet with program participants as necessary to assess progress and address concerns;
- Create and manage frequent case notes documenting program participant’s progress in programming, noting any concerns and how the concerns are being addressed;
- Enter data and other information on participant activities and progress into the management information system;
- Meet as necessary with other organizations’ counselors to discuss concerns regarding individual program participant;
• Provide services to program participant in manner sensitive to the ethnic, racial, and linguistic characteristics; religious preferences; and sexual orientation of program youth;
• Complete required paperwork and reporting on a timely basis.

2. **Recruitment, Eligibility Determination, Assessments, IEP Development**

   a) **Recruitment:**

   The Training for Adult English Language Learners Program provider will be responsible for recruiting program participants. Applicants must meet WIOA adult program eligibility requirements to be considered for participation. These eligibility requirements are given in Attachment I.

   b) **Assessment** of the applicants who meet program eligibility requirements:

   1. **Math and Reading Assessment**
      • Identification of the State WIOA-approved reading and math instrument they will use to determine participants’ math and reading levels (see Attachment II);
      • Description of the test administration process, including the environment in which the tests will be administered; and
      • The education and experience qualifications needed by staff in the position (as listed in the job description) that is responsible for administering the math and reading tests. The staff administering the individual assessment instruments must meet the instrument’s publisher’s recommended requirements for individuals administering the instruments.

   2. **Individual Employment Training Plan (IEP)** The Sub-awardee will develop an Individual Employment Plan with each participant. The format for the IEP will be the standard format used by the WIOA Adult program service provider.

3. **Work Readiness Skills Training Course for English Language Learners Population**

   a) **Course Participants:** The Training program will include a Work Readiness Skills Training course designed to meet the needs of the WIOA Adult English Language Learner program participants targeted for service. Each program enrollee will participate in Work Readiness Skills Training and other cultural adjustment activities as determined appropriate.

   b) **Course Duration:** The Work-Readiness Skills Training course will be conducted at least once a month or a justified alternative schedule. Participants in the course class will be expected to attend all days the course class meets, with 80% attendance required for course completion.

   c) **Course Content:** The Work Readiness Skills Training course will provide basic information that the English Language Learner adult population needs to know to enter initially or re-enter the United States workforce. All the material presented/discussed in the course class will be reinforced by program staff in their individual and group sessions with participants.

4. **Job-Search Related Workshops for the English Language Learner Adult Population**

   Each month, the Sub-awardee will be expected to deliver at least one job-search related workshop targeted to the special needs of Adult English Language Learners. In its bid, the bidder will describe at least eight different job-search related workshops that its staff may offer once or more over the course of the year. The program may also hold networking sessions for their program participants.

5. **Work Readiness Skills Training provided in combination with Work-based / place Training, including**
the development of On-the-Job Training (OJT) opportunities, WIOA subsidized work experience, and transitional jobs:

All Work Readiness and Job-Search related workshops must be provided in combination with work-based and work-placed training such as subsidized work experience, transitional jobs, and/or OJT. Each participant must participate in work-based training.

6. On-Going Counseling, Job Placement Assistance:

Program participants will all receive on-going individual and group counseling and job placement assistance from program staff. The major portion of staff time charged to the program will be devoted to case management, counseling, and job development/individualized job placement assistance, all of which will build upon the content discussed in the Work Readiness Skills Training course and workshops.

Staff will perform outreach to employers to obtain job possibilities (including WIOA On-the-Job Training possibilities and WIOA-subsidized work experience positions) for program participants. These activities will be coordinated with the activities with The Workforce Connection’s Business Services team.

Note: The fiscal agent for WIOA programming in Boone/Stephenson/Winnebago Counties, Rock River Training Corporation (RRTC), has a standard agreement format that must be used for WIOA-subsidized work experiences, transitional jobs and OJT placements. The Employment Specialist must use this format and follow established procedures for the development of agreements. The Employment Specialist will be responsible for monitoring the WIOA Work Experience Agreements and the case managers will be responsible for counseling the program participants in work experience.

7. Supportive Services

Supportive services for Adult English Language Learners needing such assistance will be provided through referrals to other community organizations, or through the services provided under NIWA’s Supportive Services Policies. All referrals to services, whether provided under NIWA’s Supportive Services Policies or through referrals to community organizations, will be tracked by the case manager and recorded in case notes.

8. Follow-up Services

The Training for Adult English Language Learner program’s case managers will provide at least twelve months follow-up support to participants after they exit the program. By maintaining monthly contact with the participant, the case manager will serve as a resource to identify and address challenges that arise for the Adult English Language Learner, especially challenges related to employment, language and/or cultural barriers.

H. Program Year 2016 Budget:

Providing funding for the program is available (see page 2), the program will operate under a line-item budget not to exceed $75,000 and $55,000 in lines of credit for the work-based / place training component.

Facility Costs for the primary location of services (303 North Main Street, Rockford) should be budgeted at $16.32 per sq. ft. based on 170 sq. ft. per FTE.

I. Program Outcomes/Performance Expectations

The program will be expected ultimately to meet the Common Measures’ goals for WIOA adult programming. See Attachment II for an explanation of WIOA Adult Common Measures.
The program will also be expected to meet or exceed the following shorter term objectives by June 30, 2017:

The Adult English Language Learner services program provider will be expected to meet WIOA’s Common Measures goals (Performance Goals). See RFP Attachment II for a discussion of how WIOA Common Measure outcomes will be determined. The measures for PY2016 are not finalized at this time; however, PY 2015 measures are attached. The Adult English Language Learner services program provider will be expected to meet the Common Performance Measures goals (Performance Goals) as negotiated with IL Department of Commerce. NIWA expects that in PY 2016 at least a 75% success rate of those participants who have exited the program by 6/30/17 will be employed. An estimated 80% of those participants who have exited the program will have completed the Work Readiness Skills Training course and workshops.

J. **Participant Policies/Grievance Procedures**

The Participant Policies and Grievance Procedures for Adult English Language Learner services will be updated by the Adult English Language Learner services program provider. These policies will be updated prior to or shortly after July 1.

Adult English Language Learner participants may grieve to the NIWA public information manager if the grievance resolution at the Adult English Language Learner services level is unsatisfactory; or they may bring their grievance directly to NIWA.

K. **Monitoring of Adult English Language Learner Services**

The Adult English Language Learner services provider will provide internal monitoring of all its operations, including its coordination the Business Services team.

NIWA will monitor the Adult English Language Learner services and activities on an on-going basis, conducting desk reviews and on-site visits. Specific Adult English Language Learner services reporting requirements will be updated.

Fiscal monitoring is conducted by Rock River Training Corporation (RRTC), the fiscal agent for WIOA funds in Boone, Stephenson and Winnebago Counties and a partner in The Workforce Connection.

L. **Identification with The Workforce Connection**

All Adult English Language Learner services and activities will be provided under the umbrella of The Workforce Connection. The Adult English Language Learner services programming provider will participate as a partner in The Workforce Connection. The use of grant funds to promote an individual agency is not permitted; therefore, any outreach materials or program promotion shall be coordinated with the Public Information Manager of Northern Illinois Workforce Alliance as part of the overall communications strategy for The Workforce Connection – Adult English Language Learner Services. The Workforce Connection logo will be the only logo used on all brochures and correspondence.

**SECTION III. PROPOSAL APPLICATION INFORMATION**

A. **Northern Illinois Workforce Alliance** must receive your proposal by **Noon, Wednesday, May 12, 2016**

Place the following items in a **sealed** package:

- Your original proposal and six copies (only one copy of Audit)
- Your entire proposal (all sections and attachments except Audit) saved in Microsoft WORD on
labeled thumb drive. (The budget will be in EXCEL.)

Then submit the package to: Cathy Cornelius, Board Assistant
The Workforce Connection
303 North Main Street; 2nd Floor
Rockford, Illinois 61101

Make sure your organization’s name and WIOA Training Program for Adult English Language Learners is on the exterior of your sealed proposal package. The date and time NIWA received your proposal will be written on the outside of the sealed packet and recorded on the cover page of your original proposal.

Use a clamp to hold the proposal. Do not staple the pages or put the proposal in a binder.

Incomplete proposals and proposals received after Noon, Wednesday, May 12, 2016, will not be evaluated.

Use the Proposal Contents Checklist in Section V to make sure your proposal is complete. (Review your proposal contents carefully and check the boxes on the checklist as you do your final proposal review; you will submit this checklist at the end of your proposal.)

If you have questions regarding this Request for Proposals or WIOA or local policies or requirements, please contact Valerie Johnson, 815-395-6676, vjohnson@theworkforceconnection.org. A Question & Answer Session will be held at 1:30 pm on Thursday, April 21, 2016, in Room 220 at The Workforce Connection, Rockford.

To receive the Proposal Forms in WORD (EXCEL for Budget), e-mail Valerie Johnson, vjohnson@theworkforceconnection.org.

B. This RFP does not commit Northern Illinois Workforce Alliance to award a grant, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to issuance of a written agreement. All awards are subject to the availability of funds.

The NIWA retains the right to:

- Accept or reject any or all proposals received. (NIWA may negotiate with all qualified sources, or cancel in part, or in entirety, proposals if it is in NIWA’s best interest to do so. NIWA may request that bidders participate in negotiations and rewrite their applications as agreed upon during the negotiations.)
- Discuss a proposed program with anyone potentially involved in the program.
- Review the bidders’ administrative and fiscal procedures relating to the proposed WIOA program as part of the proposal review process.
- Reconsider this proposal for funding anytime during PY 2016 (July 1, 2016 - June 30, 2017).

Proprietary rights to all data, materials, and documentation originated and prepared for NIWA pursuant to a sub-award agreement shall belong exclusively to NIWA.

C. All proposals submitted will be subject to competitive review. The Proposal Evaluation Process is discussed in Section V.

D. Proposal funding decisions will be made by Northern Illinois Workforce Alliance.

E. The WIOA English Language Learner services and activities subaward will be awarded July 1, 2016 through June 30, 2017.
F. There will be a public opening of the sealed proposal packages on Wednesday, May 12, 2016 at 1:00 pm, in Room 220 of The Workforce Connection, 303 North Main Street, Rockford.

At that time staff will determine if the proposals submitted meet the technical review standards. See the Proposal Technical Review Checklist in Section V. Only proposals meeting the technical review standards will be read.

G. Bidders’ right to appeal the decisions regarding the Awarding of Programs. See Section V.B. of this RFP.
SECTION IV. FORMAT AND CONTENTS OF PROPOSAL

Proposals must be submitted in the following format.

- One-inch margins
- **Not less than 11-point** font (i.e., font not less than the size of the font in this RFP)
- Single spacing, double spacing between paragraphs
- Sections and subsections labeled
- **15** pages maximum, excluding the cover page, table of contents, and requested attachments.
  (Include only requested attachments.)

Proposals not in the designated format will be rejected

A. **Cover Page for Proposal:**

Complete all items on the Proposal Cover Page. (in Section VI.)

B. **Table of Contents:**

After you have written the entire proposal, number the pages and fill in the numbers on the Table of Contents (in Section VI). Please note that the cover sheet is numbered –i–, and the Table of Contents is numbered –ii–. The **Overview** will be numbered page –1–.

C. **Program Proposal Narrative**

Your Program Proposal will be a clear and concise narrative. Use bullet points, charts, etc. to enhance your presentation.

1. **Overview of WIOA Training for the Adult English Language Learner Services Provided by Proposer** (maximum 2 pages)

Prepare a two-page **Overview** of the Training for the Adult English Language Learner services your organization will conduct. The first page of your **Overview** will be a summary of the services your organization will provide. Be sure to emphasize your case management process, indicating close coordination with The Workforce Connection Business Services Team as well as other WIOA services and other organizations and schools who are also serving ELL adults.

On the second page of your **Overview**, present a **Program Process Flow Chart** that tracks how the participants in your proposed program will be served. Begin with “Outreach/Recruitment” and track the participants’ planned participation through “Positive Exit” to employment and/or education and “Follow-Up Services.” Be sure your Flow Chart is adequately labeled. Use footnotes, as needed.

2. **Bidder’s Experience and Qualifications, including Organizational Capacity**

Explain why your organization is qualified to be the English Language Learner Service provider. At a minimum, include the following information:

- Knowledge of the Workforce Innovation and Opportunity Act (WIOA) and the regulations guiding WIOA activities and services
- History running programs for ELL population. Be sure to include statistics with the outcomes for
your relevant programming for the past four program years.

- Your Organizational Capacity to be the English Language Learner Service provider.
  - State your organization’s mission (mission statement) and demonstrate your capacity to integrate the ELL Services into your organization’s overall operations. Attach as Proposal Attachment 1 an organizational chart showing where the proposed ELL Services functions will fall in your organization. Describe how the ELL Services and staff that deliver the services will relate to the overall organization.
  - Describe your financial stability for the past five years, detailing any difficulties regarding financial stability and how those difficulties have been (or are) being addressed.
  - Submit as Proposal Attachment 2 a detailed description of your organization’s fiscal procedures.
  - Attach to the end of only your original copy of this proposal a copy of the most recent financial audit of your organization conducted by a certified public accountant, indicating the period covered; or, if no audit has been performed, the most recent financial statement, indicating the period covered and an explanation of why no audited financial statement is available. Financial audits covering a period prior to calendar year 2014 will not be accepted.
  - Describe the relevant experience of your organization’s key staff who would be involved in planning the ELL Services your organization will deliver. (At the end of your proposal’s Budget section, you will include a job description for each position funded in whole or in part in your organization’s proposed Coordinating Entity budget. Job descriptions must specifically indicate, in addition to position duties, the staff skills, knowledge, and training needed for the position and must adhere to the minimum qualifications for the staff given in Section II.F.) You will also include resumes for any current personnel who may be assigned to ELL Services positions.
  - Describe and demonstrate the success of your joint efforts with other organizations and agencies to provide services similar to those requested in this RFP.
  - Describe your organization’s internal monitoring system and demonstrate how it is effectively used to assure quality and identify program, personnel, and fiscal issues. Describe your organization’s corrective action procedures.
  - Describe the quality improvement protocol that your organization would implement to ensure continuous improvement of ELL Services delivery and participant outcome achievement.
  - Describe how your organization’s Board of Directors (or comparable body, as applicable) will be involved in the proposed program. Attach as Proposal Attachment 3 a list of your organization’s Board of Directors that includes at least their 1) board position, 2) business address and phone number, and 3) e-mail address.
  - List at least three relevant funding references, including the name of funding organization and the name, title, e-mail address and telephone number of a contact person at the funding organization. (If there are no youth funding sources other than WIOA, other relevant references may be listed.)
  - Assure that all individuals, including volunteers, who will work with program youth will provide services in manner sensitive to the ethnic, racial, and linguistic characteristics and sexual orientation of program youth.
  - Assure that all ELL Services staff members will have access to computers and the Internet.
  - Include in your discussion any other relevant information, such as your organization’s history developing and maintaining current written procedures for its program activity.
3. **English Language Learner Services Facility/Accessibility**

   - A full service, comprehensive One-Stop Center is currently at 303 N. Main Street in Rockford, Illinois (The Workforce Connection – Rockford) and two satellite centers are located in Belvidere and Freeport, Illinois. The successful proposer will be expected to operate the ELL Services out of the current location and enhance services at the satellite locations. Provide a plan for rotating ELL staff at the satellite locations in coordination with Career Planners serving other customers through The Workforce Connection.
   - Prove that the facility is accessible to the service area. This discussion may involve regarding how you will arrange transportation for program participants to the facility. You may also discuss whether you will schedule staff to meet with program participants at other locations.

4. **Service Delivery**

   In the discussion of your service delivery, you will explain how you intend to provide the services described in Section II. G. Scope of Services Provided by English Language Learner Services. Use the Proposal Attachment information at the end of Section IV. and the items on the Evaluation Tool in Section V to guide your discussion which will include, but not be limited to, a discussion of the following services to be provided by the English Language Learner Services:

   a. Case Management – Ongoing
   b. Outreach, Recruitment, Orientation, Initial Eligibility Determination, Enrollment (after eligibility certified by One-Stop Center staff)
   c. Assessment
   d. Individual Employment Plan Development
   e. Work-based Learning Services
   f. Employment Services
   g. Supportive Services
   h. Follow-Up services

   Be sure to provide sufficient detail, e.g., in your discussion of outreach and recruitment in the three County area. A strong case-management system will lay the foundation for the ELL Services’ success and your proposed case-management system for the ELL Services’ must be adequately described. Also, be sure to include information regarding the extent of your linkages with other organizations that can assist you as you deliver some of the above services; especially address how case management of in-common participants may be addressed. Include in your discussion information regarding your linkages with employers and your success in placing program participants in employment.

   Integrate the figures in the ELL Services Projections for Program Year 2016 (see Section II. E) into your discussion.

   Your organization as the Adult ELL services programming provider may be responsible for entering applications, case notes and status change information directly into the Illinois Workforce Development System. Please provide comments on your experience with IWDS and your ability to this well.

D. **Sub-awarded Services**  
(If this section is does not apply to your proposal, write Not Applicable.)

If your organization intends to sub-award with another organization for any of the services listed in 4. above, submit as Proposal Attachment 4 a draft sub-award/agreement or detailed plan that demonstrates how staff and resources from all the participating organizations will be coordinated. If your organization is awarded the
English Language Learner sub-award, any sub-award agreements must be approved by NIWA staff and attached to the NIWA contract.

Note that your organization will submit the potential sub-awardee’s budget as an attachment to your organization’s proposed ELL program budget. See the Budget development instructions in F. below.

**E. Other Sources of Funding that Support Proposed Services**

If non-WIOA sources of funding will be blended with other sources of funding to support the English Language Learner Service deliver, provide a paragraph that discusses how WIOA funds will be blended with other sources of funding to support ELL Services.

Then complete the form **Proposal Attachment 5, Other Sources of Funding that Support Proposed ELL Services** (Section VI, Forms). On the chart, list the other sources of funding contributing to your Services’ operational costs and estimate the amount of each of the other source’s contribution. Identify whether the contributions are Cash contributions, Other Federal Funds contributions, or Stand-in Costs contributions. *(Stand-in costs are those costs that could be charged to the ELL program that you will charge elsewhere. These costs must be allowable expenditures from non-Federal sources.)* Also, if applicable, include your ELL program-related Stand-in Costs contributions of your sub-awardee(s).

**F. Budget and Related Information**

An estimated total of $75,000 (includes supportive services as well as all operating costs) may be available for the English Language Learner services. Final budget will be determined after WIOA allocations are received and the provider services are selected.

You will be submitting one budget for July 1, 2016-June 30, 2017. *(Final budget will be negotiated and included in your contract with the NIWA. Your budget may include the following costs:*

- Staff Wages and Fringes
- Staff training costs
- Materials and Supplies needed for start-up
- Equipment needed (costing over $300)
- Facility Costs
- Participant Supportive Services
- Lines of Credit for Work Experience, On-the-Job Training, Transitional Jobs

The **Program Year 2016 Budget** requested must be reasonable for the size of the facility, the services it provides, and the estimated number of youth to be served on an ongoing basis.

Reimbursement will be through a line item reimbursement contract.

To obtain reimbursement for program costs, you must document costs. If your proposal is funded, you will itemize all costs associated with the program on the reimbursement forms that will be included in your contract. Monthly reimbursement requests must be submitted to the NIWA fiscal agent, Rock River Training Corporation (RRRTC), by the 15th of the following month.

You must maintain accounting records showing WIOA-funded programs as a separate fund.

WIOA-funded work experience wages, On-the-Job Training, Transitional Jobs costs will not be in the main
part of your budget. WIOA-funded work experiences wages will be in your budget as a line-of-credit; WIOA-funded work experience costs for your participants may not exceed the Work Experience line-of-credit in your budget unless a modification to your contract is executed.

Proposal Budget and Related Information Complete the Budget Information and give all the additional material specified below in items 2-5.

1. Budget Forms

   Complete Budget Forms 1 and 2. (Your budget must be placed on the forms provided in Section VI.)

   In your budget, round all cents to the nearest dollar.

   Be sure to place your organization’s name and program name on the budget.

   a. Wages (Budget Form 1)

   List all staff by job title. After the job title, put any information that explains how you arrived at the amount of dollars in the total column, i.e., Program Counselor, $34,000/yr. for 12 months; Secretary, $11.00/hr. for 20 hours/week for 48 weeks.

   b. Fringe Benefits (Budget Form 1)

   List all fringe benefits in the same manner. Give all information needed for the evaluators to check the amounts in the training columns, e.g., F.I.C.A. @ .062 on positions 5-8.

   c. Other Costs (Budget Form 2)

   Fill in all items completely. Request funding only for items that are necessary for the program’s successful operation.

   If incentive payments will be given participants, include a line item for the Incentive Payments under Other Costs.

   If you will sub-award any portion of your program, include a sub-awards line item under Other Costs. See item 5 below. (Be sure that any sub-awards are properly procured.)

2. Lines of Credit (located at bottom of Budget Form 2)

   WIOA Work Experience/ Transitional Jobs: WIOA-subsidized work experience and/or transitional jobs will be identified as lines of credit. Budget totals anticipated, including wages, FICA, and Workers’ Compensation cost.

   On-the-Job-Training (OJT): For OJT positions, estimate the total cost of the OJTs (up to 75% of wages and fringes for the OJT period).

   See Attachment III - NIWA’s draft Work-Based Training Policies.

3. Budget Explanation/Cost Allocation (Place the Budget Explanation directly after the Budget.)

   Fully explain how you derived each cost listed on the budget. If an item is a direct cost only to this program,
please state this. If any costs are divided between two or more programs, explain how these costs will be allocated, describing in detail the base to be used for each budgeted item.

Also explain how you reached the cost figures you gave in your Lines-of-Credit. Label this section of your Budget Explanation Lines of Credit Explanation.

4. **Job Descriptions and Resumes**  
   Place the job descriptions after the budget explanation.

Submit a description of the job responsibilities of each staff position listed on Budget Form 1. Also state the education/training (qualifications) required for the position. Make sure your organization’s name and the date the job description was developed is on each job description. Job descriptions must be in the official format used by your organization.

If the position is already filled or a person is already designated to fill the position, please submit the resume of the individual filling that position directly behind the job description. Monitoring will include a review of the qualifications of staff paid in part or in full with WIOA funds to insure the staff have the education and experience their position requires.

5. **Quarterly Budget Expenditure Plan**

Present a quarterly budget expenditure plan, projecting the total amount of expenditures for the quarters ending September 30, December 31, March 31, and June 30 for fiscal year July 1, 2016-June 30, 2017.

6. **Sub-award Budget**

If your organization is sub-awarding any program services, please include your sub-awardee’s Budget and Budget Explanation as an attachment to your budget. (Sub-awardee will also use the budget forms in the Forms section and follow the above directions.) Your organization’s name and your sub-awardee will be identified on the sub-awardee’s proposed budget.
PROGRAM PROPOSAL ATTACHMENTS

These Proposal Attachments are referenced in the directions for writing the Program Proposal Narrative.

Proposal Attachment 1  Organizational Chart
Proposal Attachment 2  Fiscal Procedures Explanation
Proposal Attachment 3  Organization’s Board of Directors (or similar body)
Proposal Attachment 4  Draft Sub-award, if applicable
Proposal Attachment 5  Other Sources of Funding that Support Proposed Adult English Language Learners Services

Proposal Attachment 6  Miscellaneous Information

A. **Audit and any Management Letters**  (Submit only one copy of your audit.)

Submit a copy of your organization’s/school’s most recent audit and any management letters.
(Submit only one copy of the audit and any management letters. Submit these as a separate attachment to the original copy of your proposal.) (If current audit is on file with RRTC, insert statement to this effect)

B.  Certifications/Accreditations/Not-for-Profit Authorization  (If this requested information does not apply to your organization, please submit a page with the appropriate heading and the words, “Not applicable to our organization.”)

If your organization is a not-for-profit organization, submit a copy of your not-for-profit authorization.

If your organization/school is a certified/accredited institution, list the certifications/accreditations held and submit copies of the supporting letters/certificates awarding the certification/accreditation; if your organization is not a certified/accredited institution, provide a statement to that effect.

C.  **Affirmative Action**  Complete Affirmative Action Forms 1 and 2 (in Section VI, Forms).

D.  **Assurances**

The person who is authorized to sign the Bidder’s agreements must review and sign the Assurances form (in Section VI).

E.  **Proof of Liability Insurance**

Submit your organization’s current proof of liability insurance (Certificate of Liability Insurance).

NO OTHER PROPOSAL ATTACHMENTS MAY BE SUBMITTED.
SECTION V. PROPOSAL EVALUATION PROCESS

The NIWA has the following Proposal Evaluation Process:

A. Proposal Evaluators

Proposals will be evaluated by a team of individuals who have no conflict of interest with any bidding organization.

B. Proposal Evaluation Review Levels

Proposals will have three levels of review:

1. Level 1: Technical Review of Proposals and Bidders’ Appeals Process of Technical Review Results

   Staff will perform a technical review of each proposal prior to their being distributed to a review team.

   The technical review will determine if the proposal is complete and meets all the submission guidelines stated in the Request for Proposals (RFP). (See the Proposal Technical Review Checklist in this section.)

   Proposals that are incomplete or fail to meet all the submission guidelines stated in the RFP will be rejected.

   Bidders will be notified regarding the status of their proposals after the technical review.

   Bidders may appeal the technical review results. (The WIB will accept only appeals relating to the technical review of a proposal.)

   a. NIWA staff will notify bidders via e-mail of the results of the technical review of their proposals. Bidders may then request a debriefing of their proposal’s technical review. The NIWA’s Planning and Quality Assurance Manager must receive this request via e-mail within two working days of the day the Bidder was e-mailed notification of the technical review results of their proposal.

   b. The debriefing will be held within two working days of the NIWA’s Planning and Quality Assurance Manager’s receipt of the bidder’s request for a debriefing of their proposal’s technical review.

   c. After the debriefing, the bidder will have three working days to present to the NIWA’s Planning and Quality Assurance Manager a written appeal of any aspect of their proposal’s technical review.

   d. The NIWA Chair or designee will review the written appeal and make the final decision regarding any NIWA action on the appeal.

   e. The Bidder will be notified in writing within three working days of the NIWA Chair or designee’s decision regarding the appeal.

   f. This will complete the Bidder’s appeal process at the local NIWA level.
Level 2: Evaluation of Proposals by Review Team Using Evaluation Tool

a. The proposal review team will receive training regarding the programming sought through the Request for Proposals, the proposal review process, and the use of the Evaluation Tool included in the RFP. The team will select a team leader/facilitator who will be responsible for assisting the team reach consensus regarding each proposal’s Evaluation Tool scoring and priority for funding.

b. All team members will review all proposals using the Evaluation Tool. During this initial review, review team members may suggest a score in response to each item on the Evaluation Tool.

c. Team members will meet and discuss each proposal, arriving at a consensus score for each item on the Evaluation Tool. The proposal Evaluation Score will be the total of all the item scores on the Evaluation Tool.

Level 3: Evaluation of How Well Proposed Program Meets NIWA’s Vision for Services and Strategic Objectives

a. The review team will then discuss how well the proposed program meets one or more strategic objectives laid out in the NIWA’s Strategic Plan.

   Included in this discussion will be a consideration of the bidder’s ability to deliver the proposed programming, past success in attaining the WIOA Performance Measures/Common Measures Goals, service provision in relation to the total Boone, Winnebago and Stephenson County area, connection/collaboration with the One-Stop Center/System and partners, and the proposed program’s ability to further the NIWA’s vision of accessibility and service access.

b. Budgets, program size, and other aspects of a proposed program may be negotiated, as necessary. Review teams will consider the reasonableness of bidders’ proposed budgets in relation to the proposed program size and activities -- and the funds available.

c. The review team will then prepare its funding priority recommendations. Bidders will not necessarily be recommended for funding based on their Evaluation Score in relation to the Evaluation Scores of other bidders.

C. NIWA Action on the Recommendations of the Evaluation Teams

1. The funding priority recommendations of the Proposal Review Team will be presented to NIWA for action.

2. The NIWA will take action on the program funding recommendations.

3. Bidders will then be notified of the NIWA board’s action.

4. Bidders may request a debriefing of their proposal’s evaluation.
D. PY 2016 Training Program for Adult English Language Learners

**Proposal Evaluation/Award* Timelines**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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</thead>
<tbody>
<tr>
<td>Proposals due to NIWA by NOON</td>
<td>5/12/16 (Thursday)</td>
</tr>
<tr>
<td>Public Opening of Proposals Received</td>
<td>5/12/16 (Thursday) 1:00 pm</td>
</tr>
<tr>
<td>Proposals reviewed using <em>Proposal Technical Review</em> Checklist.</td>
<td>5/12/16 (Thursday – late afternoon)</td>
</tr>
<tr>
<td>Bidders notified via e-mail of results of <em>Technical Review</em> of their proposals.</td>
<td>5/12/16 (Thursday – late afternoon)</td>
</tr>
<tr>
<td>Training of proposal review teams</td>
<td>Week of 5/12/16</td>
</tr>
<tr>
<td>Proposals distributed to proposal review team.</td>
<td>At above meeting</td>
</tr>
<tr>
<td>Proposal review team members individually complete review of all proposals using Evaluation Tool.</td>
<td>No later than 5/16/16</td>
</tr>
<tr>
<td>Proposal review team meets to discuss proposals and reach consensus on all points recorded on the <em>Evaluation Tool</em> instrument for each proposal they review. They will then prepare their proposal funding recommendations following guidelines outlined in NIWA’s <em>Funding Award Process for Sub-awarded Programs</em>. (Budgets may be negotiated as part of this process.)</td>
<td>Week of 5/23/16</td>
</tr>
<tr>
<td>NIWA acts on Review Team’s recommendations.</td>
<td>6/7/16 (Tuesday) 8:00 am</td>
</tr>
<tr>
<td>Successful bidder receives PY 2016 sub-award.</td>
<td>By early June</td>
</tr>
<tr>
<td>Program begins.</td>
<td>7/1/2016</td>
</tr>
</tbody>
</table>

* Again, the award of a contract for the solicited program depends on PY 2016 Adult program funding availability.
**E. PROPOSAL TECHNICAL REVIEW CHECKLIST**  (2 pages)

At the Public Opening of Proposals, staff will screen the proposals to ensure that the proposals meet the technical review standards listed below. A proposal review team will then evaluate proposals meeting all these technical review standards.

Bidder: _______________________________________  Program: __________________________________________

Staff Reviewer’s Initials: __________________________ Date: __________________________

Check (√) if the proposal/bidder meets the following standards:

<table>
<thead>
<tr>
<th>Technical Review Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ The original proposal with <em>Proposal Attachment 6</em>, six copies of the proposal without <em>Proposal Attachment 6</em>, and a thumb drive containing the proposal were submitted by the deadline in a sealed package.</td>
</tr>
<tr>
<td>□ The proposal contains all the following parts:</td>
</tr>
<tr>
<td>□ A. Cover Sheet</td>
</tr>
<tr>
<td>□ B. Table of Contents</td>
</tr>
<tr>
<td>□ C. Proposal Narrative (single spaced, double spaced between paragraphs; not less than 11 point font, maximum of 15 pages)</td>
</tr>
<tr>
<td>□ 1. Overview with <em>Program Process Flow Chart</em> (maximum of 2 pages)</td>
</tr>
<tr>
<td>□ 2. Experience and Qualifications, including Organizational Capacity</td>
</tr>
<tr>
<td>□ 3. Adult English Language Learner Services Facility</td>
</tr>
<tr>
<td>□ 4. Service Delivery Discussion</td>
</tr>
<tr>
<td>□ D. Sub-award Agreement Services information (if applicable or statement <em>Not Applicable</em>)</td>
</tr>
<tr>
<td>□ E. Other Sources of Funding that Support Proposed WIOA Adult ELL Services</td>
</tr>
<tr>
<td>□ F. Program Year 2016 Budget (July 1, 2016-June 30, 2017)</td>
</tr>
<tr>
<td>□ 1. Budget Forms 1and 2 with Lines of Credit information at bottom of Budget Form 2</td>
</tr>
<tr>
<td>□ 2. Budget Narrative Explanation/Cost Allocation</td>
</tr>
<tr>
<td>□ 3. Job Descriptions and Resumes</td>
</tr>
<tr>
<td>□ 4. Quarterly Budget Expenditure Plan</td>
</tr>
<tr>
<td>□ 5. Sub-awardee’s Budget and Budget Explanation, if applicable</td>
</tr>
<tr>
<td>□ Proposal Attachments (labeled)</td>
</tr>
<tr>
<td>□ 1. Organizational Chart</td>
</tr>
<tr>
<td>□ 2. Fiscal Procedures Explanation</td>
</tr>
<tr>
<td>□ 3. Organization’s Board of Directors (or similar body)</td>
</tr>
<tr>
<td>□ 5. Other Sources of Funding that Support the Proposed WIOA ELEVATE Adult ELL Services</td>
</tr>
<tr>
<td>□ Proposal Attachment 6 submitted with only the original proposal</td>
</tr>
<tr>
<td>□ A. Most Recent Audit (and, if applicable, related Management Letter) submitted as a separate packet (only one copy—submitted with original copy of proposal)</td>
</tr>
<tr>
<td>□ B. Not-for-Profit Authorization/Certifications/Accreditations (or statement “not applicable”)</td>
</tr>
<tr>
<td>□ C. Affirmative Action</td>
</tr>
<tr>
<td>□ D. Assurances</td>
</tr>
<tr>
<td>□ E. Proof of Liability Insurance</td>
</tr>
</tbody>
</table>
### Technical Review Standards

- The proposal contains all necessary signatures.
  - Cover Sheet
  - Proposal Attachment 6.D. Assurances

- The proposing organization is not on a Federal or State Debarment list as verified in Proposal Attachment 6.D. Assurances.

- The person signing the proposal as the submitting officer has the authority to do so as verified in Proposal Attachment 6.D. Assurances.

- The proposing organization/school agrees to meet all Federal, State, and local compliance requirements, including those listed in Attachment I of the RFP as indicated in Proposal Attachment 6. D. Assurances.

**Check the appropriate box:**

- [x] The Proposal **meets** all *Technical Review Standards* and will be submitted to a Proposal Review Team for evaluation.

- [ ] The Proposal **does not** meet all *Technical Review Standards* and will not be submitted to a Proposal Review Team for evaluation.

__________________________  __________________
Darcy Bucholz, Executive Director  Date
Northern Illinois Workforce Alliance
F. PROPOSAL EVALUATION TOOL

PY 2016 Training Program for Adult English Language Learner Population

Bidder: ____________________________________________  Proposal Number: ______
Review Team: ______________________________________  Date: ________________

1. The proposal contains sufficient information regarding the bidder’s financial stability within the past five years (2011-2015) to indicate that bidder has the financial stability necessary to be the WIOA Title I-B Adult English Language Learner Training Program.

**IF THE CONSENSUS SCORE FOR THIS ITEM IS LESS THAN 4 POINTS, THE PROPOSAL WILL NOT BE CONSIDERED FOR FUNDING.**

<table>
<thead>
<tr>
<th>Score: _______</th>
<th>0-2</th>
<th>3-4</th>
<th>5</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder has unstable financial history within last five years—and problems are not well on way to resolution.</td>
<td>Bidder had financial problems within the past five years but the problems are now resolved-- or well on the way to resolution.</td>
<td>Bidder has stable financial history for past five years.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Score: _______ (out of possible 5 points)

2. The proposal’s discussion of the bidder’s organizational capacity to be the training provider of Adult English Language Learning program services, emphasizing the bidder’s qualifications to plan and deliver services, indicates the bidder has the organizational capacity to be the Adult English Language Learner programming provider, providing services through the One-Stop Centers in Rockford, Belvidere, Freeport centers as well as other locations as needed.

<table>
<thead>
<tr>
<th>Score: _______</th>
<th>0-5</th>
<th>5-10</th>
<th>10-20</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal contains no or minimal indication of Bidder’s ability/qualifications to deliver the proposed services/activities.</td>
<td>Proposal contains some indication of Bidder’s ability/qualifications to deliver the proposed services/activities.</td>
<td>Proposal contains clear and concise identification of Bidder’s ability/qualifications to deliver the proposed services/activities.</td>
<td></td>
<td></td>
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</tbody>
</table>

Score: _______ (out of possible 20 points)
3. The proposal adequately describes the bidder’s success (includes data for at least the past four years) providing the activities/services that comprise the Adult English Language Learner programming, especially case management, academic/occupational and work-based training activities, employment services and support services.

<table>
<thead>
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<th>Score</th>
<th>Notes</th>
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<tbody>
<tr>
<td>0-4</td>
<td>Proposal contains no or scant indication of bidder’s past success delivering case management, concurrent academic/occupational and work-based training, employment services and support for Adult English Language Learners.</td>
</tr>
<tr>
<td>5-10</td>
<td>Proposal contains some data/information indicating Bidder’s past success delivering case management, concurrent academic/occupational and work-based training, employment services and support for Adult English Language Learners.</td>
</tr>
<tr>
<td>11-15</td>
<td>Proposal contains substantial data/information indicating that Bidder has been successful in delivering case management, concurrent academic/occupational and work-based training, employment services and support for Adult English Language Learners.</td>
</tr>
</tbody>
</table>

Score: _______ (out of possible 15 points)

4. The proposal gives a comprehensive description of how the bidder will ensure that the Adult English Language Learner programming will meet WIOA Common Measures goals --i.e., participants will 1) entering employment, 2) retention in employment, 3) earnings.

<table>
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<tr>
<th>Score</th>
<th>Notes</th>
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<tbody>
<tr>
<td>0-2</td>
<td>Proposal contains little indication of methods bidder will use to ensure the Adult ELL programming will meet desired Common Measures’ outcome goals.</td>
</tr>
<tr>
<td>3-5</td>
<td>Proposal contains some indication of methods bidder will use to ensure the Adult ELL programming will meet desired Common Measures’ outcome goals.</td>
</tr>
<tr>
<td>6-10</td>
<td>Proposal contains a clear, detailed description of viable methods bidder will use to ensure the Adult ELL programming will meet desired Common Measures’ outcome goals.</td>
</tr>
</tbody>
</table>

Score: _______ (out of possible 10 points)
5. The proposal defines the Bidder’s proposed outreach-recruitment process and screening mechanisms, presents an effective participant assessment process, and provides an adequate description of the Individual Employment Plan (IEP) development process for participants, that serves ALL Adult English Language Learners which includes Immigrant and Refugee populations and Spanish-speaking populations.

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<th>5-8</th>
<th>9-10</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Proposal contains little description of recruitment process and screening mechanisms; process would not adequately provide a comprehensive assessment of math and reading ability, job skills, interests, and work; little description of IEP process that serves all Adult ELL populations.</td>
<td>Proposal contains some description of recruitment process and screening mechanisms; process would provide limited assessment of math and reading ability, job skills, interests, and work history; some description of IEP process that serves all Adult ELL populations.</td>
<td>Proposal contains clear and detailed description of recruitment process and screening mechanisms; process would provide a comprehensive assessment of math and reading ability, job skills, interests, and work history; the description of the IEP process is concise, yet detailed and viable and that serves all Adult ELL populations.</td>
<td></td>
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Score: _______ (out of possible 10 points)

6. The proposal adequately describes the case-management process and how the process, with a focus on work-based learning activities provided concurrently with academic/occupational activities, will be coordinated with community-based service/other organizations serving the unique needs of the Adult English Language Learner.

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<th>0-3</th>
<th>4-8</th>
<th>10-20</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Proposal contains little explanation of how the proposed case management system will function, including coordination with other organizations.</td>
<td>Proposal provides some description of how proposed case management system will function, including coordination with other organizations.</td>
<td>Proposal provides clear and concise description of how proposed case management system will function, including coordination with other organizations. Case managers’ caseloads are manageable, given case managers’ responsibilities.</td>
<td></td>
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</table>

Score: _______ (out of possible 20 points)
7. The bidder has strong links to employers and job development/placement activities and will fully coordinate activities with The Workforce Connection’s Business Services effort.

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<th></th>
<th>0-3</th>
<th>4-7</th>
<th>8-10</th>
<th>Notes</th>
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<td>Proposal</td>
<td>little description of bidder’s link to</td>
<td>some description of bidder’s link to</td>
<td>detailed description of bidder’s 1)</td>
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<td>employers, job placement activities, and</td>
<td>employers, job placement activities, and</td>
<td>strong link to employers, 2) job</td>
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<td></td>
<td>current/proposed coordination with The</td>
<td>current/proposed coordination with The</td>
<td>placement activities as proven by recent</td>
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<td></td>
<td>Workforce Connection’s Business Services</td>
<td>Workforce Connection’s Business Services</td>
<td>specific examples, and 3) current/proposed</td>
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<td></td>
<td>effort.</td>
<td>effort.</td>
<td>coordination with The Workforce</td>
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<td></td>
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<td></td>
<td>Connection’s Business Services effort.</td>
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</tbody>
</table>

Score: _______ (out of possible 10 points)

8. The budget requested in the proposal for PY 2016 is reasonable for the services to be delivered. (Final budget, however, will be negotiated based on the PY 2016 WIOA Adult Title I-B allocation received.)

<table>
<thead>
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<th>0-4</th>
<th>5-10</th>
<th>Notes</th>
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<td>Proposal</td>
<td>unreasonable high (0 for most</td>
<td>reasonable for the proposed services to</td>
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<td></td>
<td>unreasonable) for proposed services</td>
<td>be delivered. Budget appears to be cost</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to be delivered.</td>
<td>effective.</td>
<td></td>
</tr>
</tbody>
</table>

Score: _______ (out of possible 10 points)

Total Evaluation Score: _______ (100 possible points)

Date Review Team Reached Consensus on Proposal’s Total Evaluation Score: ______________________

Witnessed by: __________________________________________________________

(Signature of NIWA Staff Witnessing Evaluation Team’s consensus action regarding the Total Evaluation Score the Bidder Received)
 SECTION VI. PROPOSAL FORMS

To obtain the proposal forms in WORD (budget forms in EXCEL), please e-mail Valerie Johnson, vjohnson@theworkforceconnection.org, and request that the forms for the Adult English Language Learner Services RFP be e-mailed to you.
PROPOSAL FOR
ADULT ENGLISH LANGUAGE LEARNER SERVICES/PROGRAMMING

Year 2016 (7/1/16-6/30/17)
(Title I-B of the Workforce Innovation and Opportunity Act)

Proposing Organization: FEIN:
Address:

City: State: Nine-digit ZIP:
Telephone: Fax: E-mail:

Website Address:

Contact Person:
Title: Telephone:
E-Mail Address:

Total Funding Amount Requested for Program Year 2016 (7/1/16 to 6/30/17)

Proposing Organization Authorized Signature: __________________________________________
Name: __________________________________________
Title: __________________________________________

Date Proposal Received by NIWA: ________________________ Time: ________________________
(Completed by NIWA) (Completed by NIWA)
## PROPOSAL TABLE OF CONTENTS

A. Cover Sheet ..............................................................................................................................................
B. Table of Contents.......................................................................................................................................
C. Narrative....................................................................................................................................................
   1. Overview ......................................................................................................................................
   2. Experience and Qualifications, including Organizational Capacity ................................................
   3. Adult English Language Learner Services Facility/Accessibility ....................................................
   4. Service Delivery ..........................................................................................................................
D. Sub-awarded Services Information (if applicable).......................................................................................
E. Other Sources of Funding Supporting the Proposed Educational Services...........................................
F. Budgets and Related Information
   Program Year 2016 Budget for July 1, 2016-June 30, 2017
   1. Program Year 2016 Budget (Budget Forms 1 and 2) ................................................................
   2. Lines of Credit ........................................................................................................................
   3. Budget Explanation/Cost Allocation ............................................................................................
   4. Job Descriptions and Resumes ............................................................................................. …
   5. Quarterly Expenditure Plan ....................................................................................................
   6. Sub-award Budget..................................................................................................................

**Proposal Attachments:**
1. Organizational Chart
2. Fiscal Procedures Explanation
3. Organization’s Board of Directors (or similar body)
4. Draft Sub-award (if applicable)
5. Other Sources of Funding that Support the Proposed Educational Services

**Proposal Attachment 6**

### MISCELLANEOUS INFORMATION

A. Audit and, if applicable, related management letter (Separate attachment) .................................
B. Not-for-Profit Authorization (if applicable) .........................................................................................
C. Affirmative Action ............................................................................................................................
D. Assurances ........................................................................................................................................
E. Proof of Liability Insurance ...........................................................................................................

NO OTHER ATTACHMENTS WILL BE ACCEPTED.
**Proposal Attachment 5  Other Sources of Funding that Support Provision of WIOA Adult English Language Learner Services/Programming**

This chart shows other sources of funding contributing to the proposed Adult English Language Learner Services/Programming operational costs and an estimate of the amount of each of the other source’s contribution:

<table>
<thead>
<tr>
<th>Name of Funding Source contributing to program costs</th>
<th>Amount of Contribution</th>
<th>Cash; Other Federal Funds; or Stand-In *</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

* Write in the appropriate contribution type. *Stand-in costs* are those costs that could be charged to the WIOA program that you will charge elsewhere; these costs must be allowable expenditures from non-Federal sources.
Proposal Attachment 6, Item C

Affirmative Action Form 1

Affirmative Action Policy Statement

It is the policy of ________________________________ (organization) to provide equal employment opportunity to all persons, regardless of race, color, religion, sex, age, national origin, handicap, political affiliation, or belief. Therefore, this organization will take Affirmative Action to ensure that we will:

1. Recruit, hire and promote in all job classifications regardless of race, color, religion, sex, age, national origin, handicap, political affiliation or belief.

2. Make promotional decisions that are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.

3. Incorporate our equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, company sponsored training, education and tuition assistance, career development, and upward mobility.

4. Conduct social and recreational programs sponsored by this organization without regard to race, color, religion, sex, age, national origin, handicap, sexual orientation, or political affiliation or belief.

The success of an Affirmative Action Program requires maximum cooperation between management and its employees.

To obtain this objective, ________________________________ will be the Equal Employment Opportunity Representative for ________________________________ (organization).

This person will be responsible for working with the Human Resources Manager for the purpose of aiding this organization in establishing future Affirmative Action goals.

Signature: ________________________________

Title: ________________________________

Date: ________________________________
**Proposal Attachment 6, Item C**

**Affirmative Action Form 2**

**WORKFORCE DATA**

Submit Workforce Data Information for the entire organization.

Organization: ________________________________ Period Ending: ________________________________

<table>
<thead>
<tr>
<th>Job Classification</th>
<th>Pay Range</th>
<th>W</th>
<th>B</th>
<th>H</th>
<th>A</th>
<th>I</th>
<th>W</th>
<th>B</th>
<th>H</th>
<th>A</th>
<th>I</th>
<th>Disabled</th>
<th>Over 40</th>
<th>Total</th>
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<tbody>
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</table>

W- White  B- Black  H- Hispanic  A- Asian or Pacific Islander  I- American Indian or Alaskan Native
Proposal Attachment 6, Item D

ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this proposal will automatically be rejected.

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.

2. We are not currently on any Federal, State of Illinois, or local Debarment List.

3. We will provide records to show that we are fiscally solvent, if needed.

4. We have the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.

5. We have additional funding sources and will not be dependent on WIOA funds alone.

6. We will meet all applicable Federal, State, and local compliance requirements. These include, but are not limited to:
   - Maintaining records that accurately reflect actual performance.
   - Maintaining record confidentiality, as required.
   - Reporting financial, participant, and performance data, as required.
   - Complying with Federal and State non-discrimination provisions.
   - Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
   - Meeting all applicable labor laws, including the Child Labor Law standard.

We will not:
   - Attempt to place youth in any type of work experience that will displace a current employee.
   - Use WIOA money to assist, promote, or deter union organizing.
   - Use funds to employ or train persons in sectarian activities.
   - Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
   - Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are high school dropouts.

We also assure that we will comply with all Assurances and Certifications listed in Attachment III of this Request for Proposals.

I hereby assure that all of the above are true.

__________________________________  ____________________________________
Authorized Signature     Date

__________________________________
Title
## BUDGET - WAGES

<table>
<thead>
<tr>
<th>Include Employee’s Title and wage/hr x hrs/day x # of days</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**TOTAL WAGES**

**FRINGE BENEFITS**

- FICA (SS & Medicare) x 7.65%
- Health
- Life Insurance
- Retirement
- Unemployment @
- Workers’ Comp. @

**TOTAL FRINGE**

**TOTAL WAGES AND FRINGE**

## BUDGET - OTHER COSTS

<table>
<thead>
<tr>
<th>SUPPLIES</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Supplies/Materials/Texts</td>
<td></td>
</tr>
<tr>
<td>Office Supplies/Materials/Postage/Duplicating</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EQUIPMENT MAINT/RENTAL/PURCHASE</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OUTSIDE SERVICES</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting/Bookkeeping</td>
<td></td>
</tr>
<tr>
<td>Computer Operation</td>
<td></td>
</tr>
<tr>
<td>Printing/Duplicating</td>
<td></td>
</tr>
<tr>
<td>Recruitment</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MISCELLANEOUS COSTS</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Training (travel, lodging, meals, tuition, conference fees, etc.)</td>
<td></td>
</tr>
<tr>
<td>In-State Travel @</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Participant Stipends</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACILITY COSTS</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Costs @ month x months</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL - OTHER COSTS**

**TOTAL - WAGES & FRINGE**

**GRAND TOTAL**

## NON-REIMBURSABLE COSTS: LINES OF CREDIT

- WIOA Work Experience
- WIOA ITAs
- Work Keys Assessments

**TOTAL NON-REIMBURSABLE COSTS**
RFP ATTACHMENT I

WIOA Eligibility Requirements (Adult Funding Stream)
WIOA ELIGIBILITY REQUIREMENTS (ADULT FUNDING STREAM)

**Adult Eligibility** in addition to general eligibility requirements, and must be 18 years or older. After eligibility determination (see DCEO Policy 15-WIOA-4.3), priority for individualized career services and training shall be given to:

1. Recipients of public assistance
2. Other low-income individuals; and
3. Individuals who are basic skill deficient

Provide accepted documents based on the allowable sources of documentation (see attached). Evidence of eligibility must be maintained in the participant’s case file.

**WORKFORCE INNOVATION AND OPPORTUNITY ACT ELIGIBILITY REQUIREMENTS—LOW-INCOME ADULT FUNDING STREAM**—from information distributed at The Workforce Connection’s WIOA Orientation information

- You may be eligible for this program if you are receiving or have been approved to receive supplemental nutrition assistance program (SNAP) within the past six months, OR if you or anyone in your family* is currently receiving Township Assistance, Temporary Assistance to Needy Families (TANF), or Supplemental Security Income (SSI); receiving or eligible for free or reduced lunch or
- If you consider yourself to be homeless (lacking a fixed, permanent nighttime residence); or
- If none of the above conditions apply, your combined family* gross income for the past SIX MONTHS from your application date is at or below the following amounts (effective May 1, 2015 and forward):

<table>
<thead>
<tr>
<th>Number of persons in family</th>
<th>Maximum allowable combined gross family income for the past 6 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$5,885.00</td>
</tr>
<tr>
<td>2</td>
<td>$7,965.00</td>
</tr>
<tr>
<td>3</td>
<td>$10,494.00</td>
</tr>
<tr>
<td>4</td>
<td>$12,955.00</td>
</tr>
<tr>
<td>5</td>
<td>$15,287.00</td>
</tr>
<tr>
<td>6</td>
<td>$17,866.50</td>
</tr>
</tbody>
</table>

Add $2,594.50 for each additional family member

*NOTE: For purposes of this determination, “family” includes two or more persons related by blood, marriage or decree of court who are living in a single residence, and are included in one or more of the following categories: a) Husband, wife and dependent children; b) parent or guardian and dependent children; c) Husband and wife. Proof of all family members’ gross income is required.
**WIOA Title IB General and Fund Source Eligibility Requirements and Documentation Sources**

### General Eligibility Requirements

All Title IB registered participants must meet the following two general eligibility requirements.

Self-attestation may be an acceptable form of documentation as outline within this document. However, self-attestation in ALL cases should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available.

<table>
<thead>
<tr>
<th>Eligibility Requirement</th>
<th>Explanation of Requirement</th>
<th>Documentation Sources Allowed</th>
</tr>
</thead>
</table>
| **GE.1. Authorized to work in the United States** | Individuals participating in Title 1 programs and activities or receiving funds under Title I shall be citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States. (Sec. 188 (a)(5)) | - Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)  
- Certificate of Naturalization (INS Form N-550 or N-570)  
- Hospital record of birth or baptismal/church record (if place of birth shown)  
- U.S. social security card issued by the Social Security Administration (other than a card that indicates not valid for employment)  
- U.S. Passport (Unexpired or Expired)  
- E-Verify with documentation  
- Certificate of U.S. Citizenship (INS Form N-560 or N-561)  
- Consular Report of Birth Abroad or Certification of Birth  
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)  
- Alien Registration Card indicating Right to Work  
- DD-214 / Report of Transfer or Discharge |
| GE.2. Compliance with Military Selective Service Requirement | All males born after December 31, 1959, who have reached age 18, must be registered with the Selective Service Administration as required by the Selective Service Act, (50 USC App. 453). (Sec. 189(h)) | - Selective Service Registration Card  
- Selective Service Verification Form  
- Stamped Post Office Receipt of Registration  
- DD-214 / Report of Transfer or Discharge  
- Veteran’s Identification Card |
| Selective Service Registration Record (Form 3A)  
| Acknowledgement letter  
| SDA / State registration process  
| Selective Service Verification Website printout: https://www.sss.gov/RegVer/wfVerification.aspx  
| Selective Service Verification Telephone Number: 1-847-688-3117  
| Locally Approved Selective Service Waiver (For males who did not register – “Status Information Letter” and written self-attestation) |
Adult Eligibility Requirements

To be eligible to participate in activities and services specified in Section 134 of the WIOA under the adult funding stream, an individual shall meet the general eligibility requirements and, at the time of eligibility determination, be age 18 or older. (Sec. 3(2))

Self-attestation may be an acceptable form of documentation as outlined within this document. However, self-attestation in ALL instances should be the last resort as an allowable documentation source and only used when no other allowable form of documentation is available. Self-attestation must be documented in case notes.

<table>
<thead>
<tr>
<th>Adult Requirements</th>
<th>Explanation of Requirement</th>
<th>Documentation Sources Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1. Age 18 or older</td>
<td></td>
<td>• Birth certificate</td>
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<tr>
<td></td>
<td></td>
<td>• Driver’s license</td>
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<tr>
<td></td>
<td></td>
<td>• School records / identification card</td>
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<td></td>
<td></td>
<td>• Public assistance / social service records / printout</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Federal, State or Local Government identification card</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• DD-214 / Report of Transfer or Discharge</td>
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<tr>
<td></td>
<td></td>
<td>• Hospital record of birth or baptismal/church record (if place of birth shown)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• U.S. Passport (Unexpired or Expired)</td>
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<td>• Workers compensation record</td>
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<td></td>
<td>• IDES UI (or another State’s UI system/information) printout indicating age</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Selective Service Registration Record</td>
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<td></td>
<td></td>
<td>• Court records (such as birth, adoption, or fostering)</td>
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<tr>
<td></td>
<td></td>
<td>• State/Federal Indian census records</td>
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<tr>
<td></td>
<td></td>
<td>• Immigration or Naturalization papers</td>
</tr>
</tbody>
</table>
## Acceptable Documents to Determine Identity and Employment Eligibility

The following lists provide the documents that provide Identity or Employment Eligibility or BOTH.

<table>
<thead>
<tr>
<th>Identity AND Employment Eligibility</th>
<th>Identity ONLY</th>
<th>Employment Eligibility ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. passport (Unexpired or Expired)</td>
<td>Driver’s license or ID card issued by a state or US territory that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address.</td>
<td>US Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment)</td>
</tr>
<tr>
<td>Certificate of U.S. Citizenship (INS Form N-560 or N-561)</td>
<td>Federal, State or Local Government identification card that contains a photograph and information that includes: name, date of birth, eye color, gender, height and address.</td>
<td>Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)</td>
</tr>
<tr>
<td>Certificate of Naturalization (INS Form N-550 or N-570)</td>
<td>School ID Card with photograph.</td>
<td>Birth certificate (original or certified copy issued by a state, county, municipal authority or outlying possession of the United States)</td>
</tr>
<tr>
<td>Unexpired foreign passport with I-551 stamp or attached form INS I-94 indicating unexpired employment authorization</td>
<td>Voter Registration Card</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td>Permanent Resident Card or Alien Registration receipt Card with photograph (INS Form I-151 or I-551)</td>
<td>US Military Card or draft record</td>
<td>US Citizen ID Card (INS Form I-197)</td>
</tr>
<tr>
<td>Unexpired Temporary resident Card (INS Form I-688)</td>
<td>Military Dependent’s ID Card</td>
<td>ID Card for use of Resident Citizen in the United States (INS Form I-179)</td>
</tr>
<tr>
<td>Unexpired Employment Authorization Document (INS Form I-688A or I-688B) with or without photograph</td>
<td>US Coast Guard Merchant Mariner Card</td>
<td></td>
</tr>
<tr>
<td>Unexpired Reentry Permit (INS Form I-327)</td>
<td>Native American tribal document</td>
<td></td>
</tr>
<tr>
<td>Unexpired Refugee Travel Document (INS Form I-571)</td>
<td>Driver’s license issued by a Canadian government authority</td>
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<tr>
<td>U.S. Department of H</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For persons under age 18 who are unable to present a document listed above:

- School record or report card
- Clinic, doctor or hospital record of birth (if place of birth is shown)
- Day-care record
## Acceptable Documents to Determine Low-Income Status

The following lists provide the documents that support low-income determination.

<table>
<thead>
<tr>
<th>Low-Income Qualifier</th>
<th>Documentation Sources Allowed</th>
</tr>
</thead>
</table>
| Personally receives or received in the past six months or is a member of a family that receives or received in the past six months assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008\(^9\), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act\(^10\) or the supplemental security income program established under title XVI of the Social Security Act\(^11\), or State or local income-based public assistance; or | • Public assistance / social service records / printout  
• Letter from Food Stamp Disbursing Agency  
• Authorization to obtain Food Stamps  
• Copy of public assistance check/voucher  
• Copy of Authorization to Receive Cash Public Assistance  
• Public Assistance Identification showing cash grant status  
• Refugee assistance records  
• Signed statement or telephone verification from State agency representative, as appropriate |
| Is in a family with total family income that does not exceed the higher of:  
1) the poverty line; or 2) 70% of the lower living standard income level; or | • Accountant statement  
• Alimony agreement  
• Award letter from Veterans Administration  
• Bank Statements (direct deposit)  
• Court Award Letter/Decree of Court  
• Earnings report or statement from employer (including business name, contact person and telephone record)  
• Farm or business financial records  
• Date pay check stubs  
• Quarterly estimated tax for self-employed persons (Schedule C)  
• Social Security Benefits records  
• IDES UI Information or other State’s UI records (UI claimants only)  
• Compensation Award letter  
• Lease or landlord statement |

---

\(^9\) 7 USC 2011 et seq.  
\(^10\) 42 USC 601 et seq.  
\(^11\) 42 USC 1381 et seq.
<table>
<thead>
<tr>
<th>Task Requirement</th>
<th>Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Authority verification</td>
<td></td>
</tr>
<tr>
<td>Most recent tax return supported by IRS documents</td>
<td></td>
</tr>
<tr>
<td>Notice of eligibility and benefits from public assistance agency</td>
<td></td>
</tr>
<tr>
<td>Applicant statement</td>
<td></td>
</tr>
<tr>
<td>Written statement or telephone verification from agency or individual providing temporary residence, shelter or social service agency</td>
<td></td>
</tr>
<tr>
<td>WIOA Application (signed and dated)</td>
<td></td>
</tr>
<tr>
<td>Self-attestation</td>
<td></td>
</tr>
<tr>
<td>Is a homeless individual(^{12}) or youth(^{13}); or</td>
<td></td>
</tr>
<tr>
<td>Written statement or telephone verification from agency or individual providing temporary residence, shelter or social service agency</td>
<td></td>
</tr>
<tr>
<td>Documentation from school</td>
<td></td>
</tr>
<tr>
<td>Receives or is eligible to receive a free or reduced price lunch(^{14}); or</td>
<td></td>
</tr>
<tr>
<td>Court contact</td>
<td></td>
</tr>
<tr>
<td>Court records</td>
<td></td>
</tr>
<tr>
<td>Verification of payments made on behalf of the youth</td>
<td></td>
</tr>
<tr>
<td>Written statement from state / local agency</td>
<td></td>
</tr>
<tr>
<td>Medical card</td>
<td></td>
</tr>
<tr>
<td>Is a foster child on behalf of whom State or local government payments are made; or</td>
<td></td>
</tr>
<tr>
<td>Evidence of disability:</td>
<td></td>
</tr>
<tr>
<td>Medical records</td>
<td></td>
</tr>
<tr>
<td>Physician's statement, psychiatrist or psychologist diagnosis</td>
<td></td>
</tr>
<tr>
<td>Rehabilitation evaluation records</td>
<td></td>
</tr>
<tr>
<td>School records/IEP</td>
<td></td>
</tr>
<tr>
<td>Sheltered workshop certification</td>
<td></td>
</tr>
<tr>
<td>Social Security Administration disability records</td>
<td></td>
</tr>
<tr>
<td>Social services records / referral</td>
<td></td>
</tr>
<tr>
<td>Observable condition by career planner with attestation</td>
<td></td>
</tr>
<tr>
<td>Veterans Administration Disability Determination Letter/records</td>
<td></td>
</tr>
<tr>
<td>Workers Compensation Records</td>
<td></td>
</tr>
<tr>
<td>Is an individual with a disability(^{15}) whose own income does not exceed the higher of: 1) the poverty line; or 2) 70% of the lower living standard income level but who is a member of a family whose income does not meet this requirement.</td>
<td></td>
</tr>
</tbody>
</table>

\(^{12}\) As defined in section 41403(6) of the Violence Against Women Act of 1994 (42 USC 14043e-2(6)

\(^{13}\) As defined under section 725(2) of the McKinney=Vento Homeless Assistance Act (42 USC 11434a(2)

\(^{14}\) As defined in the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.)

\(^{15}\) As defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102)
- Letter from Drug or Alcohol Rehabilitation Agency
- Case notes regarding observable condition

Refer to Policy Manual, Chapter 400, Section 412 – Income guidelines for determining low-income status

Documentation of a disability can ONLY be requested IF it is the sole means of determining eligibility for an individual. If any other means of eligibility determination can be made other than individual with a disability, then the individual SHALL NOT be asked about their disability or requested to provide documentation or verification of a disability.

Youth living in a high-poverty area qualify as low income.

- Documentation verifying high poverty area

The definition for a high-poverty area has not yet been determined in Illinois.
Acceptable Documents to Determine Veteran or Qualified Spouse of a Veteran Status

The following lists provide the documents that support the status as a veteran or a qualified spouse of a veteran. Veterans, and their spouse, also receive priority of service, so assurance of their status should be verified to provide that priority.

<table>
<thead>
<tr>
<th>Explanation of Requirement</th>
<th>Documentation Sources Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran</td>
<td>• D.D. 214 - Record of Transfer or Discharge</td>
</tr>
<tr>
<td></td>
<td>• Veterans Identification Card</td>
</tr>
<tr>
<td></td>
<td>• Cross Match with Veterans Data</td>
</tr>
<tr>
<td></td>
<td>• Award letter from Veterans Administration</td>
</tr>
<tr>
<td>Qualified Spouse of a Veteran – a spouse of a veteran who has a 100% service-connected disability, who died from a service-connected disability or has been missing in action, has been captured or has been detained by a foreign power for more than 90 days.</td>
<td>To be determined upon further guidance from USDOL</td>
</tr>
</tbody>
</table>
RFP ATTACHMENT II

Performance Measures
Attachment II

Common Measures (Performance Standards for Adults)

A NIWA Sub-recipient’s success is ultimately measured by its ability to meet WIOA Performance Goals applicable to the WIOA participants it serves. The Sub-recipient will be expected to meet the Adult Performance Goals (Common Measures goals) for Northern Illinois Workforce Alliance/Workforce Innovation and Opportunity Act programs for Program Year 2016. However, Common Measures goals for Program year 2016 have not yet been negotiated with the state. The Common Measures for Program Year 2015 are listed below.

To meet the Performance Standards for a Program Year, the Contractor’s performance results must come within 20% of each Performance Goal (e.g. 80% of 75% = 60%)

The following are the PY 2015 WIOA Performance Goals set by the State.

<table>
<thead>
<tr>
<th>Adult Common Measure Performance Goals (Standards)</th>
<th>PY 2015 Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Entered Employment Rate (AEER)</td>
<td>75%</td>
</tr>
<tr>
<td>Adult Employment Retention Rate (ARR)</td>
<td>80%</td>
</tr>
<tr>
<td>Adult Average Earnings (AAE)</td>
<td>$11,000</td>
</tr>
</tbody>
</table>
RFP ATTACHMENT III

Selected
Northern Illinois Workforce Alliance Policies

DRAFT Work-Based Training Policies-- page 1

DRAFT On-Going Supportive Services Policies & Supplemental Supportive Services Policies--page 8
Purpose:
The purpose of the Work-Based Training policy in the WIOA Title I Adult, Dislocated Worker and Youth programs is to provide procedures for implementing and managing training agreements/contracts for Work-Based Training, including On-the-Job Training, Registered Apprenticeship training, Transitional Jobs, Customized Training, Work Experience, Pre-Apprenticeship Training, and Job Shadowing.

References:
- Illinois Department of Commerce and Economic Opportunity (DCEO) WIA Policy Letter No. 07-PL-40, Change 1
- Workforce Innovation and Opportunity Act (WIOA) Proposed Regulations - section 680.700 through 680.850
- Workforce Innovation and Opportunity Act (WIOA) - Section 134 – Use of Funds for Employment and Training Activities

Background:
Various Work-Based Training activities are available for Adults, Dislocated Workers and Youth under the Workforce Innovation and Opportunity Act. Activities identified as Work-Based Training and addressed in this policy include On-the-Job Training, Registered Apprenticeship training, Transitional Jobs, paid or unpaid Work Experiences, Pre-Apprenticeship training, and Job Shadowing.

Responsible Party:
Staff responsible for WIOA funded Work-Based Training opportunities and/or processes for Adults and Dislocated Workers, and Youth services, must ensure all procedures are followed.

Definitions:
- On-the-Job Training – The term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work in a job that—
  (A) Provides knowledge or skills essential to the full and adequate performance of the job;
  (B) Is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and
  (C) Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.
- Registered Apprenticeship – Registered Apprenticeship is an "Earn and Learn" training model, providing a unique combination of structured learning with on-the-job training from an assigned mentor. Related instruction, technical training or other certified training is provided by apprenticeship training centers, technical schools, community colleges, and/or institutions employing distance and computer-based learning approaches. The goal is to provide workers with advanced skillsets that meet the specific needs of employers. Upon completion of a Registered Apprenticeship program, participants receive an industry issued, nationally recognized credential that certifies occupational proficiency and is portable.
• Transitional jobs – Transitional jobs are defined as time-limited subsidized work experiences that help individuals who are chronically unemployed and have barriers to employment establish a work history and develop skills to access unsubsidized employment and progress in the workplace.

• Customized Training – The term “customized training” means training—
  (A) that is designed to meet the specific requirements of an employer (including a group of employers);
  (B) that is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and
  (C) for which the employer pays—
    (i) a significant portion of the cost of training, as determined by the local board involved, taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities; and
    (ii) in the case of customized training (as defined in subparagraphs (A) and (B)) involving an employer located in multiple local areas in the State, a significant portion of the cost of the training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines appropriate. (Sec. 680.760)

• Work Experience – Paid (subsidized) or unpaid work experience is a planned, structured learning experience in a workplace for a limited period of time that provide participants with opportunities for career exploration and skill development. WIOA Youth program participants will participate in work experience with integrated education and training activities occurring concurrently and contextually with the work-based training. (WIOA sec. 129 (c)(2)(E). The types of Work Experience include the following: Summer Employment, Pre-Apprenticeship programs, Job Shadowing and On-the-Job Training.

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

• Job Shadowing – A work experience option where youth learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the youth.

Policy/Procedures:

General Requirements for Participant Eligibility
• Work-based training opportunities must be identified as an appropriate activity for program participants on the EDP or ISS.
• EDPs or ISSs and/or case notes will specify goals of the Work-Based Training activity by –
  o Identifying purpose of the activity and
  o Outcomes expected.

Work Experience and Transitional Jobs

1. Work experience and transitional jobs may be in the private-for-profit sector, the non-profit sector
or in the public sector, for participants whose assessment and employment development plan / individual service strategy indicate that work experience and/or transitional jobs are appropriate. Work experiences may be paid or unpaid.

2. Work experiences and transitional jobs will be in positions that are “entry-level.”

3. For paid work experiences and transitional jobs, WIOA will pay the participants’ wages and related benefits. Wages will be paid at the same entry-level rate paid trainees or employees in the same or similar positions at the worksite. However, no position will be paid less than the federally established minimum wage.

3. Participants in work experience and transitional jobs will work 30 hours or less a week. The duration of the work experience and transitional job will be determined based upon the expected outcomes; however, duration of a work experience or transitional job assignment will not exceed 360 hours. Exceptions for WIOA Youth program participants include:
   - Work Experiences must include academic and occupational education.
   - WIOA Youth program participants might participate in more than one work experience assignment over the duration of their program participation – i.e. summer employment, job shadowing, pre-apprenticeship programs (681.600).

4. No participant will work in any subsidized work experience position or transitional job when the same or substantially equivalent position is vacant due to a hiring freeze.

5. The worksite supervisor is expected to provide supervision and training for participants, as well as monitor progress and application of job readiness skills. The ratio of trainee to supervisor will not exceed 5 to 1.

6. Work Experience and Transitional Jobs participants are considered trainees. Therefore staff developing such training opportunities must ensure adequate supervision at the worksites. A supervisor must be on-site at all times during the trainee’s work hours.

7. The number of work experience or transitional jobs participants assigned per worksite will not be greater than 51% of total employees at the worksite. Exceptions must be presented to the Fiscal Agent with justification of adequate training.

8. Future work experience or transitional jobs requests from worksites will be denied if those worksites have not honored the requirements set forth in previous worksite agreements.

9. All work experience and transitional jobs agreements will be approved and signed by the Fiscal Agent because the Fiscal Agent serves as the employer of record for work experience and transitional job participants.

10. The Fiscal Agent will provide an updated list of Work Experience and Transitional Jobs Agreements to the Youth Council and the One-Stop Management Council at each of their meetings.

11. All participants in work experience and transitional jobs will be required to participate in job readiness/job search skills activities.

12. All work experience and transitional jobs must adhere to an applicable rules contained the WIOA legislation or applicable federal or state regulations.
13. On site monitoring of worksites will take place at least monthly.

14. All worksite supervisors will participate in an orientation to roles and responsibilities, time keeping and payroll procedures, and child labor laws as appropriate. Verification of the orientation will be kept with the worksite agreement.

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

1. **Participant Eligibility:** Individuals who are interested and in need of OJT will complete a comprehensive assessment process which includes math and reading assessment and evaluation of their work history and job skills. An individual will be eligible for an OJT when the training eligibility requirements of the WIOA are met.

2. **Occupational Eligibility:** WIOA staff will seek and receive job orders for permanent occupations from companies and businesses in both the public and private sector. OJT will be an allowable activity for quality occupations that, coupled with the participant’s capabilities, contribute to their:
   - economic self-sufficiency
   - skill development
   - occupational upward mobility
   - permanent employment beyond the end of the OJT contract.

Occupations for which training will **not** be approved include:
   - intermittent or seasonal occupations
   - occupations that have not traditionally required any specific occupational training.

An OJT contract may be used to train a customer who, prior to the start of OJT, is already working for the OJT employer (i.e., an “employed worker” who is earning less than a self-sufficient wage) and must elevate the employee to reach at least a self-sufficient wage through skill upgrade training that relates to either:
   - The introduction by the employer of new technologies;
   - The introduction to new production or service procedures; or
   - Upgrading to new jobs that require additional skills/workplace literacy.

There is no prohibition in combining OJT with other forms of training.

3. **Contract Period:**
   The training program will not exceed a total of 1,040 full-time hours of actual training (the equivalent of full-time training for 6 months).
   a) The OJT training program should not be more than six (6) months in length as that indicates there may be too large a gap in the customer’s skill(s) level and employer needs;
      1) As a guide for determining the length of a training program, WIOA staff will determine the SOC Code for each OJT occupation. Each OJT occupation falls within a SOC Code which is assigned a Specific Vocational Preparation (SVP) level. The SVP levels represent the amount of training time required to be proficient in an occupation. **Training time will be limited to 6 months or 1040 hours.**

   Scale of Specific Vocational Preparation (SVP):
   
<table>
<thead>
<tr>
<th>Level</th>
<th>Time</th>
</tr>
</thead>
</table>

*Attachment III page 4*
1. Short demonstration only
2. Beyond short demonstration up to 30 days
3. Over 30 days up to 3 months
4. Over 3 months up to 6 months
5. Over 6 months up to 1 year
6. Over 1 year up to 2 years

To determine an occupation’s SVP, WIOA staff use information available on the website O*Net Online. www.online.onetcenter.org. (To find SVP level, WIOA staff enter occupation’s O*Net-SOC code, then click on occupation’s name, then click on Job Zone. More information on the SVP is available on the O*Net Online website under the Help feature.)

b) Training may exceed six (6) months if there are extenuating circumstances such as lengthy illness, plant shutdown, holidays, etc. but total training hours will not exceed 1040; and

c) An employee in OJT may work overtime hours, but overtime hours are not eligible for reimbursement.

Individuals selected for an OJT contract will not be placed in an occupation in which they have had prior experience, unless some of the skills required are in a new area for which technology and skills have changed significantly enough to warrant additional training.

Reasonable tools, equipment, and clothing not provided by the employer on all OJT contracts may be provided by WIOA funds, based on the participant’s need. If the trainee does not complete the OJT, the local WIOA program will retain ownership of tools and/or equipment. A reasonable cost for required tools is a cost that does not exceed $500 per trainee.

4. Working Conditions: All OJT participants shall be subject to the same working conditions (i.e., benefits, bonuses, etc.) as other employees hired by the employer.

5. Employees’ Wages: The minimum starting wage rate for all OJT employees shall be the employer’s normal entry wage rate for the occupation for which they are being employed.

6. Collective Bargaining Agreements: As applicable, the employer will obtain the concurrence of the collective bargaining representative regarding the on-the-job training position and the rate of pay for the position.

7. Reimbursement for Training: On-the Job Training is provided for a WIOA customer in exchange for a negotiated reimbursement of up to seventy-five percent (75%) of the wage rate to compensate for the employer’s extraordinary costs of training and additional supervision related to the training.

1) The reimbursement rate shall be on a sliding scale based on the size of the business entering into the OJT contract. Under the current state waiver, the following reimbursement amounts will be permitted:
   a) Up to seventy-five percent (75%) for employers with 75 or fewer employees,
   b) Up to fifty percent (50%) for employers with more than 75 employees.

2) During negotiation of an OJT contract, the training costs of the employer should be estimated by the LWA and used as a basis for negotiating the percentage of the wage to be reimbursed during the training period.
3) The size of the business is determined by the location where the training will take place, or (in instances where training may occur offsite) the location to which the trainee reports.
4) When determining the negotiated reimbursement, the LWA should consider the overall size of the company and its ability to pay for training without WIOA support, the total available funds for OJT programs, the number of employers interested in OJT programs, and other factors in order to maximize the impact of OJT funds.
5) On a monthly basis the employer must submit the following to the Fiscal Agent: (a) invoice form, (b) payroll records showing the gross wages paid to the trainee, and (c) time records showing actual hours worked. The fiscal Agent will reimburse employers for the regular hours a trainee actually worked up to 40 hours per week.

8. Evaluation: After a participant has been active in an OJT contract position for approximately one month, an evaluation will be completed by the employer to evaluate the participant’s performance and progress for that period of time. The OJT Employer Evaluation form will be kept in the contract monitoring file.

9. Monitoring: Monitoring of an OJT contract will be done on site by WIOA staff at least once for a 1-3 month contract or twice for a 4-6 month contract to determine the progress of the participant during that training period. The WIOA staff will complete an OJT Monitoring Summary which will be kept in the contract monitoring file.

10. Corrective Action: If there are findings or problem areas identified during OJT monitoring, corrective action will be recommended to the employer. A date will be agreed upon by the employer and WIOA staff to correct the findings and/or problems. The WIOA staff will follow-up to determine if the corrective action was completed. If the corrective action is not completed, steps may be taken to terminate the agreement.

Customized Training

1. Customized training is designed to meet the special requirements of an employer or group of employers.
2. The employer(s) must pay not less than 50 percent of the cost of the training.
3. Employer matching costs must be in cash, or in-kind, must be documented, and are subject to audit.
4. Customized training may be provided to WIOA program participants eligible for training services.
5. The employer (or group of employers) must commit to hire individuals who successfully complete the customized training program and trainees must agree to accept employment offers from the employer.
6. The employer groups will assist WIOA staff in identifying appropriate training providers. As appropriate, local procurement of training providers will occur.
7. An agreement between WIOA, the training provider and the employer (or group of employers) will be finalized and signed prior to the start of training.
8. A customized training contract may also be written to train a customer who is already working for
the employer (or group of employers) for which the customized training is being provided, when the employee is not earning a self-sufficient wage. In this situation, customized training provided to a previously employed worker must elevate the employee to reach at least a self-sufficient wage through skill upgrade training that relates to either:

a. The introduction by the employer of new technologies;
b. The introduction to new production or service procedures; or
c. Upgrading to new jobs that require additional skills/workplace literacy.

Registered Apprenticeship

1. Registered Apprenticeship is an important component of potential training and employment services that are based on an “Earn and Learn” model. Registered Apprenticeship can be funded through several mechanisms. Registered Apprenticeship program sponsors can be Eligible Training Providers.
   a. Some Employers who provide related instructions with Registered Apprenticeship programs can provide formal in-house instructions as well as the on the job training at the worksite.
   b. Some Employers will use an outside educational provider for the classroom instruction. Employers can use two- or four-year post-secondary institutions, technical training schools or on-line courses for related instructions. The employer is the Eligible Training Providers and must identify their instructional provider.
   c. For multiple year apprenticeships, funding to cover the costs of related training will be negotiated and obligated by semester or applicable certification, but not more than six months at a time.

2. On-the-Job Training Agreements and procedures will be utilized for the on the job training hours of the apprenticeship. For multiple year apprenticeships, the total hours for reimbursement will be negotiated. Most OJT agreements will not exceed 1040 hours.

Action Required: This information should be disseminated to all Northern Illinois Workforce Alliance WIOA One-Stop Operator program directors/staff responsible for brokering Work-Based Training agreements, such as job developers, placement staff, career planners and staff responsible for budgeting, vouchering and accounting.

Inquiries: Questions regarding this policy should be directed to the Northern Illinois Workforce Alliance Executive Director

Effective Date: Immediately
Purpose:
To ensure the appropriate use of supportive services and to ensure that eligible individuals receive the supportive services necessary to enable them to participate in activities authorized under WIOA.

References:
- Workforce Innovation and Opportunity Act (WIOA) Sec. 3 Definitions;

Background:
Supportive Services enable registrants to overcome barriers that would otherwise prohibit their participation in activities authorized under the WIOA or reduce their opportunity to successfully achieve the goals established in their Individual Employment Plans (IEP) or Individual Service Strategies (ISS). The policy is also meant to promote effective management of services and to prevent misuse of WIOA funds.

Responsible Party:
One Stop center program directors and staff responsible for WIOA funded programs must verify and document eligibility for supportive services for Dislocated Worker, Adult and Youth program participants.

Policy/Procedures:
- **Participant Eligibility** - Supportive Services are available for WIOA program enrollees. Supportive Services needed by individuals will be identified and documented as necessary for individuals to participate in activities authorized under the WIOA, to include Basic Career Services, Individualized Career Services, and Training. Individual programs will establish procedures to document the participant’s need for supportive services and verify that such services are not available through other programs or sources. Documentation of the participant’s need for supportive services will be maintained by the programs and staff will ensure case notes reflect the need and receipt of such support.

- **Training** - Participants attending training will only be eligible for assistance under this policy if the program/classes they are attending have been approved by the Workforce Board, whether or not that training is actually being funded by WIOA.

- **On-Going Supportive Services** - The availability of On-going Child Care and Transportation assistance is based upon the availability of funds and the participant’s demonstrated need. All rates (Child Care rates for Licensed Day Care Center, License-Exempt Day Care Center, Licensed Day Care Home or Licensed Group Day Care Home, and License-Exempt Day Care Home or Care in Child’s Home) are based on the State rate. If the State rate for these categories changes, the NIWA-approved rates will be adjusted to remain consistent with the State rate. Child Care reimbursement to a custodial or non-custodial parent will not be approved.
## CHILD-CARE for Boone and Winnebago Counties (not-to-exceed payments)*

<table>
<thead>
<tr>
<th>Age</th>
<th>2</th>
<th>Age</th>
<th>2</th>
<th>Age 3 and Older</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-Day per child</td>
<td>Part-Day per Child (less than 5 hours)</td>
<td>Full-Day per Child</td>
<td>Part-Day per child (less than 5 hours)</td>
<td>Full-Day per Child (less than 5 hours)</td>
</tr>
<tr>
<td>Licensed Day Care Center</td>
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<td>$36.73</td>
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<tr>
<td>License-Exempt Day Care Center</td>
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<td>$32.00</td>
<td>$16.00</td>
<td>$24.00</td>
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<tr>
<td>Licensed Day Care Home or Licensed Group Day Care Home</td>
<td>$31.57</td>
<td>$15.79</td>
<td>$29.34</td>
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<tr>
<td>Non-Licensed Care</td>
<td>$16.22</td>
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<td>$16.22</td>
<td>$8.11</td>
<td>$16.22</td>
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</tbody>
</table>

## CHILD-CARE for Stephenson County (not-to-exceed payments)*

<table>
<thead>
<tr>
<th>Age</th>
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<th>Age</th>
<th>2</th>
<th>Age 3 and Older</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-Day per child</td>
<td>Part-Day per Child (less than 5 hours)</td>
<td>Full-Day per Child</td>
<td>Part-Day per child (less than 5 hours)</td>
<td>Full-Day per Child (less than 5 hours)</td>
</tr>
<tr>
<td>Licensed Day Care Center</td>
<td>$33.53</td>
<td>$16.77</td>
<td>$28.46</td>
<td>$14.23</td>
<td>$23.77</td>
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<tr>
<td>License-Exempt Day Care Center</td>
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<td>$14.60</td>
<td>$24.80</td>
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<td>$20.70</td>
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<tr>
<td>Licensed Day Care Home or Licensed Group Day Care Home</td>
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<td>Non-Licensed Care</td>
<td>$16.22</td>
<td>$8.11</td>
<td>$16.22</td>
<td>$8.11</td>
<td>$16.22</td>
</tr>
</tbody>
</table>

*Child Care figures-- effective for WIOA and Trade participants: 7/1/15. See http://www.dhs.state.il.us/page.aspx?item=75772 (updated figures as of 7/1/15).
TRANSPORTATION

Participants in Training who need WIOA-transportation assistance to attend training will receive a transportation allowance of $55 or a RMTD monthly bus pass (cost: $55) according to the schedule listed below.

- If a participant begins training on or before the 15th day of the month, he/she will receive a transportation allowance of $55 for this month.
- If a participant begins training after the 15th day of the month, he/she will receive a transportation allowance of $27.50 for this month.
- If a participant ends training on or before the 15th day of the month, he/she will receive transportation allowance of $27.50 for this month.
- If a participant ends training after the 15th day of the month, he/she will receive the full $55 transportation allowance for this month. If a participant is receiving a monthly RMTD bus pass, he/she will receive the bus pass for the full month he/she begins training, regardless of when in the month this occurs.
- If a participant is receiving a monthly RMTD bus pass, he/she will receive the bus pass for the full month he/she ends training, regardless of when in the month this occurs.

Exception: Participants using Freeport area public transportation will receive transportation assistance equal to the amount of the fare needed to attend their scheduled training classes; assistance for one round trip per scheduled training day will be allowed. Proof that the participants attended training on the days for which they receive assistance must be submitted.

For WIOA and other grant program participants utilizing the RRTC bus, transportation, costs will be reimbursed to RRTC based upon the miles traveled reimbursed at the current federal mileage reimbursement rate plus a pick-up and drop-off fee of $5.00 per participant. The total mileage for the trip will be divided by the number of participants to get a per participant cost of travel plus the pick-up and drop-off fee. This reimbursement arrangement will only apply to program enrollees who live or must travel to work-related training, job fairs, and worksites in Boone County, Stephenson County or points outside of LWA3. Winnebago County / Rockford area RRTC bus trips will be paid based upon the already established participant rate.

If a WIOA participant is co-enrolled in the TAA program, the amount of transportation assistance that the participant receives will be based on the federal TAA transportation assistance regulations. Transportation assistance for WIOA/TAA participants will be paid from WIA funds only in instances when TAA funds are exhausted.

Transportation assistance in the form of limited ride bus passes or gas stipends are available for individuals actively engaged in job search. The job search and interview records will be the documentation needed to secure additional transportation assistance.

SUPPLEMENTAL SUPPORT ITEMS

These items are Supportive Services purchased as a one-time option, based upon individual need. **NOTE:** Case files must document that these supportive services cannot be secured from other programs or sources prior to purchase with WIOA funds. If items are provided by employers with work-place established re-payment procedures, WIOA funds will not be used for the purchase.
Maximum

<table>
<thead>
<tr>
<th>Item</th>
<th>Maximum Paid by WIOA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobile related needs*</td>
<td>$</td>
</tr>
<tr>
<td>(This item includes car repairs, licenses, car insurance.)</td>
<td></td>
</tr>
<tr>
<td>Auto Repairs</td>
<td>500</td>
</tr>
<tr>
<td>Auto Insurance/License/Registration</td>
<td>700</td>
</tr>
<tr>
<td>Clothing</td>
<td>250</td>
</tr>
<tr>
<td>Eye exam &amp; glasses</td>
<td>250</td>
</tr>
<tr>
<td>Job Related Tools / Uniforms</td>
<td>500</td>
</tr>
<tr>
<td>Protective Shoes</td>
<td>200</td>
</tr>
<tr>
<td>Utilities</td>
<td>300</td>
</tr>
<tr>
<td>Occupational certification exam fees and occupational license fees</td>
<td>actual cost</td>
</tr>
</tbody>
</table>

* To be eligible for an assistance with Automobile related needs (repairs, insurance, license, or registration) or utility payments, the vehicle or residence must belong to or be leased to the individual enrolled in the program and must be documented. Utility payments will be made to the utility company, not an individual.

**Car Repairs**

During a participant’s enrollment in WIOA, automobile related needs described above will be paid up to a total (cap) of $500. Car repairs will be provided for a participant only with proof of insurance, copy of registration and a valid driver’s license. The repairs to the vehicle must make it able to provide reliable transportation.

**Auto Insurance/License/Registration**

If a participant has access to a vehicle that is in working order, but does not have the vehicle registered or is not carrying insurance on the vehicle, the program can assist with costs for these items if other transportation options are not suitable for the individual (i.e. public transportation).

**Job Related Tools / Uniforms**

Normal procurement policies will be followed to purchase job related tools. If the tools are being purchased by the employer for a program participant the employer’s procurement will be accepted.

**Job Search Assistance**

All Job Search activities must be documented and reflected in the participant file and appropriate case notes maintained. No Job Search assistance supportive services will be provided without proper documentation of need and case notes.

Participants enrolled in Staff-assisted Job Search and/or Job Development may request a $30/month job search assistance stipend to cover activities such as dry cleaning interview clothes, getting a haircut, etc. Participants may also request bus tokens or bus passes to help them during their job search. If the individual has access to a properly registered and licensed vehicle and has a valid driver’s license, they may receive a monthly transportation stipend. The stipend will be paid in the same manner as transportation stipends for individuals participating in training activities (identified in the Transportation Section above).

Background checks, drug screening, and physicals may be identified as needed supportive services for job search or job placement. These supportive services are allowable and can be paid as long as job search and job placement activities are properly documented.
**Approval**
All requests for On-Going Supportive Services/Supplemental Support Services will be approved in writing by the Case Manager’s supervisor. Any item other than those listed above must have prior written approval from the fiscal agent to ensure grant fiscal compliance, in addition to that of the supervisor before authorization can be given to purchase the item. The written approval of the Program Director will be included in the documentation submitted to the Accounting Department.

**Documentation**
Proper justification for a participant’s receipt of on-going supportive services/supplemental support services must be documented in the case notes of the participant and correspond with the participant’s Individual Employment Plan. As required by law, the case notes should also support the Case Manager’s attempts to find funding for the participant’s needs through other sources.

Day Care Providers and participants must sign a Day Care Attendance Sheet for each child whose day care costs are entirely or partially paid by WIOA supportive services monies.

**Action Required:**
This information should be disseminated to Northern Illinois Workforce Alliance WIOA One-Stop Operator and all WIOA program directors/staff and partner agencies. Ensure that procedures for approving and paying for supportive services are fully in compliance with this policy.

**Inquiries:**
Questions regarding this policy should be directed to Northern Illinois Workforce Alliance Executive Director

**Effective Date:**
Immediately
RFP ATTACHMENT IV

Assurances
Attachment IV

ASSURANCES AND CERTIFICATIONS

The Bidder hereby assures and certifies that (if authorized a sub-award):

1. It possesses the legal authority and has taken such action as may be required to enter into and be bound by this Sub-Award Agreement and to execute the Program and represents that prior to signing this Agreement it has thoroughly reviewed the same and understands and agrees to the terms set forth herein.

2. It will comply fully with the nondiscrimination and equal opportunity provision of the following laws:

   Section 188 of 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 as such law now exists or may be hereafter amended;

   Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin as such law now exists or may be hereafter amended;

   Section 102 of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities as such law now exists or may be hereafter amended;

   The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age as such law now exists or may be hereafter amended;

   Title IX of the Education Amendments of 1972 as amended, which prohibits discrimination on the basis of sex in educational programs as such law now exists or may be hereafter amended;

   The Illinois Human Rights Act, as amended and its Rules and Regulations;

   Nontraditional Employment for Women Act of 1991;

   U.S. Department of Labor Regulations 29CFR Part 1604, Guidelines on Discrimination because of Sex, Sexual Harassment;

   U.S. Department of Labor Regulations 20 CFR 652

   U.S. Department of Labor Regulations at CFR Part 31 and Part 32

   Fair Labor Standards Act of 1938, as amended;


   Equal Pay Act of 2003; (820 ILCS 112 et.seq)

   Minimum Wage Act of 1938, as amended;

   The Civil Rights Restoration Act of 1987;

   Executive Order 12250;
Executive Order 11246, as amended;  

U.S. Department of Justice Regulations at 28 CFR Part 42, Subparts F & H; and


It also assures that it will comply with U.S. Department of Labor Regulations at 29 CFR Parts 31, 32, and 37 and other applicable requirements imposed by or pursuant to regulations implementing the laws listed above, and shall cooperate with such compliance monitoring as NIWA may from time to time require. It understands that the United States has the right to seek judicial enforcement of this assurance.

3. No funds received under this Award Agreement will be used to fund any activities prohibited under WIOA, federal, state or local laws or implementing regulations.

4. No funds received under this Award Agreement will be used to fund the same services for which Pell/Supplemental Educational Opportunity Grants (SEOG) are received.

5. No funds received under this Award Agreement will be used to support any religious or anti-religious activity. Participants in the program will not be employed on the construction, operation, or maintenance of that part of any facility which is used for religious instruction or worship.

6. Appropriate standards for health and safety in work and training situations will be maintained.

7. The Program will not result in the displacement of employed workers, or impair existing contracts for service.

8. No funds will be used to train Participants to fill a job opening created by the action of an employer in laying off or terminating the employment of any other employee of the Program Provider in anticipation of filling the vacancy so created by the hiring of a WIOA Program Participant.

9. No Participant is a member of the immediate family of the Program Provider or an employee of the Program Provider who is engaged in an administrative capacity. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister, brother or sister-in-law, father or mother-in-law, son or daughter-in-law, aunt, uncle, niece, nephew, stepparent, and stepchild. The term "person in an administrative capacity" includes those persons who have overall administrative responsibility for a program, including employees who have selection, hiring, placement, or supervisory responsibilities for the Participant.

10. Any requests for participant information other than requests from potential employers regarding a Participant's training background and progress shall be referred to the Northern Illinois Workforce Alliance.

11. Participants will not be involved in any manner in labor disputes presently existing or that may subsequently arise following the time of execution of this Award Agreement. Funds provided through this Award Agreement shall not be used in any pro or anti-labor union activities.

12. All records and reports required to be completed by the Program Provider pursuant to this Award Agreement shall be accurate, true and correct to the best knowledge of the Program Provider. Any misrepresentation of a material fact concerning the eligibility, accomplishment, or placement of a Participant, may result in funds being withheld by the Northern Illinois Workforce Alliance, or legal action, to recover funds paid to the Program Provider as a result of such misrepresentation.

13. It will establish safeguards to prevent its staff members, subcontractors, employees, board members and volunteers from using their positions for a purpose that is, or gives the appearance of, being motivated by desire to divert Program funds for private gain for themselves or others, particularly
those with which they have family, business, or other ties as a result of the work to be performed as outlined in the attachments to this contract.

14. It will be bound by determinations arising from Northern Illinois Workforce Alliance and/or its Fiscal Agent’s Debt Collection and Audit Resolution procedures.

15. It certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Sub-Award Agreement by any Federal department or agency (29 CFR Part 98).


17. It will comply with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR 5).


19. It will comply with the policy on lobbying restrictions as established in accordance with 45 CFR Part 20.

20. It will comply with any state or federal requirements or regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under this Award Agreement.

21. It will comply with any state or federal requirements and regulations pertaining to copyrights and rights in data pertaining to information generated under this Award Agreement.

22. It will comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR 15).

23. It will comply with any mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163).

24. It will comply with all applicable business licensing, taxation and insurance requirements.

25. It will seek to enroll a mix of Participants in its programs and will comply with any diversified enrollment goals established for the program by the Northern Illinois Workforce Alliance.

26. It is able to provide programmatic and architectural accessibility for individuals with disabilities.

27. It will include the following tagline on any recruitment brochures, other materials and public broadcasts:

   Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. This program is subject to the provisions of the “Jobs for Veteran’s Act”, Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans. Contact the WIOA Equal Opportunity Officer at (815) 395-6688 or TTY (815) 966-2436.