



The Workforce Connection Board and Chief Elected Officials
Serving Boone, Winnebago, and Stephenson Counties

Meeting Date: March 7, 2023
Time: 8:00 am to 9:00 am
Location: ComEd Training Center, 403 Energy Avenue, Rockford IL 61109
RSVP to: ccornelius@theworkforceconnection.org or 815-395-6638

Mission Statement: To create a competitive, skilled and educated workforce by providing a system for individuals to gain meaningful employment in response to the needs of business.

AGENDA

1. **TWC Board Call to Order**
CEO Call to Order
Michelle Cassaro, TWC Board Chair
Mayor Thomas McNamara, CEO Chair
2. **TWC Board Roll Call**
Chief Elected Officials Roll Call
3. **Approval of Meeting Minutes – TWC Board & CEO Action Item (Voice Vote)**
 - TWC Board Meeting Minutes – 12/06/2022
 - CEO Meeting Minutes – 12/06/2022**Michelle Cassaro, TWC Board Chair**
Mayor Thomas McNamara, CEO Chair
4. **Requests for Proposals for WIOA Youth Services in Stephenson County Release – TWC Board & CEO Action Item (Roll Call Vote)**
Scott Bloomquist, Youth Council Chair
5. **Finance**
Karen Brown, Finance Committee Chair
 - **Mid-Year Budget Modification – TWC Board & CEO Action Item (Roll Call Vote)**
 - **Program Year 2021 AUP Report**
 - **Program Year 2021 Audit Report**
 - **January 2023 Finance Report**
6. **Spotlight Presentations**
 - YWCA Northwestern Illinois – YW Tech Lab
 - State of the Workforce – IDES Handout**Kris Machejewski/DJ Nosbisch**
Tom Austin
7. **Board Chair’s Remarks**
Michelle Cassaro, Chair
8. **Executive Director’s Remarks**
Dr. Gina Caronna, Executive Director
9. **Member Comments**
10. **Public Comment**
11. **Adjournment**

The Workforce Connection Board is an Equal Opportunity Employer/Program. A sign language interpreter, alternative format materials, or infrared assistive listening devices will be made available with 72-hour notice. Additional reasonable accommodations will be made available upon request.

In accordance with the Illinois Open Meeting Act, The Workforce Connection Board may enter into a meeting session closed to the public to discuss issues identified as appropriate for a closed session.



**The Workforce Connection Board and Chief Elected Officials
Meeting Minutes**
**The Workforce Connection Board,
Workforce Board for Boone, Winnebago, and Stephenson Counties**

Meeting: December 6, 2022
Time: 8:00 am
Location: Zoom Virtual Meeting

Board Members Present: Ben Bernsten; Karen Brown; Michelle Cassaro; Michael Dunn; Jeff Fahrenwald; Pamela Fettes; Sue Fischer; Einar Forsman; George Gaulrapp; Jeremy Grayewski; Greg Harle; Dr. Sheila Hill; Vanessa Hughes; Dr. Brant Hulsebus; Jaime Jaquez; Jim Knutson; Eva Kretschmar; Kris Machajewski; Matt Montalbano; Amy Nord; Amy Ott; James Pirages; Jamie Proctor; Frank Rotello; Casey Schwebke; Dr. Howard Spearman; Todd Wells; Mark Williams; Jeff Zeal

Board Members Absent: Scott Bloomquist; Todd Cagnoni; Len Carter; Kathy Crandall; Jessica Greenberg; Al Golden; Dr. Daniel Grohens; Bob Guirl; Dan Ross;

CEO Members Present: Joseph Chiarelli; Scott Helms; Thomas McNamara;

CEO Members Absent: Rodney Riley

Board Staff Present: Gina Caronna; Cathy Cornelius; Chris Oysti; Joan Rabe; Dan White;

Partner Staff Present: Courtney Geiger; Jessica Story; Dr. Amanda Smith; Mark Spain; Therese Thill

Guests Present: Nik Butenhoff, Co-Chair Pathways to Careers Committee; Todd Morgan and Vicki Burst, Rock Valley College; Ryan Goertzen, AAR Corp

1. **TWC Board Call to Order:** Board Chair Michelle Cassaro called the TWC Board to order at 8:07 am.

CEO Call to Order: Mayor McNamara called the CEO meeting to order at 8:08 am.

2. **TWC Board Roll Call:** A roll call was taken and a quorum was present.

CEO Roll Call: A roll call was taken and a quorum present.

3. **Approval of Meeting Minutes – Action Item:**
 TWC Board Meeting Minutes – 09/13/2022

TWC Board Motion: Ott Second: Brown Approved

CEO Meeting Minutes – 09/13/2022

CEO Board Motion: Winnebago Second: City of Rockford Approved

4. **Approval of PY2022 WIOA Partner MOU Required Revisions:**
Approval of technical revisions as required by the State Inter-Agency Team to the Memorandum of Understanding (MOU) between The Workforce Connection and Local Workforce Area 3 One-Stop Partners. The revisions were submitted on October 18, 2022.

Motion: Ott Second: Fahrenwald Approved

Abstentions: Karen Brown, Ben Bernsten, and Dr. Howard Spearman. All work for MOU Partner Organizations.

5. **Committee Reports**

Each Committee Chair or Co-Chair gave a report on the efforts of the committee.

6. **Spotlight Presentations**

- The Workforce Connection, AAR Corp, and Rock Valley College Grant Partnership
 - Todd Morgan and Vicki Burst of Rock Valley College gave a presentation on their role in the Grant Partnership with TWC and AAR.
 - Ryan Goertzen of AAR spoke to the Board and Chief Elected Officials on the benefits of this partnership to AAR and the region.

7. **Board Chair Remarks**

Michelle Cassaro, Board Chair recognized Einar Forsman for his service as a Board Member as well as a partner in the work of the Board over the past 25 years.

8. **Executive Director's Remarks**

Gina Caronna presented the results of the SWOT Analysis from the Annual Meeting. The presentation was shared via email to all attendees following the meeting.

9. **Member Comments:**

Greg Harle offered attendees a tour of the Plumbers and Pipefitters Training Center following the meeting. George Gaulrapp shared that there will be 24 students graduating from the ComEd training. The training was supported by the Community of the Future Board.

10. **Public Comment:**

None

11. **Adjournment**

TWC Board Motion to adjourn at 9:16 am

Motion: Harle Second: Fahrenwald Approved

CEO Board Motion to adjourn at 9:16 am

Motion: Winnebago Second: City of Rockford Approved

Respectfully submitted,
Cathy Cornelius

Date: March 3, 2023

ITEMS INCLUDED IN THE MEETING PACKET
TWC Board Meeting Minutes 09/13/2022 (Action Item)
CEO Meeting Minutes 09/13/2022 (Action Item)
PY2022 WIOA MOU Required Modifications (Action Item)



***The Workforce Connection Board
and Chief Elected Officials
For the Boone, Stephenson & Winnebago Counties Workforce Area***

ACTION FORM

Date: 03/06/2023

Point of Contact: Dr. Gina Caronna

Subject: Approval of PY2023 Stephenson County Youth Service Provider Request for Proposal (RFP)

Background Information:

Every three years, a Request for Proposal (RFP) is released by the Board asking for proposals to provide youth services under the Workforce Investment and Opportunity Act (WIOA) to Stephenson County. The Youth RFP for Stephenson County is scheduled for release on March 9, 2023.

TWC is seeking an organization or consortium that provides employment and educational opportunities to young adults ages 16 -24 (out of school) and 14-21 (in-school) who are disconnected from school or work and can provide, both in-school and out-of-school youth, with easy access to a comprehensive and integrated set of training and education supports that increases the number of young adults that productively engage in the workforce.

The RFP is reviewed by the Youth Council to ensure the request is a reflection of the services the council would like to see provided in Stephenson County.

Motion: To approve the release of the PY2023 Stephenson County Youth Service Provider RFP reviewed and approved by the Youth Council members on February 21, 2023.

Action Taken:

Approved

Not approved

Amended as follows:



Request for Proposals--issued March 9, 2023

Intent to Apply Notices-- due by 5:00 p.m., March 23, 2023

Proposals--due by 12 PM April 23, 2023

REQUEST FOR PROPOSALS FOR WIOA YOUTH SERVICES IN STEPHENSON COUNTY

Program Year 2023 (07/01/2023-06/30/2024)

*Funding for the Youth Services in Stephenson County will be provided under Title I-B
of the Workforce Innovation and Opportunity Act (WIOA).*

The Workforce Connection

The Workforce Connection
303 North Main Street
Rockford, Illinois 61101

The Workforce Connection
600 S. State Street
Belvidere, Illinois 61008

The Workforce Connection
307 W. Main Street
Freeport, IL 61032

The entire RFP is located on The Workforce Connection website, www.theworkforceconnection.org
Click on The Workforce Connection Board, then click on Procurement.

Bidders' Meeting

Date: March 15, 2023,
3:00 p.m. – via Zoom
The link to the
meeting will be posted
on the TWC website

Intent to Apply Notice Due:

March 25, 2023, by 5:00 pm
Email: Cathy Cornelius at
CCornelius@TheWorkforceConnection.org

Proposals Due:

April 13, 2023, by 12:00 pm All
proposals should be emailed to
Cathy Cornelius at
CCornelius@TheWorkforce
Connection.org

Opening of Proposal Packages

Date: April 13, 2023, at 1:00 pm

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PROPOSAL FOR WIOA YOUTH SERVICES IN STEPHENSON COUNTY
Program Year 2023 (07/01/2023-06/30/2024)
(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 (includes Lines of Credit) Requested for Program Year 2023:

Proposing Organization Authorized Signature: _____

Name:

Title:

Date Proposal Received by TWC: _____
(Completed by TWC)

Time: _____
(Completed by TWC)

WIOA YOUTH SERVICES STEPHENSON COUNTY
(Stephenson County Youth Services Program)

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F. Budgets and Related Information

Program Year 2023 Budget (July 1, 2023-June 30, 2024)

 1. Program Year 2023 Budget (Budget Forms 1 and 2).....

 2. Budget Narrative/Cost Allocation.....

 3. Job Descriptions and Resumes

 4. Quarterly Expenditure Plan.....

Proposal Attachments:

1. Organizational Chart
2. Fiscal Procedures Explanation
3. Organization's Board of Directors (or similar body)
4. Brief Outline of Career Exploration/Work Readiness/Life Skills Training for Out-of-School Youth
5. Draft of Agreement with Highland Community College Adult Education
6. Other Sources of Funding that Support the Proposed WIOA Youth Services

Proposal Attachment 7 MISCELLANEOUS INFORMATION

The following information is submitted only with the original copy of the proposal:

- A. Audit and, if applicable, related management letter (Separate attachment).....
- B. Not-for-Profit Authorization/Certifications or For-Profit Registration/Certificate.....
- C. Affirmative Action.....
- D. Assurances.....
- E. Proof of Liability Insurance.....
- F. GATA Illinois Government Accountability and Transparency Act prequalification
- G. Indirect Cost Information Form

NO OTHER ATTACHMENTS WILL BE ACCEPTED.

The Workforce Connection, Inc.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH PROGRAMS

REQUEST FOR PROPOSALS (RFP)

for

YOUTH SERVICES in Stephenson County Program Year 2023 (07/01/23-06/30/24)

The entire RFP is located at www.theworkforceconnection.org.
Click on *The Workforce Connection Board*; then click on *RFPs*.

SECTION I. SERVICES SOUGHT

A. Purpose for Request for Proposal

The Workforce Connection Inc. (TWC) announces the release of Workforce Innovation and Opportunity Act (WIOA) funding to an eligible organization or a consortium of eligible entities providing young adults ages 16 -24 (out of school) and 14-21 (in-school) workforce development services in Stephenson County. The purpose of this RFP is to identify and fund an organization that will design and implement innovative programming and comprehensive training and education services that will result in youth participants achieving employment and academic success. Services should be delivered year-round to eligible Stephenson County youth. WIOA youth programming is designed to assist in-school and out-of-school youth address one or more barriers to employment, preparing youth for post-secondary and employment opportunities, attain educational and/or skill credentials, and secure employment with promotional opportunities.

Many jobs requiring skilled training go unfilled because employers can't find the talent they need. The overall goal of the youth program is to address the job-specific skills gaps of youth in Stephenson County. The Workforce Connection is committed to implementing programs that produce a work-ready candidate for local employers.

To be considered for funding, providers must place an emphasis on work experience and credential/skill attainment that will improve the employment success of youth enrolled in the program. Providers must ensure that at least 20% of allocated funds be spent on work-based learning opportunities for youth. Work experience and skills training must focus on the demands of local employers, especially in high-growth industries and occupations identified in the regional workforce plan.

TWC is seeking an organization or consortium that provides employment and educational opportunities to young adults ages 16 -24 (out of school) and 14-21 (in-school) who are disconnected from school or work and can provide, both in-school and out-of-school youth, with easy access to a comprehensive and integrated set of training and education supports that increases the number of young adults that productively engage in the workforce.

Note: *If a consortium is responding to this RFP, a lead organization must be identified as the sub-award entity for contracting purposes. WIOA discusses separation of duties in 20 CFR 679.430. There must be clear separation of duties that demonstrate internal controls and prevent conflict of interest or perceived conflict of interest.*

B. Services/Activities Sought:

C.

Both In-School and Out-of-School youth will be served through:

- Outreach, Recruitment, and Orientation for WIOA youth programming
- Intake for WIOA youth programming, including initial WIOA eligibility determination.
- Comprehensive assessment of eligible youths’ current educational/work-readiness skills and abilities
- Individual Service Strategy development
- On-going Case-Management
- Incentives for youth in specified activities/accomplishing specified goals
- Referrals to community services, as needed
- Unsubsidized Job Development and Placement Assistance—coordinated with TheWorkforce Connection’s Business Services Team
- Management of youth records, including case notes
- Management of youth data related to WIOA PerformanceGoals

• **Including the Required WIOA Youth Program Elements listed below:**

As described in TEGL 21-16

**Youth
Element**

1	Tutoring, study skills training, instruction, and dropout prevention
2	Alternative secondary school services or dropout recovery services
3	Paid and unpaid work experience
4	Occupational skills training
5	Education offered concurrently with workforce preparation and training for a specific occupation
6	Leadership development opportunities
7	Supportive services
8	Adult mentoring
9	Follow-up services
10	Comprehensive guidance and counseling
11	Financial literacy education
12	Entrepreneurial skills training

13	Services that provide labor market information
14	Postsecondary preparation and transition activities

The organization selected to provide the WIOA Youth programming and services will work closely with core WIOA partners and community service providers. Services will be delivered at numerous locations in Stephenson County.

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.

TWC envisions serving approximately no less than 60 youth in Stephenson County in Program Year 2023. Entry into and “exits” from WIOA youth programming will be ongoing and programming will be flexible, based on the needs of the youth in the program. The WIOA Youth Services provider must be able to adjust the staff hours as the need arises and WIOA funding permits.

Note: DCEO has received a waiver from the Department of Labor to allow up to 50% of enrolled youth to be in-school. This waiver is valid until June 30, 2024. Program providers must be able to demonstrate flexibility to shift the program towards the waiver.

An estimated total of \$100,000 includes funding for staffing, operating costs, participant stipends, supportive services, educational services, assessments, and participant work experience wages may be available for the WIOA Youth budget. Final budgets will be determined after WIOA youth allocations are received and the provider of youth services is selected.

D. Expected Results:

- Youth will have demonstrated work readiness skills competency during work-based learning/work experience activities.
- Enrolled youth will be exposed to work and employment in a variety of ways including work-based learning, OJTs, and other subsidized and unsubsidized employment opportunities
- Youth who have not yet earned an HSE/GED or high school diploma will do so by the time they leave the program.
- Youth will go on to further education/training and/or to employment when they leave the program.
- Youth who are basic-skills deficient will increase their educational skills.

E. Eligible Bidders: Not-for-profit organizations, government organizations, for-profit businesses, public and private college/schools.

F. Notice of Intent to Apply: By 5:00 p.m., March 23, 2023, potential bidders wishing to submit a proposal must submit a non-binding notification of intent to apply to TWC at ccornelius@theworkforceconnection.org. This notification must include the organization/school’s name and address, contact staff member with title and e-mail address, and estimated funding request amount.

G. Proposal Due Date: Proposals are due to TWC by 12 noon on April 13th, 2023.

H. Management and Financial Requirements:

1. **Financial requirements.** This includes the ability to maintain fiscal controls, accounting procedures; financial reporting in accordance with generally accepted accounting principles, demonstrate sound financial practices and show evidence of continued financial stability.

The successful bidder will maintain separate accounting records for any sub-award resulting from this RFP to ensure accurate and appropriate reporting of expenditures and ensure that costs are tracked in sufficient detail to determine compliance with sub-award requirements and ensure funds have not been unlawfully spent. All accounting records must be made available for review upon request for examination, audit, or for the making of excerpts or copies of such records for the purpose of determining compliance with all applicable rules and regulations, and the provisions of the contracts.

2. **Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM).** Each applicant is required to:
 - Be registered in SAM before submitting its application. If a bidder is not registered in SAM, this link provides a connection for SAM registration: <https://governmentcontractregistration.com/sam-registration.asp>;
 - Provide a valid DUNS number in its application; and
 - Maintain an active SAM registration with current information at all times during the entire period of the active sub-award. The TWC will not make a sub-award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

3. **Pre-Registration Requirement:** As part of the changes to the grant process brought about by the Federal 2 CFR Part 200 (Uniform Requirements) and the Illinois State Grant Accountability and Transparency Act (GATA), all entities wishing to receive grants from the state of Illinois must now register at: <https://grants.illinois.gov/registration/>. Please note that FEIN and DUNS numbers are required to complete registration. The online registration will trigger a pre-qualification process that will ensure that the entity:
 - Has a current DUNS number;
 - Has a current SAM CAGE Code (will need to register at SAM.gov)
 - Is not on the Federal Excluded Parties list; and
 - Is in Good Standing with the Illinois Secretary of State

Once your entity is pre-qualified, you will receive a link to an Internal Controls Questionnaire (ICQ). Applicants must complete the ICQ as part of the pre-award process and program staff will then determine whether any or all risk-based conditions shall be incorporated into the Agreement. If your entity is ineligible for the award as a result of the Dun and Bradstreet verification, the entity will be informed of corrective action needed to become eligible for a grant award.

Verification of registration with the Illinois State Grant Accountability and Transparency Act (GATA) will be provided as **Proposal Attachment 7 – Item F**.

- 4. Indirect Costs and Indirect Cost Rate:** Indirect costs are allowed if the entity has an approved indirect cost rate. However, these rates are subject to negotiation but may not exceed the approved indirect cost rate. **Proposal Attachment 7– Item G** must be completed and included in the proposal submittal.

I. Cost and Price Analysis: All proposals will be evaluated on the basis of obtaining the most cost-effective price possible while achieving the highest quality service delivery. A cost price analysis will be conducted on the proposed costs during the proposal review process. Agencies are encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify the costs.

The cost and price analysis shall be conducted to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is a duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

Any private for-profit entity considering responding to this Request for Proposals must understand that they are required to adhere to the Uniform Guidance at 2 CFR part 200. Procurement standards under the Uniform Guidance at 2 CFR 200.323(b), require that profit be negotiated separately from the price in addition to a cost analysis and/or price analysis. TWC will conduct such negotiations in accordance with TWC policy, “*Payment of Profit Under Contracts with For-Profit Organizations*”, should a for-profit entity be selected.

J. Interview Rights to Jobs Created: If the successful bidder for WIOA youth services in Stephenson County is a new provider, the successful bidder must agree to interview all incumbent program operations staff who applies for employment with the new provider. Incumbent staff will be granted consideration for experience in lieu of education requirements for any position for which they are otherwise qualified. In the event of a transition and a reduction of staff, the Board shall carefully oversee the process to ensure that there is no loss of service or reduction of quality.

K. Audit Requirements: The services delivered under this RFP are considered sub-recipient services and will require the selected bidder to comply with audit requirements for federal funds. All bidders must submit a copy of the most recent independent audit and financial statements. (**Proposal Attachment 7 – Item A**)

L. Type of Contract: Proposed costs will be analyzed and a cost reimbursement contract will be negotiated with a demonstrated performance basis. Payment under a cost reimbursement contract will be based upon actual costs and performance delivery outcomes. For the purposes of responding to this RFP, bidders will develop a line-item budget showing all expected costs associated with delivering the proposed services and a budget narrative explaining the costs.

M. Outreach, Public Relations, and Branding: All Youth services and activities will be provided under the umbrella of The Workforce Connection. Services offered through The Workforce Connection partnership (and funded by WIOA) shall be promoted under “The Workforce Connection” brand as an Illinois workNet center and the “federal identifier”, a proud partner in the American Job Center network. In keeping with our vision of offering integrated services to both jobseekers and employers, promotional and outreach materials (including printed brochures, media releases, flyers, brochures, advertising, social media sites) must only include The Workforce Connection, Illinois workNet center branding and a proud partner of the American Job Center network identification. All promotional and outreach materials will be approved in advance by TWC Program and Communications Manager to ensure all stationery, brochures, signage, business cards, and advertising meets the branding requirements of the Workforce Innovation and Opportunity Act and the Illinois Department of Commerce and Economic Opportunity under Illinois workNet guidelines. TWC/DOL/DCEO will be identified as the funding entity on printed materials developed with WIOA funds and/or used for outreach or to promote WIOA-funded programs or services.

The use of grant funds to promote an individual agency is not permitted. The Workforce Connection logo will be the

only logo used on all brochures and correspondence.

N. Questions: Any questions regarding this RFP should be addressed to Cathy Cornelius, at ccornelius@theworkforceconnection.org.

SECTION II. WIOA YOUTH SERVICES – YOUTH MODEL

The text of the Workforce Innovation and Opportunity Act (WIOA) and the federal regulations governing WIOA are available at <http://www.doleta.gov/WIOA>. Local TWC (Workforce Development Board) Policies are available at www.theworkforceconnection.org; go to *The Workforce Board*, then click on *Plans and Policies*.

Focus of WIOA Youth Programming: The focus of WIOA youth programming is on implementing and delivering services that provide education, skill development, and employment opportunities that youth need to successfully transition to further education, careers and productive adulthood. The Workforce Innovation and Opportunity Act requires fourteen program elements [WIOA Section 129(c)(2)]. WIOA outlines a vision for serving youth that integrates resources, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with a good job along a career pathway, enrollment into post-secondary education, or a Registered Apprenticeship.

The *Youth Service* system will provide services to both WIOA eligible In-School and Out-of-School youth, and youths' enrollment in program services will follow an on-going, open enrollment process. The Youth Service system will offer work-based learning with a strong job placement/work exposure component that connects youth to internships, work experiences, on-the-job training, job shadowing, and unsubsidized employment to address their job-seeking and job-keeping skills

III. SPECIFICATIONS

The Workforce Connection WIOA Youth Services programming must adhere to WIOA regulations and local requirements. The WIOA youth services sub-award agreement period will be for one year, with the option for an additional two years.

A. **Expectations Regarding the WIOA Youth Services Provider for Stephenson County**

The 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 Work based learning, job development, education, and case management to youth who are low-income and/or with barriers and will have the capacity to coordinate the Youth design in its overall operations. In addition, the bidding organization will have a history of engaging in successful joint efforts with other organizations providing services to youth who are low-income and/or with barriers. Examples of barriers to employment include: a homeless individual, a recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English Language Learner, an offender, an individual who is pregnant or parenting, an individual with a disability, and a low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

B. **PY 2023 Stephenson Youth Services -- Implementation Time-frame**

July 1, 2023, will be the beginning of the program year. Youth Stephenson WIOA youth program services will begin at that time. If a new program provider is selected through the proposal process, the new program provider will be given a 30-day transition period prior to formally taking over service delivery.

C. **Population to be Served** (See Attachment I for WIOA Eligibility Criteria.)

- In-School and Out-of-School Youth will be served. Some youth may be from various special populations, such as youth with limited English or youth with special needs.

D. **Duration of Services/Services Levels**

Hours: The Youth Stephenson County facilities will be open during regular business hours year-round and, if needed, at other times to accommodate special program activities. Holidays recognized for closure are the holidays recognized by the State of Illinois agencies.

Service Levels: The number of youth served will include youth newly enrolled in WIOA and youth "carried-into" Program Year 2023. Program enrollment/program exit will be ongoing. TWC anticipates that in Stephenson County a total of 60 youth will be served during the program year.

Location of Training: The location of training for in-school youth will vary and will depend on where the in-school youth is enrolled. This could include secondary and post-secondary education locations.

Out-of-School youth pursuing their HSE/GED will be referred to any agency/educational institution that provides HSE/GED services in Stephenson County. The referral process is to ensure eligible youth between the ages of 16 and 24 have flexibility in the times and locations they attend class.

All facilities that house staff, participants, and equipment therein, must be accessible and meet local fire, health, and safety standards and comply with the Americans with Disabilities Act (ADA) standards and the Illinois Accessibility Code.

E. 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 WIOA Youth Services Program Provider.
- Bidders are expected to indicate if other sources of funding will also support the services provided to students.
- The Bidder will ensure that, if successful, all its staff members and volunteers, are qualified and appropriately trained in areas including, but not limited to, youth development, education, and employment.
- 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 staff and volunteers who help deliver youth services will provide services in a manner sensitive to the ethnic, racial, and linguistic characteristics; religious preferences; and sexual orientation of the program youth.

F. Scope of WIOA Youth Services Provided

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.

1. Case-Management

Effective Case Management strategies are important to the success of the Stephenson County youth program. Successful Case Management activities tie all programming together using work-based learning, combining academic/occupational training and work experiences.

2. Outreach, Recruitment, Orientation, Enrollment

Youth Stephenson staff will be responsible for recruiting youth for all programming by working closely with other governmental and community organizations, the court system, school systems, and others in the community.

Out-of-School youth are expected to have the ability to earn an HSE/GED within a reasonable amount of time; the youth services staff must make sure that youth have the reading comprehension and math ability upon program entrance that will allow them to be successful.

3. Assessment of those youth who meet program eligibility requirements.

Math and Reading Assessments: All (out-of-school and in-school) youths' math and reading ability will be assessed using an assessment approved by The Department of Commerce and Economic Opportunity (DCEO).

WorkKeys Assessments: *WorkKeys National Career Readiness Certificate* is an option for youth when it has been determined they are ready to take the assessment. (Please follow this link for *WorkKeys National Career Readiness Certificate* information: <http://www.act.org/certificate/about.html>.)

Other Assessment Tools: The program may use other assessment tools – such as Career Cruising to determine program participants' interest and aptitude.

4. Development of an Individual Service Strategy

The case manager will use the results of the youth’s assessment to develop the youth’s *Individual Service Strategy (ISS)*, which lays out a path for his/her workplace preparation. The youth’s assignment to specific program activities is based on his/her individual needs identified through the assessment process. For all youth, the ISS will identify the time frame in which the youth will be expected to complete their specific ISS activities.

5. Educational Services

- HSE/GED Preparation, including Tutoring
- Tutoring for In-School Youth
- Bridge Program in Demand Occupation-targeted industry (available through Title II Adult Education)
- Occupational Training - Post-Secondary certificate or degree programs

Educational activities for Out-of-School youth will enhance youth’s skills in literacy, math and other required academic areas to enable them to earn an HSE/GED within a year. For HSE/GED instruction, program youth should be referred to local education providers providing HSE options.

Educational activities for In-school youth will enhance youths’ educational skills in literacy, math, and other areas necessary for youth to complete high school. A youth is also considered to be “in-school” if they are attending a post-secondary school at the time of enrollment into Stephenson County Youth Services.

In as much as viable, the educational component for out-of-school and in-school youth will be provided concurrently with the program services/activities that address work readiness and career exploration (see item 6 below) and with a focus on work-based learning that provides employment opportunities through activities such as job shadowing, internships, and work experience

6. Career Exploration/Work Readiness Programming for Stephenson County Youth Services

Career Exploration/Work Readiness programming for Out-of-School Youth and In-School Youth includes the following:

- Career Exploration activities
- Work Readiness Skills instruction/activities
- Soft Skills instruction/activities
- Leadership Development services/activities
- Financial Literacy
- Entrepreneurial Skills
- Mentoring services/activities

Career exploration programming will focus on TWC’s key industry clusters identified in the Regional Workforce Plan: manufacturing; health care; transportation, distribution, logistics; and information technology. Youth will learn about occupations in the targeted industries’ clusters through a variety of experiences, from using the online career guidance system *Career Cruising* (<http://www.careercruising.com/>--available through TWC) to field trips to business/industry to job shadowing to introductory hands-on experience gained either during program hours or through internships/work experiences. Youth staff will encourage youth to pursue post-secondary/occupational training after they complete high school/ HSE / GED. Youth staff will work closely with The Workforce Connection’s Business Service team to help youth gain internships/work experiences, especially in targeted industry areas. Participants’ internships and work experiences should help them understand the connection between further training/education and long-term career advancement. Youth need to develop a realistic vision for their future employment.

To help youth prepare for career opportunities and/or further education in a Demand Occupation-targeted industry, eligible youth may be referred to an existing bridge program conducted by Title II Adult Education. In a bridge program, youth lacking an HSE / GED /high-school diploma will receive HSE/GED instruction; youth who already have a HSE/GED or high school diploma but whose basic literacy skills need upgrading in preparation for further training or employment will receive educational skills upgrading instruction.

7. Employment Services Conducted by Youth Services Stephenson County

In addition to assisting program youth in finding unsubsidized jobs, staff will develop paid (including WIOA-funded work experiences) and unpaid work experiences, internships, and job shadowing opportunities for the youth.

Note regarding WIOA-funded Work Experience: TWC requires bidders to provide evidence of the capabilities and experience in the fiscal management of work-based learning for internships and work experience jobs for youth enrolled in WIOA youth services. Bidders must state who will serve as the employer of record for youth enrolled in these activities. Provide specific information on how the fiscal management of these components would fit into your overall fiscal management of this grant.

8. Supportive Services

Supportive services for youth needing such assistance will be provided through referrals to other community organizations or through the services provided under TWC's *Supportive Services Policies*. All referrals to services, whether provided under TWC's *Supportive Services Policies* or through referrals to community organizations, will be tracked by case managers and recorded in case notes.

9. Follow-up Services

Youth staff will provide at least twelve months of follow-up support to participants after they exit the program. By maintaining monthly contact with the participant, case managers will serve as a resource to identify and address challenges that arise for the youth, especially challenges related to employment, retention of employment, and post-secondary education/training.

10. Participant Incentives

Youth attending Youth Services programs may receive incentives for successfully attaining benchmarks during program participation. Incentives awarded at periodic intervals must be based on youth achieving certain benchmarks. If the youth will receive an ongoing monetary incentive, the amount a youth receives must be based on an achievement-driven system. The goal of any incentives given should be to reward those educational and/or world-of-work outcomes that the programming is designed to teach. In order to ensure compliance with all local and state policies, all incentive programs and funds must be pre-approved by TWC.

The Youth Services provider will disburse the payments to the students for these incentives; funding for the incentives will be provided in the program's budget. As detailed in WIOA state and federal policy, incentive funds cannot be given to youth for the recruitment of other individuals to the Stephenson County Youth Services program.

G. Performance Expectations

Youth Services for Stephenson County will be expected to meet WIOA's *Common Measures* goals (Performance Goals). See RFP Attachment II for a discussion of the current Program Year 2023 Common Measures Goals and how Common Measure outcomes are or will be determined. The program will be expected to meet the *Common Performance Measures* goals (Performance Goals) as negotiated with IL Department of Commerce and Economic Opportunity.

H. Participant Policies/Grievance Procedures

The *Participant Policies and Grievance Procedures* for the Stephenson County Youth Services program will be updated by the youth program prior to July 1 program start by the organization selected to conduct the program.

I. Monitoring of Youth Services

The Youth program will provide internal monitoring of all its operations. TWC will monitor Youth services and activities on an on-going basis, conducting desk reviews and on-site visits. Annual Fiscal monitoring will also be conducted by TWC.

SECTION IV. PROPOSAL APPLICATION INFORMATION

- A. The Workforce Connection must receive your proposal by noon, **April 13th, 2023**.

Please email your entire proposal (all sections and attachments) to Cathy Cornelius at ccornelius@theworkforceconnection.org. Bidders are also required to submit the proposal on a storage drive, please mail all storage drives with all required documents to:

Cathy Cornelius
The Workforce Connection,
303 North Main Street
Rockford, Illinois 61101

Incomplete proposals and proposals received after 12 noon, April 13th, 2023 will not be evaluated.

If you have questions regarding this *Request for Proposals* or any WIOA or local Workforce Board policies or requirements, please contact Cathy Cornelius at ccornelius@theworkforceconnection.org.

To receive the *Proposal Forms* in WORD (EXCEL for Budget), please e-mail Cathy.

- B. This RFP does not commit The Workforce Connection (TWC) 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.

TWC retains the right to:

- Accept or reject any or all proposals received. (TWC may negotiate with all qualified sources, or cancel in part, or in entirety, proposals if it is in TWC's best interest to do so. TWC 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.
- Tour the bidder's proposed site for delivering the Youth program and review the bidders' administrative and fiscal procedures relating to the Youth program as part of the proposal review process.
- Reconsider this proposal for funding anytime during PY 2023 (July 1, 2023 - June 30, 2024).

Proprietary rights to all data, materials, and documentation originated and prepared for TWC pursuant to a subcontract agreement shall belong exclusively to TWC.

- C. All proposals submitted will be subject to competitive review. The *Proposal Evaluation Process* is discussed in Section VI.
- D. Proposal funding decisions will be made by The Workforce Connection.
- E. The WIOA Youth Services Stephenson County and sub-award will be awarded July 1, 2023 through June 30, 2024. If a new program provider is selected; transition will begin June 1, 2023.
- F. Only proposals meeting the technical review standards will be read. Bidders will be notified of their proposal's status after the *Technical Review* is completed.
- G. Bidders' right to appeal the decisions regarding the Awarding of Programs. See Section VI.B. of this RFP.

SECTION V. FORMAT AND CONTENTS OF THE 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 Sheet for Proposal

Complete all items on the Cover Sheet (in Section VII).

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 VII). Please note that the cover sheet is numbered *-i-*, and the *Table of Contents* is numbered *-ii-*. The *Overview* will be numbered page *-I-*.

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 Youth Services Provided (maximum of 2 pages)

Provide a summary of the youth services you plan to provide. Please include your summary any sub-awarding you plan to do to other organizations.

2. Bidder's Experience and Qualifications, including Organizational Capacity

Explain why your organization is qualified to conduct the Stephenson County Youth Services program. 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 youth, particularly youth who are low-income and/or with barriers. Be sure to include statistics with the outcomes for your relevant programming for the past four program years.
- **Your Organizational Capacity to be the WIOA STEPHENSON COUNTY YOUTH SERVICES-Program Provider**
 - Attach as ***Proposal Attachment 1*** an organizational chart showing where the proposed Youth Services functions will fall in your organization. Describe how the WIOA Youth 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 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 2016 will not be accepted.
- Describe the relevant experience of your organization’s key staff who would be involved in planning the youth services your organization will deliver as the Stephenson County Youth Services program provider. (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 program budget. 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.
- 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.
- 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.

3. **Facility**

- Identify the proposed facility (building name and location) where program staff will be housed.
- Provide details and show proof that all facilities and equipment therein meet local fire, health and safety standards. Prove that the facility will meet ADA standards and Illinois Accessibility Codes or that alternative measures will make program activities accessible to persons with disabilities.
- Prove that the facility is accessible to the service area. This may involve a discussion regarding how you will arrange transportation for youth to the facility. You may also discuss whether you will schedule staff to meet with youth 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 III. F. Scope of Services*. Use the information in *III.F.* and the items on the Evaluation Tool in *Section VI.F.* to guide your discussion of the following services to be provided by Stephenson County Youth Services:

- Outreach, Recruitment, and Orientation for WIOA youth programming
- Intake for WIOA youth programming, including initial WIOA eligibility determination.
- Comprehensive assessment of eligible youths’ current educational/work-readiness skills and abilities
- Individual Service Strategy development
- On-going Case-Management
- Incentives for youth in specified activities/accomplishing specified goals
- Referrals to community services, as needed
- Unsubsidized Job Development and Placement Assistance—coordinated with The Workforce Connection’s Business Services Team
- Management of youth records, including case notes
- Management of youth data related to WIOA Performance Goals

- **Including the Required WIOA Youth Program Elements listed below:**

As described in TEGL 21-16

**Youth
Element**

1	Tutoring, study skills training, instruction, and dropout prevention
2	Alternative secondary school services or dropout recovery services
3	Paid and unpaid work experience
4	Occupational skills training
5	Education offered concurrently with workforce preparation and training for a specific occupation
6	Leadership development opportunities
7	Supportive services
8	Adult mentoring
9	Follow-up services
10	Comprehensive guidance and counseling
11	Financial literacy education
12	Entrepreneurial skills training
13	Services that provide labor market information
14	Postsecondary preparation and transition activities

Be sure to provide sufficient detail on how and where you will recruit youth to the program. Include a brief outline of your Career Exploration/Work Readiness, Life Skills, etc. programming for out-of-school youth as **Proposal Attachment 4**. Explain how you will conduct services with in-school youth (both secondary and post-secondary), where the tutoring sessions and Career Exploration/Work Readiness instruction (which are an appropriate adaptation of your outline for out-of-school youth) will be held. Also, be sure to include information regarding the extent of your linkages with other organizations/schools that can assist you in delivering some of the above services; Include in your discussion information regarding your linkages with employers and your success in placing youth in employment.

Integrate the figures in the *Youth Services in Stephenson County Projections for Program Year 2023* (see Section III. G) into your discussion.

D. Sub-awarded Services

(If this section does not apply to your proposal, write *Not Applicable*.)

If your organization intends to sub-award with another organization for any of the listed services, submit as **Proposal Attachment 5** 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 contract, any sub-awards/agreements must be approved by TWC and attached to the WIOA sub-award.

Note that your organization should submit the potential sub-awardee's budget as an attachment to your organization's proposed WIOA program budget.

E. Other Sources of Funding that Support Proposed Youth Services

If non-WIOA sources of funding will be blended with other sources of funding to support the youth services/activities your organization delivers, provide a paragraph that discusses how WIOA funds will be blended with other sources of funding to support these services/activities.

Then complete the form **Proposal Attachment 6, Other Sources of Funding that Support Proposed WIOA Youth Services** (Section VII, Forms). On the chart, list the other sources of funding contributing to your Youth Services' operational costs and estimate the amount of each of the other source's contributions. 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 program that you will charge elsewhere. These costs must be allowable expenditures from non-Federal sources).

F. Budget and Related Information

An estimated total of \$100,000 may be available for Youth programming. The total amount available for Youth programming will include funding for staffing, operating costs, participant stipends, supportive services, assessments, participant work experience wages, and Individual Training Accounts (ITAs-vocational training). The final budget will be determined after WIOA youth allocations for Program Year 2023 are received and the provider is selected.

You will be submitting a preliminary budget for PY 2023 (July 1, 2023-June 30, 2024). The final budget will be negotiated and included in your contract with The Workforce Connection. 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 Stipends and Supportive Services
- Work Experience Wages
- Line of Credit for On-the-Job Training, ITAs, and WorkKeys testing

The budget presented must be reasonable for the size of the facility, the services it provides and the estimated number of youth served on an on-going basis.

Reimbursement will be through a line item reimbursement contract.

To obtain reimbursement for program costs, you must document costs. If your proposal to be Stephenson County Youth Services program services provider is funded, you will itemize all costs associated with the program on the reimbursement forms that will be included in your sub-award. Monthly reimbursement requests must be submitted to TWC by the 15th of the following month.

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

Cash incentives to be paid with WIOA funds and supportive services must be included in your budget.

WIOA-funded On-the-Job Training, Individual Training Account (vocational training) costs, and WorkKeys testing costs will not be in the main part of your budget. These will be in your budget as a *line-of-credit*; and may not exceed the *line-of-credit* in your budget unless a modification to your sub-award is executed.

1. **Program Year Budget - Budget Forms 1 and 2**

Complete ***Budget Forms 1 and 2*** in Section VII. (Use the forms provided.)

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

Be sure to place your organization's 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, e.g., Case Manager, \$38,000/yr. for 12 months; Clerical Support Specialist, \$14.00/hr. for 20 hours/week for 48 weeks. Allocate, as appropriate between **In-School and Out-of-School**.
- 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*. Allocate, as appropriate between **In-School and Out-of-School**.
- c. Other Costs (Budget Form 2)
Fill in all items completely. Request funding only for items that are necessary for your successful operation as Youth Services Provider. Allocate, as appropriate between **In-School and Out-of-School**.

Incentive payments will be a line item listed under *Other Costs*. Allocate, as appropriate between **In-School and Out-of-School**.

Work Experience wages will be a line item listed under *Other Costs*. **Allocate, as appropriate between In-School and Out-of-School.**

Line of Credit (located at bottom of Budget Form 2.) **Reminder:** The *Line of Credit* included in the total estimated funds available is \$8,000 for the Youth program. This amount will be finalized once allocations are announced and will be negotiated with the program/organization who is awarded the contract.

WIOA On-the-Job Training: List your total anticipated OJT costs for WIOA youth (includes wages, FICA, and Workers' Compensation cost).

WIOA Individual Training Account (ITA): List the anticipated funds available for vocational training-- WIOA Individual Training Accounts-- for WIOA youth (includes tuition, fees, books, and required supplies). **Note:** WIOA Out-of-School youth ages 18+ may be co-enrolled in the Adult program and cost for their ITA vocational training absorbed by WIOA Adult program funding; therefore, there may be few, if any, funds earmarked for ITAs.

WorkKeys Assessments: List the anticipated cost of the WorkKeys Assessments for WIOA youth.

Work-based Learning Costs: At a minimum, the Work Experience line, On-the-Job Training line, and Staff wages/fringe related to these 2 activities must be at least 25% of your overall budget. Provide a calculation in the Budget Narrative/Cost Allocation section of your proposal.

2. **Budget Narrative/Cost Allocation** (Place the *Budget Explanation* directly after the Budget.) Fully explain how you derived each cost listed on the budget. Please state if an item is a direct cost only to this program. If any costs are divided between two or more funding sources, explain how these costs will be allocated. This explanation of your budget needs to be a narrative explanation in sufficient detail for reviewers to understand the costs to be charged to this sub-award, and to assure reviewers that as a sub-award recipient your agency understands cost allocation and allowable costs. Also explain how you reached the cost figures you gave in your Line-of-Credit. Label this section of your Budget Narrative Explanation *Line of Credit Explanation*.
3. **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—and they may be marked *DRAFT*.
4. **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, 2023-June 30, 2024.

PROGRAM PROPOSAL ATTACHMENTS

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

<i>Proposal Attachment 1</i>	<i>Organizational Chart</i>
<i>Proposal Attachment 2</i>	<i>Fiscal Procedures Explanation</i>
<i>Proposal Attachment 3</i>	<i>Organization’s Board of Directors (or similar body)</i>
<i>Proposal Attachment 4</i>	<i>Brief Outline of Career Exploration/Work Readiness/Life Skills Training for Out-of-School Youth</i>
<i>Proposal Attachment 5</i>	<i>Sub-award Agreement</i>
<i>Proposal Attachment 6</i>	<i>Other Sources of Funding that Support Proposed Youth Services</i>
<u>Proposal Attachment 7</u>	<u>Miscellaneous Information</u>

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

Submit a copy of your organization’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.)

B. Not-for-Profit Authorization/Certifications/Accreditations or For-Profit Corporate or LLC “Doing Business in Illinois” Registration/Certificate of Good Standing

- 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.
- If your organization is a for-profit corporation or LLC, submit a copy of your registration/certificate of good standing for doing business in Illinois.

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 VII).

E. Proof of Liability Insurance

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

F. GATA Illinois Government Accountability and Transparency Act prequalification

G. Indirect Cost Information Form

NO OTHER PROPOSAL ATTACHMENTS MAY BE SUBMITTED.

The Workforce Connection (TWC) has the following *Proposal Evaluation Process*:

A. Proposal Evaluators

Proposals will be evaluated by a team of TWC board members and Youth Council members who have no conflict of interest with any bidding organization.

B. Proposal Evaluation Review Levels

Proposals will have three levels of review:

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 proposals 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. (TWC will accept only appeals relating to the technical review of a proposal.)

- a. TWC Board 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. TWC Executive Director 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 TWC Executive Director'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 TWC Executive Director a written appeal of any aspect of their proposal's technical review.
- d. TWC Board Chair or designee will review the written appeal and make the final decision regarding any board action on the appeal.
- e. The Bidder will be notified in writing within three working days of TWC Board Chair or designee's decision regarding the appeal.
- f. This will complete the Bidder's appeal process at the local Board level.

Level 2: Evaluation of Proposals by Review Team Using Evaluation Tool

- a. The proposal review team will receive training regarding the services/programmingsought 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 TWC’s Regional/Local Plan Objectives

- a. The review team will then discuss how well the proposed program meets one or more outcomes laid out in TWC’s Regional/Local 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 area (as applicable), connection/collaboration with the One-Stop Center/System, and the proposed program’s ability to further TWC’s local plan initiatives.

- b. Budgets and other aspects of the bidder’s proposal may be negotiated, as necessary. Review teams will consider the reasonableness of bidders’ proposed budgets in relation to the anticipated number of youth served.
- 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. Committee and TWC Action on the Recommendations of the Evaluation Teams

- 1. The funding priority recommendations of the Proposal Review Teams will go forward to the appropriate TWC Committee, who will then prepare funding recommendations for TWCboard action.
- 2. TWC will take action on the program funding recommendations of the presenting TWC Committee.
- 3. Bidders will be notified of TWC action.
- 4. Bidders may request a debriefing of their proposal’s evaluation.

D. PY 2023 Stephenson County Youth Timeline Relating to Application

TIMELINE

STEPHENSON COUNTY YOUTH RFP TIMELINE

E-mail or mailed notices of RFP availability and Bidders’ meeting sent to potential bidders.	March 9, 2023
RFP posted on website	March 9, 2023
Notice RFP Availability and Bidders’ Meeting posted in <i>Rockford Register Star</i>	March 9, 2023
Bidders’ Meeting – answer initial questions from potential bidders. Zoom link will be posted on TWC website.(www.TheWorkforceConnection.org) All answers to questions presented will be posted on the TWC website.	March 15, 2023 – 3 PM Bidders Meeting will be conducted via zoom
Intent to Apply Notice e-mailed to TWC. Intent to Apply to be emailed to Cathy Cornelius at ccornelius@theworkforceconnection.org	By 5:00 p.m. March 23, 2023
Proposals due to The Workforce Connection (TWC) by 12 noon. All proposals should be emailed to Cathy Cornelius at ccornelius@theworkforceconnection.org	By Noon April 13, 2023
Opening of Proposals Received proposals reviewed using <i>Proposal Technical Review Checklist</i> .	1 PM, April 13, 2023
Bidders notified via e-mail of results of Technical Review of their proposals.	April 14, 2023
Training of proposal review team	Week of April 17, 2023
Proposals delivered to proposal review team’s members (if not already distributed at training session for review team).	April 17, 2023
Team will meet to discuss proposals and reach consensus on all points recorded on the <i>Evaluation Tool</i> instrument for each proposal they review. They will then prepare their proposal funding recommendations following the guidelines outlined in the RFP. (Budgets may be negotiated as part of this process.)	Week of May 8, 2023
Evaluation team’s funding recommendations presented to Youth Council. The Council acts on the recommendations of the Evaluation team	May 16, 2023
Youth Council’s recommendation presented to TWC board for approval	June 6, 2023
PY 2023 <i>Stephenson County Youth Program</i> Provider receives PY 2023 contract.	June 12, 2023
PY 2023 <i>Stephenson County Youth program</i> and/or transition begins.	July 1, 2023

E. PROPOSAL TECHNICAL REVIEW CHECKLIST Elevate WIOA Youth Program (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: _____

Staff Reviewer’s Initials: _____ Date: _____

Check if the proposal/bidder meets the following standards:

Technical Review Standards
<input type="checkbox"/> The original proposal with <i>Proposal Attachment 7</i> , six copies of the proposal without <i>Proposal Attachment 7</i> , and a thumb drive containing the proposal were submitted by the deadline in a sealed package.
The proposal contains all the following parts: <ul style="list-style-type: none"> <input type="checkbox"/> A. Cover Sheet <input type="checkbox"/> B. Table of Contents <input type="checkbox"/> C. Proposal Narrative (single spaced, double spaced between paragraphs; not less than 11 point font, maximum of 15 pages), Sections and Subsections labeled <ul style="list-style-type: none"> <input type="checkbox"/> 1. Overview <input type="checkbox"/> 2. Experience and Qualifications, including Organizational Capacity <input type="checkbox"/> 3. <i>Elevate-Boone-Winnebago</i> Facility <input type="checkbox"/> 4. Delivery of WIOA In-School and Out-of-School Youth Services Discussion <input type="checkbox"/> E. Other Sources of Funding that Support Proposed WIOA Youth Funding <input type="checkbox"/> F.. <u>PY 2022 Budget</u> (July 1, 2022-June 30, 2023) <ul style="list-style-type: none"> <input type="checkbox"/> 1. Budget Forms 1 and 2 <input type="checkbox"/> 2. Line of Credit <input type="checkbox"/> 2. Budget Narrative/Cost Allocation <input type="checkbox"/> 3. Job Descriptions and Resumes <input type="checkbox"/> 4. Quarterly Budget Expenditure Plan <input type="checkbox"/> Proposal Attachments (labeled) <ul style="list-style-type: none"> <input type="checkbox"/> 1. Organizational Chart <input type="checkbox"/> 2. Fiscal Procedures Explanation <input type="checkbox"/> 3. Organization’s Board of Directors (or similar body) <input type="checkbox"/> 4. Brief Outline of Career Exploration/Work Readiness/Life Skills Curriculum (Out-of-School youth) <input type="checkbox"/> 5 Subaward agreement (if applicable) <input type="checkbox"/> 6. Other Sources of Funding that Support the Proposed WIOA Youth Services <input type="checkbox"/> Proposal Attachment 7 submitted with only the original proposal <ul style="list-style-type: none"> <input type="checkbox"/> A. <u>Most Recent Audit</u> (and, if applicable, related Management Letter) submitted as a separate packet <input type="checkbox"/> B. Not-for-Profit Authorization/Certifications/Accreditations or For Profit Corporate or LLC “Doing Business in Illinois” Registration/Certificate of Good Standing <input type="checkbox"/> C. Affirmative Action <input type="checkbox"/> D. Assurances <input type="checkbox"/> E. Proof of Liability Insurance <input type="checkbox"/> F. GATA Prequalification Documentation <input type="checkbox"/> G. Indirect Costs Information Form
<input type="checkbox"/> The proposal contains all necessary signatures.

Technical Review Standards
<ul style="list-style-type: none"> <input type="checkbox"/> <i>Cover Sheet</i> <input type="checkbox"/> <i>Proposal Attachment 7.C, Affirmative Action Policy Statement</i> <input type="checkbox"/> <i>Proposal Attachment 7.D. Assurances</i> <input type="checkbox"/> <i>Proposal Attachment 7.G. Indirect Costs Information Form</i>
<input type="checkbox"/> The proposing organization is not on a Federal or State Debarment list as verified in <i>Proposal Attachment 7.D. Assurances</i> .
<input type="checkbox"/> The person signing the proposal as the submitting officer has the authority to do so as verified in <i>Proposal Attachment 7.D. Assurances</i> .
<input type="checkbox"/> The proposing organization/school agrees to meet all Federal, State, and local compliance requirements, including those listed in Attachment III of the RFP as indicated in <i>Proposal Attachment 7. D. Assurances</i> .

Check the appropriate box:

- 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.

 Executive Director
 The Workforce Connection, Inc.

 Date

F. PROPOSAL EVALUATION TOOL

PY 2022 YOUTH SERVICES IN BOONE-WINNEBAGO COUNTY (*ELEVATE-BOONE-WINNEBAGO PROGRAM*)

Bidder: _____

Proposal Number: _____

Review Team: _____

Date: _____

- 1. ORGANIZATIONAL CAPACITY** - The proposal’s discussion of the bidder’s organizational capacity to be the *Elevate-Boone-Winnebago* Program Provider, emphasizing the bidder’s qualifications to plan and deliver designated Youth Services, indicates the bidder has the organizational capacity to be the *Elevate* Program Provider.

0-3	4-6	7-10	Notes
Proposal contains no or minimal indication of Bidder’s ability/qualifications to be <i>Elevate-Boone-Winnebago</i> Program Provider.	Proposal contains some indication of Bidder’s ability/qualifications to be <i>Elevate-Boone-Winnebago</i> Program Provider.	Proposal contains clear and concise identification of Bidder’s ability/qualifications to be <i>Elevate-Boone-Winnebago</i> Program Provider.	

Score: _____ (out of possible 10 points)

- 2. PRIOR EXPERIENCE WITH YOUTH** - The proposal adequately describes the bidder’s success (including data for at least the past four years) providing the activities/services, case management, employment services and support services serving youth who are low-income and/or with barriers.

0-3	4-6	7-10	Notes
Proposal contains no or scant indication of bidder’s past success serving youth who are low-income and/or with barriers.	Proposal contains some data/information indicating Bidder’s past success serving youth who are low-income and/or with barriers.	Proposal contains substantial data/information indicating that Bidder has been successful serving youth who are low-income and/or with barriers.	

Score: _____ (out of possible 10 points)

- 3. WIOA COMMON MEASURES STRATEGIES** - The proposal gives a comprehensive description of how the bidder will ensure that the WIOA Youth programming will meet WIOA Common Measures goals 1) earn a high school diploma or HSE / GED; 2) enter further training/education or employment upon program exit; 3) improve educational levels (basic-skills deficient youth). 4.) Employment and Education Rate-2nd quarter after exit; 5.) Employment and Education Rate-4th quarter after exit. 6.) Median Earnings- 2nd quarter after exit.

0-2	3-5	6-10	Notes
Proposal contains little indication of	Proposal contains some indication of	Proposal contains a clear, detailed description of	

methods bidder will use to insure the Youth programming will meet desired Common Measures' outcome goals.	methods bidder will use to insure Youth programming will meet desired Common Measures' outcome goals.	viable methods bidder will use to insure Youth programming will meet desired Common Measures' outcome goals.	
---	---	--	--

Score: _____ (out of possible 10 points)

4. **OUTREACH, ASSESSMENT, SERVICE STRATEGY PROCESS** - 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 Service Strategy (ISS)* development process for participants.

0-5	6-10	11-15	Notes
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 ISS process.	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 ISS process.	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 ISS process is concise, yet detailed and viable.	

Score: _____ (out of possible 15 points)

5. **STRONG CASE-MANAGEMENT AND COLLABORATION/PARTNERSHIPS** - The proposal adequately describes the case-management and how the process, with a focus on work-based learning activities provided concurrently with academic/occupational activities, will be coordinated. How will case management be coordinated with other organizations (including schools) serving mutual youth?

0-5	6-10	11-15	Notes
Proposal contains little explanation of how the proposed case management system will function, including coordination with other organizations.	Proposal provides some description of how proposed case management system will function, including coordination with other organizations.	Proposal provides clear and concise description of how proposed case management system will function, including coordination with other organizations.	

Score: _____ (out of possible 15 points)

6. **CAREER EXPLORATION/WORK READINESS COMPONENT** - The proposal adequately describes the Bidder’s proposed Career Exploration and Work Readiness/Soft Skills instruction and activities for both out-of-school youth and in-school youth and discusses how career exploration will be integrated with the work readiness training. The importance of work-based learning is included in discussion. The proposal indicates how career exploration/work readiness activities may be coordinated with Business Services team.

0-5	6-10	11-15	Notes
Proposal contains little description of the proposed career exploration (TWC targeted industries) and work readiness/soft skills instruction & activities and coordination with Business Services team.	Proposal contains some description of the proposed career exploration (TWC targeted industries) (and work readiness/soft skills instruction & activities and coordination with Business Services team.	Proposal contains clear and detailed description of the proposed career exploration (TWC targeted industries) and work readiness/soft skills instruction & activities and coordination with Business Services team. Importance of work experience is discussed.	

Score: _____ (out of possible 15 points)

7. **WORK-BASED LEARNING CAPACITIES** - The bidder has strong links to employers and job development/placement activities and will fully coordinate activities with Workforce Connection’s Business Services effort. The bidder has the capacity and experience to serve as the employer of record for internships and subsidized work experiences. Reminder, 20% of the budget must be allocated to meet work based learning requirements.

0-5	6-10	11-15	Notes
Proposal provides little description of bidder’s link to employers, job placement activities, and current/proposed coordination with The Workforce Connection’s Business Services effort. Little evidence of fiscal capacity to serve as employer of record for work experience.	Proposal provides some description of bidder’s link to employers, job placement activities, and current/proposed coordination with The Workforce Connection’s Business Services effort. Provided some evidence of fiscal capacity to serve as employer of record for work experience.	Proposal provides detailed description of bidder’s 1) strong link to employers, 2) job placement activities as proven by recent specific examples, and 3) current/proposed coordination with The Workforce Connection’s Business Services effort. Provided detailed evidence of capacity and experience to serve as employer of record for work experience.	

Score: _____ (out of possible 15 points)

8. **FINANCIAL STABILITY** - The proposal contains sufficient information regarding the bidder’s financial stability within the past five-years (2017-2021) to indicate that bidder has the financial stability necessary to be the *Elevate* Program Provider.

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

0-2	3-4	5	Notes
Bidder has unstable financial history within last five years—and problems are not well on way to resolution.	Bidder had financial problems within the past five years but the problems are now resolved-- or well on the way to resolution.	Bidder has stable financial history for past five years.	

Score: _____ (out of possible 5 points)

9. **REASONABLE BUDGET** - The budget requested is reasonable for the services to be delivered. (Final budgets, however, will be negotiated based on the PY 2022 WIOA Youth allocation received and the proportional amount of youth funds designated for the program.)

0-2	3-5	Notes
Budget appears unreasonably high (0 for most unreasonable) for proposed services to be delivered.	Budget is reasonable for the proposed services to be delivered. Budget appears to be cost effective.	

Score: _____ (out of possible 5 points)

Total Evaluation Score: _____ (100 possible points)

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

Witnessed by: _____
 (Signature of TWC Staff Witnessing Evaluation Team’s consensus action regarding the Total Evaluation Score the Bidder Received)

SECTION VII. PROPOSAL FORMS

To obtain the proposal forms in WORD (budget forms in EXCEL), please e-mail Cathy Cornelius, ccornelius@theworkforceconnection.org, and request that the forms for the ***WIOA Youth Services in Stephenson County*** be e-mailed to you.

Proposal Attachment 6 Other Sources of Funding that Support Proposed Elevate-Stephenson Operational Costs

This chart shows other sources of funding contributing to the proposed *Youth Stephenson County* program’s operational costs and an estimate of the amount of each of the other source’s contribution:

Name of Funding Source contributing to program costs	Amount of Contribution	Cash; Other Federal Funds; or Stand-In *

* 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 7, Item C

Affirmative Action Form 1

Affirmative Action Policy Statement

It is the policy of _____ (organization) to provide equal opportunity to all persons, regardless of race, color, religion, sex orientation, gender identity, 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 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, sexual orientation, gender identity, age, national origin, handicap, 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 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 7, Item C

Affirmative Action Form 2

WORKFORCE DATA

Submit Workforce Data Information for the entire organization.

Organization: _____ Period Ending: _____

Job Classification	Pay Range	/ MALES					/ FEMALES					Disabled	Over 40	Total
		W	B	H	A	I	W	B	H	A	I			

W- White B- Black H- Hispanic A- Asian or Pacific Islander I- American Indian or Alaskan Native

Proposal Attachment 7, 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 have completed the pre-registration requirements for GATA including the questionnaire.
4. We will provide records to show that we are fiscally solvent, if needed.
5. We have the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
6. We have additional funding sources and will not be dependent on WIOA funds alone.
7. 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.
 - GATA Illinois Government Accountability and Transparency Act prequalification.

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

Proposal Attachment 7-Item G

Organization:

Indirect Cost Rate Information

If your organization is requesting reimbursement for indirect costs, please select one of the following options.

Your organization may not have a Federally Negotiated Cost Rate Agreement. Therefore, in order for your organization to be reimbursed for the Indirect Costs your organization must either:

- a. Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit.
- b. Elect to use the de minimis rate of 10% modified for total indirect costs (MTDC), or
- c. Use a Restricted Rate designated by programmatic or statutory policy.

Select ONLY One:

- 1) Our Organization received direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our federal Cognizant Agency. A copy of this agreement will be provided for review and documentation before reimbursement is allowed. This NICRA will be accepted up to any statutory, rule-based or programmatic restrictions or limitations.
- 2a) Our Organization currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois that will be accepted up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within 6 months after the close of each fiscal year pursuant to 2 CFR 200, Appendix IV(c)(2)(c).
- 2b) Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois. Our organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that an award will be made no later than 3 months after the effective date of the award pursuant to 2 CFR 200 Appendix (C)(2)(b). The initial ICRP will be sent to the State of Illinois Indirect Cost unit.
- 3) Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the federal government or the State of Illinois and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely pursuant to 2 CRF 200.414(C)(4)(f) and 200.68.
- 4) For Restricted Rate Programs, our Organization is using a restricted indirect cost rate that:
 - Is included as a "Special Indirect Cost Rate" in the NICRA, pursuant to 2 CFR 200 Appendix IV(5); or
 - Complies with other statutory policies. **RATE:** %
- 5) No reimbursement of Indirect Cost is being requested.

Basic Negotiated Indirect Cost Rate Information (Use only if option 1 or 2(a), above is selected.)

Period Covered by NICRA: From: To: Approving Federal or State Agency:

Indirect Cost Rate: Distribution Base Is:

Organization:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my grant award(s).

Institution/Organization: _____

Signature: _____

Printed Name: _____

Title: _____

Phone: _____

Date: _____

Note: The required signers must have the authority to enter into contractual agreements on the behalf of the organization.

SECTION VII. PROPOSAL FORMS

To obtain the proposal forms in WORD (budget forms in EXCEL), please e-mail Cathy Cornelius, ccornelius@theworkforceconnection.org, and request that the forms for the ***WIOA Youth Services in Stephenson County*** be e-mailed to you.

Proposal Attachment 6 Other Sources of Funding that Support Proposed Elevate-Stephenson Operational Costs

This chart shows other sources of funding contributing to the proposed *Youth Stephenson County* program’s operational costs and an estimate of the amount of each of the other source’s contribution:

Name of Funding Source contributing to program costs	Amount of Contribution	Cash; Other Federal Funds; or Stand-In *

* 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 7, Item C

Affirmative Action Form 1

Affirmative Action Policy Statement

It is the policy of _____ (organization) to provide equal opportunity to all persons, regardless of race, color, religion, sex orientation, gender identity, 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 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, sexual orientation, gender identity, age, national origin, handicap, 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 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 7, Item C

Affirmative Action Form 2

WORKFORCE DATA

Submit Workforce Data Information for the entire organization.

Organization: _____ Period Ending: _____

Job Classification	Pay Range	/ MALES					/ FEMALES					Disabled	Over 40	Total
		W	B	H	A	I	W	B	H	A	I			

W- White B- Black H- Hispanic A- Asian or Pacific Islander I- American Indian or Alaskan Native

Proposal Attachment 7, 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 have completed the pre-registration requirements for GATA including the questionnaire.
4. We will provide records to show that we are fiscally solvent, if needed.
5. We have the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
6. We have additional funding sources and will not be dependent on WIOA funds alone.
7. 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.
 - GATA Illinois Government Accountability and Transparency Act prequalification.

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

Proposal Attachment 7-Item G

Organization:

Indirect Cost Rate Information

If your organization is requesting reimbursement for indirect costs, please select one of the following options.

Your organization may not have a Federally Negotiated Cost Rate Agreement. Therefore, in order for your organization to be reimbursed for the Indirect Costs your organization must either:

- a. Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit.
- b. Elect to use the de minimis rate of 10% modified for total indirect costs (MTDC), or
- c. Use a Restricted Rate designated by programmatic or statutory policy.

Select ONLY One:

- 1) Our Organization received direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our federal Cognizant Agency. A copy of this agreement will be provided for review and documentation before reimbursement is allowed. This NICRA will be accepted up to any statutory, rule-based or programmatic restrictions or limitations.
- 2a) Our Organization currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois that will be accepted up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within 6 months after the close of each fiscal year pursuant to 2 CFR 200, Appendix IV(c)(2)(c).
- 2b) Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois. Our organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that an award will be made no later than 3 months after the effective date of the award pursuant to 2 CFR 200 Appendix (C)(2)(b). The initial ICRP will be sent to the State of Illinois Indirect Cost unit.
- 3) Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the federal government or the State of Illinois and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely pursuant to 2 CFR 200.414(C)(4)(f) and 200.68.
- 4) For Restricted Rate Programs, our Organization is using a restricted indirect cost rate that:
 - Is included as a "Special Indirect Cost Rate" in the NICRA, pursuant to 2 CFR 200 Appendix IV(5); or
 - Complies with other statutory policies. **RATE:** %
- 5) No reimbursement of Indirect Cost is being requested.

Basic Negotiated Indirect Cost Rate Information (Use only if option 1 or 2(a), above is selected.)

Period Covered by NICRA: From: To: Approving Federal or State Agency:

Indirect Cost Rate: Distribution Base Is:

Organization:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my grant award(s).

Institution/Organization: _____

Signature: _____

Printed Name: _____

Title: _____

Phone: _____

Date: _____

Note: The required signers must have the authority to enter into contractual agreements on the behalf of the organization.

WIOA Youth Services Budget Page 1

Organization:

Program Name:

Budget Period (Dates):

BUDGET - WAGES	In-School Budget	Out-of-School Budget	Total Budget
<i>Include Employee's Title and wage/hr x hrs/day x # of days</i>			
TOTAL WAGES			
FRINGE BENEFITS			
Social Security @ 6.2%			
Medicare @ 1.45%			
Health			
Life Insurance			
Retirement			
Unemployment @			
Workers' Comp. @			
TOTAL FRINGE			
TOTAL WAGES AND FRINGE			

WIOA Youth Services Budget Page 2

Organization:

Program Name:

Budget Period (Dates):

BUDGET - OTHER COSTS	In-School Budget	Out-of-School Budget	Total Budget
SUPPLIES			
Training Supplies/Materials/Texts			
Office Supplies/Materials/Postage/Duplicating			
EQUIPMENT MAINT/RENTAL/PURCHASE			
Office			
Training			
OUTSIDE SERVICES			
Accounting/Bookkeeping			
Computer Operation			
Printing/Duplicating			
Recruitment			
MISCELLANEOUS COSTS			
Staff Training (travel, lodging, meals, tuition, conference fees, etc.)			
In-Town Travel @			
Telephone			
Participant Stipends			
WIOA Work Experience			
Indirect Costs			
Other			
Other			
Other			
FACILITY COSTS			
Facility Costs @ /month x months			
TOTAL - OTHER COSTS			
TOTAL - WAGES & FRINGE			
GRAND TOTAL			

NON-REIMBURSABLE COSTS: LINES OF CREDIT

WIOA Tuition/Books/Etc.			
On-the-Job Training			
Work Keys Assessments			
TOTAL NON-REIMBURSABLE COSTS			

**The Workforce Connection Board
and Chief Elected Officials
For the Boone, Stephenson & Winnebago Counties Workforce Area**

ACTION FORM

Date : 03-07-2023

Point of Contact: Dan White, Fiscal Manager

Subject: Approve Mid-Year Budget Modification for Program Year 2022 (7/1/22-6/30/23).

Background Information

The preliminary budget for Program Year 2022 (July 1, 2022 – June 30, 2023) was developed and approved by the Board and CEOs in June 2022. Each year a budget modification is completed mid-year to account for actual year-to-date activity and redistribute unused dollars to best utilize the resources.

Summary of PY22 Budget Modification Funding Sources and Planned Expenditures compared to the Preliminary Budget:

<u>Funding Sources</u>	<u>PY22 Budget Modification</u>	<u>PY22 Preliminary Budget</u>	<u>Increase (Decrease)</u>	<u>% Change</u>
WIOA Formula Allocations	\$4,123,603	\$4,123,603	\$0	0%
Prior Year Carry In	\$1,579,403	\$1,400,000	\$179,403	13%
National Emergency Grant	\$96,200	\$45,000	\$51,200	114%
QUEST National Emergency Grant	\$582,500	\$0	\$582,500	N/A
State Emergency Grant	\$366,900	\$0	\$366,900	N/A
State Trade Case Management Grant	\$3,500	\$0	\$3,500	N/A
Trade Grant	\$1,776,500	\$16,000	\$1,760,500	N/A
AAR General Revenue Grant	\$2,863,200	\$2,925,000	(\$61,800)	-2%
JTED Grant	\$161,900	\$0	\$161,900	N/A
<u>Other Sources</u>	<u>\$8,300</u>	<u>\$12,000</u>	<u>(\$3,700)</u>	<u>-31%</u>
Totals	\$11,562,006	\$8,521,603	\$3,040,403	36%

<u>Planned Expenditures</u>	<u>PY22 Budget Modification</u>	<u>PY22 Preliminary Budget</u>	<u>Increase (Decrease)</u>	<u>% Change</u>
Board/Staff Costs	\$712,263	\$748,031	(\$35,768)	-5%
Subawards	\$5,343,330	\$4,859,000	\$484,330	10%
Training Costs(includes Work Experience & Support Services)	\$4,836,104	\$2,305,064	\$2,531,040	110%
<u>Carryover into Next Year</u>	<u>\$669,059</u>	<u>\$603,508</u>	<u>\$65,551</u>	<u>11%</u>
Totals	\$11,560,756	\$8,515,603	\$3,045,153	36%

The total increase to training funds is distributed as follows:

\$44,239	Training for Individuals – Adult
(\$30,443)	Training for Individuals – Dislocated Worker (DW)
\$33,900	Training for Individuals – National DW
\$360,000	Training for Individuals – QUEST National DW
\$148,400	Training for Individuals – State Emergency
\$1,564,400	Training for Individuals – Trade
\$100,450	Training for Individuals – JTED
\$6,123	Training for Individuals – Youth
\$15,000	Incumbent Worker Training
\$150,000	OJT/WEX – Adult
\$0	OJT/WEX – Dislocated Worker (DW)
\$0	OJT/WEX – National DW
\$10,000	OJT/WEX – State Emergency DW
\$130,000	OJT/WEX - QUEST National DW
(\$1,029)	OJT/WEX - Youth
\$2,531,040	Totals

Motion: To approve the PY22 Mid-Year Budget Modification.

Action Taken: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Amended as follows _____)
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The Workforce Connection, Inc
Program Year 2022 Budget Modification with Comparisons

Funding Sources

	PY22 Budget Modification	PY22 Preliminary Budget	PY21 Budget	PY20 Budget	PY19 Budget
<u>Administrative</u>					
Formula Allocation	\$ 412,359	\$ 412,359	\$ 473,460	\$ 551,563	\$ 422,999
Prior Year Formula Allocation Carryover	\$ 410,930	\$ 390,000	\$ 394,086	\$ 240,522	\$ 200,842
Incentive Funds	\$ -	\$ -	\$ -	\$ -	\$ 27,933
Transfer from/to Admin	\$ (200,000)	\$ (200,000)	\$ (100,000)	\$ (100,000)	\$ (100,000)
Service Integration Grant	\$ -	\$ -	\$ 200	\$ 2,400	\$ -
JTED Grant	\$ 1,500	\$ -	\$ -	\$ -	\$ -
Apprenticeship Navigator Grant	\$ -	\$ -	\$ 200	\$ 6,000	\$ -
QUEST National Emergency (1N) Grant	\$ 19,000	\$ -	\$ -	\$ -	\$ -
National Emergency (1N) Grant	\$ 1,200	\$ 500	\$ 3,000	\$ 2,350	\$ -
AAR General Revenue Grant	\$ 38,400	\$ 60,000	\$ 35,000	\$ -	\$ -
State Emergency Grants (1E & 1EC)	\$ 3,500	\$ -	\$ -	\$ 2,000	\$ 4,400
Trade Grants	\$ 18,500	\$ 600	\$ 600	\$ -	\$ -
	\$ 705,389	\$ 663,459	\$ 806,546	\$ 704,835	\$ 556,174
<u>Special Grants</u>					
Service Integration Grant	\$ -	\$ -	\$ 21,500	\$ 64,502	\$ -
AAR General Revenue Grant	\$ 2,824,800	\$ 2,865,000	\$ 2,565,000	\$ -	\$ -
JTED Grant	\$ 160,400	\$ -	\$ -	\$ -	\$ -
Apprenticeship Navigator Grant	\$ -	\$ -	\$ 25,000	\$ 120,265	\$ -
Other Miscellaneous Grants/Funding Sources	\$ 8,300	\$ 12,000	\$ 8,000	\$ 52,234	\$ -
	\$ 2,993,500	\$ 2,877,000	\$ 2,619,500	\$ 237,001	\$ -
<u>Adult</u>					
Formula Allocation	\$ 1,177,407	\$ 1,177,407	\$ 1,354,302	\$ 1,595,411	\$ 1,125,295
Prior Year Formula Allocation Carryover	\$ 588,430	\$ 480,000	\$ 796,145	\$ 427,244	\$ 698,061
Transfer from Dislocated Worker	\$ 1,100,000	\$ 1,100,000	\$ 1,250,000	\$ 750,000	\$ 725,000
Transfer from/to Admin	\$ 122,000	\$ 122,000	\$ 61,000	\$ 48,000	\$ 49,000
	\$ 2,987,837	\$ 2,879,407	\$ 3,461,447	\$ 2,820,655	\$ 2,597,356
<u>Youth</u>					
Formula Allocation	\$ 1,218,074	\$ 1,218,074	\$ 1,397,136	\$ 1,652,723	\$ 1,159,572
Prior Year Formula Allocation Carryover	\$ 345,820	\$ 270,000	\$ 321,291	\$ 269,052	\$ 650,320
Transfer from/to Admin	\$ 66,000	\$ 66,000	\$ 33,000	\$ 33,000	\$ 30,000
	\$ 1,629,894	\$ 1,554,074	\$ 1,751,427	\$ 1,954,775	\$ 1,839,892
<u>Dislocated Worker/TAA</u>					
Formula Allocation	\$ 1,315,763	\$ 1,315,763	\$ 1,509,718	\$ 1,715,954	\$ 1,522,134
Prior Year 1D Formula Allocation Carryover	\$ 234,223	\$ 260,000	\$ 420,570	\$ 270,826	\$ 80,975
Transfer to Adult	\$ (1,100,000)	\$ (1,100,000)	\$ (1,250,000)	\$ (750,000)	\$ (725,000)
Transfer from/to Admin	\$ 12,000	\$ 12,000	\$ 6,000	\$ 19,000	\$ 21,000
State Emergency Grants (1E & 1EC)	\$ 366,900	\$ -	\$ -	\$ 66,800	\$ 272,000
QUEST National Emergency (1N) Grant	\$ 563,500	\$ -	\$ -	\$ -	\$ -
National Emergency (1N) Grant	\$ 95,000	\$ 44,500	\$ 481,800	\$ 280,850	\$ -
Trade Grants	\$ 1,758,000	\$ 15,400	\$ 13,000	\$ -	\$ -
	\$ 3,245,386	\$ 547,663	\$ 1,181,088	\$ 1,603,430	\$ 1,182,835
Total Funding Sources	\$ 11,562,006	\$ 8,521,603	\$ 9,820,008	\$ 7,320,696	\$ 6,176,257

Administrative Funding Sources & Planned Expenditures

Funding Sources	PY22	PY22	PY21	PY20	PY19
	Budget Modification	Preliminary Budget	Budget	Budget	Budget
New Program Year Formula Allocation	\$ 412,359	\$ 412,359	\$ 473,460	\$ 551,563	\$ 422,999
Prior Year Formula Allocation Carryover	\$ 410,930	\$ 390,000	\$ 394,086	\$ 240,522	\$ 200,842
Incentive Funds	\$ -	\$ -	\$ -	\$ -	\$ 27,933
Transfer from/to Admin	\$ (200,000)	\$ (200,000)	\$ (100,000)	\$ (100,000)	\$ (100,000)
Service Integration Grant	\$ -	\$ -	\$ 200	\$ 2,400	\$ -
JTED Grant	\$ 1,500	\$ -	\$ -	\$ -	\$ -
Apprenticeship Navigator Grant	\$ -	\$ -	\$ 200	\$ 6,000	\$ -
QUEST National Emergency (1N) Grant	\$ 19,000	\$ -	\$ -	\$ -	\$ -
National Emergency (1N) Grant	\$ 1,200	\$ 500	\$ 3,000	\$ 2,350	\$ -
AAR General Revenue Grant	\$ 38,400	\$ 60,000	\$ 35,000	\$ -	\$ -
State Emergency Grants (1E & 1EC)	\$ 3,500	\$ -	\$ -	\$ 2,000	\$ 4,400
Trade Grants	\$ 18,500	\$ 600	\$ 600	\$ -	\$ -
Total	\$ 705,389	\$ 663,459	\$ 806,546	\$ 704,835	\$ 556,174

Planned Expenditures

TWC Personnel & Operating Costs	\$ 460,330	\$ 459,951	\$ 462,458	\$ 409,015	\$ 441,476
Unobligated	\$ 245,059	\$ 203,508	\$ 344,088	\$ 295,820	\$ 114,698
Total	\$ 705,389	\$ 663,459	\$ 806,546	\$ 704,835	\$ 556,174

Special Program Funding Sources & Planned Expenditures

Funding Sources	PY22	PY22	PY21	PY20	PY19
	Budget Modification	Preliminary Budget	Budget	Budget	Budget
Service Integration Grant	\$ -	\$ -	\$ 21,500	\$ 64,502	\$ -
AAR General Revenue Grant	\$ 2,824,800	\$ 2,865,000	\$ 2,565,000	\$ 64,502	\$ -
JTED Grant	\$ 160,400	\$ -	\$ -	\$ -	\$ -
Apprenticeship Navigator Grant	\$ -	\$ -	\$ 25,000	\$ 120,265	\$ -
Other Miscellaneous Grants/Funding Sources	\$ 8,300	\$ 12,000	\$ 8,000	\$ 52,234	\$ -
Total	\$ 2,993,500	\$ 2,877,000	\$ 2,619,500	\$ 237,001	\$ -

Planned Expenditures

TWC Personnel & Operating Costs	\$ -	\$ -	\$ 25,000	\$ 11,000	\$ -
One-Stop Operator & Career Service Provider	\$ 59,950	\$ -	\$ 21,500	\$ 63,602	\$ -
Subawards/Contractors	\$ 2,824,800	\$ 2,865,000	\$ 2,565,000	\$ 110,165	\$ -
Tuition, Books, Etc.	\$ 100,450	\$ -	\$ -	\$ -	\$ -
OJTs/Work Experience	\$ -	\$ -	\$ -	\$ -	\$ -
Other Costs	\$ 7,050	\$ 6,000	\$ 6,000	\$ 52,234	\$ -
Total	\$ 2,992,250	\$ 2,871,000	\$ 2,617,500	\$ 237,001	\$ -

WorkKeys Income	\$ 1,250	\$ 6,000	\$ 2,000		
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Adult Funding Sources & Planned Expenditures

Funding Sources	PY22	PY22	PY21	PY20	PY19
	Budget Modification	Preliminary Budget	Budget	Budget	Budget
New Program Year Formula Allocation	\$ 1,177,407	\$ 1,177,407	\$ 1,354,302	\$ 1,595,411	\$ 1,125,295
Prior Year Formula Allocation Carryover	\$ 588,430	\$ 480,000	\$ 796,145	\$ 427,244	\$ 698,061
Transfer from Dislocated Worker	\$ 1,100,000	\$ 1,100,000	\$ 1,250,000	\$ 750,000	\$ 725,000
Transfer from/to Admin	\$ 122,000	\$ 122,000	\$ 61,000	\$ 48,000	\$ 49,000
Total	\$ 2,987,837	\$ 2,879,407	\$ 3,461,447	\$ 2,820,655	\$ 2,597,356
Planned Expenditures					
TWC Personnel & Operating Costs	\$ 135,000	\$ 140,521	\$ 128,157	\$ 190,260	\$ 201,354
One-Stop Operator & Career Service Provider	\$ 929,412	\$ 1,034,700	\$ 1,072,146	\$ 683,864	\$ 671,314
Subawards	\$ -	\$ -	\$ -	\$ -	\$ 75,193
OJTs/Work Experience	\$ 490,000	\$ 340,000	\$ 421,951	\$ 324,080	\$ 324,080
Tuition, Books, Etc.	\$ 1,106,500	\$ 1,069,600	\$ 1,334,200	\$ 1,190,400	\$ 1,026,300
Remedial Training	\$ -	\$ 7,900	\$ 9,800	\$ 11,800	\$ 18,100
Supportive Services	\$ 17,080	\$ 10,000	\$ 11,226	\$ 6,410	\$ 6,380
Other Participant Costs	\$ 24,345	\$ 16,186	\$ 23,467	\$ 43,341	\$ 30,614
Non-Training Participant Costs	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Incumbent Worker Training	\$ 35,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
Unobligated	\$ 250,000	\$ 240,000	\$ 440,000	\$ 350,000	\$ 243,521
Total	\$ 2,987,837	\$ 2,879,407	\$ 3,461,447	\$ 2,820,655	\$ 2,597,356
Combined (1A & 1D) Training Percentage	68%	64%	67%	66%	64%

Youth Funding Sources & Planned Expenditures

Funding Sources	PY22	PY22	PY21	PY20	PY19
	Budget Modification	Preliminary Budget	Budget	Budget	Budget
New Program Year Formula Allocation	\$ 1,218,074	\$ 1,218,074	\$ 1,397,136	\$ 1,652,723	\$ 1,159,572
Prior Year Formula Allocation Carryover	\$ 345,820	\$ 270,000	\$ 321,291	\$ 269,052	\$ 650,320
Transfer from/to Admin	\$ 66,000	\$ 66,000	\$ 33,000	\$ 33,000	\$ 30,000
Total	\$ 1,629,894	\$ 1,554,074	\$ 1,751,427	\$ 1,954,775	\$ 1,839,892
Planned Expenditures					
TWC Personnel & Operating Costs	\$ 91,707	\$ 114,649	\$ 96,413	\$ 224,209	\$ 207,154
One-Stop Operator & Career Service Provider	\$ 148,000	\$ 70,000	\$ 88,000	\$ 137,800	\$ 153,000
Subawards	\$ 735,668	\$ 739,000	\$ 792,960	\$ 845,456	\$ 814,645
Work Experience/OJT	\$ 256,971	\$ 258,000	\$ 269,000	\$ 321,818	\$ 356,829
Tuition, Books, Etc.	\$ 233,500	\$ 233,500	\$ 232,500	\$ 187,500	\$ 149,500
Remedial Training	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 500
Supportive Services	\$ 20,361	\$ 16,000	\$ 17,540	\$ 14,726	\$ 15,526
Other Participant Costs	\$ 2,187	\$ 425	\$ 12,514	\$ 766	\$ 6,539
Unobligated	\$ 139,000	\$ 120,000	\$ 240,000	\$ 220,000	\$ 136,199
Total	\$ 1,629,894	\$ 1,554,074	\$ 1,751,427	\$ 1,954,775	\$ 1,839,892
Work Based Learning Percentage	21%	25%	24%	25%	27%

Dislocated Worker/Trade Program Funding Sources & Planned Expenditures

Funding Sources	PY22	PY22	PY21	PY20	PY19
	Budget Modification	Preliminary Budget	Budget	Budget	Budget
New 1D Program Year Formula Allocation	\$ 1,315,763	\$ 1,315,763	\$ 1,509,718	\$ 1,715,954	\$ 1,522,134
Prior Year 1D Formula Allocation Carryover	\$ 234,223	\$ 260,000	\$ 420,570	\$ 270,826	\$ 80,975
Transfer to Adult	\$ (1,100,000)	\$ (1,100,000)	\$ (1,250,000)	\$ (750,000)	\$ (725,000)
Transfer from/to Admin	\$ 12,000	\$ 12,000	\$ 6,000	\$ 19,000	\$ 21,000
State Emergency Grants (1E & 1EC)	\$ 366,900	\$ -	\$ -	\$ 66,800	\$ 272,000
QUEST National Emergency (1N) Grant	\$ 563,500	\$ -	\$ -	\$ -	\$ -
National Emergency (1N) Grant	\$ 95,000	\$ 44,500	\$ 481,800	\$ 280,850	\$ -
Trade Grants	\$ 1,758,000	\$ 15,400	\$ 13,000	\$ -	\$ -
Total	\$ 3,245,386	\$ 547,663	\$ 1,181,088	\$ 1,603,430	\$ 1,182,835
Planned Expenditures					
TWC Personnel & Operating Costs	\$ 18,176	\$ 26,910	\$ 24,462	\$ 90,676	\$ 57,504
One-Stop Operator & Career Service Provider	\$ 645,500	\$ 150,300	\$ 281,800	\$ 527,375	\$ 486,226
Subawards	\$ -	\$ -	\$ -	\$ -	\$ -
OJTs/Work Experience	\$ 175,000	\$ 35,000	\$ 108,603	\$ 157,000	\$ 35,000
Tuition, Books, Etc.	\$ 1,951,400	\$ 154,800	\$ 439,100	\$ 512,200	\$ 379,500
Remedial Training	\$ 400	\$ 4,000	\$ 4,300	\$ 12,500	\$ 5,800
Supportive Services	\$ 82,224	\$ 5,000	\$ 4,774	\$ 4,800	\$ 5,020
Other Participant Costs	\$ 207,186	\$ 1,153	\$ 17,549	\$ 8,379	\$ 19,091
Non-Training Participant Costs	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Incumbent Worker Training	\$ 130,000	\$ 130,000	\$ 150,000	\$ 150,000	\$ 150,000
Unobligated	\$ 35,000	\$ 40,000	\$ 150,000	\$ 140,000	\$ 44,194
Total	\$ 3,245,386	\$ 547,663	\$ 1,181,088	\$ 1,603,430	\$ 1,182,835
Combined (1A & 1D) Training Percentage	68%	64%	67%	66%	64%
Total Planned Expenditures	\$ 11,560,756	\$ 8,515,603	\$ 9,818,008	\$ 7,320,696	\$ 6,176,257
Total OSO & CSP Personnel & Operating Costs	\$ 1,782,862	\$ 1,559,464	\$ 1,710,000	\$ 1,492,228	\$ 1,390,000
Total TWC Personnel & Operating Costs	\$ 712,263	\$ 748,031	\$ 742,490	\$ 925,160	\$ 907,488
	\$ 2,495,125	\$ 2,248,031	\$ 2,452,490	\$ 2,417,388	\$ 2,297,488

The Workforce Connection, Inc
Board and Staff Operating Budget
Program Year 2022 Budget Modification

Line Item	Admin Staff	Board Activities	Contracts & Compliance	Program & Business Svcs	Infrastructure	Unrestricted	PY22 Budget Modification	PY22 Preliminary Budget	Change
Staff Wages	\$ 261,628		\$ -	\$ 105,433	\$ 17,952	\$ -	\$ 385,013	\$ 409,238	\$ (24,225)
Fringe Benefits	\$ 81,578		\$ -	\$ 37,873	\$ 6,759	\$ -	\$ 126,210	\$ 148,553	\$ (22,343)
Total Personnel Expenses	\$ 343,206	\$ -	\$ -	\$ 143,306	\$ 24,711	\$ -	\$ 511,223	\$ 557,791	\$ (46,568)
Training/Conferences	\$ 11,000	\$ 6,400	\$ 200	\$ 2,100	\$ 3,300	\$ 2,000	\$ 25,000	\$ 27,500	\$ (2,500)
Mileage	\$ 500		\$ -	\$ 500		\$ -	\$ 1,000	\$ 1,500	\$ (500)
Supplies	\$ 4,400	\$ 500	\$ 200	\$ 1,200	\$ 800	\$ 500	\$ 7,600	\$ 3,000	\$ 4,600
Printing	\$ 100	\$ 500	\$ 100	\$ 100	\$ 2,100	\$ -	\$ 2,900	\$ 1,300	\$ 1,600
Copier Maint	\$ 850		\$ 150	\$ 400	\$ 2,400	\$ -	\$ 3,800	\$ 2,400	\$ 1,400
Equipment	\$ 600		\$ -	\$ 2,000	\$ 5,000	\$ -	\$ 7,600	\$ 6,800	\$ 800
Dues/Subscriptions	\$ 8,650	\$ 11,800	\$ -	\$ 4,000	\$ 2,500	\$ 50	\$ 27,000	\$ 26,000	\$ 1,000
Total Controllable Expenses	\$ 26,100	\$ 19,200	\$ 650	\$ 10,300	\$ 16,100	\$ 2,550	\$ 74,900	\$ 68,500	\$ 6,400
Outreach/Recruitment					\$ 5,000		\$ 5,000	\$ 5,000	\$ -
Professional Services	\$ 21,000	\$ 18,900	\$ 200	\$ 7,200	\$ 1,200	\$ 4,500	\$ 53,000	\$ 37,400	\$ 15,600
Total Outside Services	\$ 21,000	\$ 18,900	\$ 200	\$ 7,200	\$ 6,200	\$ 4,500	\$ 58,000	\$ 42,400	\$ 15,600
Rockford Facility Costs	\$ 25,662		\$ -	\$ 23,508	\$ 2,430	\$ -	\$ 51,600	\$ 61,000	\$ (9,400)
Telephone					\$ 2,540		\$ 2,540	\$ 2,340	\$ 200
IT Costs	\$ 1,530		\$ 200	\$ 1,020	\$ 11,250	\$ -	\$ 14,000	\$ 16,000	\$ (2,000)
Total Facility Expenses	\$ 27,192	\$ -	\$ 200	\$ 24,528	\$ 16,220	\$ -	\$ 68,140	\$ 79,340	\$ (11,200)
Total Budget	\$ 417,498	\$ 38,100	\$ 1,050	\$ 185,334	\$ 63,231	\$ 7,050	\$ 712,263	\$ 748,031	\$ (35,768)



THE WORKFORCE CONNECTION, INC.

INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED-UPON PROCEDURES

For the Period July 1, 2021 through June 30, 2022



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THE WORKFORCE CONNECTION, INC.
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3051 Hollis Drive, 3rd Floor
Springfield, IL 62704
217.793.3363

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Management and the Board of Directors
The Workforce Connection, Inc.
Rockford, Illinois

We have performed the procedures enumerated in attached Exhibit A, which were agreed to by management and the Board of Directors of The Workforce Connection, Inc. (the Organization), on the Organization's compliance with the fiscal agent agreement with the City of Rockford for the year ended June 30, 2022. The Organization's management is responsible for compliance with the fiscal agent agreement.

The Workforce Connection, Inc. has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of compliance with the fiscal agent agreement with the City of Rockford. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are in attached Exhibit A.

We were engaged by The Workforce Connection to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Organization's compliance with the fiscal agent agreement. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of The Workforce Connection and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of management and the Board of Directors of The Workforce Connection, Inc., and is not intended to be and should not be used by anyone other than those specified parties.

SiKich LLP

Springfield, Illinois
December 20, 2022

THE WORKFORCE CONNECTION, INC.

EXHIBIT A

For the Year Ended June 30, 2022

1. For a judgmental selection of 13 cash requests made by TWC during the year ended June 30, 2022, compare to requests for reimbursement received from vendors and service providers for appropriateness of request amount and timing (amounts requested by TWC tie to amounts requested by service providers and TWC requested funds within three weeks of request for reimbursement). Identify and report any exceptions.

Finding: No exceptions were found as a result of applying the procedures.

2. Obtain an understanding of TWC's system of internal controls by obtaining TWC's policies and procedures manual's and performing inquiry with TWC personnel. Document controls of the following:
 - a. Acceptance and Maintenance of Funds- Timing of cash requests from funding sources and cash disbursements to vendors and service providers
 - b. Accounting of Funds (financial procedures for compliance with generally accepted accounting principles (GAAP) and Uniform Guidance policies).

Indicate in report any controls not being performed as stated in the policies and procedures manual and applicable Uniform Guidance policies.

Finding: No exceptions were found as a result of applying the procedures.

3. For a judgmental selection of 50 disbursements to vendors and service providers during the year ended June 30, 2022, review and agree disbursements made to invoices and requests for reimbursement received from vendors and service providers; test timeliness of disbursements (disbursement made within one month of request for reimbursement); and test allowability of disbursements in compliance with WIOA/Trade program guidance. Identify and report any exceptions.

Finding: No exceptions were found as a result of applying the procedures.

4. Obtain the budget prepared and submitted by TWC for the year ended June 30, 2022 and verify approval by the Finance Committee and Board of Directors, as well as submission to the IL Department of Commerce & Economic Opportunity. Determine if any budget modifications were made for the year ending June 30, 2022 and verify approval by the Finance Committee and Board of Directors. Identify and report any exceptions.

Finding: No exceptions were found as a result of applying the procedures.

THE WORKFORCE CONNECTION, INC.

EXHIBIT A (Continued)

5. Judgmentally select four (4) monthly financial reports from July 1, 2021 – June 30, 2022 and compare amounts to the general ledger, as well as verify submission via the Department of Commerce and Economic Opportunity’s Grantee Reporting System. Verify that the report is on an accrual basis of accounting. Identify and report any exceptions.

Finding: No exceptions were found as a result of applying the procedures. We did note that the proper amount was reported on the Department of Commerce and Economic Opportunity’s Grantee Reporting System but was inadvertently left off of the June 30, 2022, internal finance report. The amount was corrected on the next month’s internal financial report.

6. Select two (2) subrecipients for the year ended June 30, 2022, one of which must be Rock Valley College, and one other will be selected by accountant. Review monitoring results noting that monitoring procedures performed included a review of financial procedures, cost allocation methodology, bank reconciliation process, sampling of transactions and tracking of payments through sub-recipients’ financial system. Identify and report any exceptions.

Finding: No exceptions were found as a result of applying the procedures.

7. Obtain TWC’s insurance policies noting that the insurance policy covers board members of TWC, the CEO’s and grant funds against loss from misuse, malfeasance, or acts of omission. Also verify the grant recipients are named as additional insured parties. Identify and report any exceptions.

Finding: No exceptions were found as a result of applying the procedures.

8. Verify TWC maintains the lease agreement for the Workforce Connection Centers in Rockford, Belvidere and Freeport, by reviewing lease agreements covering the year ended June 30, 2022. Identify and report any exceptions.

Finding: No exceptions were found as a result of applying the procedures.

9. Review inventory/equipment tracking for WIOA and other grant funding and ensure inventory/equipment listings are being maintained and are readily available. Identify and report any exceptions.

Finding: No exceptions were found as a result of applying the procedures.

10. For period July 1, 2021 to June 30, 2022, judgmentally select 7 of the quarterly financial reports filed for grants administered during this period and select all final financial reports on grant closeouts filed with funding sources. Evaluate whether the reports were filed by the funding source due date and that information included in the financial reports agrees to TWC’s accounting and/or program records. Identify and report any exceptions.

Finding: No exceptions were found as a result of applying the procedures.

THE WORKFORCE CONNECTION, INC.
EXHIBIT A (Continued)

11. Inspect TWC's chart of accounts, to ensure that there is a separate fund setup for each grant to record the particular grant's activity. Identify and report any exceptions.

Finding: No exceptions were found as a result of applying the procedures.

12. Obtain the subsidiary ledgers for accounts receivable and accounts payable as of June 30, 2022. Agree subsidiary ledger detail totals for each to TWC's general ledger. Identify and report any exceptions.

Finding: No exceptions were found as a result of applying the procedures.



THE WORKFORCE CONNECTION, INC.

**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORTS**

June 30, 2022



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INDEPENDENT AUDITOR'S REPORT

Board of Directors
The Workforce Connection, Inc.
Rockford, IL

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements The Workforce Connection, Inc. (TWC, Inc.), which comprise the Statement of Financial Position as of June 30, 2022, and the related Statements of Activities and Cash Flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of TWC, Inc. as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of TWC, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about TWC, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of TWC, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about TWC, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 21, 2022, on our consideration of TWC, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters.

The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of TWC, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering TWC, Inc.'s internal control over financial reporting and compliance.

Sikich LLP

Springfield, Illinois
December 21, 2022

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**Independent Auditor’s Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance with *Government Auditing Standards***

Board of Directors
The Workforce Connection, Inc.
Rockford, IL

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of The Workforce Connection, Inc. (TWC, Inc.), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 21, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the TWC, Inc.’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of TWC, Inc.’s internal control. Accordingly, we do not express an opinion on the effectiveness of TWC, Inc.’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether TWC, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of TWC, Inc.'s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering TWC, Inc.'s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Sikich LLP

Springfield, Illinois
December 21, 2022

FINANCIAL STATEMENTS

THE WORKFORCE CONNECTION, INC.

STATEMENT OF FINANCIAL POSITION

June 30, 2022

	<u>2022</u>
ASSETS	
CURRENT ASSETS	
Cash	\$ 42,260
Grant funds receivable	1,018,809
Other receivables	1,400
Prepaid expenses	364
Cash - restricted by fiscal agent agreement	141,626
Grant funds receivable - fiscal agent agreement	164,240
Other receivables - fiscal agent agreement	30,525
Prepaid expenses - fiscal agent agreement	30,031
Total current assets - fiscal agent agreement	<u>366,422</u>
Total current assets	<u>1,429,255</u>
TOTAL ASSETS	<u><u>\$ 1,429,255</u></u>
LIABILITIES AND NET ASSETS	
CURRENT LIABILITIES	
Accounts payable	\$ 1,014,376
Accounts payable and other liabilities - fiscal agent agreement	366,422
TOTAL LIABILITIES	<u><u>\$ 1,380,798</u></u>
NET ASSETS	
Net Assets without Donor Restrictions	<u>48,457</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 1,429,255</u></u>

The accompanying notes to financial statements are an integral part of this statement.

THE WORKFORCE CONNECTION, INC.

STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2022

	<u>2022</u>
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS	
REVENUES	
Interest	\$ 10
Work Keys	13,430
Annual Meeting	2,000
Grant Income	2,318,893
Donations	25
Total revenues	<u>2,334,358</u>
EXPENSES	
Program expenses	
Staff wages	963
Supplies and equipment	15,307
Professional fees	1,376
Dues and subscriptions	131
Subcontractor expenses	2,307,197
ACT Work Keys expenses	4,871
Total program expenses	<u>2,329,845</u>
Management and General	
Staff wages	2,254
Supplies and equipment	248
Professional fees	3,063
Dues and subscriptions	45
Total management and general	<u>5,610</u>
Total expenses	<u>2,335,455</u>
CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTIONS	(1,097)
NET ASSETS - BEGINNING OF YEAR	<u>49,554</u>
NET ASSETS - END OF YEAR	<u><u>\$ 48,457</u></u>

The accompanying notes to financial statements are an integral part of this statement.

THE WORKFORCE CONNECTION, INC.

STATEMENT OF CASH FLOWS

For the Year Ended June 30, 2022

	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ (1,097)
Adjustments to reconcile change in net assets to net cash from operating activities:	
(Increase) decrease in:	
Grant funds receivable	(1,018,809)
Grant funds receivable - fiscal agent agreement	404,285
Other receivables	911
Other receivables - fiscal agent agreement	3,317
Prepaid expenses	(364)
Prepaid expenses - fiscal agent agreement	(3,623)
Increase (decrease) in liabilities:	
Accounts payable	1,013,390
Accounts payable and other liabilities - fiscal agent agreement	(261,992)
Net change in cash and restricted cash	<u>136,018</u>
Cash and restricted cash at the beginning of year	<u>47,868</u>
Cash and restricted cash at the end of year	<u><u>\$ 183,886</u></u>
Cash	
Cash	\$ 42,260
Cash - restricted by fiscal agent agreement	<u>141,626</u>
Total cash	<u><u>\$ 183,886</u></u>

The accompanying notes to financial statements are an integral part of this statement.

THE WORKFORCE CONNECTION, INC.

NOTES TO FINANCIAL STATEMENTS

For the Year Ended June 30, 2022

1. SUMMARY OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES

Summary of Operations

The Workforce Connection, Inc. (TWC, Inc.) is a partnership of state and federally funded employment and training programs and educational entities committed to providing a workforce that meets the needs of our business community, now and in the future. TWC, Inc. was designated by the Chief Elected Officials which consist of the Mayor of Rockford, the Winnebago County Board Chair, the Stephenson County Board Chair and the Boone County Board Chair as the local fiscal agent for the Workforce Innovation and Opportunity Act (WIOA) and Trade Adjustment Assistance (Trade) Programs for Local Workforce Development Area Number 3 (LWDA 3).

During the year ended June 30, 2022, TWC, Inc. was the recipient of a grant award from the State of Illinois Department of Commerce and Economic Opportunity to support, retain and recruit a well-qualified and diverse workforce at the AAR Maintenance, Repair and Overhaul facility in Rockford, Illinois.

A summary of significant accounting policies is as follows:

Fiscal Agent

LWDA 3 designated TWC, Inc. to serve as the fiscal agent for the administration of the WIOA and Trade grant funds. TWC, Inc. has recorded the assets and liabilities related to the fiscal agent activities on the statement of financial position. The City of Rockford is the employer of record for TWC, Inc. staff and is also the named grantee for the WIOA and Trade grant funds. Staff salaries and benefits related to the administration of the fiscal agent activities are allowable expenses under the fiscal agent grants and are related to the grant recipients grant activity. Only the staff salaries and benefits related to TWC, Inc.'s grant award and other activities are reported on the statement of activities.

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting in which revenues are recognized when performance obligations are met and expenses are recognized when incurred.

Cash and Cash Equivalents

TWC, Inc. considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

**1. SUMMARY OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES
(Continued)**

Restricted Cash

Restricted cash consists of cash held that is related to TWC Inc.'s fiscal agent activities.

Net Assets

The Agency report its information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restriction - represent resources over which the Board of Directors has discretionary control and are used to carry out all operations of TWC, Inc. in accordance with its bylaws.

Net assets with donor restriction - represent resources currently available for use, but expendable only for those operating purposes or within time restrictions specified by the donor or grantor. When a restriction expires, net assets with donor restriction are reclassified to net assets without donor restriction and reported in the statement of activities as net assets released from restriction. Donor restricted contributions whose restrictions are met in the same reporting period are reported as net assets without donor restriction. At June 30, 2022, TWC, Inc. did not have any net assets with donor restriction.

Grant Funds Receivable

Grant funds receivable represents the amount of allowable funds expended in excess of grant program receipts. Any allowance for doubtful accounts is based upon the specific identification of uncollectible amounts and TWC, Inc.'s historical collection experience. No allowance was considered necessary at June 30, 2022.

Grant Funds Receivable – Fiscal Agent Agreement

Grant funds receivable – fiscal agent agreement represent the amount of allowable funds expended in relation to TWC, Inc.'s fiscal agent grant activities that is in excess of the grant program receipts. Any allowance for doubtful accounts is based upon the specific identification of unallowable amounts and historical collection experience. No allowance as considered necessary at June 30, 2022.

**1. SUMMARY OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES
(Continued)**

Other Receivables – Fiscal Agent Agreement

Other receivables – fiscal agent agreement are amounts due for workforce services completed under the terms of the fiscal agent agreement and are valued at management’s estimate of the amounts that will ultimately be collected. Any allowance for doubtful accounts is based upon the specific identification of uncollectible amounts and TWC, Inc.’s historical collection experience. No allowance was considered necessary at June 30, 2022.

Grant Revenue Recognition

A portion of TWC, Inc. grant revenue is derived from state grants which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when TWC, Inc. has incurred expenditures in compliance with specific grant provisions. Amounts received prior to incurring qualifying expenditures are reported as unearned grant advances in the Statement of Financial Position. As of June 30, 2022, TWC, Inc. had no unearned grant advances. For the year ended June 30, 2022, TWC, Inc. had \$286,191, of conditional grant awards for which the conditions of incurring qualifying allowable expenditures under the terms of the grant agreement have not yet been met.

Grant revenue is classified as income without donor restrictions unless the use of the income is limited by donor restrictions. If a restriction is fulfilled in the same time period in which the grant is received, the grant revenue is reported as net assets without donor restriction.

Expense Allocation

The financial statements report certain categories of expenses that are attributable to more than one program service or supporting activity. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include staff costs – wages & fringe, supplies, dues and memberships, professional services and facilities, which are allocated on the basis of estimates of time and effort.

Income Tax Status

TWC, Inc. is a not-for-profit organization and claims exemption from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and similar provisions of State tax codes. In addition, TWC, Inc. qualifies for the charitable contribution deduction and has been classified as an organization that is not a private foundation.

1. SUMMARY OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES
(Continued)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Future Accounting Pronouncements

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2016-02, *Leases (Topic 842)*, to increase the transparency and comparability about leases among entities. The new guidance requires lessees to recognize a lease liability and a corresponding lease asset for virtually all lease contracts. It also requires additional disclosures about leasing arrangements. ASU No. 2016-02, as amended by ASU No. 2020-05, is effective for nonpublic entities for fiscal years beginning after December 15, 2021 and interim periods within fiscal years beginning after December 15, 2022. ASU No. 2016-02 originally specified a modified retrospective transition method which requires the entity to initially apply the new leases standards at the beginning of the earliest period presented in the financial statements. In July 2018, FASB issued ASU No. 2018-11, *Leases (Topic 842): Targeted Improvements*, providing a second, optional transition method which allows the entity to apply the new standard at the adoption date and recognize a cumulative effect adjustment to the opening balance of net assets in the period of adoption. TWC, Inc. is currently assessing the impact of this new standard, including the two optional transition methods.

Subsequent Events

Management has evaluated subsequent events through December 21, 2022, the date which the financial statements were available to be issued.

2. CONCENTRATION OF CREDIT RISK

TWC, Inc. maintains its cash balances at a financial institution, which, at times, may exceed federally insured limits. The account is insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. As of June 30, 2022, TWC, Inc. did not have any uninsured balances. TWC, Inc. has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash.

THE WORKFORCE CONNECTION, INC.
NOTES TO FINANCIAL STATEMENTS (Continued)

3. LIQUIDITY AND AVAILABILITY

The following reflects TWC, Inc.'s assets as of June 30, 2022 available for general use within one year of the statement of financial position date:

Financial assets at year end	
Cash and cash equivalents	\$ 42,260
Grant funds receivable	1,018,809
Other receivables	<u>1,400</u>
Financial assets available to meet cash needs for	
General expenditures within one year	<u>\$ 1,062,469</u>

TWC, Inc.'s liquidity management, it structures its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

4. OPERATING LEASES

TWC, Inc., pursuant to the terms of the fiscal agent agreement, holds three facility leases for office and work center space. Terms vary with agreements ending from July 31, 2023 through June 30, 2025.

Future minimum rental payments as of June 30, 2022 are as follows:

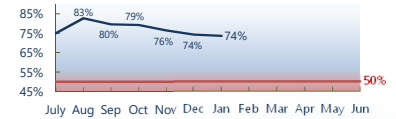
2023	\$ 332,938
2024	318,541
2025	<u>323,944</u>
Total	<u>\$ 975,423</u>

The total amount paid for these agreements and covered as expenses under the terms of the fiscal agent grant agreements was \$326,801.

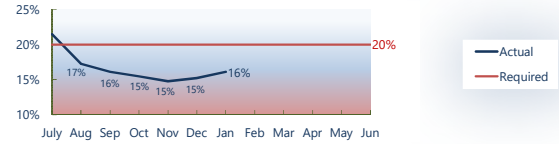
January 2023 Finance Report Summary



Adult & DW Minimum Training Expenditure = 74%



Youth Work-based Learning = 16%



Training Obligations



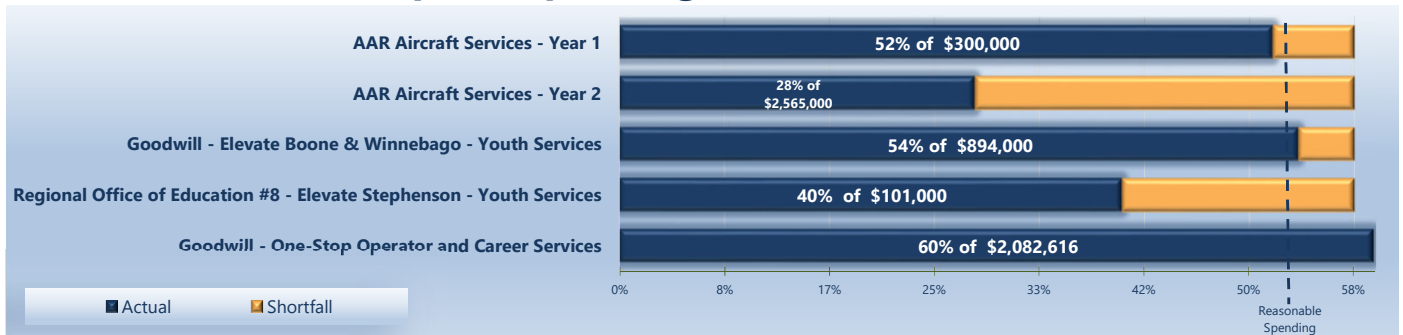
	Budget	Obligation	% Obligated	Balance
Adult Training	\$ 1,104,186	\$ 1,108,569	100%	\$ (4,383)
Adult WEX/OJT	\$ 340,000	\$ 472,895	139%	\$ (132,895)
Dislocated Worker Training	\$ 144,853	\$ 127,196	88%	\$ 17,657
Dislocated Worker WEX/OJT	\$ 35,000	\$ 10,400	30%	\$ 24,600
Trade Grant Training	\$ 10,600	\$ 1,571,579	14826%	\$ (1,560,979)
QUEST Grant Training	\$ -	\$ 348,350	100%	\$ (348,350)
Quest WEX/OJT	\$ -	\$ 99,235	100%	\$ (99,235)
National Emergency Grant Training	\$ 10,000	\$ 45,694	457%	\$ (35,694)
National Emergency Grant WEX/OJT	\$ -	\$ -	0%	\$ -
Incumbent Worker Training	\$ 150,000	\$ 145,484	97%	\$ 4,516
Youth Training	\$ 252,425	\$ 241,166	96%	\$ 11,259
Youth WEX/OJT	\$ 258,000	\$ 250,147	97%	\$ 7,853

[More details](#)

Combined Adult & DW Training Costs = 219%

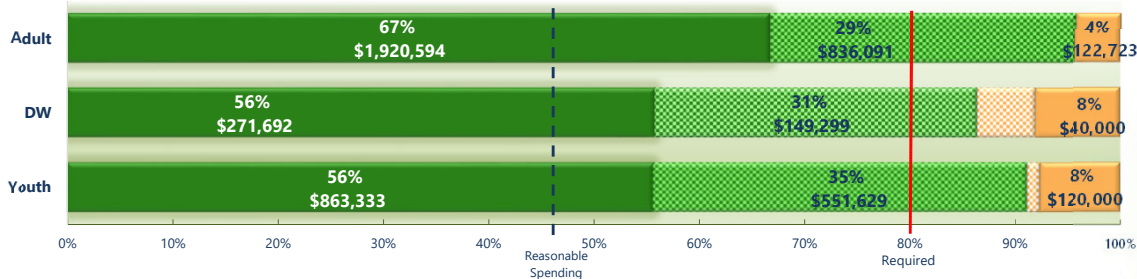
Youth Training Costs = 96%

Subrecipient Spending - Percent of Subaward



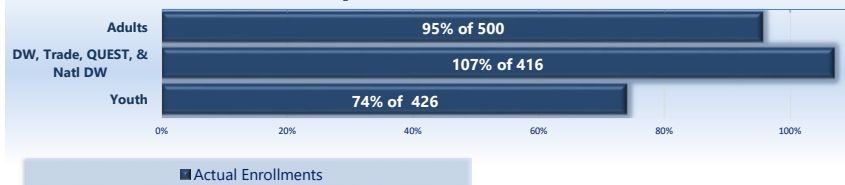
Budget: Overall Actual Costs & Obligations

*Formula Funds Only



■ Actual Spending
■ Obligations
■ Unobligated Balance
■ Planned Carryover

Participant Service Levels



The Workforce Connection, Inc.
Expenditures by Grant/Funding Stream
PYTD as of 01/31/23

Revenue	Administration		Adult		Dislocated Worker		Youth		Other Grants		Total	
Current Program Year Revenue	\$	273,459	\$	2,399,407	\$	227,763	\$	1,284,074	\$	2,577,000	\$	6,761,703
Carryover Funds	\$	390,000	\$	480,000	\$	319,900	\$	270,000	\$	300,000	\$	1,759,900
Total Grant/Funding	\$	663,459	\$	2,879,407	\$	547,663	\$	1,554,074	\$	2,877,000	\$	8,521,603

Expenses

PYTD Expenses - Administration												
TWC - Wages & Fringe	\$	202,216									\$	202,216
- Other Operating Costs	\$	80,043									\$	80,043
Subtotal	\$	282,259	\$	-	\$	-	\$	-	\$	-	\$	282,259

PYTD Expenses - Training Costs

ITA Training Costs		\$	917,149	\$	1,340,453	\$	192,442	\$	-	\$	2,450,044	
Remedial Training		\$	-	\$	399	\$	-	\$	-	\$	399	
Work Based Learning		\$	374,331	\$	123,250	\$	105,234	\$	-	\$	602,816	
Subawards		\$	-	\$	-	\$	422,674	\$	1,104,607	\$	1,527,281	
Supportive Services		\$	9,084	\$	20,093	\$	9,137	\$	60,028	\$	98,343	
Total Training Costs	\$	-	\$	1,300,564	\$	1,484,195	\$	729,487	\$	1,164,635	\$	4,678,882
Combined % of Expenditures Related to Training Youth Work-based Learning %					74%			16%				Ⓢ

\$ Amount of Training Funds Obligated		\$	1,580,968	\$	1,900,353	\$	1,230,313	\$	2,865,000	\$	7,576,634	€
% of Training Funds Obligated			108%		575%		98%		100.0%			€

PYTD Expenses - Staff & Other Program Costs

TWC - Wages & Fringe		\$	43,293	\$	6,848	\$	25,844	\$	-	\$	75,986	
- Other Operating Costs		\$	20,971	\$	2,524	\$	13,737	\$	4,582	\$	41,813	
OSO - Wages & Fringe		\$	281,076	\$	186,072	\$	61,970	\$	35,863	\$	564,980	
- Other Operating Costs		\$	274,194	\$	142,412	\$	32,295	\$	7,749	\$	456,651	
Other Non-Training Costs		\$	496	\$	447	\$	-	\$	-	\$	942	
Total Staff & Other Program Costs	\$	-	\$	620,029	\$	338,303	\$	133,846	\$	48,194	\$	1,140,371

Total PYTD Expenses	\$	282,259	\$	1,920,594	\$	1,822,498	\$	863,333	\$	1,212,829	\$	6,101,512
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Funds Remaining & Obligated

Total Funds Remaining	\$	381,200	\$	958,813	\$	(1,274,835)	\$	690,741	\$	1,664,171	\$	2,420,091
<i>% of Total Budget Expended</i>		<i>43%</i>		<i>67%</i>		<i>333%</i>		<i>56%</i>		<i>42%</i>		<i>72%</i>
\$ Amount of Total Funds Obligated	\$	459,951	\$	2,756,684	\$	2,078,010	\$	1,414,962	\$	2,871,000	\$	9,580,607
<i>% of Total Funds Obligated</i>		<i>69%</i>		<i>96%</i>		<i>379%</i>		<i>91%</i>		<i>100%</i>		<i>112%</i>
Planned Carry Over	\$	203,508	\$	240,000	\$	40,000	\$	120,000	\$	-	\$	603,508

Unobligated Funds Remaining	\$	-	\$	(117,277)	\$	(1,570,347)	\$	19,112	\$	6,000	\$	(1,662,512)
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Participant Service Levels			
- Planned (Annual)		500	416
- Actual (YTD)		477	445
		95%	107%
			74%

Notes:

- Ⓢ The Percentage of Expenditures Related to Training must be at least 50% at yearend for the Adult and Dislocated Worker funding streams combined
- € The Amount of Training Funds Obligated and the Percentage of Training Funds Obligated is based on the definition of training costs, including some subaward:
- ⌋ The Percentage of Total Funds Obligated is based on the TWC approved budget
- OSO = One-stop Operator

The Workforce Connection, Inc.
TWC Expenditures by Funding Stream
From 1/1/2023 Through 1/31/2023

	Current Period Actual	Current Year Actual	Total Budget	% of Budget
Expenditures				
Administration				
TWC - Wages & Fringe	30,894.86	202,216.28	358,570.00	56.39%
TWC - Other Operating Costs	8,897.77	80,042.51	101,381.00	78.95%
Unobligated Costs	0.00	0.00	203,508.00	0.00%
Total Admin	<u>39,792.63</u>	<u>282,258.79</u>	<u>663,459.00</u>	<u>42.54%</u>
Adult				
ITA Costs	106,920.77	917,148.62	1,085,786.00	84.46%
One-Stop Operator - Wages & Fringe	34,716.23	281,075.65	518,700.00	54.18%
One-Stop Operator - Other Oper Costs	39,625.72	274,193.60	516,000.00	53.13%
Other Non-Training Costs	0.00	495.50	500.00	99.10%
Remedial Training	0.00	0.00	7,900.00	0.00%
Supportive Services	256.00	9,084.30	10,000.00	90.84%
TWC - Wages & Fringe	12,463.09	43,293.16	104,800.00	41.31%
TWC - Other Operating Costs	1,477.79	20,971.38	35,721.00	58.70%
Unobligated Costs	0.00	0.00	240,000.00	0.00%
Work-Based Learning	51,619.85	374,331.44	360,000.00	103.98%
Total Adult	<u>247,079.45</u>	<u>1,920,593.65</u>	<u>2,879,407.00</u>	<u>66.70%</u>
Dislocated Worker				
ITA Costs	580,463.27	1,340,452.57	155,953.00	859.52%
One-Stop Operator - Wages & Fringe	30,146.22	186,071.51	72,900.00	255.24%
One-Stop Operator - Other Oper Costs	24,884.26	142,412.49	77,400.00	183.99%
Other Non-Training Costs	446.52	446.52	500.00	89.30%
Remedial Training	0.00	399.17	4,000.00	9.97%
Supportive Services	5,969.93	20,093.39	5,000.00	401.86%
TWC - Wages & Fringe	3,123.28	6,848.42	20,000.00	34.24%
TWC - Other Operating Costs	370.30	2,523.57	6,910.00	36.52%
Unobligated Costs	0.00	0.00	40,000.00	0.00%
Work-Based Learning	31,975.62	123,250.07	165,000.00	74.69%
Total DW	<u>677,379.40</u>	<u>1,822,497.71</u>	<u>547,663.00</u>	<u>332.78%</u>
Youth				
ITA Costs	16,334.42	192,442.49	233,500.00	82.41%
One-Stop Operator - Wages & Fringe	9,161.54	61,969.68	35,100.00	176.55%
One-Stop Operator - Other Oper Costs	5,588.94	32,295.36	34,900.00	92.53%
Other Non-Training Costs	0.00	0.00	425.00	0.00%
Remedial Training	0.00	0.00	2,500.00	0.00%
Supportive Services	1,629.50	9,136.57	16,000.00	57.10%
Subawards	62,929.70	422,674.11	739,000.00	57.19%
TWC - Wages & Fringe	7,700.68	25,844.00	85,500.00	30.22%
TWC - Other Operating Costs	907.19	13,736.64	29,149.00	47.12%
Unobligated Costs	0.00	0.00	120,000.00	0.00%
Work-Based Learning	17,322.54	105,234.30	258,000.00	40.78%
Total Youth	<u>121,574.51</u>	<u>863,333.15</u>	<u>1,554,074.00</u>	<u>55.55%</u>
Other Grants				
One-Stop Operator - Wages & Fringe	4,925.58	35,863.02	0.00	0.00%
One-Stop Operator - Other Oper Costs	912.39	7,749.22	0.00	0.00%
Supportive Services	7,506.68	60,028.33	0.00	0.00%
Subawards	125,928.87	1,104,606.90	2,865,000.00	38.55%
TWC - Other Operating Costs	23.98	4,581.68	6,000.00	76.36%
Total Z-Other	<u>139,297.50</u>	<u>1,212,829.15</u>	<u>2,871,000.00</u>	<u>42.24%</u>
Total Expenditures	<u>1,225,123.49</u>	<u>6,101,512.45</u>	<u>8,515,603.00</u>	<u>71.65%</u>

The Workforce Connection, Inc.

TWC Expenditures by Categories
From 1/1/2023 Through 1/31/2023

	Current Period Actual	Current Year Actual	Total Budget	% of Budget
Expenditures				
ITA Costs				
Adult	112,202.77	932,699.62	1,085,786.00	85.90%
Dislocated Worker	580,463.27	1,343,159.57	155,953.00	861.25%
Youth	16,334.42	192,442.49	233,500.00	82.41%
Total ITA Costs	709,000.46	2,468,301.68	1,475,239.00	167.32%
Supportive Services				
Adult	256.00	9,084.30	10,000.00	90.84%
Dislocated Worker	5,969.93	20,093.39	5,000.00	401.86%
Youth	1,629.50	9,136.57	16,000.00	57.10%
Other Grants	7,506.68	60,028.33	0.00	0.00%
Total Supportive Services	15,362.11	98,342.59	31,000.00	317.23%
Subawards				
Youth	62,929.70	422,674.11	739,000.00	57.19%
Other Grants	125,928.87	1,104,606.90	2,865,000.00	38.55%
Total Subawards	188,858.57	1,527,281.01	3,604,000.00	42.38%
Other Non-Training Exps				
Adult	0.00	495.50	500.00	99.10%
Dislocated Worker	446.52	446.52	500.00	89.30%
Youth	0.00	0.00	425.00	0.00%
Total Other Non-Training Exps	446.52	942.02	1,425.00	66.11%
OSO Personnel and Oper Exps				
Adult	74,341.95	555,269.25	1,034,700.00	53.66%
Dislocated Worker	55,030.48	328,484.00	150,300.00	218.55%
Youth	14,750.48	94,265.04	70,000.00	134.66%
Other Grants	5,837.97	43,612.24	0.00	0.00%
Total OSO Personnel and Oper Exps	149,960.88	1,021,630.53	1,255,000.00	81.40%
TWC Personnel and Oper Exps				
Administration	39,792.63	282,258.79	459,951.00	61.36%
Adult	13,940.88	64,264.54	140,521.00	45.73%
Dislocated Worker	3,493.58	9,371.99	26,910.00	34.82%
Youth	8,607.87	39,580.64	114,649.00	34.52%
Other Grants	23.98	4,581.68	6,000.00	76.36%
Total TWC Personnel and Oper Exps	65,858.94	400,057.64	748,031.00	53.48%
Unobligated Funds				
Administration	0.00	0.00	203,508.00	0.00%
Adult	0.00	0.00	240,000.00	0.00%
Dislocated Worker	0.00	0.00	40,000.00	0.00%
Youth	0.00	0.00	120,000.00	0.00%
Total Unobligated Funds	0.00	0.00	603,508.00	0.00%
Work-based Learning				
Adult	46,337.85	358,780.44	360,000.00	99.66%
Dislocated Worker	31,975.62	120,543.07	165,000.00	73.05%
Youth	17,322.54	105,234.30	258,000.00	40.78%
Total Work-based Learning	95,636.01	584,557.81	783,000.00	74.66%
Remedial Training				
Adult	0.00	0.00	7,900.00	0.00%
Dislocated Worker	0.00	399.17	4,000.00	9.97%
Youth	0.00	0.00	2,500.00	0.00%
Total Remedial Training	0.00	399.17	14,400.00	2.77%
Total Expenditures	1,225,123.49	6,101,512.45	8,515,603.00	71.65%

The Workforce Connection, Inc.
TWC Personnel & Operating Expenses
From 1/1/2023 Through 1/31/2023

	Current Period Actual	Current Year Actual	Total Budget	% of Budget
TWC Personnel and Operating Expenses				
Staff - Wages & Fringe				
Wages	39,868.71	204,967.42	409,238.00	50.08%
Fringe	14,313.20	73,234.44	148,553.00	49.29%
Total Staff	54,181.91	278,201.86	557,791.00	49.88%
Staff - Other Operating Costs				
Training and Conferences	1,375.27	4,100.91	21,100.00	19.43%
Mileage	0.00	16.25	1,500.00	1.08%
Supplies	390.17	3,410.80	2,500.00	136.43%
Equipment	0.00	3,814.64	6,800.00	56.09%
Dues-Subs-Memberships	719.30	6,435.09	14,200.00	45.31%
Outreach & Recruitment	25.00	25.00	5,000.00	0.50%
Printing	0.00	2,030.45	1,300.00	156.18%
Copier Maintenance	0.00	1,716.17	2,400.00	71.50%
Telephone	0.00	1,833.48	2,340.00	78.35%
Professional Services	138.23	32,801.00	18,700.00	175.40%
IT Costs	773.95	4,935.61	16,000.00	30.84%
Facility Costs	3,621.00	30,658.04	61,000.00	50.25%
Work Keys	0.00	617.00	4,000.00	15.42%
Total Staff-O	7,042.92	92,394.44	156,840.00	58.91%
Board Related Activities				
Training and Conferences	2,073.14	4,788.70	6,400.00	74.82%
Supplies	0.00	350.54	500.00	70.10%
Dues-Subs-Memberships	1,309.64	12,178.64	11,800.00	103.20%
Printing	0.00	343.00	0.00	0.00%
Professional Services	1,251.33	8,535.82	14,700.00	58.06%
Annual Meeting	0.00	1,831.50	0.00	0.00%
Total Staff-OB	4,634.11	28,028.20	33,400.00	83.92%
Total TWC Personnel and Operating Expenses	65,858.94	398,624.50	748,031.00	53.29%

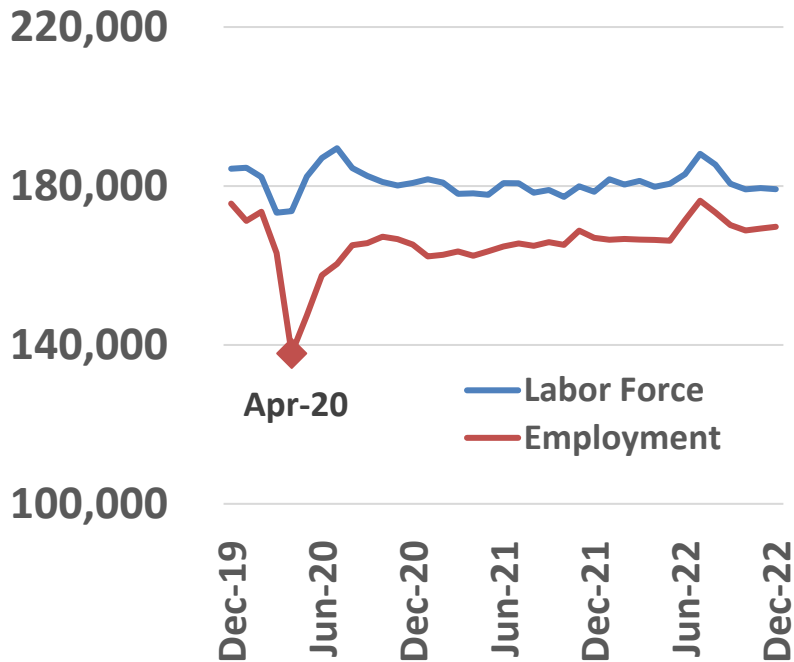
The Workforce Connection, Inc.
Statement of Activities
From 1/1/2023 Through 1/31/2023

Unrestricted Fund

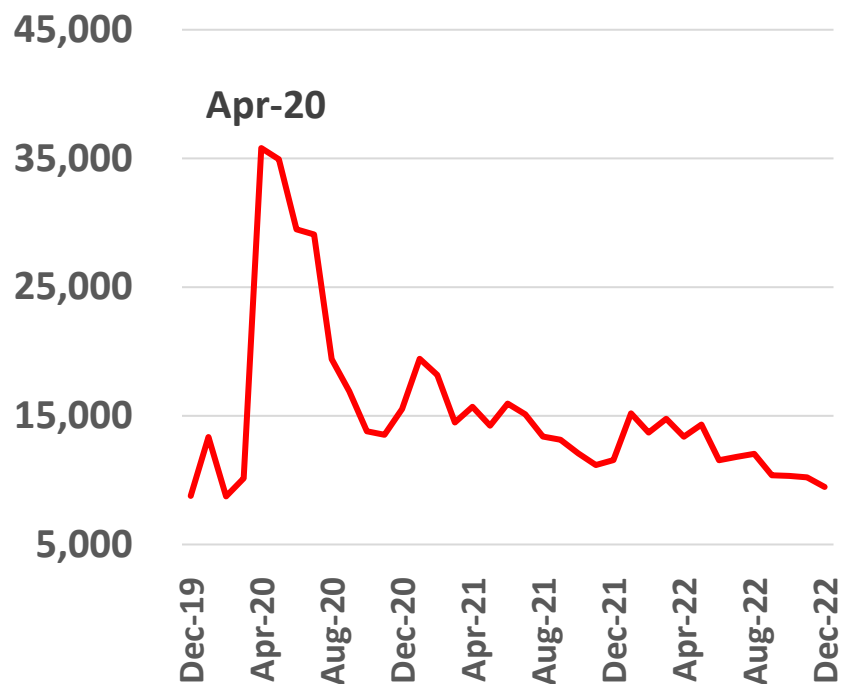
	Current Period Actual	Current Year Actual
Revenue		
Interest Income	19.01	56.36
Work Keys	0.00	2,201.00
Donations	100.00	2,700.00
Annual Meeting	0.00	500.00
Employer Forums	0.00	0.00
Transferred Unused United Way Grant Balance	<u>0.00</u>	<u>0.00</u>
Total Revenue	<u>119.01</u>	<u>5,457.36</u>
Expenditures		
Work Keys		
TWC Staff Wages	0.00	0.00
TWC Staff Fringe	0.00	0.00
ACT Fees - Work Keys	0.00	617.00
RVC OSO-CSP Costs - W/F	<u>0.00</u>	<u>1,067.49</u>
Total Work Keys Costs	0.00	1,684.49
Annual Meeting	0.00	0.00
Employer Forums	0.00	0.00
TWC Staff Costs - Other		
Training and Conferences	0.00	0.00
Printing	0.00	0.00
Supplies	0.00	0.85
Dues-Subs-Memberships	21.50	54.75
Professional Services	<u>2.48</u>	<u>437.20</u>
Total TWC Staff Costs - Other	23.98	492.80
TWC Board Activities		
Supplies	0.00	59.54
Annual Meeting Expenses	0.00	1,831.50
Training and Conferences	<u>0.00</u>	<u>147.70</u>
Total TWC Board Activities	<u>0.00</u>	<u>2,038.74</u>
Total Expenditures	<u>23.98</u>	<u>4,216.03</u>
Net Revenue over Expenditures	95.03	1,241.33
Beginning of Year Unrestricted Net Assets		<u>47,026.01</u>
Current Unrestricted Net Assets		<u>48,267.34</u>

Labor Force Information: LWIA 3

Total Labor Force & Employed

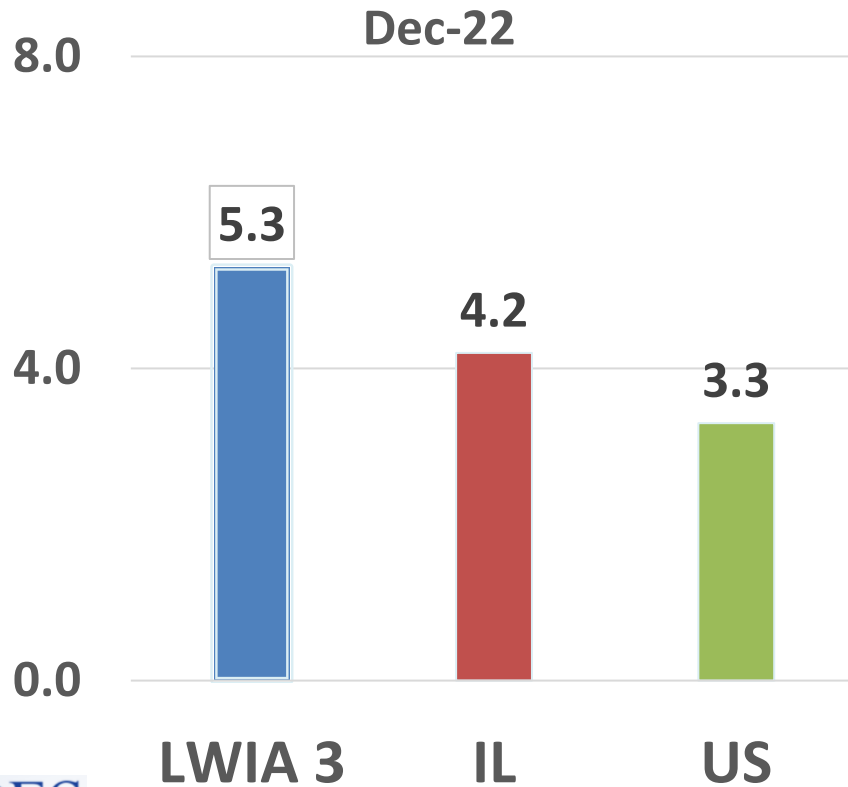


Unemployed

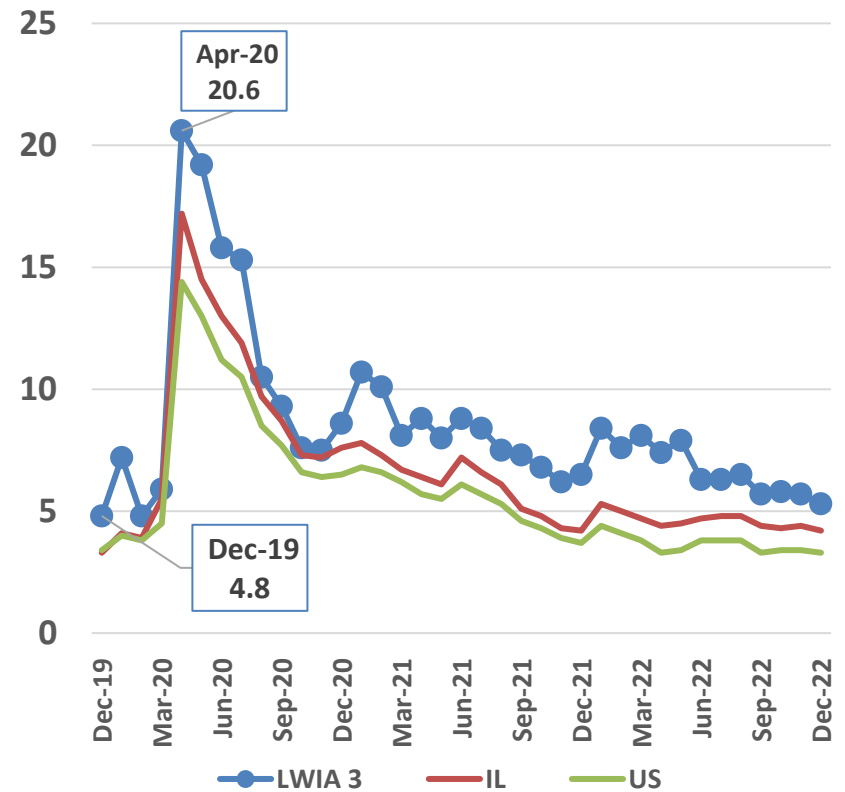


Labor Force Information

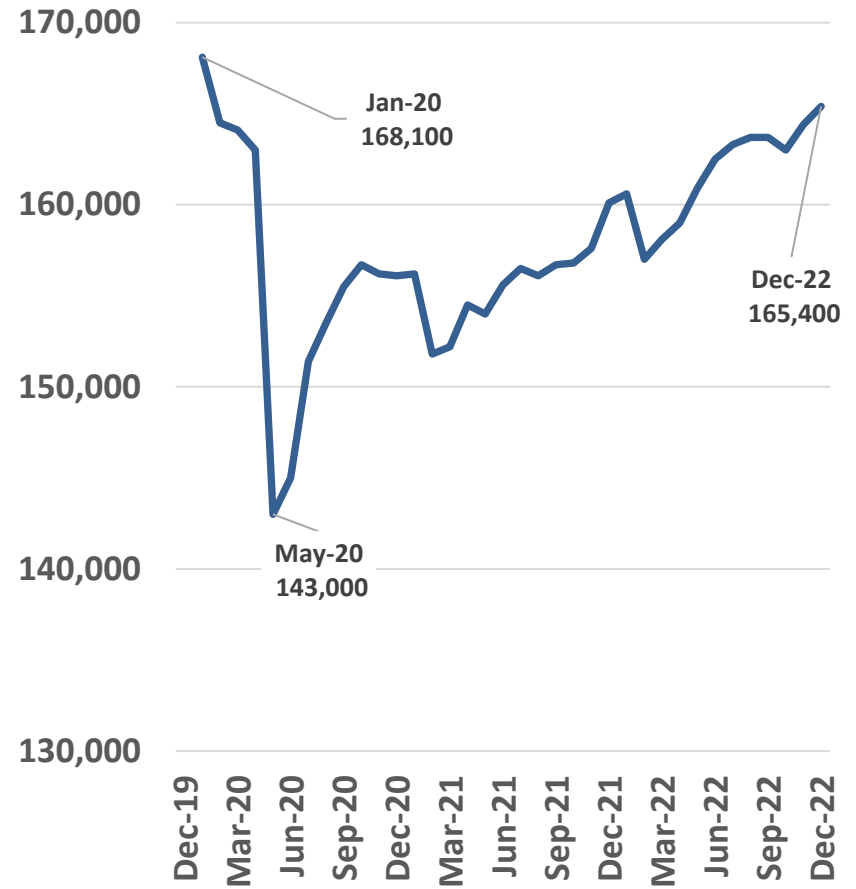
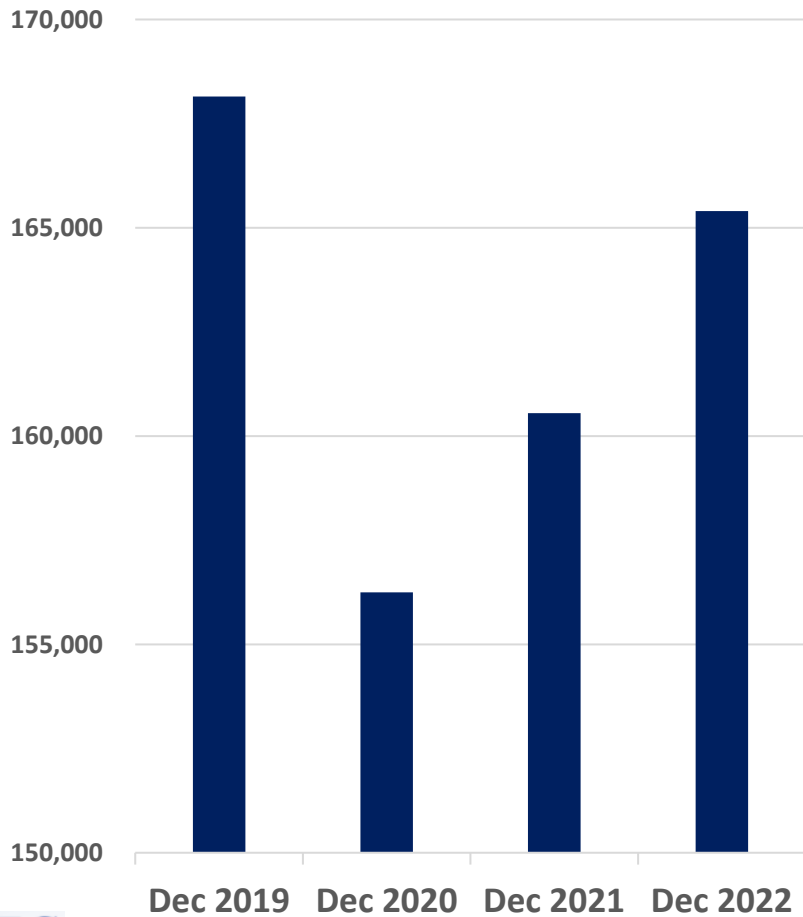
Unemployment Rate %



Unemployment Rate Trend

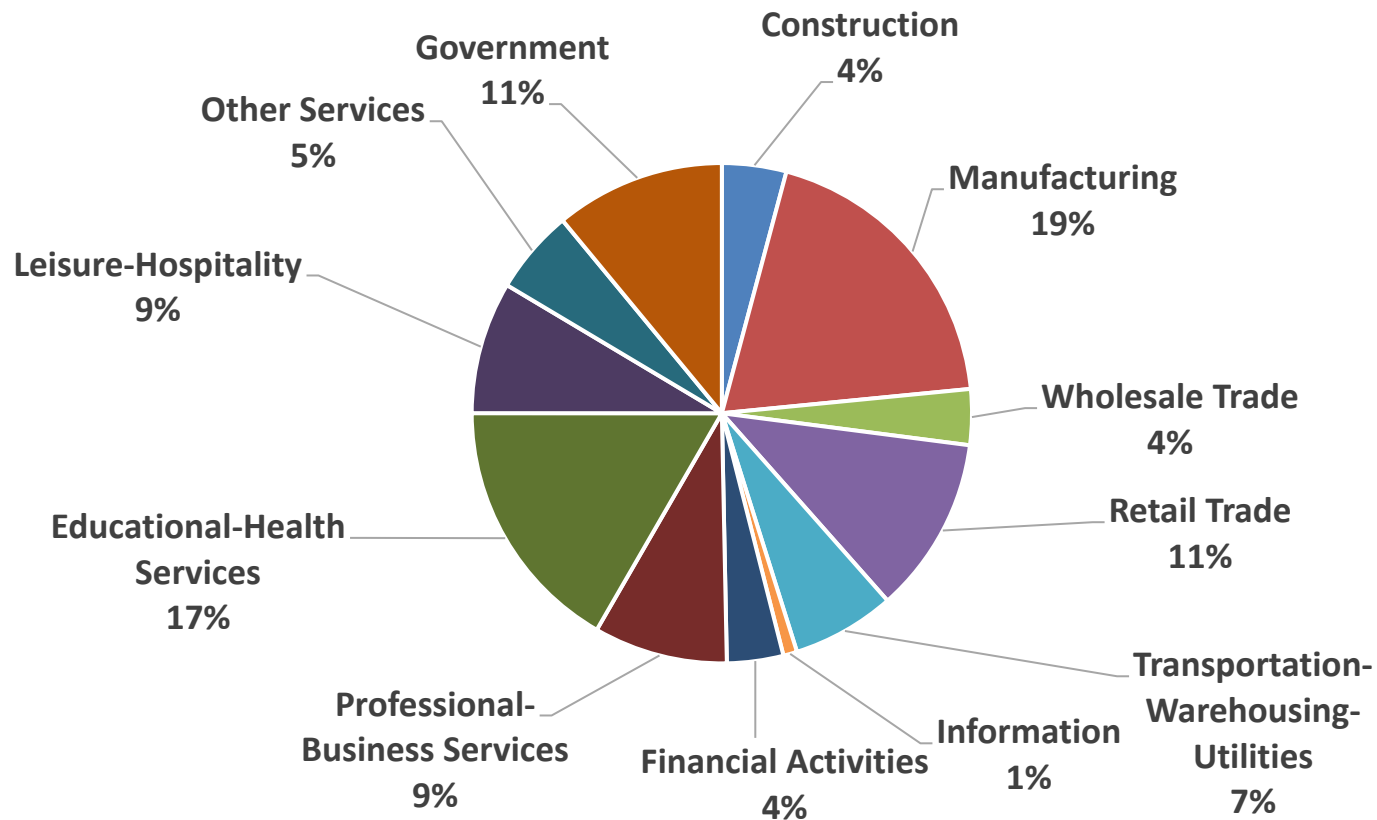


Total Nonfarm Employment: LWIA 3

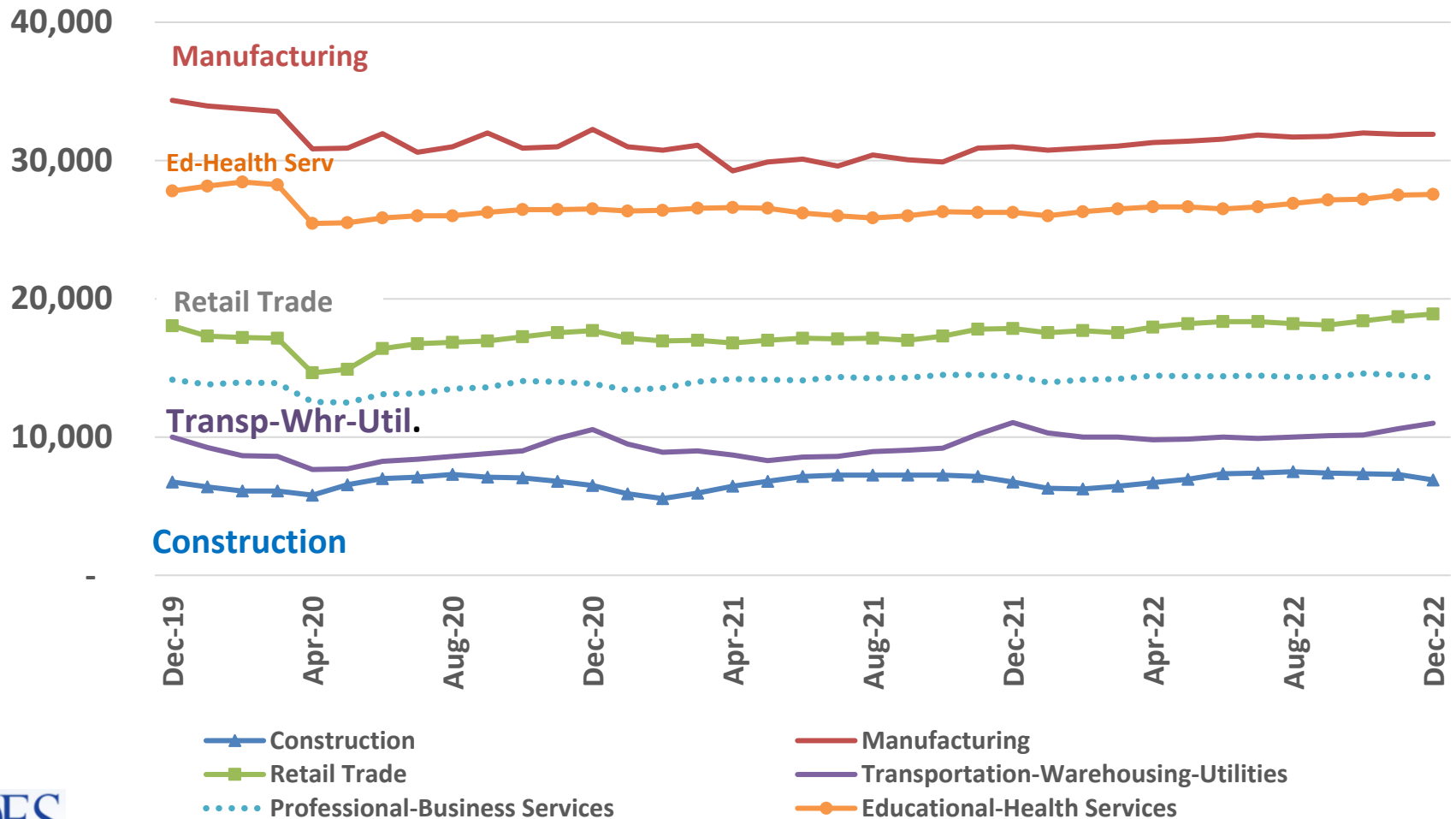


Employment by Industry

December 2022

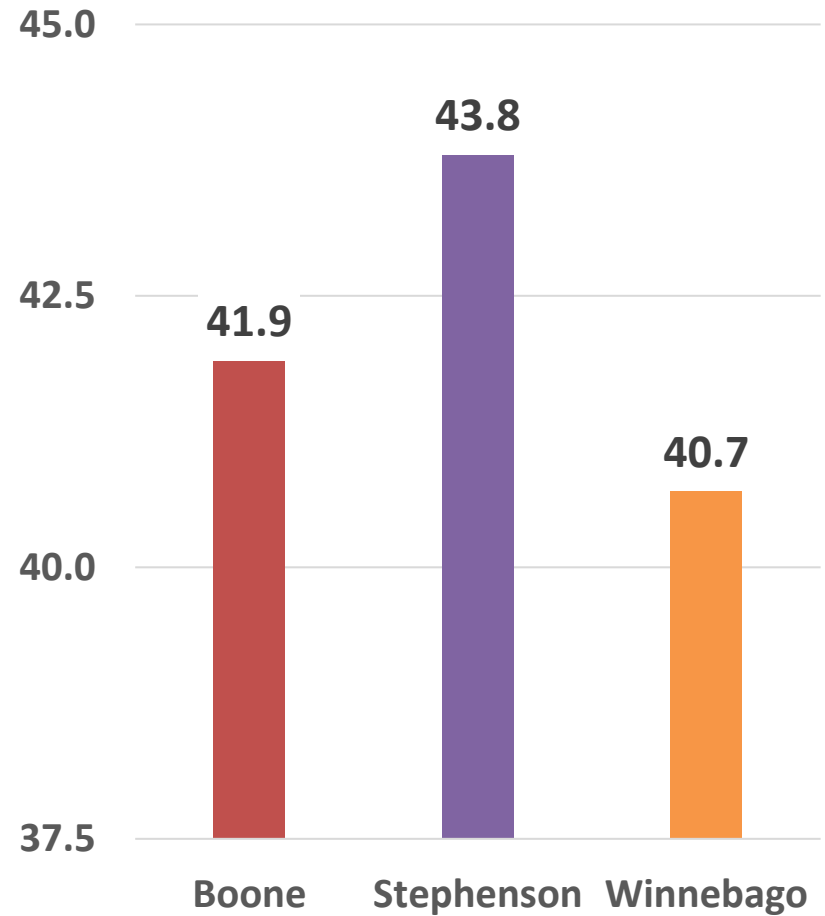
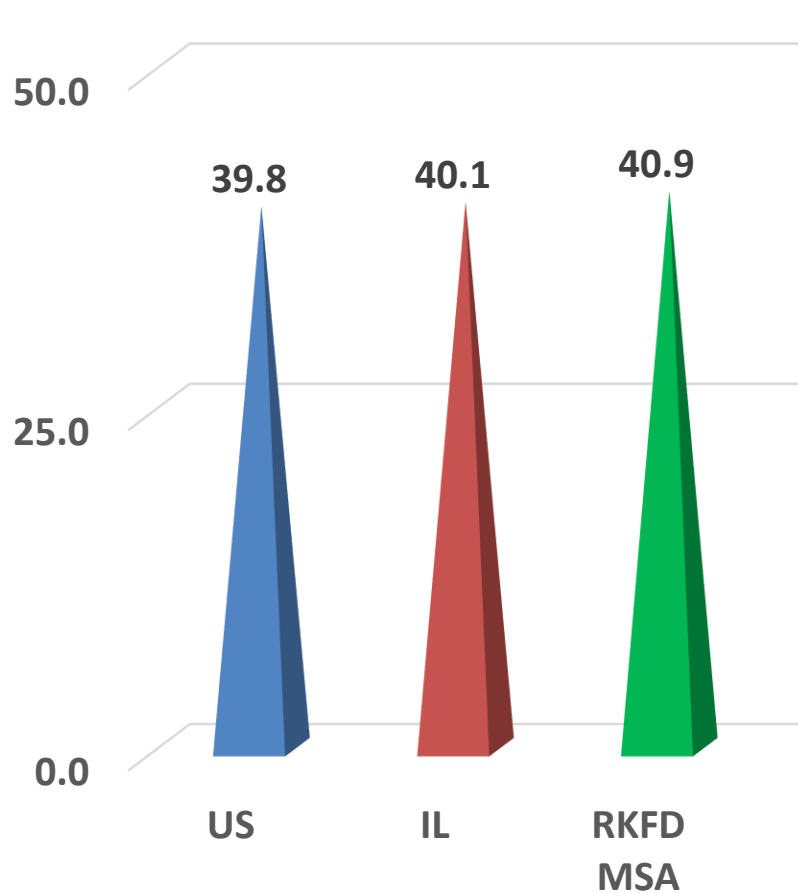


Nonfarm Employment: LWIA 3



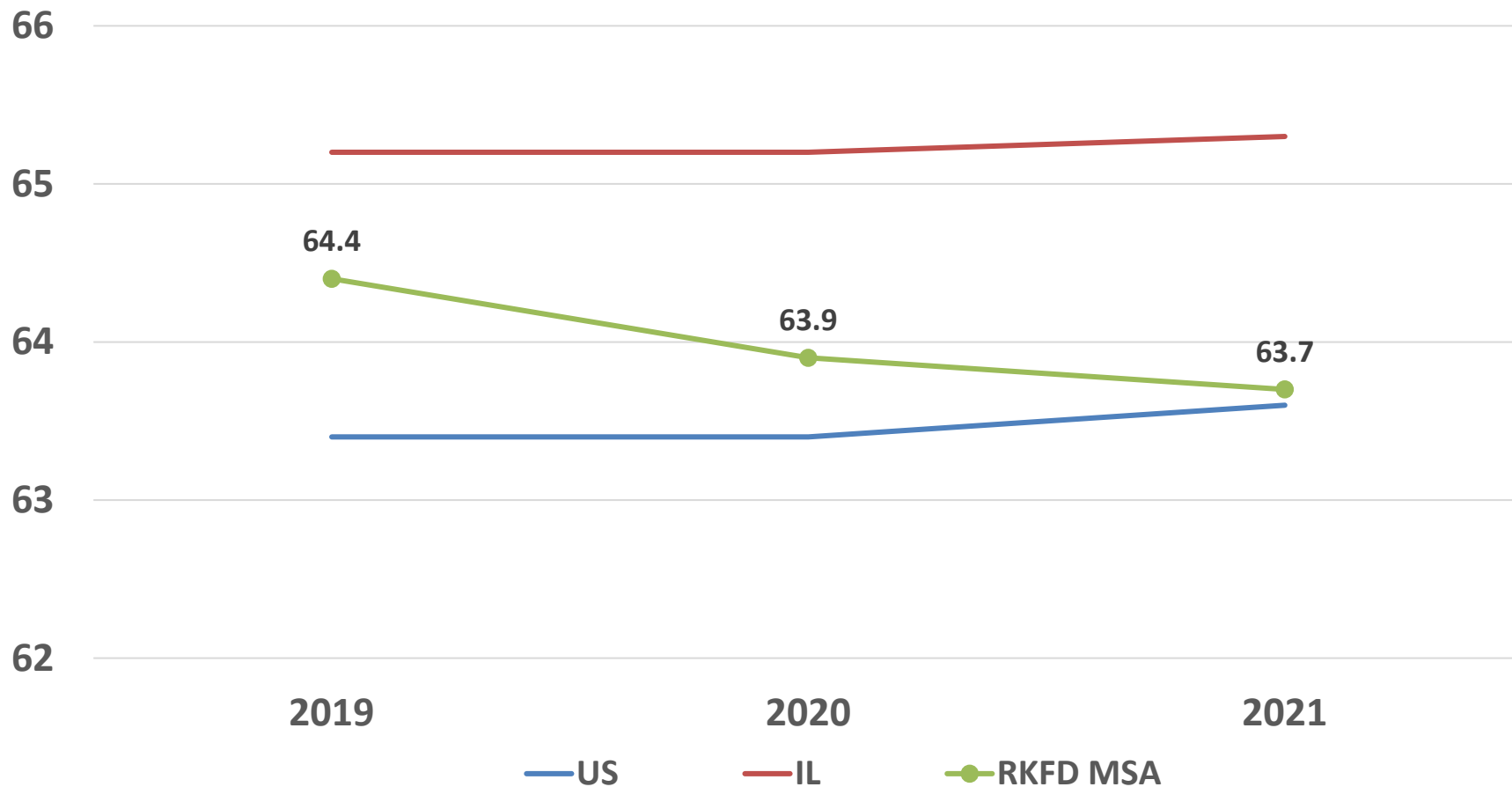
Labor Force Participation

Median Age for Workers 16 To 64 Years (ACS 2021)

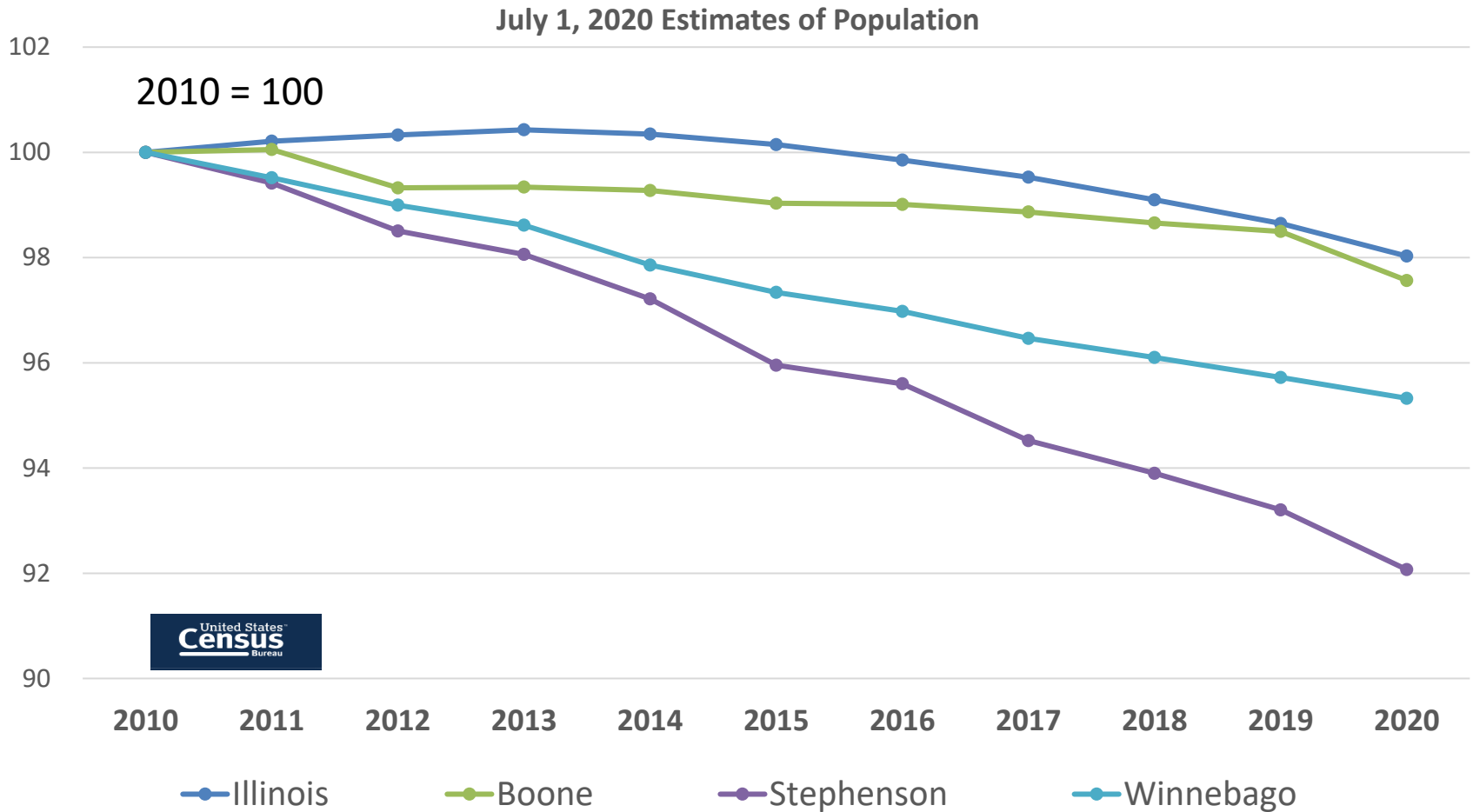


Labor Force Participation

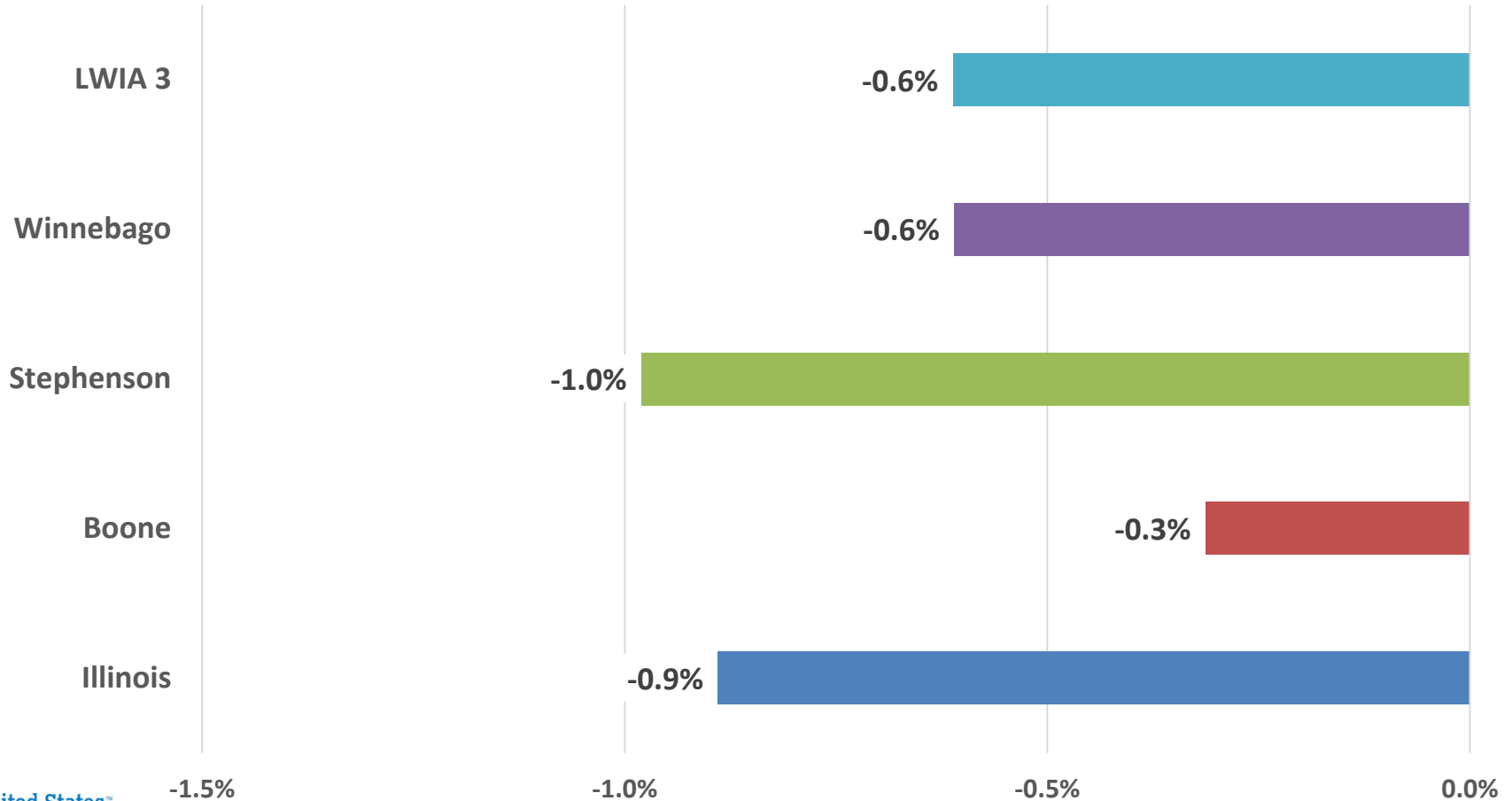
Median Age for Workers 16 To 64 Years (ACS 2021)



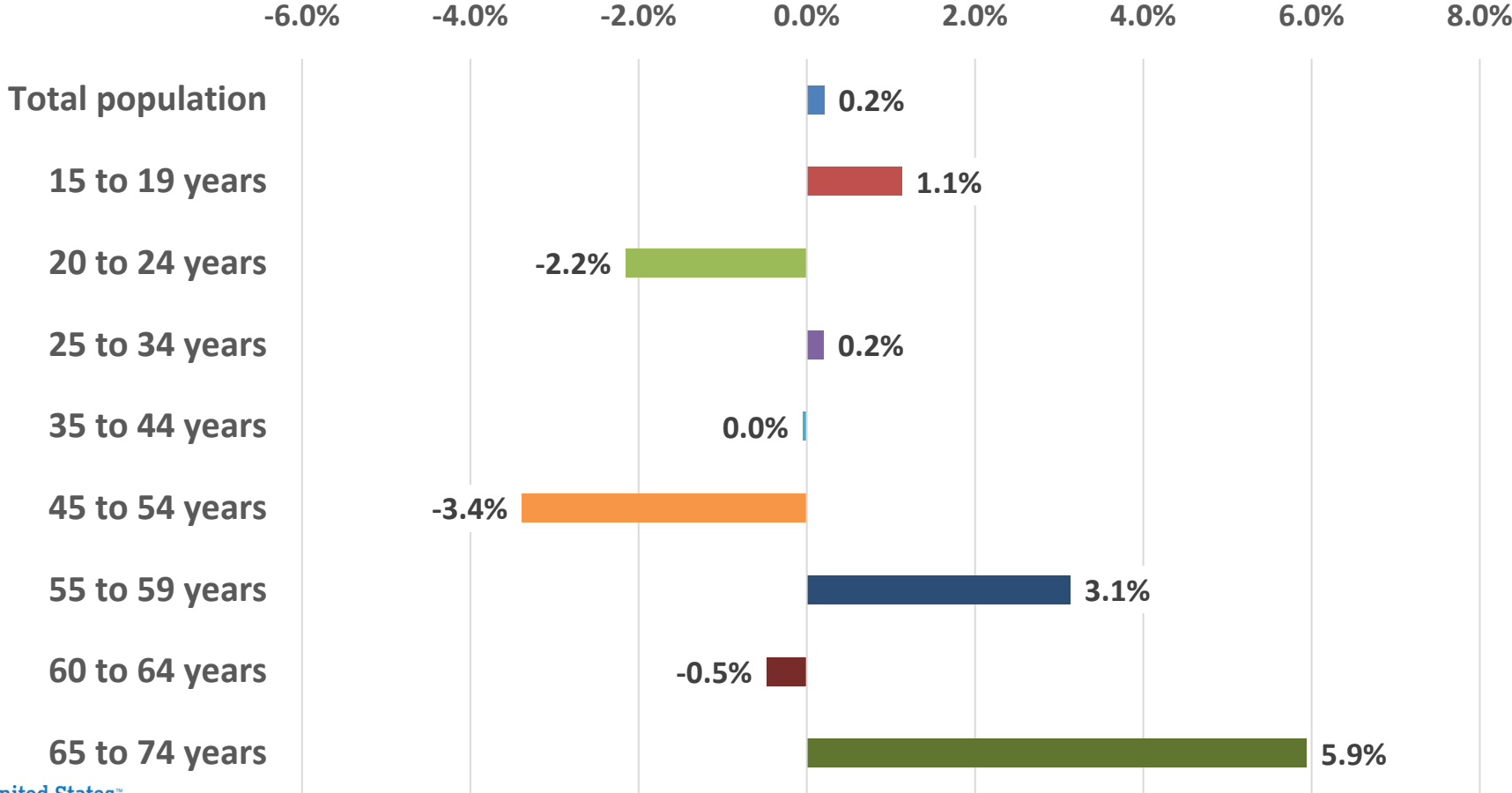
Population Change 2010-2020



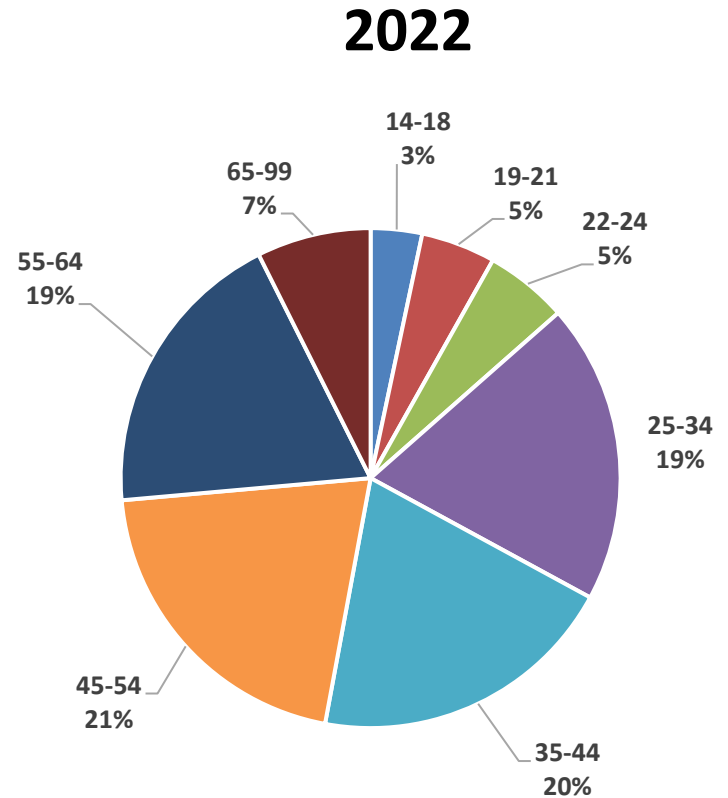
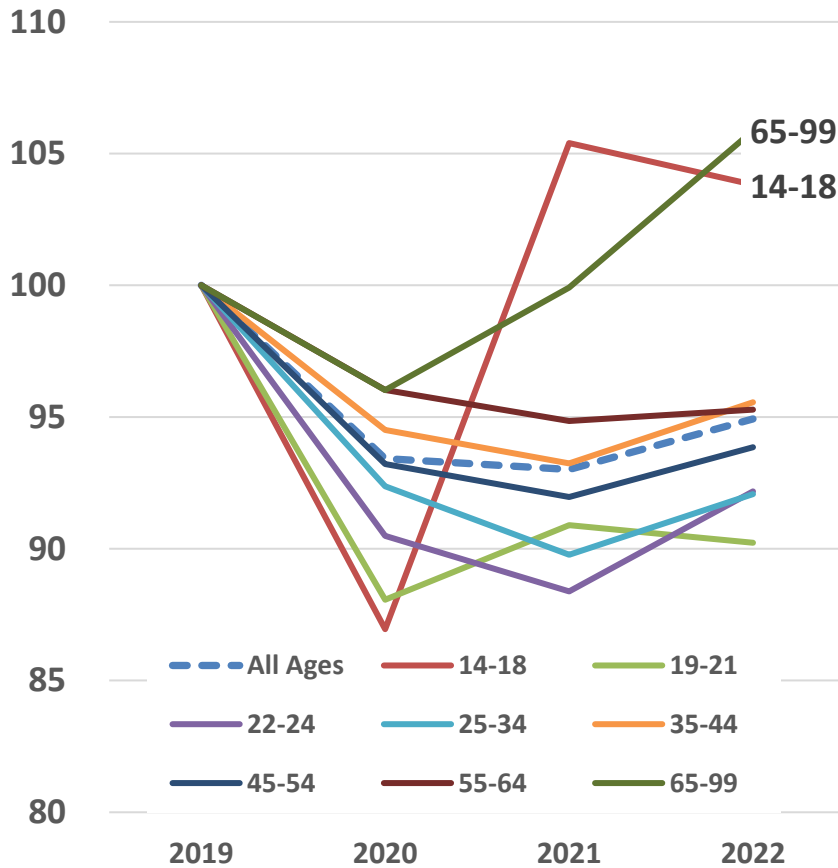
Population Change 2020 to 2021



Population Change by Age 2019-2021



Employed by Age 2019-2021



QUESTIONS?