

Vermilion County Workforce Innovation Board

And

Vermilion County Works

Workforce Innovation and Opportunity Act

Request for Proposals

July 1, 2023 - June 30, 2024

EOE Program/Auxiliary Aids and Services Available Upon Request to Individuals with Disabilities (29CFR37.34)

I. Purpose of the Request for Proposal

From the funds allocated under section 128(b) of the Workforce Innovation and Opportunity Act (WIOA) to a Local Workforce Area 18 (Vermilion County), the local board for Workforce Area 18 shall award grants or contracts on a competitive basis to providers of youth workforce investment activities identified based on the criteria in the State plan (including such quality criteria as the Governor shall establish for a training program that leads to a recognized postsecondary credential), and taking into consideration the ability of the providers to meet performance accountability measures based on primary indicators of performance for the youth program as described under WIOA in section 116(b)(2)(A)(ii), as described in section 102(b)(2)(D)(i)(V), and shall conduct oversight with respect to such providers.

The Vermilion County Workforce Innovation Board (VCWIB) and Vermilion County Works (VCW) seeks to:

- 1) Align agencies serving youth in order to ease access , reduce duplication, close service gaps and promote collaboration;
- 2) Successfully attach youth to the labor market, increase education and/or paid work experience; and
- 3) Improve the lives of youth through placement in post-secondary education, attainment of industry recognized credentials and increased literacy and numeracy levels.

It is anticipated that a total of \$50,000 to \$300,000 will be available to support WIOA youth programs for the period of July 1, 2023 through June 30, 2024 depending on allocations from the Illinois Department of Commerce and Economic Opportunity.

EXCEPTIONS

—A local board may award grants or contracts on a sole-source basis if such board determines there is an insufficient number of eligible providers of youth workforce investment activities in the local area involved (such as a rural area) for grants and contracts to be awarded on a competitive basis.

A. BACKGROUND

President Barack Obama signed the **Workforce Innovation and Opportunity Act (WIOA)** into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system.

Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers acquire the skills and credentials needed to obtain self-sufficient jobs. The enactment of WIOA provides opportunity for reforms to ensure the American Job Center system is job-driven—responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. In general, the

Act took effect on July 1, 2015, the first full program year after enactment, unless otherwise noted.

B. TARGET POPULATION TO BE SERVED Out-of-School and/or In-School Youth

All participants served with the funds available through this proposal must meet the federal Workforce Innovation and Opportunity Act eligibility requirements for youth. The Vermilion County Works will make the final determination as to whether youth identified as potential participants are eligible to participate in the program.

The term “out-of-school youth” (OSY) means an individual who is—

1. Not attending any school (as defined under State law);
2. Not younger than age 16 or older than age 24; and
3. One or more of the following:
 - a. A school dropout.
 - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. (Note: For individuals required to attend school under applicable state compulsory school attendance laws, the priority of assistance shall be for the individual to attend school regularly.
 - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is
 - (i) Basic skills deficient; or
 - (ii) An English language learner.
 - d. An individual who is subject to the juvenile or adult justice system.
 - e. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out of home placement.
 - f. An individual who is pregnant or parenting.
 - g. A youth who is an individual with a documented disability.
 - h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Individuals who require additional assistance to complete an educational program or secure and hold employment are defined as:

1. Lack of financial aid
2. Need for pre-employment and work maturity
3. Living with a grandparent or a person who is not a legal guardian
4. Workplace skill deficient as defined by standardized assessment
5. Living in a single parent household
6. Youth who are in need of substance abuse services
7. Youth who have serious emotional, medical or psychological barriers

8. No transportation or cannot afford transportation to and from training/work
9. Parental Neglect – Counselor identified and documented
10. Youth with multiple arrests – criminal activity and/or police involvement
11. Youth who have a parent or legal guardian that is incarcerated

The term “in- school youth” (ISY) means an individual who is—

1. Attending school (as defined by State law);
2. Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;
3. A low-income individual; and
4. One or more of the following:
 - a. Basic skills deficient.
 - b. An English language learner.
 - c. An offender.
 - d. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out- of- home placement.
 - e. Pregnant or parenting.
 - f. A youth who is an individual with a disability.
 - g. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

SPECIAL RULE.—For the purpose of this subsection, the term “low-income”, used with respect to an individual, also includes a youth living in a high-poverty area.

EXCEPTION FOR PERSONS WHO ARE NOT LOW-INCOME INDIVIDUALS.—

1. **DEFINITION.**—The term “covered individual” means an out-of-school youth as described above
2. **EXCEPTION.**—Not more than 5 percent of the individuals assisted under this section may be persons who would be covered individuals, except that the persons are not low-income individuals.

II. Eligible Program Operators

Eligible applicants for these funds are:

Agencies/Organizations who have demonstrated ability to provide services and activities to participants as required under WIOA regulations. These activities include, but are not limited to, client outreach/recruitment, eligibility determination, case management, comprehensive guidance and counseling, and follow-up services for the appropriate elements as identified

herein, as well as data entry and report preparation as required in the approved WIOA automated case management system. **Applications must include evidence of employer linkages for subsidized and unsubsidized training and job placement.**

Providers must outline the referral processes in detail including a list of inter-agency referral sources. Also, discuss the follow-up procedures that will be in place to ensure the referred youth is served.

III. Timeframes/Period of Performance

The funds available through this proposal will be available for 12 months beginning July 1, 2023. However, the selected service provider(s) will be evaluated on an ongoing schedule to determine whether or not to continue the contract. The Workforce Development Board reserves the right to terminate any contract, without notice, at its sole discretion. Should a contract be terminated, Vermilion County Works will be responsible for reimbursing only those costs actually incurred prior to the date of termination. Successful bidders who do not meet the 80% enrollment figure by December 31, 2023 will be reviewed by the VCWIB Accountability Committee to determine if funding may be prorated regarding cost per participant.

IV. Submittal Requirements

All proposals must conform to the requirements of this Request for Proposal (RFP). All proposals must provide all information requested and be presented in the order prescribed by this RFP. Incomplete information and insufficient signatures and documentation may result in the disqualification of the proposal.

Authorized personnel of the bidder must sign the proposal. An original, five (5) copies, and one (1) emailed copy must be submitted to arrive on or before **4:00 PM – Friday, April 7th, 2023** to:

Vermilion County Works
ATTN: Jonathan Jett, Director
407 N. Franklin St., Ste B
Danville, IL 61832

Inquiries may be directed to Jonathan Jett at j.jett@dacc.edu.

The Vermilion County Works will receive this information on behalf of the Vermilion County Workforce Investment Board.

Bidder's conferences will be held at the American Job Center, 407 North Franklin, Danville, IL. **Wednesday, March 15th, 2023 from 1:00 p.m. – 3:00 p.m. or**
By appointment only Wednesday, March 22th, 2023 from 9:00 a.m. - 11:00 a.m.

V. Required Inclusions in the Proposals

The following information must be included in the proposal. To facilitate the review process all proposals must include a Cover Sheet (page 38), double-spaced, in a twelve (12) point font; and **proposals must be arranged in the order provided in this RFP.** Attachment B (page 37) is a proposal checklist to assist the provider in finalizing their submission.

A. Service Provider Experience

This portion of the proposal must describe any previous experience of the proposed service provider in the implementation and operation of youth service programming. The proposal should address the actual outcomes and performance of any such program(s) in comparison to the planned outcomes and performances stated in this RFP. The bidder must demonstrate the ability to provide youth with supervised work experience, educational services, or other opportunities designed to assist them in completing their secondary education and/or entering employment as self-sufficient adults.

If the proposed service provider does not have previous experience with youth services, this portion of the proposal must describe any related experience of the proposed program operator that would assist the reviewers in determining the ability for the proposed program operator to carry out the project.

The proposal must include the following:

1. A description of the experience of the bidder in developing and implementing programs of the nature being proposed. This must include appropriate references. The bidder may include program descriptions and letters of support from past program participants and partner agencies as attachments.
2. Identification of the specialties of the bidder and provide a general description of the programs implemented in those areas of specialty.
3. Identification of the personnel that will provide the program activities and services and include a description of the provider's qualifications. If services are not to be provided by the bidder, identify the subcontractor and their qualifications and expertise of the services to be provided.

B. Program Design

Funds allocated to an eligible provider of services for eligible out-of-school and/or In-School youth living in Vermilion County shall be used to carry out programs that—

- Utilize proven recruitment strategies to effectively outreach, engage, enroll, and retain out of school youth.
- Demonstrate meaningful partnerships with accredited higher education institutions, employers in high growth industries and other relevant organizations and service providers that support job, internships and educational opportunities for youth.
- Provide long term career development services such as occupational training leading to unsubsidized employment in high demand industries with wage progression.

- Employ models, with structured sequences of activities and multiple entry and exit points that provide adequate supportive services to meet the wide range of barriers of various youth populations.
- Provide alternative education programs that allow participants to obtain high school diplomas, state recognized equivalent and offer college, career preparation for students who are disconnected from school and off-track to graduate, and post-secondary training opportunities.
- Include innovative post-secondary bridge programs designed to accelerate credentials and skill building, such as use of contextualized and integrated curriculum and instruction.
- Use structured work-based learning, such as paid work experiences, pre-apprenticeship programs, and career exploration, while providing maximum opportunities for youth to learn practical skills relevant to their career interests.
- Provide intensive case management and support services, including financial literacy education, to help youth overcome complex barriers and to successfully complete programs, and secure and retain employment.
- Use life and socio-emotional learning skills to better equip youth with non-cognitive abilities needed for successful employment.
- Demonstrate investment in long-term follow-up with participants upon program completion to ensure continued support and success in post-secondary education, training, or employment.
- Utilize partnerships and collaborations to ensure a seamless continuum of services.

C. WIOA Program Requirements

Section 129 (c)(1) of the Workforce Innovation and Opportunity Act, states that funds allocated to youth service providers shall be used for the following program design:

1. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;
2. Develop service strategies for each participant that are directly linked to 1 or more of the indicators of performance described on page 36, and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (1), except that a new service strategy for a participant is not required if the provider

carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program;

3. Provide—

- A. Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;
- B. Preparation for postsecondary educational and training opportunities;
- C. Strong linkages between academic instruction (based on State academic content and student academic achievement standards established under section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)) and occupational education that lead to the attainment of recognized postsecondary credentials;
- D. Preparation for unsubsidized employment opportunities, in appropriate cases; and
- E. Effective connections to employers, including small employers, in-demand industry sectors and occupations of the local and regional labor markets. Information can be provided upon request.

PROGRAM ELEMENTS.—In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the programs shall provide elements consisting of—

- 1. Tutoring, study skills training, instruction, and evidence based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
- 2. Alternative secondary school services, or dropout recovery services, as appropriate;
- 3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include—
 - A. Summer employment opportunities and other employment opportunities available throughout the school year;
 - B. Pre-apprenticeship programs;
 - C. Internships and job shadowing; and
 - D. On-the-job training opportunities;
- 4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area
- 5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- 6. Leadership development opportunities, which may include community service and peer centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
- 7. Supportive services;
- 8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- 9. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
- 10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- 11. Financial literacy education;

12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help youth prepare for and transition to postsecondary education and training.

ADDITIONAL REQUIREMENTS.—

INFORMATION AND REFERRALS.—Providers shall ensure that each participant shall be provided—

1. Information on the full array of applicable or appropriate services that is available through the local agencies or other providers in the area,
2. Referral to appropriate training and educational programs that have the capacity to serve the participant either on a sequential or concurrent basis.

APPLICANTS NOT MEETING ENROLLMENT REQUIREMENTS.—

Each provider of a program of youth workforce investment activities shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs to meet the basic skills and training needs of the applicant.

NOTE: The designated youth service provider will work in coordination with the Vermilion County Works in determining what specific program based on the individual participant's assessment and individual services strategy. Each provider will be responsible for entering client data into the Illinois Workforce Development System (IWDS). The Provider is also responsible for meeting all case management deadlines as required by the Illinois Workforce Development System.

- Initial training and ongoing technical assistance will be offered by the VCW staff.
- It is recommended that bidders have High Speed Internet available on site. Work on the IWDS system can be completed on location with high speed internet. If high speed internet is not available, youth providers may use the computers at the Workforce Development Center.

D. Work-Based Learning

WIOA requires that not less than 20% of funds allocated to the local area must be spent on activities supporting paid and unpaid work experience that have as a component academic and occupational education. This should include, summer employment, and other employment opportunities available throughout the year such as pre-apprenticeship programs, internships, job shadowing and on the job training opportunities. Accordingly, The Partnership requires that **all programs incorporate work-based learning strategies and devote at minimum 20% of their budget to these initiatives.** According to the Training Employment and Guidance Letter WIOA No, 23-14, Operating Guidance for the Workforce Innovation and Opportunity Act, "program

expenditures on the work experience program element include wages as well as staffing costs for the development and management of work experience.” These work-based learning strategies must serve as a next step in career development, whether the desired outcome is employment or enrollment in post-secondary education or advanced training. *(VCWIB/VCW reserves the right to change the required percentage of work based learning upon award.)*

E. Program Models

Successful program models for OSY/ISY should be designed to assist young adults on an individual basis. All program models must be designed to equip youth with work readiness preparation, academic instruction, and occupational skills training, career exploration and development. Successful models will provide an array of services that will ultimately launch young adults on a meaningful career pathway with sustainable employment.

Recognizing that youth enter the public workforce system with varying academic levels, interests and needs, VCWIB and VCW has identified four program model examples that best capture the needs and services for young adults. VCWIB and VCW solicit proposals **to fit any or all** of the following models including pilot programs:

1. Alternative Education Model:

Target Group: youth who do not have a high school diploma or High School Equivalent (HSE)

Objective: to provide youth with resources and training that leads to portable credentials (high school diploma/HSE) and starts them on a career pathway

Anticipated Outcomes: attainment of HSE or HSE, math and reading gains, attainment of credentials, entrance into employment or postsecondary education

The alternative education model is designed to serve OSY who do not have a high school diploma or HSE. This model features intensive training to prepare individuals for the HSE or diploma granting programs. Program designs must demonstrate comprehensive service strategies to meet the wide array of needs posed by participating youth. Responsive program designs will demonstrate effective outreach strategies to recruit youth and should feature linkages to the public school system for recruitment and outreach. This model also features a strong academic remediation curriculum to ensure skills gains in reading and math.

Effective programs will offer supportive services for targeted populations, such as, transportation, and connections to housing and other social services such as access to court advocacy. These services may be provided by the program’s career coach/advisor, or through collaboration with other agencies.

In addition, applicants under this program model should provide a strong school to career/college framework. Providing an early introduction and exposure to post-secondary education/careers and career exploration activities that allow youth to establish career goals is required. Job readiness training, work-based learning opportunities such as paid and unpaid work experience, and services to assist youth in applying for college as well as succeeding in college, should be included in this design. A post-secondary bridge strategy,

such as remedial/developmental class preparation, which allows youth to take college level courses upon entry into community colleges, is also encouraged.

While attainment of a HSE or diploma is a top priority, service strategies **must reach beyond the HSE or diploma completion to support youth entry into post-secondary education/training, or into employment** along a career path that will lead to economic security. Collaboration with employers and/or higher education institutions is strongly encouraged to emphasize career planning and access to post-secondary options for youth.

Applicants must demonstrate clear transitional strategies into post-secondary education/training and/or employment for participating youth. **Respondents are expected to include components of the post-secondary education/training, youth employment and/or sector-based training models (described below) in their alternative education model.**

2. Post-Secondary Education/Training Model

Target Group: youth and young adults with a high school diploma or HSE

Objective: to provide academic or occupational training and services that help youth apply, enroll and succeed in post-secondary education or training

Anticipated Outcomes: college acceptance and enrollment, certificate/credential attainment and placement within a training related industry

The post-secondary education/training model is designed to serve youth who already have a high school diploma or HSE and are interested in further education or advanced training.

This program model features college preparation services such as, test preparation, academic skills training, study skill seminars, college tours and assistance with financial aid and the college application process as well as general career exploration and job readiness training.

This model includes high quality instruction, academic and social support aimed at preparing youth for successful entry into and completion of post-secondary education and training. Respondents for this model must outline strategies that help youth to pursue, enroll in, participate in, and complete post-secondary education programs. VCWIB and VCW seek proposals that not only provide opportunities for individuals to enroll in post-secondary education, but also provide follow up and supportive services that help them successfully complete their course of study. Youth pursuing training or certificate programs must also be provided with placement assistance. Training should be in a high demand industry and may be paid through the use of an Individual Training Account (ITA) (see Training Services further discussed in this section.) Applicants must demonstrate a strong connection between the provision of post-secondary education/training and available jobs that will lead to self-sufficiency. Successful programs will feature strong collaborations with post-secondary institutions and employers.

3. Sector-Based Training Model:

Target Group: youth and young adults with interest in a particular industry

Objective: to provide youth and young adults with the academic and technical skills needed to secure employment within a particular high demand industry

Anticipated Outcomes: attainment of credentials, placement within the targeted industry or entrance into post-secondary education within the targeted industry

The sector-based training model is designed for youth and young adults with an interest in and an aptitude for a career within a particular industry sector. Sector-based training models may include bridge programs (described below) and pre-apprenticeships and must target jobs in industries that align with labor force needs or with projected growth and demand in Vermilion County. These programs feature career exploration, academic and occupational skills training, job readiness, and practical work experience within a specific industry. The sector-based model results in the mastery of technical skills required for employment and the attainment of employer-recognized certification that is portable and stackable. Applicants may utilize contextual learning strategies designed to develop basic and occupational skills simultaneously, thereby facilitating job placement and retention.

Programs must work with local employers or training providers to train a strong pipeline of skilled workers.

In Illinois, bridge programs are defined as those that prepare individuals with limited academic and/or English skills to enter and succeed in credit-bearing post-secondary education/training leading to career-path employment in high-demand, middle- and high skilled occupations. The goal of bridge programs is to sequentially bridge the gap between the existing skills of individuals and what they need to enter and succeed in postsecondary education and career-path employment. Bridge programs aim to accelerate educational attainment for low-skilled individuals to “bridge” them to skills training and post-secondary programs. The Illinois Department of Commerce and Economic Opportunity (DCEO) and the Illinois Community College Board (ICCB) have agreed to a common understanding of the core components of bridge programs:

- Contextualized instruction that integrates basic reading, math, and language skills and occupational knowledge. Career development that includes career exploration, career planning, and understanding of the world of work
- Transition services that provide students with the information and assistance they need to successfully navigate the process of moving from adult education to credit or occupational programs.

These programs will deliver academic instruction and skills training services in one seamless program. Participants receive relevant classroom-based and hands-on instruction. All programs must have active participation from industry representatives in program design, screening of candidates, curriculum development, instruction, hands-on experiences and field trips, job shadowing, internships and placement into advanced education and/or related employment. Programs also provide case management, job-readiness and seeking skills, and job placement assistance and retention services.

This model must also feature work-based learning experiences, within the specific sector which are structured opportunities for youth to learn and engage in career opportunities that incorporate education and employment activities. This can take the form of unpaid and paid experiences, summer and year-round employment, pre-apprenticeship, internships, job shadowing, and on the job training.

Successful models must feature strong collaboration with industry and business leaders in the design and delivery of the training. Evidence of employer involvement in the design and delivery of the program is strongly encouraged.

4. Youth Employment Model

Target Group: young adults in need of employment

Objective: to prepare and place youth and young adults in employment along a career path

Anticipated Outcomes: credentials, entrance into employment along a career path, job retention

The Youth Employment Model is designed to assist individuals interested in gaining employment to attain the work readiness skills necessary to succeed in the workplace, including helping individuals to gain industry recognized credentials, with a focus on finding and retaining unsubsidized employment.

Employment programs feature career exploration, job readiness/soft skills development, career planning and work-based learning (including on the job training) that provide maximum opportunities for youth to learn theoretical and practical skills relevant to their career interests. Employment programs should be grounded in a comprehensive assessment of each participant's employment history, experience, as well as career interests, skills, and abilities. Assessments should be used to create a career goal that generates quality job matching, wage progression, and career ladder opportunities.

Soft skills components may include but are not limited to interpersonal skills such as teamwork, communication, and punctuality to better equip youth with non-cognitive skills needed to succeed in jobs. Job readiness components may include resume preparation, job search, and interviewing skills.

Basic skills remediation and tutoring are also important components of the employment model as youth may need to improve their skills in order to obtain and advance on a job.

Respondents must ensure access to these services in their responses.

This model may also feature work-based learning experiences, which are structured opportunities for youth to learn and engage in hands-on, practical work experiences. This can take the form of unpaid and paid experiences, summer and year-round employment, pre-apprenticeship, internships, job shadowing, and on-the-job training.

Strong relationships with businesses and proven placement strategies must be incorporated into this model.

Training Services (Available to participants)

Youth who have been determined suitable for training, may also access training with an Individual Training Account (ITA). This enables the youth to choose among certified training providers. Training services are purchased from certified training providers selected from the locally approved list in consultation with the career advisor/coach.

Youth may also be eligible for on the job training (OJT) opportunities. OJT is training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training; and is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the individual, and the service strategy of the participant.

Payment for this training may be made through a third party similar to an ITA. Funds budgeted toward OJT can count toward the 20% work based learning requirement.

Customer Flow and Capacity Level

Unless otherwise noted in your proposal, program models are assumed to operate on an open-entry/open exit throughout the year. The VCWIB and VCW expects each funded program to establish and maintain a capacity level of open youth cases. As youth exit the program, contractors must be able to quickly enroll new eligible youth into the program. Successful respondents must strategize on how to manage customer flow to meet the needs of youth and young adults within their program model and achieve performance.

Other Required Program Components

The following contains a list of program components that must be provided, regardless of program model. All respondent programs MUST:

1. Conduct creative outreach and recruitment activities to identify participants for the program;
2. Complete a thorough intake interview and collect eligibility documentation for enrollment into the program;
3. Conduct individual assessments that are comprehensive in nature, and can accurately identify a plan to provide services that are necessary and appropriate for eligible youth to be successful in completing an academic program or entry into a career path;
4. Provide, or refer to a local partner agency, youth who test below 9th grade in reading and/or math academic skills remediation for;
5. Conduct career exploration activities with structured opportunities to explore a range of career options in a particular industry, thereby developing work-readiness and industry-relevant competencies;
6. Develop individual service strategies (ISS) that address the needs identified through the comprehensive assessment, in a manner that is appropriate to the individual, developmental needs of each youth, and follows clear timelines in which to be completed;
7. Provide supportive services as appropriate and identified in the youth ISS;
8. Facilitate the coordination of individual training accounts (ITAs) for youth as appropriate
9. Define the terms of participant success for each service delivered;
10. Work with employers in the development and structure of work-experiences that match the skills and interests of youth participants, and address the specific needs of both the youth and employers;
11. Fulfill the role of Employer of Record and coordinate payroll for youth participating in paid work-experiences.
12. Develop effective community partnerships that will support the service delivery needs of youth as identified in the comprehensive assessment;

13. Maintain contact and active engagement with participants to ensure there are no gaps in service;
14. Maintain current progress of participant activities using the current Illinois Workforce Development System
15. Utilize resources made available by Illinois workNet, VCW and Illinois Department of Commerce and Economic Opportunity to effectively deliver services to youth;
16. Provide follow up services for a minimum of one year after exit;
17. Comply with the Uniform Administrative Requirements and the Cost Principles as delineated in Title 29 of the Code of Federal Regulations Part 95 or Part 97 as the applicable Office of Management Budget circulars.

F. Budget

The proposal must include the line item budget (Attachment D, Page 39, also available in excel) and a budget narrative. The proposed budget should reflect the bidder's best estimate of the proposed costs. The bidder is requested to include a copy of the agency's most recent fiscal audit. After a bidder is selected, the approved budget is subject to a negotiated agreement.

The budget (Attachment D, Page 39, also available in Excel) should include, at a minimum, the following line items:

1. Staff costs
2. Equipment costs
3. Payments to participants including a description of the payment process for supportive services and youth paychecks
4. Incentives
5. Other costs
6. Total requested costs
7. In kind contribution

No WIOA administrative funds will be subcontracted for Youth Programs.

NOTE: Contracts will be awarded on a cost-reimbursement basis only. Any profit realized through this contract must either be returned to the Vermilion County Works, or be used to provide additional services. The Workforce Investment Board must approve the additional services prior to their implementation.

G. Goals and Expected Outcomes

Each proposal must include a description of how the programs offered will achieve the expected outcomes for the performance measures described in Attachment A, Page 36.

H. Sustainability

Include how your Agency/Organization plans to diversify for future expansion and sustainability if WIOA funds are no longer available.

I. Signatures

An authorized official must sign the Cover Sheet (Attachment C, Page 38). Also on the cover sheet please list the individual(s) who has the authority to negotiate and bind the bidder, and who may be contacted during the period of proposal evaluation.

VI. Review Criteria/Evaluation Process

The selection(s) will be made after all eligible proposals are reviewed and scored by the WIOA 18 Evaluation Team. Each reviewer will evaluate the proposal for acceptability and assign a numerical score utilizing the criteria listed below. Scores for each proposal will then be compared to other proposals. A maximum of 150 points may be awarded to any single proposal. Based on the scores, the Evaluation Team will make its recommendation(s) for funding to the VCWIB, which will issue a formal selection decision.

In order for a proposal to be eligible, the bidder must provide the following five criteria:

1. Evidence of the bidding agency's fiscal solvency. **(Not included in your page count)** Attach a copy of the agency's most recent audited financial statements (including Single Audit if applicable), management letter, and federal and state tax returns (or 990/AG990-IL informational returns). For agencies whose total public contributions (fundraising activities) in a single year are below the State of Illinois threshold for an audit (See Note below), please provide the organization's most recent 2-year comparative financial statements (e.g., statements of financial position, statements of activities, statements of cash flows, and statements of functional expenses – if applicable).
Note: Per (225 ILCS 460/4-Solicitation for Charity Act), the audit threshold for charitable organizations is gross receipts of **\$300,000**, or if the charity used a paid professional fundraiser and raised contributions in excess of **\$25,000**
For audits, indicate what action has been taken in regard to the following:
 - Auditor's opinions or recommendations regarding internal controls.
 - Cost disallowances and any other changes the agency has undertaken in response to audits.
 - Unless notified by VCW otherwise, the Contractor shall be responsible for a financial and compliance audit, based on the Office of Management and Budget Circular A-133.
2. A plan for providing work experience opportunities that meet federal wage and hour guidelines for youth. **(If a separate policy, not included in your page count)**
3. All contractors are required to be an Affirmative Action/Equal Employment Opportunity Employer (AA/EEO). An agency must meet all required under the WIOA Act, and must submit its AA/EEO Plan with proposal. **(Not included in your page count)** Within the program year, VCW staff will monitor for compliance.
4. All contractors must provide a Certificate of Insurance for Comprehensive General Public Liability Insurance with a combined single limit coverage of at least \$1,000,000 and Worker's Compensation Insurance. The VCWIB must be specified as additional insured prior to contract release. At a minimum the bidder should submit an insurance quote for the required amount effective 7/1/2021 through 6/30/2022. **(Not included in your page count)**

5. Certification regarding Lobbying (see Attachment E, Page 40). **(Not included in your page count)**

If all five of the criteria above are not met, the proposal will not be considered.

Proposals that receive 120 points or more will be required to make a verbal presentation during the week of April 17th – April 21st, 2023.

Review Criteria

Max. Points

A. Service Provider Experience

10

1. Provide a concise description of your organization including mission and vision statements. Describe the relevant experience of the organization and partners/subcontractors within the past five years in providing comparable youth services as described in this RFP. Describe any special qualifications or expertise that may distinguish the entity's programs and services from other agencies.
2. Identify all of the partners (if applicable) and briefly explain their services, roles provided, expertise and rationale for participation in the program model.
3. Describe how the proposed program will integrate into your current structure and services through alignment of staff, physical and financial resources.
4. Identify proposed staff and specify the educational levels for each individual, their tenure in role and in general with the organization. Describe any professional development and training workshop attended by staff. Explain your process for hiring new staff members. Identify any special skills or certifications of staff and address the staff's ability to meet needs of young adults.

B. Program Design

90

1. Identify the primary model you are selecting and describe your target population. Describe the involvement of your target population in various aspects of your program model including, but not limited to board participation, strategic planning, and staffing.
2. Describe in detail your strategies for outreach, recruitment, enrolling and orienting youth to your program. Please identify any unique recruiting timelines and/or include strategies for maintaining an active caseload through the year.
3. Describe how youth will be assessed upon enrollment. Include a description of any tools or methods used to determine the following: levels of basic skills, work readiness skills, interests and aptitudes, occupational skills and supportive service needs. Explain how these assessments will be used to develop the service strategy for youth.
4. Detail the specific services to be provided as youth progress through your program. Be specific regarding hours of programming, curricula and tools used and staff involved in the process. Identify any innovative features in your design. **Attach a customer flow chart (not counted in your page count).**

5. Describe how your program will provide directly and/or provide access to the WIOA required 14 service elements. If not providing the services directly, describe your relationship with the organization providing the service. Describe how your organization will ensure the service is provided and the quality of the service.
6. Describe your strategies for incorporating a career pathway approach into your service delivery system. Identify strategies that move youth along a continuum to increased employability.
7. Describe your strategies for and experience with engaging businesses and industry leaders in your program. Explain how employers and industry leaders are involved with your organization as a whole and specifically with program delivery. Describe your process of employer engagement from the initial contact to placement of participants and retention.
8. Describe what you consider to be current or past successful collaborations. What made them a success?
9. Describe in detail how your program is incorporating work-based learning programs to provide opportunities for youth to gain work experience. Describe the balance between classroom-based activities and work-based learning opportunities. What employer relationships do you have in place for work-based learning?
10. Describe your process for following up with youth. Identify strategies used to ensure participants retain employment and/or persist in college. How will you maintain contact with youth and assist them during the follow up period?
11. Describe the physical facilities to be used to house all aspects of the program. Identify address, total square footage of the site, accessibility to persons with disabilities and any and all equipment or resources (not previously described) available to youth. Have the facilities in which your program is or will be housed undergone an ADA compliance/accessibility audit, if so, what were the findings?
12. Program may be designed to be completed in-person and/or virtually.

C. Budget

30

1. Describe the basis on which the requested amount was calculated. Identify an average unit cost per participant and provide an explanation to justify this unit cost. Identify the staff to participant ratio.
2. Does the agency do its own accounting? If no, indicate name, address, contact person, phone number, and email address of accounting firm. If yes, describe the respondent's accounting/financial procedures and system of oversight. Describe the type of accounting software being utilized by either the agency or by the contracted 3rd party.
3. Describe the agency's payroll system including internal controls for accuracy and validity. What is the method for documenting employee time? Are time studies utilized? If so, how often are they prepared?
4. Describe how the agency will administer and track expenses related to the 20% work-based learning requirement. Explain your capacity to operate as the "Employer of Record" for paid work experiences.
5. Describe how the agency will ensure that costs charged to the program are reasonable, allocable, allowable, and necessary.

6. Provide the name, address, contact person, phone number, and email address of auditing firm. Indicate how long the agency has used this auditing firm.
7. If staff or other costs charged to this budget will be shared between one or more funding source, please detail the overall cost allocation plan for sharing costs, including the method of allocating shared costs.
8. Please attach a copy of the current Cost Allocation Plan (CAP).
9. Describe leveraged funds that the agency or collaborators will bring to this project. This can include cash contributions, staff effort, space, fee-for-service or other revenue generation and in-kind contributions. In answering, list each source of leveraged resources, the dollar value, and the function of each leveraged resource, for example to spread operating costs or to broaden the scope of services. Note that budgets must back up this information with a breakdown of the funding from each source as it is utilized in the program.

10. Documentation of Good Standing Status:

Respondents must attach one of the following

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

<http://www.ilsos.gov/corporatellc/index.jsp>

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

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

D. Goals and Expected Outcomes

20

- 1) Please describe your experience implementing programs of a similar nature over the past three years. Include a list of WIOA and non-WIOA grants along with the targeted key benchmarks and your outcomes.
- 2) Also include three (3) references (along with contact information) of funders or organizations who can attest to your ability in serving the population, achieving grant deliverables, and meeting performance benchmarks. VCW reserves the right to consider any and all previous performance data from workforce development programs. **(Not to be included in your page count)**

Total Points Possible 150

***TOTAL SCORE: =80% OR 120 OF 150 POINTS ARE REQUIRED TO BE CONSIDERED FOR FUNDING.**

VII. Proposal Conditions

A. Disclosure of Proposal Content

All proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and protected by law may be withheld, if clearly identified as such in the proposal.

B. Proposal Obligations

The contents of the proposal and any clarifications thereto submitted by the successful bidder shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

C. Disposition of Proposals

All proposals become the property of the VCW and will not be returned to the bidder.

D. Illinois Statutes and Rules

The terms and conditions of the RFP and the resulting contract or activities based upon the RFP shall be construed in accordance with the laws of Illinois. Where statutes and regulations of the United States Government are referenced herein, they shall apply to this RFP and the resulting contract. Whenever differences exist between federal and state statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interests of Local Workforce Innovation Area 18.

E. RFP Process Limitation

The request for proposal does not commit the VCWIB to award a contract, to pay costs incurred in the preparation of a proposal to this request, or to procure a contract for services. The VCWIB reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources or to cancel this RFP in part or in its entirety. The contracting officers will require the bidder(s) selected to participate in negotiations and to submit any budget, technical or other revision of their proposal as deemed necessary.

F. Conflicts Between Terms

The VCWIB reserves the right to accept or reject any exception taken by the bidder to the terms and conditions of this request for proposals.

G. The Resulting Contract/Fiscal Agreement

The contract shall be a combination of the specifications, terms and conditions of this RFP, the offer contained in the bidder's proposal, and any written clarifications or changes made in accordance with the provisions herein.

FISCAL CONTRACT AGREEMENT (EXAMPLE)

by and between

VERMILION COUNTY WORKS AND THE....

This agreement made July 1, 2021 by and between Vermilion County Works, Illinois, WIOA 18 (hereafter referred to as VCW and the... (hereafter referred to as CONTRACTOR) is for the purpose of operating a Workforce Development Program.

The funding for this contract is provided by Federal Award # AA-26777-15-55-A-17, CFDA# 17.259, CFDA Title WIOA Youth Activities, awarded through the Department of Labor, Federal Award # AA-28314-16-55-A-17, CFDA# 17.259, CFDA Title WIOA Youth Activities, awarded through the Department of Labor, and Federal Award # AA-30732-18-55-A-17, CFDA# 17.259, CFDA Title WIOA Youth Activities, awarded through the Department of Labor

1. General Requirements

The Contractor shall comply with all regulations and requirement of the Workforce Innovation and Opportunity Act (WIOA), hereinafter referred to as the Act, and with the regulations and policies promulgated there under by the federal government and the state of Illinois Department of Commerce and Economic Opportunity (DCEO).

2. Scope of Work

The Contactor shall provide a workforce development program and related services for participants in accordance with all applicable provisions of the aforementioned Act and the Program Plan attached hereto as Exhibit A and expressly made a part of hereof.

3. Duration of Contract

This contract agreement shall cover the cost of training and related services, which shall start no earlier than January 1, 2016 for Year-round Youth Contractors.

The Contractors for Year-round Youth programs are authorized to incur costs against this contract from January, 2021 through June 30, 2022.

4. Contract Sum

VCW shall pay the Contractor for the performance of the contract the lesser ofor the Contractor's actual allowable costs. The reimbursement shall not exceed

5. Payments

Payments pursuant to this contract are subject to the availability of federal Workforce Innovation and Opportunity Act and their appropriation and/or authorized expenditure under state law. Contractors will only be reimbursed for allowable costs. Payments and cost reimbursement allow ability is subject to the appropriate OMB Circulars and Regulations.

Please note: If the number of participants to be served as stated and agreed upon in Item 2 (Scope of Work) of the fiscal agreement is not met, the contract amount will be reduced in proportion to the number of participants not served.

Unless otherwise specified, the method of payment of this contact shall be as follows.

- a. Payments to the Contractor will be made only after receipt by the VCW of a completed Service Provider Reimbursement Voucher and Service Provider Budget Summary with all supporting documentation, which includes time sheets signed by employee and supervisor and copies of any and all invoices/documentation supporting the voucher reimbursement request.
- b. A maximum of 10% of the contract amount for Youth Program may be paid to the Contractor at the beginning of the program as an advance, if requested by the Contractor. These funds should be available by January 1, 2021, contingent upon grant implementation and cash award to VCW from Illinois Department of Commerce and Economic Opportunity. Thereafter, payments SHALL be requested by the Contractor MONTHLY. Each request for funds must include the forms/information as noted in paragraph (a) above.
- c. **Sub contractors are required to submit monthly program reports. (Attachment F, Page 42)**
Ten percent (10%) of the contract amount will be retained by the VCW until successful completion of the Contractor's program, and submission of the program summary and analysis as defined in Section 11 and the final reimbursement request with supporting documentation is reviewed and approved. Final payments will not be paid until all reports are received, reviewed and approved by VCW.
- d. The contractor cannot be reimbursed for costs incurred in excess of the total approved budget, or for costs determined to be disallowed.
- e. **The final voucher for reimbursement of expenditures for year one must be received by the VCW BUSINESS OFFICE, 407 North Franklin Street, Danville, Illinois 61832, no later than the close of business on Friday, July 7, 2023 by 4:00 PM.**

Any vouchers received after the dates in the previous paragraph may not be reimbursed.

6. Fiscal Recording Requirements

The contractor's financial management system shall be structured to provide for accurate, current and complete disclosure of the financial results of the program. The Contractor is accountable for all refunds, equipment, property, and other assets under the contract as required by the DCEO and VCW, and agrees to maintain only enough cash on hand to effectively operate the program. The Contractor shall keep records sufficient to permit the tracing of the funds to a level of expenditure adequate to insure that funds have not been spent unlawfully. The Contractor will maintain payroll records, canceled payroll checks, time cards, and other evidence in the performance of this contract for a period not less than five (5) years after this contract expires.

7. Audit Requirements

Unless notified by VCW otherwise, the Contractor shall be responsible for a financial and compliance audit, based on the Office of Management and Budget Circular A-133, each year. Any such audit must be performed by an independent public accountant, certified and licensed by a regulatory agency of the State of Illinois. A copy of the annual audit shall be submitted to VCW within 120 days after the end of the Contractor's fiscal year. The VCW also reserves the right to review at any time. In addition, the Contractor agrees to repay VCW for any funds that are determined by the DCEO or VCW to be disallowed.

8. Enrollment

Unless otherwise specified in the plan, VCW can refer qualified applicants as potential trainees for the program.

9. Administration

It is expressly understood that the Contractor shall have the primary responsibility for the training program and that all participants enrolled are subject to the policies and procedures of the Contractors as well as those required by the Act and the VCW.

10. Monitoring and Evaluation

The VCW will monitor the Year-round Youth Contractor at least twice for (one program and one fiscal monitoring) compliance with WIOA/VCW rules and regulations, and to evaluate the program with respect to proposed goals and objectives. Annual program evaluations may be conducted by the VCW.

The Contractor will allow VCW staff and other authorized representatives access to records and facilities relating to this contract.

11. Program Reports Required

The Contractor shall submit the following program reports as required by VCW.

a) The Contractor shall be responsible for providing all necessary information regarding the total number of referrals made by the Information and Referral Service and specifically the estimated number of WIOA-eligible clients referred anywhere, if applicable, on a monthly basis.

*Contractor shall submit a monthly youth program report (Attachment F, Page 42)

c) Contractors funded by the WIOA Youth Program shall give a brief presentation at the Workforce Investment Board meeting in August 2022, summarizing the results of the program.

12. Termination

This contract may be terminated for the following reasons:

a) **Loss of funding**

This contract may be terminated in full, or in part, at the discretion of VCW in the event it suffers a loss of funding or grant termination. In the event VCW suffers a loss of funding, it shall give the Contractor written notice, which shall set forth the effective date of full or partial termination.

b.) **Termination for cause**

If VCW determines that the Contractor has failed to comply with the special conditions and/or general terms of the contract, VCW may terminate the contract in whole, or in part, at any time before the date of completion of the program. VCW shall promptly notify the Contractor, in writing, of the decision to terminate the contract, the reasons for termination, and the effective date of the termination.

c) **Termination for convenience**

This contract may be terminated, in whole or in part, upon determination by VCW and the Contractor that continuation of the program would not produce beneficial results commensurate with the further expenditure of funds. VCW and the Contractor shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The Contractor shall not incur new obligations for the terminated portion of the program after the effective date and shall cancel as many outstanding obligations as possible. VCW shall allow full credit to the Contractor for VCW's share of the allowable non-cancellable obligations incurred prior to termination.

13. Equal Employment Opportunity

In carrying out the program, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or

handicap. The Contractor shall take affirmative action to insure that applicants for employment are employed and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; and selection for training, including apprenticeship. The Contractor shall post, in conspicuous places available to employees and applicants for employment, notices to be provided by the Government setting forth the provisions of the nondiscrimination clause. The Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.

14. Conflict of Interest

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

15. Worker's Compensation Insurance, Social Security, Retirement and Health Insurance Benefits and Taxes

The Contractor shall provide worker's compensation insurance and shall accept full responsibility for the payment of unemployment insurance, premiums for workers compensation, Social Security, and retirement and health insurance benefits, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees, who are performing services specified by this contract.

16. Liability Insurance

The Contractor shall carry comprehensive liability insurance coverage protecting the Contractor for no less than one (\$1,000,000.00) dollars per person in the event of bodily injury including death and one million (\$1,000,000.00) dollars in the event of property damage arising out of the training or work performed by the Contractor. The Contractor shall carry comprehensive liability insurance coverage protecting the Contractor for no less than \$1,000,000.00 in the event of property damage arising out of the training or work performed by the Subcontractor. The Subcontractor shall provide a Certificate of Insurance to verify the coverage. The coverage should include general liability to cover both youth and subcontractor employees.

17. Debarment and Suspension

The Contractor assures they have not been debarred or excluded from procurement of federal funds.

18. Drug Free Workplace

The Contractor will comply with the Drug-Free Workplace Act of 1988.

19. Integration Clause

It is agreed between the parties that this contract with attachments, as written is the full and complete agreement between the parties and that there are no oral agreements or understandings between the parties other than what has been reduced to writing herein.

20. Grievances

Any disputes, complaints, or grievances arising from the implementation of this contract will be handled under section 2610.110 of the Illinois Administrative Code.

21. Contract Modifications

a) In unusual circumstances, this contract may be modified in whole or part upon consent of both parties.

b) Changes must be submitted and signed by both the Contractor and VCW.

c) Contract modifications must be executed by both parties prior to implementation of any changes.

22. Third Party Subcontractor

No part of this contract may in whole or in part be assigned (subcontracted) to a third party.

23. Program Income

Any program income earned on funds subject to this agreement shall become part of the contract principal and shall be so treated for all purposes. Equipment purchased by subcontractor remains the property of VCW.

24. Additional Assurances

All service providers are expected to comply with the following additional contractual provisions.

a) The VCW or VCWIB may impose sanctions and penalties or other administrative, contractual, or legal remedies it deems appropriate in instances where contractors violate or breach contract terms.

b) Compliance with the Copeland "Anti Kickback" Act (18 USC 874) as supplemented in Department of Labor regulations (29 CFR 3, revised as of July 1, 1989).

c) Compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by Department of Labor regulations (20 CFR 5, revised as of April, 2009).

d) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Department of Labor regulations (29 CFR 5, revised April, 2009).

e) Compliance with Department of Labor requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

f) Compliance with Department of Labor requirements and regulations pertaining to copyrights and rights in data as contained in the grant agreement.

g) Compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air and Water Act (33 USC 1368), Executive Order 11738, and US Environmental Protection Agency regulations (40 CFR 15, revised as of July 1, 2019).

h) Mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (PL 94-163, effective December 22, 1975).

i) The Contractor is accountable for all funds received under this agreement and shall maintain for a minimum of five (5) years following the date of submission by the Contractor of its final expenditure report, all books, records, and supporting documentation necessary to verify the expenditure and use of funds provided under this fiscal agreement. This Agreement and all books, records and supporting documents related hereto shall be available for inspection and audit by the Department of Employment Security, the Auditor General of the State of Illinois, the Secretary of Labor, and the Comptroller General of the United States or any of their duly authorized representatives. Contractor agrees to provide full access to all relevant materials and to provide copies of same upon request to any of the agencies named herein, or their designees. In the event that an audit is commenced during the five-year period specified herein, said five (5) year period shall be extended for the duration of the audit and the Contractor agrees to cooperate fully with any audit conducted by or through said agencies. Failure to maintain books, records, and supporting documents as required by this Agreement shall establish a presumption in favor of the Illinois Department of Commerce and Economic Opportunity for the recovery of any funds paid under this Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement.

j.) Contractor agrees to comply with Section 319 of Public Law, which requires the disclosure of lobbying activities with the federal government. Certification Regarding Lobbying forms attached and require subcontractor signature.

26. **Local Workforce Innovation Board (Enrollment Fiscal Requirements):**
- a) Subcontractors MUST meet 80% of their enrollments as agreed upon in Scope of Work (item 2) by December 31, 2021. If this is not met, VCWIB reserves the right to sanction or terminate the program.
 - b) Subcontractors must meet 50% of their fiscal expenditures as agreed upon in this contract by December 31, 2021. If this is not met, the VCWIB reserves the right to sanction, or terminate the program.
 - c) VCWIB reserves the right to change or modify the terms and conditions in (a) or (b) above due to extenuating circumstances that may affect enrollment or expenditures.
- 27A. **DISCRIMINATION /ILLINOIS HUMAN RIGHTS ACT.** The Grantee certifies (i) that it will not commit unlawful discrimination in employment in Illinois as that term is defined in Article 2 of the said Act; (ii) that it will comply with the provisions of Article 5 of the Act regarding equal employment opportunities and affirmative action and, (iii) that it will comply with policies and procedures established by the Department of Human Rights under Article 7 of the Act regarding equal employment opportunities and affirmative action.
- The Grantee further certifies that, if applicable, it will comply with, "An Act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works." (775 ILCS 10/0.01 et seq.)
- 27B. **EQUAL EMPLOYMENT OPPORTUNITY.** All contracts shall contain a provision requiring compliance with E.O. 11246, Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

EOE Program/Auxiliary Aids and Services Available Upon Request to Individuals with Disabilities (29CFR37.34)

Assurances and Certifications

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

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

Each request for proposal, proposal and application for financial assistance under WIOA Title I shall contain the following assurances.

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

Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs."

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

Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 95), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).

The undersigned applicant certifies that neither it nor its principals:

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

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

Conflict of Interest: The undersigned applicant certifies that:

(1) No manager, employee or paid consultant of the Respondent is a member of the

Board of Directors, or an employee of the Board;

(2) No manager or paid consultant of the Respondent is married to a member of the Board of Directors, or an employee of the Board;

(3) No member of the Board of Directors, or an employee of the Board owns or has any control in the Respondent's organization;

(4) No spouse of a member of the Board of Directors, or employee of the Board receives compensation from Respondent for lobbying activities;

(5) Respondent has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;

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

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

The undersigned applicant certifies that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.

(2) In connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(3) If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.

(4) The undersigned shall require that the language of this certification be included in the award for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and provide disclosure accordingly.

Drug-Free Workplace: This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 95), Department of Education (34 CFR Part 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

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

(a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

(b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace,

- the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (c) Providing each employee with a copy of the Contractor's policy statement;
 - (d) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
 - (e) Notifying the Commission within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,
 - (f) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are material representations of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

WIOA Sec. 184 (f): Discrimination Against Participants: If VCW determines that any recipient under WIOA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIOA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIOA Title I or the VCW's regulations, VCW shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

WIOA Sec.188 (a):

(1) **Federal financial assistance.** For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681et seq.), or on the basis of race, color or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

(2) **Prohibition of discrimination regarding participation, benefits and employment.**

No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

(3) **Prohibition on assistance for facilities for sectarian instruction or religious worship.**

Participants shall not be employed under WIOA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which

the organization operating the facility is part of a program or activity providing service to participants).

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

(4) Prohibition on discrimination on basis of participant status. No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIOA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

(5) Prohibition on discrimination against certain non-citizens. Participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylum seekers, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

With regard to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the provider agrees to comply with the implementing regulations that require that each program of training services, when funded in all or in part with federal funds, shall be accessible to qualified individuals with disabilities. The provider further agrees to meet all applicable requirements regarding facility access. By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIOA Title I financially assisted program or activity.

The applicant understands that the United States, Illinois Department of Commerce and Economic Opportunity, and the Board have the right to seek judicial enforcement of this assurance.

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

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

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

The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Nondiscrimination; Conflict of Interest; Education Standards and Procedures;

Documentation of Financial Stability and Reporting Requirements are true and correct as of the date of submission. This does not preclude the Board from requiring additional assurances as part of the local application requirements.

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

Illinois Department of Commerce and Economic Opportunity

J.B. Pritzker
Governor

Julio Rodriguez
Director

EQUAL OPPORTUNITY IS THE LAW

It is against the law for the Illinois Department of Commerce and Economic Opportunity (DCEO), a recipient of federal financial assistance, to discriminate on the following bases:

Against any individual in the United States, on the basis on race, age, color, religion, sex, national origin, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I-financially assisted program or activity.

DCEO Must Not Discriminate in Any of the Following Areas:

Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

What To Do If You Believe You Have Experienced Discrimination:

If you think you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The State Equal Opportunity Officer for WIOA
Bureau of Workforce Development
500 E Monroe
Springfield, Illinois 62702

Or:

The Director of the Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, DC 20210

If you file your complaint with DCEO, you must either wait until DCEO issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If DCEO does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for DCEO to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with DCEO).

If DCEO does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the DCEO Notice of Final Action.

DCEO is an equal opportunity employer and complies with all state and federal nondiscrimination laws in the administration of its programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact the Office Manager of the DCEO officer nearest you or the State Equal Opportunity Officer for WIOA at (217) 785-6474.

- 27D. **SEXUAL HARASSMENT.** The Grantee certifies that it has written sexual harassment policies that shall include at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Grantee's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department of Commission and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B) (5)). A copy of the policies shall be provided to VCW upon request.

Chuck Jones, EO Officer

Vermilion County Works
407 North Franklin Street, Ste B
Danville, IL 61832
c.jones@dacc.edu

IN WITNESS WHEREOF, the parties hereby execute this Agreement and the scope of work in the attached proposal the day and year first above written.

The _____

Authorized Signature

VCW Executive Director/WIOA Administrator

Vermilion County Workforce Innovation Board Chairperson

Attachment A

Definitions of Youth Performance Measures

Note: These performance measures are subject to change based on State and Federal negotiations and regulations.

“Program exit” means no longer receiving services other than follow-up services for 90 days or more.

1. **Placement in Employment, Education or Training**

Of those who are not in post-secondary education or employment (including military) at the date of participation:

The number of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the second quarter after the exit quarter divided by the number of youth participants who exit during the quarter.

2. **Retention in Employment, Education or Training**

Percentage of participants in education, training or unsubsidized employment in the fourth quarter after exit.

3. **Earnings after entry into unsubsidized employment**

Median earnings of participants in unsubsidized employment during 2nd quarter after exit.

4. **Credential rate**

Percentage of participants who obtain a recognized credentials or secondary diploma during participation or within one year after program exit.

5. **In Program Skill Gain**

Percentage of participants in education leading to credential or employment during program year, achieving measurable gains. Measured in real time.

Actual Rates Pending Guidance from State

Attachment B

**Youth Program Proposal
Vermilion County Works
Workforce Innovation and Opportunity Act**

Proposal Checklist

1. The proposal cover sheet includes proper signatures _____
2. Includes evidence of bidding agencies fiscal solvency _____
3. Proposal meets federal minimum wage requirements _____
4. Agency is AA/EEO _____
5. Proposal includes proof of insurance/insurance quote _____
6. Lobbying certificate is complete _____
7. 5 Hard Copies and 1 e-mailed Copy _____
8. 12 point font, Double Spaced _____
9. Proposal meets the 50 page maximum requirement _____
10. Budget sheet provided on pg. 39 is completed _____
11. Service provider experience is well outlined _____
12. Proposal addresses the minimum under Program Design _____
13. Budget narrative explains required items under Budget _____
14. Proposal addresses Goals and Expected Outcomes _____

Attachment C

**Youth Program Proposal
Vermilion County Works
Workforce Innovation and Opportunity Act
COVER SHEET**

I. Service Provider:

A. Name Organization: _____

B. Mailing Address:

_____ Street

_____ City State Zip Code

C. Provider Official: _____ Phone: _____

D. Authorized Signature: _____

E. Title: _____

J. Contact Person(s): _____

Name	Title	Phone	Email
------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

II. Program Information:

A. Title of Program: _____

B. Number of Participants: _____

C. Program Period: Start _____ End _____

D. Total Funds Requested: _____

E. Cost per Participant: _____

G. In-kind Matching Cost: _____

Attachment D
VERMILION COUNTY WORKS (VCW) SERVICE PROVIDER BUDGET

	Proposed Budget	Program Expenditures	Subcontractor Contribution
STAFF			
Staff Salaries			
Fringes-Health Ins.			
Fringes-Workers' Comp.			
Fringes-Unemployment			
Fringes-FICA/Medicare			
Fringes-Retirement			
Work Experience/Internships			
Wages			
Fringes-Workers' Comp.			
Fringes-FICA/Medicare			
On-the Job Training			
Wages			
Fringes-Workers' Comp.			
Fringes-FICA/Medicare			
Vocational Training			
Remedial/Pre Voc. Training			
Academic Training			
Support services			
Operational Expenses			
Maintenance/Janitorial			
Office Supplies			
Training Materials			
Other Mtl & Supplies			
Printing/Graphics			
Postage			
Dues & Publications			
Advertising			
Travel-In State			
Travel -Out of State			
Facilities/Utilities			
Photocopier/Rent. Equip.			
Telephone			
Other Exp. (describe):			
Total	\$ -	\$ -	\$ -

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATE AGREEMENTS

The undersigned certifies to the best of his or her knowledge and belief that:

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantee/Contractor Organization

Name of Certifying Official

Signature

Date

Note: In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Attachment F

**Vermilion County Works
Monthly Youth Report**

Service Provider _____
Contact Person _____
Month Submitted _____
Date Submitted _____

Enrollments:

Plan _____ Actual _____ % of contract completed _____

Number of enrollments completed this month _____

Exits this program year:

Positive _____ Negative _____ Total _____
Number of exits this month _____

Enrollment Attainment and Technical Assistance Needs

Will you be able to attain your planned number of enrollments? Yes _____ No _____
If no, provide explanation:

Do you need technical assistance to complete your contract? Yes _____ No _____
If yes, specify the areas that you need assistance with:

Do you have any concerns of meeting performance levels as outlined in the Request for Proposal?
Yes _____ No _____
If yes, specify your concerns:

Were referrals made this month? Yes _____ No _____
If yes, what agencies: _____

Reports for the current month are due by the 5th of the following month