

2016 Summer Youth Employment and Learning Program

Slot and Roster Allocation

SYELP 2016 slot allocations for Hartford and regional providers was determined using the percentage of slots allocated in SYELP 2015 and a review of past performance to gauge a provider's ability to handle an increased number of slots.

SYELP 2016 Hartford provider rosters are selected by assigning roster numbers to each pre-application. Roster numbers start with priority populations including DCF involved, attendees of City of Hartford's Rock Your Future event, Hartford Public School priority students and provider priority lists (up to 25% of their roster). After identification of those pre-applications, all remaining youth are assigned a roster number at random. Applicants are then assigned to providers based on a combination of factors including a lottery system with consideration taken for priority status. Each provider is assigned 200% of their slots to account for attrition.

Hartford Providers

Provider	2015 Slots	2016 Slots	2016 Contract Amount
AC	48	50	\$84,441.60
BHCA	408	422	\$742,382.00
CLP	104	157	\$272,676.00
CRT	151	160	\$281,472.00
OPP	446	422	\$742,382.00
Total	1,450	1,211	\$2,123,353.60

Regional Providers

Provider	2015 Slots	2016 Slots	2016 Contract Amount
BCO	42	45	\$79,164.00
HRA	113	115	\$202,308.00
OIC	119	115	\$202,308.00
Vernon	12	15	\$26,388.00
CREC EH	126	117	\$205,826.40
CREC Manch	50	60	\$105,552.00
CREC Enfield	11	15	\$26,388.00
Total	473	482	\$847,934.40



Summer Youth Employment and Learning Program Funding 2016 - 2017

The 2016 Summer Youth Employment and Learning Program has \$2,986,285.00 available for contracting with ten providers. Funding sources include State of Connecticut, Connecticut Department of Children and Families, the City of Hartford, Hartford Foundation and Bank of America.

Capital Workforce Partners

FY17 One-Stop Allocation Plan

June 3, 2016: Approved by One-Stop Committee

June 22, 2016: Submitted to Workforce Development Board

Fund Availability	FY16	FY17	FY16	FY17
¹ WIOA, JFES and Special Programs	8,591,696	8,220,111	# of FTE	# of FTE

Staffing Contracts

² KRA One-Stop Staffing: Career Preparation Services	4,714,974	5,136,258	67.0	69.0
Career Team One-Stop Staffing: Business Services	938,000	938,000	8.4	8.4
³ <i>PENDING: Online Learning / contractor budget(s) TBD</i>	<i>675,000</i>	<i>675,000</i>	<i>9.8</i>	<i>TBD</i>
Total One-Stop Staffing	6,327,974	6,749,258	85.2	TBD

Training & Technology

⁴ E-Circle: Entrepreneurial Training/Business Planning	30,000	36,550
⁵ Career Team - Career Edge and LMS Licenses	188,000	-
⁶ WIOA training	1,043,000	961,824
JFES Subsidized Employment	862,722	400,000
JFES Scholarships	140,000	72,479
Total Training & Technology	2,263,722	1,470,853
GRAND TOTAL	8,591,696	8,220,111

¹ FY16 funding reflects final availability to date, including finalized carry-forward funds and new resources received after July 1, 2015.
² KRA contract cost increase covers salary increases for front-line staff retention and parity with Career Team in accordance with the corrective action plan, creation of JFES Team Leads, and annualized costs of Youth Liaison and Manufacturing Specialist positions added in FY16.
³ CWP management will negotiate with KRA and Career Team to implement their joint plan to increase the usage of the online learning centers for online skills training activity.
⁴ The entrepreneurial training program will be redesigned to meet the needs of individuals with barriers to employment. The FY17 program design will add a strengths assessment, production of a business plan, and an additional week of training.
⁵ Online job search tools available through CTHires at no cost to CWP will be utilized in FY17.
⁶ WIOA training allocation is based on initial carry-forward assumptions; additional funds that become available will be invested in scholarships.



One-Stop Contract Renewal Recommendations

June 22, 2016

Three contracts were awarded July 1, 2015 through a competitive procurement process:

- KRA Corporation: Case Management and Career Services
- Career TEAM: Business Services and Online Learning
- E-Circle: Entrepreneurial Training

All three contractors are eligible for renewal. The One-Stop Committee recommends that the three contracts be renewed and that management shall be authorized to negotiate contract renewals in accordance with the FY17 One-Stop Allocation Plan.



WIOA Youth
New Britain Procurement
RELEASE DATE: JUNE 14, 2016
DEADLINE: JUNE 28, 2016 AT 5:00 P.M. ET

INTRODUCTION

Capital Workforce Partners (CWP) is making a Request for Qualifications (RFQ) to serve Opportunity Youth in New Britain who are out of school or underemployed and eligible for services under the Workforce Innovation and Opportunity Act (WIOA). Successful respondents will be required to submit a project scope and budget in a format and timeframe determined by CWP. Funding will be provided for one year with a renewal option for year two, contingent upon satisfactory performance and funding availability.

There are a significant number of Opportunity Youth – youth ages 18 through 24 who do not have a high school diploma or have a high school diploma but are not in school and not working – in New Britain. These youth can face multiple hurdles including parenting, disabilities, mental and physical health problems, incarceration or criminal records, homelessness, food insecurity, domestic violence, etc. The impact of disconnection to education and employment is multi-generational and broadly felt and experienced not only by the youth but also by their families and our communities.

At the same time, the demand side of our economy is calling for better trained talent to compete nationally and internationally. There are promising education and employment programs that have worked for decades to develop on-ramps for vulnerable youth and adults as pathways to advancement. However, the demand for such programming far exceeds the supply, and even the most impactful of these programs are often limited in size and scope.

Interested parties must respond to this request for qualifications. Qualifications are due by June 28, 2016 at 5:00 p.m. ET and must be emailed to WIOAYouthRFP@capitalworkforce.org.

QUALIFICATIONS

Below are the required qualifications for this funding opportunity. If the submitted qualifications do not correspond to criteria below, the respondent will be considered ineligible and will not be considered for funding.

1. Organizational capacity
 - Eligible respondent
 - Grant management and financial strength (including managing funds from federal sources and a cost-reimbursement contract)
 - Data and performance management
 - Ability to serve youth in New Britain

2. Priority population
 - Understanding of the need and challenges of Opportunity Youth
 - Expertise in interventions needed to support key subpopulations of Opportunity Youth
 - Engagement and partnership with regional and/or local entities including employers to address these issues
 - Strategies to recruit and engage
3. Program design
 - Commitment to CWP's career pathway model
 - Expertise in meeting youth where they are
 - Personalized guidance and support
 - Development of pipelines and/or "onramps to onramps"
 - Sector-based strategies for in-demand occupations and industries: construction/infrastructure, health care, information technology, manufacturing, and emerging industries and occupations
4. Required program components
 - Measurable basic skill gains
 - CWP's Career Competencies
 - Postsecondary education and training
 - Industry-recognized, stackable credentials
 - Work experience activities

GENERAL CONDITIONS AND TERMS

Funding Opportunity

This funding opportunity offers Opportunity Youth the chance to enter integrated, streamlined career pathways resulting in positive education and employment outcomes. Contracts awarded as a result of this solicitation will be funded with federal Workforce Innovation and Opportunity Act (WIOA) signed into law on July 22, 2014 by President Barack Obama.

Funding will only be considered for qualifications related to one or more of the following key subpopulations of Opportunity Youth between the ages of 18-24 in New Britain:

- Justice-involved youth
- Young men of color
- Youth of color
- Young victim of violence/assault or exposed to violence/assault
- Youth aged or aging out of foster care
- Youth with disabilities

Response Delivery and Specifications

Interested parties must respond to this request for qualifications. Qualifications are due by June 15, 2016 at 5:00 p.m. EST and must be emailed to WIOAYouthRFP@capitalworkforce.org.

Issuance of this RFQ is coordinated by:

Kelly Fitzgerald
Capital Workforce Partners
1 Union Place
Hartford, CT 06103
860-899-3444
kfitzgerald@capitalworkforce.org

Non-Appropriation and Cancellation

CWP may cancel any resulting executed agreement upon 30 days written notice and any said agreement shall be subject to Federal and/or State funding availability.

CWP reserves the right to accept or reject any or all qualifications received or portions thereof. At the discretion of CWP, all or part of this procurement may be cancelled or withdrawn, or may be declared failed and all, or portions of, the RFQ reissued. CWP reserves the right to waive minor technical irregularities in offers received. During the technical review period, CWP reserves the right at its sole discretion and sole judgment to contact respondents for the purpose of offering them the opportunity to clarify any minor technical points, the determination of which is within the sole judgment and discretion of CWP.

CWP may accept projects or groups of services from different respondents if separation is practical and available, unless the respondent specifically notes a limitation. These services and/or projects may be combined with other services and/or projects at the discretion of CWP, unless the respondent specifically notes a limitation.

Eligible Respondents

CWP is seeking organizations that have the following capacities to deliver high quality youth employment programming:

- Serve one or more key subpopulations of Opportunity Youth ages 18 to 24
- Deliver youth development and workforce services to a minimum of 30 youth ages 18 to 24 annually
- Recruit and manage professional, credentialed workforce development staff with experience in delivering youth services
- Recruit and engage youth in the target population

The release of this RFQ does not constitute an acceptance of any offer, nor does its release in any way obligate CWP to execute a contract with any respondent. CWP reserves the right to accept any offers on the basis of the general conditions set forth in this RFQ, and to evaluate all accepted respondents on the criteria in this RFQ. CWP reserves the right to extend the deadline and change due dates should the initial response be deemed insufficient or if it is to the advantage of CWP to do so.

- Manage federal funds and comply with federal, state, local, and CWP financial accounting standards
- Perform programmatic and fiscal monitoring of any and all subcontractors (the proposed subcontract language and budget must be approved by CWP prior to execution)
- Deliver curriculum and program activities on various topic and platforms including software and online applications
- Put performance management system (including staff, technology, and procedures) in place
- Comply with WIOA regulations and CWP standards and policies
- Submit written evidence of the commitment of partner(s) and the specific roles and responsibilities of each partner (if submitting qualifications on behalf of a partnership)

All governmental and private organizations, whether for profit or nonprofit, may respond. Respondent must be a legally recognized entity with appropriate licensing prior to the submission of qualifications. Incorporated respondents may be asked to provide a copy of their most current annual report. Businesses or entities that are not incorporated may be asked to provide a copy of the appropriate business or occupational license.

No organization, nor its named partners or subcontractors, will be considered that:

- Has been debarred by an action of any government agency; or
- Has a previous contract with any governmental entity in Connecticut terminated for cause; or
- Has not complied with an official order of any agency of USDOL and CTDOL to repay disallowed costs incurred during their conduct of projects or services; or
- For any other good and just cause determined at the sole discretion of CWP.

These provisions include any related entities of the respondent.

If unable to comply with these requirements, please do not submit qualifications.

Notification of Awards

Readers will review the qualifications and submit a recommendation to Capital Workforce Partners Board of Directors which will award contracts accordingly. CWP staff will then notify the approved respondents with a letter indicating "Notice of Award". Respondents who have not been selected may or may not be notified.

Successful respondents will be required to submit a project scope and budget in a format and timeframe determined by CWP. It is anticipated that contract operations will begin August 1, 2016, contingent upon successful contract negotiations. If an award is made, the contract will be cost reimbursement.

Appeal Procedure

The appeal process will consist of two levels: a debriefing and an appeal. The first level, a debriefing, can be requested over the phone or in writing. A debriefing must be requested within five working days of notification of non-award. In a debriefing, the discussion will be limited to a critique of the RFQ response, i.e. specific information as to factors where the qualifications manifested weakness and strength. Comparisons between qualifications or evaluations of the other qualifications will not be considered.

An appeal must be in writing and received by CWP within five working days of the debriefing. An appeal must identify an issue of fact concerning a matter of bias, discrimination, conflict of interest, or non-compliance with procedures described in the procurement document or CWP policy. Appeals not based on those conditions will be unilaterally rejected. Appeals will be rejected as without merit if they attach such issues as evaluator's professional judgment on the quality of submitted qualifications or CWP assessments of its own needs or requirements. The President and CEO will issue a decision within five working days of receipt of written appeal. The decision will be final and conclusive.

General Contract Requirements

The contract awarded to the respondent selected through this procurement will include terms and conditions required to ensure compliance with WIOA statute and regulations. Respondents are encouraged to review CWP's current standard contract language to ensure that they understand and can accept the general, non-WIA specific terms prior to award. Respondents who cannot agree to CWP's contract terms will not be awarded a contract and are advised not to submit qualifications. A copy of CWP's current standard contract is available upon request for informational purposes only.

Conflict of Interest

CTDOL policy for conflict of interest for local Board membership:

- No member of any Board shall cast a vote on the provision of services by that member or organization which that member directly represents, or vote on any matter, which would provide direct financial benefit to that member.
- There will be no vendor representation on Board committees that make funding recommendations.
- Board members who have vendor affiliations must disqualify themselves from any Board funding discussions and/or votes. This includes direct and indirect affiliation.

Additionally, Committee and Board members who are vendors should be excluded from the development of the RFQ and the development of its evaluation and selection criteria.

CTDOL requirements adhere to CRF Part 95.42 codes of conduct applicable to non-profit organizations:

“No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated therein, has a financial or other interest in the firm selected for an award. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards.”

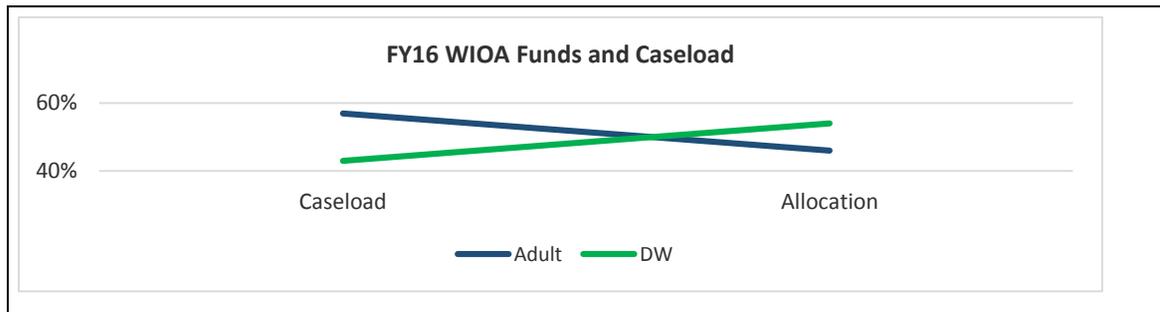
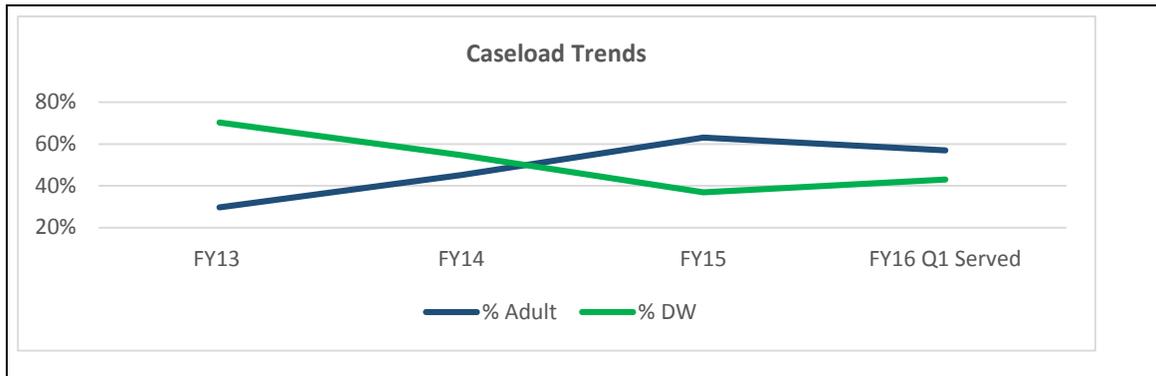
Respondents must consider CWP and DOL Conflict of Interest policy and disclose any conflict of interest or the appearance thereof.



**WIOA Dislocated Worker – Adult Transfer Request
One-Stop Services Committee Recommendation
December 8, 2015**

Background

The shift in customer flow into the North Central One-Stop system has resulted in a change in the caseload distribution from primarily dislocated workers to primarily low income adults. WIOA resources are not aligned with customer need.



Recommendation

Request a transfer of WIOA funds from Dislocated Worker to Adult to align the distribution of funding with the distribution of customers using the One-Stop system.

WIOA Program	FY16 Allocation	FY15 Carry-Forward	Total	Percentage	Transfer	Total	Percentage	Projected Caseload
Adult	2,373,774	182,191	2,555,965	46%	450,000	3,005,965	55%	55%
DW	2,586,631	357,815	2,944,446	54%	(450,000)	2,494,446	45%	45%
Total	4,960,405	540,006	5,500,411	100%	-	5,500,411	100%	100%

Next Steps

- Solicitation of public comment on transfer request
- Submission of transfer request to CT Dept. of Labor

State of Connecticut
WIOA Title IB Adult and Dislocated Worker Transfer Request

Workforce Development Area:

North Central

Explanation of Transfer:

The balance of Adult and Dislocated Worker participants served in the North Central One-Stop system has steadily shifted since PY12. That year, 34% of new participants were enrolled in the Adult program; the percentage increased to 46% in PY13 and 63% in PY14. The demand for training scholarships is consistent with this trend. As of September 1, 2015, \$260,972 in WIA training funds were obligated to ITAs, with \$172,058 (66%) going to Adult participants. Based on the relative need of the Adult population, CWP requests a transfer to increase the share of Adult funds to reflect the increased need.

○ WIOA Title IB Adult Allocation	<u>\$2,373,774</u>
○ Amount Transferred from Dislocated Worker	<u>\$450,000 FY 16</u>
○ Amount Transferred to Dislocated Worker	<u>0</u>
○ Revised Title IB Adult Allocation	<u>\$2,823,774</u>
● WIOA Title IB Dislocated Worker Allocation	<u>\$2,586,631</u>
● Amount Transferred from Adult	<u>0</u>
● Amount Transferred to Adult	<u>\$450,000 FY 16</u>
● Revised Title IB Dislocated Worker Allocation	<u>\$2,136,631</u>
✓ Percentage of Funds Transferred	<u>17%</u>

Signature of WIOA Chairperson

Date

Signature of WDB Director

Date

Capital Workforce Partners

Governance Committee Recommendations for June 22, 2016 Board of Directors Meeting

Election of Officers

2016-2017 Officers

- Thomas Mongellow, Chair
- Bettina Armour, Vice Chair
- Jonathan Colman, Treasurer
- Peter Fraser, Secretary

Appoint FY16-17 Standing Committee Leadership Board Standing Committees

Finance & Audit

Jon Colman, Chair

Renata Dixon, Vice Chair

Future Workforce Services

Bill Putt, Chair

Jason Howey, Vice Chair

Governance

Peter Fraser, Chair

Mayor Marcia Leclerc, Vice Chair

One-Stop Services

John Simoneau, Chair

Vacant, Vice Chair

Development Committee

Thomas Mongellow, Chair