

Capital Workforce Partners, Inc.

WIOA LOCAL PLAN 2024-2027

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Capital Workforce Partners | WIOA Local Plan 2024-2027

CWP's WIOA Local Plan articulates a vision for the North Central Region of Connecticut's workforce development system that enhances services to both jobseekers and employer customers and advances the CWP mission of leveraging public and private resources to produce skilled workers for a competitive regional economy.

This modification updates Capital Workforce Partners' WIOA Local Plan to further align with Connecticut's updated Unified State Plan strategy, *Work Forward: Pathways for Growth*, organized around three guiding objectives — Drive Growth, Build Skills, and Expand Access — and with the five strategic pillars of America's Talent Strategy (industry partnerships and demand-driven training; skills-based hiring and credential flexibility; lifelong learning and reskilling; removing barriers and expanding access; and data-driven systems and integration).

The North Central Region continues to benefit from a robust and dynamic economy.

- 2024 overall employment levels have increased year-over-year, including **growth of 2-4%** in target sectors such as Healthcare and Transportation; however, the total employed population is still slightly below pre-pandemic levels.
- Job growth in key entry-level occupations such as truck drivers and personal care aides is projected at **10-15%** over the next four years.

We must ensure that local jobseekers – especially those from underserved and marginalized communities – have equitable access to these career opportunities. Our region faces several significant challenges.

- **28%** of households in the region meet the ALICE criteria.
- Labor force participation among working age adults is around **82%** regionally, though our largest urban areas trend lower – with Hartford at **74%**.
- Labor force participation and poverty both correlate with educational attainment – adults with less than a high school diploma have a **twenty-four-percentage point** higher incidence of poverty than those with a bachelor's degree or higher.
- At the same time, **one in five** Connecticut youths are at risk of academic disconnection or are already disconnected from education.

Our vision and strategy for the future will improve equitable access to the skills and credentials urgently needed by regional employers, connecting jobseekers to high-quality career pathways. We will meet the hiring needs of our region's business community by convening Regional Sector Partnerships that co-create talent pipeline programs in a demand-driven, data-informed manner. As we advance this work, we will further build partnerships and collaboration with the broader workforce, education, and economic development ecosystem to economize limited resources and achieve heightened scale and impact.

CWP's commitment to its jobseeker and business customers necessitates a commitment to continuous improvement, and effective February 1, 2026, CWP relocated its headquarters to 350 Church Street, Hartford (three blocks from its prior location), to operate more efficiently as a central hub for workforce development, employer engagement, youth employment programming, and Regional Sector Partnerships.

I. ORGANIZATIONAL STRUCTURE

A. Chief Elected Official(s) (CEOs)

1. **Identify the chief elected official(s) by name, title, mailing address, phone number and email address.**

See Attachment I – Chief Elected Officials

2. **If the local area includes more than one unit of general local government in accordance with WIOA sec. 107(c)(1)(B), attach the agreement that has been executed to define how the parties will carry out the roles and responsibilities of the CEO.**

See Attachment II – Intergovernmental Consortium Agreement

3. **If applicable, attach a copy of the agreement executed between the CEO (s) and the LWDB.**
See Attachment III – MOU between Chief Elected Officials and CWP.

4. **Describe the following:**

- i. **The nomination process used by the CEO to elect the local board chair and members;**

The Consortium shall solicit nominations and make appointments of members to the Corporation's Board of Directors in accordance with federal and state statutory criteria, the Intergovernmental Consortium Agreement and the Memorandum of Understanding between the Consortium and the Corporation.

The Governance Committee of the Board of Directors shall, along with general purpose business organizations located in the local workforce investment area, forward the names of prospective board members for nomination and appointment to the Board of Directors by the Consortium.

- ii. **The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year;**

Each elected Director shall hold office for a term of three (3) years expiring at the conclusion of the final annual meeting within such term, and until their successor is elected. Such terms shall be staggered so that the Board is divided into three (3) classes of Directors, with each class containing one third (1/3) of the total number of Directors. Directors elected shall continue to serve until their respective successors have been duly appointed.

Directors shall be limited to serving no more than three (3) consecutive full three (3) year terms, for up to nine (9) consecutive years, and shall be eligible for re-election as a Director only after a one (1) year hiatus from service on the Board. Term limits shall be suspended and shall not be counted towards the calculated term limit applicable to Directors for elected Officers of the Board during their term of service. Notwithstanding the foregoing, a director's term shall end upon his or her death, resignation, or removal as provided in these bylaws.

The Board may, at its discretion, appoint former Directors to serve as Emeritus Directors of the Board, who shall not have the right to vote nor count toward a quorum. The provisions herein regarding the election of Directors, length of term and term limits shall not apply to Emeritus Directors

- iii. **The process to notify the CEO of a board member vacancy to ensure a prompt nominee;**

A director may resign at any time by giving written notice to CWP. The resignation shall take effect at the time specified in the notice, and, unless otherwise specified in the notice, acceptance of the resignation shall not be necessary to make it effective. Any vacancy occurring in the Board of Director's membership before the expiration of a Director's term, including a vacancy resulting from an increase in the number of directorships, shall be filled in the same manner as the original appointment to membership on the Corporation's Board of Directors. The directors, by a majority vote at a Board of Director's meeting where notice of such vote is previously given, may remove one or more directors only for cause. Cause shall be defined to include, but not be limited to, failure to attend three consecutive regularly scheduled meetings, breach of the duty of care, and/or breach of the duty of loyalty.

iv. The proxy and alternative designee process that will be used when a board member is unable to attend a meeting and assigns a designee as per the requirements at §679.110(d)(4) of the proposed WIOA regulations;

In the event that a Director is unable to attend or participate in a meeting of the Board of Directors, such Director may temporarily appoint another person who holds a leadership and/or decision-making position in the entity which the Director represents to attend such meeting. Such designee shall not be counted for the purpose of determining the presence of a quorum at the meeting and shall not be entitled to vote but may otherwise participate in the meeting.

v. The use of technology, such as phone and Web-based meetings, that will be used to promote board member participation;

Multiple mediums are used to promote interaction and board member participation. These are identified below, and are implemented as needed:

- Face-to-face meetings
- Board and Committee materials e-mailed to members in accordance with the by-laws.
- A website link is sent to Board members which houses the Board meeting materials.
- Video calls are used in addition to face-to-face meetings.
- Digital device use, e.g., iPads, phones, to follow meeting.

vi. The process to ensure board members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and,

The goal of all Board of Directors members is to encourage the firms and organizations they represent to make meaningful contributions to the mission and goals of the Corporation. Contributions include, but are not limited to, labor, financial or physical resources, advisory or technical assistance and other related in-kind assistance as deemed appropriate and necessary. The Board of Directors is also committed to prioritizing, supporting, mentoring, and investing in diversity, equity, inclusion in opportunities across the organization and the Board and to adopting meaningful board development and communication practices.

vii. Any other conditions governing appointments or membership on the local board.

All conditions are described above.

5. Provide a description of how the CEO was involved in the development, review and approval of the plan.

The Consortium of Elected Officials has been involved in multiple steps in the development of the plan. They have kept abreast of WIOA Plan activities through a quarterly update at the Consortium of Elected Officials meetings and have been involved in the development of the WIOA plan through regular accretive steps.

B. Local Workforce Development Board (LWDB)

- 1. Provide a matrix identifying LWDB members including the category each member represents.**

See Attachment IV – Board of Directors

- 2. Provide a description of how the LWDB was involved in the development, review, and approval of the plan.**

CWP’s Board of Directors played a significant and critical role in the development, review, and approval of the plan. In order to gain context and provide meaningful feedback, CWP committed to the following activities to gain Board of Directors input:

Date	Activity
7/2/26	Staff input finalized
7/7/26	Consortium of CEOs Review
7/10 – 7/17/26	Public Comment Period
7/20/26	Final Board Adoption
7/24/26	Submission to CT OWS

- 3. Provide an organizational chart for the LWDB and administrative support.**

See Attachment V – Capital Workforce Partners’ Organization Chart

C. Local Administrative Entity and Grant Sub Recipient

- 1. Identify the administrative entity.**

The administrative entity is Capital Workforce Partners, Inc.

- 2. Identify the entity selected to receive and disburse grant funds (local fiscal agent).**

The local fiscal agent is Capital Workforce Partners, Inc.

D. One-Stop System

- 1. Provide a description of the local one-stop system, including the number, type, and location of full-service and other service delivery points.**

The local One-Stop Career Centers are designed to provide a full range of assistance to job seekers and employers. The centers offer training and service referrals, career counseling, job listings, and other employment-related services. Customers can visit a center in person or connect via the Call Center. CWP continues to provide coordinated support across six One-Stop Centers in the North Central Region with an additional satellite site at the Hartford Public Library. The Bristol, East Hartford, and Enfield AJC sites were successfully relocated this program year, with continuity of services maintained throughout. The Navigation team and mobile case managers are being leveraged to expand access for communities affected by the transitions. CWP's One-Stop Operator established 16 new partnerships this program year, identifying opportunities to collaborate and maximize available resources and program services.

The locations are:

- **Hartford:** 60 Weston Street, Hartford, CT 06120
Comprehensive Center: full co-location with CT DOL, immediate on-site access to DOL programs including Wagner-Peyser, Veterans, and Trade Act. Scheduled access to vocational rehabilitation services provided by the Bureau of Rehabilitation and the Board of Education and Services for the Blind with onsite staff scheduled on a weekly basis in Hartford. WIOA Title I services offered through scheduled staff hours at Hartford Adult Education Center.
- **Manchester:** 893 Main Street, Manchester, CT 06040
Affiliate Center: co-located with local Adult Education.
- **Enfield:** at Asnuntuck Community College, 170 Elm St, Enfield, CT 06082
Affiliate Center
- **New Britain:** 260 Lafayette Street, New Britain, CT 06053
Affiliate Center
- **East Hartford:** at Goodwin University, 417 Main St., East Hartford, CT 06118
Affiliate Center
- **Bristol:** at Central CT Chamber of Commerce, 440 North Main St, Bristol, CT 06010
Affiliate Center
- **Hartford Downtown Satellite:** AJC@HPL Hartford Public Library, 500 Main Street, Hartford, CT 06103. Satellite: Self-directed and online services, and on-site access to WIOA Adult and Dislocated Worker career services. Co-located with local Adult Education programs.

2. Identify the process to select the one-stop operator.

CWP selects the one-stop operator through a competitive Request for Proposal process in accordance with its procurement policy.

3. Identify the entity or entities selected to operate the local one-stop center(s).

Educational Data Systems, Inc. (EDSI) was selected as the contractor to deliver services in the local One-Stop centers, with oversight by CWP as of 7/1/24. Career Resources, Inc. (CRI) was selected as the One Stop Operator for the period of July 1, 2024 – June 30, 2028 through a competitive procurement process.

4. Identify the entity or entities selected to provide career services within the local one-stop system.

EDSI provides career services within the local One-Stop system. Services include assessment, career planning and counseling, case management, and facilitation of the Individual Training Account scholarship process. EDSI also provides facilitation of online job search and skill training, job placement and job development, and business services.

EDSI is a national workforce development, talent solutions and consulting company. EDSI works with regions, employers and jobseekers to overcome their most challenging obstacles. It was founded in 1979 and is headquartered in Dearborn, Michigan.

5. Identify and describe what career services will be provided by the selected one-stop operator and what career services, if any, will be contracted out to service providers.

All career services are contracted out to EDSI.

II. ENVIRONMENTAL SCAN

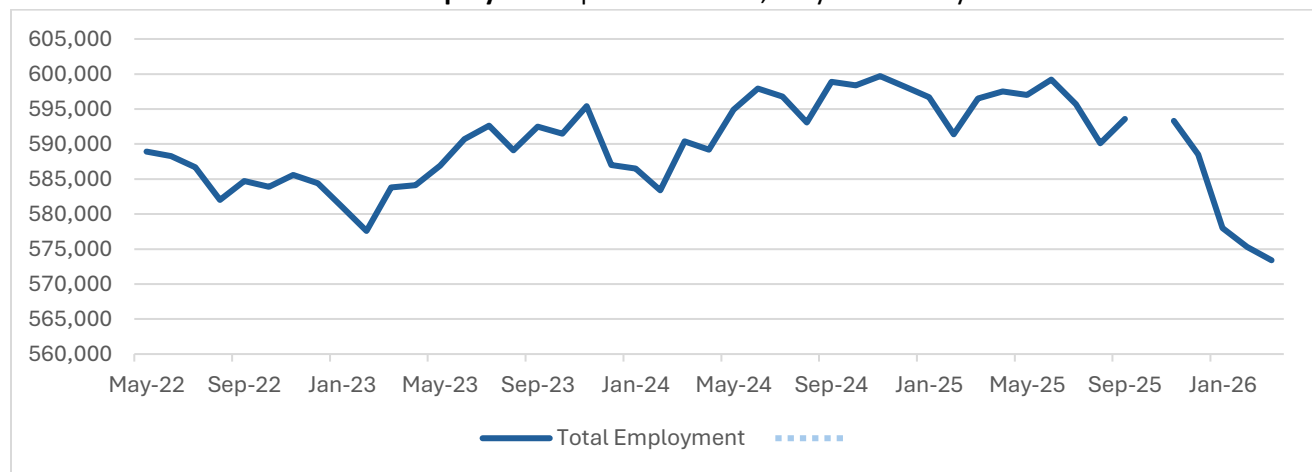
A. Provide an analysis of the local area’s economic conditions, including information on existing and emerging in-demand industry sectors and occupations.

General Economic Conditions

The North Central Workforce Development Area (WDA), comprising 37 municipalities, is one of five designated regions in the state within which employment and training services are provided under WIOA. This region determines where Capital Workforce Partners’ programming and service delivery primarily takes place, and data herein references this geographic scope whenever possible; however, due to data availability, proxies such as Capitol Region (92% overlap) or the Hartford LMA (comparatively larger) are occasionally used and noted as such.

The North Central WDA has remained stable in total employment and unemployment rates from mid-2023 to now, following the end stages of COVID recovery and accounting for seasonal changes. As of May 2026, the region contains 32% (568,679) of the state’s total employed population and 31.6% (29,532) of the state’s total unemployed populations¹. This is reflective of the proportion of the state’s population concentrated within this WDA, when accounting for the demographics, barriers, skills gaps, industries, and unique economic conditions of this region.

Chart 1: Total Employment² | Hartford LMA, May 2022 - May 2026



In the aftermath of the COVID pandemic, CWP has been further compelled to reassess its strategies within the current economic and workforce landscape. The crisis has also led to a significant rise in the number of displaced workers, particularly affecting lower-wage and less-educated employee groups.

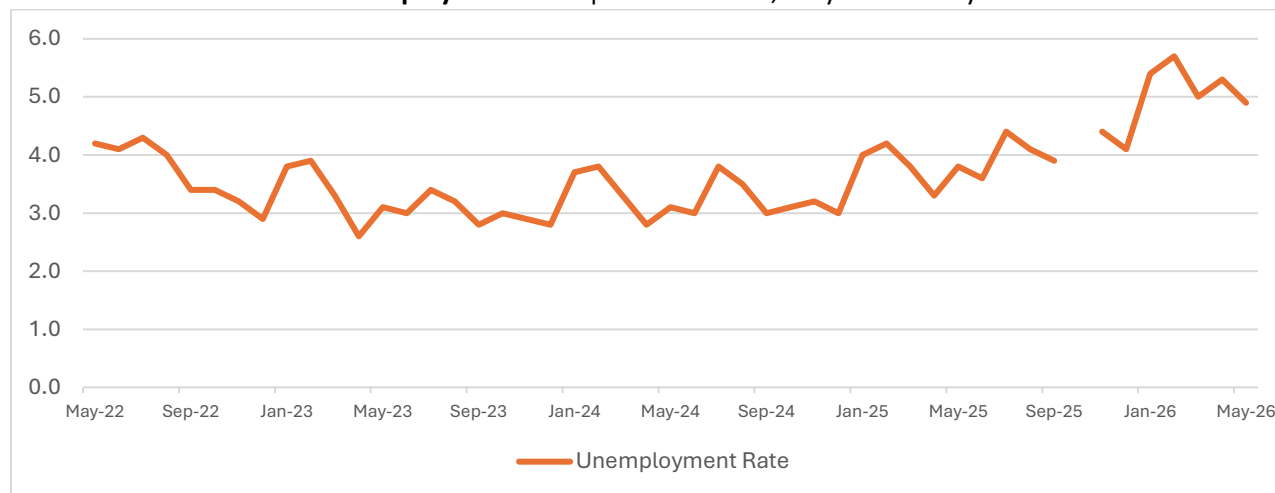
CWP has continued concentrating its efforts on the most accessible and in-demand industries of the region to offer employment and training solutions, ensuring that the hiring needs of businesses in each sector are fulfilled by equipping employees with the necessary career and occupational skills. By

¹ CT DOL, *Local Area Unemployment Statistics Monthly Data*, by WIA, May 2026 (October 2025 data unavailable due to government shutdown)

² CT DOL, *Local Area Unemployment Statistics w/ Annual Averages - Historical Data*, by WIA, 2022-2026

collaborating with employers, CWP identifies emerging job areas, essential skills, and associated training programs. This insight, combined with labor market information and local employment trends, directs our strategic focus on growth sectors such as Healthcare, Manufacturing, IT & Technology, and Transportation, Distribution, & Logistics (TDL), as well as emerging industries such as the Public Sector (i.e. government and education), and Infrastructure (i.e. sustainable construction and green jobs).

Chart 2: **Unemployment Rate** | Hartford LMA, May 2022 - May 2026



Of the total North Central WDA Labor Force of 542,967, there were 22,592 unemployed individuals (4.2%) in March 2024³. This represents a month-to-month decrease of 1.1 percentage points, but a year-to-year increase of 0.6 percentage points in the unemployment rate. Employment data for some of the region’s largest cities and towns are listed in the following table, which collectively comprise 35.8% of the total labor force of the North Central WDA.

Chart 3: **Key Employment Data, Selected Towns** | Hartford LMA, May 2026

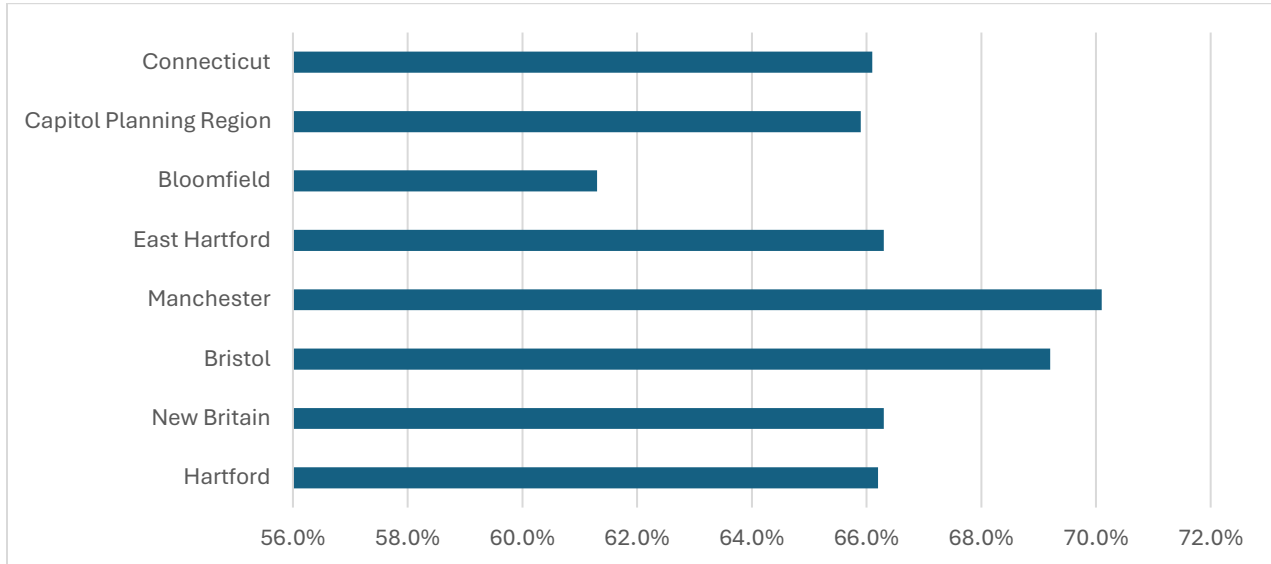
Town/LMA	Labor Force	Employed	Unemployed	Rate
Hartford LMA	542,967	520,375	22,592	4.2%
Hartford	56,229	51,800	4,429	7.9%
New Britain	37,078	34,602	2,476	6.7%
Bristol	32,993	31,312	1,681	5.1%
Manchester	31,392	29,755	1,637	5.2%
East Hartford	25,592	24,020	1,572	6.1%
Bloomfield	11,395	10,772	623	5.5%

Labor force participation rate, the percentage of people aged 16 or older (unless otherwise stated) who are actively engaged in the labor force, varies significantly across towns within the North Central WDA. Chart 4 lists the labor force participation rates (LFPR) for selected major municipalities as of 2024 due to data availability, with the WDA and the State of Connecticut for reference. Notably, LFPR has increased to

³ CT DOL, *Local Area Unemployment Statistics (LAUS) Monthly Data*, by town, May 2026 (October 2025 data unavailable due to government shutdown)

66.2% in the capital city of Hartford, now substantially closer to neighboring towns such as Bristol (69.2%) or Manchester (70.1%). Still, in cities such as Hartford, this indicates that a concerning proportion of the population (about a third) is neither employed nor seeking employment⁴.

Chart 4: Labor Force Participation Rate by Town/Region | 2024



When narrowing to individuals 25-64 years of age (i.e., working-age adults), the LFPR for the North Central WDA is significantly higher at over 80%. This figure is still stunted however, as it includes several major municipalities which have comparatively lower participation rates even with the narrower age bracket: Manchester with 82%, East Hartford with 78.8%, New Britain with 78.2%, and Hartford remains the lowest with an LFPR of 74.5%, meaning over a quarter of working age adults in the capital city are not participating in the labor force.

Chart 5: LFPR by Educational Attainment | Capitol Planning Region, 2024

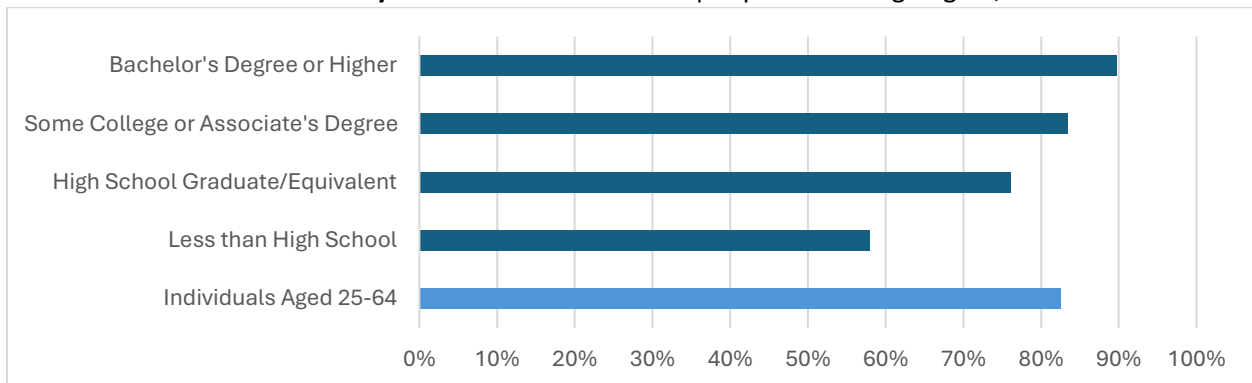
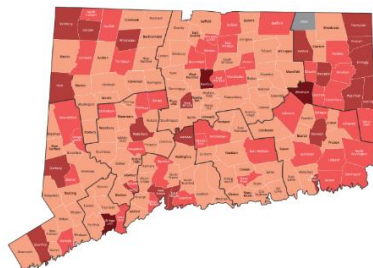


Chart 5 observes educational attainment for the population 25-64 as a key determinant of disconnection from the labor force, as well as a view at the proportion of all prime-aged (25-64) individuals in the region participating for comparison. The positive relationship between educational attainment and labor force

⁴ Census Bureau, American Community Survey (ACS), *Employment Status (S2301)*, Capitol Planning Region towns, 2024 5-year estimates

participation is apparent; only 58% of individuals who have less than a high school completion are in the labor force, or in other words, nearly half of them are not employed or actively searching for formal employment in the North Central WDA. As educational attainment increases, LFPR does as well, with high school graduates or equivalent at 76.2%, those with some college or an Associate's degree at 83.4%, and those with a Bachelor's degree or higher at 89.7%.



Youth academic disconnection is a direct precursor to adult disconnection from the labor force. Dalio Education reports that as of 2022, 1 in 3 CT high school students are at-risk of not graduating, and 1 in 5 CT youth (14-26) are at-risk (i.e. demonstrating in-school risk factors of falling behind on credit attainment, chronic absenteeism, or behavioral issues) or disconnected, with 10,000+ young people newly disconnected each year⁵. This amounts to 63,000 disconnected and 56,000 at-risk young people in the state. While this issue exists in every Connecticut municipality in varying degrees, the City of Hartford exhibits the largest concentrations in the state with 53% (3,618) of students at-risk, and 42% (677) of 14–26-year-olds exiting high school that were newly disconnected.

Furthermore, this crisis disproportionately affects youth of color; Dalio reports that Hispanic/Latino young people have the strongest association with disconnection from employment and/or educational attainment at 2.0 times that of White young people, with Black or African American young people having the second strongest at 1.8 times. Additionally, 44% of young people who ever attended a high-poverty high school end up disconnected, making youth currently in those schools 2.2 times more likely, compounded with the elevated proportion of people of color residing in the highest-poverty school districts in the region. Poverty, the crisis of youth disconnection, and the byproducts of these indicators lead both youth and adults to a host of additional risks, including justice involvement.

Business and Industry Conditions

In the last program year, CWP served over 2,000 regional employers representing every industry sector (with the exception of NAICS 21: *Mining, Quarrying and Oil and Gas Extraction*). Through the One-Stop System and numerous sector-based efforts CWP strives to meet the needs of all regional businesses and jobseekers; however, CWP targets several industry sectors for additional emphasis given their growth potential, economic impact on the region, and availability of high-quality, accessible career pathways.

Chart 6 contains total employment numbers for several selected industry growth sectors in the Hartford Labor Market Area, with data from the most recently available month, as well as the previous month and year for comparison. Note: CT DOL uses a proprietary classification for industries that varies from NAICS and may cast a smaller or larger net for industries such as Construction (including Natural Resources and Mining), or Information.

⁵ Dalio Education, [Connecticut's Unspoken Crisis: Getting Young People Back on Track](#), 2023

Chart 6: **Nonfarm Employment by Industry: Totals and Changes**⁶

Hartford LMA | May 2025 – May 2026

Selected Industry Growth Sectors	May-26	May-25	Y-to-Y Change	
			#	%
Total Nonfarm Employment	626,300	623,100	3,200	0.5%
Construction Nat. Resources Mining	25,200	21,000	4,200	20.0%
Manufacturing	58,300	54,800	3,500	6.4%
Transportation and Warehousing	33,200	33,800	-600	-1.8%
Information	5,600	5,700	-100	-1.8%
Health Care and Social Assistance	106,400	105,000	1,400	1.3%
Ambulatory Health Care	35,400	34,900	500	1.4%
Professional & Business Services	81,600	80,900	700	0.9%
Leisure & Hospitality	52,100	53,300	-1,200	-2.3%
Government	100,800	100,600	200	0.2%

The largest year-to-year growth sectors are *Transportation and Warehousing* and *Health Care and Social Assistance*; the former, despite being a more seasonal industry, has seen over 25% growth in the supply of jobs since 2018; the latter, a consistently dominant industry in this region both in terms of job postings and total employment, shows steady growth of 5% since 2018. The *Government* sector is also a significant growth industry in this region, nearing the same increase in total employment as all nonfarm employment month to month. Additionally, a notably high decrease in employment year-to-year can be seen for the *Information* industry, likely as a result of a variety of economic pressures including COVID over-hiring. These aforementioned industries, though varying in their current situation, are all projected to increase in employment significantly by 2030⁷.

Chart 7: **Top 10 Entry Level Occupations for Selected Industries**⁸

Capitol Planning Region, 2025-2030

SOC	Occupation	2023 Jobs	2030 Jobs	2023 - 2027 Proj. % Change	Median Annual Earnings	Typical Entry Level Education
31-1128	Home Health and Personal Care Aides	17,554	20,186	15%	\$38,192	HS diploma or equiv.
53-7065	Stockers and Order Fillers	12,415	13,495	9%	\$39,442	HS diploma or equiv.
53-7062	Laborers and Freight, Stock, and	8,945	9,612	7%	\$42,755	No formal ed.

⁶ CT DOL, *Current Employment Statistics (CES)*, by LMA, May 2026

⁷ Lightcast, *Industry Snapshot*, NAICS 484, 493; 62; 92; 5415, 5416; Capitol Planning Region

⁸ Lightcast, *Occupation Table*, SOC 15-0000, 29-0000, 31-0000, 53-0000, 51-0000; Capitol Planning Region, 2025-2030

Material Movers,
Hand

31-1131	Nursing Assistants	6,948	7,039	1%	\$45,199	Postsec. nondeg.
53-3032	Heavy and Tractor-Trailer Truck Drivers	5,582	6,073	9%	\$58,157	Postsec. nondeg.
53-3033	Light Truck Drivers	4,046	4,354	8%	\$42,467	HS diploma or equiv.
15-1232	Computer User Support Specialists	3,331	3,268	-2%	\$65,190	Some college, no degree
31-9092	Medical Assistants	3,301	3,599	9%	\$46,251	Postsec. nondeg.
51-2098	Misc. Assemblers and Fabricators	3,261	3,208	-2%	\$44,289	HS diploma or equiv.

Unless otherwise stated, CWP defines ‘entry level’ occupations as those with postsecondary nondegree or lower educational requirements, and less than two years of experience required. The top ten entry level occupations in CWP’s target industries with less than five years of experience (due to filtering limitations), are 1) projected to increase in total employment in the next three years (in some cases, such as *Home Health and Personal Care Aides*, increasing in the double digits), and 2) show higher median annual incomes than the top 10 of all entry level occupations regardless of industry. Not only will the need for these occupations increase significantly by 2030, but there is also strong current demand, as evidenced by active, unique job postings.

Significant hiring demand is also present in a variety of occupations outside of these selected industries, including in: Retail and Food Services, Education (e.g., Teachers, Paraprofessionals), and Childcare.

These occupations and the industries that they comprise represent starting points for the most in-demand and well-established career pathways accessible to the North Central Region’s marginalized populations. CWP, informed by employer input from various sources contextualized with current labor market information, is committed to identifying and filling those positions most apt for our constituents, and to working with employers to meet their evolving demand.

B. Provide an analysis of the employment needs of employers in those industry sectors and occupations.

When considering what opportunities are available for individuals with low educational attainment to engage in the labor force, the most occupied positions in each of the region’s industry growth sectors provide few options for those without at least some college or postsecondary nondegree award, and even few for those with less than a high school diploma. Chart 9 demonstrates the staffing patterns of these industries and lists the top five occupations for each by total employment, which comprises from 21% of the industry for Manufacturing, to 33.5% of IT/Tech, 40.9% of Healthcare, and 66.7% of the TDL industry⁹.

⁹ Lightcast, *Staffing Patterns*, NAICS 484, 493; 62; 31-33; 5415, 5416; Capitol Planning Region, 2025-2030

Chart 8: **Staffing Patterns — Top 5 Occupations in Selected Industry Growth Sectors**
 Capitol Planning Region, 2025 (with projection to 2030)

Code	Description	2025 Emp.	% Change (2025-30)	% Total Jobs in Industry	Median Hourly Earnings	Typical Entry Level Education
62	Health Care and Social Assistance	93,201	8.0%			
31-1128	Home Health and Personal Care Aides	16,118	15.8%	17.3%	\$18.36	HS diploma or equiv.
29-1141	Registered Nurses	10,319	6.1%	11.1%	\$47.97	Bachelor's degree
31-1131	Nursing Assistants	6,238	1.0%	6.7%	\$21.73	Postsec. nondeg.
31-9092	Medical Assistants	3,065	9.3%	3.3%	\$22.24	Postsec. nondeg.
29-2061	LPN/LVN	2,362	0.3%	2.5%	\$35.58	Postsec. nondeg.
484, 493	Transportation, Distribution, Logistics (TDL)	18,207	18%			
53-7065	Stockers and Order Fillers	4,712	16.0%	26.1%	\$18.96	HS diploma or equiv.
53-7062	Laborers/Freight, Stock, and Material Movers, Hand	2,979	18.4%	16.5%	\$20.56	No formal ed.
53-3032	Heavy and Tractor-Trailer Truck Drivers	2,606	14.3%	14.5%	\$27.96	Postsec. nondeg.
53-7051	Industrial Truck and Tractor Operators	1,134	23.9%	6.3%	\$22.27	No formal ed.
53-1047	First-Line Supervisors of Transpo. and Material Moving Workers, Except Aircraft Cargo Handling	600	20.3%	3.3%	\$30.69	HS diploma or equiv.
5415, 5416	IT/Tech	14,230	10%			
15-1252	Software Developers	1,560	11.3%	11.0%	\$59.29	Bachelor's degree
15-1232	Computer User Support Specialists	864	3.0%	6.1%	\$31.34	Some college, no degree
11-1021	General and Operations Managers	824	10.2%	5.8%	\$62.40	Bachelor's degree
11-3021	Computer and Information Systems Managers	823	12.2%	5.8%	\$76.17	Bachelor's degree
13-1111	Management Analysts	689	12.4%	4.8%	\$46.94	Bachelor's degree
31-33	Manufacturing	49,054	-3%			
51-2098	Miscellaneous Assemblers and Fabricators	2,463	-3.6%	5.0%	\$21.29	HS diploma or equiv.
51-1011	First-Line Supervisors of Production and Operating Workers	2,161	-2.8%	4.4%	\$39.31	HS diploma or equiv.
51-4041	Machinists	2,097	-2.0%	4.3%	\$30.04	HS diploma or equiv.

51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	1888	-3.8%	3.8%	\$26.53	HS diploma or equiv.
17-2112	Industrial Engineers	1741	-0.2%	3.5%	\$48.13	Bachelor's degree

Chart 9 below depicts the top five entry level occupations requiring 0-5 years for each of CWP's selected industry growth sectors. The highlighted occupations are those which are in the top five for the industry, regardless of educational and experience requirements (previous chart), and account for 90% of the top entry level five occupations in each sector. This is to say, that CWP's focus on middle skills occupations and skills-based hiring is actively contributing to the most occupied and in-demand positions for our region, making high quality jobs accessible to Hartford's most disadvantaged communities. These entry level positions account for a significant proportion of the total employment in these industries, with 66.7% in TDL, 31.7% for *Healthcare*, 19.8% in *Manufacturing*, and 16% in *IT/Tech*¹⁰

Chart 9: Staffing Patterns — Top 5 Entry Level Occs. in Selected Industry Sectors
Capitol Planning Region 2025 (with projection to 2030)

Code	Description	2023 Emp.	% Change (2023-27)	% Total Jobs in Industry	Median Hourly Earnings	Typical Entry Level Education
62	Health Care and Social Assistance	93,201	8.0%			
31-1128	Home Health and Personal Care Aides	12,931	17.3%	15.3%	\$15.95	HS diploma or equiv.
31-1131	Nursing Assistants	5,521	2.0%	6.6%	\$17.49	Postsec. nondeg.
31-9092	Medical Assistants	3,020	11.6%	3.6%	\$20.42	Postsec. nondeg.
29-2061	Licensed Practical and Licensed Vocational Nurses	2,409	3.0%	2.9%	\$29.64	Postsec. nondeg.
43-4171	Receptionists and Information Clerks	1,491	2%	3.3%	\$18.65	HS diploma or equiv.
484, 493	Transportation, Distribution, Logistics (TDL)	18,207	18%			
53-7065	Stockers and Order Fillers	4,712	16%	26.1%	\$18.96	HS diploma or equiv.
53-7062	Laborers/Freight, Stock, and Material Movers, Hand	2,979	18%	16.5%	\$20.56	No formal ed.
53-3032	Heavy and Tractor-Trailer Truck Drivers	2,606	14%	14.5%	\$27.96	Postsec. nondeg.
53-7051	Industrial Truck and Tractor Operators	1,134	24%	6.3%	\$22.27	No formal ed.
53-1047	First-Line Supervisors of Transpo. and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	600	20%	3.3%	\$30.69	HS diploma or equiv.
5415, 5416	IT/Tech	14,230	10%			

¹⁰ Lightcast, *Staffing Patterns*, NAICS 484, 493; 62; 31-33; 5415, 5416; Capitol Planning Region, 2025-2030

15-1232	Computer User Support Specialists	828	10.9%	6.0%	\$27.99	Some college, no degree
41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	654	8%	4.60%	\$34.04	HS diploma or equiv.
43-4051	Customer Service Representatives	326	5%	2.30%	\$21.48	HS diploma or equiv.
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	248	7%	1.70%	\$26.43	HS diploma or equiv.
43-9061	Office Clerks, General	201	6%	1.40%	\$35.64	HS diploma or equiv.
31-33	Manufacturing	49,054	-3%			
51-2098	Miscellaneous Assemblers and Fabricators	2463	-3.6%	5.0%	\$21.29	HS diploma or equiv.
51-1011	First-Line Supervisors of Production and Operating Workers	2161	-2.8%	4.4%	\$39.31	HS diploma or equiv.
51-4041	Machinists	2097	-2.0%	4.3%	\$30.04	HS diploma or equiv.
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	1888	-3.8%	3.8%	\$26.53	HS diploma or equiv.
51-9161	Computer Numerically Controlled Tool Operators	1,144	-8.0%	2.3%	\$28.74	HS diploma or equiv.

As we work closely with our Regional Sector Partnerships and the business leader in each of these growth sectors, we are verifying (and committed to addressing) the shortcomings identified in these data, particularly regarding pay, recruitment, and hiring. Health Care and Social Assistance is an example of the former, particularly in direct care occupations, and IT/Tech is an example of the latter, with only one standout occupation leading to viable career pathways and specialized skills for the industry.

C. Provide an analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.

The knowledge and skills a job seeker may need in a given occupation can be broken down into specialized, common, and essential/work-readiness skills. Chart 10 lists the top three specialized skills by industry growth sector filtered for postings requiring less than a Bachelor's degree. In almost all cases, we see a projected skill growth of double digits for each skill over the next two years, with *Computer Science*, *Machining*, and *Nursing* leading in projected demand. The highlighted skills are those which appear on the top ten for all pre-bachelors postings, consistent with them having the highest number of postings in their industry.

Chart 10: **Top Specialized Skills by Industry Growth Sector (Pre-Bachelor's)**¹¹
Capitol Planning Region, May 2025-May 2026

¹¹ Lightcast. *Job Postings Analytics*, NAICS 484, 493; 62; 31-33; 5415, 5416; Capitol Planning Region, May 2025-May 2026

Skill	Postings	% of Total Postings	Projected Skill Growth
Health Care and Social Assistance			
Nursing	2,743	23%	+16%
Medical Records	1,874	15%	+13%
Home Health Care	1,349	11%	+16%
Transportation, Distribution, Logistics			
Good Driving Record	89	30%	+16.8%
Activities of Daily Living (ADLs)	83	28%	+16.7%
Personal Care	81	28%	+12.3%
IT/Tech			
Project Management	225	13%	+19.4%
Workflow Management	216	13%	+16.4%
Solution Architecture	184	11%	+13.3%
Manufacturing			
Lifting Ability	1,334	15%	+10.2%
Continuous Improvement Process	1,042	12%	+20.0%
Machining	834	10%	+20.8%

In terms of common skills, the following table demonstrates the top ten irrespective of industry by total job postings, in which we see more modest projected skill growth, but over 82% of postings requiring either communication, customer service, or management skills.

Chart 11: **Top Common Skills (Pre-Bachelor's)**¹² | Capitol Planning Region, May 2025-May 2026

Skill	Postings	% of Total Postings	Projected Skill Growth
Communication	56,263	39%	+8.5%
Customer Service	37,165	26%	+5.0%
Management	24,734	17%	+5.7%
Operations	24,193	17%	+8.8%
Sales	22,708	16%	+7.7%
Leadership	20,956	15%	+9.5%
Detail Oriented	20,181	14%	+8.2%
Problem Solving	15,024	10%	+11.1%
English Language	12,032	8%	+13.0%
Interpersonal Communications	10,729	7%	+11.9%

Common skills often include hard skills such as writing or lifting ability, as well as essential or work readiness skills, such as communication or problem solving. The latter was identified as one of the most critical deficiencies found in the hiring pool by key employer partners in multiple venues; other examples of these types of skills may include skills such as stress management, emotional intelligence, and familiarity with the standards of an in-person work environment, all critical to the success of new hires and incumbent workers in our growth sectors. As CWP continues to work with adult education partners to bolster basic skills remediation throughout the region and ultimately equip jobseekers with a

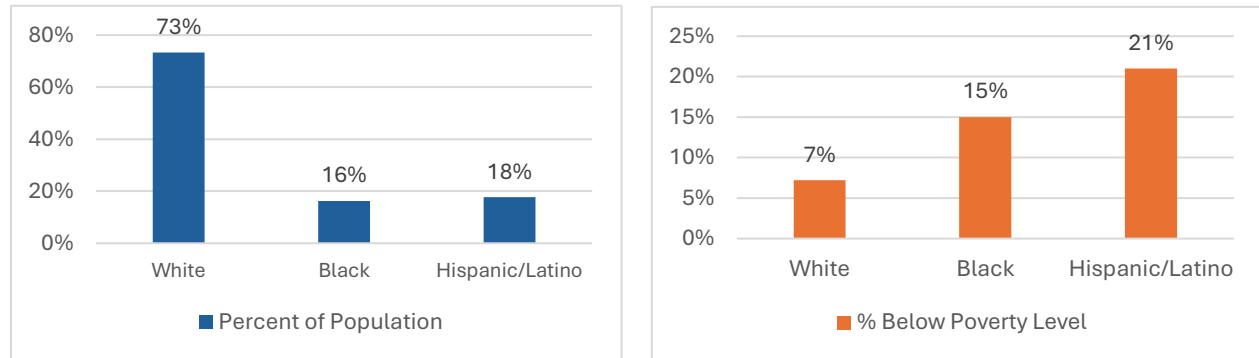
¹² Lightcast. *Job Postings Analytics*, Capitol Planning Region, May 2025-May 2026

comprehensive roster of competencies, essential skills are a key aspect of this training that expands an individual’s skillset beyond just proficiency in the technical aspects of a job. These skills specifically are ubiquitous throughout all occupations an individual can engage in, reflected in the fact that approximately 64% of these top ten are skills that can be defined as essential.

D. Provide an analysis of the workforce in the region, including current labor force employment and unemployment data, information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment.

Using Lightcast’s proprietary modeling to project from available past data, the population of the Capitol Planning Region in 2025 is estimated at 994,818, with the population having grown by 30,730 over the last 5 years and projected to grow by 27,934 over the next 5 years. In terms of age, 23% are youth aged 0-19, 33% are 20-44 years-old, 26% are 45-64 years-old, 18% are 65+, and 38% of the population is within the prime-age employment range of 25-54.

Chart 12: Race: % Population v. Percent Below Poverty Level | Capitol Planning Region, 2024



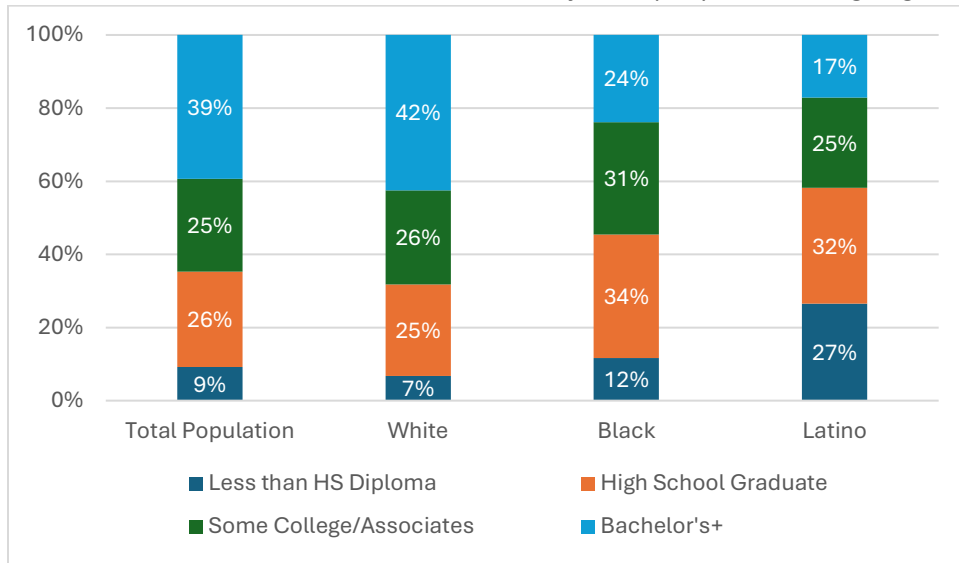
Of the Capitol Planning Region’s total population of 977,290 in 2024¹³, 159,268 (16%) are Black/African American, and 172,777 (18%) are Hispanic/Latino of any race. While only 10.6% of the population is below the poverty level, that figure increases to 15% for Black/African American, and more than doubles to 21% for the Hispanic/Latino population¹⁴. The rate of individuals below the poverty level increases further when considering other barriers such as educational attainment; over a quarter of the population 25+ with less than a high school diploma is below the poverty level¹⁵.

¹³ Census Bureau, American Community Survey (ACS), *Demographic and Housing Estimates (DP05)*, Capitol Planning Region, 2024 (5-year estimates)

¹⁴ Census Bureau, American Community Survey (ACS), *Poverty Status in the Past 12 Months (S1701)*, Capitol Planning Region, 2024 (5-year estimates)

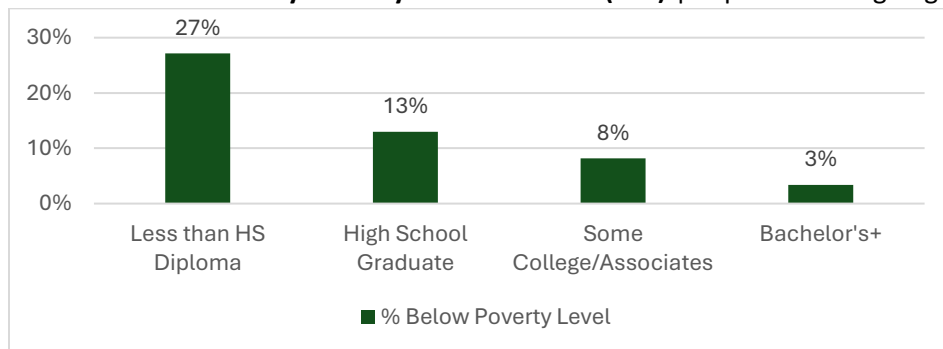
¹⁵ Census Bureau, American Community Survey (ACS), *Selected Social Characteristics (DP02)*, Capitol Planning Region, 2024 (5-year estimates)

Chart 13: Educational Attainment, Total and by Race | Capitol Planning Region, 2024



Of the population 25+, 90.8% have a high school diploma or higher in terms of educational attainment. This figure decreases slightly to 88.4% for Black, and 73.5% for Hispanic/Latino individuals, with less than a quarter attaining a bachelor’s degree or greater in both cases.

Chart 14: Percent Below Poverty Level by Ed. Attainment (25+) | Capitol Planning Region, 2024



Poverty is a significant barrier to self-sufficiency and meaningful employment manifesting from other indicators such as low educational attainment, with over a quarter of those aged 25+ with less than a HS diploma or equivalent below the poverty level; lead to disproportionate reliance on public assistance, with both over 65% of both SNAP and TANF enrollment consisting of Hispanic/Latino individuals¹⁶; and disproportionately affect people of color, with 16% of Black and 24% of Hispanic/Latino individuals below the poverty level in the region.

¹⁶ [CT DSS Dashboard](#), SNAP/TANF Recipients, 2026

Chart 15: Race/Ethnicity of Individuals on Public Assistance | North Central WDA, 2026

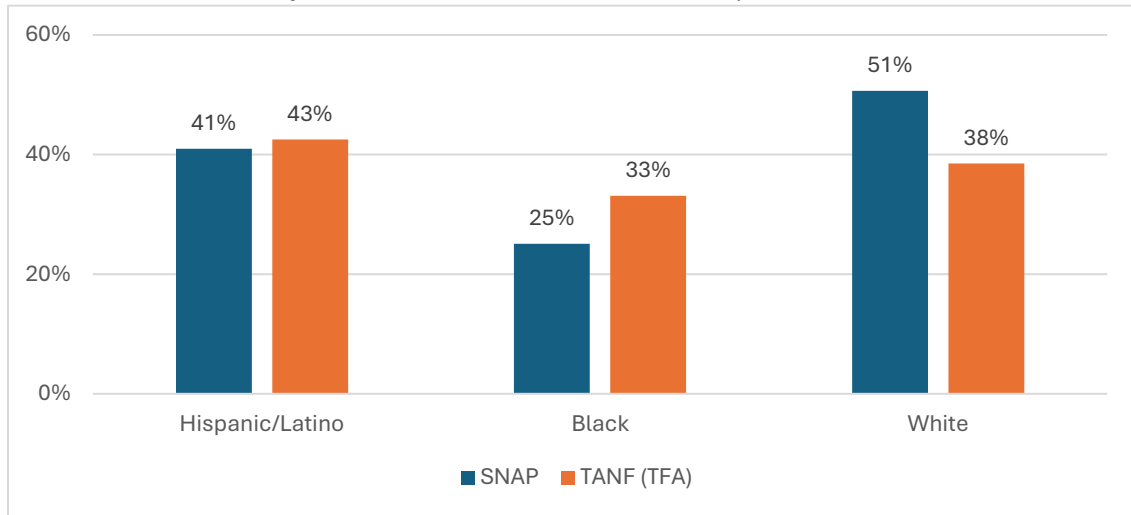
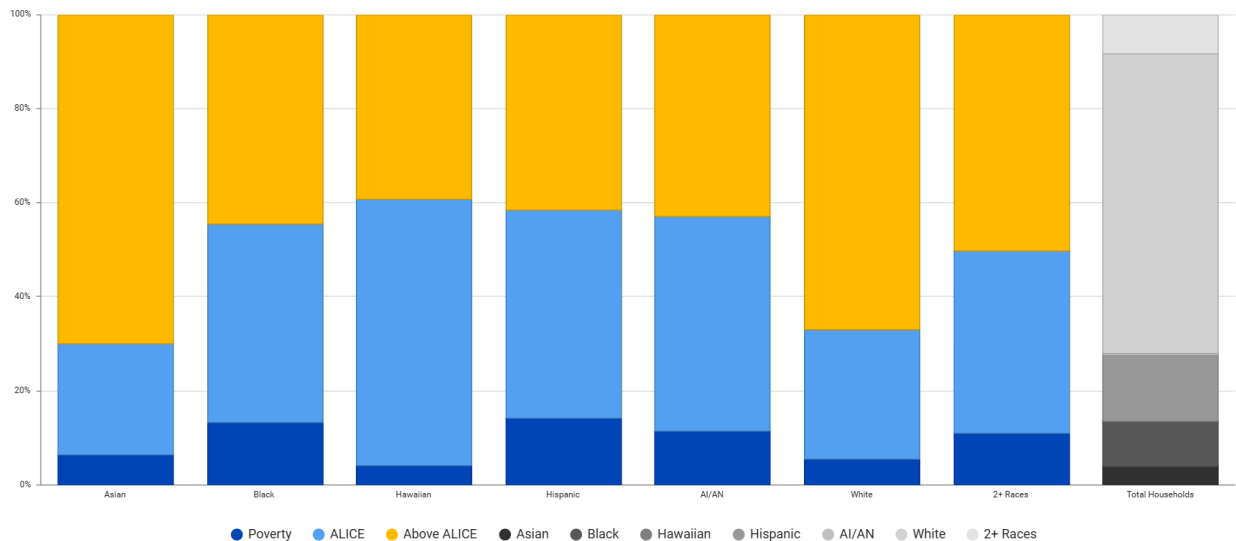


Chart 16: ALICE Households by Race | Capitol Planning Region, 2025



Furthermore, as the 2025 ALICE report demonstrates, financial hardship is not limited to poverty; while 10% of households in the Capitol Planning Region are below the poverty level, more than double (28%) are asset-limited, income-constrained and employed (ALICE), amounting to 100,958 total households, of which over a third are Black or Hispanic/Latino¹⁷.

Individuals with Disabilities

The North Central WDA is home to 119,708 individuals with disabilities, comprising 12% of the region’s population. These individuals have a labor force participation rate of 47.9%, with over half not currently employed or seeking employment¹⁸.

¹⁷ Connecticut ALICE Research Center, *Demographic Trends* (Capitol Planning Region), 2025

¹⁸ Census Bureau, American Community Survey (ACS), *Disability Characteristics (S1810)*, North Central WDA, 2024 5-year estimates

E. Provide an analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths and weaknesses of such services and the capacity to provide such services, to address the identified education and skill needs of the workforce and employment needs of employers in the region.

The North Central Region of CT benefits from a robust array of workforce development entities; however, systems alignment – especially in ensuring comprehensive supportive services and clear pathways from education to employment – is an ongoing development priority.

CWP recognizes the primary providers of workforce development training and education activities in the region as the following:

- CSCU: The CT State Colleges and Universities (CSCU) system is a major regional asset comprising six public colleges and universities: CT State Community College, 4 CT state universities, and Charter Oak State College.

CSCU’s regional community colleges have merged into a single institution – CT State Community College – with multiple campuses. While the merger is expected to produce increased efficiencies, there remains a need to ensure nimble and responsive credential-based training offerings that can be updated regularly to meet evolving industry needs. The strengths of the colleges include solid academic capacity and the ability to develop curriculum and award recognized postsecondary credentials. Weaknesses include the alignment of many training programs with the academic schedule, which extends the duration of training when jobseekers need concentrated, accelerated training that will allow them to get back to work quickly. SNAP employment and training is available through CT State.

Central CT State University offers degree and certificate programs, but these are generally targeted to higher-skilled students. Charter Oak State College offers certificate, credential, and degree programs through distance/virtual learning. Flexibility and academic recognition are strengths; the need for the student to supply hardware, high-speed internet, a suitable study environment, motivation, and self-discipline can be weaknesses for some students.

- Vocational-Technical High Schools: The regional vocational technical high schools are an under-utilized resource due to their very limited capacity to serve adult students. Adult programs in this region are available in Hartford and Bristol.
- Adult Education: Local adult education providers focus primarily on mandated programs – adult basic education, GED instruction, adult high school diploma, English as a second language and citizenship – with part-time schedule. Due to funding constraints, the capacity of local adult education programs to address higher level and occupational skills is limited.
- Job Corps: The Hartford Job Corps Center offers academic and technical training in advanced manufacturing, medical assisting, nursing assisting, and insurance and finance. Strengths are a rigorous training culture, housing on-site for most students, and concentrated investment in all students. Weaknesses are the limited capacity to serve non-residents, and lack of services for adults.
- AJC Core Partners: The core partners of the one-stop system are the major providers of workforce development services and are described elsewhere in the plan.

- Goodwin University, a private four-year college, offers several short-term certificates and degree programs. The college is structured to meet the needs of working adults. Goodwin accepts a WIOA training voucher as payment in full for all the programs on its ETPL. Eligible individuals currently receiving SNAP benefits can take certain programs at Goodwin University for free, many of which lead to national or state credentials/licensing. SNAP-eligible programs include Bookkeeping, CNC Manufacturing, Computer-Aided Design, Industrial Service Technician, Human Services, Medical Office Administrative Assistant, Security Guard Certification and Welding Technology.
- CT State Building Trades Training Institute offers Pre-Apprenticeship and Registered Apprenticeship training in the building trades.
- CT Center for Advanced Technology (CCAT) offers advanced manufacturing sector training and upskilling.
- Community-based organizations offer workforce development services. Their programs are often dependent on inconsistent grant funding; these programs cannot issue credentials directly – trainees must obtain certifications or licenses from other organizations. The strength of the community-based programs is their wrap-around support services.
- Qualified private training providers also play a role in delivering credential-based training, including for CDL Class A/B, CNA and other entry-level healthcare licenses, and various IT/Technology credentials.

F. Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.

All MOUs with required partners are in place (see Attachment VI).

In addition to the activities listed above, adult and dislocated worker employment and training activities are available through the one-stop system.

- WIOA Title I: basic career services available to all eligible adults; individualized career services and occupational skills training through scholarships available to dislocated workers and adults with barriers who meet priority of service criteria.
- WIOA Title II Adult Literacy: administered by CSDE; A MOU is in place with this WIOA Core Provider.
- WIOA Title III Wagner-Peyser: universally available career services, labor exchange.
- Trade Act: training and job search assistance available to workers from affected companies and/or employee groups.
- WIOA Title IV Vocational Rehabilitation: administered by DORS, including assistive technology, job coaching, working interviews, high reimbursement on-the-job training. An MOU is in place with this WIOA Core Provider. Vocational Rehabilitation staff from both Bureau of Rehabilitation Services and Board of Education and Services for the Blind are on site at two American Job Centers (Hartford and Enfield) on a weekly basis
- Apprenticeship: administered by CTDOL, primarily targeted to manufacturing and construction trades.
- Mortgage Crisis Job Training: training scholarships and job search assistance for homeowners at risk of default.
- Jobs First Employment Services: case management, career services and subsidized employment and training scholarships available to TANF recipients.
- Free to Succeed: employment retention services and career services for ex-offenders.

- BEST Chance: contextualized education, occupational skills training, and job placement assistance for returning citizens and justice-involved youth.

G. Provide a description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities. The description and assessment must include an identification of successful models of such youth workforce investment activities.

CWP is committed to youth workforce development through its strategic priority of building universal access to high-quality career pathways for all youth and young adults in North Central Connecticut. This includes targeted reengagement and intervention strategies for disconnected youth and prevention initiatives for youth at-risk of disconnection.

CWP administers two primary programs for youth in the North Central Region – WIOA Youth and the Summer Youth Employment and Learning Program (SYELP) – among other youth-serving initiatives. WIOA Youth provides disconnected and heavily-barriered young people with comprehensive occupational training, wraparound supportive services, and job placement support. SYELP serves in-school, at-risk youth and disconnected youth through career readiness and work-based learning experiences in the summer months. SYELP internships are often a youth’s first exposure to the world of work and are increasingly connected back to school-based learning during the academic year. CWP leverages both programs to support its larger vision to 1) prevent academic disconnection among at-risk youth and 2) re-engage disconnected youth into high-quality workforce services that prepare them for career pathways.

Additionally, CWP supports systems-building efforts to coordinate and enhance regional youth workforce service delivery, including through the Hartford Opportunity Youth Collaborative (HOYC), Hartford Career Navigation Systems Development Initiative, and the Work-Based Learning Network (WBLN). These place-based partnerships aim to build the capacity of local youth service providers, identify and institutionalize best practices, and increase connections between providers, schools, and other stakeholders.

The region’s public educational infrastructure is surrounded by dozens of workforce stakeholders that invest in a broad array of supportive programs and services intended to support academic re-engagement, workforce readiness, postsecondary success, and career pathways preparation. These programs and agencies operate with widely variable and constantly evolving school relationships, funding & eligibility parameters, outcomes & accountability measures, and overall quality. Additionally, many existing programs have focused scopes that address specific components of a career pathway but do not provide or connect to comprehensive, integrated career pathways approaches.

Key findings for the regional youth workforce ecosystem include:

- Private philanthropy serves a critical role and provides significant resources to leverage public funds and support career pathways programs; however, many programs struggle to attain multi-year funding commitments, which limits long-term planning and multi-year career pathways programming that follows students throughout secondary education into postsecondary and employment.
- Many programs offer personalized guidance and support to youth, but a smaller number of programs offer internships and other work-based learning experiences to participating youth.

- There are existing employer partnerships across organizations and programs, but there is an opportunity to deepen engagement such that youth are offered a range of work-based learning experiences leading to full-time job opportunities.
- Local school districts benefit from numerous community provider partnerships, but additional coordination support and asset mapping is needed to better organize and refine how school-based partnerships are supporting comprehensive youth workforce development strategies that reinforce academic instruction, including through service alignment between in-school, after school, and summer programming as well as data sharing.
- Many young people require additional support navigating the complex environment of social services and career pathways opportunities, underscoring the need for agencies to coordinate service delivery and provide enhanced career navigation support to participants.

Work-based Learning (WBL), Integrated-Education & Training (IET), and Dual Track programs are recognized as best practice approaches to connecting academic instruction with career pathways. CWP aims to embed and expand these approaches in each of its youth programs and strategic partnerships, including through internships, sector-specific contextualization of curriculum, and provision of employer-connected career exploration and awareness opportunities.

The State of Connecticut has made significant investments into WBL, IET, and Dual Track programming within the public school system, including the Dual Credit Expansion Grant Program and expansion of NAF Pathways through ReadyCT.

CWP coordinates WBL programming through WIOA Youth credential-based training and work experiences; facilitated through the following community-based organizations:

- Capitol Region Education Council: Allied Health,
- Hartford Public Libraries: Information Technology,
- Forge City Works: Culinary,
- EDSI: ITA scholarships (ETPL approved sectors/trainings: primarily Allied Health, TDL, and IT focused),
- Our Piece of the Pie: Manufacturing, TDL, Allied Health,
- Opportunities Industrialization Center: Allied Health,
- Human Resources Agency of New Britain: Allied Health, Information Technology

CWP, in partnership with several state agencies and the other four CT WDBs, facilitates the Connecticut Youth Employment Program, regionally delivered as the Summer Youth Employment and Learning Program (SYELP). SYELP serves young people across the North Central Region with summer internships and career competency development opportunities.

H. Identify gaps in service based on the above analyses.

Additional coordination supports and investment are needed in the following areas:

1. **SNAP recipients**, newly subject to federal work requirements, risk losing benefits without a qualifying workforce activity. This gap is the basis for the proposed SNAP Work Readiness Pathway (SNAP WR) Partnership Pilot detailed in Sections IV and VI below.
2. **Subsidized employment** to meet the immediate need for income while participants gain safe and supportive work experiences;

3. **Outreach and Career Navigation** services to identify, build trust, and engage people in services “where they are at”, especially for targeted populations such as disconnected youth and returning citizens;
4. **Integrated Education and Training (IET)** model expansion, including remedial education and work readiness training and contextualized ESL offerings;
5. **System-level asset mapping** to assess and identify best-in-class programs across a variety of sub-populations, career pathways, supportive service needs, and other components of holistic service delivery – and mobilize additional investments to replicate and scale these programs
6. **Comprehensive supportive services**, including mental wellness resources and family-oriented (Multi-Generational) services;
7. **Flexible funds** for agencies to provide direct cash assistance to jobseekers to remove barriers from participation in job training, education, health and wellness services, and employment;
8. **Peer mentoring and leadership development**, especially for youth, returning citizens, and other underserved populations; and
9. **Data coordination** and cross-agency tracking capabilities to streamline referrals and progress, assessments, resource braiding and co-enrollments, and assessment of systems-level outcomes.

III. LWDB VISION, GOALS AND STRATEGIES

- A. Identify the vision, goals and strategies adopted by the LWDB that align with Connecticut’s WIOA Unified State Plan for PYs 2024-2027, and how these will affect the preparation of an educated and skilled workforce.

In alignment with Connecticut's updated Unified State Plan strategy, Work Forward: Pathways for Growth, and its three guiding objectives — Drive Growth, Build Skills, Expand Access — the vision of Capital Workforce Partners (CWP) is to [be the premier organization that drives closing the skills gap](#) and our mission is to [leverage public and private resources to produce skilled workers for a competitive regional economy](#). We strive to implement and coordinate an effective workforce development system in North Central Connecticut that creates economic and employment partnerships among service providers, job seekers, and employers in a way that enhances economic vitality and closes the skills gap. CWP works in close partnership with business & industry, community-based organizations, education & training providers, and government agencies to build a public workforce system that will make Connecticut a talent environment that attracts and motivates students, career builders, and companies alike.

CWP has established four internal [Strategic Objectives](#) that enhance and sustain its capacity to achieve this mission and our vision to be the premier organization that drives closing the skills gap. Each Objective further informs staff-level activities that collectively contribute to the organization’s capacity and efficacy.

Strategic Area	Strategic Objective
People	Develop and retain engaged and committed talent.
Operational	Continuously improve processes to optimally manage resources and workflow.
Financial	Cultivate an environment that ensures compliance while supporting innovation.
Services	Build the premier workforce development system to close the skills gap.

Key Activities and Milestones advancing each Objective are as follows. Efforts advancing these Activities are already underway and the Milestone deadlines represent conservative projections for completion.

People: Develop and retain engaged and committed talent.

Activity	FY26 Milestone	FY26 Milestone Status Update	FY27 Updated Milestone(s)
<p>Cultivate DEIA at all levels of the organization and align policies, processes, and activities with DEIA best practices and principles.</p>	<p>Board DEIA Committee and staff Mosaic Council develop and execute action plans that address organizational DEIA needs and opportunities.</p>	<p>The Mosaic Team’s efforts have refocused from a primary emphasis on DEIA to a broader scope centered on employee engagement and retention, in alignment with our organizational goals. As part of this shift, we will be aligning the Mosaic Team with the For Us, From Us and Health Teams to ensure stronger connectivity, mutual support, and more effective communication across initiatives.</p>	<p>To continue advancing our goals of employee engagement., retention, and development, CWP will continue employing formal platforms like LinkedIn Learning, among other training and webinar tools, as well as employee feedback channels, to maintain our connected and engaged work environment. Additionally, for both staff and the public, CWP will be reviewing and updating its website for accessibility (e.g. contrast, alternative text, etc.).</p>
<p>Increase access for staff to professionally and personally develop through internal and external training, exposure, and skill-building opportunities.</p>	<p>All staff accomplish a professional development goal, including opportunities for staff to lead internal and external meetings, committees, or groups.</p>	<p>As noted, the staff-led Mosaic Team's goal has transitioned its focus to professional development, and growing opportunities for staff learning. This is reflected in our updated performance and professional development plan, and the variety of resources that staff have increased access to.</p>	<p>For the upcoming year, in further building out our goal structure, all staff will be required to have a professional development goal.</p>
	<p>All eligible staff attain the Certified Workforce Development Professional (CWDP) credential.</p>	<p>The CWDP application and recertification process has been streamlined and now fully integrated into NAWDP's website. This has started to facilitate the process for staff who do not currently have an active certification.</p>	<p>Increase the number of staff with a CWDP credential by 50%.</p>

Operational: Continuously improve processes to optimally manage resources and workflow.

Activity	FY26 Milestone	FY26 Milestone Status Update	FY27 Updated Milestone(s)
<p>Improve data collection, analysis, and dissemination processes to support performance-based operations and increase systematic efficiencies to better serve targeted populations.</p>	<p>Produce annual Return on Investment report for CWP programs.</p>	<p>We continue to refer to the most recent ROI figures, in addition to leveraging third-party evaluators to support ad-hoc ROI analysis (i.e. BEST Chance Program was found to have an ROI exceeding \$21 for every \$1 invested into the program)</p>	<p>Leveraging our ROI methodology (developed in-house), we will be producing a new ROI analysis once system-wide data for PY25 is available. Through both our LMI data partners and local philanthropic partners, we can explore an TA grant to expand the scope of our ROI analysis, and further reinforce the methodology with additional factors previously unexplored.</p>
	<p>Convene actionable data workgroup develop plan to execute workgroup recommendations.</p>	<p>A data workgroup was convened in PY24 and identified the following needs: Increased capacity, new and improved quality assurance reports and systems, new tools to support data analysis. Additionally, SQL was adopted to enhance reporting capability. Tableau has been adopted for dashboards and real-time data visualization and new QA tools have been deployed across programs to increase data integrity.</p>	<p>Begin integrating labor market information, programmatic data, and qualitative business services insights into a single, regular comprehensive report, to contextualize the regional workforce landscape in the services we deliver, and the needs of our in-demand industries observed on-the-ground.</p>
<p>Enhance financial reporting and tracking platform and processes to enable integrated, real-time financial information sharing.</p>	<p>Develop and implement fiscal dashboard reporting for all core programs and services to provide real-time, actionable financial information.</p>	<p>Enhanced monthly Program Manager reporting to utilize more consistent and real-time data by utilizing invoice trackers. All reports are now monitored through a Grant Reporting Tracker developed in the Monday platform we have adopted.</p>	<p>In addition to further developing the Grant Report Tracker, also developing an in-depth Grant Progress Tracker to assess project and fiscal outcomes in real time.</p>
<p>Develop additional technology-enabled strategies, such as AI, to increase operational efficiency.</p>	<p>Create and launch digital resource utilization plan to inventory technology tools/resources and identify prospects for implementation and scaling.</p>	<p>Internal program budgets and planning processes have been significantly streamlined through Monday. CWP has developed and adopted an AI policy to govern appropriate and allowable use of several AI platforms recently purchased for use by CWP staff.</p>	<p>Other platforms such as Cobblestone, a contract lifecycle management system, will be further integrated into CWP's existing processes and procedures.</p>

Financial: Cultivate an environment that ensures compliance while supporting innovation.

Activity	FY26 Milestone	FY26 Milestone Status Update	FY27 Updated Milestone(s)
Sustain programming and service levels to meet local needs, despite conclusion of durational pandemic-related funding streams (e.g., ARPA) such as Career ConneCT and the Good Jobs Challenge.	Obtain new funding streams to replenish pandemic-related programs and services, especially sector-based training initiatives and Regional Sector Partnerships.	Proposals have been developed for several significant workforce initiatives including: Industry-Driven Skills Training Fund, Congressionally Directed Spending (O2I Plus), and a number of philanthropic opportunities to support priority populations such as Opportunity Youth and Returning Citizens.	Identify and obtain new, significant, funding sources to support Regional Sector Partnerships and Sector Training, as well as support to our priority populations, to mitigate observed federal funding reductions.
Build deeper connectivity to economic and community development initiatives that support complementary workforce development strategies.	Create resource development opportunities and new, predictable funding streams through economic and community development partnerships with entities such as the Capitol Region Council of Governments, MetroHartford Alliance, AdvanceCT, and the CT Department of Economic and Community Development.	As a continued member of the CROCG CEDS Committee, we are continuing to evaluate funding that may be available to regularly support workforce programming, in the context of significant economic development projects taking place in our region.	Continue expanding core partnerships and joint initiatives with the DECD, as well as local leaders such as MetroHartford Alliance, AdvanceCT, and the Chambers of Commerce of the municipalities we serve.
Improve operational and fiscal management of current resources to increase revenue utilization rate.	Increase revenue utilization rate to 90%.	CWP is projected to hit 90% of utilization target by year-end	Continuation of increasing revenue utilization rate to 95%
Develop unrestricted revenue sources to supplement restricted revenues.	Increase unrestricted funds to be 1% of total organizational revenues.	Preliminary figures for FY26 show combined unrestricted revenue of \$175,000, representing 69% of the goal, against our FY26 budgeted revenue of \$25,342,010, the 1% milestone for unrestricted funds equates to \$253,420.	Increase unrestricted funds to be 1% of total organizational revenues.

Services: Build the premier workforce development system to close the skills gap.

Activity	FY26 Milestone	FY26 Milestone Status Update	FY27 Updated Milestone(s)
Launch American Job Center Vision 2024 campaign to enhance AJC operations and further position the One-Stop System as the one-stop-shop for any and all individuals	Successfully implement all components of the Vision 2024 campaign, including updated staffing structure, establishment of One Stop System Vision, Career Readiness Curriculum	Vision 2024 was successfully implemented through the completion of the organizational realignment, new staffing model, and Business Services Team consolidation. Due to funding	Optimize the integrated service delivery model by strengthening collaboration with the Business Services Unit to connect job seekers with industry-aligned employment opportunities.

seeking employment and career support.	development, Improved assessments, and Business Services team re-organization under CWP. This enhancement process will result in increased performance outcomes across AJC programs.	reductions affecting the American Job Centers (AJCs), the initiative has evolved to align with current fiscal realities. CWP is now focused on optimizing the integrated service delivery model and measuring success through increased employments and credentials, customer satisfaction, employer engagement, and sustained community navigation efforts.	Increase co-enrollments in non-WIOA training programs to leverage and maximize training resources. Demonstrate improved system performance through increased enrollments, higher customer satisfaction, stronger employer engagement, and increased employment placements.
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The core action opportunities identified through Vision 2024 selected for enhancements, and updates to them, include the following:

Action Opportunity	FY26 Milestone	FY26 Milestone Status Update	FY27 Updated Milestone(s)
Establish an updated and clear One Stop System Vision and disseminate to all.	Align system staff around the larger responsibility of delivering high-quality workforce services.	In FY2026, we continued aligning American Job Center (AJC) programs and services to improve efficiency, effectiveness, and service quality. This work focused on strengthening coordination across workforce programs, improving consistency in service delivery, and reinforcing a high-quality customer experience. These efforts were bolstered by an internal staff reorganization that further supports a more streamlined and integrated workforce system designed to ensure consistency and quality across all programs and workforce services. Our team of navigators continues to support hundreds of individuals each year, connecting residents of the region with resources and supportive programs.	Sustain navigation efforts and continue aligning and integrating AJC programs and services to improve system efficiency and service quality, as demonstrated by increased enrollments, customer satisfaction, employer engagement, and employment outcomes.
Re-organize the larger Business Services Team roles and functions to be all under CWP, to streamline services and points of contact for employer	Increase alignment and cohesion among Business Services staff to enable streamlined services and single points of contact for employer partners. Center	Further enhancements to coordination were achieved as the Business Team grew familiar with both employer-facing and jobseeker-facing work and priorities.	Due to funding restrictions, CWP will reorganize the Business Services team to more effectively and efficiently address system needs.

<p>partners in collaboration with CT Department of Labor.</p>	<p>focus of AJC/One Stops on direct service delivery to jobseekers and career readiness preparation.</p>	<p>A tool was built in the Monday platform to build transparency around ownership of business relationships, job opportunities, and job seeker profiles.</p> <p>Business Services Representatives were embedded in RSPs to facilitate connection to AJC and other talent pipelines.</p>	
<p>Update/redesign American Job Center staffing structure and create clear roles and responsibilities for all staff.</p>	<p>Provide clear framework for staff and enable increased accountability and service quality.</p>	<p>The redesigned American Job Center (AJC) structure continued to be implemented in FY2026. While the planned closure of three satellite offices was not fully executed, the system did reduce its physical footprint and adjust staffing presence at those locations. This approach allowed for continued service delivery while aligning operations more closely with available resources and demand.</p>	<p>Continue assessing the need and effectiveness of AJC satellite offices in light of reduced funding and staffing levels to ensure service delivery aligns with available resources and customer demand.</p> <p>Due to funding restrictions, Case Manager roles will be dissolved, and Career Advisors will be reinstated to maintain a focus on employment.</p>
<p>Create/Establish a Career Readiness Curriculum, to be used across all CWP programs & Services and shared with partners.</p>	<p>Achieve system-wide alignment on the definition of “Career Readiness” and build in-house capability to deliver preparation services to job seekers through the AJC. This also enhances our ability to deliver career-ready individuals to employers</p>	<p>While we continue to pursue additional funding towards this end, we have made progress through our Remediation Grant/project that has resulted in the creation of remedial curricula that have yielded strong results.</p>	<p>The need for structured career readiness programming remains, and funding opportunities will continue to be explored to support development of this resource. We can also look at ways to create workshops in our OLC internally.</p> <p>We will work to scale the co-designed curriculum throughout adult ed community thereby better preparing future co-enrolled individuals for career pathways.</p>
<p>Improve assessment tools and processes. Enhance navigation services at the “door.” Increase assessment and re-assessment touchpoints.</p>	<p>Ensure that all customers who enter the door are provided with quality services (referral or enrollment), leading to improved performance measures as customers</p>	<p>494 Customer Satisfaction Survey responses were received in PY25_26. Response goals for all categories (WIOA Adult, WIOA DW, and JFES) were exceeded. The data collected showed:</p>	<p>Achieve a system in which all customers entering the door are consistently connected to high-quality services, whether through referral or enrollment, that are tailored to their individual needs, resulting in</p>

	<p>receive services that ‘best fit’ their unique needs.</p>	<ul style="list-style-type: none"> • 92.5% of respondents reported that they are closer to achieving their employment goals after meeting with their Case Manager. • 90.4% of respondents reported that they are “very satisfied” with the Resume Consultation or Workshop/Training that they have received, and added positive comments • 96.5% of respondents stated that they believe their Career Advisor will help them achieve their employment goals • 92% of respondents stated that they were “somewhat satisfied (16.1%)” to “very satisfied (75.9%)” with their AJC experience and added several positive comments • Most respondents expressed gratitude for the support they received from the AJC, praising the staff for their helpfulness 	<p>improved overall performance measures and outcomes.</p>
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While CWP is committed to ensuring that its Strategic Objectives translate to measurable increases and enhancements in the North Central Region — and despite our continued efforts to develop resources and engage in strategic planning to that end — CWP expects a significant impact on future service levels as a direct result of significant reductions in federal funding to support the programs and services we administer, in addition to the workforce system at large.

Preliminary figures for the most recent program year, as well as projections for the next program year, are charted below:

Programs & Services	PY23	PY24	PY25 (Prelim.)	PY26 (Proj.)
Training	1,879	2,050	≈ 1,200	1,000
Youth Employment	1,186	1,440	≈ 1,219	1,200
One-Stop System	12,126	13,944	≈ 14,900	12,000

The Services Objective, together with the People, Operational, and Financial Objectives, guides CWP’s approach to serving business and jobseeker customers in our region and aligns with our **Organizational Goals** for 2024-2027. The Goals in turn orient CWP’s vision for the future and our priorities for the public workforce system in our service area.

Organizational Goals

1. Improve equitable access to industry-recognized skills and credentials that enhance employment outcomes for underserved populations.
2. Convene robust Regional Sector
3. or Partnerships that drive demand-driven talent pipelines and advance good jobs, skills-based hiring, and other equity strategies.
4. Build a coordinated, efficient, and data-driven workforce system that economizes limited resources to achieve scale and impact.

These Goals will enhance CWP’s ability to achieve continued strong performance outcomes through its jobseeker and business services, while also contributing to ongoing systems building for the North Central Region’s larger workforce development ecosystem. In the last program year (PY24), CWP served over 16,000 jobseekers and 2,000 businesses; and we project increased service numbers for both customer groups in the upcoming year.

Organizational Goal Milestones

Each of CWP’s Goals is further defined by Strategies and Milestones for the upcoming years. Milestones provide an example of measurable progress but are not exhaustive indicators of ongoing work.

Goal 1: Improve equitable access to industry-recognized skills and credentials that enhance employment outcomes for underserved populations.

Strategy	FY26 Milestone Status Update	FY27 Updated Milestone(s)	FY27 Milestone
Develop, adopt, and implement standardized career readiness assessments, standards, and curriculum to holistically support youth and adult jobseekers as they prepare for employment.	Develop and deploy system-wide Career Readiness Curriculum and related Assessments and Standards to certify and validate jobseeker preparation.	While we continue to pursue additional funding, we have made substantial progress through our Remediation Grant/project resulting in the creation of remedial curricula that have yielded strong results.	The need for structured career readiness programming remains, and funding opportunities will continue to be explored to support development of this resource. We can also look at ways to create workshops in our OLC internally. CWP will work to scale the co-designed curriculum throughout adult ed community thereby better preparing future co-enrolled individuals for career pathways.
Sustain and expand targeted and customized initiatives serving special populations such as returning citizens, individuals with disabilities, at-	Implement Congressionally Directed Spending project, “On-Ramps to Infrastructure (O2I)”, through BEST Chance Partnership to expand career	As of 3/31/26, O2I has served 292 participants, with 100% receiving at least one training, 92% completing training, and 88% attaining at least 2	Add one additional in-demand infrastructure career pathway to program offerings based on employer demand and funding availability.

risk/disconnected youth, and basic skills deficient individuals.	pathways into infrastructure for 105 jobseekers.	credentials. Building on this success, CWP has submitted a proposal for Congressionally Directed Spending for an O2I "Plus" program, which could support expansion to new pathways currently being explored, such as Welding.	Successfully close out the O2I grant.
Expand availability of Integrated-Education and Training (IET) models that contextualize academic instruction with workplace skill-building, including through pre-apprenticeships, adult education partnerships, registered apprenticeships, and other work-based learning strategies.	Execute a successful Basic Skills Remediation Pilot in partnership with local Adult Education providers, CSDE, OWS, and NRWIB that creates at least three new sector-based contextualized skills remediation models that can be shared regionally.	The Basic Skills Remediation Pilot extended through July 2027 and is currently being redesigned to strengthen alignment with occupational training and employment pathways; PY2026 enrollments include 108/160 (CWP) and 43/90 (NRWIB). To date, CWP has enrolled 108 participants in PY2026, with 87 completing the program. Of those, 74 earned a Measurable Skills Gain (MSG), and 46 have been connected to occupational skills training and/or employment.	Fully implement the redesigned Basic Skills Remediation Pilot Program and achieve targeted outcomes by increasing completions, Measurable Skills Gains (MSG), and connections to occupational skills training and employment in healthcare and manufacturing

Goal 2: Convene robust Regional Sector Partnerships that drive demand-driven talent pipelines and advance good jobs, skills-based hiring, and other equity strategies.

Strategy	FY26 Milestone Status Update	FY27 Updated Milestone(s)	FY27 Milestone
Build capacity of Regional Sector Partnerships to enact business-led workforce initiatives such as talent pipeline development and workforce policy & advocacy, while advancing middle-skill hiring opportunities that connect to high-quality career pathways.	Launch employer-connected training programs through each RSP that directly link participants to companies through internships or other work-based learning activities, conditional hiring commitments, or other connections. See Attachment VII for additional detail on current RSP initiatives and membership.	A pilot was launched in partnership with Trinity Health of New England with the goal of helping aspiring healthcare professionals with little or no prior experience connect to paid training and careers at THoNE through the TNAP (Trinity Nursing Assistant Program). CWP provided recruitment and candidate screening support, job readiness training through CRI's STRIVE program, and industry-informed placement support. Recruitment for a 2nd	Develop new in-demand pipeline programs accessible to AJC participants.

		<p>cohort of TNAP participants began on 10/13/25.</p> <p>CWP also partnered with CAHP member Infosys to launch a tech internship for a group of WIOA youth participants. All three youth accepted into the internship program were given job offers upon completion, and we are seeking to expand the program next year.</p>	
<p>Achieve high levels of business engagement and investment into Regional Sector Partnerships to support long-term sustainability.</p>	<p>Secure public and private sector investment for RSPs, including through cost-sharing and in-kind/leveraged resources.</p>	<p>Secured renewed funding from United Way of Central and Northeastern CT for convening three RSPs.</p> <p>New Industry Driven Skills Training fund project to support business-led training priorities in RSP-aligned sectors</p>	<p>Launch IDSTF Project</p> <p>Begin co-convening for Advanced Manufacturing Employer Partnership (AMEP)</p>
	<p>Heighten RSP branding and identity through community networks and digital platforms to reach broader business audiences and concurrently promote employer-informed career pathways to jobseekers.</p>	<p>Anchor RSP events, including the annual UnConference and TDL Expo and Career Fair, continued upward trajectory for attendance and external sponsorship</p> <p>CWP has begun transitioning RSP information and materials to the CWP website.</p>	<p>Continue to build on events, such as the UnConference, the Tech Webinar series, and our variety of expos and fairs.</p>

Goal 3: Build a coordinated, efficient, and responsive workforce system that economizes limited resources to achieve scale and impact.

Strategy	FY26 Milestone Status Update	FY27 Updated Milestone(s)	FY26 Milestone
<p>Develop cross-agency collaboration opportunities to serve at-risk and disconnected youth in Hartford and build a framework for regional expansion that leverages WIOA Youth and American Job Center infrastructure.</p>	<p>Execute successful Youth Navigation Hub Pilot in Hartford.</p>	<p>The Career Navigation Community of Practice has met consistently throughout the year, convening five times between 11/25-5/26, with sessions hosted across partner locations. Participation has been anchored by career navigators from across Hartford's youth-serving network, with the CoP and</p>	<p>Align HOYC activities with existing youth-serving organizations to develop a robust Intake Referral Platform across key locations throughout Hartford, with a focus on sites where youth are already engaged in services.</p>

		<p>Pathways and Career Navigation Workgroup jointly identifying a shared set of priority action items for the year: developing an effective Navigator Toolkit, adopting a Youth Master Plan framework with Individual Wellbeing Assessments, increasing youth engagement, embedding literacy within programs, and building trust with Opportunity Youth.</p>	
	<p>Establish cross-agency youth intake and referral tracking system.</p>	<p>CWP secured the primary funding for IRP buildout through the City of Hartford, and finalized the agreement framework with Veoci following their selection through a competitive RFQ process. The master service agreement with Veoci has since been executed, and several HOYC workgroups have engaged in preliminary discussions on platform design options. In June, CWP hosted a general membership meeting featuring discussions on IRP development and implementation alongside an initial demonstration for providers. A smaller-scale pilot is now planned for the Fall.</p>	<p>25-30 youth-serving organizations will participate in the Intake Referral Platform, increasing services to disconnected youths in Hartford.</p>
<p>Build collective impact models that leverage resources and services across agencies to serve targeted populations.</p>	<p>Expand the BEST Chance Partnership to increase service levels of returning citizens by 15%.</p>	<p>A new welding partnership was established with the Ironworkers Union at the end of this program year. Of the initial 11 Best Chance participants, we had 8 participants graduate and 4 are moving immediately into the welding apprenticeship program.</p> <p>378 individuals enrolled in one or more of the braided Best Chance programs this year. 321 received training services. Among these 284 received one</p>	<p>Continue to sustain resource development for BEST Chance Partnership to continue to support expanded service level.</p> <p><i>Expand and customize welding pipeline that we currently have for Reentry, to women-focused or young people programming</i></p>

		<p>or more credentials, and 132 began new employment. CWP continued to serve justice-involved youth and other highly barriered individuals through the o2i program, embedded in Best Chance. 210 individuals were active in the program this year, with 108 receiving new training and 88 attaining credentials.</p>	
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Alignment with Unified State Plan

CWP’s three Goals align and support [Connecticut’s WIOA Unified State Plan](#), revised in 2026, which includes the following overarching, foundational, and strategic pillars.

CT Unified State Plan Pillars

Workforce Development Systems Alignment	Overarching: Coherent, cohesive, collaborative state system, adherent to federal and state policy and spanning public agencies, Regional Workforce Boards, K-12, higher education, business, community-based organizations
Expand Access to Employment	Foundational: Intentional investments in historically underserved populations, including the supports required to overcome obstacles to good jobs.
Data & Accountability	Foundational: Formative and summative assessments, incorporating quantitative and qualitative data, driving decision making.
Education & Career Pathways	Strategic: Seamless continuum of learning from K-12 to higher education and/or jobs that combines academic, technical, and professional education with relevant work experiences.
Sector Training	Strategic: Upskilling and reskilling education and training aligned to the skills needs of high-growth industries and designed to meet the needs and interests of each individual.
Industry Leadership	Strategic: Industry participation in broad talent development as early as possible in the pipeline, with a focus on strategic efforts to create a more diverse and innovative workforce.

Each of these pillars is reflected within the three CWP Goals, as articulated in the cross-map below.

Unified State Plan Pillar / CWP Organizational Goal Cross-Map

Education & Career Pathways	Goal 1: Improve access to industry-recognized skills and credentials that enhance employment outcomes for underserved populations.
Expand Access to Employment Sector Training Industry Leadership	Goal 2: Convene robust Regional Sector Partnerships that drive demand-driven talent pipelines and advance good jobs, skills-based hiring, and other equity strategies.

**Workforce Development
Systems Alignment**

Data & Accountability

Goal 3: Build a coordinated, efficient, and responsive workforce system that economizes limited resources to achieve scale and impact.

Initiatives and Activities

Leveraging the infrastructure, core partnerships, and principal programming of the American Job Center network, CWP continually pursues additional opportunities to build the regional workforce ecosystem. CWP has organized its current portfolio of supplemental programs and strategic partnerships to align to our three Goals. Strategies and activities actively advancing each Goal are detailed below.

Goal 1: Improve equitable access to industry-recognized credentials and enhance employment outcomes for underserved populations.

Key Strategies

1. Develop, adopt, and implement standardized career readiness assessments, standards, and curriculum to holistically support youth and adult jobseekers as they prepare for employment.
2. Sustain and expand targeted and customized initiatives serving special populations such as returning citizens, at-risk/disconnected youth, and basic skills deficient individuals.
3. Expand availability of Integrated-Education and Training (IET) models that contextualize academic instruction with workplace skill-building, including through pre-apprenticeships, adult education partnerships, registered apprenticeships, and other work-based learning strategies.

CWP strives to ensure universal access to high-quality career pathways for all residents of North Central Connecticut. Today's labor market requires continuous learning and skill development, exacerbating the imperative for individuals of all ages to receive career-aligned job training and preparation.

Many of today's jobseekers and youth are skills-deficient or low-income residents and face significant barriers to employment that must be addressed through comprehensive, supportive training and employment models. Our priority service criteria for adults include Veterans, Recipients of public assistance, Low-income individuals, Dislocated workers, Unhoused individuals, Basic-skills-deficient individuals, English language learners, Individuals with a disability, and Former offenders (returning citizens). For our future workforce, CWP has established three priorities: 1) for young people that have been disconnected from education and employment, we aim to establish reengagement into workforce services that connect to career pathways; 2) for young people at-risk of disconnection, we aim to implement prevention strategies that promote career preparation; and 3) for all youth, we aim to create access to high-quality employment opportunities in our region.

CWP has developed additional targeted initiatives to better serve Basic Skills Deficient individuals, Returning Citizens, and Youth & Young Adults. These include dedicated strategic partnerships and affiliated workforce programming for each special population.

Basic Skills Development and Adult Literacy

Capital Area Adult Literacy Network

Capital Workforce Partners, working with 35-40 adult education providers in the N. Central CT area is collaborating to support the Capital Area Adult Literacy Network, focusing on workforce development programs and adult education providers accentuating efforts to strengthen coordination between workforce development and adult education. The group is focused on several priorities:

- Providing feedback and insights to CWP and workforce development initiatives to support improvements for services and referrals to/from the American Job Center (AJC) and also supports new piloted adult education/work-readiness preparation services at AJC sites.
- Supporting Integrated Education and Training (IET) initiatives led by Capital Workforce in close partnership with the adult education providers in North Central Connecticut and other industry, education, and community stakeholders. Projects focus on demand-driven, credential-based training opportunities to North Central Connecticut in close alignment to industry and business needs. Initiatives also drive equity by improving access to further training and employment opportunities for adult learners, including ESL students and other special populations.
- CWP convenes quarterly meetings of the American Job Center lead staff with the Adult Education providers to enhance coordination and communications.
- A 'community of learning' focused on sharing best practices, networking and communications focuses on special topics of benefit to improve adult education and workforce development services and strategies.
- Doing more to braiding CTE/Academic Programs with workforce development programs at the local site level (strategic program development)
- Support efforts for adult education to better link with the comprehensive workforce development system.
- IBEST Programs: need to be able to think through how adult education and contextualized IBEST options can be brought to scale
- Pre-readiness boot camps for adult education
- Working with AJCs and Adult Education Programs to have an integrated communications packet of services
- Updating the array of intake/assessments to be systemized – to reduce duplication and redundancy; create common forms.

Basic Skills Remediation Pilot

In early 2024, CWP working with the Capital Area Adult Literacy Network, State Department of Education, the Northwest Regional Workforce Investment Board, and the CT Office of Workforce Strategy received a \$1.6 million grant to develop contextualized adult education remediation programs for individuals with high school diplomas that need additional basic academic skills support, occupational sector training, and work readiness skills. The goal is that these successful pilots, combined with an evaluation, will lead to systemic change broadening adult education programming for contextualized training and other IET models to a greater scale for individuals with high school diplomas who need basic academic skills supports.

Returning Citizens

BEST Chance Advisory Committee

Capital Workforce Partners (CWP) convenes the BEST Chance Advisory Committee in support of our second chance programming and partnerships. The BEST Chance Advisory Committee oversees the development and implementation of partnership opportunities with key stakeholders to lead efforts in all regional BEST Chance activities. This includes strategies for jobseekers' training and placement in the construction, manufacturing, culinary, and other industry sectors. The committee's guidance will ensure that the North Central Region's BEST Chance initiatives enhance and develop holistic services for returning citizens to produce a workforce which is equipped with the necessary skills to enter and advance in the state's high-demand sectors.

Integrated Basic Education and Skills Training Second Chance Program – BEST Chance

In 2016, the State of Connecticut selected Capital Workforce Partners as the lead organization to implement the Integrated Basic Education and Skills Training (I-BEST) Second Chance Pilot, a contextualized learning program in Hartford County, to reduce unemployment and recidivism rates among soon-to-be-released and ex-offenders in Connecticut. The goal was to help ex-offenders compete in today's labor market by providing relevant training and support to gain good jobs. Specifically, program goals included:

- Completion of basic, occupational, and advanced training
- Increased earnings and employment
- Reduction of recidivism
- Placement and Retention of employment
- The BEST Chance Program is based on Integrated Education and Training models, such as vocational education combined with contextualized adult basic education, through a partnership of a dozen organizations supporting this comprehensive program.

The BEST Chance pilot was sustained, and the BEST Chance Program currently provides pre-employment occupational skills training and job placement assistance for returning citizens in construction, culinary arts, and pre-manufacturing-related careers, serving the 93% of individuals leaving prison who had less than five years of employment history or vocational training.¹⁹

Through a braided funding model, the BEST Chance program also serves Justice-Involved youth (ages 18-24), and citizens who live in the Greater Hartford Area who are not justice-involved but are interested in the construction industry.

Free to Succeed

Free to Succeed provides career advancement planning, employment services, support, and job retention to former offenders for a 24-month period. The program, staffed by two full-time Retention Specialists, is located at the Hartford AJC and the AJC satellite at Hartford Public Library. WIOA is leveraged to provide job training and placement services. Individuals are referred to Free to Succeed after gaining employment.

¹⁹ CRI, *State of Reentry*, 2025

Youth and Young Adults

Hartford Opportunity Youth Collaborative

Capital Workforce Partners (CWP) serves as the backbone organization for the Hartford Opportunity Youth Collaborative (HOYC), a collective impact initiative focused on improving outcomes for the estimated 8,000 opportunity youth in Hartford — young people ages 14–29 who are disconnected from both education and employment — as well as at-risk youth still in school who show significant early warning indicators of disconnection. HOYC complements CWP's American Job Center system and WIOA youth programming by aligning the broader network of Hartford's youth-serving organizations around a common agenda, shared measurement, mutually reinforcing activities, and continuous communication.

Operating under a 2025–2026 Action Plan developed through an extensive stakeholder planning process, HOYC pursues its overarching goal of a 50% reduction in disconnected youth over five years through six priority areas: Pathways and Career Navigation, Holistic Supports and Protective Factors, Data and Evaluation, Youth Leadership and Engagement, Professional Development and Capacity Building, and Policy and Advocacy. Each priority area is led by a dedicated workgroup of member organizations, with co-chairs representing their workgroups on the HOYC Leadership Team. CWP's backbone role spans convening and facilitation, data infrastructure development — including a centralized Intake Referral Platform currently in development — application of a Results-Based Accountability framework to track collective progress, and policy and systems alignment to sustain and scale this work across the region.

Summer Youth Employment and Learning Program (SYELP)

The purpose of SYELP is to expose and connect youth to career pathways through 120 hours paid work-based learning in order to build a talent pipeline that meets employer needs. The program's intent is to provide youth with career competency development and work readiness training combined with real-world experiences aligned to their interests. Work Based Learning supports and supplements academic learning and promotes development of transferable skills that will serve participants well as they transition into the professional world. SYELP is structured in Tiers.

1. Project Based Learning - Tier I

Purpose: Programming designed to provide project-based learning and career exploration opportunities. Tier I programming provides basic, developmentally appropriate career exposure activities, introduction to employability skills, and academic reinforcement in a cohort-model setting.
Target Population: Youth with limited or no work experience, assessed as not ready for the workplace. Youth are typically 14-15 years old or otherwise assessed as needing Tier I services.

2. Career Preparation- Tier II

Purpose: to provide youth with career competency development in a work setting with supportive employer and a caring adult supervisor who acts as a coach to guide their development and prepare them for internships and/or employment with private businesses.

Target population: Youth with limited work experience, assessed as not fully ready for the workplace. Youth are typically 15-17 years old or are otherwise assessed as needing Tier II services.

3. *Career Bridging- Tier III*

Purpose: to provide youth with career competency development through real-world work experiences that offer exposure to career paths within a business and industry aligned with their interests.

Target Population: Youth who have work and/or internship experience and who have been assessed as work ready. Youth are typically 16-24 years old or are otherwise assessed as ready for and needing Tier III services.

Bloomfield Dual Track Pilot Program

Capital Workforce Partners (CWP) and Bloomfield High School partnered to deliver a pilot dual-track program to 20-30 Bloomfield High School 12th-grade students in the Fall of 2024. Students who participate in this program will complete CNA training, including clinical worksite experiences, alongside their regular course of 12th-grade study, were on track to graduate in the Spring of 2025 with both a High School Diploma and a CNA license. CNA training will be offered by an accredited training provider during the school day as a credited-bearing elective which youth can add to their academic schedule.

Youth enrolled in the CNA training elective received exposure to the health care sector, 60 hours of classroom-based instruction, 40 hours of hands-on experience through clinicals, and supports such as CNA professional attire and costs of CNA licensing. Program graduates were equipped to enter unsubsidized employment in a high-demand occupation and/or pursue further postsecondary training. This project, launched as a pilot, directly advanced state and regional goals for increasing students' postsecondary and career readiness through integrated dual track training frameworks and will demonstrate a replicable and scalable model for addressing talent pipeline shortages in the healthcare sector and other priority areas. This model of training allows students to complete not only with a high school diploma but with CNA certification/license as well, which will allow them to make sustainable wages upon graduation.

In addition to CNA training, students received case management and career advising services from a Youth Career Navigator, hired specifically to support the Dual Track CNA Training Program. Upon completion of the program, all students were referred to the Summer Youth Employment & Learning Program to receive healthcare internship opportunities within the SYELP framework, to further the student's healthcare career exploration experience. Youth who cannot, or who opt not to participate in SYELP, will be enrolled in post-secondary education, advanced sector-based training facilitated by the public workforce system, and/or will enter permanent unsubsidized employment post-graduation.

Ticket to Work

Social Security's Ticket to Work program offers Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) beneficiaries with disabilities the opportunity to explore work while safeguarding their benefits and healthcare through various work incentives. The Ticket to Work program supports and encourages workers with disabilities on the journey to financial independence and self-sufficiency.

Goal 2: Convene robust Regional Sector Partnerships that drive demand-driven talent pipelines and advance good jobs, skills-based hiring, and other equity strategies.

Key Strategies:

1. Build capacity of Regional Sector Partnerships to enact business-led workforce initiatives such as talent pipeline development and workforce policy & advocacy, while advancing middle-skill hiring opportunities that connect to high-quality career pathways.
2. Achieve high levels of business engagement and investment into Regional Sector Partnerships to support long-term sustainability.

Effective workforce development initiatives are designed with the job in mind. CWP has adopted a Regional Sector Partnership (RSP) framework to organize businesses in target industry sectors, creating a shared table for companies in a given sector, educators, and community partners to collectively address workforce issues and opportunities in the region. This business-led, community-supported model uniquely positions RSPs to validate demand-driven and responsive workforce strategies, especially those that connect to multi-year sequences of education, training, and upskilling.

Each of CWP's sector-based training initiatives has been developed in response to demonstrated industry hiring and talent pipeline needs to ensure that program participants have direct access to high-quality employment opportunities upon completion of training. CWP continues to partner directly with RSP members to secure job placement opportunities and concurrently advance equity strategies such as skills-based hiring and the US DOL Good Jobs Principles. We aim to further improve organizational capacity to deliver technical assistance and other supports to businesses pursuing these strategies.

Regional Sector Partnerships

Capital Area Healthcare Partnership (CAHP)

The Capital Area Healthcare Partnership (CAHP) is a regional, employer-led sector partnership that brings together healthcare providers to address shared workforce and industry challenges. Representing acute care, primary care, long-term care, home health, behavioral health, post-acute care, and other healthcare sectors, the partnership is co-convened by Capital Workforce Partners and the MetroHartford Alliance in collaboration with regional and statewide workforce, education, and economic development partners.

Originally launched in 2009 as the MetroHartford Alliance for Careers in Healthcare, the partnership was re-launched as CAHP in December 2022 and has since grown to more than 60 members. CAHP's mission is to strengthen the healthcare industry as a critical economic driver while improving workforce and patient outcomes through collaborative, employer-driven strategies.

The partnership's leadership team includes executive leaders from Hartford HealthCare, Oak Hill, and Wheeler Clinic, who help guide the partnership's priorities and initiatives. CAHP's work is organized through two primary action teams:

- Policy Action Team – Focused on unifying and amplifying the voice of healthcare providers to advance public policies that support industry stability, improve patient care, and enhance access to high-quality healthcare careers.

- Healthcare Workforce of Tomorrow Action Team – Comprised of employers including Hartford HealthCare, Trinity Health, ECHN, The Village for Families & Children, and McLean Health. The team's goal is to educate, engage, and connect Connecticut youth and adults to healthcare careers and career pathways.

The UnConference is an annual signature event of the Capital Area Healthcare Partnership (CAHP) that emerged from collaboration among partnership members through the Healthcare Workforce of Tomorrow Action Team. It brings together healthcare employers, educators, workforce partners, and students to explore workforce challenges and career pathways, and has grown each year in both participation and impact as a key strategy for building the region's future healthcare workforce.

Capital Workforce Partners receives funding from United Way of Central and Northeastern Connecticut to support the convening and coordination of CAHP. More information is available at: <https://capitalworkforce.org/capital-area-healthcare-partnership/>

Advanced Manufacturing Employer Partnership (AMEP)

The Advanced Manufacturing Employers Partnership (AMEP), co-convened by Goodwin University and Capital Workforce Partners, is an employer led consortium that supports initiatives to grow and enhance the manufacturing talent pipeline for aerospace and other manufacturers in North and Central Connecticut. It is a prime venue for manufacturing employers to come together to share ideas, express challenges, and influence workforce development initiatives. AMEP has a core focus on the manufacturing talent needs of advanced manufacturing employers, primarily aerospace in support of the supply chain of small-medium size manufacturers centered around Pratt and Whitney.

Each quarterly meeting brings together speakers on current topics such as apprenticeship, manufacturing innovation, and workforce forecasting. Participating employers have first-hand access to state and federal programs that offer financial support aimed at helping businesses succeed and grow.

Capital Area Tech Partnership (CATP)

Launched in 2021, this regional sector partnership brings together business leaders from the Connecticut capital region's technology companies to tackle common challenges that impact the growth and resiliency of the IT sector. It is supported by a collaborative team of public partners representing education, workforce development and economic development organizations and co-convened by Capital Workforce Partners and Metro Hartford Alliance. The CATP leadership committee includes representatives from CGI, HCL Technologies, Accenture.

The Capital Area Technology Partnership (CATP) is focused on strengthening the region's technology talent ecosystem by aligning employer needs with education, workforce, and community partners. The partnership's primary priorities include

- Advancing AI Readiness and Technology Adoption: Equip employers and workers to succeed in an AI-enabled economy by identifying emerging skill needs and strengthening collaboration among industry, education, and workforce partners.

- **Expanding Pathways into Technology Careers:** Increase access to technology careers through career awareness, work-based learning, internships, apprenticeships, and other pathways for youth, non-bachelor's degree seekers, and underrepresented populations.
- **Aligning Workforce Training with Industry Demand:** Ensure education and training programs remain responsive to employer needs by identifying in-demand skills and continuously improving pathways to technology careers and upskilling opportunities.

CATP is the Tech Regional Sector Partnership for Connecticut's capital region, launched with the support of the Governor's Workforce Council. Regional partnerships are modeled after nationally recognized Next Gen Sector Partnerships, which are active in 18 states around the country.

More details can be found at: <https://capitalworkforce.org/capital-area-tech-partnership/>

Capital Area Transportation, Distribution, and Logistics Partnership (CATDLP)

The Capital Area Transportation, Distribution, and Logistics Sector Partnership was launched in 2022 and brings together businesses from the industry to address common challenges and strengthen the economic viability of the TDL industry in the region. This partnership is business-led, with a steering committee comprised of representatives from DATTCO, FedEx, Bozzuto's, S&S Worldwide, and the CT Department of Transportation. It is convened by Capital Workforce Partners working in coordination with other economic development, workforce, and education organizations at the regional and state levels.

Through this partnership business leaders are working to advance TDL business priorities in the following areas:

- **Industry Promotion and Career Awareness:** Advancing strategies to connect underrepresented groups to career opportunities, including women and youth, while addressing stigmas commonly associated with work in these industries.
- **Workforce Development:** Creating opportunities and resources for training new staff and upskilling existing workers to take on leadership roles.

The TDL Expo and Career Fair is a growing annual event, coordinated by the CATDLP, which attracts dozens of exhibitors and hundreds of students and job seekers each year. The event is both a career fair and an industry engagement event, helping employers fill talent needs while introducing job seekers to high-demand careers in transportation, logistics, and supply chain industries.

CWP receives funding from The United Way of Central and Northeastern Connecticut the convening of CATDLP. More details can be found at: <https://capitalworkforce.org/capital-area-tdl-partnership>

Sector-Based Training Programs

Industry-Driven Skills Training Fund

Capital Workforce Partners was awarded \$1.6M through CT DOL's \$8 million statewide Industry-Driven Skills Training Fund (IDSTF) to support incumbent worker and on-the-job training programs in advanced manufacturing, IT/tech, healthcare, and transportation/logistics. Through the IDSTF, CWP leverages existing partnerships with eligible employers in these key industry sectors, who apply for outcomes-based reimbursement of actual training costs associated with upskilling their employees. Employer engagement will be coordinated through CWP's Business Services team and Regional Sector Partnerships, and implementation planning is now underway for program launch.

Career ConneCT

The Career ConneCT grant ended on June 30, 2026, for which Capital Workforce Partners was a subrecipient of the CT Office of Workforce Strategy in the CDL and Information Technology industries. Additionally, CWP was a subrecipient of other Connecticut WDBs' awards for Green, Manufacturing, and Healthcare. Throughout the grant period, the program provided support to individuals in need of reskilling, upskilling, or next-skilling, including supporting individuals in accessing and participating in short-term training programs that result in an industry-recognized credential and entry into employment in a high-quality career pathway in the IT, Manufacturing, CDL, Green and Healthcare industry sectors. Career ConneCT participants could also received a skills inventory, case management, and job placement support, as well as supportive services such as transportation, childcare, housing, food, technology, benefits counseling, stipends, and/or other services needed to attend job training and care for your family during training.

Good Jobs Challenge

The Good Jobs Challenge grant ended on June 30, 2026. Throughout the grant period, Capital Workforce Partners worked with training providers, employer partners, and workforce development staff to support participant recruitment, enrollment, training completion, credential attainment, and employment outcomes in the Healthcare and IT sectors. Final enrollment numbers reflected strong participation across both sectors. By the close of the grant, 114 participants had been enrolled in IT training and 233 participants had been enrolled in Healthcare training, for a total of 347 enrollments. Healthcare enrollment significantly exceeded the original target, and IT enrollment also met the intended sector goal. Throughout implementation, CWP and its provider partners continued to focus on connecting participants to high-quality occupational skills training, supportive services, case management, and employment opportunities. Providers worked to address participant barriers, maintain engagement, support credential completion, and connect job-ready participants to employment in their training fields. As the grant closed, CWP focused on final data review, documentation, credential verification, employment follow-up, and grant closeout activities. The grant helped strengthen regional sector-based training partnerships and supported a pipeline of participants entering or advancing in Healthcare and IT occupations.

H-1B CT-WHISP

The H-1B Connecticut Workforce & High-Tech Industry Skills Partnership (CT-WHISP) Grant Program was a four-year, \$10 million grant that invested in training for key sectors of the U.S. economy. The grant ended on January 31, 2026. Capital Workforce Partners was one of nineteen grant recipients

and focused on upskilling the current workforce and training the workforce of the future for critical industries such as IT and advanced manufacturing. This grant was implemented in partnership with the other four workforce boards in Connecticut and was targeted to serve 2,086 individuals statewide and 440 individuals in the North Central Region. Capital Workforce Partners, in partnership with the American Job Center network, regional IT and manufacturing employers, and regional IT and manufacturing training providers, used innovative training strategies and training delivery methods to provide individuals in our communities with the skills necessary to succeed in middle- and high-skilled H-1B occupations. Training models included a broad range of virtual, hybrid, and classroom skills training, on-the-job training, and incumbent worker training. The grant served 2,091 individuals statewide.

Apprenticeship Connecticut Initiative (ACI)

The Apprenticeship Connecticut Initiative (ACI), a four-year Connecticut bond-funded initiative promoting Pre-Apprenticeship and Registered Apprenticeship programming, has been concluded since May 2024, following a \$2.2 million award in 2020 to implement Pre-Apprenticeship and credential-based programming in the Manufacturing, Healthcare, and Construction sectors. During year one of this initiative, 147 participants received Pre-Apprenticeship or Registered Apprenticeship training with 87 earning credentials and 29 gaining employment. In year three, CWP added the transportation sector to the grant to meet the CDL training demand. To date, 416 participants have received Pre-Apprenticeship or Registered Apprenticeship training with 217 earning credentials and 167 gaining employment.

Jobs Funnel

The Jobs Funnel was launched as a pilot in Hartford to provide qualified workers opportunities to pursue careers in the construction trades. Jobs Funnels programs now operate in two local workforce areas – north central and northwest – under the aegis of the respective regional WDBs. State-level coordination is provided through the Office of Workforce Competitiveness.

State general fund dollars help support Jobs Funnel efforts.

Jobs Funnel services typically include outreach/recruitment, assessment, case management, pre-employment training, job placement, and retention support services. Since their inception, the various regional funnel initiatives have helped to place more than 4,488 individuals in a variety of construction-related jobs, in both union and non-union settings, and in apprenticeships. The average hourly starting wage for participants who have completed the Jobs Funnel training is approximately \$17-21. The Jobs Funnels are an example of innovative public-private partnerships involving employers, labor, community-based organizations, state and local agencies, non-profits, and local funders to address shared objectives.

Goal 3: Build a coordinated, efficient, and responsive workforce system that economizes limited resources to achieve scale and impact.

Key Strategies:

1. Develop cross-agency collaboration opportunities to serve at-risk and disconnected youth in Hartford and build a framework for regional expansion.
2. Build collective impact models that leverage resources and services across agencies to serve targeted populations.

The public workforce system has received significant federal and state investment throughout the pandemic period, including through the CT Career ConneCT grant program, US EDA Good Jobs Challenge, and historic federal investments including the Bipartisan Infrastructure Law (BIL), the Creating Helpful Incentives to Produce Semiconductors (CHIPS) and Science Act, and the Inflation Reduction Act (IRA). CWP is committed to maximizing the impacts of these opportunities to benefit North Central Connecticut residents and businesses. Effective service delivery and resource utilization demands integrated, data-driven programming that responds in real-time to changing conditions in the local labor market.

CWP continually pursues opportunities to enhance the regional workforce system, including through strategic partnership development, capacity-building initiatives, and cultivation of best practice workforce models and tools.

One Stop Operator

The One Stop Operator builds and maintains partnerships with WIOA-mandated partners. In addition, the Operator builds partnerships with other State agencies and community partners to support the American Job Center and job seeker needs. The Operator facilitates quarterly partners meetings. The Operator establishes and maintains customer satisfaction standards, strategies, and customer referral process in partnership with the One Stop Contractor. The Operator works in partnership with the One Stop Contractor to ensure continuous improvement of the One Stop System. The Operator is responsible for completing One Stop Certification every three years for all AJC sites in the North Central region.

Hartford Career Navigation Systems Development

CWP, the City of Hartford, the United Way of Central and Northeastern Connecticut, and the Hartford Foundation for Public Giving launched the Career Navigation Systems Development Initiative in response to an identified, systemic need for coordination of and navigation to employment and training resources. This includes a commitment to eliminating the duplication of projects and services through increased collaboration and developing a streamlined system of services for workforce development and career opportunities for Opportunity Youth (OY) and young adults in Hartford aged 14-29. Born in response to the challenges posed by the COVID-19 pandemic, the initiative focuses on the thousands of Opportunity Youth and Disconnected Young Adults in Hartford, aiming to provide them with a clear path forward.

The initiative is driven by five key strategies designed to create a comprehensive and supportive ecosystem for the city's youth to improve interagency coordination and referrals between agencies. The five strategies include: 1) Establishing a Community of Practice for career navigation staff; 2) Developing a virtual directory of services and resources; 3) Enhancing local data infrastructure to track referrals and outcomes; 4) Creating/Branding Career Navigation Hubs; and 5) Formalizing agency partnerships through MOUs and data sharing agreements.

Hartford Working Cities Challenge (HWC)

CWP is a partner with Hartford's Working Cities initiative, which is a focused, concentrated, and urgent effort that tackles two economic challenges facing Hartford: poverty and the need for an educated workforce to attract and retain employers to the city and the region. The Hartford Working Cities is a partner with the Hartford Opportunity Youth Collaborative, and supports youth leadership development, career pathways support and providing outreach to the community for employment and training opportunities. The Working Cities Initiative has been a core partner of the Hartford Career Navigation System work supporting higher quality, real time youth referrals to services between youth agencies. As challenges increased for disconnected youth during and after the pandemic, connecting youth to quality career pathways with support services is a critical youth workforce strategy.

East Hartford Working Cities Challenge (EHC)

Capital Workforce Partners (CWP) is an active partner in *East Hartford CONNects (EHC)*. EHC represents East Hartford's initiative as one of five municipalities participating in the Connecticut Working Cities Challenge, organized by the Federal Reserve Bank of Boston. EHC's purpose is to assist East Hartford residents with career development and educational resources and to foster community engagement. The initiative's staff works with residents who are searching for a new job or need assistance navigating available resources in the community.

B. Describe the process used to develop the LWDB's vision and goals, including a description of the participants in the process.

CWP's goals are consistent with its vision and mission. CWP's goals are designed to support the development of career pathways, and to improve services and outcomes for the most vulnerable workers — low-income adults and youth who have limited skills, lack work experience, and face other barriers to economic success. The goals also focus on expanding education and training options that help the region's residents to access good jobs and advance in their careers. The goals are also guided to address racial and economic inclusion of all of the region's diverse populations.

CWP has a wide range of committees and community partnerships which support feedback loops and inputs to the organization's vision and goals. CWP Board is over 50% composed of business representatives and is composed of all major WIOA core partners and community representatives, and adopts and supports the organization's goals and strategies. CWP's One Stop Committee, Future Workforce Services Committee and other committees all provide review, input and adoption of critical organizational goals. The Consortium of Chief Elected Officials meet quarterly to review and update the WIOA plan and strategies.

C. Describe the local area's strategy to work with entities that carry out the core programs to align resources available to the local area to achieve the strategic vision and goals established by the local board. In addition, describe how the LWDB may be coordinating, streamlining, and aligning processes across regions.

CWP has executed MOUs with all core partners and meets regularly with stakeholders to ensure continuous strategic alignment and operational coordination. For further detail see Section IV.A.:

Vocational Rehabilitation, Adult Education and Literacy, and Temporary Assistance for Needy Families.

CWP partners closely with the CT Office of Workforce Strategy, CT Department of Labor, and CT Governor’s Workforce Council, as well as the other four CT Workforce Boards, to align regional strategies and initiatives with state-wide efforts, including through regular meetings and communications.

D. Describe service strategies the LWDB has in place or will develop that will improve meeting the needs of customers with disabilities as well as other population groups.

For further detail see Section IV.A.: Vocational Rehabilitation, Adult Education and Literacy, and Temporary Assistance for Needy Families.

E. Describe how the LWDB’s goals relate to the achievement of federal performance accountability measures to support economic growth and self-sufficiency.

CWP’s goals are closely aligned with federal performance accountability measures.

Goals	Relation to Federal Performance Accountability Measures
Improve equitable access to industry-recognized skills and credentials that enhance employment outcomes for underserved populations.	<ul style="list-style-type: none"> Increased credential attainment and measurable skills gain rates Positive employment outcomes for priority of service populations
Convene robust Regional Sector Partnerships that drive demand-driven talent pipelines and advance good jobs, skills-based hiring, and other equity strategies.	<ul style="list-style-type: none"> Increased numbers of businesses receiving services with positive outcomes and customer satisfaction Enhanced earnings outcomes for jobseekers entering quality career pathways
Build a coordinated, efficient, and data-driven workforce system that economizes limited resources to achieve scale and impact.	<ul style="list-style-type: none"> Continuous improvement across system performance measures

F. Indicate anticipated local levels of performance for the federal measures.

CWP intends to negotiate WIOA performance levels that recognize the target populations served, a substantially larger number of enrollments into basic career services under the Adult program, and economic conditions in the region.

For purposes of this plan, anticipated local levels of performance for the primary indicators are:

Employment (Second Quarter after Exit)	
Adult	71.5%
Dislocated Worker	78.5%
Youth	78.5%

Employment (Fourth Quarter after Exit)	
Adult	68.5%
Dislocated Worker	75.5%
Youth	75.5%
Median Earnings (Second Quarter after Exit)	
Adult	\$8,200
Dislocated Worker	\$11,200
Youth	\$5,700
Credential Attainment Rate	
Adult	63.5%
Dislocated Worker	65.5%
Youth	76.5%
Measurable Skill Gain	
Adult	65.5%
Dislocated Worker	65.5%
Youth	70.5%

*The anticipated local levels of performance indicated in the chart above is based on negotiated rates from PY25

G. Describe indicators used by the LWDB to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers, and the one-stop delivery system in the local area.

All CWP service provider contracts include performance metrics that are tied to the region’s WIOA performance goals and to CWP’s vision for quality service delivery. The contractor performance goals for PY 23 are shown in the charts below and will be aligned with the region’s negotiated performance targets.

Adult Contractor Goals

Performance measures will be calculated quarterly according to the procedures detailed below.

Schedule

Measures will be calculated both quarterly and cumulatively for the program year. Quarterly reports will be generated 45 days after the end of the quarter, on approximately the following dates (subject to change):

- 11/17/2025
- 2/16/2026
- 5/15/2026
- 7/10/2026 *[Subject to change based on contractual and end of year closeout needs]*

WIOA Measures

Performance Requirements for Contract Compliance – Level 1 Goals	Goal PY25
WIOA Adult Employment Rate at Exit	73.5%
WIOA DW Employment Rate at Exit	80.5%

WIOA Weekly Earnings at \$800 at Exit	55%
Customers actively recruited and enrolled in WIOA Adult	425
Customers actively recruited and enrolled in WIOA Dislocated Worker	50
WIOA Adult ITA Credential Rate	65.5%
WIOA Dislocated Worker ITA Credential Rate	67.5%
WIOA Adult Measurable Skills Gains	67.5%
WIOA DW Measurable Skills Gains	67.5%
Online Training Credential Rate	70%
Customers placed in new Unsubsidized Employment	300
Participation documented 10 days after WIOA Application Completion	70%
Participants in Follow-up have follow-up activities quarterly (form and activities)	65%
WIOA Adult Inflection Point Surveys Completed	150
WIOA Dislocated Worker Inflection Point Surveys Completed	55

The second level of performance is a set of benchmarks that measure progress toward CWP’s strategic vision of closing the skills gap and placing job seekers into employment at self-sufficiency wages. Contractor will be eligible to earn performance incentive payments for meeting these goals per a specified performance schedule.

WIOA Performance Benchmarks for Incentive Payments	Goal PY25
WIOA Adult Employment Rate at Exit	75%
WIOA Dislocated Worker Employment Rate at Exit	82%
WIOA Weekly Earnings at \$850 at Exit	60%
Customers actively recruited and enrolled in WIOA Adult	435
Customers actively recruited and enrolled in WIOA Dislocated Worker	60
WIOA Adult ITA Credential Rate	67%
WIOA Dislocated Worker ITA Credential Rate	69%
WIOA Adult Measurable Skills Gains	69%
WIOA Dislocated Worker Measurable Skills Gain	69%

Online Training Credential Rate	75%
Customers placed in new Unsubsidized Employment	325
Participation documented 10 days after WIOA Application Completion	75%
Participants in Follow-up have follow-up activities quarterly (form and activities)	70%
WIOA Adult Inflection Point Surveys Completed	175
WIOA Dislocated Worker Inflection Point Surveys Completed	75

Youth Contract Performance Goals July 1, 2024-June 30, 2027:

1. New Enrollments
 - i. 100% of the contracted number of youth to be served will be enrolled into the WIOA Youth program by the end of the third quarter of the program year.
2. ISS Supportive Services
 - i. 100% of youth who require a supportive service within the Individual Service Strategy will be referred or provided with the necessary services within 2 weeks of the ISS creation/update.
3. Measurable Skill Gain
 - i. 80% of youth will achieve a measurable skill gain for each program year they are enrolled in an education or training activity.
4. Sector-Based Training
 - i. 80% of newly enrolled youth will begin an approved sector-based training within 180 days after enrollment.
5. Sector-Based Credential Attainment
 - i. 80% of youth who finish an approved sector-based training during the program year will receive a recognized post-secondary credential corresponding to the training.
6. Paid Work Experience
 - i. 40% of active participants will receive work experience by 3rd quarter of program year.
7. Program Expenditures
 - i. 70% of the budgeted work experience dollars will be expended by the third quarter of the program year.
 - ii. 70% of the budgeted participant training line items will be expended by the third quarter of the program year
8. Carry-In Youth
 - i. 80% of carry-in youth who have not received a credential are placed in training by the 2nd quarter of the program year.
 - ii. 80% of carry-in youth who have received credentials and are not placed in employment or post-secondary education will be placed in permanent employment, post-secondary education, and/or paid work experience by the 2nd quarter of the program year.
9. Placements at Exit
 - i. 80% of youth exited within the program year will be enrolled in education, advanced training, or apprenticeships, or will be employed in an unsubsidized job at exit.
10. Exiters with an Hourly Wage at/above \$18.00
 - i. 40% of youth who enter unsubsidized employment or apprenticeships, and are not enrolled in post-secondary education, will earn a wage of \$18.00 per hour or more at exit.
11. Follow-Up Services

- i. 100% of required follow-up will be completed and documented quarterly.
- ii. 80% of youth who have their 2nd quarter of follow up within the program year will be enrolled in education, advanced training, or apprenticeships, or will be employed in an unsubsidized job.
- iii. 80% of youth who have their 4th quarter of follow up within the program year will be enrolled in education, advanced training, or apprenticeships, or will be employed in an unsubsidized job.

IV. COORDINATION OF SERVICES

A. Coordination with Partner Programs and Services

Describe how individualized career services will be coordinated across programs/partners in the one-stop centers, including Vocational Rehabilitation, Adult Education and Literacy activities and TANF. Specify how the local area will coordinate with these programs to avoid duplication and foster integrated services to improve service delivery for shared customers.

To avoid duplication of services to customers, and better serve customers who have need for multi-agency support, CWP establishes Memoranda of Understanding (MOUs) with partner agencies to define roles and responsibilities.

Vocational Rehabilitation

CWP employs a Disability Resource Coordinator (DRC) who leads coordination of services for individuals with disabilities and implements project activities to improve education, training and employment opportunities and outcomes for youth and adults with disabilities who are unemployed, underemployed and/or receiving Social Security disability benefits.

The regional One-Stop system has strong partnerships and collaboration among key agencies; service coordination through an Integrated Resource Team; integrated services and resources, including blended, braided and leveraged funding and resources. Integrated Resource Teams address individual needs and provide increased support for jobseekers with disabilities.

An MOU is in place and Vocational Rehabilitation staff (ADS) are on site at the North Central AJCs on a weekly basis.

Adult Education and Literacy

CWP has established a One-Stop Adult Education Liaison position in its One-Stop career services contract. The liaison has scheduled hours at Hartford Adult Education to connect students with the One-Stop system; she goes out to other Adult Education centers in the region upon request.

An interagency referral process is in place that includes a release of information, streamlining information sharing in particular CASAS scoring. Adult Education providers are active participants in the WIOA Partners meetings. An MOU has been signed between CWP and DOE.

CWP is an integral partner and the convening organization for the Capital Area Adult Literacy Network, an adult literacy collaborative. The Network envisions a regional adult literacy system that offers:

- An enhancement and strengthening of an integrated adult education and workforce training system

- A coordinated continuum of literacy services that meet the education and training needs of all adult learners.
- Connections to and support from “wrap-around” services such as childcare, counseling and other social services.
- Career pathways that lead to well-paying jobs with sustainable wages.
- Coordination, communication and collaboration among all providers of adult literacy services, employers, and business leaders.

Temporary Assistance for Needy Families (TANF) – CWP’s Jobs First Employment Services (JFES)

JFES services are delivered through a family-centered approach, identifying participant’s support system and resources to support them in gaining self-sufficiency. CTDOL continues to encourage the implementation of Family Centered Coaching tools with all JFES Participants.

CWP’s JFES program is administered in partnership with CT DOL and the Department of Social Services (DSS). JFES provides employment and workforce development services to time-limited recipients of Temporary Family Assistance (TFA), Connecticut's cash assistance program for eligible families funded through the Temporary Assistance for Needy Families (TANF) block grant. The primary goal of the JFES program is to assist participants in obtaining and retaining employment while progressing toward long-term economic self-sufficiency. Services are designed to strengthen participants' employability by developing job skills, addressing barriers to employment, and providing individualized support throughout the employment process. The JFES program is fully integrated within the American Job Center (One-Stop) system; the One-Stop contractors, EDSI, delivers coordinated services to both JFES and WIOA participants. Career services include comprehensive case management, job search and placement assistance, vocational training, subsidized employment, community service opportunities, adult basic education, and supportive services such as transportation and childcare assistance to help participants successfully engage in training and employment.

Recent TFA Updates:

- *Effective 10/1/2023* - TFA asset limit increases from \$3,000 to \$6,000 per household.
- *Effective 1/1/2024* - A TFA household is allowed an earnings disregard up to 230% FPL for a period of 6 consecutive months after exceeding earnings of the current 100% FPL disregard. The TFA benefit will be reduced by 20% for TFA households earning 171% FPL to 230% FPL during this 6-month period.
- *Effective 4/1/2024* - The TFA time limit will increase from 21 months to 36 months. Two 6-month extensions will be allowed for families earning below 100% FPL. This is a change to the income criteria that currently applies to extensions. Now to qualify for an extension a TFA family must have income below the TFA payment standard.

CTDOL recently partnered with UCONN to provide financial literacy workshops for JFES participants. As part of this partnership, UCONN will facilitate five virtual workshops each month, providing participants with knowledge and skills in budgeting, saving, credit, and financial planning. These workshops are designed to help participants establish strong financial habits and support their long-term journey toward economic self-sufficiency.

CWP and CTSS will explore opportunities to coordinate services beyond TANF. CTSS delivers a wide variety of services to children, families, adults, people with disabilities and the elderly, including health care coverage, food and nutrition assistance, child support services, independent living services,

energy assistance, and program grants. Most recently, CWP has developed and proposed a wraparound coordination model with DSS and the region's Community Action Programs (CAPs): CWP, Community Renewal Team (CRT), and Human Resources Agency (HRA) have proposed the SNAP Work Readiness Pathway (SNAP WR) Partnership Pilot, which would formalize a referral pathway in which CAP case managers (CRT/HRA) conduct SNAP participant intake and refer individuals to AJC orientation, career advising, and training/subsidized employment, with CAP partners coordinating wraparound supportive services (e.g., childcare, transportation).

B. Coordination with Economic Development Activities

Provide a description of how the local board will coordinate workforce investment activities carried out in the local area with economic development activities.

CWP works closely with the CT Department of Economic and Community Development (DECD) and CT DOL in support of their state-driven programs. CWP also fosters relationships with local economic development agencies such as AdvanceCT and MetroHartford Alliance to respond to the needs of employers that are, or are considering, locating or expanding in towns within the region. Services might include customized recruitment activities or job fairs targeted to employers receiving financial or administrative assistance from DECD or a town. CWP also engages DECD through the One Stop/AJC business services unit, with DECD, DOL and CWP supporting employer engagement.

CWP also partners with the Governor's Workforce Council and convenes numerous Regional Sector Partnerships (RSP) to link workforce development to various economic development growth opportunities. CWP's IT/Tech and Healthcare RSPs are co-convened by CWP and MetroHartford Alliance, the regional economic development entity. CWP is a lead stakeholder involved in the Capitol Region Council of Government's (CRCOG) Comprehensive Economic Development Strategy (CEDS) Implementation Committee. CRCOG is the regional Economic Development District, as designated by the US EDA. CWP also works with regional Chambers of Commerce to engage area business needs around workforce development.

In terms of direct business relationships, CWP continues to convene three active Regional Sector Partnerships — Capital Area Healthcare Partnership (CAHP), Capital Area Tech Partnership (CATP), and Capital Area TDL Partnership (CATDLP) — which continued quarterly convenings this program year, alongside its Business Services team activity supporting training and navigation.

C. Coordination of Education and Workforce Development Activities

Describe how the LWDB will coordinate education and workforce investment activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

CWP plays a variety of roles, e.g., leader, convener, backbone and/or supporter, relative to education and workforce investment activities carried out in the region by numerous organizations, which frequently include local adult education providers, the regional education council, community colleges, regional vocational technical high schools, and community-based organizations.

CWP works with the Connecticut State Colleges & Universities (CSCU) to develop partnership work around employment and training programs, including pre-apprenticeship, apprenticeship, individual training accounts and other workforce development strategies. CWP works with local school districts on the Summer Youth Employment and Learning Program (SYELP), pre-apprenticeships and other

work-based learning programs. CWP also works with the Connecticut Technical Education and Career System (CTECS) around pre-apprenticeship and other work-based learning systems. CWP is the backbone for the Hartford Work-Based Learning Network and supports the Governor’s Work-Based Learning Committee. CWP supports targeted dual-track education and training programs through its career pathway work and out-of-school and in-school youth employment programming.

CWP works closely with the CT State Community College campuses in the region, namely Asnuntuck, Capital, Manchester, and Tunxis, holding regular leadership meetings with college representatives to ensure training and courses align with employer needs and are labor market driven. In addition, it collaborates with the region’s technical high schools to offer post-secondary vocational training courses. The Enfield One-Stop Center is co-located at the CT State Asnuntuck campus, and the Bristol One-Stop Center is co-located at the CT State Tunxis campus. The East Hartford AJC is co-located on the campus of Goodwin University and the Hartford AJC is co-located at Hartford Public Library.

CWP also engages numerous public and private postsecondary institutions through the Regional Sector Partnerships. The Capital Area Tech Partnership, through a Tech Talent Accelerator initiative, has brought college instructors and employers together to develop almost a dozen new industry-informed college training options in IT/Tech fields.

D. Coordination of Transportation and Other Supportive Services

Describe how the LWDB will coordinate workforce investment activities carried out under this title in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area.

CWP-facilitated workforce programs always include Supportive Services as a core element of program design. Workforce transportation supports are provided in the form of gas cards, bus passes for public transportation, vehicle repairs etc. Other Supportive Services include work and/or interview attire or equipment and basic needs supports are also provided as needed to ensure participant success. Payment for transportation and other supports for individual workers or jobseekers is based on need and is provided by CWP via grant funds. CWP also secures private funds to provide supportive services to specific target populations, including ex-offenders.

E. Coordination of Wagner-Peyser Services

Provide a description of plans and strategies for, and assurances concerning, maximizing coordination of services provided by the state employment service under the Wagner-Peyser Act and services provided in the local area through the one-stop delivery system to improve service delivery and avoid duplication of services.

CWP and CTDOL are co-located at the comprehensive One-Stop center and have a strong working partnership that promotes a seamless operation, enhancing access to program services and long-term employment outcomes for both job seekers and employers. Programs and services are integrated where feasible by jointly serving common customers, supporting interagency in-service training, and providing information and services that most directly meet the customer’s needs. Wagner-Peyser services are overseen by the local Job Center Director, a member of the CWP Board, and meets regularly with both CWP and WIOA Title I contractor staff to ensure service provision is coordinated and effective.

The MOU between CWP and DOL documents an agreement to coordinate the delivery of services and activities to:

- Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
- Coordinate resources and programs to ensure a streamlined and efficient workforce development system.
- Promote information sharing and coordination of activities to improve the performance of the One Stop/AJC system in part through the use of data access agreements.
- Promote the development and implementation of a more unified system of measuring program performance and accountability.

Both organizations agree to coordinate services in the implementation of a workforce development system that:

- Is committed to a customer-focused comprehensive delivery system.
- Ensures the needs of adults, youth, and dislocated workers, and individuals with barriers to employment, including individuals with disabilities, are addressed, including access to technology and materials, are made available through the One-Stop/AJC system.
- Works towards aligning intake, case management and job placement services in an effort to maximize efficiency and effectiveness.
- Develops collaborative relationships with a network of other agencies and partners in the local/regional area.

F. Coordination of Adult Education and Literacy

Describe how the LWDB will coordinate workforce investment activities carried out under this title in the local area with the provision of adult education and literacy activities under Title II in the local area, including a description of how the local board will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under Title II.

CWP works with and supports adult education programs in coordination with CSDE supporting projects using Title II, WIOA funds. CSDE conducted a new competition in April 2024 with CWP supporting several adult education providers who have applied for funding to offer Integrated Education & Training, Career Navigation, and Integrated English Language and Civics Education (IELCE) programs, among other priority areas, which aligned with their local workforce development boards' identified industry sectors. Certification programs include manufacturing, health occupations and other occupations.

One notable development in this relationship is the Basic Skills Remediation Pilot, implemented in partnership with CREC, Manchester Adult Education, and Bristol Adult Education to prepare residents with a high school diploma for occupational training in healthcare, IT, and manufacturing. The Basic Skills Remediation Pilot is extended through July 2027 and is currently being redesigned to strengthen alignment with occupational training and employment pathways; PY2026 enrollments include 108/160 (CWP) and 48/90 (NRWIB). CWP will continue to enroll participants to meet our contracted goal of 250 while achieving targeted outcomes by increasing completions, Measurable Skills Gains (MSG), and connections to occupational skills training and employment in healthcare and manufacturing.

CWP utilizes an AJC Adult Literacy Liaison and the Capital Adult Literacy Network described in IV.A. as the vehicle for coordination of Adult Education activities. CWP will continue to coordinate with the Connecticut Department of Education to ensure that the workforce development board is included in future Title II procurement process.

CWP is also currently engaged in a Basic Skills Remediation pilot project, in partnership with local adult education providers, to deliver contextualized skill development for individuals that have attained a high school diploma but who are still determined to be basic skills deficient.

G. Coordination with other Local Areas or Bordering States

Describe any partnerships between one or more LWDBs and/or partnerships with entities in bordering states that address the workforce needs of the region(s).

CWP supports the New England Knowledge Corridor, which follows Interstate 91 and the Connecticut River through Connecticut and Massachusetts, and occasionally partners with the corresponding CT and MA Workforce Development Boards (e.g., MassHire Hampden County Workforce Board and MassHire Franklin-Hampshire County Workforce Board), Councils of Government, and Planning Commissions in the Corridor to conduct research and resource development activities. CWP recognizes significant labor market interactions and commuting patterns between jobseekers and employers in Hartford, CT and Springfield, MA.

H. Cooperative Agreements

Provide a description of the replicated cooperative agreements (as defined in WIOA section 107(d)(11)) between the local board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29U.S.C 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under Title I of such Act (29 U.S.C. 721(a)(11) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross-training staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts of cooperation, collaboration and coordination.

CWP will work with CTDOL and ADS to replicate the cooperative agreement(s) in place at the state level.

V. LOCAL ONE-STOP SYSTEM

HE LOCAL ONE-STOP SYSTEM

A. General System Description

Describe the one-stop delivery system in your local area including the roles and resource contributions of one-stop partners.

The local One-Stop Career Centers are designed to provide a full range of assistance to job seekers and employers. The centers offer training referrals, career counseling, job listings, and other employment-related services. Customers can visit a center in person or connect to the center's information through the Call Center.

This program year, CWP's One-Stop Operator established 18 new partnerships, identifying opportunities to collaborate and maximize available resources and program services. CWP also continues to partner with DOL Business Services to host multi-employer job fairs at AJCs across the region.

The system includes a business services unit (BSU) which provides business services support to directly serve the workforce development and business needs of the North Central CT business community. The BSU provides job development and places enrolled job seeker customers into full-time, unsubsidized jobs through the provision of job placement services heavily informed by employer relationships and business development efforts.

1. *Is each of the required WIOA partners included in your one-stop delivery system? Describe how they contribute to your planning and implementation efforts. If any required partner is not involved, explain the reason.*

Required partner roles and contributions are as follows:

- CWP provides career services, training, and business services at all six One-Stop centers and at the library satellite and contributes technical support and financial resources to the facilities occupied and utilized by staff delivering WIOA Title I services.
- YouthBuild, Native American, Job Corps, and Migrant & Seasonal Farmworker programs are off-site. Through a reciprocal referral process, career services are provided at a location that meets the specific needs of the One-Stop participant.
- CT Department of Labor provides career services, training, and business services at the comprehensive center, and contributes technical support and financial resources to the facilities occupied and utilized by staff delivering Wagner-Peyser, Trade Act, Veterans, UI and other DOL services.
- CT State Department of Education (CSDE) provides adult literacy services through contracts with Title II service providers. CSDE contributes financial resources to support adult literacy assessments for jobseekers, and costs associated with the One-Stop Adult Education position, who connects local adult education providers with the One-Stop system. The local Manchester Adult Education program contributes financial resources to the facility occupied by its staff and students in the Manchester One-Stop affiliate site.
- CT Department of Aging and Disability Services (ADS) - Bureau of Rehabilitation Services (BRS) and Bureau of Education Services for the Blind (BESB) provide career services and training to jobseekers with disabilities through referral and the Integrated Resource Team process. BRS | BESB staff occupy the Hartford AJC one day each week. Additionally, BRS is collocated in Bristol, East Hartford, Enfield, and New Britain, where staff attend at least once a week.
- Older Americans Act/Senior Community Service Employment Program (SCSEP) services are off-site and available to One Stop customers through referrals to The Workplace's SCSEP location, which is next door to the comprehensive Hartford One Stop Center.
- Career and Technical Education Programs of study at the postsecondary level as authorized under the Carl D. Perkins Act of 2006 and Perkins V are provided off-site at CT State Community College [CSCC] locations in the north central One-Stop area.
- The CT Department of Social Services (DSS) partners with the One-Stop system through the Jobs First Employment Services (JFES) program for Temporary Assistance for Needy Families

(TANF) recipients. The JFES program contributes technical support and financial resources to the facilities occupied and utilized by staff delivering JFES services. CWP and CTSS will explore opportunities to coordinate services beyond TANF at the One-Stop sites.

2. Identify any non-required partners included in the local one-stop delivery system.

CWP collaborates with federal, state, and local entities and partner organizations beyond those required by WIOA to enhance the delivery of employment, education, and training programs through the one-stop system. CWP's Disability Resource Coordinator offers the federal Social Security Administration's *Ticket to Work and Self Sufficiency (Ticket) Program* to SSDI and SSI beneficiaries with disabilities, providing the opportunity for them to explore work options or education while safeguarding their healthcare and cash benefit choices. *SNAP Employment and Training* is offered through referrals to north central Connecticut State Community College and other partner locations to help eligible participants gain the skills needed to find work and become more independent. CWP maintains a local AJC satellite location at the Hartford Public Library. CWP currently collaborates with multiple community partners and state/provider agencies to support referrals to the Connecticut Department of Aging and Disability Services | *BRS CT Pathways to Integrated Employment* [CTPIE] initiative. This initiative helps eligible youth and adults with intellectual and developmental disabilities find employment, working side-by-side with people of all abilities and earning competitive wages and benefits. Additional partners include local reentry and supportive service providers.

3. The LWDB, with the agreement of the chief elected official, shall develop and enter into a memorandum of understanding between the local board and the one-stop partners. Please provide a copy of any executed MOUs.

See Attachment VI – Partner MOUs.

B. Customer Access

Describe actions taken by the LWDB to promote maximum integration of service delivery through the one-stop delivery system for both business customers and individual customers.

CWP is strongly committed to serving jobseekers who are under-represented or under-utilized in the workforce, including individuals with disabilities, ex-offenders, and long-term unemployed individuals. Principles of integrated service delivery are outlined in the MOUs with the core partners: CWP, CTDO, CSDE and ADS. Integrated service delivery to business customers is implemented through the regional Business Services Team, with its cross-trained staff and shared guiding principles, policies, and procedures.

Most recently, CWP has integrated VR (virtual reality) goggles as a career exploration tool across the AJC system; 336 learners (AJC/CWP program participants, partner-agency clients, and career fair attendees) have engaged with the technology to date, with 170 going on to gain new employment and 28 connecting to related training opportunities. The Level All career-exploration and job-readiness platform also continues to be shared with newly enrolled customers.

1. Describe how entities within the one-stop delivery system, including one-stop operators and one-stop partners, will comply with the Americans with Disabilities Act regarding physical and programmatic accessibility of facilities, programs and services, technology, and materials for

individuals with disabilities, including providing staff training and support for addressing needs of individuals with disabilities.

- CWP employs a Disability Resource Coordinator (DRC) who has lead responsibility for facilitating disability awareness training, ensuring that policies and procedures do not impede access to the facilities, services, and communication for individuals with disabilities.
- CWP coordinates with CTDOLE to conduct an annual review of facilities as well as policies and procedures to ensure accessibility and compliance with Americans with Disabilities Act.
- CWP coordinated with the Bureau of Education and Services for the Blind, within ADS, for technical assistance to ensure that its website meets accessibility standards.
- The DRC secures outside experts to provide staff training as well as providing some training herself. All staff receive Disability Etiquette and Integrated Resource Team training upon onboarding.
- One-Stop centers in the region are equipped with adaptive technology, including:
 - For individuals with physical restrictions: adjustable workstations
 - For individuals with visual impairments: large screen monitor with Text to Speech (JAWS) software, Zoom Text and customized keyboards
 - For individuals who have low vision or learning disability: Large Print Documents and Screen Magnifier are available
 - For individuals who are hard of hearing: a microphone with amplifier for use in workshops, and a pocket talker for one-on-one appointments are used.
 - For individuals who are D/deaf: CWP is registered with LifeBridge and Source ASL Interpreting Services. All AJCs have video phones that connect with ASL interpreting services

2. Describe how entities within the one-stop delivery system are utilizing principles of universal design in their operation.

The American Job Centers (AJCs), in the North Central region, incorporate Universal Design (UD) as a part of its continuous improvement plan. Capital Workforce Partners (CWP) is committed to UD principles to ensure jobseekers have equal access and opportunity with the AJC system.

CWP has established the application of Universal Design Principles as operation policy. These principles include:

- Equitable Use: The design is useful and marketable to people with diverse abilities.
- Flexibility in Use: The design accommodates a wide range of individual preferences and abilities.
- Simple and Intuitive Use: Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
- Perceptible Information: The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.
- Tolerance for Error: The design minimizes hazards and the adverse consequences of accidental or unintended actions.
- Low Physical Effort: The design can be used efficiently and comfortably and with a minimum of fatigue.
- Size and Space for Approach and Use: Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.

To ensure that the North Central AJC offices operate in accordance with these principles and desire to improve access, understanding and utilization of services by job seekers with a disability and all job seekers regardless of their age, size, background, or abilities, the Disability Resource Coordinator (DRC) conducts periodic reviews on physical, programmatic and communication access. Additionally, the staff are trained in Universal Design principles.

Furthermore, Universal Design is a significant component of the customer-centered design framework to provide exemplary service in the AJC. Utilizing a customer centered approach has not only helped in building capacity to better serve individuals with multiple barriers to employment, but it also benefits the jobseekers' wide range of learning styles, intelligence, and physical mobility.

3. Describe how the LWDB facilitates access to services provided through the local delivery system, including remote areas, through the use of technology and through other means.

There are several technologies available to jobseekers and employers who need to access services remotely. Continue to implement a hybrid service delivery model to provide quality services for job seekers and employers interested in utilizing the services available at the American Job Center. There are a variety of online learning tools available to build skills and enhance the digital literacy of our customers. We continuously work to evaluate and expand on the online tools available within our Online Learning Centers. Facilitators are able to provide training through virtual learning labs and in-person training programs for ServSafe and National Retail Federation training for those interested in receiving a credential.

Additional tools available include:

- CTHires, the state's online workforce system, is available for online job search, free online training through ALISON, and candidate search for employers. Customers can access the pre-application in CTHires to upload eligibility documents for the intake process.
- NorthStar Digital Literacy Assessment which is accessible in-person or virtual to help enhance computer skills.
- Continue to utilize PathwayU to help assess the aptitudes and interests of customers – helping to build strong Individualized Employment Plans and navigating career pathways.

In addition to remote access through online platforms, the One-Stop Adult Education Liaison travels to several adult education centers to provide career services to students on-site. The satellite at the Hartford Public Library was established to expand access through extended evening and weekend hours. The location was selected based on its familiarity and proximity to homeless shelters and halfway houses to encourage individuals with employment barriers to use One-Stop services.

With the inclusion of our Career Navigators at the American Job Center, it allows access to services to those who unable to access our centers. Our Navigators are in the community and have technology available which allows them to conduct intake appointments and provide case management services while out in the community.

C. Integration of Services

Describe how one-stop career centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop career center partners.

One-Stop Career centers have successfully integrated a technology – enabled intake and case management system for all programs. CTHires, CT DOL’s data management system documents job development, training activities and other career services. The system provides access to jobseekers and employers. CTHires tracks Wagner Peyser, Trade Act, and WIOA. In addition, information for discretionary grants such as ACI, creating generic program applications to capture eligibility. The workforce system continues to collaborate on enhancing CTHires, data management system to be able to extract useful reports that help guide performance tracking and reporting outcomes.

Technology restrictions do not currently allow the ability to conduct universal intake with vocational rehabilitation and adult education. CWP strongly encourages the State to prioritize implementation of an integrated technology platform across all of the core programs to improve coordination and create a much more customer-friendly system.

Looking ahead, CWP is also developing an Intake Referral Platform (IRP) through the Hartford Opportunity Youth Collaborative — a centralized digital system that enables youth-serving agencies to submit, track, and respond to referrals in real time, ensuring young people are seamlessly connected to services across the network. While the IRP is currently being piloted in the context of Opportunity Youth-serving agencies, its underlying infrastructure holds significant potential to expand beyond that population, supporting broader intake and referral coordination across one-stop partner programs and further strengthening the integrated service delivery model at CWP's American Job Centers.

D. Competitive Selection of One Stop Operator

Describe the steps taken or to be taken to ensure a competitive process that avoids potential conflict of interest for selection of the one-stop operator(s).

CWP launched a competitive procurement, beginning with the issuance of a Request for Proposal (RFP) in April 2025. The procurement process was guided by and adhered to CWP’s procurement policy in establishing a new One Stop Operator as of July 1, 2024. The policy includes standards of conduct that address conflict of interest. CWP employees and board members with a real or apparent conflict of interest are excluded from the procurement process.

E. System Improvement

Describe the steps the LWDB will take to ensure continuous improvement of the area’s one-stop system.

CWP engaged in a Vision 2024 campaign to evaluate the operations and outcomes of the existing One Stop System and to identify opportunities for future enhancement and innovation. Opportunities for enhancement were identified and implemented in PY24 and PY25, and innovations such as the implementation of a Navigation team and the consolidation of the Business Team have had long-lasting positive impacts on the system. These efforts have enhanced and streamlined outreach and have aligned Business Services in the North Central region.

WIOA funding has continued to decrease; we will focus our efforts on sustaining our navigation and business models and further aligning and integrating our AJC program and services to improve system efficiency and high-quality service delivery, as measured by employment outcomes. A core strategy for us as we look to PY26 and 27 will be to increase co-enrollment opportunities in supportive workforce and training programs and to leverage Workforce Pell in order to retain adequate training capacity for enrolled participants.

The core action opportunities identified through this process and selected for enhancements included the following:

1. Increase co-enrollments thereby maximizing services to participants
2. Improve assessment tools and processes; enhance navigation services at the “door”; and increase assessment and re-assessment touchpoints.
3. Improve internal capacity to deliver “essential-skills” training and preparation, system-wide
4. Enhance and scale employer driven pipeline model business services & job development.

CWP will engage in an annual review process of programs, operations, and service delivery outcomes to increase alignment of *all programs and services* inclusive of and additional to WIOA and JFES. We aim to support workforce development ecosystem holistically across our service area, and in coordination with the State of Connecticut, to meet the needs of jobseekers and employer customers through our services and partnerships.

VI. DESCRIPTION OF PROGRAM SERVICES

A. System Description

Describe the local workforce development system. Identify the programs that are included in the system and how the local board will work with the entities carrying out core programs and other workforce development programs to support alignment in provision of services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), that support the strategy identified in the State Plan under WIOA section 102(b)(1)(E). WIOA §108(b)(2).

Adult Workforce Development Activities

- American Job Center – One Stop Services: AJC system is a partnership of organizations, working as a team, to promote a universal approach to providing effective workforce assistance to job seekers and businesses.
- Through the AJC system, job-seekers are connected to the core partner programs including Wagner-Peyser, Trade Act, Unemployment Insurance, Veterans’ Employment Services, Vocational Rehabilitation, Adult Education, and TANF Employment Services.
- Wagner-Peyser, Trade Act, Unemployment Insurance, and Veterans’ Employment Services are coordinated and aligned through the Comprehensive AJC and the shared online case management system, CTHires.
- Vocational rehabilitation services are coordinated and aligned through the Disability Resource Coordinator who leads staff training, the Access=Ability workshop, the Integrated Resource Team process and VR counselors are on site on a weekly basis.
- Adult education services are coordinated and aligned through, the One-Stop Adult Education Liaison, and participation by CSDE staff on the One-Stop Committee and CWP Board.

TANF employment services are coordinated and aligned through the Jobs First Employment Services Program and the regular regional partnership meetings; SNAP Employment and Training, Child Support and Community Services Block Grant (CSBG) services will be coordinated and aligned.

Jobseekers are connected to other CWP programs through the AJC, including:

- *Mortgage Crisis Job Training Program (MCJTP)*: a training and job placement program open to individuals who are at risk of default.
- *Best Chance*: a state-funded contextualized education and training program for ex-offenders.
- *Jobs Funnel*: a pre-employment/pre-apprenticeship program for individuals interested in construction and energy-related trades.
- *Opportunity Youth Career Pathways*: programs funded through WIOA include contextualized learning and occupational skills training in CWP's target sectors: healthcare, manufacturing, construction and energy.
- Ticket to Work Program: Voluntary program for Social Security Disability beneficiaries looking to go off benefits and re-enter the workforce

B. Sub Grants and Contracts

Provide a description of the competitive process to be used that avoids potential conflict of interest to award subgrants and contracts in the local area for WIOA-funded activities and the services to be made available.

CWP will adhere to its procurement policy as approved by the Finance & Audit Committee and Board of Directors. CWP uses a competitive Request for Proposal process to solicit and select providers of WIOA Adult, Dislocated Worker and Youth services, and awards cost reimbursement contracts that include performance accountability measures.

CWP strives to have the highest quality standard of business practices. Its policy and procedures and subsequent revisions and updates reflect CWP's commitment to procuring quality and cost-effective goods and services while adhering to state and federal laws and regulations and protecting the public and private investors' trust.

CWP follows its procurement and contracting policies and procedures to ensure that the appropriate goods and services are obtained in a fair, uniform, cost effective and efficient manner that is compliant with the applicable provisions of State and Federal statutes, regulations, Uniform Guidance, and executive orders.

Expanding Access to Employment

Describe how the local board, working with entities carrying out core programs, will expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, including how the local board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to recognized postsecondary credentials.

CWP's one-stop service delivery model is designed to maximize co-enrollment in WIOA Title I and Title III (Wagner-Peyser), and in other education and training programs that meet individual customer needs, such as WIOA Title II and local adult literacy programs, WIOA Title IV and other vocational

rehabilitation programs, apprenticeship and pre-apprenticeship training, post-secondary middle skill certificate programs, and state and privately-funded employment and training programs.

CWP continues to leverage all programs, promoting co-enrollment to support customer's employment and training goals. CWP continues to network and build partnerships that foster strong referrals; addressing individual barriers to employment and assisting in developing career pathways. CWP promotes the importance of co-location within our agencies to build strong collaborations with community partners and resources. At our American Job Center (AJC) locations, Bureau of Rehabilitation Services and Bureau of Education and Services for the Blind staff have space in our offices to provide support to individuals, supporting a collaborative effort.

CWP has adopted a career pathways model as the strategic framework for its plan. CWP has created a strategic career pathway framework for its core work; its operational programs will be implemented based on this framework.

- The career pathways system will provide a continuum of skill development aligned with documented employer needs; individuals will progress along the pathway toward the goal of achieving middle skill jobs.
- CWP's career pathways system provides opportunities to a wide array of job-seekers, including those with disabilities, low income/low-skilled individuals, dislocated workers, ex-offenders, and opportunity youth.
- Through this framework, CWP will build a coordinated workforce system that aligns services among community, local and state resources to prepare job-seekers with the necessary skills to ensure that employer workforce needs are met.

C. Key Industry Sectors

Identify how the LWDB plans to better align its resources to support and meet the training and employment needs of key industry sectors in the local area. Describe policies adopted or planned for aligning training initiatives and Individual Training Accounts (ITAs) to sector strategies and demand occupations.

CWP continually uses analytical tools and high-quality data sources (Lightcast, CT DOL, BLS, ACS) to analyze industry and occupational trends to identify targeted in-demand industries and occupations. This data and analysis are used in its annual ITA review to assist in determining where to guide ITA applicants and where to focus CWP resources. In addition, CP produces monthly Labor Situation Reports that identify regional labor market trends including occupations focused on middle skills, openings, earnings, education levels among other attributes, and other industry-focused analyses.

D. Industry Partnerships

Describe how the LWDB will identify and work with key industry partnerships (Regional Sector Partnerships) where they exist within the local area, and coordinate and invest in partnership infrastructure where they are not yet developed.

CWP has uses various analytical tools and business input to define its focus on the healthcare, manufacturing, tech/IT, transportation/distribution/logistics (TDL), and manufacturing sectors, as well as the emerging sectors of infrastructure and public employment.

CWP convenes three regional sector partnerships in these sectors (healthcare, tech/IT, and TDL), described below. RSPs are collaborative, business-led communities that are supported by a network

of public and private support partners. They provide a platform for business leaders and other partners in the workforce development ecosystem to network and collaborate on shared challenges in their industry. Through this partnership infrastructure, CWP works with employers to identify areas of job growth opportunities, skills needed for those jobs, and related training support programs. It uses this knowledge, along with labor market information and local employment data to define its targeted sector approach.

Detail continued activity across CWP's three Regional Sector Partnerships this program year: CAHP advanced its third annual healthcare UNconference (planning underway, focused on mentorship), supported two healthcare hiring events (~300 job seekers each, at CT State Manchester and CT State Tunxis), and continued Good Jobs Challenge and Nursing Expansion Grant engagement; CATP co-hosted the AI Pulse Check session, supported OWS's 4th Annual RSP Convening, and launched a weekly "Hot Jobs" newsletter for IT-sector openings; and CATDLP identified an employer training site with DATTCO (hosted for CT State's heavy-equipment/diesel program), presented updated TDL labor market intelligence, delivered SYELP programming, and backed two regional hiring events (~300 job seekers combined).

Beginning PY27, CWP will co-convene the Advanced Manufacturing Employer Partnership (AMEP) with Goodwin University, with support from the United Way of Central and Northeastern Connecticut. AMEP is a longstanding business partnership comprised of a strong network of manufacturing employers and supportive community partners.

Capital Area Healthcare Partnership (CAHP)

The Capital Area Healthcare Partnership, co-convened by CWP and the Metro Hartford Alliance, brings together healthcare providers with the mission of increasing the stability of the healthcare industry as a critical economic driver and improving outcomes through collaborative strategies. It is driven by healthcare leaders from across acute, post-acute, primary care, long-term care, home health, behavioral health, and other providers. CAHP Priority areas include advocating for public policies that strengthen the stability of the healthcare industry, improving patient care, and promoting more accessible, high-quality, healthcare jobs. Further, CAHP works to educate, engage, and actualize Connecticut youth and adults regarding healthcare opportunities, careers, and career pathways.

Capital Area Tech Partnership (CATP)

This regional sector partnership brings together business leaders from the Connecticut capital region's technology companies to tackle common challenges that impact the growth and resiliency of the IT sector. It is supported by a collaborative team of public partners representing education, workforce development and economic development organizations and co-convened by Capital Workforce Partners and the Metro Hartford Alliance. CATP workgroups are addressing workforce and talent development, internship and apprenticeship opportunities in tech, networking opportunities, and policy topics that warrant an elevated sector voice.

Capital Area Transportation, Distribution, and Logistics Partnership (CATDLP)

The Capital Area Transportation, Distribution, and Logistics Sector Partnership was launched in 2022 and brings together businesses from the industry to address common challenges and strengthen the economic viability of the TDL industry in the region. Through this partnership business leaders are working to advance TDL business priorities in the following areas:

- Industry Promotion and Career Awareness: Advancing strategies to connect underrepresented groups to career opportunities, including women and youth, while addressing stigmas commonly associated with work in these industries.
- Workforce Development: Creating opportunities and resources for training new staff and upskilling existing workers to take on leadership roles.
- Policy: Elevating the voice of TDL with policymakers, reducing barriers to effective operations and increasing the stability of the industry as an economic driver.

E. In-demand Training

Describe the process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate.

CWP continually uses analytical tools (Economic Modeling Specialists International – Emsi), CT DOL, and Burning Glass) to analyze industry and occupational trends to identify targeted in-demand industries and occupations. This data is used to produce monthly Labor Situation Reports. These reports outline key insights and employment trends for our industry growth sectors as well as national, state, and regional level updates on employment and hiring.

Additional insight into in-demand training is gained through engagement with business leaders and HR staff, especially members of regional sector partnerships. Surveys and interviews are regularly conducted with business partners with the goal of validating existing labor market data, obtaining insight on hiring and training trends not captured in labor market data, and informing program and training design decisions.

These data sources and analyses are considered when determining how to guide ITA applicants and where to focus CWP resources.

Update to reflect current in-demand training delivery: the Good Jobs Challenge (114 enrolled in IT training, 233 in healthcare pathways, plus incumbent worker training with Hartford Healthcare and Oak Hill); Career ConneCT (761 participants enrolled across Manufacturing, CDL, IT/Technology, Green Industries, and Healthcare, with CWP serving as statewide lead for IT/Technology and CDL; the grant concludes June 30, 2026, with current activity transitioning to placement and retention); the Nursing Expansion Grant (80 incumbent workers into LPN/RN pathways through June 2028); and the Basic Skills Remediation Pilot as a feeder into occupational training.

F. Employer Engagement

Describe the strategies and services that will be used in the local area to:

- 1. facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs;***
- 2. support a local workforce development system that meets the needs of businesses in the local area;***
- 3. better coordinate workforce development programs and economic development; and***
- 4. strengthen linkages between the one-stop delivery system and unemployment insurance programs.***

The CWP employer engagement strategy supports the vision of an employment-driven workforce system that builds a seamless cross-program environment driven by employer needs. This effort includes CWP staff and its core network of partners, including the AJCs and CT DOL. Employer engagement emphasizes long-term, strategic partnerships with employers above transactional relationships, seamless coordination of services offered by various partners, consistent communication and marketing efforts, and staff development.

Business Engagement Strategies to Support Goal

- Business Outreach: Staff proactively engage the business community directly, and through various industry and community partnerships to raise awareness about the benefits of workforce development programs, including cost savings, increased productivity, and access to skilled talent.
- Partnerships with Economic Development: Close partnership and coordination with chambers of commerce, municipal economic development offices, and statewide economic development entities such as AdvanceCT enhance our regional outreach strategy and ensure that small businesses, businesses in high-demand sectors, and businesses that are new to, or expanding in Connecticut, are fully supported.
- Business Services: Key services offered to employers include screening of job candidates, referral and placement services, recruitment events, job fairs, customized training through on-the-job and incumbent worker training initiatives, paid work experience programs, and youth internships.
- CWP business partnership coordinators provide dedicated business services and subject matter expertise in high-priority sectors including manufacturing, tech/IT, healthcare, and transportation, distribution, and logistics (TDL).
- Regional Sector Partnerships: Regional Sector Partnerships including the Capital Area Healthcare Partnership (CAHP), Capital Area Tech Partnership (CATP), and Capital Area Transportation, Distribution, and Logistics Partnership (CATDLP) ensure that CWP's work is business driven. They inform our outreach strategy, are a core network of business customers and strong advocates of the workforce development ecosystem.
- Internal Coordination and Program Linkages: CWP and AJC business services representatives, business partnership coordinators, and staffing specialists participate in the North-Central regional business services team, a interagency collaborative focused on enhancing and coordinating services to employers through various youth, adult, and special programs. The regional team includes staff from CWP, the AJCs, CT DOL, Adult Education, BESB, Job Corps, and others. It provides the foundation for linkages between the one-stop delivery system, unemployment insurance programs, and other resources for job seekers.
- Technology and Evaluation: The regional business services team utilizes software including ETO and CT Hires to integrate business services with job seeker and case management functions. These platforms will track business profiles, services delivered, recruitment efforts, job referrals, job placement, job retention, position fill rates. and allow management of relationships and contacts.

G. Priority for Services

Describe the local policy and procedures that have been established to give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services and training services in the Adult program.

CWP is strongly committed to serving jobseekers who are under-represented or under-utilized in the workforce, including individuals with disabilities, ex-offenders, and long-term unemployed individuals. It is CWP's policy to grant priority for individualized career services and training services funded with Title I Adult funds as specified in its WIOA Adult Eligibility and Priority of Service Policy, excerpted below.

Individualized Career and Training Services are available to customers of the AJC system who are determined by the AJC staff to:

- i. Meet WIOA Adult eligibility criteria described in section C.1.b above; and
- ii. Are unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment and have the skills to benefit from more intensive services and/or training; and
- iii. Meet one of the following priority of services criteria in this order:
 - a) Veterans who served in the active military, naval, or air service, and who were discharged or released therefrom under conditions other than dishonorable.
 - b) Non-veterans who meet any of the following criteria: (see section B for definitions):
 - 1) Recipient of public assistance
 - 2) Other low-income individuals
 - 3) Individual who is basic skills deficient
 - 4) Individual with a disability whose income meets the low-income criteria, regardless of total family income
 - 5) Offender

See Attachment VIII – Adult Eligibility and Priority of Service and Attachment IX – Dislocated Worker Eligibility and Priority of Service.

H. Training Services

Describe how training services will be provided and monitored, including, if contracts for training services are to be used, how such contracts will be coordinated with the use of ITAs.

Training services are provided through Individual Training Accounts (ITAs). CWP uses a competitive scholarship process to award ITAs. Factors considered in awarding ITAs include:

- Labor market demand for selected occupation
- Alignment of applicant's interests, aptitudes, existing skills, and educational and employment background with selected occupation
- Applicant's demonstrated readiness to complete training and commitment to search for and accept employment in the selected occupation
- Veterans' priority

CWP does not plan to contract for training services at this time.

I. Customer Choice

Describe processes utilized by the local board to ensure customer choice in the selection of training programs, regardless of how the training services are to be provided.

WIOA customers will choose from among eligible training providers and programs listed on the State of Connecticut ETPL that offer training programs in demand occupations as described in this policy. The current list of priority occupations will be provided to potential scholarship applicants. Customers are informed of the ITA process and the customer may select any WIOA-approved education and

training program so long as he or she meets all other criteria relating to initial and subsequent eligibility for such educational and/or training services. Individuals seeking WIOA funded assistance have the freedom of “customer choice” in selecting the training program that best fits their personal and career needs as determined through the North Central scholarship process.

Additionally, CWP deploys several Career Navigators through the AJC system to assist participants and potential customers in identifying and accessing the services that best meet their unique needs and preferences. One Stop System navigators are adept and equipped to provide customers with a vast array of available programs and services that are tailored to meet their career goals. CWP is also engaged in a systems building initiative in Hartford to coordinate career navigation services across multiple agencies – streamlining intake and referral processes to create a ‘no wrong door’ system of workforce programming and services.

J. Individual Training Accounts

Describe the process and criteria for issuing Individual Training Accounts (ITAs).

A. Describe any ITA limitations established by the board.

B. Describe any exceptions to the use of ITA.

CWP awards ITAs through a competitive scholarship process, and limits ITAs to programs that offer training and credentials in occupations in demand in the North Central region’s labor market. The maximum funding for each scholarship is \$7,500. The funding limit is subject to review and revision by the CWP One-Stop Services Committee

CWP provides Labor Market Information (LMI) and workforce insights to identify high-demand occupations and industries. These insights inform training decisions and ensure training opportunities are aligned with current labor market needs and employer demand.

We will continue to develop lists based on the labor market analysis conducted as part of CWP’s annual strategic planning process; updating annually. Occupations with projected growth and/or significant job openings and starting wages equivalent to at least 200% of federal poverty level are placed on the list. CWP assigns high and moderate priority to each occupation based on the potential wages and the levels of projected growth and/or job openings.

WIOA Adult and WIOA Dislocated customers interested in pursuing training to earn a credential that leads to self-sufficiency must complete the WIOA Scholarship Application process. WIOA customers will review the Eligible Training Provider List (ETPL) to select a training of their choice that fits their personal and career needs. Career Services staff will administer career assessments to identify the customers' aptitudes and interests and alignment with the selected training and career pathway. Additionally, the Individualized Employment Plan (IEP) will identify career and training goals. All the steps in the ITA scholarship process are documented in the system of record. These steps include documenting eligibility, assessment, application process, progress, and acquired training certificates and/or credentials.

Once submitted, CWP will review the scholarship application package for final approval.

The eligibility criteria for individuals are:

- Eligible for WIOA Dislocated Worker or Adult program; Adults must meet priority of service.
- Eligible for individual career and training services

- Has a high school diploma or GED
- Reside or work within the North Central Region
- Has been determined by program provider staff to be unlikely or unable to obtain or retain employment that leads to self-sufficiency or a wage comparable to or higher than wages from previous employment.

The factors in the scholarship application include:

- Alignment with high-demand occupations and current labor market needs.
- Alignment of applicant's background, transferable skills, aptitudes and interests with the occupation/industry
- Applicant's awareness of the occupation/industry
- Applicant's readiness to enter, remain in, and complete training
- Applicant status as a veteran or eligible spouse.

Exceptions to the use of ITAs will be made when there is substantial, simultaneous labor market demand for a particular occupation that cannot be met by a provider or program currently on the ETPL.

K. Enhancing Apprenticeships

Describe how the LWDB will enhance the use of apprenticeships to support the local economy and individuals' career advancement. Describe how job seekers are made aware of apprenticeship opportunities in the area's career centers.

CWP supports CT DOL's Office of Apprenticeship Training on a regional basis. These efforts support CWP's focus on training and development leading to self-sustaining wages on a career pathway. CWP recognizes Pre-Apprenticeships and Registered Apprenticeships as best practice training and employment models and endorses their expansion among new employers, occupations, and sectors through Regional Sector Partnerships and other business engagement venues.

CWP has been supporting apprenticeship pathways through its Apprenticeship Connecticut Initiative programming, conducted with \$2.2 million in support from the CT DOL Office of Apprenticeship Training. This initiative has provided pre-apprenticeship and industry credential-based training in the North Central region in the Manufacturing, Healthcare, Transportation, and Construction sectors.

L. Other Program Initiatives

Describe the services to be provided that may include the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies career pathway initiatives, utilization of effective business intermediaries, and other initiatives in the support of the board's vision and strategic goals described in Section III. WIOA §134(c)

See Goals and Strategies - Section III

M. Service Provider Continuous Improvement

Describe the LWDB's efforts to ensure the continuous improvement of eligible providers of services, including contracted services providers and providers on the eligible training provider list, through the system and ensure that such providers meet the needs of local employers, workers and jobseekers.

CWP is committed to improving its One-Stop system on an on-going basis through staff development, the creation of new techniques and strategies to serve a diverse range of job seekers, and the innovative use of technology to improve and expand services to job seekers, and businesses and to manage program delivery and design.

CWP will work with CTDOLE on review and evaluation of training provider performance and the provision of technical assistance to ETPL providers.

N. Youth Program Design

Describe the design framework for youth programs in the local area, and how the 14 program elements required in §681.460 of the proposed WIOA regulations are to be made available within that framework.

CWP contracts with community-based organizations that can provide the 14 WIOA youth service elements either directly through the contractor (provider) or through a referral to a partner agency. This is the foundation of CWP's Career Pathway Model which ensures wraparound supportive services to meet youth needs regardless of where they are in their training process. CWP partners with organizations that employ high-quality youth development staff with experience in positive youth development. CWP will also implement a required number of yearly professional development training hours based on the 14 elements for all WIOA Youth staff.

ODEP/ETM: CWP received approval this quarter to advance program workflow and mapping (intake, WIOA enrollment, career readiness, provider transfer, training, paid work experience, and employment placement) ahead of launch, and developed a 2-week career-readiness/soft-skills curriculum (delivered via the Level All platform) supporting career exploration and Individual Service Strategy development for youth and young adults with disabilities — building on provider partnerships with Hartford Public Library (IT training), OIC of New Britain (Allied Health), and Forge City Works (culinary).

The Individual Service Strategy at the time of enrollment and reviewed every 90 days is the tool to ensure that all youth are aware of all 14 elements they have access to within the WIOA Youth program. Through the data CWP can capture information regarding youth's goals and barriers. Through this assessment the youth can identify which of the 14 elements they feel they require to be successful in the future workforce at the time of development and/or review. When the youth discuss any supportive services they require, an assessment of the barriers will be completed. This will allow for the community-based organization to be aware of any supportive services internally or through an external referral will need to be provided. This will also allow for youth to be informed of supports they can be provided with. The WIOA youth service elements are also included in each contract and monitored for compliance via our data management system and regular check-ins by CWP staff.

- 1. Definition of the term "a youth who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society." Describe how the local board defines whether a youth is unable to demonstrate these skills well enough to function on the job, in their family, or in society and what assessment instruments are used to make this determination. 20 C.F.R. §681.290.***

CWP defines a youth who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society as a youth that scores at or below a 235 on the CASAS (Comprehensive Adult Student Assessment

Systems) reading scale and at or below a 235 on the CASAS math scale. See Attachment X – Youth Priority of Service.

2. ***Definition of “requires additional assistance.” Describe how the local board defines the term “requires additional assistance” used in determining eligibility for WIOA-funded youth programs.***

Additional assistance due to one of the following: youth of color who is a child of a single parent, youth of color who is a child of parents without postsecondary education, young victim of violence/assault or exposed to violence/assault, an expectant father, refugee, migrant youth, American Indian, Alaska native, or Native Hawaiian, and young male of color.

O. Rapid Response

Provide a description of how the LWDB will coordinate workforce development activities in the local area with rapid response activities.

Representatives from the One-Stop Centers’ career services provider, EDSI, work closely with CT DOL as part of the Rapid Response Team. The Rapid Response Team conducts, prior to layoffs, “Early Intervention” sessions where employees can learn about unemployment benefits, job search assistance, and training opportunities.

VII. ATTACHMENTS

Consortium List FY25-26

	TOWN	Title	First Name	Last Name	Organization	Email
1	Andover	First Selectman	Jeffrey	Maguire	Town of Andover	jmaguire@andoverct.org
2	Avon	Town Council Chair	Dan	Polhamus	Town of Avon	dpolhamus@avonct.gov
3	Berlin	Mayor	Mark	Kaczynski	Town of Berlin	mkaczynski@berlinct.gov
4	Bloomfield	Mayor	Anthony	Harrington	Town of Bloomfield	aharrington@bloomfieldct.gov
5	Bolton	First Selectmen	Rodney	Fournier	Town of Bolton	rfournier@boltonct.org
6	Bristol	Mayor	Ellen	Zappo-Sassu	City of Bristol	mayorsoffice@bristolct.gov
7	Burlington	First Selectmen	Douglas	Thompson	Town of Burlington	thompson.d@burlingtonct.us
8	Canton	First Selectmen	Kevin	Witkos	Town of Canton	kwitkos@townofcantonct.org
9	East Granby	First Selectwoman	Eden	Wimpfheimer	Town of East Granby	edenw@egtownhall.com
10	East Hartford	Mayor	Connor	Martin	Town of East Hartford	cmartin@easthartfordct.gov
11	East Windsor	First Selectmen	Jason	Bowsza	Town of East Windsor	JBowsza@eastwindsorct.com
12	Ellington	First Selectwoman	Laurie	Burstein	Town of Ellington	lburstein@ellington-ct.gov
13	Enfield	Mayor	Gail	Cekala	Town of Enfield	gcekala@enfield.org
14	Farmington	Town Council Chair	Brian	Connolly	Town of Farmington	connollyb@farmington-ct.org
15	Glastonbury	Town Council Chair	Corey	Turner	Town of Glastonbury	corey.turner@glastonbury-ct.gov
16	Granby	First Selectman	Mark	Fiorentino	Town of Granby	mfiorentino@granby-ct.gov
17	Hartford	Mayor	Arunan	Arulampalam	City of Hartford	arunan.arulampalam@hartford.gov
18	Hebron	Chair Board of Selectman	Daniel	Larson	Town of Hebron	dlarson@hebronct.com
19	Manchester	Mayor	Jay	Moran	Town of Manchester	jmoran@manchesterct.gov
20	Marlborough	Chairperson	Deb	Bourbeau	Town of Marlborough	dbourbeau@marlboroughct.net
21	New Britain	Mayor	Bobby	Sanchez	City of New Britain	mayor@NewBritainCT.gov
22	Newington	Mayor	Jon	Trister	Town of Newington	jtrister@newingtonct.gov
23	Plainville	Town Council Chair	Christopher	Wazorko	Town of Plainville	towncouncil@plainville-ct.gov
24	Plymouth	Mayor	Joseph T.	Kilduff	Town of Plymouth	mayor@plymouthct.us
25	Rocky Hill	Mayor	Allan	Smith	Town of Rocky Hill	asmith@rockyhillct.gov

26	Simsbury	First Selectwomen	Wendy	Mackstutis	Town of Simsbury	wmackstutis@simsbury-ct.gov
27	Somers	First Selectman	Tim	Keeney	Town of Somers	tkeeney@somersct.gov
28	South Windsor	Mayor	Craig	Zimmerman	Town of South Windsor	craig.zimmerman@southwindsor-ct.gov
29	Southington	Town Council Chair	Chip	Chaplinsky	Town of Southington	PChaplinsky@southington.org
30	Stafford Springs	First Selectman	William	Morrison	Town of Stafford	firstselectman@staffordct.org
31	Suffield	First Selectman	Colin	Moll	Town of Suffield	cmoll@suffieldct.gov
32	Tolland	Town Manager	Brian	Foley	Town of Tolland	bfoley@tolland.org
33	Vernon	Mayor	Daniel	Champagne	Town of Vernon	dchampagne@vernon-ct.gov
34	West Hartford	Mayor	Shari	Cantor	Town of West Hartford	Mayor@westhartfordct.gov
35	Wethersfield	Mayor	Ken	Lesser	Town of Wethersfield	ken.lesser@wethersfieldct.gov
36	Windsor	Mayor	Nuchette	Black-Burke	Town of Windsor	black-burke@windsorcouncil.com
37	Windsor Locks	First Selectman	Scott	Storms	Town of Windsor Locks	sstorms@wlocks.com

INTERGOVERNMENTAL CONSORTIUM AGREEMENT
BETWEEN THE MUNICIPALITIES OF

ANDOVER, AVON, BERLIN, BLOOMFIELD, BOLTON, BRISTOL, BURLINGTON, CANTON,
EAST GRANBY, EAST HARTFORD, EAST WINDSOR, ELLINGTON,
ENFIELD, FARMINGTON, GLASTONBURY, GRANBY, HARTFORD, HEBRON,
MANCHESTER, MARLBOROUGH, NEW BRITAIN, NEWINGTON, PLAINVILLE,
PLYMOUTH, ROCKY HILL, SIMSBURY, SOMERS, SOUTH WINDSOR,
SOUTHINGTON, STAFFORD, SUFFIELD, TOLLAND, VERNON,
WEST HARTFORD, WETHERSFIELD, WINDSOR AND WINDSOR LOCKS.

THIS AGREEMENT, entered into by and amongst the above-referenced municipalities (“Parties”), which together comprise the membership of the newly formed Capitol Region Workforce Investment Area;

WHEREAS, in accordance with the Workforce Investment Act and the Connecticut General Statutes, an agreement may be entered into amongst municipalities for the purpose of providing resources for policy development, planning, programming of services and other related activities; and

WHEREAS, the thirty-seven municipalities listed above are desirous of entering into an agreement in order to authorize the Chief Elected Officials to act on behalf of their municipalities to appoint local workforce investment board members, strategically plan for the delivery of workforce services in the region, implement workforce investment activities and to assign responsibilities among the Chief Elected Officials of each of the municipalities which are a party to this Agreement, all in accordance with the Workforce Investment Act of 1998, Section 117 et seq.; and

WHEREAS, the municipalities listed above comprise the membership of the Capitol Region Workforce Investment Area, which was recently reconstituted and designated by the Governor;

NOW, THEREFORE, in consideration of the premises and mutual covenants and obligations herein contained and subject to the terms and conditions hereinafter stated, the Parties hereto agree and understand as follows:

ARTICLE I: AGREEMENT PURPOSE

- a. It is the purpose of this intergovernmental agreement ("Agreement") to affirm, state, and establish the duties, powers, and obligations of the Consortium of Chief Elected Officials created under this Agreement by the representatives of each of the Parties to this agreement (the "Consortium"). The terms and conditions which follow reflect the joint understanding among the Parties to this Agreement and shall be construed as the essential elements of the mutual considerations upon which this Agreement is based.
- b. It is the intent of the Parties to this Agreement to incorporate into this Agreement the duties and obligations governing the Parties to this Agreement, the Consortium, their grant and sub-grant

recipients, the administrative agent and regional workforce board, which they shall appoint, and the services providers they select to operate State and federal workforce investment programs.

- c. The Consortium created shall assume the responsibility for oversight and policy determination for existing workforce investment programs administered under the Workforce Investment Act of 1998.

ARTICLE II: PARTIES TO THE AGREEMENT

- a. The municipalities of ANDOVER, AVON, BERLIN, BLOOMFIELD, BOLTON, BRISTOL, BURLINGTON, CANTON, EAST GRANBY, EAST HARTFORD, EAST WINDSOR, ELLINGTON, ENFIELD, FARMINGTON, GLASTONBURY, GRANBY, HARTFORD, HEBRON, MANCHESTER, MARLBOROUGH, NEW BRITAIN, NEWINGTON, PLAINVILLE, PLYMOUTH, ROCKY HILL, SIMSBURY, SOMERS, SOUTH WINDSOR, SOUTHLINGTON, STAFFORD, SUFFIELD, TOLLAND, VERNON, WEST HARTFORD, WETHERSFIELD, WINDSOR AND WINDSOR LOCKS shall constitute a Workforce Investment Area in accordance with State and federal laws, and accordingly are the Parties to this Agreement and shall be collectively referred to as the Consortium of Chief Elected Officials.
- b. Each Party represents and warrants that it has complied with any and all municipal and other applicable requirements for entering into this Agreement, becoming members of the Consortium and designating the elected official from the municipality to serve on the Consortium and act on the municipality's behalf. Further, the Parties to this Agreement have the constitutional and/or statutory power pursuant to the Connecticut General Statutes to enter into this Agreement, and after due consideration, have agreed to ratify this Agreement as is evidenced by the signature of the appropriate official for each municipality which is affixed to the execution pages of this Agreement.

ARTICLE III: TERM

- a. This Agreement shall become effective on July 1, 2003, and shall be automatically renewed on July 1st of each subsequent year, unless or until:
 - i. the Governor re-designates the Local Workforce Investment Area, or
 - ii. the end of the fortieth year from the date this agreement has been executed by all of the Parties, or
 - iii. as to a party, until this Agreement has been terminated by such party to this Agreement upon the giving of ninety (90) days written notice to the other parties prior to the end of the program year for receipt of federal workforce funds.
- b. If any member withdraws from this Agreement in accordance with the terms and conditions of this Agreement,

at the option of the Parties, this Agreement may be modified or a new Chief Elected

Officials agreement may be re-negotiated; and

- ii. the withdrawing member municipality shall be liable for its pro rata share of obligations entered into or incurred prior to the effective date of its respective withdrawal; and
- iii. this Agreement shall nevertheless remain in full force and effect until such time as the Governor has been notified and has taken such action as is appropriate to address designation and services for the Local Workforce Investment Area.

ARTICLE IV: ORGANIZATION

a. Consortium Membership and Lead Elected Official Designation

- i. To carry out the purposes of this Agreement, a Consortium shall be created of the chief elected officials of each municipality which is a party to this Agreement, or of the official designated by the member municipality's legislative body to serve in such capacity.
- ii. The then current Chairperson of the Consortium shall also be the designated Lead Elected Official of the Capital Region Workforce Investment Area for Workforce Investment act purposes during his/her of term of office.

b. Officers of the Consortium

- i. Officers shall include a Chairperson and a Vice Chairperson. They shall be elected from among and by the membership of the Consortium at its biennial election meeting, which shall be held in December of odd numbered years following local municipal elections in November. All officers shall serve until the next biennial election or until they are replaced by their municipal appointing authority.
- ii. The officers shall be elected by a 2/3 majority vote of the Consortium. If there are two or more candidates for a position and no one receives two-thirds of the vote, then a second vote shall be held for the two candidates that received the greatest number of votes.
- iii. In the event that the Chairperson is unable to serve s/he will be succeeded by the Vice Chairperson.
- iv. Removal from Office. Officers of the Consortium may be removed from office by a 2/3 vote of the entire Consortium upon notice to the Consortium by a petition of at least twenty-five percent (25%) of the representatives to the Consortium.
- v. Chairperson. The Chairperson of the Consortium shall be a duly elected official of a member municipality. S/he shall preside at all meetings of the Consortium, and in

his/her absence the Vice Chairperson will preside. When so directed by the Consortium, the Chairperson and/or other officer and/or the Chief Executive Officer of the sub-grant recipient (CRWDB) shall sign all contracts, reports, plans, and publications which have been duly authorized and adopted by the Consortium.

The Chairperson may call special meetings of the Consortium as specified in Section (d)(ii) herein. As a member of the Consortium, the Chairperson shall have the right to vote on all matters which may come before the Consortium. The Chairperson shall be a member of all committees, ex-officio without vote, except in the case of tie votes or when required for a quorum.

- vi. Vice Chairperson. At the request of the Chairperson or in the absence of the Chairperson, or during his/her inability to act, the Vice Chairperson shall assume the powers and duties of the Chairperson. The Vice Chairperson shall have such other powers and perform such other duties as may be assigned to him/her by the Consortium.

c. Steering and other Consortium Committees

- i. The Consortium may establish such standing, special and advisory committees as it shall deem appropriate. In establishing any such committee hereunder, the Consortium shall specify the purpose and responsibilities of such committee, and may appoint, reappoint and remove members of any such committee and designate the Chairperson thereof and fill vacancies thereon. Any committee established hereunder by the Consortium may be abolished by the Consortium at any time.
- ii. The Consortium shall establish a committee of the full Consortium to be known as the Local Elected Officials Steering Committee (the "Steering Committee"), which shall be authorized to act on behalf of the Consortium regarding management of the business affairs of the Consortium. The members of the Steering Committee shall be comprised of the chief elected official or their designee(s) of the following municipalities and in the following manner, which is particularly prescribed in Exhibit A attached hereto: two representatives from the City of Hartford; one representative from each of the municipalities of Bristol, East Hartford, Enfield, Manchester, New Britain and West Hartford; three representatives to be selected by the member municipalities with a population between 20,000 and 40,000; and four representatives to be selected by the member municipalities with a population of less than 20,000. This population-based formula shall be based upon the then current federal census data for the member municipalities. The selection of Steering Committee members by municipalities having populations of 40,000 or less shall occur at the biennial election meeting following November municipal elections in odd-numbered years. Notwithstanding the composition of the Consortium, it is understood and agreed that the municipality of Hartford shall be entitled to two representatives on the Steering Committee.

Meetings of the Steering Committee shall be held quarterly or at the discretion of the Chairperson, and .

d. Full Consortium Meetings

- i. Regular Meetings. Unless otherwise specified by resolution of the Consortium, Regular Meetings of the Consortium shall be held biannually, with one meeting being held in December of each year. Whenever possible, the Consortium shall conduct its meetings jointly with the board of directors meetings of the local regional workforce development board. As set forth in Section (d)(iii) below, the December meeting shall be the "Election Meeting" in odd numbered years.
 - ii. Special Meetings. Special meetings shall be held by call of the Chairperson or by petition to the Chairperson of the Consortium from those members constituting a minimum of twenty percent (20%) of the members of the Consortium.
 - iii. Biennial Election Meeting. Unless otherwise specified by resolution of the Consortium, the biennial election meeting shall be held in December of odd numbered calendar years.
 - iv. Annual Business Meeting. The Annual Business Meeting, at which the budget for the subsequent year is adopted, shall be held on a date and place to be selected by the Chairperson, but such meeting shall be held no later than June 1 of each year.
 - v. Call of Meeting. Each Consortium member and alternate shall be sent notices of meetings in writing, which may include any manner of electronic means, postmarked at least five (5) days before the meeting date. The notices shall include the place and time of the meeting and an agenda for the meeting. Any matter not included in the agenda shall not be acted upon at such meeting other than routine ministerial and administrative matters, unless such matter is approved by two-thirds of the members present and constituting a quorum.
 - vi. Minutes. Minutes of the Consortium meetings and other official actions shall be of public record.
 - vii. The Consortium shall from time to time adopt or amend Standing Rules for the conduct of meetings of the organization.
 - viii. Meetings shall be noticed and declared public meetings, open to the public, in accordance with Connecticut State Statutes and federal law.
- e. Quorum. For conducting the Consortium's business or that of any committee of the Consortium, a majority of the representatives of the members of the Consortium or members of such committee, respectively, shall constitute a quorum.

- f. Action of the Consortium. Action of the Consortium, except as otherwise provided herein, will require an affirmative vote of at least a majority of those members of the Consortium present and voting and constituting a quorum, provided that in no case may action be taken by the Consortium by any such majority which is comprised of less than ten (10) representatives.
- g. For items determined to be routine, ministerial or administrative, which require action before the next scheduled Consortium meeting, official votes may be taken via facsimile transmission provided that a paper record of facsimile votes is kept documenting the votes of the members. Affirmative votes must meet the same guidelines as outlined in this section. Such votes shall be recorded in the minutes of the next meeting of the Consortium.
- h. Action authorized to be taken by the Board of Directors may be taken without a meeting if the action is taken by all members of the board. Consortium two-thirds of Consortium. The action shall be evidenced by one or more written consents describing the action taken, signed by each representative, and included in the minutes or filed with the Consortium records reflecting the action taken.

Action taken under this section is effective when all signed consent documents are delivered to the Consortium. A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

- i. Each representative shall be entitled to one vote in the affairs of the Consortium.
- j. Grant Recipient and Sub-Grant Recipient Designation
 - i. The Consortium shall support its programs and any costs incidental to the operation of its programs by grant funds appropriated to it by the federal and state grants and/or appropriations. In addition, the Consortium or its designee is authorized to accept any other grants in aid or assistance, funds from the United States Government or to accept appropriations from any of its members, or any other organization or person, including the acceptance of gifts, grants, or bequests whether it be in the form of tangible or intangible property.
 - ii. The Consortium of Chief Elected Officials shall be the grant recipient of record for purposes of receipt of federal Workforce Investment Act funds.
 - iii. The Consortium designates Capital Region Workforce Development Board (the “Workforce Board”) to be the sub-grant recipient and administrative agent for purposes of receipt of federal Workforce Investment Act funds.
 - iv. The Consortium shall be provided with staff and related support by the same staff as that supporting the local workforce investment board that the Consortium shall appoint. The staff shall carry out the policies of the Consortium, produce required reports for their review and approval and provide such other services as may be necessary for the Consortium to carry out its business.

j. Appointment of Regional Workforce Investment Board

- i. The Consortium shall appoint a majority private sector Local Workforce Investment Board, including public sector members, which meets the requirements of federal and state law, to and including sections 117 (b)(2) and 117 (c)(1)(A) and (B) of the Workforce Investment Act of 1998 and C.G.S. 31-31, as amended by Public Act 99-195, with respect to the receipt of state and federal funding streams over which the Consortium shall exercise policy and oversight for the implementation of workforce investment and related programs, and which meets the criteria established by the Governor and the State Board pursuant to section 117 (b)(1) of the Workforce Investment Act of 1998 for use by the Consortium in appointing such members. This majority private sector Board shall exercise those responsibilities with respect to workforce and related funding streams as shall be determined in any authorizing legislation or as shall be set forth herein.
- ii. Appointments of private sector members to the local workforce investment board shall be allocated amongst the Consortium members pursuant to a population-based methodology and each member's municipal population, as is more particularly prescribed in Exhibit B attached hereto. This population-based formula shall be based upon the then current federal census data for the member municipalities. seven7- Of these seven at-large members, two shall represent employers from the Bristol/New Britain area and two shall represent employers in the gaming industry.
- iii. Private sector members shall constitute the majority of the members appointed.
- iv. When possible, business members shall represent small businesses including minority business.
- v. Non-business members shall be selected in accordance with applicable law and the organizations, agencies, groups and institutions representing those sectors required by governing legislation to be appointed to the non-business seats on the local workforce boards..
- vi. All appointments to the Regional Workforce Investment Board (CRWDB) made by the Consortium shall be made in accordance with Connecticut Public Act 99-195.

Local workforce investment board (CRWDB) members shall be appointed for a period

- xii. Members of the local workforce investment board may be re-appointed for consecutive
This conflict of interest provision shall not be applicable to the appointment of members to the Youth Council.

ARTICLE V: POWERS DELEGATED TO THE CONSORTIUM

- a. The Consortium shall appoint the members of Capital Region Workforce Development Board in accordance with both state and federal criteria.
- b. The Consortium, pursuant to state and federal legislation regarding workforce investment systems and funding, shall oversee policy decisions and activities of the sub-grant recipient and administrative agent in carrying out the responsibilities of the grant recipient, which shall be vested in powers to include, but not be limited to, the following:
 - i. The power to contract with Capital Region Workforce Development Board, Inc.
 - ii. The manner in which accountability for fund expenditures shall be provided for including an independent audit to be done in accordance with the Connecticut General Statutes, and applicable federal legislation, as well as oversight and monitoring, which shall include receiving quarterly performance reports from Capital Region Workforce Development Board.
 - iii. The acceptance of grants, gifts, or other types of financial assistance as allowed by law.
 - iv. The manner in which any program income, fee for services or surplus funds may be expended.
 - v. The composition, membership appointments, and organizational approval of any advisory or partnership bodies to the Consortium.
 - vi. The development of policies and procedures and/or administrative rules to effectively carry out the Consortium's policies and decisions so long as they do not conflict with federal and state rules and regulations, or impinge upon powers granted to the local workforce investment board.
 - vii. Together with the local workforce investment board (CRWDB), the Consortium shall:
 - A. Approve the budget of the of the local workforce investment board.
 - B. Approve the Local Workforce Investment Plan.
 - C. Designate/certify or competitively select local one-stop operators.
 - D. Provide oversight with respect to local youth activities, employment and training activities, and the one-stop delivery system.
 - E. Appoint the local youth council.
 - F. Negotiate local performance measures and levels with the State.

ARTICLE VI: GENERAL PROVISIONS

- a. The signatories to this Agreement agree that CRWDB shall purchase such insurance as is necessary to fully insure the Consortium and indemnify its member municipalities, their elected officials or designees, the signatories to this Agreement and the Consortium and save them harmless from all suits, actions, damages, liability and expense in connection with any misuse of grant funds allocated to the local area under sections 128 and 133 of the Workforce Investment Act arising wholly or in part by any act or omission of the Consortium, the sub-grant recipient or any of its members, their agents, contractors, employees, servants, invitees, licensees or concessionaires, and from all reasonable attorney's fees and other costs of defending any such suit or action. Insurance policies to be purchased and maintained shall name Capital Region Workforce Development Board, Inc. and the thirty-seven Consortium members as insureds, and shall include, but not be limited to, coverage for directors and officers liability, crimes committed, professional liability, general liability, sexual abuse, worker's compensation, automobile and fiduciaries liability.
- b. Capital Region Workforce Development Board, as the sub-grant recipient and administrative agent appointed hereunder, shall save harmless and indemnify the Consortium and its members from and against financial loss and expense arising out of any claim, demand, suit or judgment by reason of alleged negligence or alleged deprivation of any person's civil rights or other act or omission resulting in damage or injury, if the Consortium and/or its members are found to have been acting in the discharge of its duties or within the scope of employment and such act or omission is found not to have been wanton, reckless or malicious.
- c. It is understood and agreed that this document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representation or agreements whether oral or written.
- d. It is agreed that no modification, amendment, or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality as the document herewith.
- e. Whenever any party desires to give notice unto another party, notice must be given in writing sent by registered United States Mail with Return Receipt Requested, addressed to the party for whom it is intended, at the place last specified, and the place for giving such notice in compliance with the provision of this paragraph. The parties designate the seat of the Legislative Body for their municipality as the place for giving notice under this agreement.
- f. The Consortium shall make such reports to the State and the federal governments as may be required and shall require such reports as necessary from Capital Region Workforce Development Board.
- g. Consortium members may be reimbursed for travel and out of pocket expenses to the extent allowed by the authorizing legislation governing the funding stream from which reimbursement is sought. Reimbursement shall be in accordance with federal, state and local policies.

- h. To the extent a dispute shall arise among the parties in connection with this Agreement, the parties shall first attempt an informal resolution, and if this is unsuccessful, the parties shall attempt to resolve the dispute through mediation.
- i. The chairperson shall act as duly authorized signatory for the Consortium on all agreements, grants, or on any other document requiring a signature and duly approved by the Consortium, in order to be legally binding. In the absence of the chairperson, the Vice Chairperson may sign on behalf of the Consortium.
- j. The President of Capital Region Workforce Development Board shall be authorized to oversee the procurement of goods and services necessary to carry out the day-to-day activities of the Consortium and the Board and to enter into agreements for these goods and services without obtaining prior Consortium or Workforce Board authority. Those goods and services procured for service providers and customers currently through the Workforce Board's RFP process will continue to require Consortium and/or Workforce Board authority.
- k. This Agreement shall be deemed to be a binding contract and shall be construed in accordance with and governed by the laws of the State of Connecticut.
- l. In the event that any provision of this Agreement or the application of any such provision to any party or circumstances be held invalid or unenforceable or the application of such provision to parties or circumstances be unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect.
- m. Any waiver at any time by any party hereto of its rights with respect to any matter arising in connection with this Agreement shall not be considered a waiver with respect to any subsequent default or matter.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on separate signature pages for each municipality member of the Consortium and on the respective dates which accompany each signature;

SIGNATURE PAGE OF

INTERGOVERNMENTAL AGREEMENT
BETWEEN THE MUNICIPALITIES OF

ANDOVER, AVON, BERLIN, BLOOMFIELD, BOLTON, BRISTOL, BURLINGTON, CANTON,
EAST GRANBY, EAST HARTFORD, EAST WINDSOR, ELLINGTON,
ENFIELD, FARMINGTON, GLASTONBURY, GRANBY, HARTFORD, HEBRON,
MANCHESTER, MARLBOROUGH, NEW BRITAIN, NEWINGTON, PLAINVILLE,
PLYMOUTH, ROCKY HILL, SIMSBURY, SOMERS, SOUTH WINDSOR,
SOUTHINGTON, STAFFORD, SUFFIELD, TOLLAND, VERNON,
WEST HARTFORD, WETHERSFIELD, WINDSOR AND WINDSOR LOCKS.

THE MUNICIPALITY OF _____, through its designated and
authorized representative to the Consortium, _____.
(print name of authorized representative)

Date: _____

Signature: _____

AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING

BY AND BETWEEN

THE CONSORTIUM OF CHIEF ELECTED OFFICIALS

and

CAPITAL WORKFORCE PARTNERS, INC.

This **AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING** (this "Agreement") is made and entered as of the date last executed below (the "Effective Date"), by and between the **CONSORTIUM OF CHIEF ELECTED OFFICIALS FOR THE NORTH CENTRAL CONNECTICUT WORKFORCE DEVELOPMENT AREA** (the "Consortium"), acting by and through its Council of Elected Officials (the "Council") on the one hand; and **CAPITAL WORKFORCE PARTNERS, INC.** (the "Workforce Development Board") on the other hand. The Consortium acting by and through the Council and the Workforce Development Board are sometimes hereinafter referred to individually as a "Party" and collectively as the "Parties".

WITNESSETH:

WHEREAS, the Consortium represents the municipalities of Andover, Avon, Berlin, Bloomfield, Bolton, Bristol, Burlington, Canton, East Granby, East Hartford, East Windsor, Ellington, Enfield, Farmington, Glastonbury, Granby, Hartford, Hebron, Manchester, Marlborough, New Britain, Newington, Plainville, Plymouth, Rocky Hill, Simsbury, Somers, South Windsor, Southington, Stafford, Suffield, Tolland, Vernon, West Hartford, Wethersfield, Windsor And Windsor Locks (collectively the "Municipalities"); and

WHEREAS, the Municipalities were designated as a local workforce area under the Workforce Investment Act of 1998; Public Law 105-220 ("WIA"); and

WHEREAS, pursuant to WIA the Municipalities executed that certain Intergovernmental Consortium Agreement creating the Consortium and effective as of July 1, 2003 (the "Original ICA"); and

WHEREAS, the Consortium and the Workforce Development Board's predecessor Capital Region Workforce Development Board, Inc. executed that certain Memorandum of Understanding dated on or about October 23, 2003 (the "Original MOU"), setting out their respective authorities and obligations pursuant to WIA with respect to such local workforce area; and

WHEREAS, The Workforce Innovation and Opportunity Act of 2014, 29 U.S.C. 3101 et seq.; Public Law 113 – 128 ("WIOA") has superseded WIA and continues policies for the expenditure of federal funds for workforce programs in local workforce development areas;

WHEREAS, the Municipalities have submitted a request to the Governor of the State of Connecticut (the "Governor") for initial designation as a local workforce development area under WIOA; and

WHEREAS, in conjunction with such request, the Municipalities have entered into an amended and restated Intergovernmental Consortium Agreement (the "ICA") in accordance with WIOA §107 (c)(1)(B), requiring local workforce development areas consisting of multiple units of local government to enter into such agreements to describe how individual governmental units will execute their responsibilities under WIOA; and

WHEREAS, the ICA authorizes the creation of the Council to act for the Consortium for the purposes of carrying out the duties and responsibilities assigned to the Consortium under WIOA; and

WHEREAS, the Council has appointed the members of the Workforce Development Board to serve as the local workforce development board for the local workforce development area represented by the Consortium; and

WHEREAS, the United States Department of Labor at 20 CFR 679.310 (c) provides that the chief local elected officials in a local workforce development area and the local workforce development board appointed by such chief local elected officials may enter into an agreement to describe the roles and responsibilities of the parties thereto; and

WHEREAS, the Governor is requiring that the chief local elected officials and local workforce development boards in the State of Connecticut enter into such agreements describing the roles and responsibilities of the parties thereto; and

WHEREAS, the Consortium and the Workforce Development Board wish to amend and restate the Original MOU so as to satisfy the aforesaid requirements and to bring the Original MOU into compliance with WIOA;

NOW THEREFORE, in consideration of the foregoing recitals, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

AGREEMENTS

I. Initial Matters.

A. Amendment and Restatement.

This Agreement amends and restates the Original MOU in its entirety. On and after the Effective Date, any references to the Original MOU shall be to such agreement as amended and restated hereby.

B. Certain Terms.

Terms used but not defined herein but having definitions or understood meanings pursuant to WIOA or any additional authority required or authorized by, or otherwise related to WIOA, shall have such definitions or meanings.

C. Amendments and Other Changes to WIOA.

References herein to “WIOA” shall be to WIOA as amended, substituted or superseded from time to time after the Effective Date; it being the intent of the Parties that this Agreement shall continue in full force and effect upon such amendment, substitution or superseding, with such changes necessary for consistency with the same.

D. Certain References.

The Parties agree that: (i) all references to either gender shall include the other gender; (ii) the terms “includes” and “including” shall be deemed to be followed by “without limitation”; and (iii) the terms “hereof” and “hereto” refer to this Agreement as a whole and not to any particular section or provision.

E. Council Action on Behalf of Consortium.

The Parties acknowledge and agree that pursuant to the ICA, the Council is authorized to act on behalf of the Consortium. Notwithstanding such authority, the Parties agree that: (i) all references herein to the “Council” shall be understood to mean the Council acting for and on behalf of the Consortium; and (ii) the Consortium may itself act for the purposes hereof whenever: (x) such action is required by applicable law or other authority; or (y) the Consortium deems such action to be appropriate under the circumstances.

II. **Joint and Shared Authorities and Responsibilities of the Parties.** The following shall be the joint and shared authorities and responsibilities of the Parties. The Parties shall from time to time after the Effective Date, agree on policies and procedures necessary or appropriate for the satisfaction of such joint and shared authorities and responsibilities:

A. Ensuring effective service delivery providing the most beneficial mix of program options to the residents of the Municipalities.

B. Commenting on the State Plan.

C. Requiring the staff of the Workforce Development Board comprising the administrative entity for the local workforce development area (the “Administrative Entity”) to provide support to the Consortium, the Council and the Workforce Development Board, and to develop a WIOA Local Strategic

- Plan pursuant to federal and state requirements; such plan to: (i) be presented to the Parties for approval in a timely manner; and (ii) include the engagement of workforce stakeholders and employers in its development.
- D. Approving any modifications to such WIOA Local Strategic Plan.
 - E. Participating in regional planning if the Parties are assigned to a region that includes units of local government in addition to the Municipalities.
 - F. Creating policies for the local workforce development area; such policies to be implemented by the Administrative Entity.
 - G. Requiring the Administrative Entity to develop a budget for the local workforce development area, which budget shall be presented annually to the Parties for approval prior to July 1 of each year that this Agreement is in effect.
 - H. Requiring the Administrative Entity to bring any modification(s) to the budget to the Parties for approval.
 - I. Requiring the Administrative Entity to bring grant applications to the Parties for approval.
 - J. Approving the addition of non-mandatory one-stop partners, and considering the extent to which such non-mandatory one-stop partners: (i) will add to the integration of, and access to services through the one-stop system; (ii) agree to share information with the one-stop partners, co-locate in the one-stop center(s) and be a party to any One-Stop memorandum of understanding; and (iii) contribute to the infrastructure of the one-stop system.
 - K. Selecting, in accordance with applicable procurement requirements, and terminating the one-stop operator based upon fiscal and program performance of the one-stop operator, and determining the responsibilities of the one-stop operator, including a determination in accordance with state guidance to select the Workforce Development Board to be the one-stop operator.
 - L. Working with the Governor in a disaster.
 - M. Providing program and fiscal oversight of the workforce system in the local workforce development area, including the development of one-stop certification criteria and requiring the Administrative Entity to provide an annual quality assurance and monitoring plan for approval to the Parties. Such plan shall cover:
 - i. How the Administrative Entity shall monitor its fiscal and program activities;

- ii. How the Administrative Entity shall monitor the fiscal and program activities of its adult and dislocated worker one-stop operator, career services providers and training providers;
 - iii. How the Administrative Entity shall monitor the fiscal and program activities of its youth services providers;
 - iv. How the program and physical accessibility of the one-stop centers shall be assessed, using continuous improvement principles; and
 - v. How to determine that the one-stop operator and one-stop centers are meeting state and local certification criteria.
 - N. Negotiating performance measures with the Governor.
 - O. Approving the purchase of Directors and Officers Insurance and such other insurance necessary and appropriate to address any liabilities of the Parties and the Parties' members.
 - P. Approving exceptions to the Eligible Training Provider List.
 - Q. Complying with state and federal conflict of interest rules in the conduct of their business.
- III. **Authorities and Responsibilities of the Workforce Development Board.** The Workforce Development Board shall be responsible for:
- A. Electing its officers.
 - B. Creating such standing and ad-hoc committees as necessary or appropriate.
 - C. Analyzing economic conditions.
 - D. Engaging employers and pursuing employer linkages through intermediaries:
 - i. As a recruitment strategy to identify new Workforce Development Board members;
 - ii. To encourage employer use of the one-stop system;
 - iii. To enhance communication and collaboration among employers, economic development entities and service providers;
 - iv. To ensure that workforce activities meet employer needs and support economic growth; and

- v. To identify and promote strategies and initiatives to meet the needs of employers, workers and job seekers.
- E. Assisting the Governor to develop, collect, analyze and use statewide Wagner Peyser and Workforce Development Board labor market information.
- F. Convening stakeholders to obtain their input as part of the development of the WIOA Local Strategic Plan, and identifying non-federal expertise and resources which can be invested in the local workforce system.
- G. Leading efforts to develop and implement career pathways.
- H. Entering into memorandum(s) of understanding with the one-stop partners to identify their contributions to the one-stop infrastructure and the services the partners will deliver through the one-stop system.
- I. Facilitating one-stop partners' integration of intake and case management systems.
- J. Facilitating access to one-stop services, including the development of strategies to take advantage of technology advances.
- K. Selecting career services providers through contract awards, if such services are not delivered by the one-stop operator.
- L. Competitively selecting youth providers on recommendations of the youth standing committee (if established) or determining that a sole source procurement is necessary due to insufficient local youth providers.
- M. Working with the State to ensure sufficient numbers and types of career services and training providers.
- N. Approving eligible training providers and assisting the State of Connecticut with the vetting process for the determination, renewal and termination of the eligibility of training providers.
- O. Approving exceptions to the Eligible Training Providers List.
- P. Ensuring customer choice in the selection of a training provider from the approved state-wide list.
- Q. Coordinating with the WIOA Core Partners to make determinations regarding providers approved for the Eligible Training Provider List.
- R. Reviewing Adult Education and Family Literacy Act provider applications to assure consistency with the WIOA Local Strategic Plan.

- S. Implementing cooperative agreements between itself and the WIOA Core Partners and one-stop partners, to enhance services for jobseekers, workers and employers.
 - T. Leveraging local resources and capacity, and soliciting and accepting grants and donations from non-federal sources.
 - U. Promoting its one-stop career system, and its program services and activities.
 - V. Maintaining and amending its by-laws.
 - W. Determining whether to implement pay for performance contracts for training and/or the fourteen required youth elements with up to ten percent of the adult/dislocated worker and youth allocations.
 - X. Submitting requests to the Governor for approval of transfers between the adult and dislocated worker funding streams.
 - Y. Setting the adult priorities for receipt of services as a part of the WIOA Local Strategic Plan.
 - Z. Determining current and future local occupations in demand in emerging industries.
 - AA. Determining the criteria for increasing employer On the Job Training wage reimbursements from fifty percent to seventy-five percent.
 - BB. Deciding to use up to twenty percent of the local allocation for incumbent worker training, and setting the amount of the employer contribution to be required.
 - CC. Deciding to use 10% of the adult/dislocated worker allocation for transitional jobs.
 - DD. Determining which support services to offer and how much to allocate to support for participants.
 - EE. Approving the purchase of Directors and Officers Insurance and such other insurance necessary and appropriate to address any liabilities of the Parties and the Parties' members.
- IV. **Authorities and Responsibilities of the Council.** In addition to the joint and shared authorities and obligations in Article II hereof, the Council shall perform the

following:

- A. Executing the authorities and satisfying the obligations in the ICA.
- B. Appointing the members of the Workforce Development Board in accordance with state and federal guidelines, and with the ICA.
- C. Receiving audits of funds as required and directing the Administrative Entity as necessary to resolve any questions arising from any such audit.
- D. Creating such standing and ad-hoc committees as necessary or appropriate for the exercise of its authorities and obligations, pursuant to relevant authority including federal and state requirements, the ICA and this MOU.
- E. Appointing a Council representative to act as Vice Chair of the Governance Committee of the Workforce Development Board.
- F. Appointing a Council representative to act as a member of the Executive Committee of the Workforce Development Board.

V. **Term of this Agreement.**

- A. The Agreement shall be effective as of the Effective Date, and shall automatically renew on each subsequent July 1st for successive one-year terms, unless or until
 - i. The Governor of the State re-designates the local workforce development area consisting of the Municipalities; or
 - ii. The date that is forty (40) years after the Effective Date.
- B. If any Municipality withdraws from the Consortium, this Agreement shall be modified as necessary to reflect such withdrawal.

VI. **Additional Provisions**

A. Merger

The entire agreement of the Parties with respect to the subject matter hereof is contained herein. The Parties agree that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof. All items and other agreements referred to in this Agreement are incorporated herein and are deemed to be part of this Agreement.

B. Amendment

Either party to this Agreement may propose to amend or modify the terms of this Agreement. Any such amendment or other modification hereto is subject

to the agreement of each Party, and no such amendment or other modification shall be effective unless contained in a writing executed by each Party.

C. Independence of Terms Under This Agreement.

If any term or provision of this Agreement or the application thereof is held invalid or unenforceable pursuant to applicable law, the remainder of this Agreement (or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable), shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

D. Notices.

Any notice or other communication between the Parties regarding the subject matter hereof and required by applicable law to be in writing shall be in writing, and shall be deemed to have been duly given if delivered personally to the Party requiring such notice, or if sent by registered or certified mail, return receipt requested.

E. Counterparts.

This Agreement may be executed in counterparts, each of which shall for all purposes be deemed an original, and all of which when taken together, shall constitute one and the same Agreement.

F. Additional Documents.

Each Party shall execute and deliver such other instruments as may be necessary to best effectuate the intent and purposes of this Agreement and to comply with applicable law.

G. Additional Relevant Authority.

The Parties agree that the ICA, WIOA, the Connecticut General Statutes, and federal and state regulations shall, in addition to this Agreement, govern the authority and the obligations of each Party to the other Party with respect to the subject matter hereof.

H. Binding Agreement.

This Agreement is a binding contract and shall be construed in accordance with the and governed by the laws of the State of Connecticut, other than with respect to the Conflicts of Laws provisions thereof, the effect of which would be to apply the substantive law of a state other than Connecticut.

I. Current Insurance.

The Workforce Development Board shall maintain all insurance in force as of the Effective Date and insuring against the liabilities referenced herein, until such time as new or renewal policies of such insurance are obtained.


J. Support for Obligations

The Parties shall support their joint and individual obligations hereunder, including the costs of insurance and any audit, as well as any other costs incidental to the carrying out of such obligations, by grant funds appropriated by federal, state and other sources and administered by the Administrative Entity, in the manner required by, and consistent with any and all applicable federal, state, local and other requirements and conditions.

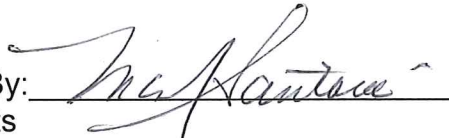
[Signature Page to Follow]

IN WITNESS WHEREOF the Parties have executed this Agreement, effective as of the date last indicated below.

**CONSORTIUM OF CHIEF ELECTED
OFFICIALS FOR THE NORTH
CENTRAL CONNECTICUT
WORKFORCE DEVELOPMENT AREA**

By: 
Its
Duly Authorized
Date: 9/25/15

**CAPITAL WORKFORCE PARTNERS,
INC.**

By: 
Its
Duly Authorized
Date: 10/8/15

Capital Workforce Partners WDB FY 2026-27

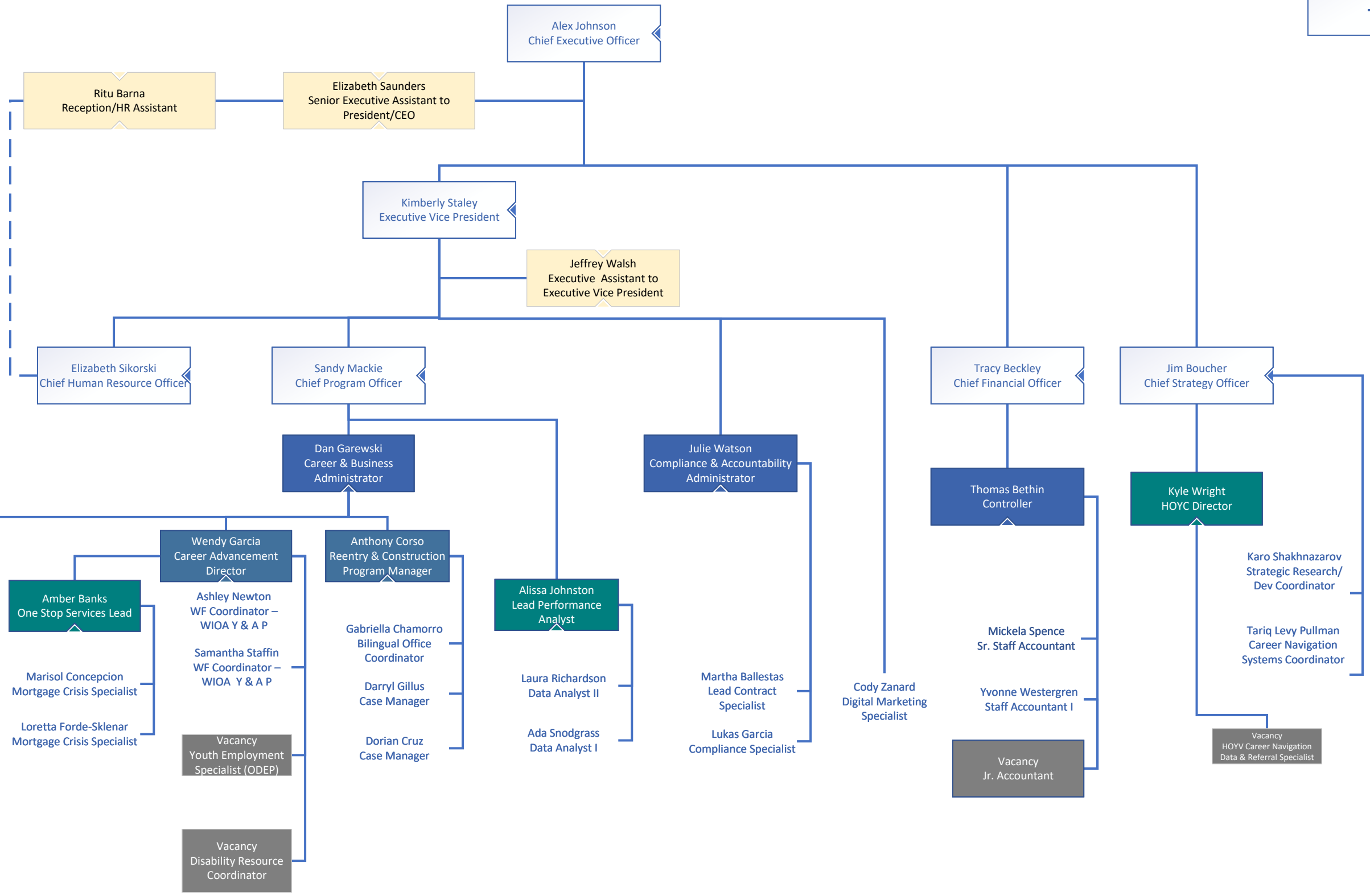
PRIVATE		
Name, Title	Company	Demographic
1. Maureen Adams, Sr. Exec. Director	Cigna Healthcare	C/F
2. Lawrence Davis, VP	Webster Bank	AF/M
3. Jennifer DiBella, Partner	Updike, Kelly & Spellacy	C/F
4. Leonardo Dionicio, Vice-President	Sun Life	AF/M
5. Keith Grant, Sr. System Director	Hartford Healthcare	AF/M
6. Pam Martinez, Vice-President	DATTCO	C/F
7. Stephen Martocchio, COO	Cooperative Systems	C/M
8. Richard McGeary, COO	Capital for Change	AF/M
9. Fiona Mohring, Director	Stanley Black & Decker	C/F
10. Tom Mongellow, Vice President & Treasurer	CT Bankers Association	C/M
11. Tracy Nixon-Moore, Director	Electric Boat	AF/F
12. Melissa Otis, Info. Tech Exec.	Cigna	C/F
13. Urvashi Shah, Director	Stanley Black & Decker	O/F
14. Stephen Vaughan, Vice-President	Liberty Bank	AF/M
15. Susan White, President	Atlas Stamping	C/F
PUBLIC		
Name, Title	Company	Demographic
1. Maryam Bitar	State of CT	O/F
2. Lindy Lee Gold	State of CT DECD	C/F
3. Matt Hart, Executive Director	CRCOG	C/M
4. Krystal Kelly, Voc. Rehab. Counselor	DAS	AF/F
5. Dr. Sharale Mathis	CT State College Capital & Tunxis	AF/F
6. Fernando Muniz, CEO	Operation Hope	L/M
7. Bridget Quinn, President/CEO	Hartford Public Library	C/F
8. Marcy Reed, Associate Education	CT Dept. of Education	C/F
9. Sandy Reis, Job Center Director	State of CT DOL	C/F
10. Vinnie Valente, Training Coor.	Plumbers Local 777	C/M
11. Sandra Ward, Vice-President Econ & Strategic Dev.	Goodwin University	AF/F
12. Robert Ziobrowski, Principal Officer	Union Plumbers Local 1035	C/M

Capital Workforce Partners WDB FY 2026-27

2025 - 2026	GRAND TOTAL	TOTAL- Gender			African American/Black/Caribbean American	Asian American	Caucasian	Latino(a)/Hispanic	Native American	Other (describe below)*
		Female	Male	Other*						
Board	27	13	14		8	1	16	1	0	1

2026 - 2027	GRAND TOTAL	TOTAL- Gender			African American/Black/Caribbean American	Asian American	Caucasian	Latino(a)/Hispanic	Native American	Other (describe below)*
		Female	Male	Other*						
Board	27	16	11		9	2	15	1	0	0

Full Time - 37
Vacant - 06
Total - 43



MEMORANDUM OF UNDERSTANDING
BETWEEN
Capital Workforce Partners
AND
CT State Department of Labor

In accordance with Title I, Section 121 (c) of the Workforce Innovation and Opportunity Act the local board, with the agreement of the chief elected officials, *shall develop and enter into a memorandum of understanding (between the local board and the One-Stop partners) concerning the operation of the One-Stop delivery system in its region).*

Pursuant to the above, this MOU shall contain provisions describing the following:

- a. The services to be provided through the One-Stop/American Job Center (AJC) delivery system, including the manner in which the services will be coordinated and delivered through such system;
- b. How the costs of such services and the operating costs of such system will be apportioned; and
- c. The methods of referral of individuals between the One-Stop/AJC service provider and the **CT State Department of Labor** for appropriate services and activities.

This MOU will serve as a framework of agreed upon terms. Specific local/regional program operation, the delivery of employment related workshops, referral processes and business service delivery may vary depending on the local/regional area and shall be specified as addendums to this MOU when applicable.

I. Purpose of MOU

The purpose of this MOU is to articulate the roles and responsibilities of each Party in the operation of the One-Stop/AJC service delivery system in the State of Connecticut. Each Party is committed to promoting a seamless operation, enhancing access to program services and the long-term employment outcomes for both job seekers and employers.

This MOU provides a foundation for assuring alignment and coordination of policies and operations across programs, in support of a responsive delivery system that meets Connecticut’s workforce development needs and the employment and training needs of all working-aged youth and adults in the state.

Programs and services will be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet the customer’s needs.

II. Parties to the MOU

This Memorandum of Understanding (MOU) is between the following: **Capital Workforce Partners** (herein referred to as “CWP”), and a consortium of lead Chief Elected Officials (CEOs), and the **Connecticut State Department of Labor** (herein referred to as “CT DOL” or “the Partner”), 200 Folly Brook Boulevard, Wethersfield, CT 06109 (herein referred to as “the Parties”).

The parties to this MOU represent the following programs: WIOA Title I - Adult, Youth, Dislocated Worker; Jobs First Employment Services; WIOA Title III Wagner-Peyser Act Employment Services; Trade Adjustment Assistance, Veterans’ Employment and Training Services; Migrant and Seasonal Farmworkers; Unemployment Insurance; and Apprenticeship.

III. Duration of Agreement

This MOU is effective for the period July 1, 2025, through June 30, 2028. Pursuant to the aforementioned legislation, the MOU shall be reviewed not less than once every 3-year period. The Infrastructure Funding Agreement (IFA) attachments to this MOU will be reviewed on an annual basis.

IV. Coordination of Service Delivery Activities

A. Guiding Principles

In order to eliminate duplication of services, the Parties to this MOU agree to coordinate the delivery of services and activities to:

1. Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
2. Coordinate resources and programs to ensure a streamlined and efficient workforce development system.
3. Promote direct access to services through real-time technology.
4. Promote information sharing and coordination of activities to improve the performance of the One-Stop/AJC system in part through the use of data access agreements.
5. Promote the development and implementation of a more unified system of measuring program performance and accountability.

Additionally, Parties agree to coordinate services in the implementation of a workforce development system that:

1. Is committed to a customer-focused, comprehensive and integrated delivery system.
2. Ensures the needs of adults, youth, and dislocated workers, and individuals with barriers to employment, including individuals with disabilities, are addressed, including access to technology and materials, and are made available through the One-Stop/AJC system.
3. Works towards aligning intake, case management and job placement services in an effort to maximize efficiencies and effectiveness.
4. Develops collaborative relationships with the network of other agencies and partners in the local/regional area.

The programs for which the Parties are responsible are outlined in Appendix 1 of this MOU. CTDOL and CWP agree to provide adequate staff to perform the services identified in the Appendix.

B. Employment Related Workshops

The Parties agree to work together to ensure the delivery of relevant employment related workshops, eliminate unnecessary content duplication, increase efficiency and reduce any perceived confusion among customers.

C. Referral Arrangements

In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

1. Each Party will have information and receive training about the services of all partner agencies within the One-Stop/AJC;

2. Each Party will develop materials summarizing their programs and services, including any basic eligibility and participation requirements, and will make the materials available to partners and customers;
3. Customers accessing services through the One-Stop/AJC will receive assistance in determining which of the partner agencies may have services the customer needs;
4. When one of the partner agencies learns that a customer could benefit from the services of another of the partner agencies, that agency will provide to the customer a referral to the other agency;
5. The Parties will ensure that staff makes appropriate referrals depending on each customer's individual needs, eligibility requirements, and other support services. Referrals will be made to partners/outside agencies based on intake and assessment and a determination of appropriateness. The parties commit to robust and ongoing communication required for an effective referral process;
6. The Parties will regularly evaluate ways to improve the referral process; and
7. The Parties will actively follow up on the results of referrals to ensure that partner resources are being leveraged at an optimal level.

D. Employer Services

All employers in the workforce development area will receive consistent, quality services through One-Stop/AJC staff. The Parties will work together to ensure coordination of employer services, recruitment activities, applicant screenings and marketing of job opportunities. Employers will be strongly encouraged to conduct recruitments at the One-Stop/AJC facilities. Any WIOA and JFES funded staff working with employers must post job openings in the state job bank/CTHires. Federal and state contractors who are required to post jobs in the state job bank will be advised of their legal obligations.

V. Infrastructure Funding Agreement Cost Allocation and Resource Sharing Methodology

A. The Parties are engaged in the following process:

1. Identification of One-Stop operating costs, including infrastructure costs and additional costs.
2. Development of the One-Stop operating budget that includes an infrastructure costs budget and additional costs budget.
3. Development of the cost allocation methodology, including the identification of costs pools and allocation bases.
4. Determination of estimated partner contributions.
5. Preparation of, and agreement to, the IFA.
6. Allocation of actual costs by each partner's proportionate use and relative benefit received.
7. Conduct of a periodic reconciliation.
8. Modification of the infrastructure costs budget and/or cost allocation methodology, as appropriate.
9. Evaluation of the existing process and preparation for the following program year.

Accordingly, the Parties agree to fund infrastructure costs based on the proportionate share of use by each agency and/or its contracted provider staff consistent with each program's Federal authorizing statute(s) and agreements and other applicable legal requirements, including Federal cost principals that require

costs that are allowable, reasonable, necessary and allocable as outlined in TEGL 17-16, and any other federal guidance pertaining to cost allocation and resource sharing. The AJC Infrastructure Budget: Cost Allocation and Resource Sharing Schedule represent estimates and are attached as Attachments A and B.

The Parties hereby outline their agreement to share infrastructure costs for space located at:

Hartford American Job Center 60 Weston Street, Hartford, CT 06120	X	New Britain American Job Center 260 Lafayette Street, New Britain, CT 06053	
Manchester American Job Center 893 Main Street, Manchester, CT 06040		Enfield American Job Center 170 Elm Street, Enfield, CT 06082	
East Hartford American Job Center 417 Main Street, East Hartford, CT 06118		Bristol American Job Center 430 North Main Street, Bristol, CT 06010	
No physical presence at an AJC			

- B. Each Party’s contribution is based on the per square footage costs by percentage of use of the area (cubicle or training room) that is occupied in the corresponding AJC. The infrastructure cost allocation base is per square footage in all AJC’s.
- C. The Parties agree to pool other shared, allowable costs related to services, operational expenses, promotional materials, and other expenses that cannot be assigned to an individual partner or program, and that result in shared benefits received by multiple parties. Such costs shall be allocated based on a reasonable estimation of the benefits received by each party, using square footage as the allocation base.
- D. The IFA will be reviewed on an annual basis. No later than May 1 of each year, the Budget and allocation sheets will be reviewed, and Partner contributions updated based on actual costs in the AJC at the time of the review projected as of July 1 for the coming program year. This will allow CWP to identify IFA costs for AJC and Affiliate offices to all required partners for billing. CWP and CTDOL will independently invoice each other for costs incurred in each of the applicable locations. Any changes in scope or services to the IFA will be adjusted quarterly or at least by the end of the fiscal year with an approved IFA revision.
- E. The IFA attachments to this MOU will be reviewed on an annual basis. Any party may initiate a review at any time prior to the mandatory renewal date upon written notice to the other parties in order to negotiate financial arrangements and update the funding of services and operating costs of the One-Stop delivery system, or other necessary updates. The parties shall promptly engage in good-faith negotiations upon receipt of any notice requesting review of this MOU.

VI. North Central Cost Allocation Summary Sheet

CTDOL will submit quarterly invoices to CWP via email by the 45th day after the end of each quarter. Costs included on the invoice will be associated with the Space and Cost Analysis for AJC and Affiliate office occupancy and operational expenses. The Space and Cost Analysis for purposes of this section is attached hereto as Attachment B. Any changes to this document will be adjusted on a prospective basis to be effective in a future quarter or next fiscal year, with an approved IFA revision. CWP will submit quarterly invoices to CTDOL via email by the 45th day after the end of each quarter. Costs included on the invoice will be associated with the Board’s Attachment A related to AJC and Affiliate office occupancy and operational

expenses. Any changes to this document will be adjusted on a prospective basis to be effective in a future quarter or next fiscal year, with an approved IFA revision. This document will also be reviewed on a yearly basis.

VII. Other Terms and Conditions

A. State General Terms and Conditions

CWP agrees to comply with general requirements, terms, and conditions as established by the State of Connecticut, attached and incorporated herein as Attachment C.

B. Data Sharing and Reporting

1. CWP and CTDOL have implemented a separate MOU for purposes of data sharing.
2. To the extent possible, CWP and its One-Stop service provider will utilize CTHires and other shared data management systems to collect data and information for system-wide reporting, so as to limit the data collection and reporting burden placed on partner staff. Additionally, all WIOA and JFES funded CWP and CWP contractor staff must enter business services and program activity into CTHires. Requirements pertaining to use of the CTHires system are provided in a separate MOU between CWP and CTDOL.

VIII. Confidentiality of Information

To safeguard information, the Parties agree:

1. Their employees and agents are required to follow all applicable laws, regulations, policies and separate data sharing agreements, if applicable, as they apply to confidentiality of information with respect to any use or disclosure of program and/or customer specific information.
2. Access to program/customer specific information is restricted only to authorized personnel and to agents of the parties, with prior authorization of the data owner.

IX. Severability

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.

X. Modification/Termination

This MOU and addendums, if applicable, constitutes the entire agreement between the parties hereto and will become effective upon its execution by the Parties. This MOU may be modified, altered, revised, by mutual written consent of the Parties through a written amendment signed and dated by the Parties.

Except as otherwise provided in the attached General Terms and Conditions, either party to this MOU may terminate participation in this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other party.

XI. Signatures

For the Connecticut Department of Labor



Danté Bartolomeo, Commissioner

4/10/2025
4/10/2025

Date

For the Workforce Development Board:



Alex B. Johnson, President & CEO

7-1-2025

Date



Richard McGeary, Board Chair

July 2, 1025

Date



Mayor Jay Moran, Chief Elected Official

7/2/25

Date

Appendix 1: PARTNER-SPECIFIC LANGUAGE

The following sections outline partner-specific roles and requirements as provided under state and federal law.

Capital Workforce Partners Programs

A. Title I, WIOA Adult, Youth Training

Through contract with CTDOL, CWP is responsible for Title I, WIOA youth and adult training services.

CT State Department of Labor Programs

A. Wagner-Peyser (WIOA Title III)

Pursuant to the Wagner-Peyser Act of 1933, as amended by WIOA, Wagner-Peyser staff provide employment services to jobseekers and employers through the American Job Center sites. CTDOL is the state agency responsible for administering Wagner-Peyser Act services in accordance with federal regulations.

B. Trade Adjustment Assistance Activities

The Trade Adjustment Assistance (TAA) Program is a federal program established under the Trade Adjustment Assistance Reauthorization Act of 2015 that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. CTDOL is the state agency responsible for administering services under the TAA program.

C. Veterans Services

Veterans may receive reemployment services from trained staff at AJC sites. CTDOL, as the agency responsible for administering Veterans Services in the State of Connecticut, shall coordinate provision of the requisite programs and services.

D. Unemployment Compensation Services

In accordance with WIOA, the Unemployment Insurance (UI) program is responsible for providing meaningful assistance to individuals seeking assistance in filing an unemployment claim at American Job Center sites. Under State and federal law, CTDOL is the agency responsible for administering the UI program and related services in the State of Connecticut.

E. TANF / JFES Services

Temporary Assistance for Needy Families (TANF) provides time-limited funding for eligible families and pregnant women in need so as to assist families so that children may be cared for in their own homes or the homes of relatives; end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and encourage the formation and maintenance of two-parent families.

The Jobs First Employment Services (JFES) program provides employment services to time-limited recipients of Temporary Family Assistance (TFA), Connecticut's TANF-funded cash assistance program for needy families. The JFES program is administered by CT DOL in partnership with the Department of Social Services (DSS) and the five regional Workforce Development Boards. In the North Central Region, CWP is responsible for coordinating the provision of JFES services. TFA applicants are referred to the JFES program by their DSS caseworker. Attendance at a JFES intake session and continued participation in JFES are required in order to receive TFA. CWP's requirements related to the provision of JFES services are provided in a separate contract with CTDOL.

F. Migrant Seasonal Farm Workers

The National Farmworker Jobs Program (NFJP) is a nationally directed, locally-administered program of services for migrant and seasonal farmworkers (MSFWs). CTDOL is the agency responsible for administering this program.

G. Apprenticeship

Registered Apprenticeship is an important workforce development strategy that the workforce system provides to its customers, both job seekers and employers. CTDOL is the agency responsible for administering this program.

ATTACHMENT A

One-Stop Infrastructure Funding Agreement CT Department of Labor

WHEREAS the parties have entered into this Memorandum of Agreement to provide services as partners in the One-Stop American Job Center system, the parties hereby agree to share infrastructure costs for space located at the location(s) listed below:

- 60 Weston Street, Hartford, CT 06120 (“Hartford AJC”).
- 260 Lafayette Street, New Britain, CT (“New Britain AJC”)
- 893 Main Street, Manchester, CT (“Manchester AJC”)
- 170 Elm Street, Enfield, CT (“Enfield AJC”)
- 430 North Main Street, Bristol, CT (“Bristol AJC”)
- 417 Main Street, East Hartford, CT (“East Hartford AJC”)
- No physical presence in an AJC

NOW, THEREFORE, in consideration of the mutual covenants contained herein, receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The term of this agreement shall be July 1, 2025 – June 30, 2028
2. The Partner’s contribution is based on the physical presence of its staff in the AJC(s).
3. The Partner will provide the One-Stop Operator with a list of the staff members that will be present in the AJC(s), with their email addresses, and will update the list as changes occur.
4. Partner staff will be provided a workstation that includes:
 - a. A standard workstation – cubicle and chair
 - b. A telephone upon request
 - c. A monitor, keyboard, and mouse with docking station to be connected to Partner-provided laptop
5. Partner staff will have reasonable access to shared AJC resources:
 - a. Staff and guest WiFi
 - b. Fax machine, copier, printer, and related supplies
 - c. Assistance with customer reception from front-desk staff
 - d. Training rooms, reserved in accordance with operational protocol, coordinated with the One-Stop Operator
 - e. No-cost parking
6. Partner occupancy will be limited to regular business hours; Partner staff will not have keys and will not be responsible for opening or closing the AJC.
7. Partner will limit its usage of the AJC and resources to services and activities directly related to the AJC Partner program(s) identified in the MOU. CWP or its One-Stop Operator may request that Partner provide justification demonstrating reasonableness of use or direct benefit to the identified Partner program.

8. Partner will ensure that its staff will follow all applicable confidentiality requirements, including protection of Personally Identifiable Information (PII), related to information viewed or accessed in the AJC.
9. Partner will ensure that its staff follow all of CWP's Universal Policies found at <https://capitalworkforce.org/policies/> including:
 - 1-10: Universal Accessibility & Compliance with ADA
 - 1-12: Non-discrimination and Equal Opportunity
 - 1-20: Zero Tolerance for Workplace Violence
 - 1-30: Maintaining a Safe and Productive Work Environment
 - 1-40: Incident Reporting
10. The financial consideration is based upon the One-Stop Infrastructure Budget as detailed in Attachment B.
11. The cost allocation plan and Partner contributions are detailed in Attachment B.
12. Under the terms of the agreed upon allocation methods, the Partner will be invoiced in arrears for allocable contributions based on actual costs. Invoices outlining costs will be generated within 60 days of the close of each calendar quarter.
13. Payment of Partner contribution will be submitted within 45 days of the receipt of each quarterly invoice.
14. The Infrastructure Funding Agreement (IFA) will be effective throughout the duration of the MOU.
15. No later than May 15th of each year, the Budget and allocation base will be reviewed and projected Partner contributions for the subsequent state fiscal year will be distributed.
16. This Agreement does not provide Partner with:
 - a. Access to the CWP computer network or shared drives
 - b. Office supplies beyond reasonable use of the copier and fax machines
 - c. Postage or use of postage meter
 - d. Help desk support beyond ensuring that AJC equipment is functioning
 - e. Online Learning Center usage for Partner-facilitated training or workshops
 - f. Excessive and/or unreasonable utilization of the included shared AJC resources
17. Partners with a physical presence in the AJC will provide a Certificate of Insurance listing Capital Workforce Partners, One Union Place, Hartford, CT 06103 as an Additional Insured and Certificate Holder, prior to occupancy in the AJC.
18. The parties agree to try to resolve policy or practice disputes at the lowest level, starting with site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective employer and the Operator, for discussion and resolution. If issues remain unresolved, such issues shall be referred to the Office of Workforce Competitiveness for assistance.

ATTACHMENT B – Cost Allocation Summary – All Partners

Capital Workforce Partners IFA Budget Estimate							
July 1, 2025 - June 30, 2026							
Budget Summary							
<u>AJC Location</u>	<u>Infrastructure Costs</u>	<u>Cost per Sq. Ft.</u>					
Hartford (CWP space/budget)	481,064	46.33					
Hartford (DOL space/budget) ²	235,269	32.46					
New Britain	284,435	35.55					
Manchester	175,347	35.07					
Enfield	91,823	26.85					
East Hartford	80,255	30.40					
Bristol	72,558	25.91					
Total	1,420,751	35.98					
Partner Occupancy in sq. ft.							
<u>AJC Location</u>	<u>Total Sq. Ft.</u>	<u>CWP</u>	<u>DOL</u>	<u>BRS</u>	<u>BESB</u>	<u>SDE</u>	<u>Hartford Job Corps</u>
Hartford	17,632	9,835	7,248	87	87	201.02	174
New Britain	8,000	5,478	-	2,087	-	278	-
Manchester	5,000	5,000	-	-	-	-	-
Enfield	3,420	1,979	-	1,321	-	153	-
East Hartford	2,640	1,895	-	745	-	-	-
Bristol	2,800	2,206	-	593	-	-	-
Total	39,492	26,394	7,248	4,833	87	632	174
Partner Cost Allocation (based on square footage)							
<u>AJC Location</u>	<u>Total Cost</u>	<u>CWP</u>	<u>DOL</u>	<u>BRS</u>	<u>BESB</u>	<u>SDE</u>	<u>Hartford Job Corps</u>
Hartford	481,064	455,629	235,269	4,030	4,030	9,313	8,061
New Britain	284,435	194,781	-	74,198	-	9,898	-
Manchester	175,347	175,347	-	-	-	-	-
Enfield	91,823	53,139	-	35,467	-	4,102	-
East Hartford	80,255	57,607	-	22,648	-	-	-
Bristol	72,558	57,176	-	15,367	-	-	-
Total	1,185,482	993,680	235,269	151,711	4,030	23,313	8,061
¹ CWP budget includes all costs associated with resources used by CWP contractor and partner staff							
² DOL budget includes costs not passed through to partners							

Attachment B - CT Department of Labor Space Cost Analysis: 60 Weston Street, Hartford AJC

Space & Cost Analysis Hartford

Updated: 9/7/22 MHR
Effective: 07/01/2024-06/30/2025

Square Footage Dedicated to Staff By Operation

	OTHER	BOARD	DOL	Total S.F.
Cubicles	0	2750	1925	4675
Offices	0	403	273	676
Other	0	0	55	55
Total	0	3153	2253	5406
% of Total Staff Space		58%	42%	

Space Allocation Analysis

	OTHER	BOARD	DOL	Total S.F.
Dedicated Staff Space	0	3153	2253	5,406
Training Room 1	0	761	0	761
Training Room 2	0	0	756	756
Training Room 3	0	520	0	520
Meeting Room	0	74	53	127
Meeting Room	0	101	73	174
Career Center	0	1052	751	1,803
Lounge	0	598	427	1,025
Reception	0	597	426	1,023
Public Restrooms		92	66	158
Staff Rest Rooms	0	212	152	364
Misc Dedicated Space	0	285	191	476
Tele/Data Room	0	118	85	203
Janitor Closet	0	37	26	63
Common & Circulation Area	0	2784	1989	4,773
Total	0	10384	7248	17,632
Percentage of Total Space	0.00%	58.89%	41.11%	

Updated: 3/4/2025

Estimated Cost

CATEGORY	P.S.F ANNUAL	OTHER	BOARD	DOL	TOTAL
RENT	\$17.00	\$0	\$176,548	\$123,230	\$299,778
SAS	\$0.41	\$0	\$4,255	\$2,970	\$7,225
ELECTRIC	\$2.78	\$0	\$28,860	\$20,145	\$49,005
TAX	\$5.54	\$0	\$57,501	\$40,135	\$97,636
WASTE	\$2.34	\$0	\$24,263	\$16,936	\$41,199
CLEANING	\$0.00	\$0	\$0	\$0	\$0
RENTAL ENTRY MATS	\$0.00	\$0	\$0	\$0	\$0
SHREDDING	\$0.04	\$0	\$387	\$270	\$657
TENANT IMPROVEMENTS	\$4.36	\$0	\$45,249	\$31,583	\$76,832
TELECOM	\$0.04	\$0	\$375	\$261	\$636
TOTAL	\$32.50	\$0	\$337,063	\$235,269	\$572,332

NOTE:

Early estimate based on May 2024 - February 2025 expenses. Contract ended with UniFirst for renting entry mats following the move to 60 Weston Street.

ATTACHMENT C - State General Terms and Conditions

Part IV. GENERAL CONDITIONS

1. GENERAL DEFINITIONS.

- (a) "**Bid**" shall mean a bid submitted in response to a Solicitation.
- (b) "**Claims**" shall mean all actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmaturing, contingent, known or unknown, at law or in equity, in any forum.
- (c) "**Confidential Information**" shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that the DOL classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.
- (d) "**Confidential Information Breach**" shall mean, generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the DOL, the Contractor, or the State.
- (e) "**Contract**" shall mean this agreement, as of its Effective Date, between the Contractor and the DOL, which establishes a binding legal relationship obligation. As used herein, the term "Contract" shall be synonymous with the terms "agreement" and "grant."
- (f) "**Contractor**" shall mean a person or entity who submits a Bid, if applicable, and who executes a Contract. As used herein, the term "Contractor" shall be synonymous with the term "grantee".
- (g) "**Contractor Parties**" shall mean a Contractor's members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Contractor is in privity of oral or written contract and the Contractor intends for such other person or entity to perform under the Contract in any capacity.
- (h) "**Day**" shall mean all calendar days other than Saturdays, Sundays and days designated as national or State of Connecticut holidays upon which banks in Connecticut are closed.
- (i) "**Department of Labor**" or "**DOL**" shall mean the Labor Commissioner of Connecticut. As used herein the term "Department of Labor" or "DOL" shall be synonymous with the term "grantor."
- (j) "**Goods**" shall mean all things which are movable at the time that the Contract is effective and which includes, without limiting this definition, supplies, materials and equipment, as specified in the Solicitation, if any, and this Contract.
- (k) "**Records**" shall mean all working papers and such other information and materials as may have been accumulated by the Contractor in performing the Contract, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries and correspondence, kept or stored in any form, including without limitation, paper or electronic form.
- (l) "**Services**" shall mean the performance of labor or work, as specified in the Solicitation, if any, and the Contract.
- (m) "**Solicitation**" shall mean a State request, in whatever form issued, inviting bids, proposals or quotes for Goods or Services, typified by, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes. The Solicitation and this Contract shall be governed by the statutes, regulations and procedures of the State of Connecticut, Department of Administrative Services ("**DAS**"), even if the DOL has statutes, regulations and procedures which overlap DAS's. However, to the extent that the DOL has statutes, regulations or procedures which the DOL determines in its sole discretion to be inconsistent with DAS's, the DOL's shall control over those of DAS's. The Solicitation is incorporated into and made a part of the Contract as if it had been fully set forth in it if, but only if, the Solicitation is in the form of an invitation to bid, request for information or request for quotes. A Solicitation in the form of a request for proposals is not incorporated into the Contract in its entirety, but, rather, it is incorporated into the Contract only to the extent specifically stated in this Contract.
- (n) "**State**" shall mean the State of Connecticut, including the DOL and any office, department, board, council, commission, institution or other agency of the State.
- (o) "**Termination**" shall mean an end to the Contract prior to the end of its term whether effected pursuant to a right which the Contract creates or for a breach.
- (p) "**Title**" shall mean all ownership, title, licenses, rights and interest, including, but not limited to, perpetual use, of and to the Goods or Services.

2. **EFFECTIVE DATE.** This Contract shall become effective only as of the date of signature by the DOL's authorized official(s) and, where applicable, the date of approval by the Attorney General. Upon such execution, this contract shall be deemed effective for the entire term specified on the contract face page.

3. **ASSIGNMENT.** The Contractor shall not assign any of its rights or obligations under the Contract, voluntarily or otherwise, in any manner without the prior written consent of the DOL. The DOL may void any purported assignment in violation of this Section and declare the Contractor in breach of Contract. Any Termination by the DOL for a breach is without prejudice to the DOL's or the State's rights or possible Claims.

4. **TERMINATION.**

(a) **Termination in the Best Interests of the State** - Notwithstanding any provisions in this Contract, the DOL, through a duly authorized employee, may Terminate the Contract whenever the DOL makes a written determination that such Termination is in the best interests of the State. The DOL shall notify the Contractor in writing of Termination pursuant to this Section, which notice shall specify the effective date of Termination and the extent to which the Contractor must complete its performance under the Contract prior to such date.

(b) **Termination due to Breach of the Contract** - Notwithstanding any provisions in this Contract, the DOL, through a duly authorized employee, may, after making a

written determination that the Contractor has breached the Contract, Terminate the Contract in accordance with the provisions in the Breach Section of this Contract.

- (c) **Termination due to Violation of Representations and Warranties** – For breach or violation of any of the provisions in the Section concerning Representations and Warranties, the DOL may Terminate the Contract in accordance with its terms and revoke any consents to assignments given as if the assignments had never been requested or consented to, without liability to the Contractor or Contractor Parties or any third party.
- (d) **Termination for Reduction or Termination of Funds** - The DOL reserves the right to cancel the contract without prior notice when the funding for the contract is no longer available.
- (e) **Termination Procedures** –
 - (1) The DOL shall send the notice of Termination via certified mail, return receipt requested, to the Contractor at the most current address which the Contractor has furnished to the DOL for purposes of correspondence, or by hand delivery. Upon receiving the notice from the DOL, the Contractor shall immediately discontinue all services affected in accordance with the notice, undertake all commercially reasonable efforts to mitigate any losses or damages, and deliver to the DOL all Records. The Records are deemed to be the property of the DOL and the Contractor shall deliver them to the DOL no later than thirty (30) days after the Termination of the Contract or fifteen (15) days after the Contractor receives a written request from the DOL for the Records. The Contractor shall deliver those Records that exist in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to, ASCII or .TXT.
 - (2) Upon receipt of a written notice of Termination from the DOL, the Contractor shall cease operations as the DOL directs in the notice, and take all actions that are necessary or appropriate, or that the DOL may reasonably direct, for the protection, and preservation of the Goods, funds and any other property under this contract. Except for any work which the DOL directs the Contractor to perform in the notice prior to the effective date of Termination, and except as otherwise provided in the notice, the Contractor shall terminate or conclude all existing subcontracts and purchase orders and shall not enter into any further subcontracts, purchase orders or commitments.
 - (3) The DOL shall, within forty-five (45) days of the effective date of Termination, reimburse the Contractor for its performance rendered and accepted by the DOL in accordance with the terms of this Contract, in addition to all actual and reasonable costs incurred after Termination in completing those portions of the performance which the notice required the Contractor to complete. However, the Contractor is not entitled to receive and the DOL is not obligated to tender to the Contractor any payments for anticipated or lost profits. Upon request by the DOL, the Contractor shall assign to the DOL, or any replacement contractor which the DOL designates, all subcontracts, purchase orders and other commitments, deliver to the DOL all Records and other information pertaining to its performance, and remove from State premises, whether leased or owned, all of Contractor's property, equipment, waste material and rubbish related to its performance, all as the DOL may request.
- (f) **Effect of Termination** -
 - (1) Upon Termination of the Contract, all rights and obligations shall be null and void, so that no party shall have any further rights or obligations to any other party,

except with respect to the sections which survive Termination. All representations, warranties, agreements and rights of the parties under the Contract shall survive such Termination to the extent not otherwise limited in the Contract and without each one of them having to be specifically mentioned in the Contract.

- (2) The DOL reserves the right to recoup any deposits, prior payment, advance payment or down payment made if the Contract is Terminated by either party.
- (3) Termination of the Contract pursuant to this Section shall not be deemed to be a breach of contract by the DOL.

5. **COST MODIFICATIONS.**

- (a) The parties may agree to a reduction in the cost of the Contract at any time during which the Contract is in effect. Without intending to impose a limitation on the nature of the reduction, the reduction may be to hourly, staffing or unit costs, the total cost of the Contract or the reduction may take such other form as the State deems to be necessary or appropriate.
- (b) Notwithstanding any provisions in this Contract, the DOL reserves the right to reallocate or reduce the Contract award at any time in the event that: (1) the Contractor deviates from the project plans as detailed in the Contract; or (2) the Contractor's expenditure rate is not in compliance with applicable law, regulation, or DOL policies and procedures; or (3) the Governor, the General Assembly, or the Office of Policy and Management rescinds, reallocates, or in any way reduces the total amount budgeted for operation of the program during the fiscal year for which such funds are withheld, or (4) federal funding reductions result in reallocation of funds.

6. **BREACH.** If either party breaches the Contract in any respect, the non-breaching party shall provide written notice of such breach to the breaching party and afford the breaching party an opportunity to cure the breach within ten (10) days from the date that the breaching party receives such notice. Any other time provided for in the notice shall trump such ten (10) days. Such right to cure period shall be extended if the non-breaching party is satisfied that the breaching party is making a good faith effort to cure but the nature of the breach is such that it cannot be cured within the right to cure period. The notice may include an effective Contract Termination date if the breach is not cured by the stated date and, unless otherwise modified by the non-breaching party in writing prior to the Termination date, no further action shall be required of any party to effect the Termination as of the stated date. If the notice does not set forth an effective Contract Termination date, then the non-breaching party may Terminate the Contract by giving the breaching party no less than twenty-four (24) hours' prior written notice. If the DOL believes that the Contractor has not performed according to the Contract, the DOL may withhold payment in whole or in part pending resolution of the performance issue, provided that the DOL notifies the Contractor in writing prior to the date that the payment would have been due under the terms of the Contract.

7. **WAIVER.**

- (a) No waiver of any breach of the Contract shall be interpreted or deemed to be a waiver of any other or subsequent breach. All remedies afforded in the Contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided in the Contract or at law or in equity.

- (b) A party's failure to insist on strict performance of any provision of the Contract shall only be deemed to be a waiver of rights and remedies concerning that specific instance of performance and shall not be deemed to be a waiver of any subsequent rights, remedies or breach.

8. INDEMNIFICATION.

- (a) The Contractor shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the "**Acts**") of the Contractor or Contractor Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts or the Contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this Section. The Contractor's obligations under this Section to indemnify, defend and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Contractor's bid, proposal or any Records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the performance of this Contract.
- (b) The Contractor shall not be responsible for indemnifying or holding the State harmless from any liability arising due to the negligence of the State or any other person or entity acting under the direct control or supervision of the State.
- (c) The Contractor shall reimburse the State for any and all damages to the real or personal property of the State caused by the Acts of the Contractor or any Contractor Parties. The State shall give the Contractor reasonable notice of any such Claims.
- (d) The Contractor's duties under this Section shall remain fully in effect and binding in accordance with the terms of the Contract, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the Acts giving rise to the Claims and/or where the State is alleged or is found to have contributed to the Acts giving rise to the Claims.
- (e) The Contractor shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall name the State as an additional insured on the policy and shall provide a copy of the additional insured endorsement to the policy to the DOL prior to the effective date of the Contract. The Contractor shall not begin performance until the delivery of the policy to the DOL. The State shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that the DOL or the State is contributorily negligent.
- (f) This Section shall survive the Termination of the Contract and shall not be limited by reason of any insurance coverage.

- 9. **FORUM AND CHOICE OF LAW.** The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of

competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

- 10. **SETOFF.** In addition to all other remedies available hereunder, the State, in its sole discretion, may setoff (1) any costs or expenses that the State incurs resulting from the Contractor's unexcused nonperformance under the Contract and under any other agreement or arrangement that the Contractor has with the State and (2) any other amounts that are due or may become due from the State to the Contractor, against amounts otherwise due or that may become due to the Contractor under the Contract, or under any other agreement or arrangement that the Contractor has with the State. The State's right of setoff shall not be deemed to be the State's exclusive remedy for the Contractor's or Contractor Parties' breach of the Contract, all of which shall survive any setoffs by the State.

11. FORCE MAJEURE.

- (a) The parties shall not be excused from their respective Contract obligations except in the case of Force Majeure Events and as otherwise provided for in this Contract.
- (b) If a Force Majeure Event prevents a party from complying with any obligation or satisfying any conditions under this Contract, then that failure to comply will not constitute a breach if (1) that party uses reasonable efforts to comply; (2) that party's failure to comply is not due to its failure to (i) take reasonable measures to protect itself against Force Majeure Events or (ii) develop and maintain a reasonable contingency plan to respond to Force Majeure Events; and (3) that party complies with its obligations under subsection (c) of this Section.
- (c) If a Force Majeure Event occurs, then the noncomplying party shall promptly notify the other party of occurrence of that Force Majeure Event, its effect on its obligations under the Contract, and how long the noncomplying party expects the noncompliance to last. Thereafter, the noncomplying party shall update that information as reasonably necessary, or as the other party may reasonably request, whichever is more frequent. During a Force Majeure Event, the noncomplying party shall use reasonable efforts to limit damages to the other party and to resume complying with its obligations under this Contract.
- (d) Failure to provide written notice of any Force Majeure Event as soon as the failing party becomes aware of it, or failure by the other party to Act in response to the notice, does not excuse any delays or failures in performance or obligations.
- (e) "**Force Majeure Events**" shall mean strikes, lockouts, riot, sabotage, rebellion, insurrection, acts of war, acts of terrorism, failure of or inadequate permanent power, fire, flood, earthquake, epidemics, natural disasters, and acts of God.

- 12. **AMERICANS WITH DISABILITIES ACT.** The Contractor shall be and remain in compliance with the Americans with Disabilities Act of 1990 ("Act"), to the extent applicable, during the term of the Contract. The DOL may Terminate the Contract if the Contractor fails to comply with the Act.

13. REPRESENTATIONS AND WARRANTIES. The Contractor, represents and warrants to DOL for itself and Contractor Parties, that:

- (a) if they are entities, they are duly and validly existing under the laws of their respective states of organization and authorized to conduct business in the State of Connecticut in the manner contemplated by the Contract. Further, as appropriate, they have taken all necessary action to authorize the execution, delivery and performance of the Contract and have the power and authority to execute, deliver and perform their obligations under the Contract;
- (b) they will comply with all applicable State and Federal laws and municipal ordinances in satisfying their obligations to the DOL under and pursuant to the Contract, including, but not limited to (1) Connecticut General Statutes Title 1, Chapter 10, concerning the State's Codes of Ethics and (2) Title 4a concerning State purchasing, including, but not limited to Section 22a-194a concerning the use of polystyrene foam;
- (c) the execution, delivery and performance of the Contract will not violate, be in conflict with, result in a breach of or constitute (with or without due notice and/or lapse of time) a default under any of the following, as applicable: (1) any provision of law; (2) any order of any court or the State; or (3) any indenture, agreement, document or other instrument to which it is a party or by which it may be bound;
- (d) they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any governmental entity;
- (e) as applicable, they have not, within the three years preceding the Contract, in any of their current or former jobs, been convicted of, or had a civil judgment rendered against them or against any person who would perform under the Contract, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a transaction or contract with any governmental entity. This includes, but is not limited to, 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;
- (f) they are not presently indicted for or otherwise criminally or civilly charged by any governmental entity with commission of any of the offenses listed above;
- (g) they have not within the three years preceding the Contract had one or more contracts with any governmental entity Terminated;
- (h) they have not employed or retained any entity or person, other than a bona fide employee working solely for them, to solicit or secure the Contract and that they have not paid or agreed to pay any entity or person, other than a bona fide employee working solely for them, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of the Contract or any assignments made in accordance with the terms of the Contract;
- (i) to the best of their knowledge, there are no Claims involving the Contractor or Contractor Parties that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to perform fully under the Contract;
- (j) they shall disclose, to the best of their knowledge, to the DOL in writing any Claims involving them that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to perform fully under the Contract, no later than ten (10) Days after becoming aware or after they should have become aware of any such Claims. For purposes of the Contractor's obligation to disclose any Claims to the DOL, the ten (10) Days in the Section of this Contract concerning disclosure of Contractor Parties

- litigation shall run consecutively with the ten (10) Days provided for in this representation and warranty;
- (k) their participation in the Solicitation process is not a conflict of interest or a breach of ethics under the provisions of Title 1, Chapter 10 of the Connecticut General Statutes concerning the State's Code of Ethics;
- (l) the Bid was not made in connection or concert with any other person or entity, including any affiliate of the Contractor, submitting a bid for the same Goods or Services, and is in all respects fair and without collusion or fraud;
- (m) they are able to perform under the Contract using their own resources or the resources of a party who is not a Contractor;
- (n) the Contractor shall obtain in a written contract all of the representations and warranties in this Section from any Contractor Parties and to require that provision to be included in any contracts and purchase orders with Contractor Parties;
- (o) they have paid all applicable workers' compensation second injury fund assessments concerning all previous work done in Connecticut;
- (p) they have a record of compliance with Occupational Health and Safety Administration regulations without any unabated, willful or serious violations;
- (q) they owe no unemployment compensation contributions;
- (r) they are not delinquent in the payment of any taxes owed, or, that they have filed a sales tax security bond, and they have, if and as applicable, filed for motor carrier road tax stickers and have paid all outstanding road taxes;
- (s) all of their vehicles have current registrations and, unless such vehicles are no longer in service, they shall not allow any such registrations to lapse;
- (t) each Contractor Party has vested in the Contractor plenary authority to bind the Contractor Parties to the full extent necessary or appropriate to ensure full compliance with and performance in accordance with all of the terms of the Contract and that all appropriate parties shall also provide, no later than fifteen (15) days after receiving a request from the DOL, such information as the DOL may require to evidence, in the DOL's sole determination, compliance with this Section;
- (u) except to the extent modified or abrogated in the Contract, all Title shall pass to the DOL upon complete installation, testing and acceptance of the Goods or Services and payment by the DOL; and
- (v) if either party Terminates the Contract, for any reason, they shall relinquish to the DOL all Title to the Goods delivered, accepted and paid for (except to the extent any invoiced amount is disputed) by the DOL.

14. REPRESENTATIONS AND WARRANTIES CONCERNING MOTOR VEHICLES. If in the course of performance or in any other way related to the Contract the Contractor at any time uses or operates "motor vehicles," as that term is defined by Connecticut General Statutes Section 14-1 (including, but not limited to such services as snow plowing, sanding, hauling or delivery of materials, freight or merchandise, or the transportation of passengers), the Contractor, represents and warrants for itself and the Contractor Parties, that:

- (a) It is the owner of record or lessee of record of each such motor vehicle used in the performance of the Contract, and each such motor vehicle is duly registered with the Connecticut Department of Motor Vehicles ("**ConnDMV**") in accordance with the provisions of Chapter 246 of the Connecticut General Statutes. Each such registration shall be in valid status, and shall not be expired, suspended or revoked by ConnDMV , for any reason or cause. If such motor vehicle is not registered with ConnDMV, then it shall be duly registered with another state or commonwealth in accordance with such other state's or commonwealth's

applicable statutes. Each such registration shall be in valid status, and shall not be expired, suspended or revoked by such other state or commonwealth for any reason or cause.

- (b) Each such motor vehicle shall be fully insured in accordance with the provisions of Sections 14-12b, 14-112 and 38a-371 of the Connecticut General Statutes, as amended, in the amounts required by the said sections or in such higher amounts as have been specified by ConnDMV as a condition for the award of the Contract, or in accordance with all substantially similar provisions imposed by the law of the jurisdiction where the motor vehicle is registered.
- (c) Each Contractor Party who uses or operates a motor vehicle at any time in the performance of the Contract shall have and maintain a motor vehicle operator's license or commercial driver's license of the appropriate class for the motor vehicle being used or operated. Each such license shall bear the endorsement or endorsements required by the provisions of Section 14-36a of the Connecticut General Statutes, as amended, to operate such motor vehicle, or required by substantially similar provisions imposed by the law of another jurisdiction in which the operator is licensed to operate such motor vehicle. The license shall be in valid status, and shall not be expired, suspended or revoked by ConnDMV or such other jurisdiction for any reason or cause.
- (d) Each motor vehicle shall be in full compliance with all of the terms of all provisions of the Connecticut General Statutes and regulations, or those of the jurisdiction where the motor vehicle is registered, pertaining to the mechanical condition, equipment, marking and operation of motor vehicles of such type, class and weight, including, but not limited to, requirements for intrastate carriers with motor vehicles having a gross vehicle weight rating or gross combination weight rating or gross vehicle weight or gross combination weight of 18,001 pounds or more or interstate carriers with motor vehicles having a gross vehicle weight rating or gross combination weight rating or gross vehicle weight or gross combination weight of 10,001 pounds or more otherwise described by the provisions of Connecticut General Statutes. Section 14-163c(a) and all applicable provisions of the Federal Motor Carrier Safety Regulations, as set forth in Title 49, Parts 382 to 399, inclusive, of the Code of Federal Regulations. If the Contractor is a "motor carrier," as that term is defined in Section 49 CFR Part 390, and the Contractor is subject to an order issued by the Federal Motor Carrier Safety Administration that prohibits such Contractor from operating or allowing the operation of a motor vehicle, then the Contractor shall comply fully with such order. In addition, if a motor vehicle or its operator is declared out of service pursuant to Connecticut General Statutes Section 14-163c(d)(4), then the Contractor shall not operate or allow the operation of that motor vehicle and shall not allow the operator to operate a motor vehicle while the respective subject out-of-service order is in effect.

15. AMENDMENTS; SUPREMACY AND ENTIRETY OF CONTRACT.

No amendment to or modification of this Contract shall be valid or binding unless made in writing, signed by the parties and, if applicable, approved by the Connecticut Attorney General. Any and all purchase orders, product schedule updates, statements of work or other documents authorized in connection with this Contract shall be subject to the terms of this Contract. This Contract contains the complete and exclusive statement of the terms agreed to by the parties.

16. EXHIBITS. All exhibits referred to in and/or attached to this Contract are incorporated in this Contract by such reference and shall be deemed to be a part of it as if they had been fully set forth in it.

17. EXECUTIVE ORDERS AND OTHER ENACTMENTS.

- (a) All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the DOL's authority to require compliance with the Enactments.
- (b) This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.
- (c) This Contract may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and (2) Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.

18. NON-DISCRIMINATION.

- (a) For purposes of this Section, the following terms are defined as follows:
 - i. "**Commission**" means the Commission on Human Rights and Opportunities;
 - ii. "**Contract**" and "**contract**" include any extension or modification of the Contract or contract;
 - iii. "**Contractor**" and "**contractor**" include any successors or assigns of the Contractor or contractor;
 - iv. "**Gender identity or expression**" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
 - v. "**good faith**" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
 - vi. "**good faith efforts**" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
 - vii. "**marital status**" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
 - viii. "**mental disability**" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;

- ix. **"minority business enterprise"** means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes Section 32-9n; and
 - x. **"public works contract"** means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees. For purposes of this Section, the terms **"Contract"** and **"contract"** do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Connecticut General Statutes Section 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4).
- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, status as a victim of domestic violence, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, status as a victim of domestic violence, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this Section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut

- General Statutes Sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes Sections 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes Section 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.
- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
 - (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
 - (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes Section 46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
 - (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
 - (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this Section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this Section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes Section 46a-56; and (4) the Contractor agrees to provide the

Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes Section 46a-56.

- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes Section 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (i) Pursuant to subsection (c) of Section 4a-60 and subsection (b) of Section 4a-60a of the Connecticut General Statutes, the Contractor, for itself and its authorized signatory of this Contract, affirms that it understands the obligations of this Section and that it will maintain a policy for the duration of the Contract to assure that the Contract will be performed in compliance with the nondiscrimination requirements of such sections. The Contractor and its authorized signatory of this Contract demonstrate their understanding of this obligation by (A) having provided an affirmative response in the required online bid or response to a proposal question which asks if the contractor understands its obligations under such sections, (B) signing this Contract, or (C) initialing this nondiscrimination affirmation in the following box:

19. WHISTLEBLOWING. This Contract may be subject to the provisions of Section 4-61dd of the Connecticut General Statutes. In accordance with this statute, if an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to any employee of the contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of this Contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (f) of such statute, each large state contractor, as defined in the statute, shall post a notice of the provisions of the statute relating to large state contractors in a conspicuous place which is readily available for viewing by the employees of the Contractor.

20. NOTICE. All notices, demands, requests, consents, approvals or other communications required or permitted to be given or which are given with respect to this Contract (collectively referred to herein as "Notices") shall be deemed to have been effected at such time as the notice is placed in the U.S. mail, first class and postage pre-paid, return receipt requested or placed with a recognized, overnight express delivery service that provides for a return receipt. All such Notices shall be in writing and shall be mailed to the party at its address specified on the contract face page.

21. INSURANCE. Before commencing performance of this Contract, the Contractor shall obtain and maintain at its own cost and expense for the duration of the Contract, the following insurance as described in (a) through (e) below. Contractor shall assume any and all deductibles in the described insurance policies. The Contractor's insurers shall have no right of recovery or subrogation against the State and the described Contractor's insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the State.

- (a) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include, Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the occurrence limit.
- (b) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the Contract then automobile coverage is not required.
- (c) Professional Liability: \$1,000,000 limit of liability. If professional liability insurance does not typically apply to the contractor's line of business then this insurance is not required.
- (d) Workers' Compensation and Employers Liability: Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 Disease – Policy limit, \$100,000 each employee.
- (e) Umbrella Liability: Excess/umbrella liability insurance may be included to meet minimum requirements. Umbrella coverage must indicate the existing underlying insurance coverage.

22. HEADINGS. The headings given to the sections in the Contract are inserted only for convenience and are in no way to be construed as part of the Contract or as a limitation of the scope of the particular section to which the heading refers.

23. NUMBER AND GENDER. Whenever the context so requires, the plural or singular shall include each other and the use of any gender shall include all genders.

24. PARTIES. To the extent that any Contractor Party is to participate or perform in any way, directly or indirectly in connection with the Contract, any reference in the Contract to "Contractor" shall also be deemed to include "Contractor Parties," as if such reference had originally specifically included "Contractor Parties" since it is the parties' intent for the terms "Contractor Parties" to be vested with the same respective rights and obligations as the term "Contractor."

25. **CONTRACTOR CHANGES.** The Contractor shall notify the DOL in writing no later than ten (10) Days from the effective date of any change in:

- (a) its certificate of incorporation or other organizational document;
- (b) more than a controlling interest in the ownership of the Contractor; or
- (c) the individual(s) in charge of the performance of this Contract.

This change shall not relieve the Contractor of any responsibility for the accuracy and completeness of the performance. The DOL, after receiving written notice by the Contractor of any such change, may require such agreements, releases and other instruments evidencing, to the DOL's satisfaction, that any individuals retiring or otherwise separating from the Contractor have been compensated in full or that provision has been made for compensation in full, for all work performed under terms of the Contract. The Contractor shall deliver such documents to the DOL in accordance with the terms of the DOL's written request. The DOL may also require, and the Contractor shall deliver, a financial statement showing that solvency of the Contractor is maintained. The death of any Contractor Party, as applicable, shall not release the Contractor from the obligation to perform under the Contract; the surviving Contractor Parties, as appropriate, must continue to perform under the Contract until performance is fully completed.

26. **FURTHER ASSURANCES.** The parties shall provide such information, execute and deliver any instruments and documents and take such other actions as may be necessary or reasonably requested by the other party which are not inconsistent with the provisions of this Contract and which do not involve the vesting of rights or assumption of obligations other than those provided for in the Contract, in order to give full effect to the Contract and to carry out the intent of the Contract.

27. **AUDIT AND INSPECTION OF PLANTS, PLACES OF BUSINESS AND RECORDS.**

- (a) The State and its agents, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State's Attorney and their respective agents, may, at reasonable hours, inspect and examine all of the parts of the Contractor's and Contractor Parties' plants and places of business which, in any way, are related to, or involved in, the performance of this Contract.
- (b) The Contractor shall maintain, and shall require each of the Contractor Parties to maintain, accurate and complete Records. The Contractor shall make all of its and the Contractor Parties' Records available at all reasonable hours for audit and inspection by the State and its agents. The State and its agents shall also have timely and reasonable access to the Contractor's and Contractor's Parties personnel for the purposes of interviews and discussions related to the Records and performance of this Contract.
- (c) The State shall make all requests for any audit or inspection in writing and shall provide the Contractor with at least twenty-four (24) hours' notice prior to the requested audit and inspection date. If the State suspects fraud or other abuse, or in the event of an emergency, the State is not obligated to provide any prior notice.
- (d) The Contractor will pay for all costs and expenses of any audit or inspection which reveals information that, in the sole determination of the State, is sufficient to constitute a breach by the Contractor under this Contract. The Contractor will remit full payment to the State for such audit or inspection no later than 30 days after receiving an invoice from the State. If the State does not receive payment within such time, the State may setoff the amount from any moneys which the

State would otherwise be obligated to pay the Contractor in accordance with this Contract's Setoff provision.

- (e) The Contractor shall keep and preserve or cause to be kept and preserved all of its and Contractor Parties' Records until three (3) years after the latter of (i) final payment under this Contract, or (ii) the expiration or earlier termination of this Contract, as the same may be modified for any reason. The State may request an audit or inspection at any time during this period. If any Claim or audit is started before the expiration of this period, the Contractor shall retain or cause to be retained all Records until all Claims or audit findings have been resolved.
- (f) The Contractor shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Contractor shall cooperate with an exit conference.
- (g) All costs shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to this agreement shall be clearly identified and readily accessible.
- (h) The Contractor shall comply with all state and federal auditing requirements. This includes, unless and to the extent specifically exempted by law, the requirement of Connecticut General Statutes Section 7-396a that the Contractor shall provide for an audit acceptable to the Department of Labor as defined in the "Department of Labor Audit Policy" on file at the Department of Labor.
- (i) The Grantee receiving federal funds must comply with the federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156. The Grantee receiving state funds must comply with the Connecticut General Statute Section 7-396a, and the State Single Audit Act, 4-230 through 236 inclusive, and regulations promulgated thereunder. The Grantee agrees that all Records pertaining to the project shall be made available to the State and/or federal auditors upon request. The Contractor shall submit the final audit report in accordance with applicable schedules to:

CT Department of Labor
Business Management Division
Contract Accounting Unit
200 Folly Brook Boulevard
Wethersfield, CT 06109
- (j) The audit submitted shall be accompanied by a resolution report for all findings cited in the audit.
- (k) At any time prior to final payment under this Contract, the DOL may have the invoices and detailed statement of costs examined. All current and prior payments shall be subject to reduction for amounts found not to constitute an allowable cost.
- (k) The Contractor shall incorporate this entire Section verbatim into any contract or other agreement that it enters into with any Contractor Party.

28. **BACKGROUND CHECKS.** The Contractor and Contractor Parties shall submit to and incur the cost of fingerprint supported federal and state criminal history background checks as may be required by the State, the State of Connecticut Department of Emergency Services and Public Protection, or as provided for in any State document that governs procedures for background checks. The Contractor and Contractor Parties shall cooperate fully as necessary or reasonably requested with the State and its agents in connection with such background checks.

29. **CONTINUED PERFORMANCE.** The Contractor and Contractor Parties shall continue to perform their obligations under the Contract while any dispute concerning the Contract is being resolved.

30. **WORKING AND LABOR SYNERGIES.** The Contractor shall be responsible for maintaining a tranquil working relationship between the Contractor work force, the Contractor Parties and their work force, State employees, and any other contractors present at the work site. The Contractor shall quickly resolve all labor disputes which result from the Contractor's or Contractor Parties' presence at the work site, or other action under their control. Labor disputes shall not be deemed to be sufficient cause to allow the Contractor to make any claim for additional compensation for cost, expenses or any other loss or damage, nor shall those disputes be deemed to be sufficient reason to relieve the Contractor from any of its obligations under the Contract.

31. **CONTRACTOR RESPONSIBILITY.**

- (a) The Contractor shall be responsible for the entire performance under the Contract regardless of whether the Contractor itself performs. The Contractor shall be the sole point of contact concerning the management of the Contract, including performance and payment issues. The Contractor is solely and completely responsible for adherence by the Contractor Parties to all applicable provisions of the Contract.
- (b) The Contractor shall exercise all reasonable care to avoid damage to the State's property or to property being made ready for the State's use, and to all property adjacent to any work site. The Contractor shall promptly report any damage, regardless of cause, to the State.

32. **SEVERABILITY.** If any term or provision of the Contract or its application to any person, entity or circumstance shall, to any extent, be held to be invalid or unenforceable, the remainder of the Contract or the application of such term or provision shall not be affected as to persons, entities or circumstances other than those as to whom or to which it is held to be invalid or unenforceable. Each remaining term and provision of the Contract shall be valid and enforced to the fullest extent possible by law.

33. **CONFIDENTIAL INFORMATION.** The DOL will afford due regard to the Contractor's request for the protection of proprietary or confidential information which the DOL receives. However, all materials associated with the bid and the Contract are subject to the terms of the Connecticut Freedom of Information Act ("FOIA") and all corresponding rules, regulations and interpretations. In making such a request, the Contractor may not merely state generally that the materials are proprietary or confidential in nature and not, therefore, subject to release to third parties. Those particular sentences, paragraphs, pages or sections that the Contractor believes are exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with the FOIA must accompany the request. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Contractor that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the FOIA. To the extent that any other provision or part of the Contract, especially including the bid, the Records and the specifications, conflicts or is in any way inconsistent with this Section, this Section controls and shall apply and the conflicting provision or part shall not be given effect. If the Contractor indicates that certain documentation is submitted in confidence, by specifically and clearly marking said documentation as "CONFIDENTIAL", the DOL will endeavor to keep said

information confidential to the extent permitted by law. The DOL, however, has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information that is sought pursuant to a FOIA request. The Contractor shall have the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall the DOL or the State have any liability for the disclosure of any documents or information in its possession which the DOL believes are required to be disclosed pursuant to the FOIA or other requirements of law.

34. **REFERENCES TO STATUTES, PUBLIC ACTS, REGULATIONS, CODES AND EXECUTIVE ORDERS.**

All references in this Contract to any statute, public act, regulation, code or executive order shall mean such statute, public act, regulation, code or executive order, respectively, as it has been amended, replaced or superseded at any time. Notwithstanding any language in this Contract that relates to such statute, public act, regulation, code or executive order, and notwithstanding a lack of a formal amendment to this Contract, this Contract shall always be read and interpreted as if it contained the most current and applicable wording and requirements of such statute, public act, regulation, code or executive order as if their most current language had been used in and requirements incorporated into this Contract at the time of its execution.

35. **CROSS-DEFAULT.**

- (a) If the Contractor or Contractor Parties breach, default or in any way fail to perform satisfactorily under the Contract, then the DOL may, in its sole discretion, without more and without any action whatsoever required of the DOL, treat any such event as a breach, default or failure to perform under any or all other agreements or arrangements ("**Other Agreements**") that the Contractor or Contractor Parties have with the DOL. Accordingly, the DOL may then exercise at its sole option any and all of its rights or remedies provided for in the Contract or Other Agreements, either selectively or collectively and without such election being deemed to prejudice any rights or remedies of the DOL, as if the Contractor or Contractor Parties had suffered a breach, default or failure to perform under the Other Agreements.
- (b) If the Contractor or Contractor Parties breach, default or in any way fail to perform satisfactorily under any or all other agreements with the DOL or the State, then the DOL may, in its sole discretion, without more and without any action whatsoever required of the DOL, treat any such event as a breach, default or failure to perform under the Contract. Accordingly, the DOL may then exercise at its sole option any and all of its rights or remedies provided for in the other agreements or the Contract, either selectively or collectively and without such election being deemed to prejudice any rights or remedies of the DOL or the State, as if the Contractor or Contractor Parties had suffered a breach, default or failure to perform under the Contract.

36. **DISCLOSURE OF RECORDS.**

This Contract may be subject to the provisions of Section 1-218 of the Connecticut General Statutes. In accordance with this statute, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (a) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (b) indicate that such records and files are subject to FOIA and may be disclosed by the public agency pursuant to FOIA. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with FOIA. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission

in accordance with the provisions of Sections 1-205 and 1-206 of the Connecticut General Statutes.

37. SUMMARY OF STATE ETHICS LAWS. Pursuant to the requirements of Section 1-101qq of the Connecticut General Statutes, the summary of State ethics laws developed by the State Ethics Commission pursuant to Section 1-81b of the Connecticut General Statutes is incorporated by reference into and made a part of the Contract as if the summary had been fully set forth in the Contract. Pursuant to the requirements of Section 1-101qq of the Connecticut General Statutes (a) the DOL has provided to the Contractor the summary of State ethics laws developed by the State Ethics Commission pursuant to Section 1-81b of the Connecticut General Statutes, which summary is incorporated by reference into and made a part of this Contract as if the summary had been fully set forth in this Contract; (b) the Contractor represents that the chief executive officer or authorized signatory of the Contract and all key employees of such officer or signatory have read and understood the summary and agree to comply with the provisions of state ethics law; (c) prior to entering into a contract with any subcontractors or consultants, the Contractor shall provide the summary to all subcontractors and consultants and each such contract entered into with a subcontractor or consultant on or after July 1, 2021, shall include a representation that each subcontractor or consultant and the key employees of such subcontractor or consultant have read and understood the summary and agree to comply with the provisions of state ethics law; (d) failure to include such representations in such contracts with subcontractors or consultants shall be cause for termination of the Contract; and (e) each contract with such contractor, subcontractor or consultant shall incorporate such summary by reference as a part of the contract terms.

38. SOVEREIGN IMMUNITY. The parties acknowledge and agree that nothing in the solicitation or the Contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Contract. To the extent that this Section conflicts with any other section, this Section shall govern.

39. TIME OF THE ESSENCE. Time is of the essence with respect to all provisions of this Contract that specify a time for performance; provided, however, that this provision shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Contract.

40. CERTIFICATION AS SMALL CONTRACTOR OR MINORITY BUSINESS ENTERPRISE. The Contractor shall be in breach of this Contract if the Contractor is certified as a "small contractor" or a "minority business enterprise" under Connecticut General Statutes Section 4a-60g and that certification lapses during the term of this Contract.

41. CAMPAIGN CONTRIBUTION RESTRICTION. For all State contracts, defined in Section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Contract represents that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice.

42. PROTECTION OF CONFIDENTIAL INFORMATION.

- (a) Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.
- (b) Each Contractor or Contractor Party shall develop, implement and maintain a comprehensive data - security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of the DOL or State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:
 - (1) A security policy for employees related to the storage, access and transportation of data containing Confidential Information;
 - (2) Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;
 - (3) A process for reviewing policies and security measures at least annually;
 - (4) Creating secure access controls to Confidential Information, including but not limited to passwords; and
 - (5) Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.
- (c) The Contractor and Contractor Parties shall notify the DOL and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, the DOL and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to Connecticut General Statutes Section 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential Information Breach. The Contractors' costs and expenses for the credit monitoring and protection plan shall not be recoverable from the DOL, any State of Connecticut entity or any affected individuals.
- (d) The Contractor shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.
- (e) Nothing in this Section shall supersede in any manner Contractor's or Contractor Party's obligations pursuant to the Health Insurance Portability and Accountability Act of 1996 or the provisions of this Contract concerning the obligations of the Contractor as a Business Associate of Covered Entity.

43. AUDIT REQUIREMENTS FOR RECIPIENTS OF STATE FINANCIAL ASSISTANCE. For purposes of this paragraph, the word "contractor" shall be deemed to mean "nonstate entity," as that term is defined in Section 4-230 of the Connecticut General Statutes. The contractor shall provide for an annual financial audit acceptable to the DOL for any expenditure of state-awarded funds made by the contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The contractor will comply with federal and state single audit standards as applicable.

44. ADVERTISING; CREDITS AND RIGHTS IN DATA.

(a) The Contractor shall not refer to sales to the State for advertising or promotional purposes, including, but not limited to, posting any material or data on the Internet, without the DOL's prior written approval.

(b) If the Contractor receives any funds related to grants or Services under this Contract from the State or the federal government, all documents, reports, and other publications for public distribution during or resulting from the performance of this Contract shall include a statement acknowledging the financial support of the State and the department and, where applicable the federal government, unless expressly waived in writing by the DOL. All such publications shall be released in conformance with applicable federal and state law and all regulations and contractual provisions regarding confidentiality. Any liability arising from such a release by the Contractor shall be the sole responsibility of the Contractor and the Contractor shall indemnify the DOL, unless the DOL or its agents co-authored said publication and said release is done with the prior written approval of the Commissioner of the DOL. Any publication shall contain the following statement: "This publication does not express the views of the Connecticut Department of Labor or the State of Connecticut. The views and opinions expressed are those of the authors." The Contractor or any of its agents shall not copyright data and information obtained under the terms and conditions of this Contract, unless expressly authorized in writing by the DOL. The DOL or federal government where applicable shall have the right to publish, duplicate, use and disclose all such data in any manner, and may authorize others to do so. The DOL may copyright any data without prior notice to the Contractor. The Contractor does not assume any responsibility for the use, publication or disclosure solely by the DOL of such data.

"Data" shall mean all results, technical information and materials developed and/or obtained in the performance of the Services hereunder, including but not limited to all reports, surveys, plans, charts, recordings (video and/or sound), pictures, curricula, public awareness or prevention campaign materials, drawings, analyses, graphic representations, computer programs and printouts, notes and memoranda, and documents, whether finished or unfinished, which result from or are prepared in connection with the Services performed hereunder.

45. FACILITY STANDARDS AND LICENSING COMPLIANCE. The DOL may refuse to make payments under the terms of this Contract for Services for any period of the term of this Contract during which the Contractor is found to have violated applicable local and state licensing, zoning, building, health, fire and safety regulations, ordinances, standards and criteria of pertinent authorities unless the Contractor is formally contesting the authority to require such standards, regulations, ordinances, and criteria or unless the Contractor has submitted a corrective action plan to the DOL and the DOL has approved the plan in writing.

46. DEFAULT BY THE CONTRACTOR. If the Contractor defaults as to or otherwise fails to comply with any of the conditions of this Contract the DOL may: (a) withhold payments until the default is resolved to the satisfaction of the DOL; (b) temporarily or permanently discontinue Services under this Contract; (c) require that unexpended funds be returned to the DOL; (d) assign appropriate state personnel to execute the Contract until such time as the contractual defaults have been corrected to the satisfaction of the DOL; (e) require that contract funding be used to enter into a sub-contract arrangement with a person or persons designated by the DOL in order to bring the program into contractual compliance; (f) terminate the Contract in accordance with Section 4 (Termination); (g) take such other actions of any nature whatsoever as may be deemed appropriate for the best interests of the State or the program(s) under this Contract or both; or (h) any combination of the above actions. In addition to the rights and remedies to the DOL by this Contract, the DOL shall have all other rights and remedies granted to it by law in the event of or default by the Contractor under the terms of this Contract.

47. DISPUTES.

Except as otherwise provided in the Contract, any dispute covering a question of fact arising under this Contract, which is not disposed of by agreement, shall be decided by the Commissioner of the DOL or the Commissioner's designee, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the DOL shall be final and conclusive.

48. PURCHASES.

(a) The Contractor agrees to use its best efforts to obtain all supplies and equipment, for use in the performance of this Contract, at the lowest practical cost. When appropriate, the DOL will supply equipment costs to the Contractor in order to assist the Contractor in the procurement of supplies and equipment.

(b) The Contractor agrees to establish and keep an inventory account in the form and manner prescribed by the DOL. The Contractor also agrees to provide the DOL with a detailed inventory report, at such time and in the form and manner prescribed by the DOL, identifying all of the following property (each, a "**capitalized asset**") acquired with funds from this Contract: (1) real property, and (2) personal property, whether tangible or intangible, having a value of \$5,000 or more and a useful life in excess of one year. For audit purposes, the Contractor further agrees to establish and keep a list of tangible personal property having a value of less than \$5,000 and/or a useful life of less than one year if such property is designated as "**controllable property**" by the DOL.

(c) Title to all capitalized assets and controllable property acquired with funds from this Contract shall remain in DOL.

(d) The Contractor agrees to maintain all capitalized assets and controllable property in good condition and to implement adequate safeguards to prevent the loss, damage, theft or misuse of any capitalized asset or controllable property.

49. LEASE EQUIPMENT – ASSIGNABILITY.

(a) The Contractor agrees that in the event it enters into any lease agreement(s) for the use of personal property in performance of this Contract with funds provided under this Contract, the Contractor shall provide the DOL with a copy of any and all such lease agreement(s) immediately upon the execution of said lease agreement(s).

(b) At the direction of the DOL, the Contractor agrees to assign any and all rights and/or interests to said personal property provided under such lease agreement(s) to DOL, including, but not limited to, options to purchase any equipment subject to such lease agreement(s).

- (c) The DOL shall have the right to direct the Contractor to assign any and all rights and/or interests to personal property provided under such lease agreement(s) at any time during the term of this Contract.

50. FINANCIAL MANAGEMENT SYSTEM.

The Contractor agrees to maintain a financial management system which will provide accurate, current, and complete disclosure of the financial results of each program funded under this Contract and to submit reports to the DOL.

51. LITIGATION.

- (a) The Contractor agrees that the sole and exclusive means for the presentation of any Claim against the State arising from this Contract shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.
- (b) The Contractor shall require that all Contractor Parties, as appropriate, disclose to the Contractor, to the best of their knowledge, any Claims involving the Contractor Parties that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to perform fully under the Contract, no later than ten (10) Days after becoming aware or after they should have become aware of any such Claims. Disclosure shall be in writing.

52. LIMITATION OF COST.

- (a) It is expressly understood and agreed that in no event will the total amount to be paid to the Contractor under this Contract exceed the contract amount set forth on the face page of this Contract.
- (b) The Contractor shall conform to the line item category set forth in the Budget Summary, and as to each line item shall expend no more than the amount set forth in said provision, except upon the written consent of the DOL.
- (c) Such funds will generally be made available by the DOL to the Contractor on a reimbursable basis, for eligible costs which are defined as being those costs which are necessary and reasonable for the proper administration and performance of Services to be provided under this Contract. However, if the DOL finds that the Contractor is unable to function on such a basis, the DOL may provide funds to the Contractor for eligible costs on either an advance or working capital advance basis, as prescribed by DOL policy and procedures.
- (d) It is expressly understood and agreed that the Contractor shall maintain ultimate liability for expenditures made under the grant. This provision shall not be construed to limit the prerogative of the Contractor to pass liability through Contract or written agreement in accordance with Section 47 (Disputes).

53. PAYMENT.

Payment shall be processed contingent upon receipt of detailed invoices with any required supportive documentation, subject to review and approval by the State.

54. REFUNDS.

The Contractor agrees that any refunds, rebates, credits or other amounts accruing to or received by the Contractor under this Contract shall be paid by the Contractor to the DOL to the extent that they are properly allocable to costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this Contract, within sixty (60) calendar days from the termination of this Contract.

55. POLITICAL ACTIVITIES.

No funds hereunder shall be used for any partisan political activity or to further the election or defeat of any candidate for public office; nor shall they be used to provide services or for the employment or assignment of personnel in a manner supporting or resulting in the identification of programs conducted pursuant to this Contract with (1) any partisan or non-partisan political activity or any other political activity associated with a candidate, or contending faction or group, in an election for public or party office, (2) any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election, or (3) any voter registration activity. In addition, the Contractor further agrees to the limitations of the Hatch Act (5USC 1502(a), 18 USC 595) when Federal funds are involved.

56. PROGRAM REPORTING.

- (a) The Contractor agrees to provide, at the request of the DOL, periodic progress reports relating to the general status of program client(s) placed under this Contract, if applicable. The Contractor further agrees to respond to any such request with reasonable promptness.
- (b) The DOL reserves the right to withhold payments for Services performed under this Contract if the DOL has not received on a timely basis acceptable progress reports, expenditure reports, refunds and/or audits as required for any and all contracts the Contractor has entered into with the DOL.

57. LAYOFF CERTIFICATION.

The Contractor agrees that no program client will be employed pursuant to this Contract in a job from which an employee of said Contractor has been laid off and still holds recall rights pursuant to a collective bargaining agreement or published employer policy, or where there is no collective bargaining agreement or policy governing recall rights, that the Contractor shall not hire a program client for a job from which an employee had been laid off within the past year.

The Contractor further agrees that it shall not terminate the employment of any of its employees or otherwise reduce its workforce with the intention of filling a vacancy so created with a program client hired pursuant to this Contract.

58. ACKNOWLEDGEMENT.

The Contractor acknowledges that any program client employed pursuant to this Contract is an employee for state and federal labor law purposes. The Contractor agrees to comply with such laws.

59. PERFORMANCE AND MONITORING.

- (a) The DOL shall monitor the Contractor's overall performance of this Contract, inform the Contractor of any specific program deficiencies, and make requests for corrective action when necessary.
- (b) The Contractor agrees to cooperate with the DOL by providing any performance reports or information requested by the DOL for the purposes of evaluating the activities funded by this Contract. A time schedule for regular reporting will be determined by the DOL.

60. CONTRACTING VEHICLE.

The Solicitation, if applicable, may involve an invitation to bid, request for proposals, request for information or request for quotes, each of which may be governed by different statutory, regulatory and administrative procedures. ALTHOUGH THIS CONTRACT USES THE TERMS "SOLICITATION" AND "BID," ITS USE OF THOSE TERMS IS INTENDED ONLY FOR PURPOSES OF CONVENIENCE AND SHALL NOT BE DEEMED

TO BE A CONTROLLING STATEMENT AS TO THE TYPE OF SOLICITATION USED OR THE RESPECTIVE RIGHTS AND OBLIGATIONS OF THE PARTIES. THE IDENTIFICATION IN THE SOLICITATION OF THE PARTICULAR PROCUREMENT VEHICLE THE STATE IS USING TO SOLICIT GOODS OR SERVICES SHALL CONTROL. Therefore, if the Solicitation identifies the procurement vehicle as something other than an Invitation to Bid, the terms "Solicitation" and "Bid," as used in this Contract shall be read to mean "Request for Proposals," "Proposal" and "Proposer" or to mean such other terms as are consistent with the Solicitation in order to preserve the integrity of the statutory, regulatory and procedural distinctions among the various procurement vehicles and their corresponding principles.

61. ACCESS TO CONTRACT AND STATE DATA.

The Contractor shall provide to the DOL access to any data, as defined in Connecticut General Statutes Sec. 4e-1, concerning the Contract and the DOL that are in the possession or control of the Contractor upon demand and shall provide the data to the DOL in a format prescribed by the DOL and the State Auditors of Public Accounts at no additional cost.

62. LARGE STATE CONTRACT REPRESENTATION FOR CONTRACTOR.

Pursuant to Section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz Executive Order No. 21-2, promulgated July 1, 2021, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:

- (a) That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the DOL soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over the DOL;
- (b) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and
- (c) That the Contractor is submitting bids or proposals without fraud or collusion with any person.

63. LARGE STATE CONTRACT REPRESENTATION FOR OFFICIAL OR EMPLOYEE OF THE DOL.

Pursuant to Section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz Executive Order No. 21-2, promulgated July 1, 2021, the DOL official or employee represents that the selection of the person, firm or corporation was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

64. IRAN ENERGY INVESTMENT CERTIFICATION.

- (a) Pursuant to Section 4-252a of the Connecticut General Statutes, the Contractor certifies that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions,

Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date.

- (b) If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this Section, then the Contractor shall not be deemed to be in breach of the Contract or in violation of this Section. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the DOL to pursue a breach of contract action for any violation of the provisions of the Contract.

65. CALL CENTER AND CUSTOMER SERVICE WORK.

Contractor shall perform all required state business-related call center and customer service work entirely within the State of Connecticut. If Contractor performs work outside of the State of Connecticut and adds customer service employees who will perform work pursuant to this Contract, then Contractor shall employ such new employees within the State of Connecticut prior to any such employee performing any work pursuant to this Contract.

66. COMPLIANCE WITH CONSUMER DATA PRIVACY AND ONLINE MONITORING.

Pursuant to section 4e-72a of the Connecticut General Statutes, Contractor shall at all times comply with all applicable provisions of sections 42-515 to 42-525, inclusive, of the Connecticut General Statutes, as the same may be revised or modified.

*****CONTINUED ON SUBSEQUENT PAGES*****

May 8, 2026

Mr. Alex T. Johnson
President & CEO
Capital Workforce Partners, Inc.
350 Church Street
Hartford, CT 06103

Contract #: **26SDRWDBM1CWP**
Period: **5/8/2026 – 6/30/2028**
IFA SFY 26 Estimated Amount: **\$165,439.00**

Dear Mr. Johnson,

I am pleased to inform you that the above referenced Agreement has been fully executed and approved. Enclosed is the original Agreement for your files.

The Department will process payments in accordance with the terms of the Agreement. Your receipt of payment is contingent upon the continued availability of funds and your agency's compliance with the terms of the Agreement.

Sincerely,



Amy Porter
Commissioner

C: Contract file

Memorandum of Understanding between the
Capital Workforce Partners, Inc.

and the

Connecticut Department of Aging and Disability Services

In accordance with Title I, Section 121 (c) of the Workforce Innovation and Opportunity Act (“WIOA”), the local board, with the agreement of the chief elected officials of the municipalities that comprise its workforce development area, shall develop and enter into a memorandum of understanding (“MOU”) between the local board and the one-stop partners concerning the operation of the one-stop delivery system in each of the five regional areas.

Pursuant to the above, this MOU shall contain provisions describing the following:

- a. the services to be provided through the one-stop/American Job Center (“AJC”) delivery system, including the manner in which the services enumerated in Appendix A will be coordinated and delivered through such system. AJCs consist of state, regional, and local organizations, collaborating to provide job seekers and employers streamlined access to an array of education, training, and employment services;
- b. how the costs of such services and the operating costs of such system will be apportioned; and
- c. the methods of referring individuals between the one-stop/AJC operator and the **Connecticut Department of Aging and Disability Services (ADS)** for appropriate services and activities.

This MOU will serve as a framework of agreed upon terms between **the Capital Workforce Partners, Inc. (CWP) and ADS** (hereinafter individually referred to as the “Party” and collectively referred to as the “Parties”).

I. Purpose of MOU

The purpose of this MOU is to articulate the roles and responsibilities of each Party in the creation of a seamless customer-focused service delivery network that integrates service delivery across programs, enhances access to services and improves long-term employment outcomes for individuals receiving assistance.

This MOU provides a foundation for aligning and coordinating policies and operations across programs in support of a responsive delivery system, enhancing access to program services and facilitating long-term employment outcomes for individuals, so these individuals may prepare for and engage in competitive integrated employment consistent with their unique strengths, priorities, concerns, abilities, capabilities, interests and informed choice.

The Parties will coordinate and integrate programs and services, when feasible, by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet the needs of individuals they serve (“customers”).

II. Parties to the MOU

This MOU is between the following Workforce Development Board:

- Capital Workforce Partners, Inc., 350 Church Street, Hartford, Connecticut

- Workforce Alliance, Inc., 370 James Street, New Haven, Connecticut
- The WorkPlace, Inc., 1000 Lafayette Blvd., Bridgeport, Connecticut
- Northwest Regional Workforce Investment Board, Inc., 249 Thomaston Avenue, Waterbury, Connecticut
- Eastern Connecticut Workforce Investment Board, Inc., 108 New Park Avenue, Franklin, Connecticut

and **ADS, 55 Farmington Avenue, Hartford, Connecticut, 06105.**

The Parties to this MOU administer the following programs: WIOA Title I - Adult, Youth, Dislocated Worker; YouthBuild; Title V Older Americans Act; and WIOA Title IV - Amendments to the Rehabilitation Act of 1973.

III. Duration of Agreement

This MOU is effective from **upon contract execution through 6/30/2028**. Pursuant to the aforementioned legislation, the Parties shall review this MOU not less than once every three (3) year period. The first date of renewal shall be **7/1/2028**. The Parties shall renew the Infrastructure Funding Agreement ("IFA") attachment to this MOU on an annual basis.

IV. Coordination Service Delivery Activities

In order to eliminate duplication of services, the parties to this MOU agree to coordinate the delivery of services and activities to:

- A. jointly promote the coordinated delivery of services through program integration, when feasible, and jointly plan at the state and local level;
- B. coordinate resources and programs to ensure a streamlined and efficient workforce development system;
- C. promote direct access to services through real-time technology;
- D. promote information sharing and coordinate activities to improve the performance of the one-stop/AJC system in part through the use of data access agreements; and
- E. promote the development and implementation of a more unified system of measuring program performance and accountability.

V. Services available through the One-Stop/AJC System

The Parties agree to coordinate services to implement a workforce development system that:

- A. is committed to a customer focused comprehensive delivery system;
- B. ensures the needs of adults, youth, dislocated workers and individuals with barriers to employment, including individuals with disabilities, are addressed, including access to technology and materials, by making resources available through the one-stop/AJC system;
- C. works towards aligning intake, case management and job placement services to maximize efficiencies and effectiveness; and
- D. develop collaborative relationships with the network of other agencies and partners in the local/regional area.

The services for which the Parties are responsible are outlined in Appendix A of this MOU. **ADS and CWP** shall each provide staff to perform all the services attributed to it in Appendix A.

VI. Employment Related Workshops

The Parties agree to work together to ensure the delivery of relevant employment-related workshops, eliminate unnecessary content duplication, increase efficiency and reduce any perceived confusion among customers.

CWP and ADS will determine which Party will be responsible for workshop delivery based on needs, location and resources (human and fiscal).

VII. Referral Arrangements

In order to seamlessly deliver services to customers, the Parties agree to the following referral principles:

1. Each Party will provide training to and receive training from the other and have information about the services of all partner agencies within the one-stop/AJC.
2. The Parties will assist customers accessing services through the AJC to determine which of the partner agencies may have services they need.
3. When **ADS** learns that a customer may benefit from the services of another partner agency, the **ADS** will provide the customer with a referral to the other agency.

The staff members of the Parties will make appropriate referrals based on each customer's individual needs, eligibility requirement and other support services." The Parties will refer customers to partners and outside agencies based on information obtained during intake and its assessment and determination of appropriateness. More detailed referral procedures may be described in the local/regional addendum.

VIII. Employer Services

One-stop/AJC staff members will provide all employers in the applicable workforce development regional area with consistent and quality services. The Parties will work together to coordinate employer services, recruitment activities, applicant screenings and marketing of job opportunities. The Parties will strongly encourage employers to conduct recruitments at the one-stop/AJC facilities.

The employer services for which the parties are responsible are outlined in Appendix A of this MOU. **ADS and CWP** agree to provide adequate staff to perform the services identified in Appendix A.

IX. Cost Allocation and Resource Sharing Methodology

ADS agrees to fund its share of the operating costs of the one-stop delivery system, which are comprised of infrastructure costs and additional costs as more fully defined in Training and Employment Guidance Letter ("TEGL") No. 17-16. The *One-Stop Infrastructure Funding Agreement* is detailed in Attachment 1. The *Infrastructure Budget* is detailed in IFA Appendix A and *Cost Allocation and Resource Sharing* are detailed in IFA Appendix B. This cost sharing agreement will be negotiated annually in accordance with guidance issued by the United States Department of Labor ("U.S. DOL") under TEGL No. 17-16.

CWP agrees to comply with the state requirements, terms and conditions established by the State of Connecticut, attached and incorporated herein as Attachment 2, and the Federal Requirements, attached and incorporated herein as Appendix A(1).

X. Confidentiality of Information

To safeguard information, the Parties agree:

1. their employees and agents are required to follow all applicable laws, regulations, policies and separate data sharing agreements, if applicable, as they apply to confidentiality of information with respect to any use or disclosure of program and/or customer specific information for each Party; and
2. they will restrict access to program and customer specific information only to authorized personnel and to agents of the Parties, with prior authorization of the Party providing the data.

XI. Equal Opportunity and Access to Services

The one-stop/AJC system provides equal access to all customers. The Parties agree:

1. the partners in the one-stop/AJC system are committed to, and will promote non-discrimination, equal opportunity and equal access to services;
2. the Parties will implement grievance procedures to ensure enforcement of non-discrimination and equal opportunity provisions within the one-stop/AJC system;
3. the Parties will make one-stop/AJC system services, including materials, technology and facilities, accessible to individuals with barriers to employment, including individuals with disabilities;
4. the Parties will give individuals with barriers to employment priority for individualized services in accordance with the WIOA Section 121 (c) (2) (A) (iv);
5. the Parties will comply with the Americans with Disabilities Act of 1990 (“ADA”), as amended; and
6. the Parties will promote capacity building and the professional development of its staff members to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

XII. Non-Discrimination Requirements

As recipients of federal financial assistance under WIOA, both Parties to this agreement are subject to and must comply with the non-discrimination requirements of WIOA, which are stated in Section 188 of WIOA, 29 U.S.C. § 3248, and implement the non-discrimination and equal employment opportunity provisions found in 29 C.F.R Part 38, Subpart A.

In addition to the WIOA non-discrimination statutes, the Parties are also subject to the non-discrimination requirements of state statute that are administered by the Commission on Human Rights and Opportunities and apply to the provision of public services by state agencies and their contractors and associates.

The Parties may be subject to additional non-discrimination and other requirements relating to confidentiality and privacy as a result of other statutes and regulations, including the following:

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.),
- B. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.),
- C. the WIOA (29 U.S.C. § 3101– 3344 (Pub. L. 113–78, 2016)),
- D. the ADA of 1990 (42 U.S.C. § 12101 et seq.),

- E. the Jobs for Veterans Act pertaining to priority of service in programs funded by the U.S. DOL (38 U.S.C. § 4215),
- F. TEGL No. 05-23 (update on complying with non-discrimination requirements, prohibiting discrimination on the basis of race, color, religion and national origin in the Workforce Development System, consistent with other guidance related to implementing WIOA Section 188),
- G. the Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g; and 34 C.F.R. Part 99),
- H. confidentiality requirements governing the protection and use of personal information held by the state vocational rehabilitation agency (34 C.F.R. § 361.38),
- I. confidentiality requirements governing the use of confidential information held by the state unemployment compensation agency (20 C.F.R. Part 603),
- J. all amendments to each, and
- K. all requirements imposed by the regulations pursuant to these acts.

XIII. CONTACTS FOR EACH PARTY

Each Party agrees to have one or more specifically named contacts at all times during the term of this Agreement. The contacts shall be the individuals first approached for questions and problems which may arise during the implementation and operation of this Agreement. The contact(s) for each Party is/are, as follows:

ADS	CWP
<p>Lisa Hatz Bureau Chief, Bureau of Rehabilitation Services Department of Aging and Disability Services 55 Farmington Avenue Hartford, CT 06105 Email: lisa.hatz@ct.gov Phone: (860) 966-6207</p>	<p>Daniel Garewski Capital Workforce Partners, Inc. Career & Business Administrator 350 Church Street Hartford, CT 06103 Email: dgarewski@capitalworkforce.org Phone: 860-899-3453</p>

Notice to a Party required under this Agreement shall be deemed given upon delivery addressed to the Party’s contact(s).

Wherever under this Agreement, one Party is required to give notice to the other, such notice shall be deemed given upon delivery, electronic mail sufficient, to the contact(s) of the other Party. Said notice shall become effective on the date of receipt or the date specified in the notice, whichever is later. Either Party may, at any time, change the address or contact for notification purposes by providing written notice to the other Party’s contact, stating the change and noting the new address or new contact.

XIV. Dispute Resolution

The Parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If the Parties cannot resolve issues at this level, the supervisor(s) shall refer the matter to the management staff of the respective staff employer and operator to resolve. If they cannot resolve the issues, then the management staff member(s) of the employer and operator will refer the matter to the Commissioner or the Commissioner's designee of **ADS** and the President or Chief Executive Officer ("CEO") of **CWP** for assistance and resolution. Pending the unanimous decision of the Commissioner or Commissioner's designee and the Board's President or CEO, each Party shall continue to perform its duties in accordance with this MOU.

XV. Severability

If any part of this MOU shall be held or made invalid by a court decision, statute or rule or shall otherwise be rendered invalid, the remainder of this MOU shall remain in full force and effect until terminated or amended by mutual agreement of the Parties.

XVI. Modification/Termination

- A. This MOU and addendums, if applicable, constitute the entire agreement between the parties hereto and will become effective upon execution by the Parties. This MOU may be modified, altered and revised, by mutual written consent of the Parties through a written amendment, signed and dated by the Parties. An amended MOU will not necessarily require the Parties to modify the local plan.
- B. The Parties must approve all material revisions to the objectives, services, term or plan of this MOU by way of a formal amendment, in writing. Such amendment shall not be effective until executed by all Parties to the MOU.
- C. Either Party to this MOU may terminate this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other Party.

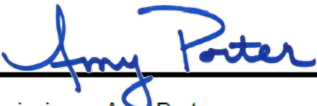
XVII. Agreement Term

This Agreement shall become fully executed on the date signed by the Parties' authorized representatives, and shall remain in full force and effect, unless cancelled by either Party, by giving thirty (30) days' advance written notice, delivered personally, electronically or by certified or registered mail, to the contact(s) of the other Party, specifying a date of termination.


THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF, the Parties have affixed their signatures:

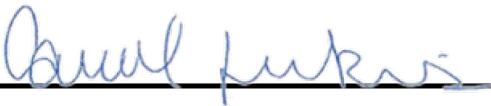
For the Connecticut Department of Aging and Disability Services:

 5/8/2026

Commissioner, Amy Porter Date
Pursuant to Connecticut General Statutes § 4-8 and 17a-780


 5/7/26

State Director of Rehabilitation Services Date
David Doukas (Pursuant to 29 U.S.C. § 721(a)(2) and 34 C.F.R. § 361.13(c))


 5/8/2026

State Director of Education and Services for the Blind Date
Carol Jenkins (Pursuant to 29 U.S.C. § 721(a)(2) and 34 C.F.R. § 361.13(c))


For Capital Workforce Partners, Inc.:

 4-30-2026

President & CEO, Alex B. Johnson Date

 May 1, 2026

Board Chair, Richard McGeary Date

 05/01/2026

Mayor, Town of Manchester, Jay Moran Date

Appendix A

Career Services: as described in WIOA Sec. 134(c) (2) is available to **Adults, Youth and Dislocated Workers** through the One Stop/AJC delivery system or through referrals or contracts for services.

CAREER SERVICES	Responsible Party
Outreach, intake and orientation to the services available through the One-Stop delivery system	ADS &AJC
Initial assessment of skill levels (including literacy, numeracy and English language proficiency), aptitudes, abilities (and skill gaps), and supportive service needs	AJC
Job search and placement assistance and career counseling, including the provision of information on in demand industry sectors and occupations; and the provision of information on non-traditional employment	AJC
Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs.	AJC
Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including job vacancy listings in such labor market areas; information on job skills necessary to obtain the jobs described in the job vacancy listings; and information relating to local occupations in demand and the earnings, skills requirements and opportunities for advancement for such occupations.	AJC
Provision of program performance and cost information on eligible providers of training services.	AJC
Information on the performance of the local area and the One-Stop delivery system in a format that is usable and understandable to One-Stop/AJC customers	AJC
Information on the availability of, and referral to, supportive services in the local area, including child care & transportation, and referral to such services needed in a format that is usable by and understandable to one stop/AJC customers	AJC
Assistance in establishing eligibility for programs of financial aid assistance for other training and education programs available in local area	AJC
Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers	AJC
Development of an individual employment plan, to identify the employment goals and career pathways to attain career objectives	AJC
Group counseling	ADS &AJC
Individual Counseling	ADS &AJC
Career planning	ADS &AJC
Short term pre-vocational services	WDB/AJC
Workforce preparation activities	ADS &AJC
Determine Adult eligibility to receive assistance under Title I of WIOA	WDB/AJC
Determine Dislocated Worker eligibility to receive assistance under Title I of WIOA	WDB/AJC
Follow-up services (including workplace counseling) for 12 months for individuals participating in Title I funded activities who are placed unsubsidized employment	WDB/AJC
Referral to Financial literacy services	WDB/AJC
Internships and work experience	ADS &AJC
Out-of-area job search assistance and relocation assistance	WDB/AJC
English language acquisition	WDB/AJC

Training Services: WDB will ensure access to training as described in WIOA § 134 (d) for Adults and Dislocated Workers and may include the following:

TRAINING SERVICES	Responsible Party
Occupational skills training, including training for non-traditional employment	AJC
Subsidized employment	AJC
On-the-job training	ADS &AJC
Incumbent Worker Training in accordance with subsection (d)(4)	AJC
Programs that combine workplace training with related instruction, which may include cooperative education programs	AJC
Training programs operated by the private sector	AJC
Skill upgrading and retraining	ADS &AJC
Entrepreneurial training	AJC
Transitional jobs in accordance with sub-section (d)(5)	AJC
Job readiness training provided in combination with services described in any of clauses (i) through (viii)	AJC
Adult Education and Literacy activities including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with any of the above training services except transitional jobs and job readiness training	AJC
Customized training conducted with a commitment by an employer or employer group to employ an individual upon successful completion of the training	AJC

Re-employment Services The following services will be coordinated with WDB as needed:

RE-EMPLOYMENT SERVICES	Responsible Party
Employment registration. To ensure, so far as practical, that individuals are placed in jobs which utilize their highest skills and that applicants qualified for job openings are appropriately referred, applications for registration shall be taken on adversely affected workers who apply for reemployment services.	AJC
Employment counseling. When local job opportunities are not readily available, counseling shall be used to assist individuals to gain a better understanding of themselves in relation to the labor market so that they can more realistically choose or change an occupation or make a suitable job adjustment	ADS &AJC
Vocational testing. Testing shall be used to determine which	AJC

individual skills or potentials can be developed by appropriate training.	
Job search allowances. The individual, if eligible, shall be provided job search allowances to defray the cost of seeking employment outside of the commuting area.	ADS &AJC
Relocation allowances. The individual, if eligible, shall be provided relocation allowances to defray the cost of moving to a new job outside of the commuting area.	AJC
Job Development. A State agency shall develop jobs for individuals by soliciting job interviews from public or private employers and shall work with potential employers to customize or restructure particular jobs to meet individual needs.	ADS&AJC
Supportive services. Supportive services shall be provided so individuals can obtain or retain employment or participate in employment and training programs leading to eventual placement in permanent employment. Such services may include work orientation, basic education, communication skills, child care, and any other services necessary to prepare an individual for full employment in accordance with the individual's capabilities and employment opportunities.	ADS &AJC
Self-directed job search. Self-directed job search programs shall be initiated to assist individuals in developing skills and techniques for finding a job.	ADS &AJC

Additional Services The following services will be coordinated with WDB as needed:

DESCRIPTION OF SERVICES	Responsible Party
Provide consultation, technical assistance, and support services to the One Stop service region including disability awareness, employer accommodations under the Americans with Disabilities Act (ADA) and guidance on the use of assistive technology that is available at the One Stop/AJC centers for individuals that require alternate modes of communication.	ADS
Assess and refer individuals with disabilities and older individuals to the One Stop/AJC center(s) for competitive integrated employment opportunities consistent with their unique strengths, priorities, concerns, abilities, capabilities, interests and informed choice.	ADS
Serve as a resource of One Stop/AJC customers with disabilities requesting information and assist with referral and application for vocational rehabilitation services.	ADS
Provide guidance to the One Stop/AJC staff and customers on disability-related resources, agencies and activities that will help	ADS

facilitate the transition to competitive, integrated employment.	
Provide information sessions at the One Stop/AJC center(s) based on demand and resources in order to familiarize One Stop/AJC customers with ADS services.	ADS
Partner with the One Stop/AJC center(s) to provide career information and competitive integrated employment activities for youth with disabilities.	ADS
Ensure that the One Stop/AJC staff and contractors complete training provided by the Partner in order to ensure awareness and sensitivity related to serving individuals with disabilities.	AJC
Consult with Partner to improve access to services for individuals with disabilities, including youth with disabilities.	AJC
Ensure that One Stop/AJC staff coordinates services for individuals with disabilities and older individuals as appropriate, with Partner, including integration with employee resource teams.	AJC
Make Basic Career Services available to Partner referrals including the opportunity to participate in job-driven training and pursue high-quality employment outcomes. Such services shall include basic skills (i.e. reading and math), resume writing, technology literacy, customer service, problem solving and decision making, financial literacy, job seeking skills, and interpersonal and communication skills; some, or all of which, may be provided by local AJC partners.	AJC
Determine Adult eligibility and/or Dislocated Worker eligibility to receive assistance under Title I of WIOA.	AJC
Provide employment counseling to assist individuals gain a better understanding of the labor market and to realistically plan for an occupation.	ADS &AJC
Vocational testing shall be used to determine which individual skills or potentials can be developed by the appropriate training.	ADS &AJC
Make disability resources and information available to employers including information received from Partner's Employment Division.	AJC
Provide updated information to the Partner concerning new programs, initiatives, and grants.	ADS & AJC
Include Partner in outreach initiatives to under-served groups.	AJC
Determine eligibility for their respective programs.	ADS &AJC
Deliver services to applicants and eligible individuals based on the specific policies that govern each entity.	ADS &AJC
Provide information and data, if available, with respect to this MOA.	ADS &AJC

ATTACHMENT 1**ONE-STOP INFRASTRUCTURE FUNDING AGREEMENT**

The Memorandum of Understanding (“MOU”) between the **Capital Workforce Partners, Inc. (“WDB”) and the Department of Aging and Disability Services (“Partner”)**, (hereinafter individually referred to as the “Party” and collectively referred to as the “Parties”), executed for the purpose of articulating the roles and responsibilities of each Party in the creation of a seamless customer-focused service delivery network in One-Stop American Job Centers (“AJCs”) in accordance with Section 121(c) of the Workforce Innovation and Opportunity Act (“WIOA”) (29 U.S.C. § 3151(c)), hereby includes this Attachment 1, the One-Stop Infrastructure Funding Agreement (“IFA”), for the purpose of cost sharing, as outlined in Section IX of the MOU.

WHEREAS, the Parties entered into a Memorandum of Understanding to provide services as partners in the AJC system upon contract execution;

WHEREAS the Parties hereby agree to share infrastructure costs for spaces located at: 60 Weston Street, Hartford; 260 Lafayette Street, New Britain; 170 Elm Street, Enfield; 440 North Main Street, Bristol; and 417 Main Street, East Hartford;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

I. Duration of IFA

The term of this IFA shall be from **upon contract execution through 6/30/2026**. The Parties shall review this IFA not less than once every year. The first date of renewal shall be **7/1/2026**.

II. Cost Allocation and Resource Sharing Methodology

- A. The Partner’s contribution for “*infrastructure costs*” and “*additional costs*” is based on the per square footage cost and the Partner’s percentage of use and occupancy of each area, such as use of cubicles and training rooms in each AJC (IFA Appendix B).
- B. The one-stop operating budget may be considered the master budget that contains a set of individual budgets or components that consist of costs that are better specifically identified in Section 121 of WIOA (29 U.S.C. § 3151). The *infrastructure costs* budget is separate and distinct from the *additional costs* budget. The *additional costs* budget includes applicable career services costs, as described in 2 C.F.R. §§ 200.430 - 200.431 of the Federal Cost Principles and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 (“Uniform Guidance”). Generally, the basic career services included in an IFA are shared career services costs, including personnel costs as defined in 2 C.F.R. §§ 200.430 - 200.431 of the Uniform Guidance. The basic career services included in this IFA are shared career services delivery costs, such as the costs of reception and intake, and, as appropriate, the costs associated with co-enrollment where a single funding stream may provide services supported by more than one funding stream. The *additional costs* budget now includes those basic career service costs associated with delivery of career services, as defined in Section 134(c)(2) of WIOA (29 U.S.C. § 3174(c)(2)). The *infrastructure costs* budget includes costs that support the general operation of the one stop center (29 U.S.C.

§ 3151(h)(4); 20 C.F.R. § 678.700(a); and 34 C.F.R. §§ 361.700(a) and 463.700(a)), including, but not limited to, the cost of: facilities rental; utilities and maintenance; equipment, including assessment-related and assistive technology for individuals with disabilities; and technology to facilitate access to the AJCs, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of a common identifier, such as AJC signage and supplies used to support the general operation of the AJCs. The additional costs budget now includes those basic career services costs associated with delivery of career services, as defined in WIOA § 134(c)(2) (29 U.S.C. § 3151 (c)(2)).

C. Partner staff will have reasonable access to shared AJC resources, including:

1. internet access;
2. assistance with customer reception from front-desk staff;
3. access to a standard workstation, which includes a cubicle and chair;
4. access to training rooms, reserved in accordance with operational protocol, coordinated with the AJC operator ("One-Stop Operator"); and
5. no-cost parking.

D. Partner staff with a full-time presence – working at least thirty-five (35) hours per week, may request installation of a locking, two-drawer file cabinet in a dedicated workstation, to be provided by the One-Stop Operator . This cost will be allocated between the WDB and Partner, consistent with the cost allocation plan and Partner contributions detailed in IFA Appendix B.

E. This Agreement does not provide the Partner with:

1. access to the WDB computer network or shared drives;
2. office supplies beyond reasonable use of paper and toner in the copier and fax machines;
3. postage or use of postage meter;
4. help desk support beyond ensuring that an AJC's equipment is functioning; and
5. excessive and/or unreasonable utilization of the included shared AJC resources.

F. Partner occupancy will be limited to Monday through Friday, 8:30 a.m. to 5:00 p.m., excluding state and federally observed holidays. Partner staff members will have key fobs to gain access to their assigned facility but will not be responsible for opening or closing any AJC.

G. The Partner will limit its usage of the AJC facilities and resources to services and activities directly related to the AJC Partner programs identified in the MOU. The WDB or its One-Stop Operator may ask the Partner to provide justification, demonstrating reasonableness of use or direct benefit to the identified Partner program.

H. The financial consideration is based upon the *infrastructure costs* budget, as detailed in IFA Appendix A.

I. Once the Partner's contribution for its physical or virtual presence in Hartford AJC (or affiliate AJC(s)) is established, said Partner shall coordinate with the One-Stop Operator, in accordance with operational protocol, to establish a schedule.

- J. The cost allocation plan and Partner contributions are detailed in IFA Appendix B.
- K. The Parties will reconcile the Partner's contribution with the actual operating costs on a quarterly basis. The Parties may mutually agree to modify other costs, Partner contributions and allocation methods, as appropriate.
- L. By **5/15/2026**, the Parties will review the budget and allocation base and update Partner contributions based on the actual costs of operating the AJC at the time of the review projected **through 6/30/2026**.
- M. Beginning no later than **5/30/2026**, the Parties will review the budget, cost allocation base and Partner contributions and update the Partner's semi-annual contribution based on material changes to the one-stop operating budget and/or cost allocation plan.
- N. The Parties will review the Partner's contribution on a quarterly basis and reconcile the actual costs incurred and adjust the IFA to ensure that actual costs charged to the Partner are based on proportionate use and the relative benefit received by the Partner and its respective program or activities.
- O. Any update to the Partner's contribution shall be consistent with the requirements specified in 29 C.F.R. § 678.720(b) and shall not be effective unless in writing and signed by each Party's authorized representative(s).
- P. The Parties will renew the IFA for a one-year period **on 7/1/2026**. The Parties will incorporate the reconciled budget and updated Partner contribution amount in the renewed IFA based on a review of the allocation base in accordance with the cost allocation plan. The renewed IFA shall not be effective unless in writing and signed by the authorized representatives of the Parties. The Parties will review the MOU at least every three years to ensure appropriate funding. Non-substantive changes to the MOU, such as minor revisions to the budget due to the annual reconciliation of the budget, do not require the Parties to amend the MOU.
- Q. The Partner will pay its contribution to WDB within forty-five (45) days of its receipt of the quarterly invoice.

III. Monitoring

- A. The Parties recognize that designated staff of the WDB, officials from the state and local administrative entities and officials of the United States Departments of Labor, Education and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure:
 - 1. the Parties use federal awards for authorized purposes in compliance with federal, state and municipal laws and regulations and state policies;
 - 2. those laws, regulations and policies are enforced properly;
 - 3. the Parties record, track and review performance data for quality, accuracy and completeness;
 - 4. the Parties periodically assess and analyze outcomes to determine whether they are meeting performance goals;

5. the Parties maintain appropriate procedures and internal controls, especially with regard to protecting personally identifiable information (“PII”) and record retention policies; and
 6. the parties fulfill the terms and conditions of the MOU.
- B. The Parties to the MOU anticipate the above entities will conduct regular fiscal and programmatic monitoring, as appropriate.

IV. Consensus of Agreement and Modifications

- A. All Parties will actively participate in local IFA negotiations in a good faith effort to reach an agreement. The Parties shall attempt to resolve any dispute informally; however, if informal resolution efforts fail, the Parties will follow the process outlined in the *Dispute Resolution* section in the MOU.
- B. If a Party wishes to modify this IFA, the Party must first notify all the signatories of this IFA and the underlying MOU in writing and outline the proposed modification(s). Upon notification, the WDB Chair (or designee) will ensure that discussions and negotiations related to the proposed modification(s) take place with the Partner in a timely and appropriate manner.
- C. Depending upon the type of modification(s), the Parties may discuss and negotiate such modification(s) through email communications. However, if a proposed modification is extensive or a Party disputes a proposed modification, the WDB Chair (or designee) may call a meeting of the Parties to resolve the issue. A modification or amendment shall not be effective unless in writing and signed by the Parties.

V. Additional obligations of the Parties

The Parties to this agreement shall comply with:

1. Section 188 of WIOA and its nondiscrimination and equal opportunity regulations (29 U.S.C. § 3248; and 29 C.F.R. Part 38),
2. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.),
3. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 et seq.),
4. The Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.),
5. The Jobs for Veterans Act pertaining to priority of service in programs funded by the United States Department of Labor (38 U.S.C. § 4215),
6. Training and Employment Guidance Letter (“TEGL”) [No. 05-23](#) (prohibiting discrimination on the basis of race, color, religion and national origin in the Workforce Development System, consistent with other guidance related to implementing WIOA Section 188),
7. The Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g and 34 C.F.R. Part 99),
8. Confidentiality requirements governing the protection and use of personal information held by the vocational rehabilitation (“VR”) state agency or the designated state unit (34 C.F.R. § 361.38),
9. The confidentiality requirements governing the use of confidential information held by the state unemployment compensation (“UC”) agency (20 C.F.R. Part 603),
10. all amendments to each, and
11. all requirements imposed by the regulations issued pursuant to these acts.


The above provisions require, in part, that no persons in the United States shall on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or

expression, age, disability, political beliefs or religion be excluded from participation in or denied any aid, care, services or other benefits provided by federal and/or state funding or otherwise be subjected to discrimination.

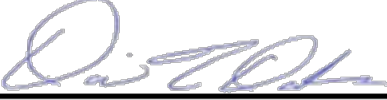
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IN WITNESS WHEREOF, the Parties have affixed their signatures:

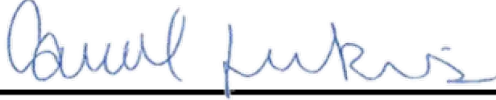
For the Connecticut Department of Aging and Disability Services:

 5/8/2026

Commissioner, Amy Porter Date
Pursuant to Connecticut General Statutes § 4-8 and 17a-780)


 5/7/26

State Director of Rehabilitation Services Date
David Doukas (Pursuant to 29 U.S.C. § 721(a)(2) and 34 C.F.R. § 361.13(c))


 5/8/2026

State Director of Education and Services for the Blind Date
Carol Jenkins (Pursuant to 29 U.S.C. § 721(a)(2) and 34 C.F.R. § 361.13(c))


For Capital Workforce Partners, Inc.:

 4-30-2026

President & CEO, Alex B. Johnson Date

 May 1, 2026

Board Chair, Richard McGeary Date

 05/01/2026

Mayor, Town of Manchester, Jay Moran Date

APPENDIX A(1) FEDERAL REQUIREMENTS

- a. **Funding Identification.** The Contractor's Federal System of Award Management Unique Entity Identifier (UEI) is: **JTNHCJFUWPS3**. Federal funding has been provided for this contract as follows:

State Identification number (SID) 20921:
Title: Rehabilitation Services – Vocational Rehabilitation Grants to States
Number: 84.126
Award Name: State Vocational Rehabilitation Services
Award Number: H126A170007
Award Year: 2017-2026
Research and Design: N/A
Name of Federal Agency Awarding: U.S. Department of Education

SID 20926:
Title: Rehabilitation Services – Vocational Rehabilitation Grants to States
Number: 84.126A
Award Name: State Vocational Rehabilitation Services
Award Number: H126A170008
Award Year: 2017-2026
Research and Design: N/A
Name of Federal Agency Awarding: U.S. Department of Education

- b. Unless the Contractor submits previous written authorization from the Federal awarding agency to the ADS prior to contract execution, the Contractor shall not exceed the default 15% cap on administrative costs for Federal funding allocated under this contract. ADS will disallow all administrative costs in excess of 15% of the total Federal funding amount.
- c. Federal Office of Management and Budget Requirements.
- i. This contract includes Federal Financial Assistance, and therefore such funds shall be subject to the Federal Office of Management and Budget Cost Principles codified in the OMB Super Circular as set forth in 2.CFR Part 200 at [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) and as updated from time to time.
- ii. Federal funding shall be released by the Department contingent upon receipt of federal monies by the Department in compliance with the Federal Cash Management Improvement Act (CMIA), 31 U.S.C. § 6501 et. seq. of (1990).
- iii. If the Contractor expends \$1,000,000.00 or more during their fiscal year in Federal awards, the Contractor shall have a single audit conducted in accordance with Title 2 CFR 200.514
- e. Federal Funding Accountability and Transparency Act (FFATA).

- i. The Contractor shall register with the Federal System for Award Management (SAM) at <https://www.sam.gov> to assist the Department with meeting its obligation to comply with the Federal Funding Accountability and Transparency Act (FFATA).
 - ii. The Contractor shall ensure that it shall remain active in SAM by updating its SAM profile at least every 12 months. Upon notification by the Department that its SAM status is not active, the Contractor shall update its SAM profile within five business days of such notification. The Contractor's failure to comply may impact future issuance of payments by the Department.
 - iii. Debarment. In addition to the provisions in Part II, Sections C.4(c) and (d), the Contractor shall not provide funds under this contract to any subcontractor or subcontractor party listed on the governmentwide exclusions in SAM, in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."
- f. Lobbying Provisions. Pursuant to the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352),
- i. The Contractor certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.
 - ii. The Contractor shall disclose to the Department any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- g. Nondiscrimination.
- i. In accordance with § 1557 of the Patient Protection and Affordable Care Act, the Contractor shall provide services that do not discriminate based on age, disability, sex, race color, national origin, or religion.
 - ii. In accordance with 45 C.F.R. § 80.3(b)(2), the Contractor shall take reasonable steps to provide meaningful access to the Program by persons with limited English proficiency.
- h. Administration of the Clean Air Act and the Federal Water Pollution Control Act.
- i. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
 - ii. The contractor agrees to report each violation to the Department and understands and agrees that the Department will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
 - iii. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the Department.

- i. Prohibition on certain telecommunications and video surveillance services or equipment. In accordance with 2 CFR § 200.216:
 - j. Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:
 - (1) Procure or obtain;
 - (2) Extend or renew a contract to procure or obtain; or
 - (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
 - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
 - ii. In implementing the prohibition under [Public Law 115-232](#), section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.
 - iii. See [Public Law 115-232](#), section 889 for additional information.
 - iv. See also [§ 200.471](#).
- k. Domestic preferences for procurements. In accordance with 2 CFR § 200.322:
 - i. As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.
 - ii. For purposes of this section:
 - (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

- (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
 - (3) Federal agencies providing Federal financial assistance for infrastructure projects must implement the Buy America preferences set forth in [2 CFR part 184](#).
 - (4) [\[85 FR 49543\]](#), Aug. 13, 2020, as amended at [88 FR 57790](#), Aug. 23, 2023
- I. Prohibition Of Text Messaging and Emailing While Driving During Official Federal Grant Business. In Accordance with Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009, the Contractor and its personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.
 - m. Trafficking In Persons. The Contractor adopts the requirements in the Code of Federal Regulations at 2 CFR 175.105., under which the U.S. Department of Education may terminate this contract without penalty for any violation of these provisions by the grantee, its employees, or its subrecipients.

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ATTACHMENT 2. TERMS AND CONDITIONS.

Capital Workforce Partners, Inc. (CWP) shall comply with the following terms and conditions. For the purposes of this section the term “Contractor” shall mean “**CWP**,” the term “Agency” shall mean the Department of Aging and Disability Services, and the term “Contract” shall mean this Agreement.

A. Definitions. Unless otherwise indicated, the following terms shall have the following corresponding definitions:

1. “**Artificial Intelligence**” has the same meaning as provided in Conn. Gen. Stat. § 4a-2e, as may be amended.
2. “**Bid**” shall mean a bid submitted in response to a solicitation.
3. “**Breach**” shall mean a party’s failure to perform some contracted-for or agreed-upon act, or his failure to comply with a duty imposed by law which is owed to another or to society.
4. “**Cancellation**” shall mean an end to the Contract affected pursuant to a right which the Contract creates due to a Breach.
5. “**Claims**” shall mean all actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum.
6. “**Client**” shall mean a recipient of the Contractor’s Services.
7. “**Client Agency**” shall mean the agency of the State of Connecticut that is entering into this Contract.
8. “**Contract**” shall mean this agreement, as of its effective date, between the Contractor and the State for Services.
9. “**Contractor Parties**” shall mean a Contractor’s members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Contractor is in privity of oral or written contract (e.g. subcontractor) and the Contractor intends for such other person or entity to perform under the Contract in any capacity. For the purpose of this Contract, vendors of support services, not otherwise known as human service providers or educators, shall not be considered subcontractors, e.g. lawn care, unless such activity is considered part of a training, vocational or educational program.
10. “**Data**” shall mean all results, technical information and materials developed and/or obtained in the performance of the Services hereunder, including but not limited to all reports, survey and evaluation tools, surveys and evaluations, plans, charts, recordings (video and/or sound), pictures, curricula, electronically prepared presentations, public awareness or prevention campaign materials, drawings, analyses, graphic representations, computer programs and printouts, notes and memoranda, and documents, whether finished or unfinished, which result from or are prepared in connection with the Services performed hereunder.
11. “**Expiration**” shall mean an end to the Contract due to the completion in full of the mutual performances of the parties or due to the Contract’s term being completed.
12. “**Force Majeure**” shall mean events that materially affect the Services or the time schedule within which to perform and are outside the control of the party asserting that such an event has occurred, including, but not limited to, labor troubles unrelated to the Contractor, failure of or inadequate

permanent power, unavoidable casualties, fire not caused by the Contractor, extraordinary weather conditions, disasters, riots, acts of God, insurrection or war.

13. **“Confidential Information” (formerly “Personal Information”)** shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual’s name, date of birth, mother’s maiden name, motor vehicle operator’s license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information regarding clients that the Agency classifies as “confidential” or “restricted.” Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.
14. **“Confidential Information Breach” (formerly “Personal Information Breach”)** shall mean, generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Agency, the Contractor, or the State.
15. **“Records”** shall mean all working papers and such other information and materials as may have been accumulated and/or produced by the Contractor in performing the Contract, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries, correspondence, and program and individual service records and other evidence of its accounting and billing procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature incurred in the performance of this Contract, kept or stored in any form.
16. **“Services”** shall mean the performance of Services as stated in Part I of this Contract.
17. **“State”** shall mean the State of Connecticut, including any agency, office, department, board, council, commission, institution or other executive branch agency of State Government.
18. **“Term”** shall mean the contract term as stated in Part I.
19. **“Termination”** shall mean an end to the Contract affected pursuant to a right which the Contract creates, other than for a Breach.

B. Contractor Obligations.

1. **Cost Standards.** The Contractor and funding state Agency shall comply with the Cost Standards issued by OPM, as may be amended from time to time. The Cost Standards are published by OPM the Web at <https://portal.ct.gov/opm/fin-pos/standards/pos-cost-standards>.
2. **Credits and Rights in Data.** Unless expressly waived in writing by the Agency, all Records and publications intended for public distribution during or resulting from the performances of this Contract shall include a statement acknowledging the financial support of the State and the Agency and, where applicable, the federal government. All such publications shall be released in

conformance with applicable federal and state law and all regulations regarding confidentiality. Any liability arising from such a release by the Contractor shall be the sole responsibility of the Contractor and the Contractor shall indemnify and hold harmless the Agency, unless the Agency or its agents co-authored said publication and said release is done with the prior written approval of the Agency Head. All publications shall contain the following statement: "This publication does not express the views of the Department of Aging and Disability Services or the State of Connecticut. The views and opinions expressed are those of the authors." Neither the Contractor nor any of its agents shall copyright Data and information obtained under this Contract, unless expressly previously authorized in writing by the Agency. The Agency shall have the right to publish, duplicate, use and disclose all such Data in any manner, and may authorize others to do so. The Agency may copyright any Data without prior Notice to the Contractor. The Contractor does not assume any responsibility for the use, publication or disclosure solely by the Agency of such Data.

3. Organizational Information, Conflict of Interest, IRS Form 990. During the term of this Contract and for the one hundred eighty (180) days following its date of Termination and/or Cancellation, the Contractor shall upon the Agency's request provide copies of the following documents within ten (10) days after receipt of the request:

- (a) its most recent IRS Form 990 submitted to the Internal Revenue Service, and
- (b) its most recent Annual Report filed with the Connecticut Secretary of the State's Office or such other information that the Agency deems appropriate with respect to the organization and affiliation of the Contractor and related entities.

THIS PROVISION SHALL CONTINUE TO BE BINDING UPON THE CONTRACTOR FOR ONE HUNDRED AND EIGHTY (180) DAYS FOLLOWING THE TERMINATION OR CANCELLATION OF THE CONTRACT.

4. Federal Funds.

- (a) The Contractor shall comply with requirements relating to the receipt or use of federal funds. The Agency shall specify all such requirements in Part I of this Contract.
- (b) The Contractor acknowledges that the Agency has established a policy, as mandated by section 6032 of the Deficit Reduction Act ("DRA") of 2005, P.L. 109-171, that provides detailed information about the Federal False Claims Act, 31 U.S.C. §§ 3729-3733, and other laws supporting the detection and prevention of fraud and abuse.
 - (1) Contractor acknowledges that it has received a copy of said policy and shall comply with its terms, as amended, and with all applicable state and federal laws, regulations and rules. Contractor shall provide said policy to subcontractors and shall require compliance with the terms of the policy. Failure to abide by the terms of the policy, as determined by the Agency, shall constitute a Breach of this Contract and may result in cancellation or termination of this Contract.
 - (2) This section applies if, under this Contract, the Contractor or Contractor Parties furnishes, or otherwise authorizes the furnishing of health care items or services, performs billing or coding functions, or is involved in monitoring of health care provided by the Agency.
- (c) Contractor represents that it is not excluded, debarred, suspended or otherwise ineligible to participate in federal health care programs.

- (d) Contractor shall not, for purposes of performing the Contract with the Agency, knowingly employ or contract with, with or without compensation:
- (1) any individual or entity listed by a federal agency as excluded, debarred, suspended or otherwise ineligible to participate in federal health care programs; or
 - (2) any person or entity who is excluded from contracting with the State of Connecticut or the federal government (as reflected in the General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs, Department of Health and Human Services, Office of Inspector General (“HHS/OIG”) Excluded Parties list and the Office of Foreign Assets Control (“OFAC”) list of Specially Designated Nationals and Blocked Persons List). Contractor shall immediately notify the Agency should it become subject to an investigation or inquiry involving items or services reimbursable under a federal health care program or be listed as ineligible for participation in or to perform Services in connection with such program. The Agency may cancel or terminate this Contract immediately if at any point the Contractor, subcontractor or any of their employees are sanctioned, suspended, excluded from or otherwise become ineligible to participate in federal health care programs.

5. Audit and Inspection of Plant, Places of Business and Records.

- (a) The State and its agents, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State’s Attorney and their respective agents, or where applicable, federal agencies, may, at reasonable hours, inspect and examine all of the parts of the Contractor’s and Contractor’s Parties’ plants and places of business which, in any way, are related to, or involved in, the performance of this Contract. The Contractor shall comply with federal and state single audit standards as applicable.
- (b) The Contractor shall maintain, and shall require each of the Contractor Parties to maintain accurate and complete Records. The Contractor shall make all of its and the Contractor Parties’ Records available at all reasonable hours for audit and inspection by the State and its agents.
- (c) The State shall make all requests for any audit or inspection in writing and shall provide the Contractor with at least twenty-four (24) hours’ notice prior to the requested audit and inspection date. If the State suspects fraud or other abuse, or in the event of an emergency, the State is not obligated to provide any prior notice.
- (d) The Contractor will pay for all costs and expenses of any audit and inspection which reveals information that, in the sole determination of the State, is sufficient to constitute a breach by the Contractor under this Contract. The Contractor will remit full payment to the State for such audit or inspection no later than thirty (30) days after receiving an invoice from the State.
- (e) The Contractor shall keep and preserve or cause to be kept and preserved all of its and Contractor Parties’ Records until three (3) years after the latter of:
 - (1) final payment under this Contract,
 - (2) the expiration or earlier termination of this Contract, as the same may be modified for any reason. The State may request an audit or inspection at any time during this

period. If any Claim or audit is started before the expiration of this period, the Contractor shall retain or cause to be retained all Records until all Claims or audit findings have been resolved.

- (f) The Contractor shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Contractor shall cooperate with an exit conference.
- (g) The Contractor must incorporate this entire Section verbatim into any contract or other agreement it enters into with any Contractor Party.

6. Related Party Transactions. The Contractor shall report all related party transactions, as defined in this section, to the Agency on an annual basis in the appropriate fiscal report as specified in Part I of this Contract. "Related party" means a person or organization related through marriage, ability to control, ownership, family or business association. Past exercise of influence or control need not be shown, only the potential or ability to directly or indirectly exercise influence or control. "Related party transactions" between a Contractor or Contractor Party and a related party include, but are not limited to:

- (a) Real estate sales or leases;
- (b) Leases for equipment, vehicles or household furnishings;
- (c) Mortgages, loans and working capital loans; and
- (d) Contracts for management, consultant and professional services as well as for materials, supplies and other services purchased by the Contractor or Contractor Party.

7. Suspension or Debarment. In addition to the representations and requirements set forth in Section C.4:

- (a) The Contractor certifies for itself and Contractor Parties involved in the administration of federal or state funds that they:
 - (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any governmental agency (federal, state or local);
 - (2) within a three year period preceding the effective date of this Contract, have not been convicted 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; for 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 (federal, state or local) with commission of any of the above offenses; and
 - (4) have not within a three year period preceding the effective date of this Contract had one or more public transactions terminated for cause or fault.

- (b) Any change in the above status shall be immediately reported to the Agency.
8. **Liaison.** Each Party shall designate a liaison to facilitate a cooperative working relationship between the Contractor and the Agency in the performance and administration of this Contract.
9. **Subcontracts.** Each Contractor Party's identity, services to be rendered and costs shall be detailed in Part I of this Contract. Absent compliance with this requirement, no Contractor Party may be used or expense paid under this Contract unless expressly otherwise provided in Part I of this Contract. No Contractor Party shall acquire any direct right of payment from the Agency by virtue of this section or any other section of this Contract. The use of Contractor Parties shall not relieve the Contractor of any responsibility or liability under this Contract. The Contractor shall make available copies of all subcontracts to the Agency upon request.
10. **Independent Capacity of Contractor.** The Contractor and Contractor Parties shall act in an independent capacity and not as officers or employees of the state of Connecticut or of the Agency.
11. **Indemnification.**
- (a) Contractor shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) third party Claims arising, directly or indirectly, in connection with the Contract; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims or this Contract. Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this Section. Contractor's obligations under this Section to indemnify, defend and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Contractor's bid, proposal or any Records, any intellectual property rights that may be included in the deliverables or performance, other proprietary rights of any person or entity, copyrighted or uncopied compositions, secret processes, patented or unpatented inventions, trade secrets, trademarks, articles or appliances furnished or used in the performance.
- (b) Contractor shall not be responsible for indemnifying, defending or holding the State harmless from any liability arising due to the negligence of the State or any third party acting under the direct control or supervision of the State.
- (c) Contractor shall reimburse the State for any and all damages to the real or personal property of the State caused by the acts of Contractor or any Contractor Parties. The State shall give Contractor reasonable notice of any such Claims.
- (d) Contractor's duties under this Section shall remain fully in effect and binding in accordance with the terms of this Contract, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the acts giving rise to the Claims or where the State is alleged or is found to have contributed to the acts giving rise to the Claims or both.
- (e) Contractor shall carry and maintain at all times during the Term of this Contract, and during the time that any provisions survive the Term of this Contract, sufficient commercial general liability insurance to satisfy its obligations under this Contract. Contractor shall name the State as an additional insured on the policy and shall provide a copy of the policy to the Agency prior to the effective date of the Contract. Contractor shall not begin performance until the delivery of the policy to the Agency. The Agency shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that the Agency or the State is contributorily negligent.

- (f) This section shall survive the Termination of the Contract and shall not be limited by reason of any insurance coverage.

12. Insurance. Before commencing performance, the Agency may require the Contractor to obtain and maintain specified insurance coverage. In the absence of specific Agency requirements, the Contractor shall obtain and maintain the following insurance coverage at its own cost and expense for the duration of the Contract:

- (a) **Commercial General Liability.** \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability, and Broad Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the services to be performed under this Contract or the general aggregate limit shall be twice the occurrence limit;
- (b) **Automobile Liability.** \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of this Contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of this Contract then automobile coverage is not required.
- (c) **Professional Liability.** \$1,000,000 limit of liability, if applicable; and/or
- (d) **Workers' Compensation and Employers Liability.** Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 Disease – Policy limit, \$100,000 each employee.

13. Sovereign Immunity. The Contractor and Contractor Parties acknowledge and agree that nothing in the Contract, or the solicitation leading up to the Contract, shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Contract. To the extent that this Section conflicts with any other Section, this Section shall govern.

14. Choice of Law/Choice of Forum, Settlement of Disputes, Claims Against the State.

- (a) The Contract shall be deemed to have been made in the City of Hartford, State of Connecticut. Both Parties agree that it is fair and reasonable for the validity and construction of the Contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

- (b) Any dispute concerning the interpretation or application of this Contract shall be decided by the Agency Head or his/her designee whose decision shall be final, subject to any rights the Contractor may have pursuant to state law. In appealing a dispute to the Agency Head pursuant to this section, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final resolution of a dispute, the Contractor and the Agency shall proceed diligently with the performance of the Contract.
- (c) The Contractor agrees that the sole and exclusive means for the presentation of any claim against the State arising from this Contract shall be in accordance with Title 4, Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings, except as authorized by that Chapter, in any state or federal court in addition to or in lieu of said Chapter 53 proceedings.

15. Compliance with Law and Policy, Facility Standards and Licensing. Contractor shall comply with all:

- (a) Pertinent local, state and federal laws and regulations as well as Agency policies and procedures applicable to contractor's programs as specified in this Contract. The Agency shall notify the Contractor of any applicable new or revised laws, regulations, policies or procedures which the Agency has responsibility to promulgate or enforce; and
- (b) Applicable local, state and federal licensing, zoning, building, health, fire and safety regulations or ordinances, as well as standards and criteria of pertinent state and federal authorities. Unless otherwise provided by law, the Contractor is not relieved of compliance while formally contesting the authority to require such standards, regulations, statutes, ordinance or criteria.

16. Representations and Warranties. Contractor shall:

- (a) Perform fully under the Contract;
- (b) Pay for and/or secure all permits, licenses and fees and give all required or appropriate notices with respect to the provision of Services as described in Part I of this Contract; and
- (c) Adhere to all contractual sections ensuring the confidentiality of all Records that the Contractor has access to and are exempt from disclosure under the State's Freedom of Information Act or other applicable law.

17. Reports. The Contractor shall provide the Agency with such statistical, financial and programmatic information necessary to monitor and evaluate compliance with the Contract. All requests for such information shall comply with all applicable state and federal confidentiality laws. The Contractor shall provide the Agency with such reports as the Agency requests as required by this Contract.

18. Delinquent Reports. The Contractor shall submit required reports by the designated due dates as identified in this Contract. After notice to the Contractor and an opportunity for a meeting with an Agency representative, the Agency reserves the right to withhold payments for services performed under this Contract if the Agency has not received acceptable progress reports, expenditure reports, refunds, and/or audits as required by this Contract or previous contracts for similar or equivalent services the Contractor has entered into with the Agency. This section shall survive any Termination of the Contract or the Expiration of its term.

19. Protection of Confidential Information.

- (a) Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.
- (b) Each Contractor or Contractor Party shall develop, implement and maintain a comprehensive data – security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of the Agency or State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:
 - (1) A security policy for employees related to the storage, access and transportation of data containing Confidential Information;
 - (2) Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;
 - (3) A process for reviewing policies and security measures at least annually;
 - (4) Creating secure access controls to Confidential Information, including but not limited to passwords; and
 - (5) Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.
- (c) The Contractor and Contractor Parties shall notify the Agency and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, the Agency and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to C.G.S. § 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential Information Breach. The Contractors' costs and expenses for the credit monitoring and protection plan shall not be recoverable from the Agency, any State of Connecticut entity or any affected individuals.
- (d) The Contractor shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.

- (e) Nothing in this Section shall supersede in any manner Contractor's or Contractor Party's obligations pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") or the provisions of this Contract concerning the obligations of the Contractor as a Business Associate of Covered Entity.

20. Workforce Analysis. The Contractor shall provide a workforce Analysis Affirmative Action report related to employment practices and procedures.

21. Litigation.

- (a) The Contractor shall require that all Contractor Parties, as appropriate, disclose to the Contractor, to the best of their knowledge, any Claims involving the Contractor Parties that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to perform fully under the Contract, no later than ten (10) days after becoming aware or after they should have become aware of any such Claims. Disclosure shall be in writing.
- (b) The Contractor shall provide written Notice to the Agency of any final decision by any tribunal or state or federal agency or court which is adverse to the Contractor or which results in a settlement, compromise or claim or agreement of any kind for any action or proceeding brought against the Contractor or its employee or agent under the Americans with Disabilities Act of 1990 as revised or amended from time to time, Executive Orders Nos. 3 & 17 of Governor Thomas J. Meskill and any other requirements of federal or state law concerning equal employment opportunities or nondiscriminatory practices.

C. Changes to the Contract, Termination, Cancellation and Expiration.

1. Contract Amendment.

- (a) Should the parties execute an amendment to this Contract on or before its expiration date that extends the Term of this Contract, then the Term of this Contract shall be extended until an amendment is approved as to form by the Connecticut Office of the Attorney General provided the extension provided hereunder shall not exceed a period of 90 days. Upon approval of the amendment by the Connecticut Office of the Attorney General the Term of the contract shall be in accord with the provisions of the approved amendment.
- (b) No amendment to or modification or other alteration of this Contract shall be valid or binding upon the parties unless made in writing, signed by the parties and, if applicable, approved by the Office of the Connecticut Attorney General.
- (c) The Agency may amend this Contract to reduce the contracted amount of compensation if:
 - (1) the total amount budgeted by the State for the operation of the Agency or Services provided under the program is reduced or made unavailable in any way; or
 - (2) federal funding reduction results in reallocation of funds within the Agency.
- (d) If the Agency decides to reduce the compensation, the Agency shall send written Notice to the Contractor. Within twenty (20) days of the Contractor's receipt of the Notice, the Contractor and the Agency shall negotiate the implementation of the reduction of compensation unless the parties mutually agree that such negotiations would be futile. If

the parties fail to negotiate an implementation schedule, then the Agency may terminate the Contract effective no earlier than sixty (60) days from the date that the Contractor receives written notification of Termination and the date that work under this Contract shall cease.

2. Contractor Changes and Assignment.

- (a) The Contractor shall notify the Agency in writing:
 - (1) at least ninety (90) days prior to the effective date of any fundamental changes in the Contractor's corporate status, including merger, acquisition, transfer of assets, and any change in fiduciary responsibility;
 - (2) no later than ten (10) days from the effective date of any change in:
 - i. its certificate of incorporation or other organizational document;
 - ii. more than a controlling interest in the ownership of the Contractor; or
 - iii. the individual(s) in charge of the performance.
- (b) No such change shall relieve the Contractor of any responsibility for the accuracy and completeness of the performance. The Agency, after receiving written Notice from the Contractor of any such change, may require such contracts, releases and other instruments evidencing, to the Agency's satisfaction, that any individuals retiring or otherwise separating from the Contractor have been compensated in full or that allowance has been made for compensation in full, for all work performed under terms of the Contract. The Contractor shall deliver such documents to the Agency in accordance with the terms of the Agency's written request. The Agency may also require, and the Contractor shall deliver, a financial statement showing that solvency of the Contractor is maintained. The death of any Contractor Party, as applicable, shall not release the Contractor from the obligation to perform under the Contract; the surviving Contractor Parties, as appropriate, must continue to perform under the Contract until performance is fully completed.
- (c) Assignment. The Contractor shall not assign any of its rights or obligations under the Contract, voluntarily or otherwise, in any manner without the prior written consent of the Agency.
 - (1) The Contractor shall comply with requests for documentation deemed to be appropriate by the Agency in considering whether to consent to such assignment.
 - (2) The Agency shall notify the Contractor of its decision no later than forty-five (45) days from the date the Agency receives all requested documentation.
 - (3) The Agency may void any assignment made without the Agency's consent and deem such assignment to be in violation of this Section and to be in Breach of the Contract. Any cancellation of this Contract by the Agency for a Breach shall be without prejudice to the Agency's or the State's rights or possible claims against the Contractor.

3. Breach.

- (a) If either party Breaches this Contract in any respect, the non-breaching party shall provide written notice of the Breach to the breaching party and afford the breaching party an opportunity to cure within ten (10) days from the date that the breaching party receives the notice. In the case of a Contractor Breach, the Agency may modify the ten (10) day cure period in the notice of Breach. The right to cure period shall be extended if the non-breaching party is satisfied that the breaching party is making a good faith effort to cure, but the nature of the Breach is such that it cannot be cured within the right to cure period. The Notice may include an effective Contract cancellation date if the Breach is not cured by the stated date and, unless otherwise modified by the non-breaching party in writing prior to the cancellation date, no further action shall be required of any party to affect the cancellation as of the stated date. If the notice does not set forth an effective Contract cancellation date, then the non-breaching party may cancel the Contract by giving the breaching party no less than twenty four (24) hours' prior written Notice after the expiration of the cure period.
- (b) If the Agency believes that the Contractor has not performed according to the Contract, the Agency may:
- (1) withhold payment in whole or in part pending resolution of the performance issue, provided that the Agency notifies the Contractor in writing prior to the date that the payment would have been due in accordance with the budget;
 - (2) temporarily discontinue all or part of the Services to be provided under the Contract;
 - (3) permanently discontinue part of the Services to be provided under the Contract;
 - (4) assign appropriate State personnel to provide contracted for Services to assure continued performance under the Contract until such time as the contractual Breach has been corrected to the satisfaction of the Agency;
 - (5) require that contract funding be used to enter into a subcontract with a person or persons designated by the Agency in order to bring the program into contractual compliance;
 - (6) take such other actions of any nature whatsoever as may be deemed appropriate for the best interests of the State or the program(s) provided under this Contract or both; or
 - (7) any combination of the above actions.
- (c) The Contractor shall return all unexpended funds to the Agency no later than thirty (30) days after the Contractor receives a demand from the Agency.
- (d) In addition to the rights and remedies granted to the Agency by this Contract, the Agency shall have all other rights and remedies granted to it by law in the event of Breach of or default by the Contractor under the terms of this Contract.
- (e) The action of the Agency shall be considered final. If at any step in this process the Contractor fails to comply with the procedure and, as applicable, the mutually agreed plan of correction, the Agency may proceed with Breach remedies as listed under this section.

4. **Non-enforcement Not to Constitute Waiver.** No waiver of any Breach of the Contract shall be interpreted or deemed to be a waiver of any other or subsequent Breach. All remedies afforded in the Contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided in the Contract or at law or in equity. A party's failure to insist on strict performance of any section of the Contract shall only be deemed to be a waiver of rights and remedies concerning that specific instance of performance and shall not be deemed to be a waiver of any subsequent rights, remedies or Breach.
5. **Suspension.** If the Agency determines in its sole discretion that the health and welfare of the Clients or public safety is being adversely affected, the Agency may immediately suspend in whole or in part the Contract without prior notice and take any action that it deems to be necessary or appropriate for the benefit of the Clients. The Agency shall notify the Contractor of the specific reasons for taking such action in writing within five (5) days of immediate suspension. Within five (5) days of receipt of this notice, the Contractor may request in writing a meeting with the Agency Head or designee. Any such meeting shall be held within five (5) days of the written request, or such later time as is mutually agreeable to the parties. At the meeting, the Contractor shall be given an opportunity to present information on why the Agency's actions should be reversed or modified. Within five (5) days of such meeting, the Agency shall notify the Contractor in writing of his/her decision upholding, reversing or modifying the action of the Agency head or designee. This action of the Agency head or designee shall be considered final.
6. **Ending the Contractual Relationship.**
- (a) This Contract shall remain in full force and effect for the duration of its entire Term or until such time as it is terminated earlier by either party or cancelled. Either party may terminate this contract by providing at least sixty (60) days prior written notice pursuant to the Notice requirements of this Contract.
 - (b) The Agency may immediately terminate the Contract in whole or in part whenever the Agency makes a determination that such termination is in the best interest of the State. Notwithstanding Section D.2, the Agency may immediately terminate or cancel this Contract in the event that the Contractor or any subcontractors becomes financially unstable to the point of threatening its ability to conduct the services required under this Contract, ceases to conduct business in the normal course, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business or its assets.
 - (c) The Agency shall notify the Contractor in writing of Termination pursuant to subsection (b) above, which shall specify the effective date of termination and the extent to which the Contractor must complete or immediately cease performance. Such Notice of Termination shall be sent in accordance with the Notice provision contained on page 1 of this Contract. Upon receiving the Notice from the Agency, the Contractor shall discontinue all Services affected in accordance with the Notice, undertake all reasonable and necessary efforts to mitigate any losses or damages, and deliver to the Agency all Records as defined in Section A.13, unless otherwise instructed by the Agency in writing, and take all actions that are necessary or appropriate, or that the Agency may reasonably direct, for the protection of Clients and preservation of any and all property. Such Records are deemed to be the property of the Agency and the Contractor shall deliver them to the Agency no later than thirty (30) days after the Termination of the Contract or fifteen (15) days after the Contractor receives a written request from the Agency for the specified records whichever is less. The

Contractor shall deliver those Records that exist in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to ASCII or .TXT.

- (d) The Agency may terminate the Contract at any time without prior notice when the funding for the Contract is no longer available.
- (e) The Contractor shall deliver to the Agency any deposits, prior payment, advance payment or down payment if the Contract is terminated by either party or cancelled within thirty (30) days after receiving demand from the Agency. The Contractor shall return to the Agency any funds not expended in accordance with the terms and conditions of the Contract and, if the Contractor fails to do so upon demand, the Agency may recoup said funds from any future payments owing under this Contract or any other contract between the State and the Contractor. Allowable costs, as detailed in audit findings, incurred until the date of termination or cancellation for operation or transition of program(s) under this Contract shall not be subject to recoupment.

7. Transition after Termination or Expiration of Contract.

- (a) If this Contract is terminated for any reason, cancelled or it expires in accordance with its Term, the Contractor shall do and perform all things which the Agency determines to be necessary or appropriate to assist in the orderly transfer of Clients served under this Contract and shall assist in the orderly cessation of Services it performs under this Contract. In order to complete such transfer and wind down the performance, and only to the extent necessary or appropriate, if such activities are expected to take place beyond the stated end of the Contract Term then the Contract shall be deemed to have been automatically extended by the mutual consent of the parties prior to its expiration without any affirmative act of either party, including executing an amendment to the Contract to extend the Term, but only until the transfer and winding down are complete.
- (b) If this Contract is terminated, cancelled or not renewed, the Contractor shall return to the Agency any equipment, deposits or down payments made or purchased with start-up funds or other funds specifically designated for such purpose under this Contract in accordance with the written

instructions from the Agency in accordance with the Notice provision of this Contract. Written instructions shall include, but not be limited to, a description of the equipment to be returned, where the equipment shall be returned to and who is responsible to pay for the delivery/shipping costs. Unless the Agency specifies a shorter time frame in the letter of instructions, the Contractor shall affect the returns to the Agency no later than sixty (60) days from the date that the Contractor receives Notice.

D. Statutory and Regulatory Compliance.

1. **Americans with Disabilities Act.** The Contractor shall be and remain in compliance with the Americans with Disabilities Act of 1990 (<http://www.ada.gov/>) as amended from time to time ("ADA") to the extent applicable, during the Term of the Contract. The Agency may cancel or terminate this Contract if the Contractor fails to comply with the ADA. The Contractor represents that it is familiar with the terms of this Act and that it is in compliance with the law. The Contractor warrants that it shall hold the State harmless from any liability which may be imposed upon the state as a result of any failure of the Contractor to be in compliance with this ADA. As applicable, the Contractor shall comply with § 504 of the Federal Rehabilitation Act of 1973, as amended from time to time, 29 U.S.C. § 794 (Supp. 1993), regarding access to programs and facilities by people with disabilities.

2. Non-discrimination.

- (a) For purposes of this Section, the following terms are defined as follows:
- i. "Commission" means the Commission on Human Rights and Opportunities;
 - ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
 - iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
 - iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
 - v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
 - vi. "good faith efforts" includes, but is not limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
 - vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
 - viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
 - ix. "minority business enterprise" means any small contractor (1) fifty-one per cent or more of the capital stock, if any, or assets of which are owned by a person or persons who (a) exercise operational authority over the daily affairs of the enterprise, (b) have the power to direct the management and policies and receive the beneficial interest of the enterprise, (c) possess managerial and technical competence and experience directly related to the principal business activities of the enterprise, and (d) are members of a minority, as defined in C.G.S. § 32-9n, or are individuals with a disability, or (2) which is a nonprofit corporation in which fifty-one per cent or more of the persons who exercise operational authority over the enterprise, (a) possess managerial and technical competence and experience directly related to the principal business activities of the enterprise, (b) have the power to direct the management and policies of the enterprise, and (c) are member of a minority, as defined in C.G.S. § 32-9n, or are individuals with a disability; and
 - x. "public works contract" means any agreement (A) for construction, rehabilitation, conversion, extension, demolition or repair of changes or improvements in real property, and (B) that is financed in whole or in part by the state, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees where such funding equals one hundred fifty thousand dollars or more.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a public works contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal

government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, gender identity or expression, status as a veteran, status as a victim of domestic violence, status as a victim of sexual assault or status as a victim of trafficking in persons, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, status as a veteran, status as a victim of domestic violence, status as a victim of sexual assault or status as a victim of trafficking in persons, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this Section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e, 46a-68f and 46a-86; and (5) the Contractor agrees to provide the Commission with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.
- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; the timing and value of bids; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State, and in every subcontract entered into in order to fulfill any obligation of a

public works contract, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) Pursuant to subsection (c) of section 4a-60 of the Connecticut General Statutes, the Contractor, for itself and its authorized signatory of this Contract, affirms that it understands the obligations of this Section and that it will maintain a policy for the duration of the Contract to assure that the Contract will be performed in compliance with the nondiscrimination requirements of such section. The Contractor and its authorized signatory of this Contract demonstrate their understanding of this obligation by (A) having provided an affirmative response in the required online bid or response to a proposal question which asks if the contractor understands its obligations under such sections, (B) signing this Contract, or (C) initialing this nondiscrimination affirmation in the following box:

3. Freedom of Information.

- (a) Contractor acknowledges that the Agency must comply with the Freedom of Information Act, C.G.S. §§ 1-200 et seq. ("FOIA") which requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b).
- (b) Governmental Function. In accordance with C.G.S. § 1-218, if the amount of this Contract exceeds two million five hundred thousand dollars (\$2,500,000), and the Contractor is a "person" performing a "governmental function", as those terms are defined in C.G.S. § 1-200(4) and (11), the Agency is entitled to receive a copy of the Records and files related to the Contractor's performance of the governmental function, which may be disclosed by the Agency pursuant to the FOIA.

4. **Whistleblowing.** This Contract is subject to C.G.S. § 4-61dd if the amount of this Contract is a "large state contract" as that term is defined in C.G.S. § 4-61dd(h). In accordance with this statute, if an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to any employee of the Contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars (\$5,000) for each offense, up to a maximum of twenty per cent (20%) of the value of this Contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance

with subsection (f) of such statute, each large state Contractor, as defined in the statute, shall post a notice of the relevant sections of the statute relating to large state Contractors in a conspicuous place which is readily available for viewing by the employees of the Contractor.

5. Executive Orders and Other Enactments.

- (a) All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the Client Agency's authority to require compliance with the Enactments.
- (b) This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.
- (c) This Contract may be subject to Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017, concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.

7. Campaign Contribution Restriction. For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more in a calendar year, the authorized signatory to this Agreement represents that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice.

8. Summary of Ethics Laws. Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes (a) the State has provided to the Contractor the summary of State ethics laws developed by the Office of State Ethics pursuant to section 1-81b of the Connecticut General Statutes, which summary is incorporated by reference into and made a part of this Contract as if the summary had been fully set forth in this Contract; (b) the Contractor represents that the chief executive officer or authorized signatory of the Contract and all key employees of such officer or signatory have read and understood the summary and agree to comply with the provisions of state ethics law; (c) prior to entering into a contract with any subcontractors or consultants, the Contractor shall provide the summary to all subcontractors and consultants and each such contract entered into with a subcontractor or consultant on or after July 1, 2021, shall include a representation that each subcontractor or consultant and the key employees of such subcontractor or consultant have read and understood the summary and agree to comply with the provisions of state ethics law; (d) failure to include such representations in such contracts with subcontractors or consultants shall be cause for termination of the Contract; and (e) each contract

with such contractor, subcontractor or consultant shall incorporate such summary by reference as a part of the contract terms.

9. Large State Contract Representation for Contractor. Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz's Executive Order 21-2, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:

- (a) That no gifts were made by:
 - (1) the Contractor,
 - (2) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or
 - (3) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to:
 - i. any public official or State employee of the State agency or quasi- public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or
 - ii. any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;
- (b) That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and
- (c) That the Contractor submitted bids or proposals without fraud or collusion with any person.

10. Large State Contract Representation for Official or Employee of State Agency. Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz Executive Order No. 21-2, promulgated July 1, 2021, the State agency official or employee represents that the selection of the person, firm or corporation was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

11. Iran Energy Investment Certification.

- (a) Pursuant to section 4-252a of the Connecticut General Statutes, the Contractor certifies that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date.
- (b) If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section shall not be deemed to be in breach of the

Contract or in violation of this section. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the Contract.

12. **Access to Data for State Auditors.** The Contractor shall provide to OPM access to any data, as defined in Conn. Gen Stat. Sec. 4e-1, concerning the Contract and OPM that are in the possession or control of the Contractor upon demand and shall provide the data to OPM in a format prescribed by the Client Agency and the State Auditors of Public Accounts at no additional cost.
13. **State Business-Related Call Center and Customer Service Work.** Pursuant to subsection (h) of section 31-57aa of the Connecticut General Statutes, Contractor shall perform all required state business-related call center and customer service work entirely within the State of Connecticut. If Contractor performs work outside of the State of Connecticut and adds customer service employees who will perform work pursuant to this Contract, then Contractor shall employ such new employees within the State of Connecticut prior to any such employee performing any work pursuant to this Contract.
14. **Consumer Data Privacy and Online Monitoring.** Pursuant to section 4e-72a of the Connecticut General Statutes, Contractor shall at all times comply with all applicable provisions of sections 42-515 to 42-525, inclusive, of the Connecticut General Statutes, as the same may be revised or modified.
15. **Artificial Intelligence.**
 - (a) During the Term, Contractor shall respond to Client Agency and the State of Connecticut Department of Administrative Services ("DAS") information requests, no later than fifteen (15) Business Days from the date the Contractor receives a request, regarding (i) the use of Artificial Intelligence in any Services or performance of the Services by providing the data sets being collected and algorithms being used by the Contractor relating to such use, and (ii) the ongoing monitoring, assessment protocol and tools used by Contractor relating to the Artificial Intelligence used in any Services or performance of the Services. Contractor's response and data shall be delivered in a format acceptable to the Client Agency or DAS, as applicable.
 - (b) If during the Term Contractor introduces Artificial Intelligence functionality into the performance or any portion of the Services that was not originally included in the Services or performance of the Services, Contractor shall provide DAS and the Client Agency the option, in DAS and Client Agency's sole discretion, to opt in or opt out of that Artificial Intelligence. Contractor shall not implement any such Artificial Intelligence without DAS' and the Client Agency's prior express written authority. Notwithstanding the foregoing, Contractor shall, no later than fifteen (15) Business Days after receiving a written request from DAS or the Client Agency, provide Artificial Intelligence functionality including, but not limited to, data sources and algorithms for any Services or performance of the Services.
 - (c) No Artificial Intelligence used in the Services or performance of the Services shall (i) result in any unlawful discrimination against any individual or group of individuals, or (ii) have any unlawful disparate impact on any individual or group of individuals on the basis of any actual

IFA APPENDIX A BUDGET

Infrastructure Costs - Annualized effective 1/1/2026	Hartford	New Britain	Enfield	Manchester	East Hartford	Bristol	Total
General Liab. Insurance	6,533	6,201	2,835	2,835	1,661	1,107	21,172
IT Maintenance Services	11,700	5,180	2,150	4,900	2,900	1,500	28,330
Professional IT Services	71,500	33,700	9,900	22,400	14,000	7,500	159,000
Rent - annual	340,000	153,960	5,004	87,900	14,400	18,000	619,264
Maintenance-Cleaning	-	25,000	-	17,780	5,067	-	47,847
Utilities	-	-	-	2,200	-	-	2,200
Equipment Rentals	648	648	280	1,100	294	-	2,970
Copier	5,020	6,313	800	5,173	2,719	4,227	24,252
Maint. & Repairs- Others	5,000	1,314	-	1,008	134	500	7,956
Telephone	2,600	8,974	6,475	5,494	-	1,368	24,911
Postage	3,000	2,546	1,380	1,000	800	381	9,107
Internet Fees	9,600	3,150	1,476	4,020	7,710	2,283	28,239
Consumable	20,000	32,959	5,843	10,765	5,428	751	75,746
Software	3,000	5,100	2,160	4,600	2,011	2,066	18,937
Total IFA budget effective 1/1/2026	478,601	285,045	38,303	171,175	57,124	39,683	1,069,931

**IFA APPENDIX B – COST ALLOCATION AND RESOURCE SHARING:
Schedule and Cost Configuration Worksheets**

Cost Allocation and Partner Contribution Worksheet

Partner: Department of Aging & Disability Services

Space allocated for BRS Usage	Hartford	New Britain	Enfield	East Hartford	Bristol	Manchester	Total
A. Estimated Total Infrastructure Facilities Costs	\$ 478,601.00	\$ 285,045.00	\$ 38,303.00	\$ 57,124.00	\$ 39,683.00	\$ 171,175.00	\$ 1,069,931.00
B. Estimated Total Square Footage of Facility	10,384	8,000	991	1,100	1,500	5,000	26,975
C. Estimated Total Cost Per Day	\$ 1,840.77	\$ 1,096.33	\$ 147.32	\$ 219.71	\$ 152.63	\$ 658.37	\$ 4,115.12
D. Estimated Per Day Per Square Foot	\$ 0.18	\$ 0.14	\$ 0.15	\$ 0.20	\$ 0.10	\$ 0.13	\$ 0.15
E. Number of Hours the Facility is Open to Public Per Day:	8.00	8.00	8.00	8.00	8.00	8.00	8.0
F. Estimated Per Hour Per Square Foot	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.01	\$ 0.02	\$ 0.02
G. BRS Reserved Space (In Square Feet)	174.00	2,087.00	554.00	805.00	750.00	-	4,370.00
H. Estimated BRS Space Per Hour	\$ 3.86	\$ 35.75	\$ 10.29	\$ 20.10	\$ 9.54	\$ -	\$ 83.33
I. Estimated BRS Weekly Hours	20.0	40.0	40.0	40.0	40.0		180.0
J. Estimated BRS Annual Hours	1,040.00	2,080.00	2,080.00	2,080.00	2,080.00	-	9,360.00
K. Estimated BRS Annual Cost	\$ 4,009.85	\$ 74,361.11	\$ 21,412.58	\$ 41,804.38	\$ 19,841.50	\$ -	\$ 161,429.42
L. Estimated BRS Quarterly Cost	\$ 1,002.46	\$ 18,590.28	\$ 5,353.14	\$ 10,451.10	\$ 4,960.38	\$ -	\$ 40,357.36

Space allocated for BESB Usage	Hartford	New Britain	Enfield	East Hartford	Bristol	Manchester	Total
A. Estimated Total Infrastructure Facilities Costs	\$ 478,601.00	\$ 285,045.00	\$ 38,303.00	\$ 57,124.00	\$ 39,683.00	\$ 171,175.00	\$ 1,069,931.00
B. Estimated Total Square Footage of Facility	10,384	8,000	991	1,100	1,500	5,000	26,975
C. Estimated Total Cost Per Day	\$ 1,840.77	\$ 1,096.33	\$ 147.32	\$ 219.71	\$ 152.63	\$ 658.37	\$ 4,115.12
D. Estimated Per Day Per Square Foot	\$ 0.18	\$ 0.14	\$ 0.15	\$ 0.20	\$ 0.10	\$ 0.13	\$ 0.15
E. Number of Hours the Facility is Open to Public Per Day:	8.00	8.00	8.00	8.00	8.00	8.00	8.0
F. Estimated Per Hour Per Square Foot	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.01	\$ 0.02	\$ 0.02
G. BESB Reserved Space (In Square Feet)	174.00	-	-	-	-	-	174.00
H. Estimated BESB Space Per Hour	\$ 3.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.32
I. Estimated BESB Weekly Hours	20.0	-	-	-	-	-	20.0
J. Estimated BESB Annual Hours	1,040.00	-	-	-	-	-	1,040.00
K. Estimated BESB Annual Cost	\$ 4,009.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,009.85
L. Estimated BESB Quarterly Cost	\$ 1,002.46	\$ -	\$ -	\$ -	\$ -	\$ -	1,002.46

Total Space allocated for ADS Usage	Hartford	New Britain	Enfield	East Hartford	Bristol	Manchester	Total
A. Estimated Total Infrastructure Facilities Costs	\$ 478,601.00	\$ 285,045.00	\$ 38,303.00	\$ 57,124.00	\$ 39,683.00	\$ 171,175.00	\$ 1,069,931.00
B. Estimated Total Square Footage of Facility	10,384.00	8,000.00	991.00	1,100.00	1,500.00	5,000.00	26,975
C. Estimated Total Cost Per Day	\$ 1,840.77	\$ 1,096.33	\$ 147.32	\$ 219.71	\$ 152.63	\$ 658.37	\$ 4,115.12
D. Estimated Per Day Per Square Foot	\$ 0.18	\$ 0.14	\$ 0.15	\$ 0.20	\$ 0.10	\$ 0.13	\$ 0.15
E. Number of Hours the Facility is Open to Public Per Day:	8.00	8.00	8.00	8.00	8.00	8.00	8.0
F. Estimated Per Hour Per Square Foot	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.02	\$ 0.01	\$ 0.02	\$ 0.02
G. ADS Reserved Space (In Square Feet)	348.00	2,087.00	564.00	805.00	750.00	-	4,554.00
H. Estimated ADS Space Per Hour	\$ 3.86	\$ 35.75	\$ 10.48	\$ 20.10	\$ 9.54	\$ -	\$ 86.84
I. Estimated ADS Weekly Hours	40.00	40.00	40.00	40.00	40.00	-	200.0
J. Estimated ADS Annual Hours	2,080.00	2,080.00	2,080.00	2,080.00	2,080.00	-	10,400.00
K. Estimated ADS Annual Cost	\$ 8,019.70	\$ 74,361.11	\$ 21,799.08	\$ 41,804.38	\$ 19,841.50	\$ -	\$ 165,825.78
L. Estimated ADS Quarterly Cost	\$ 2,004.93	\$ 18,590.28	\$ 5,449.77	\$ 10,451.10	\$ 4,960.38	\$ -	\$ 41,456.45

Space allocations effective 1/1/2026

Partner	Hartford	New Britain	Enfield	East Hartford	Bristol	Manchester	Total
ADS - BRS	174	2,087	554	805	750	-	4,370
ADS - BESB	174	-	-	-	-	-	174
CSDE	520	354	-	-	-	-	874
Hartford Job Corps	174	-	-	-	-	-	174
CWP	9,342	5,559	437	295	750	5,000	21,383
Total Space	10,384	8,000	991	1,100	1,500	5,000	26,975

Budget estimate effective 1/1/2026

Partner	Hartford	New Britain	Enfield	East Hartford	Bristol	Manchester	Total
ADS - BRS	\$ 4,009.85	\$ 74,361.11	\$ 21,412.58	\$ 41,804.38	\$ 19,841.50	\$ -	\$ 161,429.42
ADS - BESB	\$ 4,009.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,009.85
CSDE	\$ 16,568.00	\$ 6,599.00	\$ -	\$ -	\$ -	\$ -	\$ 23,167.00
Hartford Job Corps	\$ 8,019.70						\$ 8,019.70
CWP	\$ 445,993.60	\$ 204,084.89	\$ 16,890.42	\$ 15,319.62	\$ 19,841.50	\$ 171,175.00	\$ 873,305.03
Total Cost	\$ 478,601.00	\$ 285,045.00	\$ 38,303.00	\$ 57,124.00	\$ 39,683.00	\$ 171,175.00	\$ 1,069,931.00

Memorandum of Understanding Between
Capital Workforce Partners
and the
Connecticut State Board of Education

In accordance with Title I, Section 121 (c) of the Workforce Innovation and Opportunity Act the local board, with the agreement of the chief elected officials, shall develop and enter into a memorandum of understanding (between the local board and the one-stop) concerning the operation of the one-stop delivery system in five regional areas.

Statutory Authority: The Connecticut State Board of Education (CSBE) is authorized to enter into this Memorandum of Understanding (MOU) pursuant to Sections 4-5 and 4-8 of the Connecticut General Statutes (C.G.S.). Capital Workforce Partners is authorized to enter into this MOU pursuant to the Workforce Innovation and Opportunity Act, P.L. 113-128 (WIOA).

Pursuant to the above, this MOU shall contain provisions describing the following:

- a. The services to be provided through the One-Stop/American Job Center (AJC) delivery system, including the manner in which the services will be coordinated and delivered through such system;
- b. How the costs of such services and the operating costs of such system will be apportioned; and
- c. The methods of referral of individuals between the One-Stop/AJC operator and CSBE for appropriate services and activities.

This MOU will serve as a framework of agreed upon terms. Specific local/regional program operation, the referral processes and business service delivery may vary depending on the local/regional area and shall be specified as addendums to this MOU when applicable.

- I. Purpose of MOU: The purpose of this MOU is to articulate the roles and responsibilities of each Party in the creation of a seamless customer-focused service delivery network that integrates service delivery across programs, enhances access to services and improves long-term employment outcomes for individuals receiving assistance.

This MOU provides a foundation for ensuring alignment and coordination of policies and operations across programs, supporting a responsive service delivery system, and enhancing access to program services that meet the workforce development needs of adults and lead to long-term employment outcomes.

Programs and services will be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet the customer's needs.

- II. Parties to the MOU: This MOU is between Capital Workforce Partners (herein referred to as "CWP", the Workforce Development Board ("WDB") or "Contractor"), and a consortium of lead Chief Elected Officials (CEOs), and CSBE (herein referred to as "Partner" or "the Partner"), 450 Columbus Boulevard, Hartford, CT 06013 (herein referred to as "the Parties").

The parties to this MOU represent the following programs: WIOA Title I -Adult, Youth, Dislocated Worker; Jobs First Employment Services; WIOA Title II Adult Education and Literacy, Carl D. Perkins Technical Education Act.

- III. Duration of Agreement: This MOU is effective for the period July 1, 2025, through June 30, 2028. Pursuant to the aforementioned legislation, this MOU can be extended through the amendment process based on written approval of all parties. See Section XVII, Modification/Termination.

- IV. Coordination Service Delivery Activities: In order to eliminate duplication of services, the parties to this MOU agree to coordinate the delivery of services and activities to:

- A. Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
- B. Coordinate resources and programs to ensure a streamlined and efficient workforce development system.
- C. Promote direct access to services through real-time technology.
- D. Promote information sharing and coordination of activities to improve the performance of the One- Stop/AJC system in part through the use of data access agreements.
- E. Promote the development and implementation of a more unified system of measuring program performance and accountability.

- V. Services Available through the One-Stop/AJC System: Parties agree to coordinate services in the implementation of a workforce development system that:

1. Is committed to a customer-focused, comprehensive and integrated delivery system.
2. Ensures the needs of adults, youth, and dislocated workers, and individuals with barriers to employment, including individuals with disabilities, are addressed, including access to technology and materials, are made available through the One-Stop/AJC system.
3. Works towards aligning intake, case management and job placement services in an effort to maximize efficiencies and effectiveness.
4. Develops collaborative relationships with the network of other agencies and partners in the local/regional area.

- VI. Responsibilities of the CSBE/SDE: In collaboration with the WDB, the CSBE shall:

- A. Through adult education providers, conduct initial assessment of skill levels, career

- interests, aptitudes, abilities and characteristics of AJC customers to determine their eligibility for adult education and/or career services;
- B. Provide updated information concerning new programs, initiatives, and grants;
 - C. Deliver services to applicants and eligible individuals based on the specific policies that govern each party;
 - D. Provide information and data, if available, with respect to this MOU;
 - E. Provide Adult Education and Literacy services under WIOA Title II that:
 - 1. Assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency;
 - 2. Assist adults who are parents or family members to obtain the education and skills that (a) are necessary to becoming full partners in the educational development of their children; and (b) lead to sustainable improvements in the economic opportunities for their family;
 - 3. Assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training, including through career pathways; and
 - 4. Assist immigrants and other individuals who are English language learners in
 - a) improving their reading, writing, speaking, and comprehension skills in English; and their mathematics skills, and
 - b) acquiring an understanding of the American system of government, individual freedom, and the responsibilities of citizenship.
 - F. Make reasonable efforts to align the College and Career Pathways programs under the Carl D. Perkins Career and Technical Education Act with the occupational and industry demands described in the WDB's local WIOA Plan;
 - G. Direct adult education providers to assess and refer adult education students in need of career services to the AJC center(s) for employment opportunities consistent with their unique strengths, priorities, concerns, abilities, capabilities, interests and informed choice;
 - H. Supply copies of the Connecticut Competency System (CCS) instruments and forms as needed, and provide new CCS Assessment Administration and Security Agreements for signature by the WDB Chief Executive;
 - I. Provide performance and cost information data on local adult education programs funded by state and federal resources for access at and through the AJC system to assist customers in making appropriate educational decisions;
 - J. Provide data on the number of customers attending Partner funded activities in the region. The data should include numbers enrolled, completing and attaining a high school diploma or its equivalent or post-secondary certificate or credential;

- K. Provide information necessary for the monitoring of AJC activities by the WDB including, but not limited to, its organizational chart, Equal Employment Opportunity and complaint procedures; and
- L. Provide an up-to-date directory of adult education and career training programs funded by the Partner under WIOA Title II and Carl D. Perkins Career and Technical Education Act to AJC partners and staff.

VII. Responsibilities of the WDB: In consultation with the CSBE, the WDB shall:

- A. Conduct initial assessment of skill levels, career interests, aptitudes, abilities and characteristics of AJC customers to determine their eligibility for adult education and/or career services;
- B. Provide updated information to the Partner concerning new programs, initiatives and grants;
- C. Deliver services to applicants and eligible individuals based on the specific policies that govern each party;
- D. Provide information and data, if available, with respect to this MOU.
- E. Provide information from the directory of Partner-funded adult education and career training programs and services to AJC customers;
- F. Assess and refer AJC job-seeker customers in need of adult education services to the Partner;
- G. Ensure that AJC staff coordinate with the Partner on services for individuals without a high school diploma or GED, who lack basic skills, or who have limited English proficiency, as appropriate;
- H. Provide basic career services, including orientation, job search assistance, information on and referral to support services, labor market information, and employment related workshops;
- I. Provide individualized career services to dislocated workers and low-income individuals with barriers to employment, including comprehensive and specialized assessments, development of an individual employment plan, career counseling, short-term pre-vocational and workforce preparation activities, internships and work experiences;
- J. Provide WIOA Title I-funded training services to eligible individuals, primarily through Individual Training Accounts; and
- K. Assist Partner with procurement of WIOA Title II services, including establishment of priorities in accordance with the local WIOA Plan.

VIII. Referral Arrangements: In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

1. Each Party will have information and receive training about the services of all partner agencies within the One-Stop/AJC;
2. Each Party will develop materials summarizing their programs and services, including any basic eligibility and participation requirements, and will make the materials available to partners and customers;
3. Customers accessing services through the One-Stop/ AJC will receive

assistance in determining which of the partner agencies may have services the customer needs;

4. When one of the partner agencies learns that a customer could benefit from the services of another of the partner agencies, that agency will provide to the customer a referral to the other agency;
5. The Parties will ensure that staff makes appropriate referrals depending on each customer's individual needs, eligibility requirements, and other support services. Referrals will be made to partners/outside agencies based on Intake and assessment and a determination of appropriateness. The parties commit to robust and ongoing communication required for an effective referral process;
6. The Parties will regularly evaluate ways to improve the referral process; and
7. The Parties will actively follow up on the results of referrals to ensure that partner resources are being leveraged at an optimal level.

- IX. Cost Allocation and Resource Sharing Methodology: The Parties have negotiated a cost sharing agreement, the Infrastructure Funding Agreement (IFA), based on the proportionate share of use by CSBE's adult education provider staff consistent with each program's Federal authorizing statute(s) and agreements and other applicable legal requirements, including Federal cost principles that require costs that are allowable, reasonable, necessary and allocable as outlined in TEGL 17-16, and any other federal guidance pertaining to cost allocation and resource sharing. The IFA is incorporated as Attachment A to this MOU.

As specified in federal law, the infrastructure costs budget (1) should not include personnel costs, as defined in 2 CFR 200.430- 200.431 of the Uniform Guidance; and (2) should include costs that support the general operation of the one stop center (WIOA sec. 121(h)(4) and 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a))-e.g. rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94.

The budget will be reviewed and negotiated annually based on proportionate share of use and the one-stop infrastructure costs, and will be submitted to CSBE via the ED-114. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU.

Per 20 CFR 678.755, there must be a provision on the steps the partners to the MOU used to reach consensus or the assurance that the local area followed the State Funding Mechanism process.

All Parties will actively participate in Local IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, or a Partner is unwilling to agree to a provision or modification, the process outlined in the Dispute Resolution section is to be followed.

The Parties hereby outline their agreement to share infrastructure costs for space located at:

Hartford American Job Center I 60 Weston Street, Hartford, CT 06120	x	New Britain American Job Center I 260 Lafayette Street, New Britain, CT 06053	x
Manchester American Job Center I 893 Main Street, Manchester, CT 06040		Enfield American Job Center I 170 Elm Street, Enfield, CT 06082	
East Hartford American Job Center I 417 Main Street, East Hartford, CT 06118		Bristol American Job Center I 430 North Main Street, Bristol, CT 06010	

- X. Confidentiality of Information: To safeguard information, the Parties agree:
- A. Their employees and agents are required to follow all applicable laws, regulations, policies and separate data sharing agreements, if applicable, as they apply to confidentiality of information with respect to any use or disclosure of program and/or customer specific information.
 - B. Access to program/customer specific information is restricted only to authorized personnel and to agents of the parties, with prior authorization of the data owner.
 - C. In all respects, the Parties shall comply with the provisions of FERPA. For purposes of this Agreement, "FERPA" includes any amendments or other relevant provisions of federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations, as amended from time to time. Nothing in this Agreement may be construed to allow either party to maintain, use, disclose or share student information in a manner not allowed by federal law or regulation or by this Agreement.
 - D. The WDB and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.
 - E. The WDB or Contractor Party shall develop, implement and maintain a comprehensive data - security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state

law and written policy of the Department or State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:

1. A security policy for employees related to the storage, access and transportation of data containing Confidential Information;
 2. Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;
 3. A process for reviewing policies and security measures at least annually;
 4. Creating secure access controls to Confidential Information, including but not limited to passwords; and
 5. Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.
- F. The WDB and Contractor Parties shall notify the SDE and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which WDB or Contractor Parties have come to possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the WDB shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, the Department and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the WDB at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to: reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to Connecticut General Statutes § 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential Information Breach. The WDB's costs and expenses for the credit monitoring and protection plan shall not be recoverable from the Department, any State of Connecticut entity or any affected individuals.
- G. The WDB shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.
- H. Nothing in this Section shall supersede in any manner WDB's or Contractor Party's obligations pursuant to HIPAA or the provisions of this Contract concerning the obligations of the WDB as a Business Associate of the Department.
- I. The above section uses the terms "Confidential Information" and "Confidential Information Breach." Please use the following two definitions for those terms and include them, alphabetized, in the definition section of the contract:
1. "Confidential Information" shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social

Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that the Department classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

2. "Confidential Information Breach" shall mean, generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the WDB, the Department or State.

- XI. Equal Opportunity and Access to Services: The One-Stop/AJC system provides equal access to all job- seekers. The Parties agree:
 - A. The partners in the One-Stop/AJC system are committed to, and will promote, non-discrimination, equal opportunity and equal access to services.
 - B. The Parties will implement grievance procedures to ensure enforcement of non-discrimination and equal opportunity provisions within the One-Stop/AJC system.
 - C. One-Stop/ AJC system services, including materials, technology and facilities, will be accessible to individuals with barriers to employment, including individuals with disabilities.
 - D. Individuals with barriers to employment will be given priority for individualized services in accordance with WIOA Section 121(c)(2)(A)(iv).
 - E. The Parties commit to comply with the Americans with Disability Act Amendment of 2008.
 - F. The Parties commit to promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

- XII. Sovereign Immunity: The parties acknowledge and agree that nothing in this Agreement

shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by federal law or the laws of the State of

Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of this Agreement. To the extent that this section conflicts with any other section, this section shall govern.

- XIII. Claims Against the State: The WDB agrees that the sole and exclusive means for the presentation of any claim against the State of Connecticut arising from this Agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the WDB further agrees not to initiate legal proceedings in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.
- XIV. Severability: If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.
- XV. Monitoring: The Parties to this MOU recognize that the local Board, or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that Federal awards are used for authorized purposes in compliance with law, regulations, and State policies:
- A. Those laws, regulations, and policies are enforced properly,
 - B. Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness,
 - C. Outcomes are assessed and analyzed periodically to ensure that performance goals are met,
 - D. Appropriate procedures and internal controls are maintained, especially regarding the protection of personally identifiable information (PII), and record retention policies are followed, and
 - E. All MOU terms and conditions are fulfilled.
- XVI. Dispute Resolution: The Parties agree to try to resolve policy or practice disputes at the lowest level, starting with site supervisor(s) and staff. If the Parties cannot resolve disputes at this level, they shall refer such disputes to the management staff of the respective staff employer and the operator for discussion and resolution. If disputes remain unresolved, they shall be referred to the Office of Workforce Competitiveness for assistance.
- XVII. Modification/Termination:
- A. This MOU and addendums, if applicable, constitutes the entire agreement between the parties hereto and will become effective upon its execution by the Parties. This MOU may be modified, altered, revised, by mutual written consent of the Parties through a written amendment signed and dated by the Parties. Submission of a revised MOU does not necessarily require a modification to the local plan.
 - B. The parties to this MOU/IFA recognize that when a Partner wishes to modify

the MOU, the Partner must first provide written notification to all signatories of the existing MOU and outline the proposed modification(s). Upon notification, Board Chair (or designee) must ensure that discussions and negotiations related to the proposed modification take place with Partners in a timely manner and as appropriate.

Depending upon the type of modification, this can be accomplished through email communications of all the Parties. If the proposed modification is extensive and is met with opposition, the Board Chair (or designee) may need to call a meeting of the Parties to resolve the issue. Upon agreement of all Parties, a modification will be processed. If the modification involves substitution of a party that will not impact any of the terms of the agreement, it can be accomplished by the original party and the new party entering into an MOU that includes the Board, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, Board Chair (or designee) presents the agreement as a proposed modification to the MOU, and the remaining steps are followed.

- C. Except as otherwise provided, either party to this MOU may terminate participation in this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other party.

XVIII. Additional Terms: All Parties to this Agreement shall comply with the following:

- A. Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016);
- B. Title VI of the Civil Rights Act of 1964 (Public Law 88-352);
- C. Section 504 of the Rehabilitation Act of 1973, as amended;
- D. The Americans with Disabilities Act of 1990 (Public Law 101-336);
- E. The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor;
- F. Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188;
- G. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99);
- H. Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38);
- I. The confidentiality requirements governing the use of confidential information held by the State Unemployment Insurance (UI) agency (20 CFR part 603);
- J. All amendments to each; and
- K. All requirements imposed by the regulations issued pursuant to these acts.

- XIX. Summary of the State Ethics Laws: Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes (a) the State has provided to the Contractor the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-80b of the Connecticut General Statutes, which summary is incorporated by reference into and made a part of this Contract as if the summary had been fully set forth in this Contract; (b) the Contractor represents that the chief executive officer or authorized signatory of the Contract and all key employees of such officer or signatory have read and understood the summary and agree to comply with the provisions of state ethics law; (c) prior to entering into a contract with any subcontractors or consultants, the Contractor shall provide the summary to all subcontractors and consultants and each such contract entered into with a subcontractor or consultant on or after July 1, 2021, shall include a representation that each subcontractor or consultant and the key employees of such subcontractor or consultant have read and understood the summary and agree to comply with the provisions of state ethics law;(d) failure to include such representations in such contracts with subcontractors or consultants shall be cause for termination of the Contract; and (e) each contract with such contractor, subcontractor or consultant shall incorporate such summary by reference as a part of the contract terms.
- XX. Force Majeure: Neither party shall be liable for any delays or failures in performance resulting from acts beyond its reasonable control including but not limited to natural disasters, hurricanes, floods, earthquakes, severe weather, acts of war or terrorism, threats of terrorism, bomb threats, civil disorder, labor strikes or disruptions, fire, disease or pandemics, epidemics or outbreaks, power outages, gas leaks, curtailment of transportation preventing or delaying attendance by at least 25 percent of meeting participants, governmental rule, regulation or decree, and any other events or circumstances not within the reasonable control of the party affected, whether similar or dissimilar to any of the foregoing events. The non-performing or delaying party shall be diligent in attempting to remove any such cause and shall promptly notify the other party of the extent and probable duration of such delay or nonperformance.
- XXI. Iran Energy Investment Certification:
- A. Pursuant to section 4-252a of the Connecticut General Statutes, the Contractor certifies that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date.
- B. If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section then the Contractor shall not be deemed to be in breach of the Contract or in violation of this section. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in

this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the Contract.

XXII. Nondiscrimination;

- A. For purposes of this Section, the following terms are defined as follows:
1. "Commission" means the Commission on Human Rights and Opportunities;
 2. "Contract" and "contract" include any extension or modification of the Contract or contract;
 3. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
 4. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
 5. "Good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
 6. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
 7. "Marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
 8. "Mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
 9. "Minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of C.G.S. § 32-9n; and
 10. "Public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by

the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

11. For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4).

B. (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, status as a victim of domestic violence, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, status as a victim of domestic violence, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and C.G.S. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§ 46a-56, 46a-68e, 46a-68f and 46a-86; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and C.G.S. § 46a-56. If

the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency projects.

- C. Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- D. The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- E. The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and in every subcontract entered into in order to fulfill any obligation of a municipal public works contract for a quasi-public agency project, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56, as amended; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- F. The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- G. (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this

section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to C.G.S. § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and C.G.S. § 46a-56.

- H. The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56 as amended; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- I. Pursuant to subsection (c) of section 4a-60 and subsection (b) of section 4a-60a of the Connecticut General Statutes, the Contractor, for itself and its authorized signatory of this Contract, affirms that it understands the obligations of this section and that it will maintain a policy for the duration of the Contract to assure that the Contract will be performed in compliance with the nondiscrimination requirements of such sections. The Contractor and its authorized signatory of this Contract demonstrate their understanding of this obligation by either (A) having provided an affirmative response in the required online bid or response to a proposal question which asks if the contractor understands its obligations under such sections, (B) signing this Contract, or (C) signing this nondiscrimination affirmation on the following line:

Signature (Authorized Official)

XXIII. Contact Information:

A. The CSBE agrees to provide all notices to the WDB under this Agreement to:



Alex B. Johnson, President and CEO
Capital Workforce Partners
350 Church Street, Hartford, CT 06103
Tel: 860-522-1111
E-mail: ajohnson@capitalworkforce.org

B. The WDB agrees to provide all notices to the CSBE under this Agreement to:

Susan Kocaba, Education Consultant
Connecticut State Department of Education
450 Columbus Boulevard, Suite 508, Hartford, CT 06103
Tel: 860-807-2073
E-mail: Susan.Kocaba@ct.gov


XXIV. Signatures

For the Connecticut State Board of Education


 _____ 

Charlene M. Russell-Tucker, Commissioner of Education Date

For the Workforce Development Board

 _____ 3-5-2026

Alex B. Johnson, President & CEO Date

 _____ **March 6, 2026**

Richard McGeary, Board Chair Date

 _____ March 6, 2026

Mayor Jay Moran, Chief Elected Official Date

ATTACHMENT A

One-Stop Infrastructure Funding Agreement
CT State Board of Education

WHEREAS the parties have entered into this Memorandum of Agreement to provide services as partners in the One-Stop American Job Center system, the parties hereby agree to share infrastructure costs for space located at the location(s) listed below:

- 60 Weston Street, Hartford, CT 06120 (“Hartford AJC”).
- 260 Lafayette Street, New Britain, CT (“New Britain AJC”)
- 893 Main Street, Manchester, CT (“Manchester AJC”)
- 170 Elm Street, Enfield, CT (“Enfield AJC”)
- 430 North Main Street, Bristol, CT (“Bristol AJC”)
- 417 Main Street, East Hartford, CT (“East Hartford AJC”)
- No physical presence in an AJC

NOW, THEREFORE, in consideration of the mutual covenants contained herein, receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The term of this agreement shall be January 1, 2025 – June 30, 2028
2. The Partner’s contribution is based on the physical presence of its staff in the AJC(s).
3. The Partner will provide the One-Stop Operator with a list of the staff members that will be present in the AJC(s), with their email addresses, and will update the list as changes occur.
4. Partner staff will be provided a workstation that includes:
 - a. A standard workstation – cubicle and chair
 - b. A telephone upon request
 - c. A monitor, keyboard, and mouse with docking station to be connected to Partner-provided laptop
5. Partner staff will have reasonable access to shared AJC resources:
 - a. Staff and guest WiFi
 - b. Fax machine, copier, printer, and related supplies
 - c. Assistance with customer reception from front-desk staff
 - d. Training rooms, reserved in accordance with operational protocol, coordinated with the One-Stop Operator
 - e. No-cost parking
6. Partner occupancy will be limited to regular business hours; Partner staff will not have keys and will not be responsible for opening or closing the AJC.
7. Partner will limit its usage of the AJC and resources to services and activities directly related to the AJC Partner program(s) identified in the MOU. CWP or its One-Stop

- Operator may request that Partner provide justification demonstrating reasonableness of use or direct benefit to the identified Partner program.
8. Partner will ensure that its staff will follow all applicable confidentiality requirements, including protection of Personally Identifiable Information (PII), related to information viewed or accessed in the AJC.
 9. Partner will ensure that its staff follow all of CWP's Universal Policies found at <https://capitalworkforce.org/policies/> including:
 - 1-10: Universal Accessibility & Compliance with ADA
 - 1-12: Non-discrimination and Equal Opportunity
 - 1-20: Zero Tolerance for Workplace Violence
 - 1-30: Maintaining a Safe and Productive Work Environment
 - 1-40: Incident Reporting
 10. The financial consideration is based upon the One-Stop Infrastructure Budget as detailed in Attachment B.
 11. The cost allocation plan and Partner contributions are detailed in Attachment B.
 12. Under the terms of the agreed upon allocation methods, the Partner will be invoiced in arrears for allocable contributions based on actual costs. Invoices outlining costs will be generated within 60 days of the close of each calendar quarter.
 13. Payment of Partner contribution will be submitted within 45 days of the receipt of each quarterly invoice.
 14. The Infrastructure Funding Agreement (IFA) will be effective throughout the duration of the MOU.
 15. No later than May 15th of each year, the Budget and allocation base will be reviewed and projected Partner contributions for the subsequent state fiscal year will be distributed.
 16. This Agreement does not provide Partner with:
 - a. Access to the CWP computer network or shared drives
 - b. Office supplies beyond reasonable use of the copier and fax machines
 - c. Postage or use of postage meter
 - d. Help desk support beyond ensuring that AJC equipment is functioning
 - e. Online Learning Center usage for Partner-facilitated training or workshops
 - f. Excessive and/or unreasonable utilization of the included shared AJC resources
 17. Partners with a physical presence in the AJC will provide a Certificate of Insurance listing Capital Workforce Partners, One Union Place, Hartford, CT 06103 as an Additional Insured and Certificate Holder, prior to occupancy in the AJC.
 18. The parties agree to try to resolve policy or practice disputes at the lowest level, starting with site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective employer and the Operator, for discussion and resolution. If issues remain unresolved, such issues shall be referred to the Office of Workforce Competitiveness for assistance.

Attachment B

Capital Workforce Partners IFA Budget Estimate July 1, 2025 - June 30, 2026							
Budget Summary							
<u>AJC Location</u>	<u>Infrastructure Costs</u>	<u>Cost per Sq. Ft.</u>					
Hartford (CWP space/budget)	481,064	46.33					
Hartford (DOL space/budget) ²	235,269	32.46					
New Britain	284,435	35.55					
Manchester	175,347	35.07					
Enfield	91,823	26.85					
East Hartford	80,255	30.40					
Bristol	72,558	25.91					
Total	1,420,751	35.98					
Partner Occupancy in sq. ft.							
<u>AJC Location</u>	<u>Total Sq. Ft.</u>	<u>CWP</u>	<u>DOL</u>	<u>BRS</u>	<u>BESB</u>	<u>SDE</u>	<u>Hartford Job Corps</u>
Hartford	17,632	9,678	7,248	87	87	357.62	174
New Britain	8,000	5,571	-	2,087	-	186	-
Manchester	5,000	5,000	-	-	-	-	-
Enfield	3,420	2,099	-	1,321	-	-	-
East Hartford	2,640	1,895	-	745	-	-	-
Bristol	2,800	2,206	-	593	-	-	-
Total	39,492	26,450	7,248	4,833	87	543	174
Partner Cost Allocation (based on square footage)							
<u>AJC Location</u>	<u>Total Cost</u>	<u>CWP</u>	<u>DOL</u>	<u>BRS</u>	<u>BESB</u>	<u>SDE</u>	<u>Hartford Job Corps</u>
Hartford	481,064	448,375	235,269	4,030	4,030	16,568	8,061
New Britain	284,435	198,081	-	74,198	-	6,599	-
Manchester	175,347	175,347	-	-	-	-	-
Enfield	91,823	56,356	-	35,467	-	-	-
East Hartford	80,255	57,607	-	22,648	-	-	-
Bristol	72,558	57,176	-	15,367	-	-	-

Total	1,185,482	992,941	235,269	151,711	4,030	23,166	8,061
¹ CWP budget includes all costs associated with resources used by CWP contractor and partner staff							
² DOL budget includes costs not passed through to partners							

Budget projection effective April 30, 2025

MEMORANDUM OF UNDERSTANDING
BETWEEN
Capital Workforce Partners
AND
Hartford Job Corps Center

In accordance with Title I, Section 121 (c) of the Workforce Innovation and Opportunity Act the local board, with the agreement of the chief elected officials, *shall develop and enter into a memorandum of understanding (between the local board and the One Stop partners) concerning the operation of the One Stop delivery system in its region.*

Pursuant to the above, this MOU shall contain provisions describing the following:

- a. The services to be provided through the One Stop/American Job Center (AJC) delivery system, including the manner in which the services will be coordinated and delivered through such system;
- b. How the costs of such services and the operating costs of such system will be apportioned; and
- c. The methods of referral of individuals between the One Stop/AJC service provider and **Hartford Job Corps Center (HJCC)** for appropriate services and activities.

This MOU will serve as a framework of agreed upon terms. Specific local/regional program operation, the delivery of employment related workshops, referral processes and business service delivery may vary depending on the local/regional area and shall be specified as addendums to this MOU when applicable.

I. Purpose of MOU

The purpose of this MOU is to articulate the roles and responsibilities of each Party in the operation of the One Stop/AJC service delivery system in the State of Connecticut. Each Party is committed to promoting a seamless operation, enhancing access to program services and the long-term employment outcomes for both job seekers and employers.

This MOU provides a foundation for assuring alignment and coordination of policies and operations across programs, in support of a responsive delivery system that meets Connecticut's workforce development needs and the employment and training needs of all working-aged youth and adults in the state.

Programs and services will be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training, and providing information and services that most directly meet the customer's needs.

II. Parties to the MOU

This Memorandum of Understanding (MOU) is between the following: **Capital Workforce Partners** (herein referred to as "CWP"), and a consortium of lead Chief Elected Officials (CEOs), Hartford Job Corps Center (herein referred to as "**HJCC**" or "the Partner"), 100 William Shorty Campbell Street, Hartford, CT (herein referred to as "the Parties").

The parties to this MOU represent the following programs: WIOA Title I - Adult, Youth, Dislocated Worker; Jobs First Employment Services; Job Corps.

III. Duration of Agreement

This MOU is effective for the period July 1, 2025, through June 30, 2028. Pursuant to the aforementioned legislation, the MOU shall be reviewed not less than once every 3-year period.

IV. Coordination of Service Delivery Activities

In order to eliminate duplication of services, the Parties to this MOU agree to coordinate the delivery of services and activities to:

1. Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
2. Coordinate resources and programs to ensure a streamlined and efficient workforce development system.
3. Promote direct access to services through real-time technology.
4. Promote information sharing and coordination of activities to improve the performance of the One Stop/AJC system in part through the use of data access agreements.
5. Promote the development and implementation of a more unified system of measuring program performance and accountability.

Additionally, Parties agree to coordinate services in the implementation of a workforce development system that:

1. Is committed to a customer-focused, comprehensive, and integrated delivery system.
2. Ensures the needs of adults, youth, and dislocated workers, and individuals with barriers to employment, including individuals with disabilities, are addressed, including access to technology and materials, are made available through the One Stop/AJC system.
3. Works towards aligning intake, case management and job placement services in an effort to maximize efficiencies and effectiveness.
4. Develops collaborative relationships with the network of other agencies and partners in the local/regional area.

The programs for which the Parties are responsible, and their respective roles, are outlined in Appendix 1 of this MOU.

Referral Arrangements

In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

1. Each Party will have information and receive training about the services of all partner agencies within the One Stop/AJC and the Job Corps program;
2. Each Party will develop materials summarizing their programs and services, including any basic eligibility and participation requirements, and will make the materials available to partners and customers;
3. Customers accessing services through the One Stop/AJC will receive assistance in determining which of the partner agencies may have services the customer needs;
4. When one of the partner agencies learns that a customer could benefit from the services of another of the partner agencies, that agency will provide the customer with a referral to the other agency;
5. The Parties will ensure that staff make appropriate referrals depending on each customer's individual needs, eligibility requirements, and other support services. Referrals will be made to partners/outside agencies based on intake and assessment and a determination of

appropriateness. The parties commit to robust and ongoing communication required for an effective referral process;

6. The Parties will regularly evaluate ways to improve the referral process; and
7. The Parties will actively follow up on the results of referrals to ensure that partner resources are being leveraged at an optimal level.

V. Infrastructure Funding Agreement Cost Allocation and Resource Sharing Methodology

The Parties have negotiated a cost sharing agreement, the Infrastructure Funding Agreement (IFA), based on the proportionate share of use by **HJCC** staff consistent with each program’s Federal authorizing statute(s) and agreements and other applicable legal requirements, including Federal cost principles that require costs that are allowable, reasonable, necessary and allocable as outlined in TEGL 17-16, and any other federal guidance pertaining to cost allocation and resource sharing. The IFA is incorporated as Attachment A to this MOU and the budget is incorporated as Attachment B. The IFA will be reviewed and negotiated annually based on proportionate share of use and One Stop infrastructure and operating budget.

The Parties hereby outline their agreement to share infrastructure costs for space located at:

Hartford American Job Center 60 Weston Street, Hartford, CT 06120	X	New Britain American Job Center 260 Lafayette Street, New Britain, CT 06053	
Manchester American Job Center 893 Main Street, Manchester, CT 06040		Enfield American Job Center 170 Elm Street, Enfield, CT 06082	
East Hartford American Job Center 417 Main Street, East Hartford, CT 06118		Bristol American Job Center 430 North Main Street, Bristol, CT 06010	
No physical presence at an American Job Center			

VI. Confidentiality of Information

To safeguard information, the Parties agree:

1. Their employees and agents are required to follow all applicable laws, regulations, policies, and separate data sharing agreements, if applicable, as they apply to confidentiality of information with respect to any use or disclosure of program and/or customer specific information.
2. Access to program/customer specific information is restricted only to authorized personnel and to agents of the parties, with prior authorization of the data owner.

VII. Severability

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.


VIII. Modification/Termination

This MOU and addendums, if applicable, constitutes the entire agreement between the parties hereto and will become effective upon its execution by the Parties. This MOU may be modified, altered, revised, by mutual written consent of the Parties through a written amendment signed and dated by the Parties.

Except as otherwise provided in the attached General Terms and Conditions, either party to this MOU may terminate participation in this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other party.

IX. Signatures

For Hartford Job Corps Center (HJCC):



Kevin McKee, Center Director

5-5-26

Date

For the Workforce Development Board:



Alex B. Johnson, President & CEO

7-1-2025

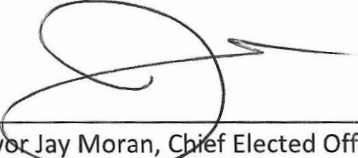
Date



Richard McGeary, Board Chair

July 2, 2025

Date



Mayor Jay Moran, Chief Elected Official

7/2/25

Date

Appendix 1: Partner Programs and Responsibilities

The following sections outline partner-specific roles and requirements as provided under state and federal law.

Capital Workforce Partners Programs

I. WIOA Title I Adult, Dislocated Worker, and Youth

CWP is responsible for WIOA Title I youth and adult career and training services. Title I is the primary source of federal workforce development funding to prepare low-income adults, youth, and dislocated workers for employment, and to help them continue to build skills once they are employed.

II. TANF / JFES Services

The Jobs First Employment Services (JFES) program provides employment services to time-limited recipients of Temporary Family Assistance (TFA), Connecticut's TANF-funded cash assistance program for needy families. The JFES program is administered by CT DOL in partnership with the Department of Social Services (DSS) and the five regional Workforce Development Boards (s). In the North Central Region, CWP is responsible for coordinating the provision of JFES services. TFA applicants are referred to the JFES program by their DSS caseworker. Attendance at a JFES intake session and continued participation in JFES are required in order to receive TFA. CWP's requirements related to the provision of JFES services are provided in a separate contract with CTDOL.

III. PARTNER PROGRAM(S)

Hartford Job Corps Center

The Hartford Job Corps Center is a federally funded program that offers tuition-free training and education programs that connect eligible young men and women, low-income youth and adults between the ages of 16 through 24, with the skills and educational opportunities they need to establish real careers. In addition to education and training, HJCC provides youth with the resources to be successful throughout all facets of their life to include independent living and on campus residential living, personal management, workforce development, driver's education, college preparation, job placement and entry into higher education and/or the military.

**One-Stop Infrastructure Funding Agreement
Hartford Job Corps**

WHEREAS the parties have entered into this Memorandum of Agreement to provide services as partners in the One-Stop American Job Center system, the parties hereby agree to share infrastructure costs for space located at the location(s) listed below:

- 60 Weston Street, Hartford, CT 06120 (“Hartford AJC”).
- 260 Lafayette Street, New Britain, CT (“New Britain AJC”)
- 893 Main Street, Manchester, CT (“Manchester AJC”)
- 170 Elm Street, Enfield, CT (“Enfield AJC”)
- 430 North Main Street, Bristol, CT (“Bristol AJC”)
- 417 Main Street, East Hartford, CT (“East Hartford AJC”)
- No physical presence in an AJC

NOW, THEREFORE, in consideration of the mutual covenants contained herein, receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The term of this agreement shall be January 1, 2025 – June 30, 2028
2. The Partner’s contribution is based on the physical presence of its staff in the AJC(s).
3. The Partner will provide the One-Stop Operator with a list of the staff members that will be present in the AJC(s), with their email addresses, and will update the list as changes occur.
4. Partner staff will be provided a workstation that includes:
 - a. A standard workstation – cubicle and chair
 - b. A telephone upon request
 - c. A monitor, keyboard, and mouse with docking station to be connected to Partner-provided laptop
5. Partner staff will have reasonable access to shared AJC resources:
 - a. Staff and guest WiFi
 - b. Fax machine, copier, printer, and related supplies
 - c. Assistance with customer reception from front-desk staff
 - d. Training rooms, reserved in accordance with operational protocol, coordinated with the One-Stop Operator
 - e. No-cost parking
6. Partner occupancy will be limited to regular business hours; Partner staff will not have keys and will not be responsible for opening or closing the AJC.
7. Partner will limit its usage of the AJC and resources to services and activities directly related to the AJC Partner program(s) identified in the MOU. CWP or its One-Stop Operator may request that Partner provide justification demonstrating reasonableness of use or direct benefit to the identified Partner program.

8. Partner will ensure that its staff will follow all applicable confidentiality requirements, including protection of Personally Identifiable Information (PII), related to information viewed or accessed in the AJC.
9. Partner will ensure that its staff follow all of CWP's Universal Policies found at <https://capitalworkforce.org/policies/> including:
 - 1-10: Universal Accessibility & Compliance with ADA
 - 1-12: Non-discrimination and Equal Opportunity
 - 1-20: Zero Tolerance for Workplace Violence
 - 1-30: Maintaining a Safe and Productive Work Environment
 - 1-40: Incident Reporting
10. The financial consideration is based upon the One-Stop Infrastructure Budget as detailed in Attachment B.
11. The cost allocation plan and Partner contributions are detailed in Attachment B.
12. Under the terms of the agreed upon allocation methods, the Partner will be invoiced in arrears for allocable contributions based on actual costs. Invoices outlining costs will be generated within 60 days of the close of each calendar quarter.
13. Payment of Partner contribution will be submitted within 45 days of the receipt of each quarterly invoice.
14. The Infrastructure Funding Agreement (IFA) will be effective throughout the duration of the MOU.
15. No later than May 15th of each year, the Budget and allocation base will be reviewed and projected Partner contributions for the subsequent state fiscal year will be distributed.
16. This Agreement does not provide Partner with:
 - a. Access to the CWP computer network or shared drives
 - b. Office supplies beyond reasonable use of the copier and fax machines
 - c. Postage or use of postage meter
 - d. Help desk support beyond ensuring that AJC equipment is functioning
 - e. Online Learning Center usage for Partner-facilitated training or workshops
 - f. Excessive and/or unreasonable utilization of the included shared AJC resources
17. Partners with a physical presence in the AJC will provide a Certificate of Insurance listing Capital Workforce Partners, One Union Place, Hartford, CT 06103 as an Additional Insured and Certificate Holder, prior to occupancy in the AJC.
18. The parties agree to try to resolve policy or practice disputes at the lowest level, starting with site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective employer and the Operator, for discussion and resolution. If issues remain unresolved, such issues shall be referred to the Office of Workforce Competitiveness for assistance.
19. The parties agree to comply with general requirements, terms, and conditions as established by the State of Connecticut and attached herewith.

Attachment B

Capital Workforce Partners IFA Budget Estimate							
July 1, 2025 - June 30, 2026							
Budget Summary							
<u>AJC Location</u>	<u>Infrastructure Costs</u>	<u>Cost per Sq. Ft.</u>					
Hartford (CWP space/budget)	481,064	46.33					
Hartford (DOL space/budget) ²	235,269	32.46					
New Britain	284,435	35.55					
Manchester	175,347	35.07					
Enfield	91,823	26.85					
East Hartford	80,255	30.40					
Bristol	72,558	25.91					
Total	1,420,751	35.98					
Partner Occupancy in sq. ft.							
<u>AJC Location</u>	<u>Total Sq. Ft.</u>	<u>CWP</u>	<u>DOL</u>	<u>BRS</u>	<u>BESB</u>	<u>SDE</u>	<u>Hartford Job Corps</u>
Hartford	17,632	9,835	7,248	87	87	201.02	174
New Britain	8,000	5,478	-	2,087	-	278	-
Manchester	5,000	5,000	-	-	-	-	-
Enfield	3,420	1,979	-	1,321	-	153	-
East Hartford	2,640	1,895	-	745	-	-	-
Bristol	2,800	2,206	-	593	-	-	-
Total	39,492	26,394	7,248	4,833	87	632	174
Partner Cost Allocation (based on square footage)							
<u>AJC Location</u>	<u>Total Cost</u>	<u>CWP</u>	<u>DOL</u>	<u>BRS</u>	<u>BESB</u>	<u>SDE</u>	<u>Hartford Job Corps</u>
Hartford	481,064	455,629	235,269	4,030	4,030	9,313	8,061
New Britain	284,435	194,781	-	74,198	-	9,898	-
Manchester	175,347	175,347	-	-	-	-	-
Enfield	91,823	53,139	-	35,467	-	4,102	-
East Hartford	80,255	57,607	-	22,648	-	-	-
Bristol	72,558	57,176	-	15,367	-	-	-
Total	1,185,482	993,680	235,269	151,711	4,030	23,313	8,061
¹ CWP budget includes all costs associated with resources used by CWP contractor and partner staff							
² DOL budget includes costs not passed through to partners							

**MEMORANDUM OF UNDERSTANDING
BETWEEN
Capital Workforce Partners
AND
New England Farm Workers Council**

In accordance with Title I, Section 121 (c) of the Workforce Innovation and Opportunity Act the local board, with the agreement of the chief elected officials, *shall develop and enter into a memorandum of understanding (between the local board and the One Stop partners) concerning the operation of the One Stop delivery system in its region.*

Pursuant to the above, this MOU shall contain provisions describing the following:

- a. The services to be provided through the One Stop/American Job Center (AJC) delivery system, including the manner in which the services will be coordinated and delivered through such system;
- b. How the costs of such services and the operating costs of such system will be apportioned; and
- c. The methods of referral of individuals between the One Stop/AJC service provider and New England Farm Workers Council (NEFWC) for appropriate services and activities.

This MOU will serve as a framework of agreed upon terms. Specific local/regional program operation, the delivery of employment related workshops, referral processes and business service delivery may vary depending on the local/regional area and shall be specified as addendums to this MOU when applicable.

I. Purpose of MOU

The purpose of this MOU is to articulate the roles and responsibilities of each Party in the operation of the One Stop/AJC service delivery system in the State of Connecticut. Each Party is committed to promoting a seamless operation, enhancing access to program services and the long-term employment outcomes for both job seekers and employers.

This MOU provides a foundation for assuring alignment and coordination of policies and operations across programs, in support of a responsive delivery system that meets Connecticut's workforce development needs and the employment and training needs of all working-aged youth and adults in the state.

Programs and services will be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet customer needs.

II. Parties to the MOU

This Memorandum of Understanding (MOU) is between the following: **Capital Workforce Partners** (herein referred to as "CWP"), and a consortium of lead Chief Elected Officials (CEOs), and **New England Farm Workers Council** (herein referred to as "NEFWC" or "the Partner"), 56 Arbor Street, Hartford, CT (herein referred to as "the Parties").

The parties to this MOU represent the following programs: WIOA Title I - Adult, Dislocated Worker; Jobs First Employment Services; and Migrant Seasonal Farm Workers Programs.

III. Duration of Agreement

This MOU is effective for the period July 1, 2025 through June 30, 2028. Pursuant to the aforementioned legislation, the MOU shall be reviewed not less than once every 3-year period.

IV. Coordination of Service Delivery Activities

In order to eliminate duplication of services, the Parties to this MOU agree to coordinate the delivery of services and activities to:

1. Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
2. Coordinate resources and programs to ensure a streamlined and efficient workforce development system.
3. Promote direct access to services through real-time technology.
4. Promote information sharing and coordination of activities to improve the performance of the One Stop/AJC system in part through the use of data access agreements.
5. Promote the development and implementation of a more unified system of measuring program performance and accountability.

Additionally, Parties agree to coordinate services in the implementation of a workforce development system that:

1. Is committed to a customer-focused, comprehensive and integrated delivery system.
2. Ensures the needs of adults, youth, and dislocated workers, and individuals with barriers to employment, including individuals with disabilities, are addressed, including access to technology and materials, are made available through the One Stop/AJC system.
3. Works towards aligning intake, case management and job placement services in an effort to maximize efficiencies and effectiveness.
4. Develops collaborative relationships with the network of other agencies and partners in the local/regional area.

The programs for which the Parties are responsible, and their respective roles, are outlined in Appendix 1 of this MOU.

Referral Arrangements

In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

1. Each Party will have information and receive training about the services of all partner agencies within the One Stop/AJC;
2. Each Party will develop materials summarizing their programs and services, including any basic eligibility and participation requirements, and will make the materials available to partners and customers;

3. Customers accessing services through the One Stop/AJC will receive assistance in determining which of the partner agencies may have services the customer needs;
4. When one of the partner agencies learns that a customer could benefit from the services of another of the partner agencies, that agency will provide to the customer a referral to the other agency;
5. The Parties will ensure that staff makes appropriate referrals depending on each customer's individual needs, eligibility requirements, and other support services. Referrals will be made to partners/outside agencies based on intake and assessment and a determination of appropriateness. The parties commit to robust and ongoing communication required for an effective referral process;
6. The Parties will regularly evaluate ways to improve the referral process; and
7. The Parties will actively follow up on the results of referrals to ensure that partner resources are being leveraged at an optimal level.

V. Infrastructure Funding Agreement Cost Allocation and Resource Sharing Methodology

The Parties have negotiated a cost sharing agreement, the Infrastructure Funding Agreement (IFA), based on the proportionate share of use by NEWFC staff consistent with each program's Federal authorizing statute(s) and agreements and other applicable legal requirements, including Federal cost principles that require costs that are allowable, reasonable, necessary and allocable as outlined in TEGL 17-16, and any other federal guidance pertaining to cost allocation and resource sharing. The IFA is incorporated as Attachment A to this MOU and the budget is incorporated as Attachment B. The IFA will be reviewed and negotiated annually based on proportionate share of use and One Stop infrastructure and operating budget.

The Parties hereby outline their agreement to share infrastructure costs for space located at:

Hartford American Job Center 60 Weston Street, Hartford, CT 06120	New Britain American Job Center 260 Lafayette Street, New Britain, CT 06053	
Manchester American Job Center 893 Main Street, Manchester, CT 06040	Enfield American Job Center 170 Elm Street, Enfield, CT 06082	
East Hartford American Job Center 417 Main Street, East Hartford, CT 06118	Bristol American Job Center 430 North Main Street, Bristol, CT 06010	
No physical presence at a North Central American Job Center		X

VI. Confidentiality of Information

To safeguard information, the Parties agree:

1. Their employees and agents are required to follow all applicable laws, regulations, policies and separate data sharing agreements, if applicable, as they apply to confidentiality of information with respect to any use or disclosure of program and/or customer specific information.

2. Access to program/customer specific information is restricted only to authorized personnel and to agents of the parties, with prior authorization of the data owner.

VII. Severability

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.

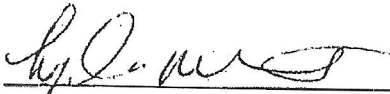
VIII. Modification/Termination

This MOU and addendums, if applicable, constitutes the entire agreement between the parties hereto and will become effective upon its execution by the Parties. This MOU may be modified, altered, revised, by mutual written consent of the Parties through a written amendment signed and dated by the Parties.

Except as otherwise provided in the attached General Terms and Conditions, either party to this MOU may terminate participation in this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other party.

IX. Signatures

For New England Farm Workers Council:



Lydia Martinez, Executive Director & CEO

4/7/2025
Date

For the Workforce Development Board:



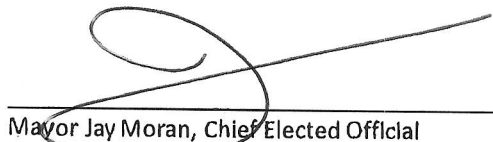
Alex B. Johnson, President & CEO

7-1-2025
Date



Richard McGeary, Board Chair

July 2, 2025
Date



Mayor Jay Moran, Chief Elected Official

7/2/25
Date

Appendix 1: Partner Programs and Responsibilities

The following sections outline partner-specific roles and requirements as provided under state and federal law.

Capital Workforce Partners Programs

I. WIOA Title I Adult, Dislocated Worker and Youth

CWP is responsible for WIOA Title I youth and adult career and training services. Title I is the primary source of federal workforce development funding to prepare low-income adults, youth, and dislocated workers for employment, and to help them continue to build skills once they are employed.

II. TANF / JFES Services

The Jobs First Employment Services (JFES) program provides employment services to time-limited recipients of Temporary Family Assistance (TFA), Connecticut's TANF-funded cash assistance program for needy families. The JFES program is administered by CT DOL in partnership with the Department of Social Services (DSS) and the five regional Workforce Development Boards (s). In the North Central Region, CWP is responsible for coordinating the provision of JFES services. TFA applicants are referred to the JFES program by their DSS caseworker. Attendance at a JFES intake session and continued participation in JFES are required in order to receive TFA. CWP's requirements related to the provision of JFES services are provided in a separate contract with CTDOL.

III. PARTNER PROGRAM(S)

The Farmworker Program (NFJP) assists migrant and seasonal farmworkers (MSFW) and their families attain better economic stability. This program is administered by New England Farm Workers Council in CT, RI, MA, and NH in conjunction with DOL Section 167 of the Workforce Innovation and Opportunity Act (WIOA) to help farmworkers and their dependents to acquire skills that they need to obtain, retain and advance in agricultural jobs or start new careers.

The Farmworker Program serves eligible MSFWs who are low income and primarily employed in agricultural or fish farming labor, and their dependents.

Types of Services provided by New England Farm Workers Council are as follows:

- Career Services include skills assessment, labor market information, job search assistance, career planning developed through a customer-centered design, career counseling, individual and group counseling, internships, work experiences, and financial literacy.
- Training Services include occupational skills and job training, including on-the-job training and skills upgrading opportunities, that prepare participants to work in in-demand industries, meet local employers' hiring needs, and provide participants with an industry-recognized credential.
- Youth Services include tutoring, solutions to increase graduation rates, occupational skills training, services to help further education, leadership development opportunities, mentoring, comprehensive guidance and counseling, financial literacy training, and entrepreneurial skills training.
- Related Assistance Services include short-term direct assistance designed to assist eligible MSFWs to retain or stabilize their agricultural employment.

ATTACHMENT A

**One-Stop Infrastructure Funding Agreement
New England Farm Workers Council**

WHEREAS the parties have entered into this Memorandum of Agreement to provide services as partners in the One-Stop American Job Center system, the parties hereby agree to share infrastructure costs for space located at the location(s) listed below:

- 60 Weston Street, Hartford, CT 06120 ("Hartford AJC").
- 260 Lafayette Street, New Britain, CT ("New Britain AJC")
- 893 Main Street, Manchester, CT ("Manchester AJC")
- 170 Elm Street, Enfield, CT ("Enfield AJC")
- 430 North Main Street, Bristol, CT ("Bristol AJC")
- 417 Main Street, East Hartford, CT ("East Hartford AJC")
- No physical presence in an AJC

NOW, THEREFORE, in consideration of the mutual covenants contained herein, receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The term of this agreement shall be July 1, 2025 – June 30, 2028
2. The Partner's contribution is based on the physical presence of its staff in the AJC(s).
3. The Partner will provide the One-Stop Operator with a list of the staff members that will be present in the AJC(s), with their email addresses, and will update the list as changes occur.
4. Partner staff will be provided a workstation that includes:
 - a. A standard workstation – cubicle and chair
 - b. A telephone upon request
 - c. A monitor, keyboard, and mouse with docking station to be connected to Partner-provided laptop
5. Partner staff will have reasonable access to shared AJC resources:
 - a. Staff and guest WIFI
 - b. Fax machine, copier, printer, and related supplies
 - c. Assistance with customer reception from front-desk staff
 - d. Training rooms, reserved in accordance with operational protocol, coordinated with the One-Stop Operator
 - e. No-cost parking
6. Partner occupancy will be limited to regular business hours; Partner staff will not have keys and will not be responsible for opening or closing the AJC.
7. Partner will limit its usage of the AJC and resources to services and activities directly related to the AJC Partner program(s) identified in the MOU, CWP or its One-Stop

- Operator may request that Partner provide justification demonstrating reasonableness of use or direct benefit to the identified Partner program.
8. Partner will ensure that its staff will follow all applicable confidentiality requirements, including protection of Personally Identifiable Information (PII), related to information viewed or accessed in the AJC.
 9. Partner will ensure that its staff follow all of CWP's Universal Policies found at <https://capitalworkforce.org/policies/> including:
 - 1-10: Universal Accessibility & Compliance with ADA
 - 1-12: Non-discrimination and Equal Opportunity
 - 1-20: Zero Tolerance for Workplace Violence
 - 1-30: Maintaining a Safe and Productive Work Environment
 - 1-40: Incident Reporting
 10. The financial consideration is based upon the One-Stop Infrastructure Budget as detailed in Attachment B.
 11. The cost allocation plan and Partner contributions are detailed in Attachment B.
 12. Under the terms of the agreed upon allocation methods, the Partner will be invoiced in arrears for allocable contributions based on actual costs. Invoices outlining costs will be generated within 60 days of the close of each calendar quarter.
 13. Payment of Partner contribution will be submitted within 45 days of the receipt of each quarterly invoice.
 14. The Infrastructure Funding Agreement (IFA) will be effective throughout the duration of the MOU.
 15. No later than May 15th of each year, the Budget and allocation base will be reviewed and projected Partner contributions for the subsequent state fiscal year will be distributed.
 16. This Agreement does not provide Partner with:
 - a. Access to the CWP computer network or shared drives
 - b. Office supplies beyond reasonable use of the copier and fax machines
 - c. Postage or use of postage meter
 - d. Help desk support beyond ensuring that AJC equipment is functioning
 - e. Online Learning Center usage for Partner-facilitated training or workshops
 - f. Excessive and/or unreasonable utilization of the included shared AJC resources
 17. Partners with a physical presence in the AJC will provide a Certificate of Insurance listing Capital Workforce Partners, One Union Place, Hartford, CT 06103 as an Additional Insured and Certificate Holder, prior to occupancy in the AJC.
 18. The parties agree to try to resolve policy or practice disputes at the lowest level, starting with site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective employer and the Operator, for discussion and resolution. If issues remain unresolved, such issues shall be referred to the Office of Workforce Competitiveness for assistance.
 19. The parties agree to comply with general requirements, terms, and conditions as established by the State of Connecticut and attached herewith. *[Standard state contract terms & conditions in effect at time that MOU is final to be attached.]*

Attachment B

Capital Workforce Partners IFA Budget Estimate July 1, 2025 - June 30, 2026							
Budget Summary							
AJC Location	Infrastructure Costs	Cost per Sq. Ft.					
Hartford (CWP space/budget)	481,064	46.33					
Hartford (DOL space/budget) ²	235,269	32.46					
New Britain	284,435	35.55					
Manchester	175,347	35.07					
Enfield	91,823	26.85					
East Hartford	80,255	30.40					
Bristol	72,558	25.91					
Total	1,420,751	35.98					
Partner Occupancy in sq. ft.							
AJC Location	Total Sq. Ft.	CWP	DOL	BRS	BESB	SDE	Hartford Job Corps
Hartford	17,632	9,835	7,248	87	87	201.02	174
New Britain	8,000	5,478	-	2,087	-	278	-
Manchester	5,000	5,000	-	-	-	-	-
Enfield	3,420	1,979	-	1,321	-	153	-
East Hartford	2,640	1,895	-	745	-	-	-
Bristol	2,800	2,206	-	593	-	-	-
Total	39,492	26,394	7,248	4,833	87	632	174
Partner Cost Allocation (based on square footage)							
AJC Location	Total Cost	CWP	DOL	BRS	BESB	SDE	Hartford Job Corps
Hartford	481,064	455,629	235,269	4,030	4,030	9,313	8,061
New Britain	284,435	194,781	-	74,198	-	9,898	-
Manchester	175,347	175,347	-	-	-	-	-
Enfield	91,823	53,139	-	35,467	-	4,102	-
East Hartford	80,255	57,607	-	22,648	-	-	-
Bristol	72,558	57,176	-	15,367	-	-	-
Total	1,185,482	993,680	235,269	151,711	4,030	23,313	8,061
¹ CWP budget includes all costs associated with resources used by CWP contractor and partner staff							
² DOL budget includes costs not passed through to partners							

Budget projection effective March 14, 2025

MEMORANDUM OF UNDERSTANDING
BETWEEN
Capital Workforce Partners
AND
The WorkPlace

In accordance with Title I, Section 121 (c) of the Workforce Innovation and Opportunity Act the local board, with the agreement of the chief elected officials, *shall develop and enter into a memorandum of understanding (between the local board and the One Stop partners) concerning the operation of the One Stop delivery system in its region.*

Pursuant to the above, this MOU shall contain provisions describing the following:

- a. The services to be provided through the One Stop/American Job Center (AJC) delivery system, including the manner in which the services will be coordinated and delivered through such system;
- b. How the costs of such services and the operating costs of such system will be apportioned; and
- c. The methods of referral of individuals between the One Stop/AJC service provider and **The WorkPlace** for appropriate services and activities.

This MOU will serve as a framework of agreed upon terms. Specific local/regional program operation, the delivery of employment related workshops, referral processes and business service delivery may vary depending on the local/regional area and shall be specified as addendums to this MOU when applicable.

I. Purpose of MOU

The purpose of this MOU is to articulate the roles and responsibilities of each Party in the operation of the One Stop/AJC service delivery system in the State of Connecticut. Each Party is committed to promoting a seamless operation, enhancing access to program services and the long-term employment outcomes for both job seekers and employers.

This MOU provides a foundation for assuring alignment and coordination of policies and operations across programs, in support of a responsive delivery system that meets Connecticut's workforce development needs and the employment and training needs of all working-aged youth and adults in the state.

Programs and services will be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet the customer's needs.

II. Parties to the MOU

This Memorandum of Understanding (MOU) is between the following: **Capital Workforce Partners** (herein referred to as "CWP"), and a consortium of lead Chief Elected Officials (CEOs), and **The WorkPlace** (herein referred to as "the Partner"), 350 Fairfield Avenue, Bridgeport, CT (herein referred to as "the Parties").

The parties to this MOU represent the following programs: WIOA Title I - Adult, Dislocated Worker; Title V, Older Americans Act.

III. Duration of Agreement

This MOU is effective for the period July 1, 2025 through June 30, 2028. Pursuant to the aforementioned legislation, the MOU shall be reviewed not less than once every 3-year period.

IV. Coordination of Service Delivery Activities

In order to eliminate duplication of services, the Parties to this MOU agree to coordinate the delivery of services and activities to:

1. Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
2. Coordinate resources and programs to ensure a streamlined and efficient workforce development system.
3. Promote direct access to services through real-time technology.
4. Promote information sharing and coordination of activities to improve the performance of the One Stop/AJC system in part through the use of data access agreements.
5. Promote the development and implementation of a more unified system of measuring program performance and accountability.

Additionally, Parties agree to coordinate services in the implementation of a workforce development system that:

1. Is committed to a customer-focused, comprehensive and integrated delivery system.
2. Ensures the needs of adults, youth, and dislocated workers, and individuals with barriers to employment, including individuals with disabilities, are addressed, including access to technology and materials, are made available through the One Stop/AJC system.
3. Works towards aligning intake, case management and job placement services in an effort to maximize efficiencies and effectiveness.
4. Develops collaborative relationships with the network of other agencies and partners in the local/regional area.

The programs for which the Parties are responsible, and their respective roles, are outlined in Appendix 1 of this MOU.

Referral Arrangements

In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

1. Each Party will have information and receive training about the services of all partner agencies within the One Stop/AJC;
2. Each Party will develop materials summarizing their programs and services, including any basic eligibility and participation requirements, and will make the materials available to partners and customers;

3. Customers accessing services through the One Stop/AJC will receive assistance in determining which of the partner agencies may have services the customer needs;
4. When one of the partner agencies learns that a customer could benefit from the services of another of the partner agencies, that agency will provide to the customer a referral to the other agency;
5. The Parties will ensure that staff makes appropriate referrals depending on each customer’s individual needs, eligibility requirements, and other support services. Referrals will be made to partners/outside agencies based on intake and assessment and a determination of appropriateness. The parties commit to robust and ongoing communication required for an effective referral process;
6. The Parties will regularly evaluate ways to improve the referral process; and
7. The Parties will actively follow up on the results of referrals to ensure that partner resources are being leveraged at an optimal level.

V. Infrastructure Funding Agreement Cost Allocation and Resource Sharing Methodology

The Parties have negotiated a cost sharing agreement, the Infrastructure Funding Agreement (IFA), based on the proportionate share of use by The WorkPlace and/or its contracted provider staff consistent with each program’s Federal authorizing statute(s) and agreements and other applicable legal requirements, including Federal cost principles that require costs that are allowable, reasonable, necessary and allocable as outlined in TEGL 17-16, and any other federal guidance pertaining to cost allocation and resource sharing. The IFA is incorporated as Attachment A to this MOU and the budget is incorporated as Attachment B. The IFA will be reviewed and negotiated annually based on proportionate share of use and One Stop infrastructure and operating budget.

The Parties hereby outline their agreement to share infrastructure costs for space located at:

Hartford American Job Center 60 Weston Street, Hartford, CT 06120		New Britain American Job Center 260 Lafayette Street, New Britain, CT 06053	
Manchester American Job Center 893 Main Street, Manchester, CT 06040		Enfield American Job Center 170 Elm Street, Enfield, CT 06082	
East Hartford American Job Center 417 Main Street, East Hartford, CT 06118		Bristol American Job Center 430 North Main Street, Bristol, CT 06010	
No physical presence at a North Central American Job Center			X

VI. Confidentiality of Information

To safeguard information, the Parties agree:

1. Their employees and agents are required to follow all applicable laws, regulations, policies and separate data sharing agreements, if applicable, as they apply to confidentiality of information with respect to any use or disclosure of program and/or customer specific information.

2. Access to program/customer specific information is restricted only to authorized personnel and to agents of the parties, with prior authorization of the data owner.

VII. Severability

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.

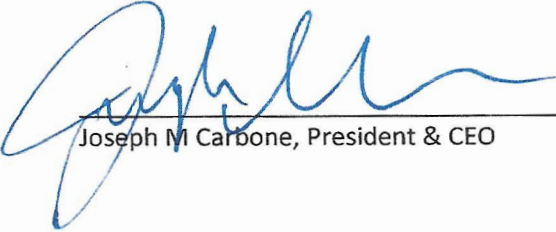
VIII. Modification/Termination

This MOU and addendums, if applicable, constitutes the entire agreement between the parties hereto and will become effective upon its execution by the Parties. This MOU may be modified, altered, revised, by mutual written consent of the Parties through a written amendment signed and dated by the Parties.

Except as otherwise provided in the attached General Terms and Conditions, either party to this MOU may terminate participation in this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other party.

IX. Signatures

For The WorkPlace:



Joseph M. Carbone, President & CEO

04/07/2025
Date

For the Workforce Development Board:



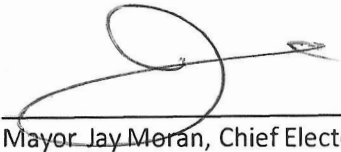
Alex B. Johnson, President & CEO

7-1-2025
Date



Richard McGearry, Board Chair

July 2, 2025
Date



Mayor Jay Moran, Chief Elected Official

7/2/25
Date

Appendix 1: Partner Programs and Responsibilities

The following sections outline partner-specific roles and requirements as provided under state and federal law.

Capital Workforce Partners Programs

I. WIOA Title I Adult, Dislocated Worker and Youth

CWP is responsible for WIOA Title I youth and adult career and training services. Title I is the primary source of federal workforce development funding to prepare low-income adults, youth, and dislocated workers for employment, and to help them continue to build skills once they are employed.

II. TANF / JFES Services

The Jobs First Employment Services (JFES) program provides employment services to time-limited recipients of Temporary Family Assistance (TFA), Connecticut's TANF-funded cash assistance program for needy families. The JFES program is administered by CT DOL in partnership with the Department of Social Services (DSS) and the five regional Workforce Development Boards (s). In the North Central Region, CWP is responsible for coordinating the provision of JFES services. TFA applicants are referred to the JFES program by their DSS caseworker. Attendance at a JFES intake session and continued participation in JFES are required in order to receive TFA. CWP's requirements related to the provision of JFES services are provided in a separate contract with CTDOL.

III. PARTNER PROGRAM(S)

The WorkPlace

The Senior Community Service Employment Program (SCSEP) is a community service and work-based job training program for older Americans. Authorized by the Older Americans Act, the program provides training for low-income, unemployed seniors. Participants also have access to employment assistance through American Job Centers. The WorkPlace's MaturityWorks program is funded under US DOL's SCSEP program.

MaturityWorks will promote system integration to the maximum extent feasible through:

- Effective communication, joint planning, policy development and system design processes;
- Commitment to the joint mission, vision, goals, strategies and performance measures;
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction; and
- Participation in regularly scheduled meetings with Philadelphia Works to exchange information in support of the above and encourage program and staff integration.

ATTACHMENT A

**One-Stop Infrastructure Funding Agreement
The Workplace – Senior Community Service Employment Program**

WHEREAS the parties have entered into this Memorandum of Agreement to provide services as partners in the One-Stop American Job Center system, the parties hereby agree to share infrastructure costs for space located at the location(s) listed below:

- 60 Weston Street, Hartford, CT 06120 (“Hartford AJC”).
- 260 Lafayette Street, New Britain, CT (“New Britain AJC”)
- 893 Main Street, Manchester, CT (“Manchester AJC”)
- 170 Elm Street, Enfield, CT (“Enfield AJC”)
- 430 North Main Street, Bristol, CT (“Bristol AJC”)
- 417 Main Street, East Hartford, CT (“East Hartford AJC”)
- No physical presence in an AJC

NOW, THEREFORE, in consideration of the mutual covenants contained herein, receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The term of this agreement shall be July 1, 2025 – June 30, 2028
2. The Partner’s contribution is based on the physical presence of its staff in the AJC(s).
3. The Partner will provide the One-Stop Operator with a list of the staff members that will be present in the AJC(s), with their email addresses, and will update the list as changes occur.
4. Partner staff will be provided a workstation that includes:
 - a. A standard workstation – cubicle and chair
 - b. A telephone upon request
 - c. A monitor, keyboard, and mouse with docking station to be connected to Partner-provided laptop
5. Partner staff will have reasonable access to shared AJC resources:
 - a. Staff and guest WiFi
 - b. Fax machine, copier, printer, and related supplies
 - c. Assistance with customer reception from front-desk staff
 - d. Training rooms, reserved in accordance with operational protocol, coordinated with the One-Stop Operator
 - e. No-cost parking
6. Partner occupancy will be limited to regular business hours; Partner staff will not have keys and will not be responsible for opening or closing the AJC.
7. Partner will limit its usage of the AJC and resources to services and activities directly related to the AJC Partner program(s) identified in the MOU. CWP or its One-Stop

Operator may request that Partner provide justification demonstrating reasonableness of use or direct benefit to the identified Partner program.

8. Partner will ensure that its staff will follow all applicable confidentiality requirements, including protection of Personally Identifiable Information (PII), related to information viewed or accessed in the AJC.
9. Partner will ensure that its staff follow all of CWP's Universal Policies found at <https://capitalworkforce.org/policies/> including:
 - 1-10: Universal Accessibility & Compliance with ADA
 - 1-12: Non-discrimination and Equal Opportunity
 - 1-20: Zero Tolerance for Workplace Violence
 - 1-30: Maintaining a Safe and Productive Work Environment
 - 1-40: Incident Reporting
10. The financial consideration is based upon the One-Stop Infrastructure Budget as detailed in Attachment B.
11. The cost allocation plan and Partner contributions are detailed in Attachment B.
12. Under the terms of the agreed upon allocation methods, the Partner will be invoiced in arrears for allocable contributions based on actual costs. Invoices outlining costs will be generated within 60 days of the close of each calendar quarter.
13. Payment of Partner contribution will be submitted within 45 days of the receipt of each quarterly invoice.
14. The Infrastructure Funding Agreement (IFA) will be effective throughout the duration of the MOU.
15. No later than May 15th of each year, the Budget and allocation base will be reviewed and projected Partner contributions for the subsequent state fiscal year will be distributed.
16. This Agreement does not provide Partner with:
 - a. Access to the CWP computer network or shared drives
 - b. Office supplies beyond reasonable use of the copier and fax machines
 - c. Postage or use of postage meter
 - d. Help desk support beyond ensuring that AJC equipment is functioning
 - e. Online Learning Center usage for Partner-facilitated training or workshops
 - f. Excessive and/or unreasonable utilization of the included shared AJC resources
17. Partners with a physical presence in the AJC will provide a Certificate of Insurance listing Capital Workforce Partners, One Union Place, Hartford, CT 06103 as an Additional Insured and Certificate Holder, prior to occupancy in the AJC.
18. The parties agree to try to resolve policy or practice disputes at the lowest level, starting with site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective employer and the Operator, for discussion and resolution. If issues remain unresolved, such issues shall be referred to the Office of Workforce Competitiveness for assistance.
19. The parties agree to comply with general requirements, terms, and conditions as established by the State of Connecticut and attached herewith.

Attachment B

Capital Workforce Partners IFA Budget Estimate							
July 1, 2025 - June 30, 2026							
Budget Summary							
<u>AJC Location</u>	<u>Infrastructure Costs</u>	<u>Cost per Sq. Ft.</u>					
Hartford (CWP space/budget)	481,064	46.33					
Hartford (DOL space/budget) ²	235,269	32.46					
New Britain	284,435	35.55					
Manchester	175,347	35.07					
Enfield	91,823	26.85					
East Hartford	80,255	30.40					
Bristol	72,558	25.91					
Total	1,420,751	35.98					
Partner Occupancy in sq. ft.							
<u>AJC Location</u>	<u>Total Sq. Ft.</u>	<u>CWP</u>	<u>DOL</u>	<u>BRS</u>	<u>BESB</u>	<u>SDE</u>	<u>Hartford Job Corps</u>
Hartford	17,632	9,835	7,248	87	87	201.02	174
New Britain	8,000	5,478	-	2,087	-	278	-
Manchester	5,000	5,000	-	-	-	-	-
Enfield	3,420	1,979	-	1,321	-	153	-
East Hartford	2,640	1,895	-	745	-	-	-
Bristol	2,800	2,206	-	593	-	-	-
Total	39,492	26,394	7,248	4,833	87	632	174
Partner Cost Allocation (based on square footage)							
<u>AJC Location</u>	<u>Total Cost</u>	<u>CWP</u>	<u>DOL</u>	<u>BRS</u>	<u>BESB</u>	<u>SDE</u>	<u>Hartford Job Corps</u>
Hartford	481,064	455,629	235,269	4,030	4,030	9,313	8,061
New Britain	284,435	194,781	-	74,198	-	9,898	-
Manchester	175,347	175,347	-	-	-	-	-
Enfield	91,823	53,139	-	35,467	-	4,102	-
East Hartford	80,255	57,607	-	22,648	-	-	-
Bristol	72,558	57,176	-	15,367	-	-	-
Total	1,185,482	993,680	235,269	151,711	4,030	23,313	8,061
¹ CWP budget includes all costs associated with resources used by CWP contractor and partner staff							
² DOL budget includes costs not passed through to partners							

Budget projection effective March 14, 2025

North Central Connecticut — Regional Sector Partnerships

Regional Sector Partnerships (RSP) convene business and community stakeholders in a given region for a given industry. RSPs bring together business leaders to tackle common challenges that impact the success of regional industries. They are supported by a collaborative team of public partners representing education, workforce development and economic development organizations. As public-private networks, they serve as a platform for collaborative action to strengthen and grow target industries.

Capital Area Transportation, Distribution, and Logistics Partnership

Action Teams

- *Workforce Development*: Developing resources that highlight occupations in the industry, creating training opportunities for new staff, and upskilling existing workers to take on leadership roles, focusing on three key areas: pre-hiring, onboarding, and post-onboarding.
- *Industry Promotion*: Advancing strategies to connect underrepresented groups to career opportunities, including women and youth, while addressing stigmas commonly associated with TDL through outreach, career sessions, organizing events, and developing a shared member resource hub.

Membership

Leadership Team

- DATTCO, Domino's, Lily Transportation, S&S Worldwide, Bozzuto's

Employers

- All Fulfillment Direct, Amazon, B Line Transportation, Bozzuto's , Connecticut Concrete Promotion Council, CREC, CT Airports, CT Department of Transportation, CT Transit, Dichello Distributors , FEDEX, Live Axel, Martin Brower, MDC, National Convenience Distributors

Public Partners

- AllState, Bloomfield Chamber of Commerce, CT Rides, CT State, CTECS, MTAC, New England Tractor Trailer Training School, Senator Blumenthal's office, Town of Berlin, Town of East Hartford, Town of New Britain, Town of West Hartford

Capital Area Healthcare Partnership

Action Teams

- *Policy Action Team*: Unite providers to influence sustainable workforce policies and improve patient care, engaging in conversations with policymakers to elevate the voice of healthcare as an industry that drives the local economy and provides thousands of jobs.
- *Building the Healthcare Workforce of Tomorrow*: Inspire diverse healthcare talent, and increase the engagement of youth in particular, to align training with evolving healthcare employer needs.

Membership

Leadership Team

- Connecticut Health Council, Charter Oak State College, Hartford Healthcare, Oak Hill

Employers

- Avon Health Center, West Hartford Health & Rehab, Charter Oak State College, Community Health Center, Community Mental Health, Connecticut Children's, CT Department of Corrections, Duncaster, Dynamic Touch Homecare, ENT Institute, First Choice Health Center, Hartford Healthcare, Hebrew Senior Care, iCare, Jackson Lab, McLean Health Center, The Village For Children and Families, Trinity Health, UCONN Health, Wheeler, InterCommunity, Oak Hill

Public Partners

- BristolWORKS!, Central CT State University, Connecticut Hospital Association, CT Association for Healthcare at Home, CT Association for Healthcare Facilities, CT Bureau of Rehabilitative Services, CT Center for Nursing Workforce, CT Department of Education, CT State, Department of Labor, Leading Age CT, Mental Health Connecticut, Metro-Hartford Alliance, New England Medical Institute, Office of Workforce Strategies, Quinnipiac, ReadyCT, Social Impact Partners, United Way, Connecticut Health Council

Capital Area Tech Partnership

Action Teams

- *Tech Work Experience*: Expand internships and apprenticeships to strengthen real-world tech exposure and bridge the gap between tech training certification programs and the first tech work experience required by entry-level employers.
- *AI-Ready Workforce*: Host cross-industry discussions on how AI is reshaping skills and competitiveness to increase workforce and employer preparedness.

Membership

Leadership Team

- Accenture, CGI, HCL Technologies

Employers

- Accenture, Bluecastle IT Solutions, Charles IT, COCC, Cognizant, CoopSys, CT-BITS, Genpact, Hartford Healthcare, Infosys, JKS Systems, Liberty Bank, LTIMindtree, Novus Insight, Nutmeg Technologies, Slalom, Stanley Black & Decker, Teleworks, The Walker Group, Triple Helix , Vancord

Public Partners

- BHEF, CBIA, CCAT, Charter Oak, City of Hartford, CT State Capital, Hartford Promise, Hartford Public Library, Makerspace, ReadyCT, UConn, University of Hartford, CCSU

CWP Policy and Procedures Manual

Program: WIOA Adult	Sections: 3-10 Page 1
Subject: Eligibility and Priority of Service	Effective Date: 12/05/23 Rev. 5/30/25

A. Purpose

To provide the criteria for determining eligibility for the array of WIOA Adult-funded services available to customers of the American Job Center (AJC) system.

B. Definitions

Basic Skills Deficient: WIOA Section 3(5)(B) An adult who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society. Defined by CWP as having a CASAS reading score of 235 or less and/or a CASAS math score of 235 or less.

AJC Career Services (20 CFR 678.430 and CTDOL WIOA Policy Manual Section 16):

Informational and Self-Directed Basic Career Services: Self-directed services occur when individuals independently access the AJC system information in either a physical location or remotely via the use of electronic technology. Informational and self-directed basic career services may include a general orientation to the services available within the AJC system, and assistance to customers who independently utilize the self-directed services available in the Career Resource Center which may include access to printed materials and online job search resources.

Staff-Assisted Basic Career Services: Staff-assisted basic career services are more substantial than the services provided to self-directed customers. The provision of staff-assisted basic career services includes services such as initial assessment of the customer's education level, work history, skills, interests, aptitudes to determine appropriate level of service, assistance with job search and placement, provision of information on nontraditional employment and in-demand occupations, resume development, facilitation of workshops including workshops on available training resources, and, when appropriate, the determination of eligibility for individualized career services and/or training services.

Individualized Career and Training Services: Individualized career and training services are more intensive than the services defined as "Staff-Assisted Basic Career Services" and are designed for customers who have been determined eligible and meet the priority of service criteria for individualized career and/or training services. See section C. Policy for eligibility and priority of service criteria. The provision of individualized career and training services includes comprehensive and specialized assessments and the development of an individual employment plan (IEP), group and/or individual career counseling and mentoring, career planning, short-term pre-vocational services, internships and work experience linked to careers, workforce preparation activities including online learning, financial literacy services, out-of-area job search and relocation assistance, English language acquisition and integrated education and training, and occupational skills training.

Dependents: As defined by 20 CFR 675.300 and U.S. Internal Revenue Service (IRS), dependents are two or more persons related by blood, marriage or decree of court, who are living in a single residence, and are in one or more of the following categories: 1. Married couple & dependent children, 2. Parent(s) or guardian & dependent children; or Married couple. A dependent child is

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defined as younger than 19 years or a student who is younger than 24 years by the end of the calendar year or permanently & totally disabled.

Eligible Spouse of a Veteran: A current spouse of a veteran (as defined in these definitions) or the spouse of any of the following as defined by section 2(a) of the JVA (38 U.S.C. 4215[a]): any veteran who died of a service-connected disability or who died while a service-connected disability was in existence, any member of the Armed Forces serving on active duty who, at the time of application for the priority, is missing in action; captured in line of duty by a hostile force; or forcibly detained or interned in line of duty by a foreign government or power, or any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs.

Family: Family includes parents and dependents as defined by 20 CFR 675.300 and U.S. Internal Revenue Service (IRS). See definition of dependent in this policy section.

Homeless Individual (as defined in Section 41403(6) of the Violence Against Women Act of 1994): An individual who lacks a fixed, regular, and adequate nighttime residence and includes:

1. An individual who is:
 - a. sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
 - b. living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations
 - c. living in an emergency or transitional shelter
 - d. abandoned in a hospital
 - e. awaiting foster care placement
2. An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or

Individual with Disability: Any individual who identifies as having a disability as defined in the Americans with Disabilities Act of 1990, as amended, Title 42, Chapter 126, Sec. 12102. A disability is a physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment (if the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity).

Low Income Individual (CTDOL WIOA Manual Section 17 II.A.1): An individual who with total income, or who is in a family with a total income, that does not exceed 70% of the lower living standard income level (LLSIL); or who is a homeless individual (as defined in Section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))); or who is an individual with a disability whose own income meets the income requirement, but who is a member of a family whose income does not meet this requirement; or who receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program (SNAP), Temporary Family Assistance (TFA), Supplemental Security Income or other State or local income-based public

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assistance.

Offender (WIOA 3(38)): An adult or juvenile:

1. Who is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or
2. Who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Recipient of Public Assistance: Individuals who are recipients of public assistance or is a member of a family that receives local, state or federal assistance including Temporary Family Assistance (TFA), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI), Social Security Disability Insurance (SSD), State Administered General Assistance (SAGA), HUSKY Health and Refugee Cash Assistance (RCA).

Veteran: A person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable, as specified in 38 U.S.C. 101(2).

C. Policy

CWP is committed to providing effective services to all customers in response to their needs and is accountable for achieving positive performance outcomes for customers at all service levels. Employment-related services are available to all adult job-seeker customers through the AJC system regardless of their point of entry. The services available to adult customers at the AJC are defined in section B. Definitions above. The intensity of the services provided depends on the customers' employment-related needs and eligibility status in accordance with the criteria described below.

1. WIOA Adult Eligibility & Priority of Service Criteria for AJC Services (20 CFR 680.600 & 680.650)
 - a. Informational and Self-Directed Basic Career Services are available to anyone who uses the AJC system without having to meet WIOA eligibility requirements and without registering in AJC case management data system.
 - b. Staff-assisted Basic Career Services are available to customers of the AJC system who are determined by AJC staff to meet WIOA Adult program eligibility criteria and are registered in the AJC case management data system. To be eligible for WIOA-funded staff-assisted basic career services, a customer must meet the following criteria:
 - i. Is a US Citizen or Authorized to Work in the US,
 - ii. Meets Selective Service Registration requirements, if applicable,
 - iii. Is 18 years of age or older, and
 - iv. Resides or works in the North Central Region
 - c. Individualized Career and Training Services are available to customers of the AJC system who are determined by the AJC staff to:
 - i. Meet WIOA Adult eligibility criteria described in section C.1.b above; and
 - ii. Are unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment and have the skills to benefit from more intensive services and/or

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- training; and
- iii. Meet one of the following priority of services criteria in this order:
 - a) Veterans who served in the active military, naval, or air service, and who were discharged or released therefrom under conditions other than dishonorable.
 - b) Non-veterans who meet any of the following criteria: (see section B for definitions):
 - 1) Recipient of public assistance
 - 2) Other low-income individuals
 - 3) Individual who is basic skills deficient
 - 4) Individual with a disability whose income meets the low-income criteria, regardless of total family income
 - 5) Offender
2. Priority of service criteria is applied only when a customer is determined by AJC staff to need WIOA Adult-funded Individualized Career Services or Training.
 3. WIOA customers who do not meet priority of service criteria may continue to receive Staff-assisted Basic Career Services.
 4. Applications for WIOA-funded Staff-assisted Basic Career Services and Individualized Career and Training services are processed within ten (10) calendar days from the date of application.
 5. If the applicant is not enrolled within ten (10) calendar days and the applicant still wants services, a new application must be submitted.
 6. During the eligibility process, program staff document and record barriers that are identified during the eligibility process in the case management data system (See section D. below for details).
 7. Supportive services may be provided if an applicant requires assistance obtaining eligibility documentation (See section G below for details).

D. Procedures

1. Customers who are interested in Staff-assisted Basic Career Services and/or Individualized Career and Training Services, create an account in the case management data system.
2. Customers who express interest in moving forward with individualized services are scheduled for an intake appointment with designated staff.
3. If the applicant does not attend the intake appointment, staff will contact the applicant and offer to reschedule. If the applicant continues to be unresponsive, the application will be closed.
4. If the applicant is not enrolled within ten (10) calendar days and still wants services, a new application must be submitted.
5. The status of the application including the date of the intake appointment, how eligibility was initially determined and what documents were observed or provided, and any details regarding repeated attempts to contact the applicant are entered into the applicant's record within two (2) business days of occurrence.
6. If there are barriers to determining eligibility, staff are to document and record barriers identified during the eligibility process in the case management data system (See CWP Policy 3-15 Barriers, section B.1. and Policy 3-60 Supportive Services, section B.4 for more details regarding addressing and documenting barriers to the intake process).

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E. Documenting Elements of WIOA Program Eligibility

As much eligibility criteria as possible must be verified at intake without creating undue administrative burden on the participant and delaying delivery of services. Only the minimum physical documentation required for eligibility determination is required to be uploaded to the case management system designated for the WIOA Adult program. CWP documentation requirements will be consistent with TEGL 23-19 and subsequent changes, including acceptance of self-attestation where allowed by federal and state policy.

CTDOL policy states that self-attestation means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. CTDOL broadly interprets what is an electronic/digital signature. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. WDB's must retain documentation of the self-attestation. The applicant's signature on the WIOA application constitutes self-attestation of eligibility factors recorded on the application consistent with TEGL 23-19. When working with populations facing challenges in document access, self-attestation and/or the use of partnering data systems where data verification already exists is strongly encouraged. A physical copy of self-attestation and/or verification documents obtained from partners is not required, and use of these systems to verify eligibility should be clearly documented in case notes.

1. Authorization to Work

An applicant verifies authorization to work by presenting acceptable documentation that establishes both identity and employment authorization in accordance with the US Citizenship and Immigration Services (USCIS). The USCIS issues guidance on acceptable documentation for both identity and employment authorization. **An individual cannot self-attest their work authorization status**; these documents must be presented. Case managers are not required to upload physical copies but should record what documents were presented in case notes. See USCIS Form I-9, List of Acceptable Documents and M-274, Handbook for Employers in the Appendix of this manual for detailed information and examples of acceptable documentation to establish identity and work authorization.

2. Selective Service Registration

All male applicants who are the ages of 18 through 24 who are required to register with the Selective Service under the Military Selective Service Act must register as a condition of eligibility. Prior to being enrolled in a WIOA-funded program, all male applicants born on or after January 1, 1960 who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website at <http://www.sss.gov>. For more details regarding selective service requirements see CWP Policy Manual Section 2-40 or the Selective Service website at <http://www.sss.gov>. Documentation of Selective Service registration includes:

- a. Selective Service Acknowledgement letter
- b. Form DD-214 "Report of Separation"

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- c. Screen printout of the Selective Service Verification on the Selective Service website at <http://www.sss.gov>. For males who have already registered this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth.
- d. Selective Service Registration Card
- e. Selective Service Verification Form (Form 3A)
- f. Stamped Post Office Receipt of Registration

3. Age

Any government issued document containing the applicant's date of birth such as a passport, birth certificate, driver's license, State ID, and school record. Self-attestation to date of birth is acceptable when these documents are not available during intake.

F. Documentation of Priority of Service Criteria

1. Recipient of Public Assistance

- a. Paper documentation: Any document from the issuing authority showing that the applicant received public assistance such as SNAP, TFA, State General Assistance, refugee cash assistance, or HUSKY Health in the last six (6) months.
- b. If the applicant does not have paper documentation of SNAP or TFA receipt, AJC staff with authorized access to DSS's eligibility database may verify the WIOA applicant's SNAP and/or TFA eligibility through the DSS eligibility database. AJC staff document the status and dates of receipt of SNAP and/or TFA from the DSS database by creating a case note in the applicant record. Access and use of information from DSS's eligibility database is limited to facilitating the determination of priority of service for WIOA-funded employment services. AJC must not redisclose or reproduce information from DSS's eligibility database. (DSS/DOL MOU executed 4/10/23)

2. Other Low-Income Status

If the applicant is not a recipient of public assistance but has income or is a member of a family with a total family income that does not exceed the poverty line or 70% of the lower living standard income level (See LLSIL chart in the Appendix of this manual), the CWP Family Income Statement is completed to determine annual family income (see Section 8. Forms of this policy manual for Family Income Statement form). For detailed instructions for various methods of determining and documenting income see Annualized Income Methods in the Appendix of this manual. If there is no income and/or the applicant qualifies as a homeless individual, the applicant completes Self-Attestation form (See Section 8. Forms of this manual for Self-Attestation form).

3. Basic skills deficiency or English language learner

Most recent CASAS assessment administered within the last 12 months. A CASAS reading or math scaled score of less than 235 is evidence of a basic skills deficiency.

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4. Disability
The applicant may self-attest to having a disability on their signed WIOA application, or by completing the Self-Attestation Form (see Section 8, Forms, of this policy manual).
 5. Offender
Court records (including online records), documentation or letter from criminal justice system, referral from reentry program. If the applicant does not have documentation, they can self-attest to offender status on their signed WIOA application.
 6. Veterans and Eligible Spouses (TEGL 23-19 Change 2)
Documentation of veteran or eligible spouse status (see Section B for definitions) beyond self-attestation is only required at the point in which eligibility for individualized career and training services are determined. Documentation of veteran or eligible spouse of a veteran is:
 - a. Form DD-214 Report of Separation
 - b. Other documentation from the Veterans' Administration of the veteran's statusThe lack of a DD-214 cannot be used to deny services. If the applicant who is a veteran does not have documentation, AJC staff accept self-attestation.
- G. Assistance with Obtaining Eligibility Documentation** (CTDOL WIOA Policy Manual Section 36 4)
1. If it is determined that an applicant, who appears to be otherwise eligible, does not have the resources to obtain the required documentation, the applicant may self-attest to the required eligibility factor and be certified based on the self-attestation.
 2. Once they are certified, supportive services payments can be used to assist with obtaining the documentation. Supportive Services can be used to pay for the expenses related to obtaining required WIOA eligibility documentation as long as the participant is otherwise eligible and self-attests to program eligibility pending receipt of documentation.
 3. Eligibility elements that require documentation (the use of self-attestation is only temporary until documentation is obtained) include:
 - a. US Citizenship or authorization to work in the United States.
 - b. Selective Service Registration.
 - c. Other categories as deemed necessary where self-attestation is not acceptable by CT DOL or under federal law, regulations and USDOL guidance.
 4. Program provider staff assist the participant to obtain the documentation, to the extent possible. Documentation of required eligibility elements must be obtained prior to enrollment in training and/or program exit.
 5. If eligibility documentation proves the individual is ineligible for WIOA or if the documentation is not acquired before the exit date, CWP is notified immediately.
 6. The primary responsibility for providing documentary evidence rests with the applicant/participant.

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- 7. All required documentation of eligibility must be uploaded to the participant’s record in the case management data system designated for the WIOA Adult program.

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A. Purpose

To provide the criteria for determining eligibility for the array of WIOA Dislocated Worker (DW)-funded services available to customers of the American Job Center (AJC) system.

B. Definitions

AJC Career Services (20 CFR 678.430 and CTDOL WIOA Policy Manual Section 16):

- 1. Informational and Self-Directed Basic Career Services:** Self-directed services occur when individuals independently access the AJC system information in either a physical location or remotely via the use of electronic technology. Informational and self-directed basic career services may include a general orientation to the services available within the AJC system, and assistance to customers who independently utilize the self-directed services available in the Career Resource Center which may include access to printed materials and online job search resources.
- 2. Staff-Assisted Basic Career Services:** Staff-assisted basic career services are more substantial than the services provided to self-directed customers. The provision of staff-assisted basic career services includes services such as initial assessment of the customer’s education level, work history, skills, interests, aptitudes to determine appropriate level of service, assistance with job search and placement, provision of information on nontraditional employment and in-demand occupations, resume development, facilitation of workshops including workshops on available training resources, and, when appropriate, the determination of eligibility for individualized career services and/or training services.
- 3. Individualized Career and Training Services:** Individualized career and training services are more intensive than the services defined as “Staff-Assisted Basic Career Services” and are designed for customers who have been determined eligible and meet the priority of service criteria for individualized career and/or training services. See section C. Policy for eligibility and priority of service criteria. The provision of individualized career and training services includes comprehensive and specialized assessments and the development of an individual employment plan (IEP), group and/or individual career counseling and mentoring, career planning, short-term pre-vocational services, internships and work experience linked to careers, workforce preparation activities including online learning, financial literacy services, out-of-area job search and relocation assistance, English language acquisition and integrated education and training, and occupational skills training.

Dislocated Worker: WIOA Sec. 3(15) A dislocated worker is defined as any of the following:

1. An individual who has been terminated or laid off, or who has received a notice of termination or layoff, from employment; and
 - a. Is eligible for or has exhausted unemployment compensation benefits;
or
 - b. Has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under unemployment compensation law;

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And

- c. Is unlikely to return to a previous industry or occupation.
2. An individual who:
 - a. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
OR
 - b. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days;
OR
 - c. For purposes of eligibility to receive services **other** than training services, career services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.
3. An individual who was self-employed (including employment as a farmer, rancher, or fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.
4. An individual who meets the definition of displaced homemaker (see definition).
5. An individual who:
 - a. Is the spouse of a member of the Armed Forces on active duty¹, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member;
OR
 - b. Is the spouse of a member of the Armed Forces on active duty and who meets the criteria of dislocated homemaker who is experiencing difficulty obtaining or upgrading employment.

Displaced Homemaker: An individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income; or is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member; and is unemployed or underemployed (working part-time but is seeking full-time) and is experiencing difficulty in obtaining or upgrading employment.

¹ Active duty - Section 101(d)(1) of title 10, United States Code defines the term "active duty" as full-time duty in the active military service of the United States. This includes full-time training duty, annual training duty, and attendance at a designated service school while in the active military service. The term also applies to the Coast Guard.

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Eligible Spouse of a Veteran: A current spouse of a veteran (as defined in these definitions) or the spouse of any of the following: any veteran who died of a service-connected disability or who died while a service-connected disability was in existence, any member of the Armed Forces serving on active duty who, at the time of application for the priority, is missing in action; captured in line of duty by a hostile force; or forcibly detained or interned in line of duty by a foreign government or power, or any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs.

Underemployed: An individual who is working part-time but is seeking full-time (35+ hours/week) employment; or who is working full-time but whose current annualized wage rate, in relation to family size, does not exceed the higher of either the poverty level or 70% of the lower living standard income level; or who is working but whose current employment does not match former wages and/or skill level; or whose current job does not match his or her educational level. (DOL WIOA Policy Manual Section 39)

Veteran: A person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable, as specified in 38 U.S.C. 101(2).

C. Policy

CWP is committed to providing effective services to all customers in response to their needs and is accountable for achieving positive performance outcomes for customers at all service levels. All AJC system employment-related services are available to DW-eligible customers regardless of their point of entry. The services available at the AJC are defined in section B above. The intensity of the services provided depends on the customers' employment-related needs and eligibility status in accordance with the criteria described below.

1. WIOA DW Eligibility and Priority of Service Criteria for AJC Services (20 CFR 680.110-680.130 & 680.210)
 - a. Informational and Self-Directed Basic Career Services are available to anyone who uses the AJC system without having to meet WIOA eligibility requirements and without registering in the AJC case management data system.
 - b. Staff-Assisted Basic Career Services are available to customers of the AJC system who are determined by AJC staff to meet the following WIOA-funded staff-assisted basic services eligibility criteria and are registered in the AJC case management data system. To be eligible for WIOA-funded staff-assisted basic career services, a customer must meet the following criteria:
 - i. Be a U.S. Citizen or Authorized to work in the U.S.,
 - ii. Meet Selective Service Registration requirements, if applicable,
 - iii. Be 18 years of age or older, and
 - iv. Reside or work in the North Central Region
 - c. Individualized Career and Training Services are available to dislocated worker customers of the AJC system who are determined by the AJC staff to:
 - i. Meet WIOA Dislocated Worker eligibility criteria described in section B. Definitions above;

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- ii. Meet the criteria to receive Basic Career Services as described in section C.1.b above; and
 - iii. Are unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment and have the skills to benefit from more intensive services and/or training.
2. Priority of Services Criteria for Individualized Career and Training Services
There is no priority of service criteria applied to DW program applicants with the exception of veterans and eligible spouses of veterans as defined in Section B above (20 CFR 680.610) and individuals who are subject to a plant closure or significant dislocation event (DOL WIOA Policy Sec. 17.II.B.)
3. Applications for WIOA-funded Staff-Assisted Basic Career Services and Individualized Career and Training services are processed within ten (10) calendar days from the date of application.
4. If the applicant is not enrolled within ten (10) calendar days and the applicant still wants services, a new application must be submitted.
5. During the eligibility process, program staff document and record barriers that are identified during the eligibility process in the case management data system (See section D. below for details).
6. Supportive services may be provided if an applicant requires assistance obtaining eligibility documentation (See section G below for details).

D. Procedures

1. Customers who are interested in Staff-Assisted Basic Career Services and/or Individualized Career and Training Services create an account in the case management data system.
2. Customers who express interest in moving forward with individualized services are scheduled for an intake appointment with designated staff.
3. If the applicant does not attend the intake appointment, staff will contact the applicant and offer to reschedule. If the applicant continues to be unresponsive, the application will be closed.
4. When determining eligibility, if a WIOA-5 Eligibility and Certification for Dislocated Workers form has not been completed by CT DOL staff, the AJC staff who are trained to determine WIOA Dislocated Worker eligibility complete the WIOA-5 form.
5. If the applicant is not enrolled within ten (10) calendar days and still wants services, a new application must be submitted.
6. The status of the application including the date of the intake appointment, any needed documentation, and any details regarding repeated attempts to contact the applicant are entered into the applicant's record within two (2) business days of occurrence.
7. If there are barriers to determining eligibility, staff are to document and record barriers identified during the eligibility process in the case management data system (See CWP Policy 3-15 Barriers, section B.1. and Policy 3-60 Supportive Services, section B.4 for more details regarding addressing and documenting barriers to the intake process).

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E. Documenting Elements of WIOA Dislocated Worker Program Eligibility

All required documentation of eligibility must be uploaded to the case management data system designated for the WIOA DW program. As much eligibility criteria as possible must be verified at intake without creating undue administrative burden on the applicant and delaying delivery of services. Only the minimum physical documentation required for eligibility determination is required to be uploaded to the case management system designated for the WIOA DW program. CWP documentation requirements will be consistent with TEGL 23-19 and subsequent changes, including acceptance of self-attestation where allowed by federal and state policy.

CTDOL policy states that self-attestation means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. CTDOL broadly interprets what is an electronic/digital signature. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. WDB's must retain documentation of the self-attestation. The applicant's signature on the WIOA application constitutes self-attestation of eligibility factors recorded on the application consistent with TEGL 23-19. When working with populations facing challenges in document access, self-attestation and/or the use of partnering data systems where data verification already exists is strongly encouraged. A physical copy of self-attestation and/or verification documents obtained from partners is not required, and use of these systems to verify eligibility should be clearly documented in case notes.

1. WIOA-5 Eligibility and Certification for Dislocated Workers Form

The completed WIOA-5 Eligibility and Certification for Dislocated Workers form is retained in the participant's electronic case management system record.

2. Authorization to Work

An applicant verifies authorization to work by presenting acceptable documentation that establishes both identity and employment authorization in accordance with the US Citizenship and Immigration Services (USCIS). The USCIS issues guidance on acceptable documentation for both identity and employment authorization. **An individual cannot self-attest their work authorization status;** these documents must be presented. Case managers are not required to upload physical copies but should record what documents were presented in case notes. See USCIS Form I-9, List of Acceptable Documents and M-274, Handbook for Employers in the Appendix of this manual for detailed information and examples of acceptable documentation to establish identity and work authorization.

3. Selective Service Registration

All male applicants who are the ages of 18 through 24 who are required to register with the Selective Service under the Military Selective Service Act must register as a condition of eligibility. Prior to being enrolled in a WIOA-funded program, all male applicants born on or after January 1, 1960 who are not registered with the Selective Service and have not reached

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their 26th birthday must register through the Selective Service website at <http://www.sss.gov>. For more details regarding selective service requirements see CWP Policy Manual Section 2-40 or the Selective Service website at <http://www.sss.gov>. Documentation of Selective Service registration includes:

- a. Selective Service Acknowledgement letter
- b. Form DD-214 "Report of Separation"
- c. Screen printout of the Selective Service Verification on the Selective Service website at <http://www.sss.gov>. For males who have already registered this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth.
- d. Selective Service Registration Card
- e. Selective Service Verification Form (Form 3A)
- f. Stamped Post Office Receipt of Registration

4. Age

Any government issued document containing the applicant's date of birth such as a passport, birth certificate, driver's license, State ID, or school record. Self-attestation to date of birth is acceptable when these documents are not available during intake.

6. Terminated or laid off from employment or plant/business closure

Documentation that an individual has been terminated or laid off, or who has received a notice of termination or layoff from employment or notice of plant/business closure includes, but is not limited to, the following:

- a. Verification from employer such as layoff or termination letter
- b. Unemployment Notice or "Pink Slip"
- c. UI Records
- d. Rapid Response Meeting Attendance
- e. DD214 with other than dishonorable discharge as the reason for separation
- f. Self-Attestation

7. Exhausted Unemployment Benefits

Documentation that the applicant received unemployment benefits includes, but is not limited to:

- a. UI Records
- b. Interstate Benefit Inquiry Form IBIQ

8. Unlikely to Return to Previous Industry or Occupation

Documentation that substantiates that the applicant is unlikely to return to a previous industry or occupation includes, but is not limited to, the following:

- a. Documentation that worker was selected through RESEA program
- b. Basic skills deficient or has less than a high school diploma
- c. Older individuals who is 55 years old or older
- d. Experience and skills are no longer in demand in our region and are not transferable

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9. Veterans and Eligible Spouses (TEGL 23-19 Change 2)

Documentation of veteran or eligible spouse status (see Section B for definitions) beyond self-attestation is only required at the point in which eligibility for individualized career and training services are determined. Documentation of veteran or eligible spouse of a veteran is:

- a. Form DD-214 Report of Separation
- b. Other documentation from the Veterans' Administration of the veteran's status

The lack of a DD-214 cannot be used to deny services. If the applicant who is a veteran does not have documentation, AJC staff accept self-attestation.

10. An individual who was self-employed (including employment as a farmer, rancher, or fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

- a. Income tax records
- b. Family or Business Financial Records
- c. Self-Attestation

11. Displaced Homemaker (TEGL 23-19 Change 2)

Documentation of Displaced Homemaker status may include, but is not limited, to:

- a. Public assistance records
- b. Spouse's layoff notice
- c. Spouse's death record
- d. Spouse's Permanent Change of Station (PCS) orders (for a military move or assignment)
- e. Divorce records
- f. Applicable court records
- g. Bank records or income tax records (showing financial dependence on spouse, no separate source of income)
- h. Self-Attestation

F. Assistance with Obtaining Eligibility Documentation (CTDOL WIOA Policy Manual Section 36 4.)

1. If it is determined that an applicant, who appears to be otherwise eligible, does not have the resources to obtain the required documentation, the applicant may self-attest to the required eligibility factor and be certified based on the self-attestation.
2. Once they are certified, supportive services payments can be used to assist with obtaining the documentation. Supportive Services can be used to pay for the expenses related to obtaining required WIOA eligibility documentation as long as the participant is otherwise eligible and self-attests to program eligibility pending receipt of documentation.
3. Eligibility elements that require documentation (the use of self-attestation is only temporary until documentation is obtained) include:
 - a. U.S. Citizenship or authorization to work in the United States
 - b. Selective Service Registration.

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- c. Other categories as deemed necessary where self-attestation is not acceptable by CT DOL or under federal law, regulations and USDOL guidance.
4. Program provider staff assist the participant to obtain the documentation, to the extent possible. Documentation of required eligibility elements must be obtained prior to enrollment in training and/or program exit.
5. If eligibility documentation proves the individual is ineligible for WIOA or if the documentation is not acquired before the exit date, CWP is notified immediately.
6. The primary responsibility for providing documentary evidence rests with the applicant/participant.
7. All required documentation of eligibility must be uploaded to the participant's record in the case management data system designated for the WIOA DW program.

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A. General provision

Workforce Investment and Opportunity Act (WIOA) eligible youth may be in-school youth or out-of-school as defined at 20 CFR 681.200. WIOA separates youth into two separate categories: In-school youth ages 14-21 and out-of-school youth ages 16-24 at the time of enrollment. The intent of WIOA is to serve more Out-of-School Youth (OSY) who are disconnected from school and work.

B. Definitions

Basic Skills Deficient: As defined in 20 CFR 681.290(a)(1) having English reading, writing, or computing skills at or below the eighth (8th) grade level on a generally accepted standardized test; or (2) unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

Dependents: As defined by 20 CFR 675.300 and U.S. Internal Revenue Service (IRS), dependents are two or more persons related by blood, marriage or decree of court, who are living in a single residence, and are in one or more of the following categories: 1. Married couple & dependent children, 2. Parent(s) or guardian & dependent children; or Married couple. A dependent child is defined as younger than 19 years or a student who is younger than 24 years by the end of the calendar year or permanently & totally disabled.

Family: Family includes parents and dependents as defined by 20 CFR 675.300 and U.S. Internal Revenue Service (IRS). See definition of dependent in this policy section.

Low Income: As defined by WIOA Section 3(36), an individual is considered low income who:

1. Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received assistance through,
 - a. the Supplemental Nutrition Assistance Program (SNAP) established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), or
 - b. the Temporary Assistance for Needy Families (TANF) program under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), or
 - c. the Supplemental Security Income (SSI) program established under Title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or
 - d. State or local income-based public assistance i.e., State Administered General Assistance (SAGA); Refugee Cash Assistance (RCA); and HUSKY Health.Or
2. Is in a family with total family income that does not exceed the higher of:
 - a. the poverty line; or
 - b. 70 percent of the lower living standard income level.Or
3. Receives or is eligible to receive a free or reduced-price lunch
Or
4. Is a youth who lives in a high poverty area as defined by WIOA regulations 20 CFR 681.260 (also see WIOA TEGL 21-16 p.5 and Attachment II) as a Census tract, a set of contiguous Census tracts, an American Indian Reservation or other tribal land having a poverty rate of at least 25%. See <https://censusreporter.org/> to look up address in a high poverty census track.

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School: Secondary or post-secondary school as defined by the State. WIOA does not consider providers of Adult Education under WIOA Title II or dropout re-engagement programs, YouthBuild programs, and Job Corps programs to be “schools” (20 CFR 681.230). One exception is High School Equivalency (HSE) programs funded by the K-12 school system that are classified by school system as “school” (WIOA TEGL 21-16 p.3).

C. Out-of-School Youth (OSY) Eligibility (20 CFR 681.210)

To be eligible to participate in CWP’s WIOA-funded OSY youth activities, an individual shall, at the time of eligibility determination, be an OSY as defined by section C.4 below and meet all other eligibility criteria listed in sections C.1 - 3 below.

1. Be authorized to work in the United States.
2. Reside in one of the 37 towns within the North Central region.
3. Register with Selective Service, if applicable. **Note:** Youth who become of age for Selective Service registration after enrollment must meet Selective Service requirements by, or within 30 days of, their 18th birthday (CWP Policy Manual Section 2-40).
4. Meet the “out-of-school” youth criteria as defined by WIOA 129(a)(1)(B) and 20 CFR 681.210.

To meet the WIOA OSY criteria, an individual is:

- a. not attending any school, secondary or post-secondary (see definition of school in section B above),
And
- b. not younger than age 16 or older than age 24 at time of enrollment. (Note: Participants may continue in WIOA OSY activities beyond age 24 through exit if they were enrolled prior to turning 25);
And
- c. one or more of the following:
 - i. A school dropout.
 - ii. 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.
 - iii. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
 - a) basic skills deficient; or
 - b) an English language learner.
 - iv. An individual who is subject to the juvenile or adult justice system.
 - v. 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.
 - vi. An individual who is pregnant or parenting.
 - vii. A youth who is an individual with a disability.
 - viii. An individual who does not possess any of the criteria identified section C. 4.c.i. - vii above but is low-income and requires “additional assistance” to enter or complete an educational program or to secure or hold employment.
CWP defines a youth who requires “additional assistance” as an individual

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who meets one of the following criteria:

- a) Youth of color who is a child of a single parent
- b) Youth of color who is a child of parents without postsecondary education
- c) Youth who is a victim of violence/assault or exposed to violence/assault
- d) Youth who is an expectant father
- e) Youth who is a male of color

D. In-School Youth (ISY) Eligibility

To be eligible to participate in CWP's ISY WIOA-funded youth activities, an individual shall, at the time the eligibility determination is made, be an ISY as defined by section F.3 below and meet all other eligibility criteria listed in section D.1-2 below.

1. Be authorized to work in the United States.
2. Reside in one of the 37 towns within the North Central region.
3. To meet the WIOA ISY criteria (20 CFR 681.220), an individual is:
 - a. Attending school, including secondary or post-secondary school. WIOA does not consider providers of Adult Education under WIOA Title II, YouthBuild programs, and Job Corps programs to be "schools". Youth attending high school equivalency programs funded by the public K-12 school system who are classified by the school system as still enrolled in school are considered ISY.
And
 - b. Not younger than 14 (unless an individual with a disability who is attending school under State law) and not older than 21 at the time enrollment (age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program).
And
 - c. Low-income
And
 - d. One or more of the following:
 - i. Basic Skills deficient;
 - ii. An English Language Learner;
 - iii. An offender;
 - iv. A homeless individual which may include:
 - a) runaway youth;
 - b) youth in foster care or has aged out of the foster care system;
 - c) youth eligible for assistance under Sec. 477 of the Social Security Act (Chafee Foster Care Independence Program); or
 - d) youth in an out-of-home placement
 - v. Pregnant or parenting;
 - vi. Individual with a disability;
 - vii. An individual who does not possess any of the criteria identified section D. 3.d.i. - vi above, but who requires "additional assistance" to complete an educational program or to secure or hold employment. The State WIOA CWP defines a youth who requires "additional assistance" as an individual who meets one of the following criteria:

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- a) Youth of color who is a child of a single parent
- b) Youth of color who is a child of parents without postsecondary education
- c) Youth who is a victim of violence/assault or exposed to violence/assault
- d) Youth who is an expectant father
- e) Youth who is a male of color

E. Five percent (5%) Low Income Exception

WIOA 20 CFR 681.250(c) allows for a low-income exception of up to five percent of WIOA youth participants who ordinarily would be required to be low-income for eligibility purposes and meet all other eligibility criteria for WIOA youth except the low-income criteria. The exception is for five percent of the newly enrolled WIOA youth in the North Central region during the program year who would ordinarily be required to meet the low-income criteria. It is not five percent of all WIOA Youth participants in the North Central region since many OSY eligibility categories do not require low-income status.

For an OSY applicant who does not meet any of the eligibility criteria listed in section C.4.c.i-vii above to be eligible based on CWP's 5% low-income exception policy, the OSY applicant must meet at least one of the following criteria: basic skills deficient, an English language learner, a youth who is a child of a single parent, a youth who is a child of parents without postsecondary education, a young victim of violence/assault or exposed to violence/assault, or young person of color. For an ISY applicant who is not low-income to be eligible based on CWP's 5% low-income exception policy, the ISY applicant must have at least two of the barriers listed in section D.3.d above. CWP determines applicants' eligibility for a low-income exception. See section H.5 below for instructions to request an exception to the low-income eligibility requirement.

F. Priority of Service Subpopulations

Within the eligible population as defined above in sections C and D, CWP prioritizes programming to low-income youth in the following subpopulations:

1. Youth of color
2. Young parents
3. Youth in or aging/aged of foster care
4. Youth who are involved in the justice system
5. Youth with disabilities

G. School Status Continues for Duration of Enrollment

OSY or ISY determination is made at the time of program enrollment. Once the school status of a youth is determined at enrollment that school status remains the same throughout the youth's participation in the WIOA youth program. For example, if a youth determined to be an OSY at the time of enrollment and subsequently reenters high school or enrolls in postsecondary education, that youth is still considered an OSY throughout his/her participation in the WIOA youth program. (WIOA TEGL #8-15 p. 4.)

H. Documenting Elements of Eligibility

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All required documentation of eligibility must be uploaded to the case management data system designated for the WIOA Youth program. As much eligibility criteria as possible must be verified at intake without creating undue administrative burden on the participant and delaying delivery of services. Only the minimum physical documentation required for eligibility determination is required to be uploaded to the case management system designated for the WIOA Youth program.

CTDOL policy states that self-attestation means a written, or electronic/digital declaration of information for a particular data element, signed and dated by the participant. CTDOL broadly interprets what is an electronic/digital signature. Electronic signatures or a submission from the participant such as an email, text, or unique online survey response is considered an electronic signature or verification; it must be participant generated and traceable to the participant. WDB's must retain documentation of the self-attestation. The applicant's signature on the WIOA application constitutes self-attestation of eligibility factors recorded on the application consistent with TEG 23-19. In many instances, the documentation may be gathered at later dates or substituted with equivalently acceptable documentation. When working with populations facing challenges in document access, self-attestation and/or the use of partnering data systems where data verification already exists is strongly encouraged. A physical copy of self-attestation and/or verification documents obtained from partners is not required, and use of these systems to verify eligibility should be clearly documented in case notes.

1. Authorization to Work

An applicant verifies authorization to work by presenting acceptable documentation that establishes both identity and employment authorization in accordance with the US Citizenship and Immigration Services (USCIS). The USCIS issues guidance on acceptable documentation for both identity and employment authorization. **An individual cannot self-attest their work authorization status**; these documents must be presented. Case managers are not required to upload physical copies but should record what documents were presented in case notes. See USCIS Form I-9, List of Acceptable Documents and M-274, Handbook for Employers in the Appendix of this manual for detailed information and examples of acceptable documentation to establish identity and work authorization.

2. Resident of a Town in the North Central Region

To receive WIOA Youth funded services through CWP, an applicant must reside in one of the 37 towns in the North Central region (see list of NC region towns at <https://capitalworkforce.org/town-profiles/>). An applicant verifies residency by presenting documentation that contains both his/her name and address. Documentation of residency must be dated within the six (6) months prior to the application date. Examples of documents that verify residency include but are not limited to:

- a. A government or school issued ID (if expired, within 30 days of expiration date),
- b. School records,
- c. A post-marked envelope addressed to the applicant,
- d. A bank statement or bill,
- e. Rental agreement

Documentation such as school records, bank statements or bills may have been received through the mail or printed from online accounts. If the applicant has no documentation of

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residency but resides with someone who does have documentation of residency, that documentation plus a letter from the other person with whom he/she resides that stating that the applicant resides with them at their address will be accepted as documentation.

3. Selective Service Registration

All male applicants who are the ages of 18 through 24 who are required to register with the Selective Service under the Military Selective Service Act must register as a condition of eligibility. Prior to being enrolled in a WIOA-funded program, all male applicants born on or after January 1, 1960 who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website at <http://www.sss.gov>. For more details regarding selective service requirements see CWP Policy Manual Section 2-40 or the Selective Service website at <http://www.sss.gov>. Documentation of Selective Service registration includes:

- a. Selective Service Acknowledgement letter
- b. Form DD-214 "Report of Separation"
- c. Screen printout of the Selective Service Verification on the Selective Service website at <http://www.sss.gov>. For males who have already registered this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth.
- d. Selective Service Registration Card
- e. Selective Service Verification Form (Form 3A)
- f. Stamped Post Office Receipt of Registration

4. WIOA Eligibility Criteria

- a. Age
Any government issued document containing the applicant's date of birth such as a passport, birth certificate, driver's license, State ID, or school record. Self-attestation to date of birth is acceptable when these documents are not available during intake.
- b. Basic skills deficiency or English language learner
Most recent CASAS assessment obtained within the last 12 months. A CASAS reading or math scaled score of less than 235 is evidence of a basic skills deficiency.
- c. School Enrollment
School records including report card, transcript, printout of school record, letter from school official on school letterhead that indicate enrollment in current school year.
- d. In foster care or has aged out of foster care
Letter or memo from DCF stating applicant was or is in foster care.
- e. Subject of juvenile or adult justice system
Court records, letter from official in justice system or letter from CSSD indicating applicant was or is involved in juvenile or adult justice system.
- f. Pregnant
Doctor's note, medical record or a completed Self-Attestation form (see Section 8 Forms of this policy manual for Self-Attestation form), if obtaining medical records or Doctor's note is not possible.
- g. Parenting

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Child's birth certificate listing applicant as parent.

h. Youth with a disability

School record such as a PPT, documentation of SSI or a completed Self-Attestation form (see Section 8. Forms of this policy manual).

i. Low Income

i. Any document from the issuing authority showing that the applicant received or is a dependent of a family who received SNAP, TFA, refugee cash assistance, or HUSKY Health in the last six (6) months.

ii. Any document from the issuing authority showing that the applicant received SAGA or SSI.

iii. Documentation of free or reduced lunch eligibility includes a letter or record from the school system, self-attestation of free and reduced lunch eligibility on a signed Self-Attestation form, and verification of school of attendance at a school on the Community Eligibility Provision (CEP) list. Documentation must be for the current school year or, in the case of youth enrolling during the summer, verify that the lunch eligibility was determined no more than one year (or previous school year) prior to WIOA eligibility determination.

iv. If not a recipient of any of these benefits, the CWP Family Income Statement is completed to determine annual income (see Section 8. Forms of this policy manual for Family Income Statement form). For detailed instructions for various methods of determining and documenting income see Annualized Income Methods in the Appendix of this manual.

v. If there is no income, the applicant completes Self-Attestation form (See Section 8. Forms of this manual for Self-Attestation form).

j. Documentation of the following eligibility criteria is obtained by the completion of a Self-Attestation form (see Section 8. Forms of this policy manual for the Self-Attestation Form).

i. Not attending school

ii. A school dropout

iii. A youth within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter. School year quarter is based on how the local school district defines its school year quarters.

iv. A homeless individual

v. A runaway

5. Five Percent (5%) Low Income Exception

CWP determines eligibility under five percent (5%) low-income exception policy.

Documentation of the eligibility determination is an approved WIOA Youth 5% Low-Income Exception Request form. At the time of application, providers complete the WIOA Youth 5% Low-Income Exception Request form (See Section 8 Forms of the CWP online policy manual) and submit it to the CWP WIOA Youth Manager for consideration. CWP's eligibility determination for WIOA under CWP's low-income policy will be documented on the form and returned to the provider to retain in the applicant's record.

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6. Disconnected Youth Considerations

Youth who have multiple barriers to participating in education, training and/or the workforce may also have difficulty obtaining the required documentation to prove WIOA eligibility. If it is determined that an applicant, who appears to be otherwise eligible, is having or will have difficulty obtaining required documentation for eligibility, they may self-attest to required eligibility factors listed in section 6.a. below and be certified eligible based on the self-attestation.

- a. Eligibility elements that require documentation (the use of self-attestation is only temporary until documentation is obtained) include:
 - i. U.S. Citizenship or authorization to work in the United States
 - ii. Social Security Number
 - iii. Age
 - iv. Selective Service Registration
 - v. Low Income Status
 - vi. Other categories as deemed necessary where self-attestation is not acceptable by CT DOL or under federal law
- b. Program provider staff assist the participant to obtain the documentation, to the extent possible. Documentation of required eligibility elements must be obtained prior to enrollment in training and/or program exit.
- c. If it appears that the applicant does not have the resources to pay for the required documentation, Supportive Services can be used to pay for the expenses related to obtaining required WIOA eligibility documentation as long as the participant is otherwise eligible and self-attests to program eligibility. See CWP WIOA Youth Supportive Services policy.
- d. If eligibility documentation subsequently proves that the individual is ineligible for WIOA or if the documentation is not acquired before the exit date, CWP is notified immediately.

Attachment XI
Public Comment Legal Notice

**[TO BE REPLACED WITH PUBLIC COMMENT LEGAL NOTICE
FOLLOWING CONSORTIUM APPROVAL]**

Attachment XII

WIOA Local Plan Modification Signature Page

This modification to the 2024-2027 local WIOA plan is submitted on behalf of Capital Workforce Partners, Inc. to implement the Workforce Innovation and Opportunity Act in the North Central Region.

**Workforce Development Board
Chair**

Chief Elected Official

Signature

Signature

Name (Print or Type)

Name (Print or Type)

Date

Date