



## **Request for Proposals (RFP)**

### **Job Training and Economic Development Grant Program**

#### **I. Purpose of the Request for Proposal**

The Grundy Livingston Kankakee Workforce Board and County of Kankakee (the fiscal agent), are soliciting proposals from eligible entities under the Illinois Job Training and Economic Development Grant Program (JTED) 20 ILCS 605/605-415 (JTED Act) and the rules adopted in support of the JTED Act, 56 Ill. Admin. Code Part 2660 (JTED Rules) to serve youth in the Kankakee County.

#### **II. Background**

The Workforce Board works in partnership with County of Kankakee to administer this funding opportunity. The County of Kankakee is the local workforce innovation area fiscal agent and the Workforce Board is the program administrator, provides oversight, and technical assistance.

The Workforce Board is comprised of a group of volunteers representing local business and industry, educational agencies, community-based organizations, organized labor, rehabilitation agencies, economic development, and public employment service.

It is a strategic planning, policy, and oversight body for the workforce area which includes Grundy, Livingston, & Kankakee Counties. The Workforce Board does not conduct direct services to customers. As such, the Workforce Board works to ensure efficient use of funds that maximizes outcomes. The Workforce Board will provide technical assistance as needed and support the service delivery system in its continuous improvement.

Contracts entered into with successful applicant will be contracts with the Workforce Board and County of Kankakee. All contracts resulting from this RFP are contingent upon the availability of funds and are subject to amendment or termination due to the lack of or reduced funding. All parties contracting must comply with all regulations and any other interpretations published by the State of Illinois. Administration and operation of this program is subject to compliance with State policies and procedures as issued from Illinois Department of Commerce and Economic Opportunity and local policies and procedures as issued by the Workforce Board.

This RFP is not in itself an offer for work, nor does it commit the Workforce Board or County of Kankakee to fund any proposals submitted, nor be held liable for costs associated with the preparation or research of proposals.

#### **III. Program Description**

This RFP sets forth the requirements for the Job Training and Economic Development Grant Program (JTED) funded by the State of Illinois.

The JTED program was established in 1997 to respond to workforce shortages due to a strong job market and a lack of skilled workers to fill available positions. The legislation found that “despite the large number of unemployed job seekers, many employers are having difficulty matching the

skills they require with the skills of workers; a similar problem exists in industries where overall employment may not be expanding, but there is an acute need for skilled workers in particular occupations. The State of Illinois should foster local economic development by linking the job training of unemployed, disadvantaged citizens with the workforce needs of local businesses and industry. Employers often need assistance in developing training resources that will provide work opportunities for individuals that are under-represented and or have barriers to participating in the workforce.” Additionally, JTED focused on long-term unemployed individuals needing assistance to access the workforce to gain work experience and skills required to obtain family-sustaining employment.

### **Target Population**

The JTED program regulations require that services be provided to the “target population,” defined as unemployed, under-employed, or under-represented individuals, including youth who have one or more barriers to employment that are identified as risk factors. Additionally, this RFP includes priority populations to receive services. The following definitions apply to the “target population” and “priority population”:

- **“Immigrant”** means any person lawfully in the United States who is not a U.S. citizen, U.S. national, or person admitted under a nonimmigrant category as defined by the United States Immigration and Nationality Act Section 101(a)(15), 8 U.S.C 1101(a)(15).
- **"Low-income individual"** means an individual who receives, or in the past 12 months has received, or is a member of a family household that is receiving or in the past 12 months has received, assistance through:
  - Children’s Health Insurance Program (CHIP);
  - Childcare Subsidies through the Child Care and Development Fund (CCDF) Program;
  - Medicaid;
  - National Housing Trust Fund (HTF), for affordable housing programs only;
  - Home Investment Partnerships Program, for affordable housing programs only;
  - Temporary Assistance for Needy Families (TANF);
  - Supplemental Nutrition Assistance Program (SNAP);
  - Free and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs;
  - Medicare Part D Low-income Subsidies;
  - Supplemental Security Income (SSI);
  - Head Start and/or Early Head Start;
  - Special Supplemental Nutrition Program for Women, Infants, and Children (WIC);
  - Section 8 Vouchers;
  - Low-Income Home Energy Assistance Program (LIHEAP); or
  - Pell Grants; or
  - Has income that is at or below 185 percent of the Federal Poverty

Guidelines (FPG) for the size of their household based on the most recently published poverty guidelines by the U.S. Department of Health and Human Services (HHS); OR (ii) has income at or below 40 percent of the Area Median Income for its county and size of household based on data published most recently by the Department of House and Urban Development (HUD).

- **“Migrant”** means a person who leaves his/her country of origin to seek temporary or permanent residence in another country.
- **"Moderate-income individuals"** means individuals whose income is: (i) at or below 300 percent of the FPG of the size of their household based on the most recently published poverty guidelines by HHS; or (ii) at or below 40 percent of the Area Median Income for its county and size of household based on data published most recently by HUD.
- **"Negative economic or public health impacts"** means harm that households or populations have experienced as a result of the COVID-19 pandemic, as permitted by the American Rescue Plan Act and the related regulations and guidance issued by the U.S. Department of the Treasury. "Negative economic or public health impacts" include, but are not limited to, households or populations that:
  1. Have experienced unemployment or increased food or housing insecurity due to the COVID-19 pandemic;
  2. Are **low-income individuals or moderate-income individuals** who experienced negative impacts due to the COVID-19 pandemic;
  3. Are living within either a qualified census tract or a disproportionately impacted area; or
  4. Are receiving services or other assistance pursuant to this NOFO within either a qualified census tract or a disproportionately impacted area.
- **“Refugee”** means a status granted to an individual, prior to departure for and arrival in the United States, who has been determined by competent authority to be fleeing persecution or have a well-founded fear of persecution in their own country because of race, religion, nationality, membership in a particular social group or political opinion.
- **“Returning Resident”** means an individual who has recently been released from a federal, state or local correctional facility.
- **"Unemployed individual"** means an individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job, for purposes of this definition, shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the U.S. Department of Labor or as required by the relevant funding source and set forth in the NOFO. “Unemployed individual” may include:
  1. an individual who meets the definition of "unemployed individual" set forth above and resides in or receives services in a qualified census tract; or
  2. an individual who:
    - a. Is without a job;
    - b. Wants and is available to work, including someone who has looked for work sometime in the past 12 months and
    - c. Is in need of job training and other assistance to address

the negative economic or public health impacts experienced due to the COVID-19 pandemic or

- d. An individual who is currently employed but received a notice of termination or lay-off from the current employment and will no longer be employed within ninety days.

- **"Under-employed individual"** is defined as an individual who is employed and needs job training and other assistance to address the **negative economic or public health impacts experienced due to the COVID-19 pandemic** due to the individual's occupation or level of training. "Under-employed individual" includes workers who receive notices of termination or lay-off notices because of negative economic or public health impacts of the COVID-19 pandemic.
- **"Under-represented individuals with a barrier to employment"** or **"Under-represented individuals"** means individuals who reside in or receive services in a qualified census tract, disproportionately impacted area or who have experienced negative economic or public health impacts resulting from the COVID-19 pandemic. Individuals who are long-term unemployed, meaning those "who have been unemployed for at least twelve (12) of the last twenty-six (26) weeks" are also included as under-represented.

### **Targeted Communities (Qualified Census Tracts, Disproportionately Impacted Areas and Rural Residents)**

The JTED Program recognizes the disproportional impact of the pandemic-related recession on economically disadvantaged communities as defined by HUD's Qualified Census Tracts. Proposals will prioritize services within or to individuals that reside in identified "qualified census tracts," "disproportionately impacted areas," or rural residents.

- **"Qualified Census Tract"** means a census tract, as defined by the U.S. Census Bureau, having 50 percent of households with incomes below 60 percent of the Area Median Gross Income (AMGI) or having a poverty rate of 25 percent or more.
- **"Disproportionately impacted area"** means those ZIP Codes most severely affected by the COVID-19 pandemic, to be determined based on positive COVID-19 case per capita rates and that meet at least one of the following poverty-related criteria relative to other ZIP Codes within that region:
  1. Share of the population consisting of children aged 6 to 17 in households with income less than 125% of the federal poverty level (FPL);
  2. Share of the population consisting of adults over age 64 in households with income less than 200% FPL;
  3. Share of the population in households with income less than 150% FPL; or
  4. Share of the population consisting of children ages five (5) and under in households with income less than 185% FPL.

This link provides a map of the Qualified Census Tracts and Disproportionately Impacted Areas WIOA QCT-DIA Map (<https://www.illinoisworknet.com/qctdiamap>).

- **“Rural Resident”** means an individual who resides in a county that is classified as a nonmetropolitan county by the U.S. Department of Agriculture Rural-Urban Continuum classification scheme. Please see <https://www.ers.usda.gov/data-products/rural-urban-continuum-codes>

#### **IV. Program Design**

The JTED grant program focuses on youth. The program design should include a mix of academic, employability (including digital skills and digital financial literacy), and technical skills. Additionally, the model must provide supportive services element that may include barrier reduction services. This funding will equip youths with the necessary tools to complete the program successfully and thrive in their future academic pursuits or the workforce.

Training must include one or a combination of the following industry-recognized credentials: a license recognized by the State or Federal government or an associate or baccalaureate degree with multiple entries and exit points. These training programs will create opportunities for youth to obtain marketable in-demand skills and prepare them for jobs.

Eligible youth participants include unemployed, under-employed and at-risk in-school and out-of-school youth ages 16-24 who reside in Illinois and are eligible to work in Illinois at the completion of the training program. Definitions for “at risk” factors are available at: <https://www.illinoisworknet.com/WIOA/Pages/JTED2023.aspx>

All proposals must include the program services are outlined below:

#### **Outreach and Recruitment**

Proposals must provide details about their recruitment and outreach strategies to attract youth to their programs.

Efforts must include:

- Comprehensive details for outreach and recruitment strategies to connect with individuals in the targeted and priority population
- Coordinated outreach and recruitment events with education, workforce, employer/industry organizations, and social service agencies to reach the targeted and priority population.
- Methods of establishing relationships and engage individuals in the targeted and priority population:
- Educating potential participants about occupations in the target industries and ensuring the opportunity aligns with their career interests.
- Educating potential participants about digital literacy and digital skills training to facilitate accessing the careers of interest.

#### **Career Planning**

Career planning is a customer-centered approach in the delivery of services to prepare and coordinate comprehensive career (employment) plans for participants that ensure access to workforce activities and supportive services during program participation and continuing for one (1) year after job placement. Successful career planning is a collaborative and ongoing process rather than a one-time activity. The process is individualized to the job seeker and prepares

them for obtaining employment that leads to self-sufficiency and places them on a path for lifelong learning. Effective career planning includes assessment, career readiness activities, preparation, and training, along with appropriate job matching and placement, ending with one (1) year of follow-up. Providing supportive services and conducting follow-up is essential to the success of the jobseeker.

Key components include building rapport, effectively communicating, identifying appropriate services, convening key service providers, connecting participants with services, creating a strong employment plan, motivating and encouraging, following up after an appointment(s), monitoring services, and follow-up after job placement to ensure success. Additionally, keeping accurate, timely, and descriptive records of career planning efforts through appropriate case management is essential.

### **Comprehensive Assessment**

A thorough assessment is the foundation for understanding the participant's employment goals, existing skills, and career readiness and determining all barriers to employment that may exist. It is not a one-time activity. Nor is it a one-size-fits-all approach. Assessments help prepare participants to determine existing skills, identify those that require additional training, develop an employment plan, and connect them to services through appropriate referrals. Areas the program will need to assess for include:

- Employment goals;
- Interest and skills inventory;
- Essential employability skills, including digital confidence, competence and use and digital financial literacy skills assessment;
- Basic Skills deficiency;
- Barriers to employment;
- Suitability for the desired training program;
- Review of training options that align with interest and skills inventory;
- Determination of referrals.

Additionally, assessments must evaluate and identify the suitability of the participant when developing the employment goals, appropriate achievement objectives, and the needed combination of services to address barriers. Suitability includes working with the participant on the following:

- Aligning career goals to interests, skills, and abilities;
- Reviewing occupational profiles and employment outlooks for the selected occupation. This not only includes wage information and training needed but also includes what employees do on the job, the digital tools employees need to access, and the digital skills employees need to perform the job and participate in the benefits of employment;
- Exploring the career services that are needed to achieve the participants' employment goals;
- Researching the training services that are needed to achieve the participants' employment goal that includes, but are not limited to:
- Assessing the participant's preferred training delivery method (traditional classroom, virtual or remote, real-time immersive technology (virtual, extended or augmented reality), or direct hands-on);

- Assessing the cost and the length of the training program;
- Considering work-based-learning opportunities including, but not limited to, Registered Apprenticeships, On-the-Job Training, Transitional Jobs, and/or work experience; and
- Finding the supportive services that are needed to achieve the participants' employment goals.

The information garnered from the comprehensive assessment is used to develop the Individual Employment Plan.

### **Individual Employment Plan (IEP)**

Like the assessment, the Individual Employment Plan (IEP) is a living document that identifies employment and education goals as part of a career pathway, objectives, and the appropriate combination of services for the participant to reach the goals. The IEP is the basic instrument to document the appropriateness of the decisions made about the combination of services for the participant, including referrals to other programs for specified activities. It is to be developed collaboratively with the participant to establish goals mutually. The IEP must be developed after an objective assessment and reflect the expressed interests and needs of the participant. At a minimum, the IEP must identify and document:

- Goals and Objectives:
  - Short-term (training or employment) goal(s);
  - Long-term (employment) goal(s) that clearly document the career pathway to attain the career objectives and include a review of the demand occupations list;
  - Intermediate objectives that will be required to meet the goals listed and required training components (remedial, pre-requisites, skills, work- based training etc.);
  - Provide a justification as to why the short-term and long-term goals are appropriate for the participant and must be:
    - Based on assessment information, an interview with the participant, and skills obtained from previous employment;
    - Include an explanation of the skills gap that the IEP is designed to overcome. “Skills gap” is the significant gap between the skills required by the employer and the current capabilities of the youth;
    - Include barriers to employment and/or participant needs, if applicable;
    - The appropriate sequence and mix of services to address the unique strengths, challenges, and needs of the participant to obtain the training or employment goal(s);
    - Identification of barriers and/or needs that may prevent the participant from obtaining employment or participating in training.
    - The IEP must document the services that are provided to address the participant’s barriers, including but not limited to career services, training, supportive services, barrier reduction services, and referrals to partner agencies for additional assistance such as childcare, counseling, or other applicable programs.

### **Training**

Training services are critical to the employment success of many individuals. Training programs must be in the IT and manufacturing sectors. Programs must lead to measurable skill gains and industry-recognized or post-secondary credentials and align with the customer's choice for a career

pathway. Specifically, the training identified must be consistent with the comprehensive assessment and IEP. Providing career pathways through education and work-based learning assists in accelerating an individual's career advancement. The following services are types of training are allowed for this program.

- Occupational skills training, training for nontraditional employment
- Skill upgrading and retraining
- Job readiness training
- Adult education and literacy activities,
- Work experiences or internships
- Supportive Services
- Barrier Reduction Funds

### **Supportive Services**

Supportive Services provide participants with key assistance beyond career and training services necessary to achieve success. All proposals must follow the approved Workforce Board Supportive Service policy in Attachment E. Examples of supportive services include but are not limited to the following:

- Linkages to community services;
- Assistance with transportation;
- Assistance with childcare and dependent care;
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Referrals to health care and services such as immunizations, vision, and dental care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses, protective eye gear and other essential safety equipment;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- Payments and fees for employment and training-related applications, tests, and certifications.

### **Barrier Reduction Funds**

Barrier reduction funding is devoted to increasing family stability and job retention by covering accumulated emergency costs for basic needs, such as housing-related expenses (rent, utilities, internet connectivity, etc.), transportation, childcare, digital technology needs, education needs, mental health services, substance abuse services, income support, and work-related supplies that are not typically covered by programmatic supportive services [20 ILCS 605/605-415(b)]. A barrier reduction policy will be established by the Workforce Board in order to provide these services through this grant. At a minimum, proposals for Barrier Reduction Funding will be required to:

- Describe the exact types of barrier reduction funding services to be provided (e.g., housing, transportation, childcare, internet connectivity, digital device, etc.);
- Demonstrate that the applicant has established policies for resource and service coordination with appropriate provider organizations



### **Placement**

The placement of program participants in jobs is one of the primary goals of the JTED Program. Successful proposals will utilize community partnerships for help with job placement services, including:

- Outreach and networking with local employers on their anticipated employment needs;
- Working with community partners including local community college career services department
- Engaging businesses in hiring and recruiting events and collaborating with workforce partners;

### **Follow-Up**

Follow-up services after training completion are encouraged, as appropriate, for youth participants who are placed in unsubsidized employment to support retention. Follow-up services must meet the needs of the participant and may include, but are not limited to, the following:

- Mentoring;
- Financial literacy education;
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;
- Providing individuals with information about additional educational or employment opportunities;
- Counseling individuals about the workplace;
- Providing individuals with referrals to other community resources.

### **Leveraged Funding**

It is encouraged for proposals to utilize other funding streams to maximize service capacity. A complementary training program can cover the cost of components like Training and/or Work-Based Learning/Work-Based Training and JTED can be utilized for other components like Supportive Services or Barrier Reduction Services.

## **V. Eligible Respondents**

Any existing public entity, private not-for-profit entity or private for-profit entity who has prior workforce development experience and believes it has the capability, experience and capacity to provide the services required under this RFP may submit a proposal for consideration. Individuals may not propose.

Applicants should have an established history of providing a comprehensive range of workforce services tailored to the unique needs of residents in Kankakee County.

## **VI. Timeframes/Funding/Period of Performance**

The funds available through this proposal will be available for a twelve month period July 1, 2024 to June 30, 2025. The Workforce Board may renew the yearly contract for an additional year contingent upon successful performance and funding with a grant end date of June 30, 2026. The option to extend will be at the complete discretion of the Grundy Livingston Kankakee Workforce Board.

This grant program is utilizing State of Illinois funds appropriated by the General Assembly.

## **Funding**

Total amount of funding expected to be awarded through this RFP is \$391,690.

Pre-award costs are incurred at the applicant's own risk and will not be funded if an award is not made.

## **Type of Contract**

The contract will be cost reimbursement. Total contract amount will be reimbursed based on actual costs incurred according to approved budgets. Any awarded contract will conform to the terms required by the State of Illinois. Payment for services rendered will be made only when costs have been incurred and documentation of all costs will be required.

The Workforce Board and County of Kankakee reserve the right to terminate any contract, without notice, at their sole discretion. Should a contract be terminated, the Workforce Board and County of Kankakee will be responsible for reimbursing only those costs actually incurred prior to the date of termination.

## **Performance**

The selected proposal(s) will be evaluated on an ongoing schedule to determine whether or not to continue the contract. The ongoing evaluation will include a review of the quality of services provided, the program costs, the integrity of fiscal systems and administrative controls, and the adherence to the terms of the contract. One or multiple contracts will be awarded at the discretion of the Grundy Livingston Kankakee Workforce Board. The Workforce Board also reserves the right to award no contract(s).

Grantees will be required to report performance data on the following activities and outcomes:

- Number of individuals enrolled in the program
- Number of individuals completing the program
- Number of individuals obtaining credential(s)
- Number of individuals that achieve a measurable skill gain
- Number of individuals placed in post-secondary education
- Number of individuals placed in unsubsidized employment
- Number of individuals retained in unsubsidized employment for 6 and 12 months
- Number of individuals experiencing a wage/benefit increase

Acceptable performance for a competitive application is set at 80% of the planned performance goals

## **VII. Submittal Requirements**

Proposal Submission

- All responses must be typed on 8½ X 11 inch paper and using a 12 point font.
- Pages must be numbered and each page should have a footer with the name of the agency submitting the proposal.

- Proposals should be submitted in electronic form via email to [lrussell@glkwb.com](mailto:lrussell@glkwb.com). A receipt will be emailed when a proposal is received. If proposers do not receive an email receipt it is their responsibility to contact the Workforce Board to verify receipt of the proposal.

**All proposals must be received by 12:00 pm (noon) on Friday, October 4, 2024. Any proposal received after this date and time will not be considered or evaluated.**

The following information is required in the proposal.

- Cover Page (Attachment A)
- Program Proposal Narrative as outlined in Section VIII.
- Budget (Attachment B)
- Certification regarding Debarment (Attachment C)
- Assurances and Certifications Statement (Attachment D)
- Organization most recent financial audit. The organization’s financial audit does not need to be submitted electrically with the proposal. It will not be required unless the proposal is selected as a contractor.

### **Questions Regarding the RFP**

Inquiries regarding this RFP should be directed to Ladonna Russell via email at [lrussell@glkwb.com](mailto:lrussell@glkwb.com). Questions must be presented in writing by September 13, 2024. Questions other than those presented in writing by the due date will not be entertained.

A summary of all questions and answers will be posted on the Workforce Board website at [www.glkwb.com](http://www.glkwb.com).

### **Timeline**

The timeline for soliciting proposals, review, selection and negotiation is presented below.

RFP Released	September 3, 2024
Deadline for submission of questions	September 13, 2024
Proposal Due	October 4, 2024 by 12 pm
Workforce Board will be award contract(s) prior to	December 31, 2024.

## **VIII. Program Proposal Narrative**

The following information must be included in the proposal.

### **A. Service Provider Experience**

This portion of the proposal must describe any previous experience of the service provider in the development, implementation and operation of youth programs of the nature being proposed and the personnel that will provide the program activities and services.

The proposal should address the below questions.

- Briefly describe the purpose, activities, and services of your organization. Include in the description how your organization fits within the community being served and how your organization has adapted to the shifting needs of the community; note any

areas of change since existence.

- Briefly describe your organizations workforce development experience.
- Demonstrate how your organization has the capacity to successfully serve the population being proposed including the identified need(s) of this population and the organization's ability to meet that need.
- Demonstrate the success in working with youth in the past years and how your organization has measured its own success in serving the population with the services being proposed.
- Describe internal and/or external evaluations conducted on your organization and/or workforce operations during the past two (2) years. Who conducted the evaluations? What were the results? What was the purpose of the evaluations? Describe the type of financial review and/or audit that your organization conducts on an annual basis. Who conducted the review/audit? What were the results?

## **B. Program Plan**

The JTED program scope of work is providing eligible youth in Kankakee County with career pathways and training in the IT and manufacturing sectors. In addition, the scope of work is to provide English as a Second Language services to eligible high school youth. Organizations responding to this RFP must ensure their proposal focuses on this scope of work and must include the following::

### **1. Outreach & Recruitment**

- Provide a comprehensive plan for outreach and recruitment strategies to connect with youth in the targeted and priority population through multiple mediums and connections with partner organization
- Describe how the program will coordinate outreach and recruitment events with education, workforce, employer/industry organizations, and social service agencies to reach the targeted and/or priority population.
- Identify the targeted populations to be served

### **2. Program Plan**

Describe how the proposed program will provide the below required program services identified earlier in the RFP.

- Career Planning
- Comprehensive Assessment including what assessments will the program use.
- Individual Employment Plan
- Training
  - i. Identify the training provider
  - ii. Identify the training program(s)
  - iii. Identify credential(s) earned
  - iv. Identify how many will be enrolled in each training program(s)
- Supportive Services and Barrier Reduction Services
- Placement
- Follow Up services
- Leveraged funds if applicable

### **C. Budget**

The proposal must include a line item budget using the budget template provided as Attachment B and a budget narrative. **No other budget forms will be accepted.** After an proposal(s) is selected, the approved budget is subject to a negotiated agreement and is subject to the policies of the Workforce Board and future guidance, policies and technical assistance from State of Illinois Department of Commerce and Economic Opportunity

1. The proposal must show that its cost for providing services is reasonable, and allowable including details of indirect costs. Review of cost items may include comparison of costs among proposers, comparisons of average costs with previous experience, and a comparison of individual cost items with market prices. Proposals that may rank well against program design and effectiveness criteria may not be funded because of unreasonable, excessive unexplained or unallowable costs.
2. The financial plan must describe all costs associated with implementing the project that are to be covered with the grant funds. All costs should be necessary and reasonable according to the Federal guidelines set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 CFR 200. Commonly referred as “Super-Circular” or “Omni-Circular”.
3. The narrative must support and explain the information contained on the Budget Estimate form and include total number of youth to be served.

### **D. Staffing Plan.**

Each respondent is required to submit a staffing plan. At a minimum the Staffing Plan must provide the total number of staff, the position titles, the salary range of each position, and the estimated cost of benefits. An organizational chart must be attached showing organizational structure for the staff assigned to project.

1. If staff providing will operate under a cost allocation plan, the organization must describe the process for tracking and allocating costs such as staff salaries, benefits, rent, utilities, etc. and provide a copy of the cost allocation plan.
2. If there are existing staff that are planned to be full time staff under this contract, identify them by name, proposed position, and provide a brief description of their qualifications. If staff is to be hired, outline the process and timeline that will be used to recruit and select qualified individuals. Specify the date by which these individuals can be expected to assume his/her position.

### **E. Signatures**

An official authorized to commit the bidder must sign the Cover Page, (Attachment A). Each respondent is required to review, sign and submit in their proposals the Certification regarding Debarment included as Attachment C and the Assurances and Certifications Statement included as Attachment D.

## **IX. Review Criteria/Evaluation Process**

A task force of the Grundy Livingston Kankakee Workforce Board will serve as the review panel

for proposals submitted pursuant to this RFP. The panel will have at least one representative from Kankakee County (the fiscal agent). This panel will independently score each proposal using a standard proposal review instrument. A maximum of 100 points may be awarded to any single proposal. Proposals receiving a score below 70 points will be disqualified.

<u>Review Criteria</u>	<u>Maximum Points</u>
A. Service Provider Experience	10
B. Program Plan	
1. Outreach and Recruitment Plan	10
2. Program Delivery of Required Services	30
C. Budget: Necessity and Reasonableness of Budget Items	40
F. Staffing Plan	10
<b>Total Points Possible</b>	<b>100</b>

## **X. General Requirements**

- A.** This RFP does not commit the Grundy Livingston Kankakee Workforce Board and the County of Kankakee to award a grant, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to issuance of a written agreement.
- B.** Any verbal comments or discussion concerning this solicitation cannot add, delete or modify any written provision of this Request for Proposal. Only changes to the requirements of this RFP issued in writing will have force.
- C.** Upon request, respondents may be asked to furnish satisfactory evidence of their ability to successfully provide the services requested by this RFP. This evidence may include copies of reports on prior independent audits of the respondent. The Grundy Livingston Kankakee Workforce Board and County of Kankakee reserve the right to make the final determination as to the respondent's capabilities.
- D.** The Grundy Livingston Kankakee Workforce Board and County of Kankakee reserve the right to cancel this Request for Proposal for any reason, or accept or reject any or all proposals for any reason or to negotiate with any and all respondents on modifications to proposals.
- E.** All costs incurred in conjunction with the preparation of a proposal are the sole responsibility of the respondent, and will not be paid or reimbursed.
- F.** The proposal submitted by the successful respondent, modified as necessary through negotiations, will become part of a contractual agreement among the Grundy Livingston Kankakee Workforce Board, County of Kankakee and the successful respondent.
- G.** All data, material and documentation originated or prepared by the respondent pursuant to a contract award shall belong exclusively to the Grundy Livingston Kankakee Workforce Board and County of Kankakee, and be subject to disclosure under the Freedom of Information Act.
- H.** The Workforce Board and County of Kankakee reserve the right to withdraw any award for failure to successfully negotiate and execute a contract with the respondent within 30 days of

the award of this RFP.

- I.** The successful respondent will be prohibited from disseminating products and information developed under the award without the prior written consent of the Workforce Board.
- J.** Any changes in the JTED program requirements or funding levels may result in changes to the services described in any proposal and subsequent contract. The Workforce Board and County of Kankakee reserve the right to modify or alter requirements and standards set forth in this RFP based on program requirements mandated by the State of Illinois.
- K.** Proposals submitted for funding must operate according to Workforce Board policies, all applicable Federal regulations, and other requirements by the State of Illinois.
- L.** Successful respondents must ensure compliance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 CFR 200. Commonly referred as “Super-Circular” or “Omni-Circular
- M.** The Workforce Board and County of Kankakee expect that respondents will have the administrative and financial management capabilities required. Respondents must have in place, or agree to establish, the following:
  - Personnel, grievance and travel policies
  - Equal opportunity/nondiscrimination policies
  - Financial management and accounting policies and procedures
- N.** The Grundy Livingston Kankakee Workforce Board and County of Kankakee reserve the right to conduct discussions with respondents. Respondents will be accorded fair and equal treatment concerning any opportunity for discussion of their proposals.
- O.** Respondents may be required to make oral presentations, participate in negotiations and to re-write portions of proposals as agreed during negotiations.
- P.** All respondents must ensure equal opportunity to all individuals. If awarded contract, the respondent must ensure that no individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under this funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
- Q.** All respondents must ensure access to services by individuals with disabilities pursuant to the Americans with Disabilities Act.
- R.** This program is subject to the provisions of the “Jobs for Veterans Act,” Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the Department of Labor. DOL ETA Training and Employment Guidance Letter (TEGL) No. 5-03 provides general guidance on the scope of the veterans priority statute and its effect on employment and training programs.
- S.** This program is subject to the Child Labor Law which regulates the employment of workers less than 18 years of age. The law protects children by (1) requiring employment certificates.

The certificate confirms that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education; (2) prohibiting work in hazardous occupations; and (3) limiting working hours. All work before 7 a.m. and after 7 p.m. is prohibited. However, work until 9 p.m. is allowed from June 1 through Labor Day.

- T.** Contractors must agree to abide by the Equal Pay Act of 2003 which prohibits employers with four or more employees from paying unequal wages to men and women for doing the same or substantially similar work, requiring equal skill, effort, and responsibility, under similar working conditions for the same employer in the same county, except if the wage difference is based upon a seniority system, a merit system, a system measuring earnings by quantity or quality of production, or factors other than gender.
- U.** Respondents selected must allow access to all JTED records, program materials, staff and participants by authorized Federal, State and local officials.
- V.** The Workforce Board and County of Kankakee reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not available or received from the Illinois Department of Commerce and Economic Opportunity or other funding sources or due to legislative changes.



Response Cover Sheet

Name of Respondent Organization: \_\_\_\_\_

Type of Organization:

Public entity

Private not-for-profit organization

Private for profit organization

Other

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Website: \_\_\_\_\_

Federal Employer ID Number: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

UEI Number: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Authorized Representative email Address: \_\_\_\_\_

Statement of Certification

The information contained in this proposal fairly represents the proposed operating plans and budget necessary to conduct the activities described. The respondent organization assures that it is prepared to implement the activities described in the proposal. This proposal has been duly authorized by the governing body of the respondent organization. I certify that I am authorized to sign this statement on behalf of the organization submitting this proposal.

\_\_\_\_\_  
Typed Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

## Attachment B

<b>Grundy Livingston Kankakee Workforce Board</b>		
<b>Organization:</b>		
<b>Project:</b>		
<b>Contract Term:</b>		<b>to</b>
<b>Expenditures</b>	<b>Code</b>	<b>Budget</b>
Salaries	50010	
Employee Benefits	50955	
Workers Compensation Insurance	51500	
General Liability Insurance	51800	
Rent Expense	52400	
Water & Sewer	52600	
Heat	52650	
Electricity	52700	
Telephone	52750	
Mobile Telephones	52800	
Professional Fees	54200	
Payroll Processing Fees	54240	
Client Payroll/FICA & Medicare	54700	
Client OJT, new employee training, incumbent worker training	54701	
Client WBL: Staff Salary/Benefits	54702	
Client Travel	54705	
Client Stipends	54710	
Client Tuition/ITA	54720	
Client Remedial Training	54721	
Client Occupational Training	54722	
Client Training Supplies	54725	
Client Support	54730	
Client Employment Support Service	54731	
Indirect Costs	54650	
Staff Travel	55520	
Staff Conferences	55530	
Staff Meeting Expense	55535	
Postage/Freight	55650	
Subscriptions/Publications	55700	
Printing	55800	
Membership/Dues	55950	
Computer Services	56100	
Office Supplies	56800	
Computer Software/Equipment	86000	
Office Equipment	86500	
<b>Total</b>		

**Certification Regarding Debarment, Suspension, and other Responsibility Matters  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Before signing the certification, read the following instructions which are an integral part of the certification:

By signing and submitting this proposal, the prospective recipient of grant funds is providing the certification set out below.

1. The prospective recipient of grant funds is not on the federal government Excluded Parties list, is not on the Illinois Stop Payment list, and is not on the Department of Healthcare and Family Services Provider Sanctions list
2. The prospective recipient of grant funds provide immediate written notice to the Workforce Board if at any time the prospective recipient of grant funds learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances
3. The prospective recipient of grant funds shall provide immediate written notice to the Workforce Board if at any time the prospective recipient of grant funds learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
5. The prospective recipient of grant funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
6. The prospective recipient of grant funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded From Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the Workforce Board may terminate this transaction for cause or default.

The prospective recipient of grant funds certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, not on the Illinois Stop Payment List, and not on the Department of Healthcare and Family Services Provider Sanctions list

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

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Signature Date

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Name of Applicant Agency

**Assurances and Certifications**

The Contractor hereby assures and certifies compliance with each of the requirements where applicable:

1. Permit and cooperate with state investigations undertaken in accordance with these grant funds.
2. Contractors must ensure access to services by individuals with disabilities pursuant to the Americans with Disabilities Act.
3. Record retention requirements which will be outlined in the grant agreement.
4. Require all lower tier subcontractors to comply, with the policy on lobbying restrictions as established in accordance with OMB Circular 2 CFR 200.
5. The policy on debarment and suspension regulations as established in accordance with 29 CFR Part 98.
6. Require all organizations to comply with the Single Audit Act of 1984, as amended in 1996 ("Single Audit Act") or 2 CFR Subpart B-General Provisions or Subpart F – Audit Requirement or a grant specific financial and compliance audit.
7. The Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which one is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
8. The Davis-Bacon Act as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provision Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
9. Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
10. Compliance with all requirements relating to the performance of experimental, developmental, or research work including providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401.
11. All applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §7401 et. seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §1251 et. seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
12. The provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. §§1352). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above 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. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient. See 29 CFR Part 98.

13. The provisions of Debarment and Suspension (E.O.'s 12549 and 12689) – No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.
14. This program is subject to the provisions of the "Jobs for Veterans Act," Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the Department of Labor. DOL ETA Training and Employment Guidance Letter (TEGL) No. 5-03 provides general guidance on the scope of the veterans priority statute and its effect on employment and training programs.
15. This program is subject to the Child Labor Law which regulates the employment of workers less than 18 years of age. The law protects children by (1) requiring employment certificates. The certificate confirms that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education; (2) prohibiting work in hazardous occupations; and (3) limiting working hours. All work before 7 a.m. and after 7 p.m. is prohibited. However, work until 9 p.m. is allowed from June 1 through Labor Day.
16. Contractors must agree to abide by the Equal Pay Act of 2003 which prohibits employers with four or more employees from paying unequal wages to men and women for doing the same or substantially similar work, requiring equal skill, effort, and responsibility, under similar working conditions for the same employer in the same county, except if the wage difference is based upon a seniority system, a merit system, a system measuring earnings by quantity or quality of production, or factors other than gender.

#### **APPLICABLE STATUTES**

1. **Drugfree Workplace Act (30 ILCS 580/1. et.seq.)** Contractor will make the certification required in this Agreement and will comply with all of the provisions of the Drugfree Workplace Act, which are applicable to the Grantee. False certification or violation of the requirements of the Drugfree Workplace Act may result in sanctions including, but not limited to, suspension of grant payments, termination of this Agreement and debarment of contracting or grant opportunities with The Workforce Board for at least one (1) year but not more than five (5) years.
2. **Freedom of Information Act (5 ILCS 140/1 et. seq.)** Applications, programmatic reports and other information obtained by The Workforce Board under this Agreement shall be administered pursuant to the Freedom of Information Act.
3. **Historic Preservation Act (20 ILCS 3420/1 et. seq.)** The Contractor will not expend funds under this Agreement which results in the destruction, alteration, renovation, transfer or sale, or utilization of a historic property, structure or structures, or in the introduction of visual, audible or atmospheric elements to a historic property, structure or structures, which will result in the change in the character or use of any historic property.
4. **Land Trust/Beneficial Disclosure Act (765 ILCS 405/2.1)** No grant award funds shall be paid to any trustee of a land trust, or any beneficiary or beneficiaries of a land trust, for any purpose relating to the land which is the subject of such trust, any interest in such land, improvements to such land or use of such land unless an affidavit is first filed with the Illinois Department of Employment Security identifying each beneficiary of the land trust by name and address and defining such interest therein.
5. **State of Illinois Discrimination Laws (775 ILCS 5/1-101, et. seq.)** In carrying out the performance required under this Agreement, the Contractor shall comply with all applicable provisions of the Illinois Human Rights Act, and rules and regulations promulgated by the Illinois Department of Human Rights, prohibiting unlawful discrimination in employment. The Contractor's failure to comply with all applicable provisions of the Illinois Human Rights, or applicable rules and regulations promulgated thereunder, may result in a determination that the Contractor is ineligible for future contracts or subcontractors with The Workforce Board, and this Agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
6. **Unemployment Insurance Act (820 ILCS 405/1900)** In the context of performance under this Agreement, the Contractor will or may have access to documents, files, records or other information that is confidential within the meaning of Section 1900 of the Unemployment Insurance Act and agrees to comply with all provisions set forth in Section 1900 of said Act regarding nondisclosure of any such information, including penalties for noncompliance.

**STATE OF ILLINOIS REQUIRED CERTIFICATION**

1. **AMERICAN WITH DISABILITIES ACT** The Americans with Disability Act (ADA) (42 U.S.C. 12101 et. seq.) and the regulations thereunder (28 CFR 35.130) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual agreements, in the provision of any aid, benefit or services. As a condition of receiving this Agreement, the Contractor certifies that services and activities under this Agreement are, and will continue to be in compliance with the ADA.
2. **ANTI BRIBERY** The Contractor certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or has made an admission of such guilt as defined in the Illinois Procurement Code (30 ILCS 500 et. seq.).
3. **BID-RIGGING/BID ROTATING** The Contractor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E-4).
4. **COMPLIANCE WITH APPLICABLE LAW** The Contractor certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.
5. **DEFAULT ON EDUCATIONAL LOAN** The Contractor certifies that this Agreement is not in violations of the Educational Loan Default Act (5 ILCS 385/3) prohibiting certain contracts to individuals who are in default on an educational loan.
6. **DISCRIMINATION/ILLINOIS HUMAN RIGHTS ACT** The Contractor certifies that it will not commit unlawful discrimination in employment in Illinois as defined in Article 2 of said Act; it will comply with the provisions of Article 5; it will comply with the policies and procedures established by the Department of Human Rights under Article 7 of the Act. The Contractor certifies that, if applicable, it will comply with “an act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works.” (775 ILCS 10/0.01 et.seq.).
7. **INTERNATIONAL ANTI-BOYCOTT CERTIFICATION** The Contractor certifies that it nor any substantially owned affiliate company is participating or will participate in an international boycott, as defined by the provisions of the U.S. Export Administration Act of 1979, or as defined by the regulations of the U.S. Department of Commerce, promulgated pursuant to that Act (30 ILCS 582/1 et. seq.).
8. **SEXUAL HARASSMENT** The Contractor certifies that it has written sexual harassment policies that shall include, at a minimum, the following information: the illegality of sexual harassment; the definition of sexual harassment under state law; a description of sexual harassment; internal complaint process including penalties; legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; directions on how to contact the Department and Commission and protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B)(5)).

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 Name and Title of Authorized Representative

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 Signature Date

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 Name of Applicant Agency



**Policy:** 15-WIOA-02

**Subject:** Supportive and Services

**Revised Date:** March 8, 2022

**Effective Date:** March 8, 2022  
April 1, 2018, July 1, 2018, December 15, 2020

**Rescissions:** Local Policy 00-004 Supportive and Follow Up Services

**Expiration Date:** Continuing

**Purpose:** To set forth the guidelines for supportive services that may be necessary for a WIOA (Workforce Innovation and Opportunity Act) customer to complete their training and/or obtain or retain employment.

**Policy:** Child Care  
Customers must apply for child care paid through the Child Care Resource and Referral Network (CCR&R).

Child care will only be paid upon verification of denial of benefits from CCR&R. Maximum amount allowed for childcare is \$2,000 for the duration of the individual's participation in the program.

Child care rates will be the documented rates charged by the child care center. Program will not pay beyond the advertised child cares rates for the center.

Payments for child care services will only be paid for days the individual is in training or first 30 days of unsubsidized employment.

Program will only reimburse for times documented that the individual was in training or employed. Any child care expenses incurred when not in documented training or employment will be the responsibility of the individual.

Payments for child care services will be made directly to the provider.

Transportation

Transportation assistance may be approved at the current federal mileage rate over 50 miles per week, for a maximum of \$60.00 per week.

Bus tokens/vouchers for public transportation may be approved for up to \$60.00 per month.

Costs for other transportation services such as taxis, private transportation firms, and company vehicle usage charges by the individual, will be reimbursed at a maximum amount of \$60 per week. Receipts for company vehicle usage charges must document the customer's name and the reason for the trip.

Costs will not be reimbursed for more than one mode of transportation in a one month period. For example, if an individual receives a bus pass, they may not also receive mileage payments or vehicle usage charges in the same month. Additional expenses may be approved by the program director for extenuating circumstances

#### Education Related Training Supportive Services

Items included as part of, and are necessary for participation in training including training from other WIOA partners, may be purchased with WIOA funds. Such purchases must be a requirement of training program; items that are recommended by an instructor but not required for every student are not supported.

Review courses, licensing exams, and other tests and exams that are part of a credentialing process are allowed even if it's not a requirement of the training program.

Examples of education related training supportive services include:

- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes;
- Payments and fees for employment and training-related applications, tests, and certifications.
- Payments for GED/HSE tests in order for individual to obtain GED/HSE.
- Training related physicals, background checks, uniforms and tools.
- NCLEX review course and study exam

Maximum amount awarded is \$2,500 per program year. All customers are required to apply for Federal and State financial aid if training program accepts federal and state financial aid. Documentation of financial aid determination must be included in all customer files. Any financial aid awarded will be applied prior to any WIOA funds being expended.

#### Emergency Grants

Individuals may be eligible for up to \$200 per program year in the form of an emergency grant that will enable them to continue their training. Individuals may receive assistance in obtaining items such as corrective eyewear, housing assistance, utilities, state identification cards, drivers' license fees, , etc.. This grant may be accessed only after all other resources are exhausted.



Vehicle repair may be an allowable expense for an emergency grant under the following conditions. Vehicles must be registered to and insured by the customer applying for the grant at their current address. The customer requesting the grant must have a valid driver's license and proof of insurance showing their current address, which must be documented in the individuals file. The customer must obtain three (3) written quotes for the repair and must use the lowest quoted provider. Quotes should be documented in the individuals file.

### **Work Based Learning/Employment Grants**

Individuals may be eligible for up to \$200 per program year in the form of a work based learning and/or employment assistance grant. The purpose of the grant is to assist individuals in the purchase of needed supplies or requirements for their paid work experience, on the job training, or obtaining unsubsidized employment in order to perform the jobs responsibilities. Types of expenses allowed could be uniforms required for the job, steel shoes required for the position, tools needed to perform the job,, or other documented related employment expenditures.

All work based learning/emergency grants must be documented that the expenditure is a requirement to accurately perform the job responsibilities.

Work based learning/employment grants can be used in conjunction with emergency grants.

### **Extenuating Circumstances**

Exceptions may be made to this policy in the case of extenuating circumstances with the approval of both the Provider Supervisor and Workforce Board Executive Director.

**Budget Expense Supportive Services Classifications****Client Tuition**

- Class costs and fees for secondary and post-secondary courses
- GED Testing fees
- Summer school course fees
- Graduation fees

**Client Supplies**

- Books
- Uniforms
- Physicals
- Background Checks
- Immunization shots
- Tools
- School Supplies (items required on course syllabus)
- Group workshop supplies (handouts, beverages, etc.)

**Client Stipends**

- Summer School attendance incentives
- Grade Incentives
- GED class attendance/completion incentives
- Work-related incentives

**Client Transportation**

- Bus passes/vouchers
- Mileage
- Vehicle usage charges
- Taxi service
- Private transportation firm costs

**IWDS Data Entry Service Lines Categories****Other Supportive Services**

- Books
- Background Checks
- GED/HSE testing fees
- Emergency Grant
- Employment Grant

**Supportive Services Healthcare**

- Drug Screen
- Physicals
- Immunizations

**Supportive Services: Tools & Equipment**

- Steel toe boots
- Stethoscope
- Computer/laptop

**Supportive Services Uniforms**

- Scrubs/Lab coat
- Shoes