



**Northwest Regional Workforce Investment Board
Board of Directors Meeting Agenda
Thursday, June 10th, 2021
VIA Zoom**

NRWIB Full Board of Directors' Meeting
Thu, Jun 10, 2021 at 12:00 PM

Please join my meeting from your computer, tablet or smartphone.

<https://zoom.us/j/91272554132?pwd=bkhjOVU2NHZzR2N2MEI3dGxnYzZXUT09>

Meeting ID: 912 7255 4132

Passcode: 507081

You can also dial in using your phone.

Find your local number: <https://zoom.us/u/aeEQJaKxFN>

-
1. **Approval of Minutes from March 11th, 2021 Meeting**
 2. **NRWIB Committee Reports and Updates:**
 - a. **Committees**
 - **Personnel - JoAnn Ryan**
 - **Youth - Fernando C. Spagnolo**
 - **Finance - William Pizzuto**
 - **One Stop - Joseph Wrinn**
 - **Disability - Joseph Vrabley**
 - b. **DOL – Stephen Romano**
 3. **Approval of Contracts**
 - a. **JFES - \$ 1,411,559.00 (Tentative)**
 - b. **WIOA - \$3,427,742.00**
 - c. **CYEP- \$1,102,500.00 (Tentative)**
 - d. **DCF - \$105,000.00**
 - e. **ADS – \$917,220.07 (3-Year Allocation)**

***Pending issuance from the Connecticut Department of Labor. Funding levels may vary.**
 4. **Approval of Subcontracts:**
 - **JFES: TBICO - \$60,000.00**
 - **ARPA: Waterbury Youth Services - \$153,153.78**



5. **Approval of Contract with Career Resources for WIOA Career Services and JFES Case Management – TBD per funding allocation**
6. **Approval of One-Stop Operator Contract: Northwest CT Chamber of Commerce - \$125,000.00**
7. **Approval of Annual Grant of Authority 2021-2022**
8. **Approval of All-Funds Budgets for Program Year 2021-2022**
9. **Approval of the 2021-2022 Cost Allocation Plan - Please Refer to Bound Notebook**
10. **Designation of “Industries with Significant Labor Market Demand” for the Purpose of Funding ITA’s in Excess of the \$4,000. maximum PY 21**
11. **Approval of NRWIB WIOA Policies:**
 - a. **WIOA Registration/Customer Flow Policy**
 - b. **Basic Skills Assessment Guidelines**
12. **Approval of One-on-One Literacy and Numeracy Tutoring Services Contracts:**
 - a. **EdAdvance - \$15,000.00**
 - b. **Naugatuck Adult & Continuing Education - \$15,000.00**
13. **Approval of 3-year engagement with Mahoney-Sabol for Annual Audit**
14. **Approval of License Agreement Amendment with New Opportunities Inc. for AJC office space in Torrington**
15. **Renewal of Conflict-of-Interest Policy**
16. **Additional Updates:**
 - a. **One-Stop Center Director Update – Kathy Maness**
 - b. **Executive Director Update – Cathy Awwad**
 - **Update on Partner Memorandum of Understanding(s) and Infrastructure Funding Agreements**
 - **Update on COVID -19 Reopening Plans**
17. **Financial Report**
18. **Other Business**
19. **Adjournment**



**NORTHWEST REGIONAL
WORKFORCE INVESTMENT BOARD**
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BOARD OF DIRECTOR'S MEETING MINUTES

Thursday, March 11th, 2021 at 12:00 PM

<https://global.gotomeeting.com/join/350395237>

United States: +1 (571) 317-3122 / Access Code: 350-395-237

In attendance: B. Dupont; E. Berns; G. LaCapra; J. Ryan; J. Vrabely; J. Wrinn; L. Gold; M. Voghel; M. Palmerie; P. Smithwick; C. Rafael; S. Romano; R. Bessette (on behalf of F. Spagnolo), S. Jannetty; T. Josef (on behalf of N. O'Leary); W. Coleman; W. Pizzuto; W. Starbuck; G. Pisani

Also in attendance: B. Amin; A. Blancato; C. Martin; D. Collins; F. Hardy; H. Pelletier; J. Reho; J. Huzina; K. Maness; L. Lawrence; M. Caffé; P. LaRosa; S. Barbieri;

Staff in attendance: C. Awwad; M. Hayden; C. Chasse; J. Amis; A. Goncalves

Meeting commenced at 12:00PM

**G. Pisani welcomed new board members W. Levy from Danbury Metal Finishing, Inc. and M. Voghel from the Waterbury Housing Authority.*

1. Approval of Minutes December 10, 2020

A motion to approve the minutes from the December 10, 2020 Board of Directors meeting was made by J. Vrabely and seconded by L. Gold. Motion approved.

2. Approval of Revision to Bylaws (to clean up the language to be consistent with the name "Treasurer," on page 6 of the existing Bylaws).

C. Awwad reminded the Board that in the December Board of Directors meeting she pointed out that during the contracting process with DECD they reviewed the NRWIB's ByLaws and noted that they had referred to their Treasurer in a different term, so they made the necessary change to bring that into line. There were no other changes made to the ByLaws other than to correct this oversight. The NRWIB posted the change at the last meeting and now the Board must vote on it and move those changes forward at this meeting. A motion to approve the Revision to Bylaws was made by P. Smithwick and seconded by W. Pizzuto. Motion approved.

3. Recommendation of the One-Stop Committee regarding the outcome of the RFP review for the Career Services Provider

J. Wrinn thanked the One Stop Committee members for taking part in the review of two proposals for a new Career Services provider. The One Stop Committee met and scored the proposals, and while both proposals were good, the committee felt that Career Resources, Inc. had a bit of an edge in the services they provide to the population the NRWIB needs to reach. On



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behalf of the One Stop Committee, the committee recommends that the Board of Directors authorize the Executive Director to move into contract negotiations with Career Resources, Inc. as the most responsible bidder. J. Wrinn made the motion to give the director the power to negotiate the final deal and L. Gold seconded the motion. Beth Dupont abstained from the vote. Motion approved.

4. Update on CT – WHISP grant

C. Awwad informed the Board that late last year the five workforce board directors submitted an application using Capital Workforce Partner, the Hartford Workforce Board, as the lead applicant. The grant was successful, securing a \$10,000,000 grant to participate in training individuals in both entry level and incumbent worker training for advanced manufacturing and information technology careers. C. Awwad made the Board aware that the NRWIB is excited about this, and nearly \$2,000,000 of the \$10,000,000 will be allocated to our region. It is timely in that Angelo SantaMaria, who was running the TechHires program with James Amis will now slide into this position and manage this grant for the NRWIB. The timing was great considering the TechHires program is ending this month and the new grant technically started last month, but we're still awaiting some information and contract language from the Capital Workforce Partners. The NRWIB is excited to still continue to work with area manufacturers and some I.T. employers in the region to help them bring in new employees and upscale their current employees. The NRWIB will be reaching out with more information about how employers can access those dollars once they get all of the contract language from the Hartford Workforce Board. The NRWIB is very excited about the opportunity and is pleased that Angelo will be staying on with them. No motion necessary.

5. Updates:

a. Executive Director Update

C. Awwad personally thanked Evan Berns for his role in the plastics program that is up and running at MASC. There was a press release last month for the ribbon cutting of the new state-of-the-art advanced manufacturing intro to plastics program at MASC. C. Awwad thanked the City of Waterbury and Mayor O'Leary for his foresight and for stepping up and purchasing a state-of-the-art machine to make sure this program is as effective as possible. Area employers, including Evan Berns, Seitz, LLC, participated in reviewing the curriculum and making sure that it meets their needs and that they'll be able to hire immediately from this program. 60 people have already applied as a result of the internet and social media coverage the event received. The applications were reviewed and the first class will begin the week after next. The NRWIB hopes to get all 60 applicants through in the next 8-10 weeks. The NRWIB will seek additional instructors and have multiple cohorts running since the response was so great. C. Awwad also advised the Board that the five workforce board directors have had good and ongoing conversations with the Office of Workforce Strategy and the Governor's office regarding



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two legislative bills, Senate Bill 881 and Senate Bill 885, that initially looked to have serious repercussions for the workforce boards. Through conversations and negotiations, the OWS has been very willing to work with the workforce boards to understand some of the language changes that they asked for, as well as understanding the OWS' intent for some of the bills going forward. The workforce boards are more comfortable and continue to work with the Governor's office and the OWS, which is primarily important.

M. Hayden then addressed the Board regarding additional funds coming into the NRWIB. After conversations with the OWS, it was known that there are some CARES funds coming into play along with some additional funds from the Governor's office and the Office of Early Childhood. In light of the revelation, members of the NRWIB staff have put together a survey that will be sent out region-wide in hopes to gauge the interest of constituents, and to learn what their job training interests are. The NRWIB has come across short-term trainings including CDL, HVAC, and Brownfields, and are also looking to partner with Building Pathways. The NRWIB is looking to reach out to some of the Board members to send out the survey on the NRWIB's behalf. There will be a \$100 Amazon gift card prize awarded to one selected participant for submitting the survey.

C. Awwad informed the Board that the NRWIB will be reaching out to all the lead elected officials to ask them to make this survey available through their social media, as well as the school districts, utilizing 'Parent Square' or 'Power School,' or whichever distribution system the schools use to reach out to parents. The purpose of this survey is so that un-employed and under-employed individuals throughout the region have the opportunity to share with us what they'd like to consider for training to re-enter the workforce. C. Awwad also advised the Board that the NRWIB has been working diligently to ready the summer youth employment programs. The NRWIB will run their traditional Connecticut Youth Employment Program, as well as their Department of Children and Families funds that are dedicated to those kids. The NRWIB is happy to announce that they have been in conversations with the Adult and Disabled Services Department in the State of Connecticut, and hopes to host up to fifty disabled youth and place them in employment opportunities this year. There are also hopes to link the disabled youth with peer mentors during their employment. ADS has confirmed that they will be providing a job coach for the disabled youth that will be participating, should they be in need of a job coach to have a successful summer. Lastly, C. Awwad advised the Board that the NRWIB applied for an EPA Brownfields grant and will be hearing on that. The grant will be dedicated to the City of Torrington, and the NRWIB is very excited about that. C. Awwad also let the Board know that the City of Torrington was successful in its referendum in securing the 'ok' to go out and build a new state-of-the-art middle-school and high-school complex. The NRWIB is working with them to shape their career pathways and the types of curriculum and credentials that they will be able to offer to both their middle-school and high-school students from career awareness to career pathways and industry recognized credentials as they walk across the stage. The same is happening in

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Danbury. A portion of the old Union Carbide headquarters facility will now become a Career Academy High School for the City of Danbury. The NRWIB is working with the Danbury Board of Education and the Danbury School District to help them learn from Waterbury's best practices on how to institute what career pathways they should take from there. C. Awwad announced that the NRWIB offices are open by appointment and seeing the public on an appointment-basis. The NRWIB is following all Covid-related protocols for questionnaires, masks, and temperature taking. C. Awwad thanked Kathy Maness for her diligence in resuming the CASAS online testing and expressed her excitement on the matter. C. Awwad also informed the Board that the agenda for the June Board of Director's meeting will be extremely busy. The MOUs, infrastructure agreement, and budget work will all be put forth to the Board in June. The NRWIB is out to bid for multiple services considering the pandemic hindered much of the bid process in the year of 2020, and much of the bid process was waived. This year the NRWIB will be out to bid for a number of services and the results of those procurements will also be brought forth at the June meeting. C. Awwad advised the Board to plan for the June meeting to be longer than usual. There were hopes to have Commissioner Lehman speak at this current meeting, but unfortunately, he was called away for a commitment with the Governor. C. Awwad hopes to have him speak at the June Board of Director's meeting about his vision of Connecticut's recovery from the pandemic, as it relates to both economic and workforce development opportunities.

M. Hayden added that the NRWIB is working with the Worx Group to completely re-design their website and are very excited to get this updated. There are hopes to launch the website some time in May, and the Board will be informed about this in the June meeting as well. M. Hayden expressed his appreciation for the work the Worx Group has done so far and mentioned that the NRWIB staff has had a lot of input for the re-design of the website. The NRWIB will present the re-design of the website to the Board of Directors at the next meeting on June 10th, 2021.

b. DOL – American Job Center Director

S. Romano informed the Board that the Department of Labor is also in the process of preparing for their Phase 2 opening, which will consist of scheduled appointments to utilize their career center. The career center has 26 public PCs positioned in the room and DOL will use 6 of those PCs for now. The computers can be used for a wide variety of services, including unemployment insurance purposes and employment services. In hopes to target more employment services, S. Romano and supervisor F. Hardy will screen the requests and that will get going in a couple of weeks. The DOL is planning for that and are excited to slowly get back into the mode of re-opening and scheduling walk-in traffic. The DOL will have more updates for the Board on this at the next meeting in June. S. Romano also thanked the One Stop Committee for the Career Services RFP reviewal and acknowledged that it is always enlightening to learn

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about the programs and the organizations that provide services for those programs. He mentioned that he learned a lot from the committee and thanked C. Awwad and M. Hayden for proctoring the process and providing him and F. Hardy the opportunity to participate. On the unemployment side of things, S. Romano recognized that it has been about a year since the Covid pandemic broke and in the next eight weeks the DOL will be handling the bulk of the million claims that were filed. S. Romano advised the Board that in the unemployment industry there is a term called "Second Benefit Year," and the benefit year is actually one calendar year, so that year will be up now. Those claimants will be prompted to file Second Benefit Year claims, which will result in tens of thousands of individuals filing additional or Second Benefit Year claims, and those claims being processed. It will be a busy time for that side of the house in the DOL. Their contact centers are keeping up with the claims as best they can, but there are epic volumes of work in that area. S. Romano also announced that in this region, former Business Services Representative Michelle Caffé, who is currently on the meeting, was recently promoted to Program and Services Coordinator, and she will be on the Board of Directors meetings going forward to help out in any way she can. C. Awwad wished Michelle great success and acknowledged that her work in her prior position will certainly be missed. Several board members also congratulated Michelle on her advancement.

c. Career Resources Vice President Update

K. Maness referenced her report which was provided for the Board as an attachment to the meeting agenda. She highlighted that in addition to the AJC's reopening by appointment only, there are virtual hours available through Zoom from 9am to 4pm. Constituents are welcome to ask questions about the services that the One Stop offers and information on how to register for the virtual info. sessions, which are held 3 times a week on Tuesday afternoons, Thursday mornings, and in the evenings on an as-needed basis. K. Maness also updated the Board on the number of ITAs that have been written to date. Of the 6 programs, the WIOA Adult Program has written 13 ITAs, the WIOA Dislocated Worker Program has written 29 ITAs, the construction funnel has written 2 ITAs, the ACI program has written 11 ITAs, the Opioid Grant has written 17 ITAs, and the Homeworks grant has written 2 ITAs, for a total of 74 ITAs in the amount of \$267,588.00 from July 1, 2000 through February 28, 2021.

d. Committees

- **Personnel**
No report.
- **Youth**

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No report.

- **Finance**

W. Pizzuto reported that the Finance Board has met recently and are in the process of procuring the audit and monitoring services.

- **Disability**

No report.

6. Financial Report

C. Awwad referenced to the financial report that the Board received as an attachment to the meeting agenda. This was the same financial report the Finance Committee received. The NRWIB is doing extremely well and anticipates additional funds coming forward. Currently the governor's budget holds a \$5,000,000.00 allocation for the summer youth, of which the NRWIB will receive approximately \$1.1M of. There is potential that there will also be another \$250,000.00 of ADS money available, as well as approximately \$100,000.00 of DCF money, totaling \$1.4M, which will bring the NRWIB's available grant funds budget back up to \$15,000,000.00 for this year. The NRWIB continues to undergo monitoring and C. Awwad thanked their partners at the Connecticut DOL for doing their fiscal monitoring. On a mutual agreement, the NRWIB has asked the DOL to be especially tough on them because the federal government will be coming in for a consolidated review of the state and the workforce board will be part of that. The NRWIB has asked the DOL to fine tune their review to make sure they're ready for the larger federal review next year. C. Awwad thanked the NRWIB staff and Bibi Amin who was on the call, for her patience during the pandemic while it takes some time to gather the proper documents.

7. Other Business

No other business was conducted.

8. Adjournment

A motion to adjourn the meeting to June 10th, 2021 was made by G. Pisani and seconded by P. Smithwick at 12:26PM. Motion approved.

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WIOA Administration Unit

MEMO: CI 21-02

DATE: May 24, 2021

TO: WDB Directors
WDB Fiscal Officers
WIOA Program Managers
DOL AJC Directors
DOL Field Managers

FROM: Mark Polzella *Mark Polzella*
Unit Director
WIOA Administration Unit

SUBJECT: Preliminary PY 21 WIOA Formula Funds – Adult, Youth and Dislocated Worker

Purpose

In accordance with *TEGL 19-20*, this issuance provides PY 21 allocations for all workforce development areas by funding stream. The allocations are still pending final approval by the Governor's Workforce Council of the formulas utilized.

WDB	Adult	Youth	Dislocated Worker	Total
Southwest	\$1,551,061	\$1,633,881	\$1,576,320	\$4,761,262
North Central	\$1,997,115	\$2,069,889	\$2,143,864	\$6,210,868
South Central	\$1,204,284	\$1,412,075	\$1,495,310	\$4,111,669
Eastern	\$962,127	\$1,291,598	\$1,001,172	\$3,254,897
Northwest	\$1,130,058	\$1,111,788	\$1,185,896	\$3,427,742
TOTAL	\$6,844,645	\$7,519,231	\$7,402,562	\$21,766,438

Please contact Michelle Costello at 860-230-7460 if you have any questions.

(1) Original Contract		(2) CT DOL Contract #: DY-40420-90615-22-2113												
Contractor	(3) Contractor Name and Address Northwest Regional Workforce Investment Board (NRWIB) 249 Thomaston Avenue Waterbury, CT 06702		(4) Contractor FEIN / SSN 06-1623757											
	(5) Contractor Representative Catherine N. Awwad		(6) Contractor DUNS # 16766781											
	(7) Telephone Number 203-574-8971		(8) Contractor IRS ID # 06-1623757											
	(9) Type of ownership: <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:5%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width:75%;">Corporation incorporated under the laws of the State of Connecticut</td> <td style="width:20%;">Limited Liability Company</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Sole Proprietorship</td> <td>Partnership</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Trusteeship</td> <td>Governmental Entity</td> </tr> </table>			<input checked="" type="checkbox"/>	Corporation incorporated under the laws of the State of Connecticut	Limited Liability Company	<input type="checkbox"/>	Sole Proprietorship	Partnership	<input type="checkbox"/>	Trusteeship	Governmental Entity		
	<input checked="" type="checkbox"/>	Corporation incorporated under the laws of the State of Connecticut	Limited Liability Company											
<input type="checkbox"/>	Sole Proprietorship	Partnership												
<input type="checkbox"/>	Trusteeship	Governmental Entity												
(10) Check each item (Yes or No): <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%;">Minority Business:</td> <td style="width:10%; text-align: center;">Yes</td> <td style="width:10%; text-align: center;">No</td> <td style="width:10%; text-align: center;">X</td> </tr> <tr> <td>Women Business:</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Non-Profit:</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">X</td> <td style="text-align: center;">No</td> </tr> </table>			Minority Business:	Yes	No	X	Women Business:	Yes	No	X	Non-Profit:	Yes	X	No
Minority Business:	Yes	No	X											
Women Business:	Yes	No	X											
Non-Profit:	Yes	X	No											
State Agency	(11) Agency Name and Address State of Connecticut, Department of Labor (CTDOL) 200 Folly Brook Boulevard Wethersfield, CT 06109		(12) Agency No. DOL40000 (13) State IRS ID # 06-6000798											
Contract Period	(14) START DATE April 1, 2021	(15) END DATE September 30, 2022												
Amount	(16) The maximum allowable amount paid or reimbursed under this contract shall not exceed: <div style="text-align: right; font-weight: bold;">\$105,000.00</div>													
Purpose	(17) Purpose of Contract: To enhance access to employment and training opportunities for youth involved with the Department of Children and Families and to provide them with job readiness skills, gainful employment and training for the purpose of career development. In addition, nondiscrimination and Ethics Form 1 are attached and incorporated by reference.													
Terms and Conditions of Contract	(18) The parties hereto agree that the contractor shall provide services in accordance with the terms and conditions which are attached and made a part hereof. In consideration for the services to be provided by the contractor for the period shown above, the contractor will receive reimbursement not to exceed the total amount shown above; such amount to be paid pursuant to this Contract: Face Sheet (Part I), Description of Services (Part II), and Exhibits 1, 2, 3, and 4, Budget (Part III), General Conditions (Part IV), and the Cost Standards published by the Office of Policy and Management (i.e., OPM Purchase of Service: Cost Standards, October 21, 2016), all of which are a part of this contract. Reimbursement is based on actual, allowable costs incurred. The State of Connecticut assumes no liability for payment under the terms of this contract, until said contractor is notified by the Connecticut Department of Labor that said contract has received final approval. This contract is the entire agreement between the parties hereto and may be amended only in writing by the Connecticut Department of Labor.													
Statutory Authority	(19) For the CT DOL, Connecticut General Statutes (C.G.S.) §§ 4-8 and 42 U.S.C. § 677													
Acceptances	In witness hereof, the parties have affixed their authorized signatures on the day, month and year written below.													
(20) Collective Bargaining Concurrence:	<input checked="" type="checkbox"/> X	Not Applicable	Yes (if Yes, see attachment)											
(21) Contractor Approval: <div style="display: flex; justify-content: space-between;"> <div>Signature of Contractor's Authorized Officer Catherine N. Awwad, Executive Director Printed or Typed Name and Title</div> <div>_____ Date _____</div> </div>														
(22) CTDOL Approval: <div style="display: flex; justify-content: space-between;"> <div>Kurt D. Westby, Commissioner, Connecticut Department of Labor</div> <div>_____ Date _____</div> </div>														
(23) Approved as to form (if applicable) by the Office of Attorney General: <div style="display: flex; justify-content: space-between;"> <div>AAG _____</div> <div>_____ Date _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Printed Name _____</div> <div>_____</div> </div>		(24) CTDOL Business Management (for fund availability) <div style="display: flex; justify-content: space-between;"> <div>CTDOL Business Mgmt _____</div> <div>_____ Date _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Printed Name _____</div> <div>_____</div> </div>												



Original Contract Number:	
Amendment Number:	
Maximum Contract Value:	\$
Contractor Contact Person:	Tel: ()
Program:	Tel: ()

**STATE OF CONNECTICUT
PURCHASE OF SERVICE
("POS", "Contract" and/or "contract")
Effective July 1, 2019 revised October 19, 2018**

The State of Connecticut DEPARTMENT OF AGING AND DISABILITY SERVICES

Street: 55 FARMINGTON AVENUE

City: HARTFORD State: CT Zip: 06105

Tel#: (800) 537-2549 ("Agency" and/or "Department"), hereby enters into a Contract with:

Contractor's Name:

Street:

City: State: Zip:

("Contractor"), for the provision of services outlined in Part I and for the compliance with Part II. The Agency and the Contractor shall collectively be referred to as "Parties". The Contractor shall comply with the terms and conditions set forth in this Contract as follows:

Contract Term / Effective Date	This Contract is in effect from ----- through -----.
Statutory Authority	The Agency is authorized to enter into this Contract pursuant to § 4-8 and 17b-650a as applicable of the Connecticut General Statutes ("C.G.S.").
Set-Aside Status	Contractor <input type="checkbox"/> IS or <input checked="" type="checkbox"/> IS NOT a set aside Contractor pursuant to C.G.S. § 4a-60g.
Contract Amendment	The parties, by mutual agreement, may amend Part I of this contract only by means of a written instrument signed by the Agency and the Contractor, and, if required, approved by the Office of the Connecticut Attorney General. Part II of this Contract may be amended only in consultation with, and with the approval of, the Office of the Connecticut Attorney General and the State of Connecticut, Office of Policy and Management ("OPM") in accordance with the section in this Contract concerning Contract Amendments.

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 called "Notices") shall be deemed to have been effected at such time as the Notice is hand-delivered, placed in the U.S. mail, first class and postage prepaid, return receipt requested, sent by email, 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 addressed as follows:

If to the Agency:	State of Connecticut Dept of Aging and Disability Services 55 Farmington Avenue Hartford, CT 06105 Attention: Kerri Fradette	If to the Contractor:	
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A party may modify the addressee or address for Notices by providing fourteen (14) days' prior written Notice to the other party. No formal amendment is required.

CONTRACT SUMMARY PAGE

**JFES CONTRACT
JFES-21-001**

Contracting Agency	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	<i>Name of entity</i>		
Contracting Agency Contact	Catherine N. Awwad, Executive Director	203-574-6971 x 426	catherine.awwad@nrwib.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Subrecipient	TBICO 22 Eagle Street Danbury, CT 06810		FEIN # 06-1377246 DUNS # 839881604
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
Subrecipient Contact	LouAnn Bloomer	President & CEO	Tbico1@aol.com
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Program Activity	Jobs First Employment Services (JFES) Voc-Ed Training Program for TANF Participants		
	<i>Activity name or classification</i>		
Primary Service Site	22 Eagle Street		
	<i>Street Address</i>		
	Danbury	CT	06810
	<i>City</i>	<i>State</i>	<i>Zip</i>
Organization Type	<input type="checkbox"/> Public Agency <input checked="" type="checkbox"/> Non-Profit Agency <input type="checkbox"/> For Profit Organization		
Contract Type	<i>Select one option</i>		
	<input checked="" type="checkbox"/> Cost Reimbursement <input checked="" type="checkbox"/> Performance <input type="checkbox"/> Other		
	<i>Select one option</i>		
Funding Source	Connecticut Department of Labor, Jobs First Employment Services (JFES) Funds		
	<i>List source of funds</i>		
Contract Period	7/1/2021	6/30/2022	
	<i>Start Date</i>	<i>End Date</i>	
Maximum Funding Amount	\$60,000.00		
	<i>Contract Amount</i>		
CT CORE #	11000-DOL-40000-12212		
	<i>CT CORE#</i>		

CONTRACT SUMMARY PAGE

ARPF CONTRACT
ARPF-21-001

Contracting Agency	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	<i>Name of entity</i>		
Contracting Agency Contact	Catherine N. Awwad, Executive Director	203-574-6971 x 426	catherine.awwad@nrwib.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Subrecipient	Waterbury Youth Services Inc. 83 Prospect Street Waterbury, CT 06702		FEIN # 06-1219372 DUNS # 196768444
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
Subrecipient Contact	Laura Cummings	Director of Program Operations	lcummings@waterburyyouthservices.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Program Activity	Youth Employment Program Summer and Year Round		
	<i>Activity name or classification</i>		
Primary Service Site	83 Prospect Street		
	<i>Street Address</i>		
	Waterbury	CT	06702
	<i>City</i>	<i>State</i>	<i>Zip</i>
Organization Type	<input checked="" type="checkbox"/> Public Agency <input type="checkbox"/> Non-Profit Agency <input type="checkbox"/> For Profit Organization		
Contract Type	<i>Select one option</i>		
	<input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Performance <input type="checkbox"/> Other		
	<i>Select one option</i>		
Funding Source	City of Waterbury, ARPF Youth Employment Program		
	<i>List source of funds</i>		
Contract Period	7/1/2021	6/30/2022	
	<i>Start Date</i>	<i>End Date</i>	
Maximum Funding Amount	\$153,153.78		
	<i>Contract Amount</i>		
CT CORE #	11000-DOL-40000-12205		
	<i>CT CORE #</i>		

CONTRACT SUMMARY PAGE

**WIOA/JFES
CONTRACT
WJ-21-001**

Contracting Agency	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	<i>Name of entity</i>		
Contracting Agency Contact	Catherine N. Awwad, Executive Director	203-574-6971 x 426	catherine.awwad@nrwib.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Subrecipient	Career Resources, Inc. 350 Fairfield Avenue Bridgeport, CT 06604		FEIN # 06-1427945 DUNS # 798971693
	<i>Name of entity</i>		<i>FEIN/DUNS Number</i>
Subrecipient Contact	Scott Wilderman	President & CEO	wilderman@careerresources.org
	<i>Name</i>	<i>Phone</i>	<i>e-mail</i>
Program Activity	Workforce Innovation Opportunity Act (WIOA) Title One Career Services and Jobs First Employment Services (JFES) Case Management for TANF Participants		
	<i>Activity name or classification</i>		
Primary Service Site	249 Thomaston Ave		
	<i>Street Address</i>		
	Waterbury	CT	06702
	<i>City</i>	<i>State</i>	<i>Zip</i>
Organization Type	<input type="checkbox"/> Public Agency <input checked="" type="checkbox"/> Non-Profit Agency <input type="checkbox"/> For Profit Organization		
Contract Type	<i>Select one option</i> <input checked="" type="checkbox"/> Cost Reimbursement <input checked="" type="checkbox"/> Performance <input type="checkbox"/> Other		
	<i>Select one option</i>		
Funding Source	Workforce Innovation Opportunity Act (WIOA) of 2014 (P.L. 113-128) funds and Jobs First Employment Services (JFES) funds of the Connecticut Department of Labor and other funds to the extent of the contract		
	<i>List source of funds</i>		
Contract Period	7/1/2021	6/30/2022	
	<i>Start Date</i>	<i>End Date</i>	
Maximum Funding Amount	TBD per funding allocation		
	<i>Contract Amount</i>		
CFDA # CORE CT#	17.258 WIOA Adult 17.278 WIOA Dislocated Worker 17.259 WIOA Youth		11000-DOL-40000-12212 JFES
	<i>CFDA #</i>	<i>CFDA #</i>	<i>CORE CT#</i>

Notes: Work completed under this contract is covered under the RFQ published by Northwest Regional Workforce Investment Board issued in Dec 2021 which states, "Contracts will be written for one year followed by three one year renewable periods. Renewal will be at the option of the NRWIB. Contracts will contain additional clauses related to termination for convenience with the proper notice to provide for contractors not wishing to continue services beyond any one year period. Performance will be measured each year. Providers who do not substantially meet the US DOL performance standards applicable to the various funding streams as described in the contract document will not be renewed." This is year four of the contract, the third of three one year renewable periods.

CONTRACT SUMMARY PAGE

WIOA CONTRACT
WIOA-21-002

Contracting Agency	Northwest Regional Workforce Investment Board, Inc. 249 Thomaston Avenue Waterbury, CT 06702		
	Name of entity		
Contracting Agency Contact	Catherine N. Awwad, Executive Director	203-574-6971 x 426	catherine.awwad@nrwib.org
	Name	Phone	e-mail
Subrecipient	Northwest Connecticut Chamber of Commerce PO Box 59 333 Kennedy Drive Suite R10 Torrington, CT 06790		FEIN # 06-0564714 DUNS # 044757805
	Name of entity		FEIN/DUNS Number
Subrecipient Contact	JoAnn Ryan	President	joann@nwctchamberofcommerce.org
	Name	Phone	e-mail
Program Activity	Workforce Innovation Opportunity Act (WIOA) One-Stop Operator		
	Activity name or classification		
Primary Service Site	249 Thomaston Ave		
	Street Address		
	Waterbury	CT	06702
	City	State	Zip
Organization Type	<input type="checkbox"/> Public Agency <input checked="" type="checkbox"/> Non-Profit Agency <input type="checkbox"/> For Profit Organization		
Contract Type	Select one option <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Performance <input type="checkbox"/> Other		
	Select one option		
Funding Source	Workforce Innovation Opportunity Act (WIOA) of 2014 (P.L. 113-128) funds		
	List source of funds		
Contract Period	7/1/2021	6/30/2022	
	Start Date	End Date	
Maximum Funding Amount	\$125,000.00		
	Contract Amount		
CFDA #	17.258 WIOA Adult 17.278 WIOA Dislocated Worker 17.259 WIOA Youth		
	CFDA #		

Work completed under this contract is covered under the RFQ published by Northwest Regional Workforce Investment Board issued in Jan 2021 which states, "The contract will be for one year beginning July 1, 2021 to June 30, 2022 with the option to renew for (3) additional one year terms". The position of Operator will be funded at no more than \$125,000.00 per year and will be negotiated annually. The funded amount will be shared by the required One-Stop partners at an amount to be negotiated according to the infrastructure cost sharing MOU.



**NORTHWEST REGIONAL
WORKFORCE INVESTMENT BOARD**
FIRST JOB | NEXT JOB | BEST JOB

**Annual Grant of Authority from the
“Northwest Regional Workforce Investment Board”
Board of Directors to the
Executive Committee**

Whereas, the Board of Directors of the Northwest Regional Workforce Investment Board is the Governing body of said Corporation charged with the full responsibility and authority to manage it, and

Whereas the bylaws of the Corporation by their terms authorize and empower the Board of Director to delegate authority for operation and management of the Corporation to its Executive Committee,(Article IV, Sec. 3(a)) and,

Whereas, pursuant to action taken to establish the Executive Committee according the bylaws, (Article IV.Sec 3(b)) and

Whereas, specific authority ought to be and hereby is granted to the Executive Committee to permit timely performance of its duties,

Now therefore be it resolved, in consideration of the foregoing, the Board of Directors of the Northwest Regional Workforce Investment Board does herby grant to the Executive Committee of the Corporation authorities as follows:

1. In connection with the operation and management of the Corporation operated under or in connection with Grants received the Board of Directors does hereby authorize and empower its Executive Committee to enter into agreements for the performance of obligations of the Corporation under the terms of each and every Grant agreement or document or contract and the Corporation’s obligation thereunder.
2. On and under the terms and conditions as the Executive Committee deems proper, to enter agreements relating to the terms and conditions of performance of contracts with the Corporation; to authorize the expenditure of Corporation funds in the management of the Corporation; with respect to contracts and transactions in connection with Grants under which the Corporation is operating to authorize the expenditure of funds up to the maximum permitted under the grant; to engage professionals and other consultants; to enter into and execute contracts related to and directly connected to the services contemplated under the grant terms; to supervise, approve, modify and reject requirements for performance by contractors in the performance of their work under agreements; to execute, modify and amend waivers, releases, acceptances or approvals of work services: to enter into any agreements relating to terms and conditions and to do and perform all other acts and things deemed by such

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Department of Labor • Career Resources, INC • Bureau of Rehabilitative Services
Department of Social Services • Board of Education and Services for the Blind • CT Job Corp Center
Naugatuck Valley Community College • Northwestern CT Community College
Bureau of Health/Nutrition Family Services and Adult Education

Executive Committee to be appropriate and necessary, convenient or proper to carry out any of the foregoing terms, conditions or intents of the agreements adopted by the Corporation,

3. To manage the employment and staffing requirements that the Corporation may need.

4. The foregoing resolution shall continue in full force and effect until specifically revoked, modified or amended by the Board of Directors.

The Secretary and Executive Director ought to be and each is hereby empowered on behalf of the Corporation to execute instruments verifying the existence and force of the foregoing by certifying that the resolution has been duly adopted, has not been modified, repealed or rescinded and that it is in full force and effect and to perform all other acts and things deemed by said officers as necessary, convenient or proper in the performance of his office.

CERTIFIED BY

Beth Dupont, Secretary

Catherine N. Awwad
Executive Director

June 10, 2021

Northwest Regional Workforce Investment Board Budget					ccc		WIOA						JFES		COVID-19		ends 9/30.21		xrt applied 6/1/22				ends 4/13/23		ends 6/30/24	
Description	GL #				Adult Admin		Adult	DLW Admin	DLW	Rapid Response	Youth Admin	Youth	JFESAdmin	JFESProgram	Dislocated Worker	HPOG	OPIOID	ADS Youth	CYEP	DCF	Apprentice	ACI	ACI 2.0			
			Indirect																							
Grant Funds Available		\$	-	\$	113,005.00	1,017,053.00	118,589.00	1,067,307.00		111,178.00	1,000,610.00	141,155.00	1,270,404.00	302,384.51	342,427.00	252,773.86	917,220.07	1,125,000.00	105,000.00	829,203.04	1,470,000.00					
Rollover Funds Available		\$	-	\$	30,000.00	115,000.00	45,000.00	53,000.00	257,365.35	20,000.00	320,000.00	-	-	-	107,893.67	57,806.08	-	-	-	-	-	-				
Rollover Funds to next year		\$	-	\$	-	-	-	-	-	(8,741.68)	(11,448.22)	-	-	-	\$0.00	(107,893.67)	-	(611,480.06)	-	-	(312,500.00)	(750,000.00)				
		\$	-	\$	143,005.00	1,132,053.00	163,589.00	1,120,307.00	257,365.35	122,436.32	1,309,161.78	141,155.00	1,270,404.00	302,384.51	342,427.00	310,579.94	305,740.01	1,125,000.00	105,000.00	516,703.04	720,000.00					
Salaries		\$	1,427,810.00	\$	216,415.08	30,533.66	146,388.05	38,218.59	168,556.19	25,641.61	242,743.92	39,807.64	174,960.60	18,979.00	17,478.50	-	8,839.63	24,238.69	22,367.37	23,372.48	26,106.00					
Fringes		\$	539,712.18	\$	82,237.73	11,602.79	55,627.46	14,523.06	64,051.35	9,743.83	92,242.70	15,126.90	66,485.03	7,212.02	6,641.83	-	4,374.37	9,210.70	7,132.63	8,474.86	10,224.00					
Rent,Sec,Cle, Record Storage & Storage Facility	62000	\$	185,000.00	\$	26,120.91	3,685.36	17,668.77	4,612.92	20,344.43	3,094.90	29,298.76	4,804.71	21,117.43	-	14,344.00	16,000.00	-	2,880.00	-	-	-					
Telephone	64000	\$	16,500.00	\$	2,271.97	381.85	1,830.69	477.95	2,107.92	320.67	3,035.70	497.82	2,188.02	237.35	218.58	-	-	303.12	-	-	-					
Advertising	65000	\$	8,500.00	\$	1,624.48	229.20	1,098.84	286.88	1,265.24	192.47	1,822.12	308.30	1,382.97	-	-	-	-	-	-	-	-					
Dues & Subscriptions	66000	\$	14,750.00	\$	-	1,800.00	2,200.00	1,800.00	2,200.00	1,800.00	2,200.00	600.00	1,650.00	-	-	-	-	500.00	-	-	-					
Office Supp/Equip	68000	\$	60,000.00	\$	4,000.00	972.28	7,696.75	1,112.23	7,616.89	832.44	8,900.90	1,116.35	11,233.29	2,055.89	-	2,111.61	-	7,648.80	-	-	-					
Cost of Meetings	68001	\$	5,500.00	\$	-	500.00	-	500.00	-	500.00	-	-	-	-	-	-	-	-	-	-	-					
Postage	70000	\$	4,500.00	\$	-	300.00	500.00	300.00	500.00	300.00	650.00	300.00	500.00	-	100.00	500.00	-	-	-	-	-					
Travel & Mileage	72000	\$	12,000.00	\$	-	650.00	1,350.00	650.00	1,350.00	650.00	1,350.00	200.00	800.00	169.00	500.00	2,000.00	-	500.00	-	-	-					
Staff Training	74000	\$	5,000.00	\$	1,245.92	175.78	842.77	220.03	970.39	147.62	1,397.49	-	-	-	-	-	-	-	-	-	-					
Insurance	76000	\$	20,000.00	\$	-	1,000.00	2,500.00	1,000.00	2,500.00	1,000.00	2,500.00	2,450.00	3,800.00	-	-	-	1,350.00	1,900.00	-	-	-					
Recruitment	76200	\$	35,000.00	\$	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Monitoring Fees-MR	77000	\$	33,000.00	\$	6,030.00	3,625.00	-	3,633.00	-	7,500.00	-	7,592.00	-	-	990.00	-	-	3,630.00	-	-	-					
Audit Fees	78100	\$	21,000.00	\$	21,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Legal Fees	78200	\$	13,900.00	\$	-	1,500.00	-	1,500.00	-	1,500.00	-	-	-	-	-	-	-	-	-	-	-					
Payroll Service/ADP	78300	\$	5,000.00	\$	-	500.00	-	500.00	-	500.00	-	1,400.00	-	-	500.00	-	800.00	800.00	-	-	-					
Web Page/ Qsend IT on Grant budget	78500	\$	13,500.00	\$	2,810.57	364.02	1,745.21	455.63	2,009.50	305.69	2,893.95	474.58	2,085.85	-	355.00	-	-	-	-	-	-					
Purchased services- PSC	78600	\$	40,000.00	\$	-	-	-	-	-	-	-	-	30,000.00	-	-	-	-	-	-	-	-	10,000.00				
Purchased services- NPAC Nick Augelli	78600	\$	-	\$	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Purchased services - Program admin	79000	\$	-	\$	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Total Operating Expenses		\$	2,460,672.18	\$	363,756.66	57,819.93	239,448.54	69,790.30	273,471.91	54,029.23	389,035.53	74,678.30	316,203.17	28,653.26	41,127.91	20,611.61	15,364.00	51,611.31	29,500.00	31,847.34	46,330.00					
Balance Available		\$	(2,460,672.18)	\$		85,185.07	892,604.46	93,798.70	846,835.09	68,407.09	920,126.25	66,476.70	954,200.83	273,731.25	301,299.09	289,968.33	290,376.01	1,073,388.69	75,500.00	484,855.70	673,670.00					
Program Cost																										
Career Resources	80002	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-				
Career Resources	80002	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-				
One Stop Occupancy	83000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-				
JFES Case Mgmt	80006	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-				
JFES Case Mgmt Occupancy	80008	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-				
JFES Contracts	80006	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-				
Youth- Contracts	80006	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-				
CHD Center for Human development																										
One Stop Operator Contract	80006	\$	-	\$	-	\$	5,000.00	36,666.00	5,000.00	36,666.00	5,000.00	-	-	-	-	-	-	-	-	-	-	-				
Summer Youth- Contracts	80006	\$	-	\$	-	\$	-	-	-	-	-	-	-	-	-	-	-	1,053,388.69	70,000.00	-	-	-				
Contracts for services	80006	\$	-	\$	-	\$	-	109,800.00	-	109,800.00	-	-	-	-	9,000.00	-	-	-	-	-	-	190,000.00				
ITA Training	80000	\$	-	\$	-	\$	-	-	-	-	101,986.35	-	-	-	-	-	-	-	-	-	-	-				
Provider Expenses - Other Career Edge/future works, ACT, content watch, Care	80001	\$	-	\$	-	\$	-	21,524.86	-	21,524.86	-	-	-	22,500.00	3,000.00	-	-	20,000.00	5,000.00	193,750.00	-	-				
IWT	82000	\$	-	\$	-	\$	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
OJT	80005	\$	-	\$	-	\$	-	25,378.36	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Supportive Services-including UBER WIOA/JFES	80007	\$	-	\$	-	\$	-	-	-	155,379.00	-	-	-	-	-	-	-	-	-	-	-	62,500.00				
Provider Expense - Other Transitional Jobs / ITA exceptions/subsidized stipends	80009	\$	-	\$	-	\$	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75,000.00				
Subsequent Year Funding (unbudgeted/projected unspent funds)	81000	\$	-	\$	-	\$	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
	90000	\$	-	\$	-	\$	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Total Program Expenses		\$	-	\$	-	\$	5,000.00	1,034,900.22	5,000.00	1,071,545.86	257,365.35	5,000.00	920,126.25	-	946,416.00	261,076.18	295,369.09	281,055.50	255,665.25	1,073,388.69	75,500.00	483,880.70	672,500.00			
Total Expenses prior to idc		\$	2,460,672.18	\$	363,756.66	62,819.93	1,274,348.76	74,790.30	1,345,017.77	257,365.35	59,029.23	1,309,161.78	74,678.30	1,262,619.17	289,729.44	336,497.00	301,667.11	271,029.25	1,125,000.00	105,000.00	515,728.04	718,830.00				
Exclusions																										
Summer Youth Participant, Support and Contracts		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-				
ITA/IWT and Supportive Services		\$	-	\$	-	\$	-	\$	-	\$	-	\$	100,000.00	-	72,500.00	36,628.00	120,128.68	123,410.50	50,000.00	-	5,000.00	483,880.70	672,500.00			
Total Exclusions from Base		\$	-	\$	-	\$	-	\$	-</																	

Northwest Regional Workforce Investment Board Budget			ends 12/31/20				4/1/21-3/31/25																						
			STATE JOBS				Unreserved		Home Works	HW City of Waterbury	SCSEP-Dept Aging		Youth Build																
Description	GL #		FUNNEL	CARE\$237.50	GOOD JOBS	SECTION 3	Unrestricted	WHISP	incl UW 25K	tenant Based rental asst.	Distance Learning	DOC		CHEFA															
Grant Funds Available		\$	53,838.00	\$	56,962.00	\$	60,000.00	\$	171,573.77	\$	1,932,132.00	\$	63,967.98	\$	300,000.00	\$	196,450.00	\$	30,225.30	\$	839,095.00	\$	85,692.00	\$	14,869,483.03				
Rollover Funds Available		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,006,065.11				
Rollover Funds to next year	9,500.00	\$	-	\$	-	\$	-	\$	(171,573.77)	\$	(1,451,912.00)	\$	-	\$	(150,000.00)	\$	(98,350.00)	\$	-	\$	(418,206.46)	\$	-	\$	(4,092,105.86)				
		\$	53,838.00	\$	896,237.50	\$	56,962.00	\$	60,000.00	\$	480,220.00	\$	63,967.98	\$	150,000.00	\$	98,100.00	\$	30,225.30	\$	420,888.54	\$	85,692.00	\$	11,783,442.28				
Salaries		\$	1,427,810.00	\$	15,000.00	\$	24,000.00	\$	12,769.88	\$	10,388.10	\$	-	\$	58,125.00	\$	-	\$	22,880.00	\$	-	\$	60,000.00	\$	-	\$	1,427,809.99		
Fringes		\$	539,712.18	\$	4,500.00	\$	9,600.00	\$	4,902.05	\$	3,947.48	\$	-	\$	21,043.38	\$	-	\$	8,008.00	\$	-	\$	22,800.00	\$	-	\$	539,712.18		
Rent,Sec,Cle, Record Storage & Storage Facility	62000	\$	185,000.00	\$	-	\$	3,000.00	\$	1,647.57	\$	1,280.25	\$	-	\$	7,900.00	\$	-	\$	7,200.00	\$	-	\$	-	\$	-	\$	185,000.00		
Telephone	64000	\$	16,500.00	\$	-	\$	500.00	\$	159.70	\$	129.91	\$	-	\$	838.75	\$	-	\$	1,000.00	\$	-	\$	-	\$	-	\$	16,500.00		
Advertising	65000	\$	8,500.00	\$	-	\$	-	\$	289.52	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	8,500.00		
Dues & Subscriptions	66000	\$	14,750.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	14,750.00		
Office Supp/Equip	68000	\$	60,000.00	\$	-	\$	0.00	\$	370.81	\$	-	\$	-	\$	2,516.25	\$	-	\$	-	\$	-	\$	-	\$	-	\$	60,000.00		
Cost of Meetings	68001	\$	5,500.00	\$	-	\$	4,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,815.50	\$	-	\$	-	\$	-	\$	5,500.00		
Postage	70000	\$	4,500.00	\$	-	\$	350.00	\$	200.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	4,500.00		
Travel & Mileage	72000	\$	12,000.00	\$	-	\$	242.91	\$	110.08	\$	-	\$	-	\$	728.00	\$	-	\$	750.00	\$	-	\$	-	\$	-	\$	12,000.00		
Staff Training	74000	\$	5,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	5,000.00		
Insurance	76000	\$	20,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	20,000.00		
Recruitment	76200	\$	35,000.00	\$	-	\$	35,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	35,000.00		
Monitoring Fees-MR	77000	\$	33,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	33,000.00		
Audit Fees	78100	\$	21,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	21,000.00		
Legal Fees	78200	\$	13,900.00	\$	-	\$	9,400.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	13,900.00		
Payroll Service/ADP	78300	\$	5,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	5,000.00		
Web Page/ Qesnd IT on Grant budget	78500	\$	13,500.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	13,500.00		
Purchased services- PSC	78600	\$	40,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	40,000.00		
Purchased services - NPAC Nick Augelli	78600	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		
Purchased services - Program admin	79000	\$	-	\$	-	\$	-	\$	(30,116.18)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		
Total Operating Expenses		\$	2,460,672.18	\$	19,500.00	\$	81,500.00	\$	24,361.63	\$	46,542.80	\$	(30,116.18)	\$	91,151.38	\$	-	\$	41,653.50	\$	-	\$	82,800.00	\$	-	\$	2,460,672.18		
Balance Available		\$	(2,460,672.18)	\$	34,338.00	\$	814,737.50	\$	32,600.37	\$	13,457.20	\$	30,116.18	\$	389,068.62	\$	63,967.98	\$	150,000.00	\$	56,446.50	\$	338,088.54	\$	85,692.00	\$	9,322,770.11		
Program Cost																													
Career Resources	80002	\$	-	\$	-	\$	84,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	84,000.00		
Career Resources	80002	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	28,786.00	\$	28,786.00	\$	-	\$	-	\$	2,538,735.00		
One Stop Occupancy	80006	\$	-	\$	-	\$	8,250.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	333,250.00		
JFES Case Mgmt	83006	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		
JFES Case Mgmt Occupancy	80008	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		
JFES Contracts	80006	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		
Youth - Contracts	80006	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	80,000.00		
CHD Center for Human development	80006	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	522,320.47		
One Stop Operator Contract	80006	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	24,000.00	\$	-	\$	-	\$	-	\$	24,000.00		
Summer Youth- Contracts	80006	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		
Contracts for services	80006	\$	-	\$	-	\$	485,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,123,388.69		
ITA Training	80000	\$	-	\$	23,650.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,272,693.13		
Provider Expenses - Other Career Edge/future works, ACT, content watch, Care	80001	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	693,048.53		
IWT	82000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,250.00	\$	-	\$	-	\$	-	\$	105,574.58		
OUT	80005	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		
Supportive Services-including UBER WIOA/JFES	80007	\$	-	\$	-	\$	95,000.00	\$	-	\$	-	\$	-	\$	356,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	691,877.36		
Provider Expense - Other Transitional Jobs / ITA exceptions/subsidized stipends	81000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	15,000.00	\$	13,000.00	\$	126,000.00	\$	-	\$	-	\$	-	\$	593,197.00		
Subsequent Year Funding (unbudgeted/projected unspent funds)	90000	\$	-	\$	-	\$	106,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	534,467.30		
		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	6,000.00	\$	-	\$	-	\$	-	\$	112,000.00		
		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,206.62	\$	-	\$	1,385.07	\$	-	\$	-	\$	-	\$	678,256.93		
		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		
Total Program Expenses		\$	-	\$	33,650.00	\$	778,250.00	\$	-	\$	-	\$	-	\$	373,206.62	\$	63,967.98	\$	150,000.00	\$	31,421.07	\$	28,786.00	\$	318,046.23	\$	85,692.00	\$	9,482,808.99
Total Expenses prior to idc		\$	2,460,672.18	\$	53,150.00	\$	859,750.00	\$	24,361.63	\$	46,542.80	\$	(30,116.18)	\$	464,358.00	\$	63,967.98	\$	150,000.00	\$	73,074.57	\$	28,786.00	\$	400,846.23	\$	85,692.00	\$	11,943,481.15
Exclusions																													
Summer Youth Participant, Support and Contracts		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,230,000.00		
ITA/IWT and Supportive Services																													
Total Exclusions from Base		\$	-	\$	23,650.00	\$	95,000.00	\$	24,361.63	\$	46,542.80	\$	-	\$	15,000.00	\$	63,967.98	\$	-	\$	-	\$	-	\$	-	\$	85,692.00	\$	2,120,248.65
		\$	-	\$	23,650.00	\$	95,000.00	\$	24,361.63	\$	46,542.80	\$	-	\$	15,000.00	\$	63,967.98	\$	-	\$	-	\$	-	\$	-	\$	85,692.00	\$	3,350,248.65
Net Expenses for IDC Allocation		\$	29,500.00	\$	764,750.00	\$	-	\$	-	\$	(30,116.18)	\$	449,358.00	\$	-	\$	150,000.00	\$	73,074.57	\$	28,786.00	\$	400,846.23	\$	-	\$	8,253,475.83		
Indirect cost rate allocation		\$	688.00	\$	36,487.50	\$	-	\$	-	\$	-	\$	15,862.00	\$	-	\$	-	\$	3,653.73	\$	1,439.30	\$	20,042.31	\$	-	\$	407,022.32		
Total costs		\$	53,838.00	\$	896,237.50	\$	24,361.63	\$	46,542.80	\$	(30,116.18)	\$	480,220.00	\$	63,967.98	\$	150,000.00	\$	76,728.30	\$	30,225.30	\$	420,888.54	\$	85,692.00	\$	12,010,746.80		
Balance Available		\$	(2,460,672.18)	\$	-	\$	-	\$	32,600.37	\$	13,457.20	\$	30,116.18	\$	0.00	\$	-	\$	-	\$	21,371.70	\$	-	\$	(0.00)	\$	-	\$	(227,304.52)
Contracts in light blue are charged IDC																													
Indirect Cost Rate		5.00%																											



**NORTHWEST REGIONAL
WORKFORCE INVESTMENT BOARD**

FIRST JOB | NEXT JOB | BEST JOB

**Designation of “Industries with Significant Labor Market Demand”
PY 2021**

Manufacturing

Construction

Healthcare

Information Technology

AJC (R) “A proud partner of America’s Job Center Network.”

Department of Labor • Career Resources, INC • Bureau of Rehabilitative Services
Department of Social Services • Board of Education and Services for the Blind • CT Job Corp Center
Naugatuck Valley Community College • Northwestern CT Community College
Bureau of Health/Nutrition Family Services and Adult Education

Northwest Regional Workforce Investment Board WIOA Policy-Update

WIOA REGISTRATION/CUSTOMER FLOW POLICY

INITIAL INTAKE AND REFERRAL

All customers wishing to receive training under the Workforce Innovation and Opportunity Act of 2014 through the One Stop Career Service Provider will register in the CTHires, tour the Career Center and the self-service area, and complete a Dislocated Worker certification, if necessary. Customers will then attend a WIOA Adult/Youth or Dislocated Worker Information Session. These sessions are by appointments and/or virtually, up to 20 customers per session. The customer is given access to a series of personal information forms that are posted on the NRWIB website to complete and upload to the WIOA pre application in CTHires. WIOA requirements and assessment process are discussed. Access to the approved training list in CTHires is presented. Access to labor market information in program performance outcomes is provided. Upon receipt of information provided, customers are scheduled for an intake appointment for the completion of the WIOA registration form to determine eligibility for services.

“Most in need” Criteria is done for Dislocated Workers during the Intake appointment. After eligibility is determined, a Career Guidance/Planning appointment is made.

INITIAL SERVICES (Adult, Youth and Dislocated Workers)

All customers upon entering the American Job Center (One Stop Center), register in the CTHires and have access to universal services. Customers are encouraged to utilize them. These services do not require WIOA registration.

Universal Access for adults, dislocated workers and youth to:

- WIOA Title I Eligibility Determination;
- Outreach, intake, orientation;
- Labor Market Information;
- Performance and cost information on training providers;
- Information on local area results on WIOA Performance Measures;
- Information on Support Services
- Referral to other needed services;
- Assistance in establishing program eligibility.

Customers seeking to utilize the CTHires system can access it from multiple entry points. The system allows for customers to register for self-services and workshops from within the Career Centers or any remote location. All frontline staff will also be able to assist registering customers into the CTHIRES system. Once the profile is created, the customer can then be enrolled into WIOA services.

JFES customers seeking WIOA services will also be co-enrolled utilizing the CTHIRES system. JFES customers that reach the end of their allowed participation time will also be co-enrolled in WIOA for review to receive potential services. Career Navigators will input all data into the CTHIRES system. Case notes, individual employment plans and program and partner referrals will be entered and available for WIOA Career Navigators/JFES Case Managers to help facilitate the ITA/Voucher process.

WIOA individualized services will also be entered and maintained on the CTHIRES system. CTHIRES users will be able to determine if a customers' eligibility has been completed, what activities the customer may have in process or completed. All WIOA programs (Adult, Youth and Dislocated Workers) will be tracked using this system.

All referrals to outside supportive services, partner services, program providers, workshops and training will also be captured via CTHIRES. While CTHIRES is available online to all AJC One-Stop partners, the Department of Labor, Department of Social Services, Workforce Board, and the One Stop Career Service Provider may receive

pertinent data from providers that will be captured via hard copy forms submitted to Career Navigators, who will be responsible for data entry into the CTHIRES system. As it relates to Youth, the contracted vendors will enter all related information into the CTHIRES system.

To facilitate the Exit of customers, as Adult and Dislocated workers complete their last WIOA funded activity, Career Navigators will close the activity in CTHIRES and begin follow-up services. Quarterly follow-up for 12 months is completed for all Adult/Dislocated Workers that enter employment after exit. Youth will be tracked by the contracted vendor and the activities will be entered in to the CTHires by the vendor. Any youth with 30 days unexcused absence will be closed out of all youth activities, which lead to the required “soft exit”.

CAREER PATHWAY (Adult, Youth and Dislocated Workers)

(All customers are enrolled in Career Edge to access skill levels to prepare for training and personal development.)

Adults

The contracted Career Services provider would determine which customers require more comprehensive assessment, an individualized employment plan, individualized counseling, or a more detailed Career Navigation due to inability to secure employment. A need for intensive services would be based on marketable skills, barriers, economic status, and job search information. All customers are made aware of the process at the WIOA Information Session. The CTHIRES Objective Assessment Summary and CASAS testing are done for Adults after the customer’s eligibility is determined. Customer test scores and documents are reviewed, and a determination is made whether the customer is appropriate for WIOA Training. Referral to partner agencies is made if additional services not provided by contracted Career Services provider are needed at this time.

Youth

The Youth Vendors complete an Individual Service Strategy for youth and registration in the CTHIRES, which clearly identifies the point of registration: out of school youth entering WIOA funded youth programs. From that point forward, the Youth Career Navigator will meet each month with program providers to review the status of each customer. Along with that, each vendor will be responsible for the submission of attendance sheets of each youth. Ongoing participation will be documented in the general case notes in CTHIRES of each customer monthly to document continued participation.

Dislocated Workers

All customers are determined Dislocated Workers by the CT Dept. of Labor. An Eligibility and Certification for Dislocated Workers under the Workforce Investment and Opportunities Act of 2014(WIOA-5) is completed by DOL to confirm dislocated worker status. The customer must meet the “Most in need” Criteria, which is the evaluation of educational and occupational skill levels. This is determined by the contracted Career Services provider’s Career Navigators. The CTHIRES Objective Assessment Summary is done after customer is registered in WIOA participation. Upon participation registration, testing is done for Dislocated Workers who do not have a high school diploma/GED. Customer test scores and documents are reviewed, and a determination is made whether the customer is appropriate for WIOA Training. Referral to partner agencies is made if additional services not provided by the contracted Career Services provider are needed at this time.

PRIORITY OF SERVICES (ADULTS)

Priority of services for adult funds consists of:

1. Veteran and Eligible Spouses
2. Low income Veteran and Eligible Spouses
3. Low Income Adults i.e. TANF/WtW- Below 185% of Federal Poverty Guidelines
4. Customers that are employed and below the 185% of the Federal Poverty Guidelines with at least one barrier to employment.
5. Training based on DOL Labor Market Occupations in Demand

PRIORITY OF SERVICES (Youth)

Priority of services for youth funds consists of:

1. Below 185% of Federal Poverty Guidelines
2. Youth in need of GED or High School diploma
3. Parenting Youth
4. Youth who are basic skills deficient
5. Youth with educational attainment that is one or more grade level below the grade level appropriate to the age of the youth
6. Youth with disabilities including learning disabilities
7. Youth who are homeless or runaway youth
8. Youth who are offenders

*As allowed under Section 129 (c)5(H) the board chooses to identify a youth participant who resides in a single parent family as an additional barrier in the eligibility criteria.

PRIORITY OF SERVICES (Dislocated Workers)

Priority of services for dislocated worker funds consists of:

1. Veterans and Eligible Spouses
2. "Most in need" criteria
3. Training based on DOL Labor Market Occupations in Demand

WIOA REGISTRATION (Adult, Youth and Dislocated Workers)

***ELIGIBILITY DOCUMENTATION (Appendix A: Source Documentation Requirements)**

Appointments for intake are provided on a scheduled basis. The intake process begins for adults who have attended a AJC One-Stop Information Session and need additional services. The intake process begins for Dislocated Workers begins after certification by DOL and "Most in need" eligibility is determined by the contracted Career Services provider's Career Navigator. All interested customers attend a WIOA Information Session. Customers are then required to complete a CTHires registration and a WIOA pre application. Once the WIOA pre application is completed, the Career Navigator contacts the customer to schedule an intake appointment for the completion of the WIOA eligibility. All customers are provided with a copy of the Customer Grievance Procedures. During the intake process, the status or disposition of the potential registrant is noted and documented in the CTHIRES for WIOA services. The potential registrant provides necessary documentation and appropriate copies are made by the Career Navigator and are attached to the WIOA Registration form.

- When a potential registrant does not have all the necessary documentation, he/she is provided with "Information Needed for Eligibility Determination" which notes the documentation that is needed. A copy of this is also attached to the WIOA Registration form.
- When potential male registrants are unable to provide proof of registration for the draft, a Selective Service Registration form is completed. Male registrants that are over the age of 26 and did not register complete a request for status information letter and sends it to the Selective Service System. Once a confirmation letter is received stating the status of the customer, a Selective Service requirement for WIOA services form is completed and approved by the Director of Operations.
- An individual with a disability whose own income meets the requirements, even if the individual's family income does not meet the requirements.
- A determination of Disability status is made through self-certification.
- Eligibility follow-up is completed on all incomplete registrations. After a suitable period has elapsed, the potential registrant is contacted by phone or letter to follow-up on the status of the documentation that is needed for their eligibility determination. The staff will assist the potential registrant in obtaining any or all-necessary documentation.

Note: WIOA provides specific eligibility consideration for job seekers with disabilities. If a job seeker with a disability proves to be ineligible because of family income, his or her income may be separated from the family's income. For the purposes of income eligibility determination, the job seeker with a disability may be considered an

unrelated individual who is a *family unit of one*, consistent with the definition of low-income individual at WIOA § 101(25).

ADULT and YOUTH

If a potential registrant is unable to provide wage documentation for the last six (6) months, a Release of Information Letter is signed by the potential registrant and is sent to the respective employer(s). Copies of all the above are also attached to the WIOA Registration form.

Once wage documentation is provided, the income is computed on the Income Sheet, which is attached to the WIOA Registration form. All individuals in the household and their relationship to the registrant are also listed with their corresponding income.

YOUTH applicants under the age of 18 are requested to have a youth supplement completed and signed by their parent or guardian prior to the completion of the WIOA Registration. The eligibility and verification process are the same for Adult and Youth.

Ineligible Adult applicants will continue to receive core services and referrals, as necessary.

Dislocated Worker

Certification is done by the Dept. of Labor by completing an Eligibility and Certification for Dislocated Workers under the Workforce Innovation and Opportunity Act of 2014(WIOA-5). The customer must meet the “Most in need” Criteria, which is the evaluation of educational and occupational skill levels. This “Most in need” Criteria is completed by the contracted Career Services provider Career Navigators.

INTENSIVE AND TRAINING SERVICES

INTENSIVE SERVICES

Adult - An adult is defined as an individual 18 years of age or older. Unemployed customers unable to obtain employment through Core Services and employed customers who need assistance to retain or upgrade employment, must be determined eligible and registered before receiving Intensive Services. Testing is done for Adults once enrollment into participation is complete. The Job Search “To Do” list is handed out at testing.

Youth – All youth aged 14 to 24 will be provided with any youth services funded by WIOA must be determined eligible and registered on CTHIRES. Eligibility determination is the responsibility of the contracted Career Services provider.

WIOA youth program subcontractors may be assigned youth who are over WIOA income guidelines at the discretion of the Director of Youth Programs.

Out of School Youth – Youth aged 16-18 will be provided with any youth services funded by WIOA must be determined eligible and registered on CTHIRES. Eligibility determination is the responsibility of the contracted Career Services provider.

Youth aged 18 – 24 may be registered as either WIOA youth or adult, may **not** be registered as both. In addition to having access to WIOA funded youth programs, older youth may be enrolled as adults and determined eligible for referral to WIOA Training Services.

Dislocated Worker – Dislocated workers must be certified by CTDOL prior to receiving Intensive Services. Dislocated workers unable to obtain employment through Career Center Services and under-employed dislocated workers who need assistance to retain or upgrade employment must be determined eligible and registered before receiving WIOA Services. Once enrolled in Participation, testing is done for Dislocated Workers that do not have a high school diploma/GED. The Job Search “To Do” list is handed out at testing.

*As part of the Service Delivery Improvement Initiative (SDII), all customers complete a Self-Assessment upon completion of Intake. This form is the first step in supporting the customer in the development of their Individual Employment Plan.

TRAINING SERVICES :

***In the event that funds allocated to this region for adult and dislocated worker employment and training activities under paragraph(2)(A) or (3) of section133(b) are limited, priority shall be given to customers in the following manner:**

A customer may select any WIOA-approved education and training program in the state, as listed on the current Eligible Training Provider List (ETPL), if the customer 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 educational and training program that best fits their personal and career needs.

Priority of services for adult funds consists of:

1. Low-income Veteran and Eligible Spouses
2. ^Resident Low Income Adults, i.e. TANF/WtW- Resident Below the 185% of the Federal Poverty Guidelines Low income customer (non-resident)
- 4 Veteran and Eligible Spouses
- 5 ^Resident Customers that are employed and below the 185% of the Federal Poverty Guidelines with at least one barrier to employment.

Priority of services for certified dislocated worker funds consists of:

1. Veteran and Eligible Spouses
2. ^Resident “Most in need”
3. ^Resident -Training based on DOL Labor Market Occupations in Demand

Initial Access to Training: All adult and/or dislocated workers provided with any Title I WIOA funded Training Services must have:

- Been determined eligible;
- Be registered;
- Have reading proficiency of 239 and math proficiency of 236 or higher determined through the Comprehensive Adult Student Assessment System (CASAS); and
- Attained a score of 12 or higher on the “Most in need” Criteria (Attachment A);
- Has attended a Workshop prior to enrollment in training.

Subsequent Access to Training: Customers are prohibited from availing him/herself of another ITA for twenty-four (24) months following the completion of the initial Program of Study.

NOTE: All customers who score less than 239 in reading and 236 in math on the ABE assessment instrument may not be referred for training and must be referred for basic skills remediation.

*The Board shall, on annual basis, decide prior to the start of the July 1 program year whether a situation of limited funding exists for that program year.

^ Resident – Residence within the boundaries of the service delivery area for the Northwest Regional WIB as confirmed by a valid identification or article of mail received with 30 days of registration.

Updated: 4/28/2021

BASIC SKILLS ASSESSMENT GUIDELINES

A. Basic Skills Deficiency-

Adults -

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.

Youth

As indicated in [20CFR 681.210\(c\)\(3\)](#), a youth is "basic skills deficient" if he or she:

- (1) Has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- (2) Are 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.

B. Eligibility

The NRWIB sets forth this policy detailing the guidelines that the region follows to determine BSD at eligibility for individuals, including any assessment used to determine BSD. CASAS is the only official testing assessment which meets National Reporting System (NRS) standards and has been accepted by the Connecticut Competency System (CCS) for use in determining an Educational Skills Gain for Title I WIOA programs.

- The NRWIB elects to use the CASAS test at eligibility with the intent of eventually enrolling the individual and taking an Educational Skills Gain. The NRWIB recognizes that it must use the most current accepted test as indicated by current CCS Assessment Policies and Guidelines. The current policy can be found at: <https://portal.ct.gov/-/media/SDE/Adult-Ed/ccspolicies.pdf>. All training relative to CCS is provided through the Connecticut State Department of Education (CSDE).
- The NRIWB is not required by federal WIOA law or policy to use National Reporting System (NRS) testing to determine basic skills deficiency at eligibility. Since CASAS does not support the use of tests which are no longer valid, the NRWIB may only administer old tests until their current supply is depleted. Should the Board chooses to use a different test, it recognizes that it must use a test for eligibility that must be:

- Standardized
- Reliable
- Formalized
- Fair

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- Cost Effective
- Easy to administer and interpret results

Adults/Dislocated Workers

- Adults and Dislocated Workers who have attained a high school diploma or equivalent may be required to be tested for Basic Skills Deficiency depending on the nature of the training the participant may select.
- Adults and Dislocated Workers who have not attained a high school diploma are automatically considered Basic Skills Deficient under CT state WIOA policy at eligibility. All such individuals will be provided an opportunity for remediation regardless of the organization that provides such remediation. Individuals will be provided the opportunity to attend remedial classes. These classes will be provided either in person or through virtual classrooms as well as the utilization of online remedial platforms such as Khan Academy or other similar sites. If an individual is determined BSD, as a condition of eligibility, the individual must be referred to the local Office of Adult Education, for CASAS testing, placement and remediation. Note: If an individual is determined to be BSD, regardless of how that is determined, a referral to Adult Ed. should be made or contemplated regardless of whether it is used for eligibility purposes or not. This should also be determined using the IEP.

Youth

Youth will be tested using the CASAS or an alternate assessment for determination of Basic Skills Deficiency at eligibility based on the youth definition of BSD as indicated above.

- For Youth who are tested using the CASAS, only National Reporting System approved Connecticut Competency System (CCS) test tools may be used. CT has determined that basic skills deficiency for individuals are assessed when a tested individual score at a level placement of eight grade and below.

Current CASAS assessment scores for Basic Skills Deficiency may be found in the attached approved WIOA score sheet or online at: [Current Title I CASAS BSD Scores](#).

C. Post-Enrollment

The NRWIB adopts the following course of action with individuals in relation to Basic Skills Deficiency post eligibility.

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- The NRWIB elects to use the CASAS test following enrollment, with the intent of eventually taking an Educational Skills Gain. <https://portal.ct.gov/-/media/SDE/Adult-Ed/ccspolicies.pdf>. All training relative to CCS is provided through the Connecticut State Department of Education (CSDE).
- Participants who are tested post participation and determined skills deficient must be provided with remediation prior to entering training services.

D. CASAS Testing

- Only National Reporting System-approved Connecticut Competency System (CCS) test tools may be used in testing participants for the specific measurable skill gain of documenting the achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
- As of 7/1/2019 the NRS and the Connecticut Department of Education have adopted the GOALS series tests through 2025
 - Reading 901-908 – Test times 60 minutes for A, 75 minutes for B-D plus 15 minute locator with pretest.
 - Math 913-918-Test times 60 minutes for A-B, 75 minutes for C-D plus 15 minute locator with pretest
- Testing may administered via paper or electronic means

Appraisal

In the CCS system, an appraisal is administered to determine the appropriate level pre-test for measuring reading and math competencies. When administering CASAS testing the appraisal may only be used to determine the level pre-test to be administered. It may not be used to determine basic skills deficiency or for measurable skills gains.

Assessment Post-Testing

Participants who were determined to be basic skills deficient are post-tested until they meet the above minimums **or** until they exit the program.

- A. The initial post-test version must be in the same series as the pre-test.

- B. The CCS test form number of each subsequent post-test must be different from the form number of the last taken test.

Measurable Skill Gains

Per [TEGL 10-16](#)

The Measurable Skill Gains indicator is the percentage of program participants who, during a program year, are in education or training programs that lead to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational or other forms of progress, towards such a credential or employment.

The Measurable Skill Gains indicator is used to measure interim progress of participants who are enrolled in education or training services for a specified reporting period. Therefore, it is not an exit-based measure. Instead, it is intended to capture important progressions through pathways that offer different services based on program purposes and participant needs. Depending upon the type of education or training program in which a participant is enrolled, documented progress is defined as one of the following:

1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
2. Documented attainment of a secondary school diploma or its recognized equivalent;
3. Secondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State Department of Education's academic standards¹;
4. Postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the Connecticut State College and University System's academic standards²;
5. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or

¹ Progress for WIOA purposes must comply with any applicable State standards.

² Progress for WIOA purposes must comply with any applicable State standards.

similar milestones, from an employer or training provider who is providing training; or

6. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Examples:

- A participant is enrolled in a four-year registered apprenticeship program: the Measurable Skill Gains indicator tracks the skills the participant gains throughout the reporting period, not just at the end of the four-year training program.
- Low-skilled adult participants of an adult education program: the Measurable Skill Gains indicator provides an opportunity to track and report gains in reading, writing, mathematics, and English proficiency.

Documenting Progress for Types of Measurable Skill Gains

Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary level –

Programs may measure educational functioning level gain in one of the following three ways.

- (a) By comparing the participant's initial educational functioning level, as measured by a pre-test, with the participant's educational functioning level, as measured by a post-test.
- (b) By measuring and reporting educational gain through the awarding of credits or Carnegie units, for adult high school programs that lead to a secondary school diploma or its recognized equivalent.
- (c) By reporting an educational functioning level gain for participants who exit a program below the postsecondary level and enroll in postsecondary education and training during the program year. A program below the postsecondary level applies to participants enrolled in a basic education program.

Documented attainment of a secondary school diploma or its recognized equivalent –

Programs may document attainment of a secondary school diploma or its recognized equivalent, if the participant obtains certification of attaining passing scores on all parts of a State-recognized high school equivalency test, or the participant obtains a diploma or State-recognized equivalent documenting satisfactory completion of secondary studies or an alternate diploma, including a high school or adult secondary school diploma.

Secondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State Department of Education's (SDE's) academic standards --

This gain may be documented through receipt of a secondary transcript or report card for one semester showing that the participant is achieving SDE's policies for academic standards.

Postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the Connecticut State College and University System's (CSCUS') academic standards --

This gain must demonstrate a sufficient number of credit hours -- which is at least 12 hours per semester or, for part-time students, a total of at least 12 hours over the course of two completed consecutive semesters during the program year -- that shows a participant is achieving CSCUS' academic standards (or the equivalent for other than credit hour programs).

Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training --

Documentation for this gain may vary, as programs should identify appropriate methodologies based upon the nature of services being provided, but progress reports must document substantive skill development that the participant has achieved. The gain may be documented by a satisfactory or better progress report from an employer or training provider. Progress reports may include training reports on milestones completed as the individual masters the required job skills, or steps to complete an OJT or apprenticeship program. Increases in pay resulting from newly acquired skills or increased performance also can be used to document progress.

Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams --

Documentation for this gain may include passage of a component exam in a Registered Apprenticeship program, employer-required knowledge-based exam, satisfactory attainment of an element on an industry or occupational competency-based assessment, or other completion test necessary to obtain a credential.

Accepting Test Results from Outside Entities

The WDBs are to accept NRS approved CCS test scores from adult education, JFES and TAA for the purposes of determining pre-test selection and/or as a pre-test score provided that:

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- there has not been substantial instructional intervention; **and**
- test results are no more than six months old.

Referrals to and from adult education, JFES and TAA should be made using the attached “Authorization to Record and Share Educational Information” form.

The NRWIB at its’ discretion, may accept NRS-approved CCS test scores from organizations and agencies other than adult education, provided that these conditions regarding substantial instructional intervention and age of test results are met. A separate referral and release will be required in these instances.

CASAS ASSESSMENT ACCOMMODATIONS

Assessment accommodations provide learners who have disabilities with an opportunity to demonstrate their skills and abilities without interference caused by the disability itself. Accommodations change the way that an assessment is administered or how learners may respond to the assessment situation. Appropriate accommodations meet learners' needs without changing what a test is intended to measure. It is important to note that not all learners with disabilities will need testing accommodations.

Legislation Related to Accommodations

The accountability standards in the 2014 Workforce Innovation and Opportunity Act (WIOA) include the Rehabilitation Act Amendments of 1998. WIOA, effective July 2015, focuses on learners most in need, such as learners with a low level of literacy skills, English language learners, and those with disabilities. Other legislation addresses provisions related to testing accommodations for learners with disabilities, including the ADA Amendments of 2008, Section 504 in the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Improvement Act of 2004.

Local Agency Responsibility

Local agencies are responsible for providing fully accessible services and reasonable accommodations for learners with documented disabilities. Adult learners with disabilities are responsible for requesting accommodations and for submitting documentation of their disability at the time of registration, program entry, or after diagnosis. The need to use an accommodation should be documented in official learner records, such as the Individual Education Plan (IEP). The documentation must show that the disability interferes with the learner's ability to demonstrate performance on the test. The information can come from a doctor's report, a diagnostic assessment from a certified professional, and other clinical records. Adult agencies can often contact the local division of vocational rehabilitation or a secondary school to request documentation of a disability.

Accommodations in Administration Procedures and Learner Response

For learners with documented disabilities, local assessment staff may provide accommodations in administration procedures, such as allowing extra time, repeating directions, breaking an assessment into two sessions, using a separate room, giving frequent breaks, or providing a sign language interpreter (for test administration directions only). Accommodations in learner response may include using a sound amplification device, using a reader and scribe to record answers, using a simple calculator for math, typing on a Braille keyboard, and using speech-to-text software.

Performance Adjustment

The U.S. Department of Labor and the Connecticut Department of Labor acknowledge that the nature of some disabilities, such as severe cognitive impairment, may preclude meaningful literacy and numeracy testing and consequent attainment of the literary and numeracy common measure goal. It is not the intent of the federal and state Departments of Labor to discourage WIOA participation by individuals who have such disabilities.

In order to foster WIOA program development for individuals who have such disabilities, NRWIB may request one of two adjustment methods:

1. Service to individuals with such circumstances can be addressed in annual WIOA performance negotiations. In effect, negotiated target performance would be adjusted from expected levels so that the NRWIB would not be penalized for serving individuals who may not reasonably be expected to attain a positive outcome in a performance measure.
2. NRWIB can request a performance adjustment at the end of the program year being measured. As part of such a request, the NRWIB must demonstrate that the inclusion of individuals with such circumstances negatively impacted performance.

Test Administration

The NRWIB will designate a WDB CCS Program Facilitator who is trained by the State Department of Education in CCS test administration. The Facilitator will be responsible for testing and/or for training test facilitators. The Facilitator must complete CCS Training Part 1 (Appraisals) and Part 2 (Survey Achievement Pre and Post Assessments).

The NRWIB shall must maintain a current *Test Security Agreement* that outlines the requirements relative to the secure storage and handling of all CCS materials. A signed *Test Security Agreement* must be filed with Adult Training and Development Network (ATDN) division of CREC or other entity designated by the Connecticut State Department of Education.

PERSONAL SERVICES CONTRACT

Agency Work Contract No. NRWIB-PSC-21-02

WORK CONTRACT FOR INDIVIDUALIZED TUTORING BETWEEN NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD AND EdAdvance

This Work Contract is made and entered into by and between the Northwest Regional Workforce Investment Board, hereinafter referred to as the "AGENCY", and the below named "CONTRACTOR,"

Contractor Name	EdAdvance
Address	355 Goshen Road POBox 909
City, State & Zip Code	Litchfield, CT 06759
Phone	860-567-0863
Email	
FEIN#	

PURPOSE

The purpose of this Work Contract is to secure individualized tutoring instruction under Jobs First Employment Services (JFES) on behalf of Northwest Regional Workforce Investment Board.

SCOPE OF WORK

Naugatuck Adult & Continuing Education will provide individualized one-on-one tutoring to JFES participants who have been determined to be in need of additional assistance in:

1. Obtaining the regional CASAS score of 236 on Math and/or Reading or;
2. ESL tutoring to more fully and quickly develop solid English language skills or;
3. Successfully completing a training program that they are currently enrolled in.

The participant will be referred by JFES staff for contact and within 1 business day of referral a schedule should be set to:

1. Assess need
2. Set goals
3. Commence a tutoring schedule that is acceptable to both the participant and the tutor.

The tutoring shall take place virtually due to the Covid-19 pandemic.

FINANCIAL OBLIGATION – EFFECTIVE DATES

The contracting party shall be financially obligated from funding under the Jobs First Employment Services (JFES) funds of the Connecticut Department of Labor for individualized tutoring instruction for a maximum funding amount of \$15,000.00 for the period beginning on July 1, 2021 and continuing to the ending date of June 30, 2022 consistent with this contract.

PERSONAL SERVICES CONTRACT

Agency Work Contract No. NRWIB-PSC-21-01

**WORK CONTRACT FOR INDIVIDUALIZED TUTORING
BETWEEN
NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD
AND
NAUGATUCK ADULT & CONTINUING EDUCATION**

This Work Contract is made and entered into by and between the Northwest Regional Workforce Investment Board, hereinafter referred to as the "AGENCY", and the below named "CONTRACTOR,"

Contractor Name	<u>Naugatuck Adult & Continuing Education</u>
Address	<u>543 Rubber Avenue</u>
City, State & Zip Code	<u>Naugatuck, CT 06770</u>
Phone	<u>203-720-5282</u>
Email	<u>heather.pelletier@aded.naugatuck.k12.ct.us</u>
FEIN#	<u>06-6002041</u>

PURPOSE

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ENGAGEMENT FEES

We are committed to providing you with exceptional service at a fair and reasonable fee. We are confident that we deliver the highest quality of service; we have extensive training and review processes in place to ensure it and our outstanding record of peer reviews confirms it.

Our proposed fees for services for the years ending June 30 are as follows:

Professional Services:	2021 Fees	2022 Fees	2023 Fees
Audit of Financial Statements including Federal and State Single Audits	\$ 20,500	\$21,000	\$21,500
Total fees	\$ 20,500	\$21,000	\$21,500

Standard Hourly Billing Rates

Our average standard hourly billing rates are shown below.
Actual rates may vary by department and staff experience levels.

Level	2021
Partner	\$275-\$375
Manager	\$185-\$250
Staff/Senior	\$150-\$180

Our fee estimate is based on receiving full support from your staff in having completed trial balances and financial statements available when we begin our audit work, and in preparing schedules and analyses, gathering necessary documentation and data, and responding to inquiries in a timely manner. The hours of assistance from NRWIB staff will vary depending on the quality of schedules received. We will provide an audit request list prior to our arrival to allow time to gather requested data.

Our fees reflect routine consultation regarding accounting and business issues. NRWIB need not be concerned about being billed for each phone call. In fact, we encourage regular communication and the opportunity to deal with issues at the time they first appear.

From time to time, however, you may request that we perform services that are above and beyond the scope of the audit process, which may require the use of specialized staff and consultants. Such special services would be billed separately. We will, of course, discuss the objectives of all such projects and provide you with an estimate of the related fees before beginning any work. Further, we will provide updated estimates of time and fees should the scope of the project change before its completion.

In general, we believe the key to fees for services is clear communication of what you will receive, when you will receive it and how much it will cost. Our year-round service philosophy is that you can always be assured we are committed to delivering exemplary service with demonstrable value.

1. Entrance conference with the key management personnel to introduce the audit team, explain our approach, identify key personnel and information sources, establish protocols for the conduct of the engagement, and determine dates for key milestones (Stage I).
2. A second meeting will be held with "those in charge of governance" to clear the final report, all required communications and the management letter. Final modifications will be identified and changes made.
3. We are available to meet with the management at any time upon request.

Professional Fees:

The professional fees for our services are based upon an estimate of the time required calculated at our hourly rates, plus out-of-pocket expenses. Hourly rates are based on the experience of each professional. All of the services will be performed by the appropriate level of professionals to ensure that the proper expertise is delivered at the minimum expense. The following is an outline of the services we anticipate providing to NRWIB and our fee proposal:

• Financial statement and compliance audits of NRWIB as of and for the year ending June 30, 2021.	\$ 21,000
• Financial statement and compliance audits of NRWIB as of and for the year ending June 30, 2022.	\$ 21,500
• Financial statement and compliance audits of NRWIB as of and for the year ending June 30, 2023.	\$ 22,000

All audit fees include all required meetings and deliverables.

Billing for Technical Questions and Other Common services:

Our Firm does not charge for routine calls. If substantive research and analysis is required related to more complex areas of audit, accounting and tax, we will provide you with a quote for additional services. The fees for these services will be based on our normal hourly billing rates.

* * * * *

We thank you for this opportunity to propose on providing these professional services. We trust our qualifications and fee structure will meet the needs of your organization. These services will be delivered while exceeding your expectations and managing the cost. We look forward to working with you.

**LICENSE AGREEMENT AMENDMENT
BETWEEN
NEW OPPORTUNITIES, INC.
AND
NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD, INC.**

THIS LICENSE AGREEMENT AMENDMENT (the "Agreement") is entered into by and between **New Opportunities, Inc.** ("NOI") and **Northwest Regional Workforce Investment Board, Inc.** ("NRWIB") on this _____ day of _____, 2021.

WHEREAS, NOI and NRWIB executed a license agreement on December 16, 2016 for the utilization by the NRWIB of 3,000 net usable square feet of office space at 59 Field Street, in the city of Torrington

WHEREAS, NOI and the NRWIB wish to extend the termination date under the existing agreement

NOW, THEREFORE, the parties hereto agree as follows to the following change:

1. TERM. The term of the license agreement shall be extended from June 30, 2021 to June 30, 2022

All provisions outlined and agreed upon by both parties in the executed license agreement of December 16, 2016 remain in full force and effect

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Parties have duly executed this License Agreement Extension as of the day and year first written above.

NEW OPPORTUNITIES, INC.

By: _____
William R. Rybczyk President/CEO

Date

NORTHWEST REGIONAL WORKFORCE INVESTMENT BOARD

By: _____
Catherine Awwad, Executive Director

Date

CONFLICT OF INTEREST POLICY

The Board of Directors and Committee Members have an obligation to conduct business within guidelines that prohibit actual or potential conflict of interest. The purpose of these guidelines is to provide general direction when a real or apparent conflict of interest may arise on issues brought before the Board.

A conflict of interest may exist when a Director or Committee Member is employed by, has control, or has a material interest in an organization which is engaged to provide a service or would derive a direct financial benefit or have an immediate family member derive a financial benefit from a matter under consideration by the Board.

- ◆ A Director or Committee Member may not participate in the discussion of or cast a vote on a matter under consideration by the Board:

- (a) Regarding the provision of services by such member or by an entity that such member represents or
- (b) That would provide direct financial benefit to such member or to the immediate family of such member.

Directors and Members should refrain from activity or behavior which may give rise to the appearance of conflict of interest. Those concerned about a possible appearance of conflict of interest are advised to declare the conflict prior to the opening of discussion on the item, abstain from participation in any discussion, so as not to influence the vote, and refrain from voting. The appearance of a conflict of interest arises when “a reasonable person would think a member’s judgment is likely to be compromised”, knowing the facts and circumstances of an issue being brought before the Board. Any real or apparent conflict that has been declared must be documented in the Board’s minutes.

Each Director and Member shall submit an annual written Certificate of Compliance stating that to the best of their knowledge, there are no actual or potential conflicts of interest or instances in which there may be appearance of conflict with regard to issues brought before the Board or shall provide a disclosure of the same. A copy of this policy shall be provided to each Director and Committee Member annually and to each new Director and Committee Member upon his or her appointment to the Board.

The Certificate of Compliance is attached hereto.

CERTIFICATE OF COMPLIANCE

The undersigned hereby acknowledges receipt of the Conflict of Interest Policy and certifies that he/she understands said Conflict of Interest Policy and that he/she does not have a conflict of interest at the present time or that he/she has disclosed such conflict in writing. The undersigned also acknowledges that this is a continuing agreement and that if, in the future, any conflict arises he/she shall promptly disclose such conflict in writing to the Executive Director or Board, as applicable, for any actions or decisions with respect to which the conflict of interest exists.

Dated this _____ day of _____, _____.

Print Name

Position

Signature

Company

MEMORANDUM

FROM: Kathy Maness, VP of Operations-Northwest

TO: Cathy Awwad, NWRWIB

DATE: May 20, 2021

CAREER RESOURCES, INC. ONE STOP REPORT

ACCOMPLISHMENTS

- AJC offices are open to the public as of June 1, 2021.
- Weekly staff meetings continue through Zoom.
- Staff participated in the Waterbury Police Dept. Community Fair
- Danbury staff participated in the “Individual and Interpersonal Dynamics of Racism” training workshop.
- Staff was trained on how to use TEAMS.

Current Program Year

Total ITA's issued for PY 20-21 (July 1, 2020 – May 31, 2021)

PROGRAM	ITA's	AMOUNT
WIOA – Adult	12	\$40,688
WIOA – DLW	40	\$145,710
Construction Funnel	2	\$16,000
Apprenticeship CT Initiative (ACI)	21	\$137,075
Opioid Grant	29	\$77,070
HomeWorks	2	\$4,569
Total	106	\$421,112

7:53 AM

Northwest Regional Workforce Investment Board, Inc.

06/02/21

Profit & Loss Budget vs. Actual

Accrual Basis

July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget	% of Budget
Income				
41000 · WIOA	2,411,781.23	4,241,407.01	-1,829,625.78	56.9%
41200 · WIOA Carry-Over	497,511.61	497,511.61	0.00	100.0%
42000 · JFES	1,051,921.85	1,595,097.00	-543,175.15	65.9%
44000 · WIOA Demo Grants	217,932.08	603,309.83	-385,377.75	36.1%
45000 · Grant Funds-Other	1,797,697.24	2,693,994.00	-896,296.76	66.7%
45001 · Grant Funds-Other Additional	55,727.00	234,013.00	-178,286.00	23.8%
45500 · Unreserved/Unrestricted	1,001.07			
45510 · INTEREST EARNED	1,041.83	0.00	1,041.83	100.0%
47000 · Youth Employment Programs	1,228,616.46	1,462,630.00	-234,013.54	84.0%
48000 · Good Jobs Ordinance	65,391.39	89,676.50	-24,285.11	72.9%
49000 · US DOL Grants	448,729.66	1,557,400.82	-1,108,671.16	28.8%
Total Income	7,777,351.42	12,975,039.77	-5,197,688.35	59.9%
Gross Profit	7,777,351.42	12,975,039.77	-5,197,688.35	59.9%
Expense				
51000 · Salaries	1,173,442.69	1,356,058.12	-182,615.43	86.5%
55000 · Fringe Benefits	403,237.70	488,309.59	-85,071.89	82.6%
62000 · Rent/Util/Sec/Clean	130,677.23	164,287.52	-33,610.29	79.5%
63900 · Infrastructure Cost Recovery	-4,709.16			
64000 · Telephone	13,396.62	20,158.31	-6,761.69	66.5%
65000 · Advertising/Printing	6,375.71	10,916.99	-4,541.28	58.4%
66000 · Dues & Subscriptions	9,835.98	10,672.57	-836.59	92.2%
68000 · Office Supplies/Equipment	37,375.31	79,329.42	-41,954.11	47.1%
68001 · Cost of Meeting	0.00	6,458.20	-6,458.20	0.0%
70000 · Postage	1,507.64	7,640.08	-6,132.44	19.7%
72000 · Travel & Mileage	1,021.06	22,740.92	-21,719.86	4.5%
74000 · Staff Training	1,670.00	13,941.18	-12,271.18	12.0%
76000 · Insurance	14,787.48	19,300.00	-4,512.52	76.6%
76200 · Outreach/Recruitment	119.40	18,568.00	-18,448.60	0.6%
77000 · Consultants	11,527.50	31,545.05	-20,017.55	36.5%
78100 · Prof Services Audit	20,000.00	22,550.00	-2,550.00	88.7%
78200 · Prof Services Legal	12,307.74	22,478.00	-10,170.26	54.8%
78300 · Payroll Service	3,462.24	3,952.00	-489.76	87.6%
78500 · Purchased Services	21,700.16	55,852.09	-34,151.93	38.9%
78600 · Purchased Services PSA	47,935.56	96,750.00	-48,814.44	49.5%
79000 · Program Admin	0.00	0.00	0.00	0.0%
79999 · Indirect Cost Rate	0.00	8,902.39	-8,902.39	0.0%
80000 · Providers	494,293.36	993,856.95	-499,563.59	49.7%
80001 · Provider Expense-Other	934,907.92	1,617,764.65	-682,856.73	57.8%
80002 · Career Services	1,974,582.96	2,134,505.75	-159,922.79	92.5%
80004 · OneStop Operator	101,862.42	125,750.41	-23,887.99	81.0%
80005 · OJT	102,073.78	824,184.79	-722,111.01	12.4%
80006 · Provider Expense-Contracts	1,694,517.79	2,819,334.78	-1,124,816.99	60.1%
80007 · Supportive Services	157,054.59	638,013.60	-480,959.01	24.6%
80009 · Provider Expense-ITA Exception	177,474.52	520,915.33	-343,440.81	34.1%
80010 · Subsequent Year Funding	0.00	414,593.06	-414,593.06	0.0%
81000 · Stipend	21,590.00	16,032.75	5,557.25	134.7%
82000 · Provider Expense-IWT	8,816.70	84,677.27	-75,860.57	10.4%
83000 · Operational Expenses-(CRI)	245,513.42	325,000.00	-79,486.58	75.5%
Total Expense	7,818,358.32	12,975,039.77	-5,156,681.45	60.3%
Net Income	-41,006.90	0.00	-41,006.90	100.0%