

Workforce Development Board

Kane, Kendall and DeKalb Counties

Full Board

Wednesday, May 29, 2019 7:30 A.M.

Painters District Council #30

1905 Sequoia Drive / Aurora, IL 60506

Meeting Agenda

- I. **Call to Order:**
 - A. Attendance
- II. **Approval of Meeting Minutes:**
 - A. March 13, 2019 (*Attachment*)
- III. **Public Comment**
- IV. **Program Updates:**
 - A. WIOA PY 2018 Third Quarter Performance Reports (*Attachments*)
 - B. WIOA Financial Reports (*Attachments*)
- V. **Committee Reports:**
 - A. Youth Committee Report
 - B. Executive Committee Report
- VI. **New Business:**
 - A. **Action Item:** Authorize seven (7) one-year youth provider contracts as recommended by the Youth and Executive Committees during Program Year 2019. (*Attachments*)
 - B. **Action Item:** Authorize a one-year contract with Kishwaukee College to provide WIOA Adult, Dislocated Worker and Business Services at the DeKalb Workforce Development Office during Program Year 2019, as recommended by the Executive Committee. (*Attachments*)
 - C. **Action Item:** Authorize a one-year contract with National Able to provide operator services at the designated Comprehensive One-Stop Center for Program Year 2019, as recommended by the Executive Committee (Pending Memorandum of Understanding execution with the LWIA 5 WIOA Partners). (*Attachments*)
 - D. **Action Item:** Authorize the Executive Committee of the Workforce Development Board to Consider and Approve the Program Year 2019 program budget and annual service plan for WIOA Title 1B Adult, Dislocated Worker and Youth activities. (*Attachment*)
- VII. **Informational Items:**
 - A. Next Full Board Meeting Date: The Workforce Development Division will be re-locating to the new Batavia location sometime in the fall. Staff will email the Board regarding the next meeting date.
- VIII. **Adjournment**

**Workforce Development Board
Kane, Kendall and DeKalb Counties**

Full Board

Wednesday, March 13, 2019, 7:30 A.M.

Painters District Council No. 30 Board Room

1905 Sequoia Drive/Aurora, IL 60542

BOARD MEMBERS					
Member Name	Present	Absent	Member Name	Present	Absent
Bata, Katie	P		Henning, Joseph		A
Berg, Glenn		A	Hibben, Angie	P	
Borek, Paul	P		Johnson, Matthew	P	
Contreras, Hugo	P		Kantner, Dr. Joanne		A
Dahl, Brian	P		Lefaver, Stephen	P	
Diaz, Rose	P		Lenert, Bill	P	
Dolan, Brian	P		Luptak, Marcia	P	
Evans, Gary	P		Mehochko, Christopher		A
Flaherty, Patrick		A	Mendez, Stephanie		A
Ford, Ronald	P		Murray, Suzette		A
Gilmore, Kathy	P		Muscat, Brian	P	
Greeno, Terri	P		Oliver, Deanna	P	
Hadrys, Heather	P		Randle, Ardath		A
Hawks, Dick		A	Schoenholtz, Bette	P	
Healy, Richard	P		Seyller, Duff	P	
Hendrix, Audra	P		Willis, Jolene	P	
COUNTY BOARD CHAIRS					
Pietrowski Jr., Mark		A	Gryder, Scott		A
Lauzen, Chris		A			
STAFF					
Berger, Scott	P		Markin, Suzanne	P	
Hoffman, Matt	P		Renken, Renee	P	
Knapp, Ginger	P				

- I. Call to Order – Chair Bata called the meeting to order at 7:35 A.M.
 - A. Attendance – Roll-call was conducted and quorum was achieved. New Board Members Hugo Contreras, Angie Hibbens and Matt Johnson were introduced.
- II. Approval of Minutes – Board members reviewed the minutes from the August 8, 2018 meeting. Hendrix motioned to approve the meeting minutes and Luptak seconded. Motion passed via voice vote.
- III. Public Comment – None
- IV. Committee Reports
 - A. Executive Committee Report –Bata reported the Committee met last on February 28, 2019. The committee approved new training programs of which the board members were provided details of the programs in their packets. Bata also announced the appointment of Dee Oliver as Chair of the newly formed One-Stop Committee and its members: Hugo Contreras, Kathy Gilmore, Audra Hendrix, Marcia Luptak, Joanne Kantner and Suzette Murray. Oliver in her capacity as Chair will also join the Executive Committee. Bata stated that following the Executive Committee Meeting, Executive Committee Members joined the One-Stop Committee for their inaugural meeting.
 - A. One-Stop Committee Report – Oliver provided a brief outline of the One-Stop Center and reviewed the purview of the committee as stated in the bylaws. Oliver stated she would be reporting on the Committee’s progress and the One-Stop Partners will be providing presentations and updates regarding items impacting the Center. The Committee is also reviewing sharing client success stories in the Board packet or having a client attend a board meeting. The One-Stop Manager updated the committee on the progress made to date including job readiness programming, cross-training sessions with partners, marketing and outreach and referrals. When the committee

meets again later this year, work will begin on the certification of the center which is required under the legislation.

- B. Youth Committee Report – Healy reported the Youth Committee met last on November 14, 2018. The committee reviewed the progress to date of the youth provider network. The newest provider, Central States SER attended to provide an overview of their progress. The committee was pleased to hear about their headway in establishing community connections which are generating referrals. Healy further reported that since the 3-year contract cycle concludes this June 30th a Request for Proposal was released in January for Youth Services beginning in July. Staff proposed four modifications regarding the previous RFP language. The committee agreed the RFP should emphasize areas that had not been addressed to the fullest over the past several program years. This includes:

- Priority populations;
- Outreach and recruitment;
- Project partnership; and
- Work-based learning / paid and unpaid work experience.

Healy concluded with the Youth Committee will be reviewing all the proposals in April and recommendations regarding the funding of these proposals will be presented at the May Full Board Meeting.

V. New Business:

- A. Action Item: Election of Officers – The Nomination of Officer’s ad-hoc committee met on February 28, 2019 to review nominations for the Workforce Board Officer positions. Dee Oliver chaired that committee and presented the following slate of officers:

Katie Bata – Chair

Rich Healy – Vice Chair

Kathy Gilmore – Kane County Liaison

Paul Borek – DeKalb County Liaison

Christopher Mehochko – Kendall County Liaison.

Bata asked if anyone wished to add another nomination. None were added. Hendrix motioned to approve the slate of officers as presented by the Nominating Committee. Diaz seconded the motion. The motion passed via voice vote.

VI. Program Updates

- A. WIOA PY 2018 Second Quarter Performance Reports – Members were provided performance data including One-Stop Centers, Universal Services, Staff Assisted Career Services, Training Assistance, Measuring Success, Incumbent Worker Training (IWT), Trade Adjustment Assistance and Youth Services. Renken reviewed all the reports except Youth which was covered by Markin. A discussion ensued regarding IWT and On-the-Job Training (OJT) Contracts. Gilmore asked staff to provide data at a future meeting regarding other LWIA areas and the number of IWT’s and OJT’s issued in those areas.

- B. WIOA Financial Reports – Board Members were provided the following reports dating through 1.13.2019:

WIOA 17 and 18 Budget-Expenditure Summary Reports;

Trade 17 Budget Report;

WIOA Rapid Response Layoffs and Closings Report; and

WIOA Local Incentive.

Berger provided an overview of each of the reports and explained data being provided is from the most recent submittal to the state. Hendrix questioned titles of some accounts such as “fringe” and “other contractual”. She inquired if titles could be changed or descriptors provided that would better explain what the account included. Hoffman stated he would explore what was feasible.

- C. Partner Presentation – IL Dept. of Human Services / Division of Rehabilitative Services – Lori Tschetter, DHS / Vocational Rehabilitation Public Service Administrator provided a power-point presentation regarding their services.

VII. Informational Items:

- A. Facilities Update – Berger reported the new location in Batavia is undergoing a great deal of construction which is due to be completed this summer.

- B. New Training Programs Approved by the Executive Committee – Bata referred members to their packets for new program detail information.

- C. Economic Impact Statement – Knapp announced the Kane County Clerk’s Office would be emailing Economic Impact Statement Filing information soon and reminded members to complete by the due date as a small fine is levied if the due date is missed.

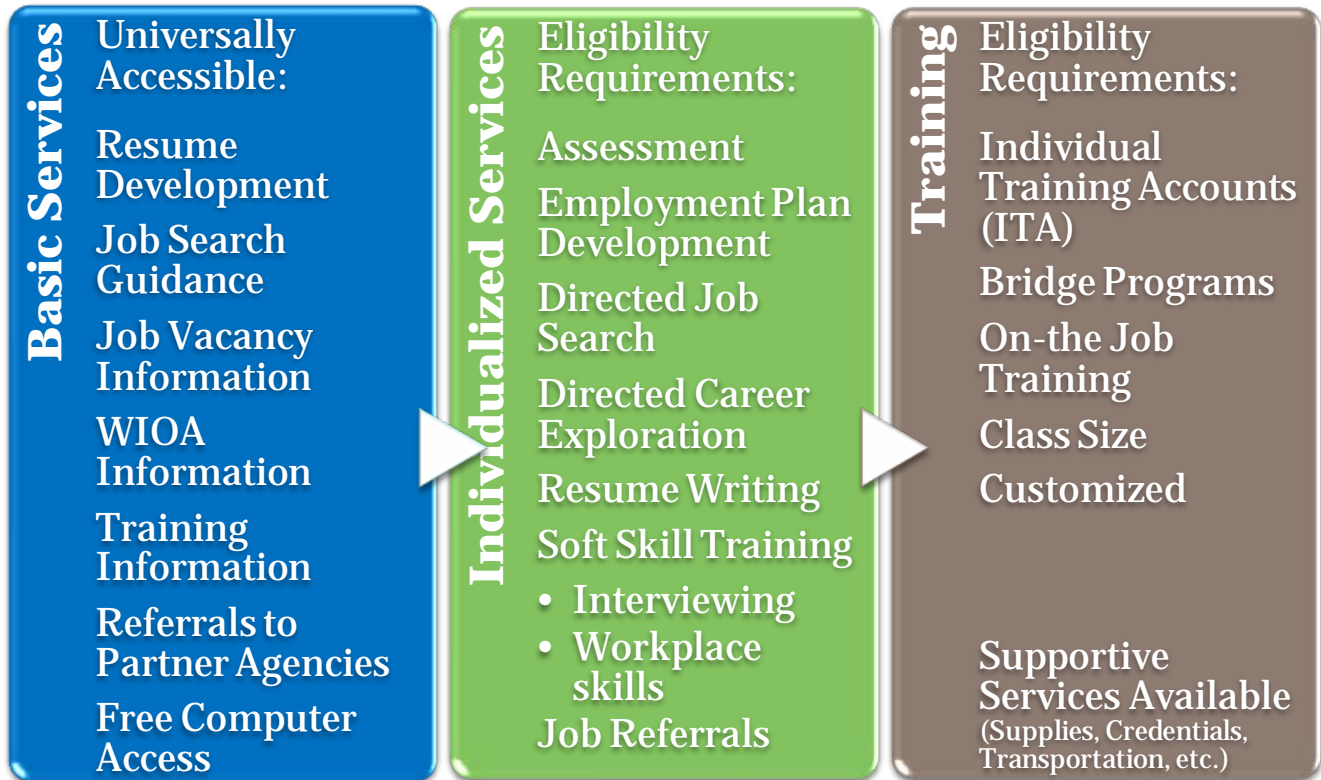
- D. Next Full Board Meeting Date: May 8, 2019

VIII. Adjournment – Bata adjourned the meeting at 8:54 A.M.

WIOA Adult and Dislocated Worker Services

PY18 Program Updates through 03/31/2019

One Stop Centers – Branded in Illinois as workNet Centers, each workforce development area is required to maintain at least one center at which local federally funded education and workforce programs and services are accessible. Centers provide **Career** services (listed below) to job seekers and employers. Additionally, the Workforce Innovation and Opportunity Act provides **Individualized** and **Training** assistance to those meeting eligibility requirements.



BASIC CAREER SERVICES

Universal Services – Universal services provided at the North Aurora Career Resource Center are now overseen by the One-Stop Operator (National Able Network). National Able provides three full-time staff to assist customers seeking general employment-related services. Any individual can access employment related services that are universal in nature – no eligibility criteria needs to be met. Services include information about job vacancies, career options, employment trends, instruction on conducting a job search and writing a resume and access to resources such as computers and internet.

Local workNet Center Locations		
North Aurora	Yorkville	DeKalb
Staff Assistance Available (Monday through Friday 8:30am – 4:30pm)		
Monthly Events Calendar Available at www.countyofkane.org/WDD		

workNet Resource Center User Snapshot (7/1/18 – 03/31/2019)	Kane County	6203 visits
	DeKalb County	2521 visits
	Kendall County	404 visits

STAFF ASSISTED CAREER SERVICES

Individualized Job Search Counseling – All job seekers pursuing an intensive level of services (beyond universal) and/or training must meet eligibility criteria based around the following two populations – Adults and Dislocated Workers. Services include eligibility determination and readiness assessment, employment plan development, job search assistance and occupational training that lead to job matching/placement.

Information Sessions are regularly scheduled and provide job seekers an overview of WIOA services including local job search trends and tips, program eligibility and occupational training options. All job seekers interested in enrolling in services must attend one of the sessions held weekly at one of the following locations – no appointment required.

Gail Borden Library	Wednesday at 9:30am
North Aurora workNet Center	Monday 9:30am
Yorkville Workforce Office	Walk in sessions available during center hours
DeKalb Workforce Office	Friday at 9:00am

Adults – Eligible adults must be age 18 or older and a lower-income individual (takes into account the last six months of earnings) with food stamp or TANF recipients being automatically eligible. Often the eligible adults have limited attachment to the labor force and may have significant barriers to obtaining employment.

WIOA Adult Service Snapshot					
	Kane	DeKalb	Kendall	Totals	Goal Progress
Participants Carried-In from PY17	152	154	48	354	76%
New Enrollments	37	35	8	80	
Total Adult Participants	189	189	56	434	

Dislocated Workers – Is an individual that has been laid off and is eligible to collect unemployment insurance. The program targets individuals that are from a declining occupation or industry or have been unemployed for more than 26 weeks. Often these workers require re-training for rapid re-employment.

WIOA Dislocated Worker Service Snapshot					
	Kane	DeKalb	Kendall	Totals	Goal Progress
Participants Carried-In from PY17	164	18	49	231	101%
New Enrollments	114	13	34	161	
Total Dislocated Worker Participants	278	31	83	392	

TRAINING ASSISTANCE

Training Services – Individual Training Services are available for those job seekers accessing intensive services but still unable to attain employment at a self-sufficient wage. Training services are available to increase the individual’s skill level and may include occupational training by way of classroom instruction (ITA) or on-the-job training (OJT).

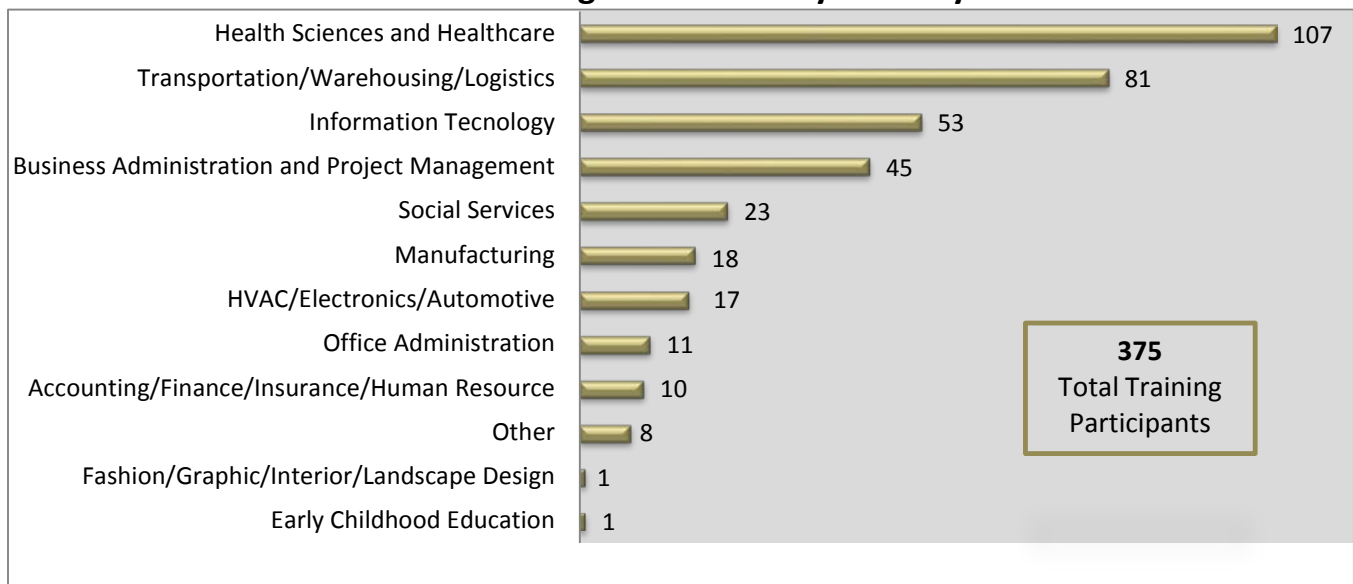
Individual Training Account (ITA) is the mechanism to fund tuition, fees and books for WIOA participants enrolled in an occupational training program that leads to a credential/certification in demand occupation. Typically, the training programs are less than two years in length at a Community College or a specialized proprietary vendor.

ITA Funded Training					
	NEW Training ITAs Issued	Total Number in Training	Successful Completions	Credential Attainment	Training Goal Progress
Adult	57	203	73	81	67%
Dislocated Worker	86	172	85	97	
Totals	142	375	158	178	

Top 5 WIOA Funded Training Providers (NEW ITAs Awarded)	
Training Vendor	Number of Students
160 Driving Academy	29
Advantage Driver Training	14
Microtrain	12
Kishwaukee College	10
Waubensee Community College	10

Top 5 WIOA Funded Training Programs (NEW ITAs Awarded)	
Program	Number of Students
Truck Driving (CDL)	56
Registered Nurse	9
IT Management	7
Project Management	6
Business Management	5

ITA Funded Training Attendance by Industry Sector



On-the-Job Training (OJT) provides funding to partially reimburse an employer for the extraordinary cost of training a newly hired employee in the specialized skills necessary to perform their job. A skill-gap assessment, along with a customized training plan, is completed for each individual hired through an OJT.

Comprehensive OJT Participant Outcomes (PY'14 – PY'17)
38 of 46 total participants completed training (83%), resulting in an overall 92% (35 of 38) employment retention rate.

PY'18 OJT Activity Snapshot (7/1/2018 – 03/31/2019)
4 participants placed in Full-Time employment, earning an average wage of \$17.20/hr.
3 of these participants have successfully completed training and retained employment.
3 local employers have accessed \$30,249 to assist with training these individuals.
12-15 employers actively accessed candidate recruitment/referral services.

MEASURING SUCCESS

Overall program performance is measured annually following the close of each federal fiscal year, which ends on 9/30. The final measures rely heavily on data collected by the Illinois Department of Employment Security and focus exclusively on those individuals receiving individualized and/or training services (not basic services). Because of data lags and the migration from WIA to WIOA standards, preliminary performance outcomes for federal fiscal year 2018 will not be available until 2019.

In order to gauge performance in a more-timely manner, Kane County tabulates the number of WIOA-assisted clients, by county, that have gained employment on a quarterly basis. While many of these individuals may have completed their program and/or training curriculum, they are expected to continue to receive career counseling support/services under the WIOA program in order to ensure success. The table below provides these figures through the second quarter of Program Year 2018.

Employment Snapshot (7/1/2018 –03/31/2019)				
	Kane	DeKalb	Kendall	Totals
Adults	82	77	25	184
Dislocated Workers	102	12	24	138
Youth	96	23	15	134
Total Employment Outcomes	280	112	64	456

INCUMBENT WORKER TRAINING (IWT)

The IWT program provides qualifying businesses with reimbursement grant funding to deliver job-specific skills training for existing full-time employees. The training must be a business necessity that will improve the competitiveness of the company while also benefiting the incumbent worker by upgrading their present work skills, increasing job security, providing marketable industry-recognized credentials, and/or increasing the possibility for higher wages and promotional opportunities.

PY'17 IWT Activity Summary*

Two (2) out of the **three (3)** employer training projects approved were successfully completed, resulting in a total of **30** employees receiving training and retaining employment.

*No IWT project applications have been submitted for this reporting period in Program Year 2018.

TRADE ADJUSTMENT ASSISTANCE (TAA)

The TAA program assist workers who have lost their jobs as a result of increased imports or shifts in production out of the US. Similar to WIOA, participants receive a variety of re-employment services including occupational training and on-the-job training (OJT). The TAA program offers scholarship awards that are tailored to an individual's training program cost structure and often includes a mileage reimbursement. Additionally, those in full-time occupational training receive income support which extends the standard unemployment insurance assistance to supply monetary assistance throughout the duration of their training.

Participant Snapshot (7/1/2018 – 3/31/2019)	
Trade Service	Participant Activity
Attended Occupational Training	28
Received Job Search Assistance	26
Employed Receiving Wage Subsidy	6
Achieved Re-Employment	15
Total Participants Served	75

WIOA Youth Services

PY 2018 Program Updates through 3/31/19

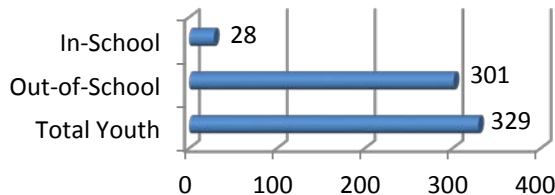
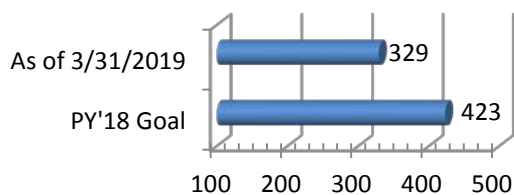
WIOA youth programs are intended to provide age-appropriate services targeted to economically disadvantaged youth age 16-24 that face barriers to staying in-school or finding employment. Youth are classified in two categories, and WIOA requires a minimum of 75% of the youth program funds to be expended on out-of-school youth programs and services, and 20% of funds to be spent on Work Based Learning activities.

- **In-School Youth** – a youth enrolled in high school, alternative program, or post-secondary education.
- **Out-of-School Youth** – a youth who is not attending school or has dropped out of high school.

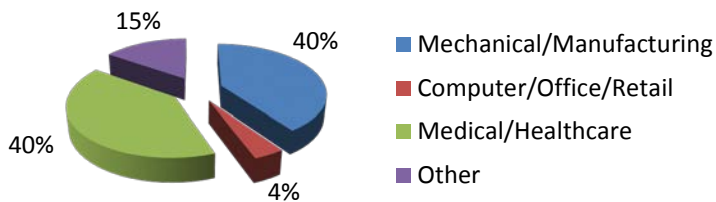
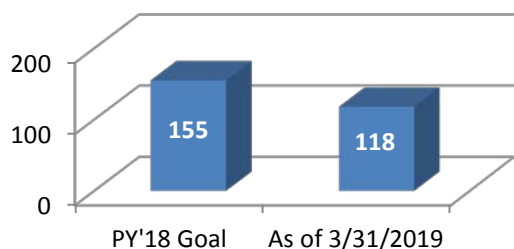
Youth services for Kane, Kendall and DeKalb communities are delivered through a procured network of service providers with oversight provided by Kane County. Youth engagement/ participation is measured monthly with each provider to ensure enrollment/participation goals are achieved along with a full expenditure of funds. Services incorporate the following strategies with the goal of increasing the youth’s long-term employability:

- Paid Work Experience & Internships
- Soft Skill Instruction
- Job Readiness Training
- Career Path Development
- Tutoring & Mentoring
- GED/HS Diploma Support
- Occupational Training
- Job Placement Assistance

Youth Participation and Breakdown



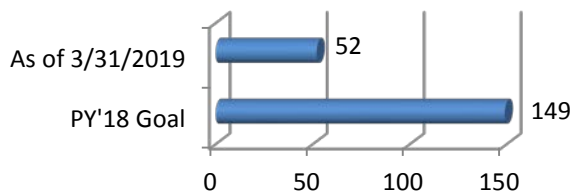
Youth in Occupational Training



Occupational Training Programs

- Automotive
- HVAC
- Manufacturing
- Marketing & Management
- Healthcare
- Criminal Justice

Youth in Paid Work Experience



Slower than average placements; 35% of benchmark has been realized to date.

Individual Youth Provider Service Detail

Business and Career Services, Inc.

Service Area: Kane County

PY'18 Contract Amount: \$300,957

Provides 18 to 24 year-olds an opportunity for career exploration in manufacturing through a 4-week boot camp and 200 hour paid internship. The internship provides mentoring, guidance, skills training and hands-on work experience needed to transition into a career or education in manufacturing.

Planned Enrollment	Total Youth Participating	Percentage of Goal Met
73	62	85%
<p><u>10</u> youth have received industry certifications through the MCIP Boot Camp</p> <p><u>9</u> youth have participated in internships through manufacturing companies</p>		

Interested youth should contact Eddie Perez at eperez@bcsillinois.org or 224.538.10396.

Central States SER

Service Area: Southern Kane County

PY'18 Contract Amount: \$275,000

Out-of-School youth receive job readiness coaching and benefit from exposure to a diverse array of career opportunities through work-based learning placements. Young adults that require assistance to finish their High School Equivalency as well as those that are in need of post-secondary guidance benefit from the personalized attention of an Education Coach to attain a credential.

Planned Enrollment	Total Youth Participating	Percentage of Goal Met
50	26	52%
<p><u>9</u> youth working with Educational Coordinator towards GED</p> <p><u>1</u> youth has earned their High School diploma/GED</p>		

Interested youth should contact Jose Zambrano at jzambrano@centralstatesser.org or 708.715.5300.

Elgin Community College

Service Area: Northern Kane County

PY'18 Contract Amount: \$366,801

In-School youth receive hands-on exposure in a sampling of career modules, enhance their academic skill levels, develop leadership and life skills, increase career awareness, improve computer skills, and obtain help finding employment. The Out-of-School youth concentrate on career exploration, life skills, GED preparation, vocational training, job search skills, and employment assistance. Youth in need may participate in paid work experience to help transition into unsubsidized employment.

Planned Enrollment	Total Youth Participating	Percentage of Goal Met
92	77	84%
<p><u>10</u> youth participated in paid work experience</p> <p><u>5</u> youth have earned their High School diploma/GED</p>		

Interested youth should contact Jackie Espinoza at jespinoza@elgin.edu or 847.214.6984.

Grundy/Kendall ROE

Service Area: Kendall County

PY'18 Contract Amount: \$167,569

Provides 16-24 year olds (in-school or out-of-school) with job search skills training, GED tutoring and assessment, academic remediation, subsidized work experience, assistance with FAFSA and financial aid, career counseling, and assistance with legal problems or court-ordered probation. Youth with disabilities are assisted in overcoming barriers to their successful transition to community competitive employment and/or vocational training in post-secondary education, and are able to participate in a job readiness program which includes a paid internship component.

Planned Enrollment	Total Youth Participating	Percentage of Goal Met
50	38	76%
<u>2</u> youth have earned their High School diploma/GED <u>23</u> youth have entered unsubsidized employment		

Interested youth should contact Laura Stransky at lstransky@roe24.org or 630.553.4166.

Kishwaukee College

Service Area: DeKalb County

PY'18 Contract Amount: \$403,507

Provides 16-24 year old out-of-school youth with the opportunity to participate in occupational training to help them obtain employment. Career counseling, assessment, employment readiness training, and financial support for tuition and fees, textbooks and supplies assist youth in choosing a meaningful career path. Students are linked to unpaid job shadowing or paid work experience opportunities. Youth lacking a high school diploma are referred for GED classes and provided similar support in preparation for their educational and career path.

Planned Enrollment	Total Youth Participating	Percentage of Goal Met
78	72	92%
<u>34</u> youth participating in occupational classroom training <u>14</u> youth have earned an occupational credential		

Interested youth should contact Dariana Lee at dlee2@kish.edu or 815.825.9341.

Waubonsee Community College

Service Area: Southern Kane/Kendall Counties

PY'18 Contract Amount: \$294,930

Provides out of school youth ages 16-24 with year-round guidance and support. The program helps youth with barriers to employment or education develop skills and credentials needed to successfully obtain and retain employment. The program promotes student learning and supports personal and career development, guiding students towards self-reliance and self-sufficiency.

Planned Enrollment	Total Youth Participating	Percentage of Goal Met
80	54	68%
<u>9</u> new youth participated in paid work experiences <u>15</u> youth participating in occupational classroom training		

Interested youth should contact Marques Clark at mclark1@waubonsee.edu or 630.966.4176.

Memorandum

To: Workforce Development Board
From: Maria Luisa Gonzalez, Fiscal Manager
Date: May 29, 2019
Re: Monthly Fiscal report

WIOA17 Budget report

We report that 100% of this grant has been fully obligated.

WIOA18 Budget report

Now that carry-in funds have been fully obligated, we are able to spend and obligate funds in this grant. The required training benchmark target is 50% that must be met by June 30, 2019. DCEO tracks our monthly progress and our target for April is to be 67% obligated, and all of the funding streams are low in comparison. Program has been made aware of this and we are working to ensure we hit our required benchmarks at the end of this program year.

Trade 17 Budget report

This grant amount is awarded on an as need basis. Program staff are working to gather the necessary information to request a modification for an increase in funds, due to the need. The balance of \$25,332.43 reflected in the training line item has already been obligated for the upcoming semesters, so a modification is in the works.

WIOA Rapid Response Layoffs and Closings report

This grant that helps offset program staff time spent with our Trade clients, currently it is 62% spent. There will be a modification for an increase in funding, as this grant ends on June 30, 2020

WIOA Local Incentive

This grant was awarded because the benchmarks were met for PY16. We have until June 30, 2019, to spend the remaining \$23,317.39 of this grant, of which we already have encumbered over \$16,000 through today.

WIOA 17 Budget-Expenditure Summary Report

Prepared by Kane County

Report Period: 07/01/2017 through 04/30/19

Grant Year-Number: 17-681005

	Budget	Expenditures through 04/30/19	Obligations Reported through 04/30/2019	Balance	% of budget spent and obligated
1000 SALARY	\$ 428,870.00	\$ 395,328.90	\$ -	\$ 33,541.10	
1010 OTHER ADMIN	2,016.00	43,910.67	-	(41,894.67)	
1050 FRINGE BENEFITS	184,451.00	176,097.43	-	8,353.57	
TOTAL ADMIN:	\$ 615,337.00	\$ 615,337.00	\$ -	\$ -	100.0%
2000 YOUTH-I/S SALARY	\$ 18,261.00	\$ 21,220.27	\$ -	\$ (2,959.27)	
2010 YOUTH-I/S OTHER PROGRAM COSTS	140,130.00	107,997.60	-	32,132.40	
2050 YOUTH-I/S FRINGE BENEFITS	5,745.00	5,428.13	-	316.87	
2100 YOUTH-I/S DIRECT TRAINING COSTS	-	4,706.84	266.51	(4,973.35)	
2140 YOUTH-I/S WORK BASED TRAINING	68,959.00	71,593.04	21,882.61	(24,516.65)	
TOTAL YOUTH-IN SCHOOL:	\$ 233,095.00	\$ 210,945.88	\$ 22,149.12	\$ -	100.0%
3000 YOUTH-O/S SALARY	\$ 54,784.00	\$ 76,072.87	\$ -	\$ (21,288.87)	
3010 YOUTH-O/S OTHER PROGRAM COSTS	894,350.00	841,705.37	-	52,644.63	
3050 YOUTH-O/S FRINGE BENEFITS	17,228.00	21,071.39	-	(3,843.39)	
3100 YOUTH-O/S DIRECT TRAINING COSTS	202,462.00	313,885.20	-	(111,423.20)	
3140 YOUTH-O/S WORK BASED TRAINING	524,885.00	440,974.17	-	83,910.83	
TOTAL YOUTH-OUT OF SCHOOL:	\$ 1,693,709.00	\$ 1,693,709.00	\$ -	\$ -	100.0%
4000 ADULT - SALARY	\$ 312,986.00	\$ 277,656.10	\$ -	\$ 35,329.90	
4010 ADULT - OTHER PROGRAM COSTS	275,328.00	289,406.06	-	(14,078.06)	
4050 ADULT - FRINGE BENEFITS	159,794.00	124,031.60	-	35,762.40	
4100 ADULT - DIRECT TRAINING COSTS	841,000.00	978,157.58	-	(137,157.58)	
4140 ADULT - ADULT WORK BASED TRAINING	90,000.00	9,856.66	-	80,143.34	
TOTAL ADULT:	\$ 1,679,108.00	\$ 1,679,108.00	\$ -	\$ 0.00	100.0%
5000 DISLOCATED WRK - SALARY	\$ 484,229.00	\$ 255,573.69	\$ -	\$ 228,655.31	
5010 DISLOCATED WRK - OTHER PROGRAM COSTS	383,963.00	534,979.78	-	(151,016.78)	
5050 DISLOCATED WRK - FRINGE BENEFITS	259,199.00	106,542.51	-	152,656.49	
5100 DISLOCATED WRK - DIRECT TRAINING COSTS	769,000.00	1,077,344.02	-	(308,344.02)	
5140 DISLOCATED WRK - WORK BASED TRAINING	85,000.00	6,951.00	-	78,049.00	
TOTAL DW:	\$ 1,981,391.00	\$ 1,981,391.00	\$ -	\$ -	100.0%
GRAND TOTAL:	\$ 6,202,640.00	\$ 6,180,490.88	\$ 22,149.12	\$ -	

FINANCIAL BENCHMARKS

Grant 100% expended and obligated as of 04/30/2019. Grant must be fully expended by 6/30/2019.

WIOA 17 Expenditure Detail Report

Grant Year-Number: 17-681005

Report Period: 07/01/2017 through 04/30/2019

GRS Category	Account Number	Account Description	Expenditures through April 2019	Accruals through April 2019	Total Expenditures			
Fund 480 - Department 98117 - WIOA 17								
Sub-Department 98100 - Administration								
Salary	40000	Salaries and Wages	395,328.90	.00	395,328.90	Salary	\$	395,328.90
Fringe	45000	Healthcare Contribution	.01	.00	.01	Fringe	\$	176,097.43
Fringe	45100	FICA/SS Contribution	.01	.00	.01	Other Admin	\$	43,910.67
Fringe	45390	Fringe	162,376.67	.00	162,376.67		\$	615,337.00
Other Admin	50130	Certified Audit Contract	220.00	.00	220.00			TRUE
Other Admin	50340	Software Licensing Cost	10,161.24	.00	10,161.24			
Other Admin	50590	Professional Services	7,615.22	.00	7,615.22			
Other Admin	52130	Repairs & Maint - Computers	6,730.37	.00	6,730.37			
Other Admin	52180	Building Space Rental	8,785.68	.00	8,785.68			
Other Admin	52190	Equipment Rental	70.99	.00	70.99			
Fringe	53000	Liability Insurance	6,769.86	.00	6,769.86			
Fringe	53010	Workers Comp	6,950.88	.00	6,950.88			
Other Admin	53100	Conferences and Meetings	608.47	.00	608.47			
Other Admin	53110	Employee Training	195.08	.00	195.08			
Other Admin	53120	Employee Mileage Expense	490.60	.00	490.60			
Other Admin	53130	General Association Dues	89.08	.00	89.08			
Other Admin	60000	Office Supplies	3,930.38	.00	3,930.38			
Other Admin	60040	Postage	233.44	.00	233.44			
Other Admin	60490	Equipment <\$1000	530.41	.00	530.41			
Other Admin	60500	Equipment >\$1000	3,255.45	.00	3,255.45			
Other Admin	64000	Telephone	625.30	.00	625.30			
Other Admin	64010	Cellular Phone	161.33	.00	161.33			
Other Admin	64020	Internet	207.63	.00	207.63			
Other Admin		Admin Other	.00	.00	.00			
Administration Expense Totals			\$615,337.00	\$0.00	\$615,337.00			
Sub-Department 98200 - Youth In School								
Salary	40000	Salaries and Wages	21,220.27	.00	21,220.27	Salary	\$	21,220.27
Fringe	45390	Fringe	4,575.53	.00	4,575.53	Fringe	\$	5,428.13
Other Program Cost	50340	Software Licensing Cost	157.45	.00	157.45	Other Program Cost	\$	107,997.60
Other Program Cost	50590	Professional Services	3,060.74	.00	3,060.74	Direct Training	\$	4,706.84
Other Program Cost	52010	Janitorial Services	1.46	.00	1.46	Work Based Training	\$	71,593.04
Other Program Cost	52130	Repairs & Maint - Computers	1,271.37	.00	1,271.37		\$	210,945.88
Other Program Cost	52160	Repairs & Maint - Equipment	21.28	.00	21.28			TRUE
Other Program Cost	52180	Building Space Rental	1,426.13	.00	1,426.13			
Other Program Cost	52190	Equipment Rental	25.69	.00	25.69			
Fringe	53000	Liability Insurance	382.67	.00	382.67			
Fringe	53010	Workers Compensation	469.93	.00	469.93			
Other Program Cost	53100	Conference and Meetings	293.52	.00	293.52			
Other Program Cost	53120	Employee Mileage Expense	242.43	.00	242.43			
Other Program Cost	53130	General Association Dues	37.36	.00	37.36			
Other Program Cost	55000	Miscellaneous Contractual Exp	83,148.70	17,716.83	100,865.53			
Work Based Training	55025	Work Based Learning Activities	57,864.92	13,728.12	71,593.04			
Direct Training	55061	Youth Supportive Services	3,924.22	377.24	4,301.46			
Direct Training	55064	Academin/Pre-Vocational Svc	405.38	.00	405.38			
Other Program Cost	60000	Office Supplies	215.07	.00	215.07			
Other Program Cost	60040	Postage	34.87	.00	34.87			
Other Program Cost	60490	Equipment <\$1000	169.53	.00	169.53			
Other Program Cost	63010	Utilities - Electric	1.24	.00	1.24			
Other Program Cost	64000	Telephone	110.81	.00	110.81			
Other Program Cost	64010	Cellular Phone	29.16	.00	29.16			
Other Program Cost	64020	Internet	33.96	.00	33.96			
Other Program Cost	64020	Other	.00	.00	.00			
Youth In School Expense Totals			\$179,123.69	\$31,822.19	\$210,945.88			
Sub-Department 98250 - Youth Out School								
Salary	40000	Salaries and Wages	76,072.87	.00	76,072.87	Salary	\$	76,072.87
Fringe	45390	Fringe	18,217.98	.00	18,217.98	Fringe	\$	21,071.39
Other Program Cost	50130	Certified Audit Contract	86.00	.00	86.00	Other Program Cost	\$	841,705.37
Other Program Cost	50340	Software Licensing Cost	341.03	.00	341.03	Direct Training	\$	313,885.20
Other Program Cost	50590	Professional Services	9,207.90	.00	9,207.90	Work Based Training	\$	440,974.17
Other Program Cost	52010	Janitorial Services	19.56	.00	19.56		\$	1,693,709.00
Other Program Cost	52130	Repairs & Maint - Computers	4,157.63	.00	4,157.63			TRUE
Other Program Cost	52160	Repairs & Maint - Equipment	137.61	.00	137.61			
Other Program Cost	52180	Building Space Rental	5,470.14	.00	5,470.14			
Other Program Cost	52190	Equipment Rental	187.12	.00	187.12			
Fringe	53000	Liability Insurance	1,328.13	.00	1,328.13			
Fringe	53010	Workers Compensation	1,525.28	.00	1,525.28			
Other Program Cost	53100	Conference and Meetings	365.93	.00	365.93			
Other Program Cost	53120	Employee Mileage Expense	712.03	.00	712.03			
Other Program Cost	53130	General Association Dues	94.73	.00	94.73			
Other Program Cost	55000	Miscellaneous Contractual Exp	819,049.79	.00	819,049.79			
Work Based Training	55025	Work Based Learning Activities	416,063.10	.00	416,063.10			
Direct Training	55060	Youth ITA	225,261.77	.00	225,261.77			
Direct Training	55061	Youth Supportive Services	56,432.91	19,205.93	75,638.84			
Work Based Training	55062	Youth WBL ITA	4,895.00	.00	4,895.00			

WIOA 17 Expenditure Detail Report

Grant Year-Number: 17-681005

Report Period: 07/01/2017 through 04/30/2019

GRS Category	Account Number	Account Description	Expenditures through April 2019	Accruals through April 2019	Total Expenditures		
Work Based Training	55063	Youth OJT	20,016.07	.00	20,016.07		
Direct Training	55064	Academin/Pre-Vocational Svc	12,984.59	.00	12,984.59		
Other Program Cost	60000	Office Supplies	783.15	.00	783.15		
Other Program Cost	60040	Postage	112.63	.00	112.63		
Other Program Cost	60490	Equipment <\$1000	401.09	.00	401.09		
Other Program Cost	63010	Utilities - Electric	16.63	.00	16.63		
Other Program Cost	64000	Telephone	361.38	.00	361.38		
Other Program Cost	64010	Cellular Phone	95.19	.00	95.19		
Other Program Cost	64020	Internet	105.83	.00	105.83		
Other Program Cost		Other	.00	.00	.00		
Youth Out School Expense Totals			\$1,674,503.07	\$19,205.93	\$1,693,709.00		
Sub-Department 98300 - Adult							
Salary	40000	Salaries and Wages	277,656.10	.00	277,656.10		
Fringe	45390	Fringe	114,846.29	.00	114,846.29	Salary	\$ 277,656.10
Other Program Cost	50130	Certified Audit Contract	181.00	.00	181.00	Fringe	\$ 124,031.60
Other Program Cost	50340	Software Licensing Cost	678.01	.00	678.01	Other Program Cost	\$ 289,406.06
Other Program Cost	50590	Professional Services	273.49	.00	273.49	Direct Training	\$ 978,157.58
Other Program Cost	52010	Janitorial Services	79.06	.00	79.06	Work Based Training	<u>\$ 9,856.66</u>
Other Program Cost	52130	Repairs & Maint - Computers	5,276.41	.00	5,276.41		\$ 1,679,108.00 TRUE
Other Program Cost	52160	Repairs & Maint - Equipment	929.07	.00	929.07		
Other Program Cost	52180	Building Space Rental	22,854.65	.00	22,854.65		
Other Program Cost	52190	Equipment Rental	1,095.93	.00	1,095.93		
Fringe	53000	Liability Insurance	4,505.08	.00	4,505.08		
Fringe	53010	Workers Compensation	4,680.23	.00	4,680.23		
Other Program Cost	53070	Legal Printing	21.28	.00	21.28		
Other Program Cost	53120	Employee Mileage Expense	2,090.19	.00	2,090.19		
Other Program Cost	53130	General Association Dues	3,685.88	.00	3,685.88		
Other Program Cost	55000	Miscellaneous Contractual Exp	246,081.29	.00	246,081.29		
Other Program Cost	60000	Office Supplies	2,420.25	.00	2,420.25		
Other Program Cost	60040	Postage	362.28	.00	362.28		
Other Program Cost	63000	Utilities - Natural Gas	3.39	.00	3.39		
Other Program Cost	63010	Utilities - Electric	34.39	.00	34.39		
Other Program Cost	64000	Telephone	2,269.68	.00	2,269.68		
Other Program Cost	64010	Cellular Phone	245.14	.00	245.14		
Other Program Cost	64020	Internet	824.67	.00	824.67		
Direct Training	82015	DT ITA	896,362.30	4,133.81	900,496.11		
Work Based Training	82040	DT OJT (On the Job Training)	9,856.66	.00	9,856.66		
Direct Training	82100	SS Transportation Assistance	73,227.44	.00	73,227.44		
Direct Training	82170	SS Other Supportive Services	4,434.03	.00	4,434.03		
Other Program Cost		Adult Other	.00	.00	.00		
Adult Expense Totals			\$1,674,974.19	\$4,133.81	\$1,679,108.00		
Sub-Department 98400 - Dislocated Worker							
Salary	40000	Salaries and Wages	255,573.69	.00	255,573.69	Salary	\$ 255,573.69
Fringe	45390	Fringe	96,811.15	.00	96,811.15	Fringe	\$ 106,542.51
Other Program Cost	50130	Certified Audit Contract	71.00	.00	71.00	Other Program Cost	\$ 534,979.78
Other Program Cost	50340	Software Licensing Cost	3,516.97	.00	3,516.97	Direct Training	\$ 1,077,344.02
Other Program Cost	50590	Professional Services	97,497.61	.00	97,497.61	Work Based Training	<u>\$ 6,951.00</u>
Salary and Fringe	50600	Temporary Help	.00	.00	.00		\$ 1,981,391.00 TRUE
Other Program Cost	52010	Janitorial Services	8,146.82	.00	8,146.82		
Other Program Cost	52130	Repairs & Maint - Computers	25,987.05	.00	25,987.05		
Other Program Cost	52140	Repairs & Maint - Copiers	1,259.16	.00	1,259.16		
Other Program Cost	52160	Repairs & Maint - Equipment	4,536.81	.00	4,536.81		
Other Program Cost	52180	Building Space Rental	70,997.71	.00	70,997.71		
Other Program Cost	52190	Equipment Rental	3,639.54	.00	3,639.54		
Fringe	53000	Liability Insurance	4,801.46	.00	4,801.46		
Fringe	53010	Workers Compensation	4,929.90	.00	4,929.90		
Other Program Cost	53070	Legal Printing	55.77	.00	55.77		
Other Program Cost	53120	Employee Mileage Expense	3,402.29	.00	3,402.29		
Other Program Cost	53130	General Association Dues	5,099.28	.00	5,099.28		
Other Program Cost	55000	Miscellaneous Contractual Exp	292,773.40	.00	292,773.40		
Other Program Cost	60000	Office Supplies	5,056.43	.00	5,056.43		
Other Program Cost	60040	Postage	534.04	.00	534.04		
Other Program Cost	63000	Utilities - Natural Gas	652.31	.00	652.31		
Other Program Cost	63010	Utilities-Electric	3,354.91	.00	3,354.91		
Other Program Cost	64000	Telephone	5,055.34	.00	5,055.34		
Other Program Cost	64010	Cellular Phone	515.76	.00	515.76		
Other Program Cost	64020	Internet	2,827.58	.00	2,827.58		
Direct Training	82015	DT ITA	1,029,065.97	1,250.00	1,030,315.97		
Work Based Training	82040	DT OJT (On the Job Training)	6,951.00	.00	6,951.00		
Direct Training	82100	SS Transportation Assistance	42,827.00	.00	42,827.00		
Direct Training	82170	SS Other Supportive Services	4,201.05	.00	4,201.05		
Other Program Cost		DW Other	.00	.00	.00		
Dislocated Worker Expense Totals			\$1,980,141.00	\$1,250.00	\$1,981,391.00		
Fund 480 - Department 98117 - WIOA 17 Totals			\$6,124,078.95	\$56,411.93	\$6,180,490.88		

WIOA 18 Budget-Expenditure Summary Report

Prepared by Kane County

Grant Year-Number: 18-681005

Report Period: 07/01/2018 through 04/30/19

	Budget	Expenditures through 04/30/19	Obligations Reported through 04/30/2019	Balance	% of budget spent and obligated
1000 SALARY	\$ 390,152.00	\$ 170,705.21	\$ -	\$ 219,446.79	
1005 FRINGE BENEFITS	145,311.00	67,257.99	-	78,053.01	
1010 OTHER ADMIN	2,902.00	22,686.37	-	(19,784.37)	
TOTAL ADMIN:	\$ 538,365.00	\$ 260,649.57	\$ -	\$ 277,715.43	48.4%
2000 YOUTH-I/S SALARY	\$ 16,283.00	\$ 1,405.96	\$ -	\$ 14,877.04	
2005 YOUTH-I/S FRINGE BENEFITS	4,298.00	271.03	-	4,026.97	
2010 YOUTH-I/S OTHER PROGRAM COSTS	86,604.00	1,446.04	8,272.79	76,885.17	
2100 YOUTH-I/S DIRECT TRAINING COSTS	550.00	-	-	550.00	
2140 YOUTH-I/S WORK BASED TRAINING	35,163.00	-	12,941.16	22,221.84	
TOTAL YOUTH-IN SCHOOL:	\$ 142,898.00	\$ 3,123.03	\$ 21,213.95	\$ 118,561.02	17.0%
3000 YOUTH-O/S SALARY	\$ 48,852.00	\$ 2,720.31	\$ -	\$ 46,131.69	
3005 YOUTH-O/S FRINGE BENEFITS	12,897.00	519.23	-	12,377.77	
3010 YOUTH-O/S OTHER PROGRAM COSTS	678,849.00	227,643.35	236,737.59	214,468.06	
3100 YOUTH-O/S DIRECT TRAINING COSTS	289,371.00	78,613.29	4,300.04	206,457.67	
3140 YOUTH-O/S WORK BASED TRAINING	535,891.00	123,899.18	244,615.03	167,376.79	
TOTAL YOUTH-OUT OF SCHOOL:	\$ 1,565,860.00	\$ 433,395.36	\$ 485,652.66	\$ 646,811.98	58.7%
4000 ADULT - SALARY	\$ 268,561.00	\$ 110,498.57	\$ -	\$ 158,062.43	
4005 ADULT - FRINGE BENEFITS	130,174.00	49,279.92	-	80,894.08	
4010 ADULT - OTHER PROGRAM COSTS	503,126.00	171,425.23	57,847.34	273,853.43	
4100 ADULT - DIRECT TRAINING COSTS	554,139.00	253,907.77	15,087.74	285,143.49	
4140 ADULT - ADULT WORK BASED TRAINING	50,000.00	-	-	50,000.00	
TOTAL ADULT:	\$ 1,506,000.00	\$ 585,111.49	\$ 72,935.08	\$ 847,953.43	43.7%
5000 DISLOCATED WRK - SALARY	\$ 341,740.00	\$ 147,841.27	\$ -	\$ 193,898.73	
5005 DISLOCATED WRK - FRINGE BENEFITS	167,672.00	61,620.61	-	106,051.39	
5010 DISLOCATED WRK - OTHER PROGRAM COSTS	225,857.00	183,210.16	259,897.77	(217,250.93)	
5100 DISLOCATED WRK - DIRECT TRAINING COSTS	820,261.00	302,235.89	16,999.74	501,025.37	
5140 DISLOCATED WRK - WORK BASED TRAINING	75,000.00	-	-	75,000.00	
TOTAL DW:	\$ 1,630,530.00	\$ 694,907.93	\$ 276,897.51	\$ 658,724.56	59.6%
GRAND TOTAL:	\$ 5,383,653.00	\$ 1,977,187.38	\$ 856,699.20	\$ 2,549,766.42	

FINANCIAL BENCHMARKS

Grant 53% expended and obligated as of 04/30/2019. Grant must be fully expended by 6/30/2020.

FUNDING STREAM	BUDGET	TOTAL FUNDS OBLIGATED through 04/30/19	TOTAL OBLIGATION % at 04/30/19	TOTAL DIRECT TRAINING % as of April 2019
Adult	\$ 1,506,000	\$ 658,047	44%	40%
Dislocated Worker	\$ 1,630,530	\$ 971,805	60%	
Totals	\$ 3,136,530	\$ 1,629,852		

FUNDING STREAM	BUDGET	TOTAL FUNDS OBLIGATED through 04/30/19	TOTAL OBLIGATION % at 04/30/19	TOTAL YOUTH OUT OF SCHOOL % as of April 2019	TOTAL WORK BASED LEARNING % as of April 2019
Youth	\$ 1,708,758	\$ 943,385	55%	25%	7%

The 80% obligation requirement for the Adult, Dislocated Worker and Youth funding streams and the 50% direct training requirement for adult and dislocated worker funding streams need to be satisfied by June 30, 2019. These are the two benchmarks that are required to be met within the first year of the 2 year WIOA grant.

WIOA 18 Expenditure Detail Report

Grant Year-Number: 18-681005

Report Period: 07/01/2018 through 04/30/2019

GRS Category	Account Number	Account Description	Expenditures through April 2019	Accruals through April 2019	Total Expenditures			
Fund 480 - Department 98118 - WIOA 18								
Sub-Department 98100 - Administration								
Salary	40000	Salaries and Wages	170,705.21	.00	170,705.21	Salary		170,705.21
Fringe	45390	Fringe	60,326.86	.00	60,326.86	Fringe		67,257.99
Other Admin	50340	Software Licensing Cost	659.97	.00	659.97	Other Admin		22,686.37
Other Admin	50590	Professional Services	66.87	.00	66.87			260,649.57
Other Admin	52130	Repairs & Maint - Computers	8,226.27	.00	8,226.27			TRUE
Other Admin	52180	Building Space Rental	7,197.96	.00	7,197.96			
Other Admin	52190	Equipment Rental	108.76	.00	108.76			
Fringe	53000	Liability Insurance	2,996.57	.00	2,996.57			
Fringe	53010	Workers Comp	3,934.56	.00	3,934.56			
Other Admin	53040	General Advertising	100.00	.00	100.00			
Other Admin	53100	Conferences and Meetings	17.44	.00	17.44			
Other Admin	53120	Employee Mileage Expense	62.88	.00	62.88			
Other Admin	53130	General Association Dues	188.82	.00	188.82			
Other Admin	60000	Office Supplies	2,165.39	331.86	2,497.25			
Other Admin	60040	Postage	188.17	.00	188.17			
Other Admin	60490	Equipment<\$1000	1,173.90	.00	1,173.90			
Other Admin	64000	Telephone	767.31	.00	767.31			
Other Admin	64010	Cellular Phone	158.75	.00	158.75			
Other Admin	64020	Internet	204.85	.00	204.85			
Other Admin		Admin Other	.00	1,067.17	1,067.17			
Administration Expense Totals			\$259,250.54	\$1,399.03	\$260,649.57			
Sub-Department 98200 - Youth In School								
Salary	40000	Salaries and Wages	1,405.96	.00	1,405.96	Salary	\$	1,405.96
Fringe	45390	Fringe	221.92	.00	221.92	Fringe	\$	271.03
Other Program Cost	50340	Software Licensing Cost	.00	.00	.00	Other Program Cost	\$	1,446.04
Other Program Cost	50590	Professional Services	3.62	.00	3.62	Direct Training	\$	-
Other Program Cost	52010	Janitorial Services	.00	.00	.00	Work Based Training	\$	-
Other Program Cost	52130	Repairs & Maint - Computers	260.45	.00	260.45		\$	3,123.03
Other Program Cost	52160	Repairs & Maint - Equipment	41.88	.00	41.88			TRUE
Other Program Cost	52180	Building Space Rental	88.14	.00	88.14			
Other Program Cost	52190	Equipment Rental	15.69	.00	15.69			
Fringe	53000	Liability Insurance	24.23	.00	24.23			
Fringe	53010	Workers Compensation	24.88	.00	24.88			
Other Program Cost	53100	Conference and Meetings	7.50	.00	7.50			
Other Program Cost	55000	Miscellaneous Contractual Exp	614.03	.00	614.03			
Other Program Cost	60000	Office Supplies	46.47	.00	46.47			
Other Program Cost	64000	Telephone	33.63	.00	33.63			
Other Program Cost	64020	Internet	11.18	.00	11.18			
Other Program Cost	64020	Other	.00	323.45	323.45			
Youth In School Expense Totals			\$2,799.58	\$323.45	\$3,123.03			
Sub-Department 98250 - Youth Out School								
Salary	40000	Salaries and Wages	2,720.31	.00	2,720.31	Salary	\$	2,720.31
Fringe	45390	Fringe	425.16	.00	425.16	Fringe	\$	519.23
Other Program Cost	50340	Software Licensing Cost	.00	.00	.00	Other Program Cost	\$	227,643.35
Other Program Cost	50590	Professional Services	8.31	.00	8.31	Direct Training	\$	78,613.29
Other Program Cost	52130	Repairs & Maint - Computers	534.08	.00	534.08	Work Based Training	\$	123,899.18
Other Program Cost	52160	Repairs & Maint - Equipment	90.40	.00	90.40		\$	433,395.36
Other Program Cost	52180	Building Space Rental	190.24	.00	190.24			TRUE
Other Program Cost	52190	Equipment Rental	33.85	.00	33.85			
Fringe	53000	Liability Insurance	46.41	.00	46.41			
Fringe	53010	Workers Compensation	47.66	.00	47.66			
Other Program Cost	53100	Conference and Meetings	7.50	.00	7.50			
Other Program Cost	55000	Miscellaneous Contractual Exp	1,325.30	224,684.38	226,009.68			
Work Based Training	55025	Work Based Learning Activities	.00	111,212.63	111,212.63			
Direct Training	55060	Youth ITA	.00	70,823.18	70,823.18			
Direct Training	55061	Youth Supportive Services	.00	1,900.82	1,900.82			
Work Based Training	55063	Youth OJT	12,686.55	.00	12,686.55			
Direct Training	55064	Academin/Pre-Vocational Svc	.00	5,889.29	5,889.29			
Other Program Cost	60000	Office Supplies	100.69	.00	100.69			
Other Program Cost	64000	Telephone	70.89	.00	70.89			
Other Program Cost	64020	Internet	25.62	.00	25.62			
Other Program Cost		Other	.00	572.09	572.09			
Youth Out School Expense Totals			\$18,312.97	\$415,082.39	\$433,395.36			
Sub-Department 98300 - Adult								
Salary	40000	Salaries and Wages	110,498.57	.00	110,498.57	Salary	\$	110,498.57
Fringe	45390	Fringe	44,272.65	.00	44,272.65	Fringe	\$	49,279.92
Other Program Cost	50340	Software Licensing Cost	1,138.55	.00	1,138.55	Other Program Cost	\$	171,425.23
Other Program Cost	50590	Professional Services	139.64	.00	139.64	Direct Training	\$	253,907.77
Other Program Cost	52010	Janitorial Services	2,310.78	.00	2,310.78	Work Based Training	\$	-
Other Program Cost	52130	Repairs & Maint - Computers	15,619.93	.00	15,619.93		\$	585,111.49
Other Program Cost	52140	Repairs & Maint - Copiers	793.21	.00	793.21			TRUE
Other Program Cost	52160	Repairs & Maint - Equipment	527.70	.00	527.70			
Other Program Cost	52180	Building Space Rental	29,574.48	.00	29,574.48			

WIOA 18 Expenditure Detail Report

Grant Year-Number: 18-681005

Report Period: 07/01/2018 through 04/30/2019

GRS Category	Account Number	Account Description	Expenditures through April 2019	Accruals through April 2019	Total Expenditures
Other Program Cost	52190	Equipment Rental	381.56	.00	381.56
Fringe	53000	Liability Insurance	2,166.50	.00	2,166.50
Fringe	53010	Workers Compensation	2,840.77	.00	2,840.77
Other Program Cost	53100	Conference and meetings	20.25	.00	20.25
Other Program Cost	53120	Employee Mileage Expense	352.81	180.93	533.74
Other Program Cost	53130	General Association Dues	406.89	.00	406.89
Other Program Cost	55000	Miscellaneous Contractual Exp	85,920.24	20,391.65	106,311.89
Other Program Cost	60000	Office Supplies	2,430.79	.00	2,430.79
Other Program Cost	60040	Postage	265.24	.00	265.24
Other Program Cost	60490	Equipment <\$1000	2,118.48	.00	2,118.48
Other Program Cost	63000	Utilities - Natural Gas	280.83	.00	280.83
Other Program Cost	63010	Utilities - Electric	791.00	.00	791.00
Other Program Cost	64000	Telephone	2,765.91	.00	2,765.91
Other Program Cost	64010	Cellular Phone	314.83	.00	314.83
Other Program Cost	64020	Internet	1,460.63	.00	1,460.63
Direct Training	82015	DT ITA	220,582.09	17,808.02	238,390.11
Direct Training	82100	SS Transportation Assistance	13,553.82	1,383.86	14,937.68
Direct Training	82170	SS Other Supportive Services	579.98	.00	579.98
Other Program Cost		Adult Other	.00	3,238.90	3,238.90
Adult Expense Totals			\$542,108.13	\$43,003.36	\$585,111.49

Sub-Department 98400 - Dislocated Worker

Salary	40000	Salaries and Wages	147,841.27	.00	147,841.27
Fringe	45390	Fringe	55,512.01	.00	55,512.01
Other Program Cost	50340	Software Licensing Cost	2,185.22	.00	2,185.22
Other Program Cost	50590	Professional Services	14,024.03	7,000.44	21,024.47
Salary and Fringe	50600	Temporary Help	.00	.00	.00
Other Program Cost	52010	Janitorial Services	3,110.25	.00	3,110.25
Other Program Cost	52130	Repairs & Maint - Computers	28,644.24	.00	28,644.24
Other Program Cost	52140	Repairs & Maint - Copiers	786.85	.00	786.85
Other Program Cost	52180	Building Space Rental	41,852.02	.00	41,852.02
Other Program Cost	52190	Equipment Rental	266.43	.00	266.43
Fringe	53000	Liability Insurance	2,643.99	.00	2,643.99
Fringe	53010	Workers Compensation	3,464.61	.00	3,464.61
Other Program Cost	53100	Conferences and Meetings	311.49	.00	311.49
Other Program Cost	53120	Employee Mileage Expense	919.20	261.03	1,180.23
Other Program Cost	53130	General Association Dues	795.14	.00	795.14
Other Program Cost	55000	Miscellaneous Contractual Exp	31,917.07	27,046.11	58,963.18
Other Program Cost	60000	Office Supplies	4,465.57	.00	4,465.57
Other Program Cost	60040	Postage	493.83	.00	493.83
Other Program Cost	60050	Books and Subscriptions	.00	.00	.00
Other Program Cost	60490	Equipment < \$1000	3,961.79	.00	3,961.79
Other Program Cost	63000	Utilities - Natural Gas	315.32	.00	315.32
Other Program Cost	63010	Utilities-Electric	1,402.22	.00	1,402.22
Other Program Cost	64000	Telephone	4,687.89	.00	4,687.89
Other Program Cost	64010	Cellular Phone	520.96	.00	520.96
Other Program Cost	64020	Internet	2,442.96	.00	2,442.96
Direct Training	82015	DT ITA	250,913.80	41,622.80	292,536.60
Work Based Training	82040	DT OJT (On the Job Training)	.00	.00	.00
Direct Training	82100	SS Transportation Assistance	6,450.09	1,734.89	8,184.98
Direct Training	82160	SS Child Care	.00	.00	.00
Direct Training	82170	SS Other Supportive Services	1,514.31	.00	1,514.31
Other Program Cost		DW Other	.00	5,800.10	5,800.10
Dislocated Worker Expense Totals			\$611,442.56	\$83,465.37	\$694,907.93

Salary	\$	147,841.27
Fringe	\$	61,620.61
Other Program Cost	\$	183,210.16
Direct Training	\$	302,235.89
Work Based Training	\$	-
	\$	694,907.93

TRUE

Fund 480 - Department 98118 - WIOA 18 Totals

\$1,433,913.78 \$543,273.60 \$1,977,187.38

Office of Community Reinvestment - Workforce Development Division			
Trade Adjustment Assistance/DCEO grant			
10/01/18 - 09/30/19			
Expenses through April 2019			
Description	Payment Processing	Training	Total
October-18			-
November-18			-
December-18	3,681.84	70,744.62	74,426.46
January-19	1,065.12	751.01	1,816.13
February-19		38,271.71	38,271.71
March-19	1,670.34	46,451.06	48,121.40
April-19	5,533.80	33,330.97	38,864.77
May-19			-
June-19			-
July-19			-
August-19			-
September-19			-
GRANT YEAR TOTAL	11,951.10	189,549.37	201,500.47
	T	T	T
Accruals through April 2019	-	8,338.85	8,338.85
Obligations through April 2019	-	-	-
Subtotal actuals, accruals, and obligations	<u>11,951.10</u>	<u>197,888.22</u>	<u>209,839.32</u>
			T
Approved Budget Amount:	15,163.00	223,220.65	238,383.65
Available amount:	\$ 3,211.90	\$ 25,332.43	\$ 28,544.33
Budget to Actual Variance:	79%	89%	88%

Office of Community Reinvestment - Workforce Development Division			
WIOA Rapid Response Layoffs and Closings/DCEO grant			
10/01/18 - 06/30/19 - Year 1			
Expenses through April 2019			
Description	Case Management - Salaries	Case Management - Fringes	Total
October-18	-	-	-
November-18	-	-	-
December-18	-	-	-
January-19	1,566.41	2,966.02	4,532.43
February-19	-	661.07	661.07
March-19	14,833.73	7,140.52	21,974.25
April-19	29,039.77	17,755.36	46,795.13
May-19			-
June-19			-
GRANT YEAR TOTAL	45,439.91	28,522.97	73,962.88
	T	T	T
Approved Budget Amount:	38,030.04	22,260.96	60,291.00
Increase in allocations:	37,417.54	22,090.46	59,508.00
Approved Budget Amount:	75,447.58	44,351.42	119,799.00
Available amount:	\$ 30,007.67	\$ 15,828.45	\$ 45,836.12
Budget to Actual Variance:	60%	64%	62%

Office of Community Reinvestment - Workforce Development Division		
WIOA Local Incentive		
05/01/18 - 06/30/19		
Expenses through April 2019		
Description	Local Incentive Funds	Total
May-18	-	-
June-18	-	-
July-18	-	-
August-18	-	-
September-18	-	-
October-18	1,721.61	1,721.61
November-18	-	-
December-18	-	-
January-19	-	-
February-19	-	-
March-19	-	-
April-19	-	-
May-19	-	-
June-19	-	-
GRANT YEAR TOTAL	1,721.61	1,721.61
	T	T
Accruals through April 2019		
	-	-
Obligations through April 2019		
	-	-
Subtotal actuals, accruals, and obligations	<u>1,721.61</u>	<u>1,721.61</u>
Approved Original Budget Amount:		
	25,039.00	25,039.00
Available amount:	\$ 23,317.39	\$ 23,317.39
Budget to Actual Variance:	7%	7%

Workforce Development Board

ACTION ITEM DETAIL

New Business

A. Action Item: *Recommend Board Authorization of seven (7) one-year youth provider contracts during Program Year 2019.*

Background: As the previous contracting cycle for youth services throughout Kane, Kendall, and DeKalb Counties concludes on June 30th, the Youth Committee requested Kane County release a Request for Proposal procurement for Program Year 2019 (July 1, 2019 through June 30, 2020), renewable for Program Years 2020 and 2021. The following nine (9) proposers submitted bids to provide youth services to eligible participants who are out-of-school youth and/or in-school youth:

- | | |
|--|--|
| 1) Business and Career Services, Inc. | 6) Grundy/Kendall Regional Office of Education |
| 2) Central States SER, Jobs for Progress Inc. | 7) Kishwaukee College |
| 3) Communities in Schools of Aurora | 8) Parents Alliance Employment Project |
| 4) Elgin Community College | 9) Waubonsee Community College |
| 5) First Institute Training & Management, Inc. | |

Proposers were asked to speak to five areas of service which address specific elements and benchmarks, such as WIOA work-based learning and the prioritization of out-of-school youth. The RFP emphasized the four WIOA fundamentals that have been previously underscored in programming: 1) Priority Populations, 2) Outreach & Recruitment, 3) Project Partnerships, and 4) Work Based Learning/Paid & Unpaid Work Experiences.

The proposals were evaluated by staff and the Youth Committee for their responsiveness to the following criteria: Experience, Staffing Structure & Qualifications; Program Design Efficiency/Effectiveness; and Budget & Cost Effectiveness. Bidders were rated and scored in each area and copies of the staff evaluations are provided as **Attachment B**.

At their April meeting, the Youth Committee deemed the seven (7) top scoring proposals as suitable for funding. The following table represents the scores contained in the evaluations as endorsed by the Youth Committee:

RFP SCORING	
Proposer	Total Score (100 Possible)
1. Grundy/Kendall Regional Office of Education	95
2. Parents Alliance Employment Project	94
3. Business and Career Services, Inc.	90
4. Elgin Community College	90
5. Waubonsee Community College	85
6. Central States SER, Jobs for Progress Inc.	70
7. Kishwaukee College	68
8. First Institute Training and Management, Inc.	51
9. Communities in Schools of Aurora	21

As noted in **Attachment A**, the seven (7) proposals considered suitable for contracting by the Youth Committee included budget requests that exceeded the funding available for youth contracting in Program Year 2019. Staff considered historical expenditures for returning youth providers, which over the past several program years has seen a steady increase in unspent funds. To support the addition of a new youth provider to the network while working within a reduced allocation of 9%, budget amounts recommended for all seven (7) proposers included reductions to align more closely with actual expenditures in previous program years. Overall, the budget amounts recommended for returning providers allows for staffing and service plans to remain mostly level from Program Year 2018.

For each provider, the reduction represents a blend of both operating and participant expenses, which is noted in further detail on each proposer’s evaluation (**Attachment B**) in the recommendation section. At their May meeting the Executive Committee reviewed and endorsed the funding recommendations for PY19, and if approved by the Board, staff will work with providers to negotiate budgets up to the amounts listed below.

Proposed Action: Available contract funding for Program Year 2019 includes the projected available revenue from the new grant allocation (which represents an 9% reduction from the 2018 grant amount) and an estimate of unspent dollars from Program Year 2018, which includes remaining contract amounts. This action item authorizes the acceptance of the following seven (7) youth providers with the following budgets:

Recommended PY19 Youth Contracting

Proposer	Recommended Contract Amounts
Business & Career Services, Inc.	\$295,920
Central States SER, Jobs for Progress Inc.	\$245,000
Elgin Community College	\$356,801
Grundy/Kendall ROE	\$162,457
Kishwaukee College	\$304,256
Parents Alliance Employment Project	\$163,045
Waubensee Community College	\$282,800
Totals	\$1,810,279

Recommendation: The Executive Committee recommends the Workforce Development Board authorize for seven (7) Program Year 2019 contracts for WIOA Youth service delivery totaling \$1,810,279.

ATTACHMENT A

Projected PY19 Revenue and Available Contract Funding

	PY19 WIOA Youth Allocation	\$1,718,573.00
	PY18 WIOA Youth Additional Allocation	+ \$13,658.00
	Administration (10% per Funding Stream)	- \$173,223.10
	Unexpended PY18 Contract Amounts to be Carried Into PY19 (Est.)	+ \$304,086.87
	Carry-In Funds Available from WIOA PY18 Grant (Est.)	+ \$568,428.58
	Projected Available Revenue (Est.)	\$2,431,523.35
	Program Management (Area-Wide) and One-Stop Expenses (Est.)	- \$281,680.00
	Reserved PY19 Funds to be Carried Into PY20 (18% of PY19 Allocations)	- \$311,801.64
	Maximum Funding Available for PY19 Contracting (Est.)	<u>\$1,838,041.71</u>

Recommended PY19 Youth Contract Awards

Service Provider	Contract History & Recommended PY19 Contract Awards			Change from PY18 Award
	PY18 Approved Budgets	Proposed PY19 Budgets	Recommended PY19 Budgets	
Business & Career Services, Inc.	\$300,957.01	\$331,379.11	\$295,920.00	- \$5,037.01
Central States SER (15-month)	\$275,000.00	\$347,740.00	\$245,000.00	- \$30,000.00
Elgin Community College	\$366,801.00	\$371,746.00	\$356,801.00	- \$10,000.00
Grundy/Kendall ROE	\$167,568.63	\$171,456.72	\$162,456.72	- \$5,111.91
Kishwaukee College	\$403,507.00	\$353,544.15	\$304,255.72	- \$99,251.28
Parents Alliance Employment Project	-----	\$167,045.10	\$163,045.10	+ 163,045.10
Waubonsee Community College	\$294,929.70	\$345,655.80	\$282,800.00	- \$12,129.70
Totals	<u>\$1,808,763.34</u>	<u>\$2,088,566.88</u>	<u>\$1,810,278.54</u>	<u>\$1,515.20</u>

Total Funds Remaining & Available (Est.) **\$27,763.17***

*hold in reserve for potential participant needs

PY19 County Youth Resource Distribution

Kane County Youth Services		Kendall County Youth Services		DeKalb County Youth Services	
Business and Career Services	\$295,920	Grundy-Kendall ROE	\$162,457	Kishwaukee College	\$304,256
Central States SER	\$245,000	Parents Alliance	\$16,305	Parents Alliance	\$16,305
Elgin Community College	\$356,801	Waubonsee Community College	\$70,700	Program Management & One-Stop	\$49,857
Parents Alliance	\$130,436	Program Management & One-Stop	\$38,872		18%
Waubonsee Community College	\$212,100				
Program Management & One-Stop	\$192,950				
Total	\$1,433,207	Total	\$288,334	Total	\$370,418

The above percentages roughly align with the population distribution within the three-county workforce area.

Attachment “B” Evaluations














STAFF REPORT AND RECOMMENDATION

Proposer	Business and Career Services, Inc.		
Service Area Indicates the locale of operations and predominant area of residency of participants to be served. Check all that apply.	<input type="checkbox"/> DeKalb County	<input checked="" type="checkbox"/> Southern Kane County <input checked="" type="checkbox"/> Northern Kane County	<input type="checkbox"/> Kendall County
Project Type	<input type="checkbox"/> In School Youth	<input checked="" type="checkbox"/> Out of School Youth	<input type="checkbox"/> Both IS & OS Youth
Proposed Services and Participant Figures	Total Participants Served: 32 new + 38 carry-in = <u>70 total</u> Work Based Learning: 27 served through WBL services Occ. Classroom Trng: 1 served through ITAs		
Budget Summary	Operating Costs: \$198,529.47 Participant Activity Costs: <u>\$132,849.64</u> Total Cost: \$331,379.11	60% of Total Cost 40% of Total Cost	100% OSY 52% WBL

Responsiveness to Evaluation Criteria

Excellent Good Fair Poor

EVALUATION CRITERIA	RATING	COMMENTS
1. Experience, Staffing Structure & Qualifications	Max: 30	 Excellent Good Fair Poor 24-30 15-23 7-14 0-6
<p><i>Consideration given to the capacity and ability to provide WIOA services to hard-to-serve youth population with a commitment to operate the program successfully while achieving performance outcomes.</i></p> <p><i>Staffing plan is reasonable and demonstrates an understanding of how to successfully deliver services and achieve performance metrics. Does the applicant have previous relevant experience and/or expertise in a similar capacity?</i></p> <p><i>Suitable staff qualifications, in terms of experience and credentials, who will administer and provide services under this agreement.</i></p> <p><i>The track record and recent successes of any partnerships the vendor expects to utilize in the delivery of services under their proposal was demonstrated.</i></p>	 27/30	<p>BCS has extensive experience with previous WIOA youth grants in both LWIA5 as well as other local areas. The management of staff is seasoned and knowledgeable, and they hold strong technical knowledge and capabilities to administer large WBL project components, particularly On-the-Job Training (OJT).</p> <p>Very high number of staff are dedicated to the project: 12 in total, with the Executive Director listed as in-kind. While two case managers are 100% on LWIA5's WIOA grant, the remainder make up the 1.05 full time employees for a total of 3.05 FTE. Overall, well-rounded staff have clearly defined duties and each individual assigned to the grant has a specific role.</p> <p>While management staff are veterans of both BCS and WIOA, the case managers that are full-time assigned to the grant have historically turned over rather often.</p> <p>Changes to the staffing plan have been proposed, particularly with the addition of employees in both quality control as well as operations. It is unclear why these positions are needed as there are already individuals who appear to serve in this capacity.</p> <p>Staff development and industry training are constantly pursued to remain abreast of both industry trends as well as youth population needs. This is evident within the connection to innovative marketing strategies as well as the understanding of local employer needs.</p> <p>Youth Services Manager has extensive experience working with youth with barriers, in particular incarcerated and gang-affected youth.</p>
2. Program Design Efficiency / Effectiveness	Max: 40	 Excellent Good Fair Poor 30-40 20-29 10-19 0-9
		26

<p><i>Detailed program delivery demonstrates an integrated approach to the youth program which will lead to attainment of required WIOA performance measures, explaining all five required areas of service as follows below. An emphasis on priority populations throughout the proposal was demonstrated, with intent to accommodate the needs and potential barriers of youth identified.</i></p> <ol style="list-style-type: none"> <u>Career Pathways</u>: Addresses how staff will assess the youth's interests and goals to formulate a career plan. <u>Work Based Learning</u>: A clearly defined plan for the facilitation of placements and job retention of job seekers alongside management of WBL services. <u>Project Partnerships</u>: Consideration given to the strength of the applicant's relationships. Referral process for participants was clearly articulated. MOUs included detailed the delineation of responsibilities for both entities and demonstrated thoughtful service delivery for priority populations. <u>WIOA Elements</u>: The ability to deliver firsthand or partner with providers that deliver diverse service elements is established. <u>Program Components</u>: Marketing and outreach strategies are defined. Customer experience and progression of services is demonstrated through innovative, effective service strategies that are continuously evaluated to meet area & population needs. 	<h1 style="margin: 0;">38/40</h1>	<p>BCS has formed a new partnership with the Kane County Sheriff's Office to target the priority population of youth ex-offenders through their Manufacturing Careers Internship Program; they have titled this cohort effort 'Second Chance'. This new approach targets incarcerated youth to provide employment opportunities to reduce recidivism. Within this model, the boot camp component is shortened to two weeks and there are 'reconvening days' built in to help provide focused peer-to-peer support to keep the youth engaged.</p> <p><u>Career Pathways</u>: BCS clearly identifies the upward trajectory available to youth in manufacturing as youth are encouraged to build upon the skills they learn through the work based learning component of the program, which exposes them to several areas of manufacturing when possible through department rotations. Additionally, the industry defined for the program's focus is clearly connected to labor market information for demand in local area in tandem with employer needs.</p> <p><u>Work Based Learning</u>: On-the-Job training is a strong component of the model, which reinforces gainful employment that leads to an unsubsidized, permanent job. The manufacturing industry has demonstrated a willingness to hire ex-offenders, which aligns with BCS's proposed priority population.</p> <p><u>Project Partnerships</u>: While only one MOU was included with the proposal, it directly supports the Second Chance cohort formed through the newly created relationship with the Kane County Sheriff's Office. The responsibilities of each organization were clearly defined, with the end goal for all participants being gainful, unsubsidized employment.</p> <p><u>WIOA Elements</u>: Strong partnerships with local entities such as Chambers of Commerce, Valley Industrial Association, Elgin Development Group, and local colleges to deliver the fourteen required elements.</p> <p><u>Program Components</u>: Historically BCS has struggled to meet anticipated participant numbers for cohorts. To address this, marketing and outreach strategies are diverse and well-defined, and included such innovative approaches to recruitment as workforce pop-up shops to increase visibility as well as the use of social media. BCS's program has the highest dollar per hour outcome for performance, and in addition, every participant that goes through the MCIP boot camp receives an industry certification, which contributes positively to performance outcomes.</p>												
<p>3. Budget & Cost Effectiveness</p>	<p>Max: 30</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">Excellent</td> <td style="text-align: center;">Good</td> <td style="text-align: center;">Fair</td> <td style="text-align: center;">Poor</td> </tr> <tr> <td style="text-align: center;">24-30</td> <td style="text-align: center;">15-23</td> <td style="text-align: center;">7-14</td> <td style="text-align: center;">0-6</td> </tr> </table>					Excellent	Good	Fair	Poor	24-30	15-23	7-14	0-6
														
Excellent	Good	Fair	Poor											
24-30	15-23	7-14	0-6											
<p><i>Consideration given to the reasonableness of costs presented to achieve the desired outcomes (cost v. benefit). Does the proposal represent good value?</i></p> <p><i>The budget is concise and easy to understand. It has been broken down in a detailed manner, and includes</i></p>	<p style="font-size: 2em; margin: 0;"> 25/30</p>	<p>A total of \$30,000 additional funds over the PY18 contract award was requested, which represents mostly \$13,000 additional in salaries and \$11,000 more in Work Based Learning through both internships and on-the-job training. This increase was not addressed within the narrative nor was justification to support the additional dollars included within the proposal. Historically BCS has not spent its full allocated award, particularly within the work based learning line item.</p>												

reasonable descriptions of how the requested amount was calculated.

The budget narrative provides ample justification for each line item expense associated with the delivery of the project.

Administration and tracking of expenses related to Work Based Learning, including participant and operational costs is detailed. Organizational capacity to operate as Employer of Record for paid work experience is indicated.

The 20% fiscal benchmark of costs contributing to Work Based Learning activities is clearly outlined.

The budget narrative was sound with thorough methodology provided.

BCS has a strong understanding of the Work Based Learning requirements under WIOA and is well positioned to continue operating as an employer of record for the internship and on-the-job training placements. BCS proposes a total Work Based Learning percentage 52% which well exceeds the state benchmark of 20%. The 52% Work Based Learning is comprised of 50% operational expenses and 50% participant costs.

Evaluation Outcome

Evaluation Criteria	Max. Score	Proposer Score	Total Score: <u>90/100</u>
Organization, Staffing Structure and Qualifications	30	27	
Program Design Efficiency/Effectiveness	40	38	
Budget/ Cost Effectiveness	30	25	

Reviewer Recommendation

Recommendation	<u>Accept</u> the proposal but negotiate a lower budget (including reductions to both operating and participant expenses) that better aligns with historical spending. This should include but not be limited to: the removal of quality control staffing positions new to PY19 and paid work experience numbers that are more in-line with historically realized placements.
Funding	Authorize up to \$295,920.00
Condition(s)	None.









STAFF REPORT AND RECOMMENDATION

Proposer	Communities in Schools of Aurora		
Service Area Indicates the locale of operations and predominant area of residency of participants to be served. Check all that apply.	<input type="checkbox"/> DeKalb County	<input checked="" type="checkbox"/> Southern Kane County <input type="checkbox"/> Northern Kane County	<input checked="" type="checkbox"/> Kendall County
Project Type	<input type="checkbox"/> In School Youth	<input type="checkbox"/> Out of School Youth	<input checked="" type="checkbox"/> Both IS & OS Youth
Proposed Services and Participant Figures	Total Participants Served: 60 new + 0 carry-in = <u>60 Total</u> Work Based Learning: 60 served through WBL services Occ. Classroom Trng: 0 served through ITAs		
Budget Summary	Operating Costs: \$171,643.00 Participant Activity Costs: <u>\$218,436.00</u> Total Cost: \$390,079.00	44% of Total Cost 56% of Total Cost	77% OSY 57% WBL

Responsiveness to Evaluation Criteria

Excellent Good Fair Poor

EVALUATION CRITERIA	RATING	COMMENTS
1. Experience, Staffing Structure & Qualifications	Max: 30	
		Excellent Good Fair Poor 24-30 15-23 7-14 0-6
<p><i>Consideration given to the capacity and ability to provide WIOA services to hard-to-serve youth population with a commitment to operate the program successfully while achieving performance outcomes.</i></p> <p><i>Staffing plan is reasonable and demonstrates an understanding of how to successfully deliver services and achieve performance metrics. Does the applicant have previous relevant experience and/or expertise in a similar capacity?</i></p> <p><i>Suitable staff qualifications, in terms of experience and credentials, who will administer and provide services under this agreement.</i></p> <p><i>The track record and recent successes of any partnerships the vendor expects to utilize in the delivery of services under their proposal was demonstrated.</i></p>	 6/30	<p>Communities In Schools held the WIA YouthBuild grant in years 2001-2004, so they are somewhat familiar with the DOL grants and necessary oversight. However, while the Executive Summary describes the services that CIS provides to youth with barriers through dropout prevention, the bulk of the program services appears to be sub-contracted to Quad County Urban League. The relationship structure between CIS and QCUL is unclear, and how funding would be handled and overseen is not detailed. The operational/partnership plan is fragmented, and it is difficult to determine the project functions attributable to each entity and how they directly intersect.</p> <p>Within the staffing plan, the Program Manager appears to be a new hire as the individual is not identified and therefore cannot be evaluated for experience or qualifications. Given that this is the only individual that is 100% on WIOA grant and directly responsible for a majority of the program's components, this is problematic.</p> <p>Due to proposed sub-grantee QCUL's standing with IRS, Kane County would need to verify their eligibility as a provider and would further need to maintain oversight of QCUL's Offer in Compromise with the IRS for the duration of the WIOA contract. As a high-risk entity whose current standing with the IRS is not identified within the proposal, there would need to be mechanisms in place to ensure fiscal eligibility and responsibility.</p> <p>Although CIS is the formal proposer, their contribution to the program and services remains unclear as the project design appears to all fall under QCUL.</p> <p>The provided staffing plan is not clearly defined. It is difficult to ascertain what tasks CIS will be performing and what tasks QCUL will be responsible for; the MOU that was included in the proposal does not further define these roles. Additionally, the Executive Director of CIS is included on the staffing plan but at 0%; it is unclear what her involvement in the project would be.</p> <p>Proposal appears to detail two separate projects and service delivery models that are blended into a single application without a description as to the benefit(s) of collaborating and the methods by which the two organizations will jointly operate.</p>

2. Program Design Efficiency / Effectiveness	Max: 40	 Excellent 30-40  Good 20-29  Fair 10-19  Poor 0-9
<p><i>Detailed program delivery demonstrates an integrated approach to the youth program which will lead to attainment of required WIOA performance measures, explaining all five required areas of service as follows below. An emphasis on priority populations throughout the proposal was demonstrated, with intent to accommodate the needs and potential barriers of youth identified.</i></p> <ol style="list-style-type: none"> <u>Career Pathways</u>: Addresses how staff will assess the youth's interests and goals to formulate a career plan. <u>Work Based Learning</u>: A clearly defined plan for the facilitation of placements and job retention of job seekers alongside management of WBL services. <u>Project Partnerships</u>: Consideration given to the strength of the applicant's relationships. Referral process for participants was clearly articulated. MOUs included detailed the delineation of responsibilities for both entities and demonstrated thoughtful service delivery for priority populations. <u>WIOA Elements</u>: The ability to deliver firsthand or partner with providers that deliver diverse service elements is established. <u>Program Components</u>: Marketing and outreach strategies are defined. Customer experience and progression of services is demonstrated through innovative, effective service strategies that are continuously evaluated to meet area & population needs. 	<p style="text-align: center;">○</p> <p style="text-align: center; font-size: 24pt;">9/40</p>	<p>Large sections were taken verbatim from QCUL's previous bid submissions and therefore were duplicative. Additionally, there were several non-WIOA QCUL programs mentioned within the proposal, such as EAR, CONSTRUCT and PROPEL. It is difficult to understand if these overlap with WIOA or if they are independently funded; if the latter is correct then they have no bearing on this proposal and potential participants could benefit from these programs without WIOA funding.</p> <p>There was no mention of priority populations within the proposal, and no specific targeted populations were identified for a focus on services. Given that the CIS model serves In-School youth but a majority (45/60) of the proposed participants are Out-of-School youth, there is no mention of why this partnership makes sense or how their model will benefit ISY participants.</p> <p>It appears from the structure of the bid that CIS will 'hold' the WIOA grant while QCUL will run the program services. Overall, the lack of integration of services on behalf of both organizations results in a disjointed proposal which does not clearly identify populations to be served or a strategic program model.</p> <p><u>Career Pathways</u>: The assessments and methods identified to assist youth in exploring potential career pathways was sound, and soft skill training for youth pursuing employment was addressed.</p> <p><u>Work Based Learning</u>: All included identified business partners are previous QCUL relationships for WBL, which is troubling given their inability to meet previous contract conditions requiring meaningful work placements for youth beyond retail.</p> <p><u>Project Partnerships</u>: Project partnerships are unfocused, taken from QCUL's previous bid with no intentional relationships for serving priority populations.</p> <p>It is unclear what the High Schools roles in the MOU are, or why they are listed as partners. The business partner responsibilities within the MOUs are loose and do not appear to add value. Additionally, 'partner on the management team' is listed on all MOUs but is not explained. Overall, MOU structure is vague and does not include tangible outcomes.</p> <p><u>WIOA Elements</u>: QCUL was identified as the provider of the 14 WIOA elements.</p> <p><u>Program Components</u>: An aggressive participant plan was provided, but lacking were identified recruitment methods or program launch initiatives. The customer flow chart, when considering joint case management between CIS and QCUL, is unclear.</p>
3. Budget & Cost Effectiveness	Max: 30	 Excellent 24-30  Good 15-23  Fair 7-14  Poor 0-6
<p><i>Consideration given to the reasonableness of costs presented to achieve the desired outcomes (cost v. benefit). Does the proposal represent good value?</i></p> <p><i>The budget is concise and easy to understand. It has been broken down in a detailed manner, and includes</i></p>	<p style="text-align: center;">○</p> <p style="text-align: center; font-size: 24pt;">6/30</p>	<p>The request proposes a high budget, but there were many issues with CIS's submission that do not provide justification for funds.</p> <p>The provided budget narrative used language from QCUL's previous submission, which was problematic as methodology is not provided and explanations for certain line items are lacking. There was no work based learning methodology included for operational line items, so it is</p>

reasonable descriptions of how the requested amount was calculated.

The budget narrative provides ample justification for each line item expense associated with the delivery of the project.

Administration and tracking of expenses related to Work Based Learning, including participant and operational costs is detailed. Organizational capacity to operate as Employer of Record for paid work experience is indicated.

The 20% fiscal benchmark of costs contributing to Work Based Learning activities is clearly outlined.

difficult to ascertain whether requested amount is logical or represents good value. Within the participant work based learning category, a QCUL job specialist with an hourly amount was included with no prior mention of job function or inclusion within the program narrative. Staff costs are not allowable in this cost category and with the role being undefined, the \$75,000 request cannot be evaluated for reasonableness.

It is unclear and not specified whether CIS or QCUL would be the employer of record for work based learning placements. The request for work experience funds is high and the proposal lacks the depth around delivery in this service. The capacity to deliver a successful work experience component was not discussed.

CIS's relationship with QCUL is unclear; it is not specified how CIS will contract with QCUL for delivery of services and if this would be accomplished through a sub-contract.

Nowhere in the proposal was financial oversight mentioned, and work based learning tracking tools and/or systems are not identified. Given the high-risk status of QCUL that is directly attributable to a lack of financial oversight, the missing information is problematic.

Evaluation Outcome

Evaluation Criteria	Max. Score	Proposer Score	Total Score: <u>21/100</u>
Organization, Staffing Structure and Qualifications	30	6	
Program Design Efficiency/Effectiveness	40	9	
Budget/ Cost Effectiveness	30	6	

Reviewer Recommendation

Recommendation	Reject the proposal.
Funding	None.
Condition(s)	None.














STAFF REPORT AND RECOMMENDATION

Proposer	Elgin Community College		
Service Area Indicates the locale of operations and predominant area of residency of participants to be served. Check all that apply.	<input type="checkbox"/> DeKalb County	<input type="checkbox"/> Southern Kane County <input checked="" type="checkbox"/> Northern Kane County	<input type="checkbox"/> Kendall County
Project Type	<input type="checkbox"/> In School Youth	<input type="checkbox"/> Out of School Youth	<input checked="" type="checkbox"/> Both IS & OS Youth
Proposed Services and Participant Figures	Total Participants Served: 45 new + 42 carry-in = <u>87 Total</u> Work Based Learning: 18 served through WBL services Occ. Classroom Trng: 15 served through ITAs		
Budget Summary	Operating Costs: \$273,363.00 Participant Activity Costs: <u>\$98,383.00</u> Total Cost: \$371,746.00	74% of Total Cost 26% of Total Cost	84% OSY 30% WBL

Responsiveness to Evaluation Criteria

Excellent Good Fair Poor

EVALUATION CRITERIA	RATING	COMMENTS
1. Experience, Staffing Structure & Qualifications	Max: 30	 Excellent Good Fair Poor 24-30 15-23 7-14 0-6
<p><i>Consideration given to the capacity and ability to provide WIOA services to hard-to-serve youth population with a commitment to operate the program successfully while achieving performance outcomes.</i></p> <p><i>Staffing plan is reasonable and demonstrates an understanding of how to successfully deliver services and achieve performance metrics. Does the applicant have previous relevant experience and/or expertise in a similar capacity?</i></p> <p><i>Suitable staff qualifications, in terms of experience and credentials, who will administer and provide services under this agreement.</i></p> <p><i>The track record and recent successes of any partnerships the vendor expects to utilize in the delivery of services under their proposal was demonstrated.</i></p>	 29/30	<p>The Workforce Development and Continuing Education Division added the Strategic Partnerships and Experiential Learning Department, which strengthens programs' access to additional opportunities such as apprenticeships, internships and employment readiness to community members while also adding additional resources and braiding funds.</p> <p>Staff is very knowledgeable and experienced. All employees have a background in working with youth in a behavioral setting, ensuring youth with unique demands receive adequate services, and all have been with the grant for several years. Specifically, the Job Developer performs employer outreach and establishes interest and skill-driven work experience opportunities for youth as well as preparing them for the workplace; this model has been successful for ECC. More recently, the Assistant Youth Coordinator has proven effective at outreach and recruitment over the last program year in reaching out to surrounding communities and expanding program's visibility. The Dean's 25% oversight is in-kind while remainder of staffing plan is equivalent to the previous program year.</p> <p>ECC consistently achieves both annual benchmarks and expenditures.</p> <p>Strong partnerships across various sectors was demonstrated. ECC is an established member of the Northern Kane community, but they do not remain complacent; it is clear that relationships continue to be developed to ensure youth have access to a diverse range of services.</p> <p>Other than normal cost of living raises staff salary is status quo and no additional positions or extraneous raises were requested.</p>
2. Program Design Efficiency / Effectiveness	Max: 40	 Excellent Good Fair Poor 30-40 20-29 10-19 0-9
		32

<p>Detailed program delivery demonstrates an integrated approach to the youth program which will lead to attainment of required WIOA performance measures, explaining all five required areas of service as follows below. An emphasis on priority populations throughout the proposal was demonstrated, with intent to accommodate the needs and potential barriers of youth identified.</p> <ol style="list-style-type: none"> <u>Career Pathways</u>: Addresses how staff will assess the youth's interests and goals to formulate a career plan. <u>Work Based Learning</u>: A clearly defined plan for the facilitation of placements and job retention of job seekers alongside management of WBL services. <u>Project Partnerships</u>: Consideration given to the strength of the applicant's relationships. Referral process for participants was clearly articulated. MOUs included detailed the delineation of responsibilities for both entities and demonstrated thoughtful service delivery for priority populations. <u>WIOA Elements</u>: The ability to deliver firsthand or partner with providers that deliver diverse service elements is established. <u>Program Components</u>: Marketing and outreach strategies are defined. Customer experience and progression of services is demonstrated through innovative, effective service strategies that are continuously evaluated to meet area & population needs. 	<p>32/40</p>	<p>Elgin's program design effectively integrates both community resources as well as on-campus services to ensure youth are supported at all points of participation. ECC proposed to serve an equivalent service plan from PY18, and they leverage the ICAPS model to provide additional support while in training. Their MOUs, while providing structured roles and responsibilities, reporting expectations, communication and duration of engagement, did not identify priority populations to be served nor a pipeline for recruitment/referrals. Additional added support and/or services were not referenced.</p> <p><u>Career Pathways</u>: The Job Developer role, which is specifically designed to assist youth in identifying their interests and skills so that a career can be pursued, is clearly defined and youth are set up to succeed.</p> <p><u>Work Based Learning</u>: Career pathways developed with the Job Developer fluidly transition into work based learning with steps well documented. Work experiences are tailored to individuals' skillsets and exploration is encouraged, so that youth are exposed to a diverse array of career options.</p> <p><u>Project Partnerships</u>: Productive partnerships were mentioned more within WIOA Elements section of the narrative rather than within the Project Partnerships section (i.e. Boys & Girls Club, Crisis Center, Two Rivers etc.). However, this section was very strong as there were many ECC services and supports available to youth. Project Partnerships were comprised of work experience sites as well as training institutions. Although there was a mention of specific barriers that youth participants face within Executive Summary, there was otherwise no emphasis on priority populations within the proposal. Partnerships especially were lacking in their linkages to providing support and/or services for specific populations.</p> <p>There did not appear to be a connection to A+ Training School or JCM Institute noted other than mutual referrals for training, however; Elgin is the only community college that actively works with other training institutions rather than immediately referring all youth interested in training in-house.</p> <p><u>WIOA Elements</u>: Overall, ECC demonstrates strong expertise in delivering the 14 elements. Creative leadership development and entrepreneurial skills opportunities are created for youth participants. There was good detail regarding the structure of a youth's participation in the program; in particular how the Individual Service Strategy is developed, which is the blueprint for an individual's plan while in the program. Services were well-explained, principally follow-up and case management.</p> <p><u>Program Components</u>: Elgin is strong in their delivery of program components and they are well versed in WIOA compliance. Recruitment efforts are diverse and well-defined. Participants remain engaged through activities, which they must attend once on a month at minimum, and intervention meetings are held for struggling students to identify barriers to success.</p>												
<p>3. Budget & Cost Effectiveness</p>	<p>Max: 30</p>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">Excellent</td> <td style="text-align: center;">Good</td> <td style="text-align: center;">Fair</td> <td style="text-align: center;">Poor</td> </tr> <tr> <td style="text-align: center;">24-30</td> <td style="text-align: center;">15-23</td> <td style="text-align: center;">7-14</td> <td style="text-align: center;">0-6</td> </tr> </table>					Excellent	Good	Fair	Poor	24-30	15-23	7-14	0-6
														
Excellent	Good	Fair	Poor											
24-30	15-23	7-14	0-6											
<p>Consideration given to the reasonableness of costs presented to achieve the desired outcomes (cost v. benefit). Does the proposal represent good value?</p>	<p> 29/30</p>	<p>While staff development has significant funds devoted to its line items, ECC historically places a priority on continued education and development to stay abreast of trends in field. Staff then utilize this information and apply it to their program design, which benefits all participants.</p>												

The budget is concise and easy to understand. It has been broken down in a detailed manner, and includes reasonable descriptions of how the requested amount was calculated.

The budget narrative provides ample justification for each line item expense associated with the delivery of the project.

Administration and tracking of expenses related to Work Based Learning, including participant and operational costs is detailed. Organizational capacity to operate as Employer of Record for paid work experience is indicated.

The 20% fiscal benchmark of costs contributing to Work Based Learning activities is clearly outlined.

Overall, ECC's budgetary request has increased by \$4,945 above their previous PY18 award; this represents an increase of 1.3% and is due to the annual increases of staff salary.

The Work Based Learning minimum benchmark of 20% has been met and exceeded, as ECC proposed a 30% WBL rate. ECC retains the ability to serve as the employer of record for all work experience placements. This is a unique for a community college proposal, as more funds are allocated to work based learning line item than for ITAs. Paid work experience wages have been increased to \$12 an hour for participants, which allows ECC to remain attractive to youth that could otherwise procure minimum wage employment without the help of the program.

The methodology ECC provides within their budget narrative is detailed and concise, and their budget presents good value for the contract award requested.

Evaluation Outcome

Evaluation Criteria	Max. Score	Proposer Score	Total Score: <u>90/100</u>
Organization, Staffing Structure and Qualifications	30	29	
Program Design Efficiency/Effectiveness	40	32	
Budget/ Cost Effectiveness	30	29	

Reviewer Recommendation

Recommendation	<u>Accept</u> the proposal but negotiate a lower budget (including reductions to both operating and participant expenses) that better aligns with historical spending. This should include but not be limited to a reduced amount of staff development costs as well as occupational classroom training and paid work experience numbers that are more in-line with historically realized expenditures.
Funding	Authorize up to \$356,801.00.
Condition(s)	None.














STAFF REPORT AND RECOMMENDATION

Proposer	First Institute Training and Management		
Service Area Indicates the locale of operations and predominant area of residency of participants to be served. Check all that apply.	<input type="checkbox"/> DeKalb County	<input checked="" type="checkbox"/> Southern Kane County <input type="checkbox"/> Northern Kane County	<input type="checkbox"/> Kendall County
Project Type	<input type="checkbox"/> In School Youth	<input checked="" type="checkbox"/> Out of School Youth	<input type="checkbox"/> Both IS & OS Youth
Proposed Services and Participant Figures	Total Participants Served: 30 new + 0 carry-in = <u>30 Total</u> Work Based Learning: 22 served through WBL services Occ. Classroom Trng: 20 served through ITAs		
Budget Summary	Operating Costs: \$74,667.00 Participant Activity Costs: <u>\$170,850.00</u> Total Cost: \$245,517.00	30% of Total Cost 70% of Total Cost	100% OSY 38% WBL

Responsiveness to Evaluation Criteria

Excellent Good Fair Poor

EVALUATION CRITERIA	RATING	COMMENTS
1. Experience, Staffing Structure & Qualifications	Max: 30	 Excellent Good Fair Poor 24-30 15-23 7-14 0-6
<p><i>Consideration given to the capacity and ability to provide WIOA services to hard-to-serve youth population with a commitment to operate the program successfully while achieving performance outcomes.</i></p> <p><i>Staffing plan is reasonable and demonstrates an understanding of how to successfully deliver services and achieve performance metrics. Does the applicant have previous relevant experience and/or expertise in a similar capacity?</i></p> <p><i>Suitable staff qualifications, in terms of experience and credentials, who will administer and provide services under this agreement.</i></p> <p><i>The track record and recent successes of any partnerships the vendor expects to utilize in the delivery of services under their proposal was demonstrated.</i></p>	16/30	<p>Priority populations targeted for recruitment are identified as incarcerated and pregnant and/or parenting youth. Staff has not worked with young adults with these barriers previously, and no specific expertise is mentioned regarding the ability to understand what additional supports might be needed for these youth.</p> <p>Identified staff have been with FITM for one to two years and have previous WIOA experience from other local areas. Although the Business Development Representative position was a welcome addition to the staffing plan, it is not clearly explained how it would be possible to be only 50% on the project but be available to participate in many required activities such as the intake of all potential youth participants.</p> <p>The FITM worksite is identified as a halfway house in Aurora. While this is fitting for ex-offenders, it is not addressed how serving youth from other populations would occur, nor is it identified where general program delivery would take place. Depending on where training would occur, it logistically may not be possible for youth with limited transportation needs to commute. The choice to co-locate at the identified space is undefined.</p>
2. Program Design Efficiency / Effectiveness	Max: 40	 Excellent Good Fair Poor 30-40 20-29 10-19 0-9
<p><i>Detailed program delivery demonstrates an integrated approach to the youth program which will lead to attainment of required WIOA performance measures, explaining all five required areas of service as follows below. An emphasis on priority populations throughout the proposal was demonstrated, with intent to accommodate the needs and potential barriers of youth identified.</i></p> <p>1. <i>Career Pathways: Addresses how staff will assess the youth's interests and goals to formulate a career plan.</i></p>	25/40	<p>Priority populations identified as the focus for FITM's YOL3O program are ex-offenders and pregnant and/or parenting youth. Other than identifying that parenting teens can benefit from their computer training to become more comfortable with technology needed in a workplace, there is no mention how barriers for this population would be addressed. The reason for focusing on this priority population was unclear within the proposal as none of the identified partnerships provided support for pregnant or parenting youth.</p> <p><u>Career Pathways:</u> All youth participants in FITM's program are encouraged to pursue training, and there is no mention of on-site options for those that might not appropriately fit. Their narrative extolled the medical program as a 'stepping stone' for stackable</p>

<p>2. <u>Work Based Learning</u>: A clearly defined plan for the facilitation of placements and job retention of job seekers alongside management of WBL services.</p> <p>3. <u>Project Partnerships</u>: Consideration given to the strength of the applicant's relationships. Referral process for participants was clearly articulated. MOUs included detailed the delineation of responsibilities for both entities and demonstrated thoughtful service delivery for priority populations.</p> <p>4. <u>WIOA Elements</u>: The ability to deliver firsthand or partner with providers that deliver diverse service elements is established.</p> <p>5. <u>Program Components</u>: Marketing and outreach strategies are defined. Customer experience and progression of services is demonstrated through innovative, effective service strategies that are continuously evaluated to meet area & population needs.</p>		<p>credentials and programs such as C.N.A., but C.N.A. is an entry-level program that does not require a \$6,000 ITA as a prerequisite.</p> <p>No career exploration is available to youth prior to training and a work experience. Narrative states that youth that demonstrate an aptitude and/or interest in other sectors will receive services from other training providers, but there are no pipelines identified for referrals to other WIOA providers.</p> <p><u>Work Based Learning</u>: The medical career pathway is identified as a 'work from home' opportunity, but this directly contradicts the WIOA work based learning goal of exposing youth to a professional environment while providing a work experience that teaches soft skills on the job.</p> <p><u>Project Partnerships</u>: Specific referral connections are not outlined; rather partnerships were listed in a chart with the program components that are expected to be delivered identified. The details of each partnership's working relationship and goals for outcomes, along with the organizations' ability to support youth with barriers was not described.</p> <p>Although a partnership with the Kane County Sheriff's Office was listed, which would exist to serve the ex-offender population, this relationship is not thoroughly explained and an MOU is not present.</p> <p>No MOUs were included in FITM's submission, only letters of support. The letters of support that were provided are not from LWIA5-area employers.</p> <p><u>WIOA Elements</u>: FITM demonstrates many strategies designed to support youth as they progress through the program. In particular, the mentoring component was very well-defined.</p> <p><u>Program Components</u>: The recruitment component was well-rounded, with realistic methods for reaching potential participants described. However, assessment of suitability for FITM's program remains questionable as there is no information regarding how youth that are not interested/not a good fit for their three offered training programs would otherwise be serviced.</p>												
<p>3. Budget & Cost Effectiveness</p>	<p>Max: 30</p>	<table border="0"> <tr> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">Excellent</td> <td style="text-align: center;">Good</td> <td style="text-align: center;">Fair</td> <td style="text-align: center;">Poor</td> </tr> <tr> <td style="text-align: center;">24-30</td> <td style="text-align: center;">15-23</td> <td style="text-align: center;">7-14</td> <td style="text-align: center;">0-6</td> </tr> </table>					Excellent	Good	Fair	Poor	24-30	15-23	7-14	0-6
														
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24-30	15-23	7-14	0-6											
<p><i>Consideration given to the reasonableness of costs presented to achieve the desired outcomes (cost v. benefit). Does the proposal represent good value?</i></p> <p><i>The budget is concise and easy to understand. It has been broken down in a detailed manner, and includes reasonable descriptions of how the requested amount was calculated.</i></p> <p><i>The budget narrative provides ample justification for each line item expense associated with the delivery of the project.</i></p> <p><i>Administration and tracking of expenses related to Work Based Learning, including participant and operational costs is detailed. Organizational capacity to operate as Employer of Record for paid work experience is indicated.</i></p> <p><i>The 20% fiscal benchmark of costs contributing to Work Based Learning activities is clearly outlined.</i></p>	<p style="text-align: center;"></p> <p style="text-align: center;">10/30</p>	<p>First Institute's budget allocates \$100,000 to ITAs, which represents 41% of the overall request. There are only 3 tracks/courses identified for training available through FITM, then it is encouraged that youth pursue further training in entry-level programs at outside institutions. Coupled with the high cost per participant at over \$8,000/per youth, the budget does not represent good value as the main component of FITM's program (training) is seen as a stepping-stone for additional education that would be needed from an outside institution.</p> <p>The provided budget narrative does not offer any methodology to support the work based learning operational costs, which comprise 45% of the WBL benchmark. Without this information and the ability to assess the practicability of staff activities, the overall WBL percentage drops to 21%.</p> <p>As FITM plans to co-locate with a halfway house, facility and office expenses are unclear and are not addressed within budget narrative.</p> <p>The total cost for training programs that are included in the budget narrative do not match the State-approved training list, which prices the programs at on average \$1,500 more than what was budgeted for.</p>												

Evaluation Outcome

Evaluation Criteria	Max. Score	Proposer Score	Total Score: <u>51/100</u>
Organization, Staffing Structure and Qualifications	30	16	
Program Design Efficiency/Effectiveness	40	25	
Budget/ Cost Effectiveness	30	10	

Reviewer Recommendation

Recommendation	<u>Reject</u> the proposal.
Funding	None.
Condition(s)	None.














STAFF REPORT AND RECOMMENDATION

Proposer	Grundy/Kendall Regional Office of Education		
Service Area Indicates the locale of operations and predominant area of residency of participants to be served. Check all that apply.	<input type="checkbox"/> DeKalb County	<input type="checkbox"/> Southern Kane County <input type="checkbox"/> Northern Kane County	<input checked="" type="checkbox"/> Kendall County
Project Type	<input type="checkbox"/> In School Youth	<input type="checkbox"/> Out of School Youth	<input checked="" type="checkbox"/> Both IS & OS Youth
Proposed Services and Participant Figures	Total Participants Served: 18 new + 30 carry-in = <u>48 Total</u> Work Based Learning: 11 served through WBL services Occ. Classroom Trng: 3 served through ITAs		
Budget Summary	Operating Costs: \$140,509.92 Participant Activity Costs: <u>\$30,946.80</u> Total Cost: \$171,456.72	82% of Total Cost 18% of Total Cost	69% OSY 29% WBL

Responsiveness to Evaluation Criteria

Excellent Good Fair Poor

EVALUATION CRITERIA	RATING	COMMENTS
1. Experience, Staffing Structure & Qualifications	Max: 30	 Excellent Good Fair Poor 24-30 15-23 7-14 0-6
<p><i>Consideration given to the capacity and ability to provide WIOA services to hard-to-serve youth population with a commitment to operate the program successfully while achieving performance outcomes.</i></p> <p><i>Staffing plan is reasonable and demonstrates an understanding of how to successfully deliver services and achieve performance metrics. Does the applicant have previous relevant experience and/or expertise in a similar capacity?</i></p> <p><i>Suitable staff qualifications, in terms of experience and credentials, who will administer and provide services under this agreement.</i></p> <p><i>The track record and recent successes of any partnerships the vendor expects to utilize in the delivery of services under their proposal was demonstrated.</i></p>	29/30	<p>GKROE's staff are currently in-place, are seasoned and well-versed in WIOA. GKROE's staff has a history of successfully aiding hard-to-serve youth facing multiple barriers to employment and education, which is evident as staff all have a background in serving youth with varying levels of disabilities.</p> <p>Staffing plan remains reasonable and status quo from previous program years. Alongside the full-time Program Manager and Case Manager, also included is the Program Manager for A Pinch of Happiness program. This individual provides the job readiness and work based learning program for youth with disabilities that GKROE launched in PY17 and has successfully continued to implement and oversee. Their existing partnerships intentionally exist to help priority populations, and newly formulated partnerships demonstrated a clear understand of expectations and goals.</p> <p>GKROE exceeded their negotiated goals in PY2017 and documented these successes are within their narrative.</p>
2. Program Design Efficiency / Effectiveness	Max: 40	 Excellent Good Fair Poor 30-40 20-29 10-19 0-9
<p><i>Detailed program delivery demonstrates an integrated approach to the youth program which will lead to attainment of required WIOA performance measures, explaining all five required areas of service as follows below. An emphasis on priority populations throughout the proposal was demonstrated, with intent to accommodate the needs and potential barriers of youth identified.</i></p> <p>1. <u>Career Pathways</u>: Addresses how staff will assess the youth's interests and goals to formulate a career plan.</p> <p>2. <u>Work Based Learning</u>: A clearly defined plan for the facilitation of placements and job retention of</p>	39/40	<p>GKROE identified the priority populations for target recruitment as services as youth with disabilities, pregnant/parenting youth, youth on probation/ex-offenders, and youth that require their GED. Their service structure is strong and adept at serving the populations of the youth they identify, as they are firmly entrenched in their community and have existing relationships with a diverse array of entities to ensure youths' needs are met.</p> <p><u>Career Pathways</u>: GKROE utilizes several career exploration tools, along with work based learning opportunities to expose youth to the career options available to them.</p> <p><u>Work Based Learning</u>: The narrative describes how career path development is established through work based learning opportunities, which are customized to youth's interests and skill levels. Strong work experience partnerships are described at length,</p>

<p><i>job seekers alongside management of WBL services.</i></p> <p>3. <i><u>Project Partnerships:</u> Consideration given to the strength of the applicant's relationships. Referral process for participants was clearly articulated. MOUs included detailed the delineation of responsibilities for both entities and demonstrated thoughtful service delivery for priority populations.</i></p> <p>4. <i><u>WIOA Elements:</u> The ability to deliver firsthand or partner with providers that deliver diverse service elements is established.</i></p> <p>5. <i><u>Program Components:</u> Marketing and outreach strategies are defined. Customer experience and progression of services is demonstrated through innovative, effective service strategies that are continuously evaluated to meet area & population needs.</i></p>		<p>which provide numerous benefits to participants, and participants are adequately prepared to move into unsubsidized employment. GKROE also puts in place mechanisms to ensure that both employer and youth needs are met.</p> <p><u>Project Partnerships:</u> A majority of the partnerships GKROE identified are geared towards youth with disabilities and youth affected by juvenile justice. They describe diverse partnerships with businesses for work based learning; several are specific to hiring youth with disabilities, which demonstrates an understanding of the population's needs. GKROE is in their 3rd year of partnership with A Pinch of Happiness to administer a program for youth with disabilities, which has been instrumental in preparing youth for unsubsidized employment.</p> <p>Although pregnant/parenting youth and youth needing their GED are identified as target priority populations, no partnerships were specifically identified for recruitment of these youth. The included MOUs could be more detailed as not a lot of specifics were provided regarding the responsibilities of each entity involved. However, overall partnerships were diverse: schools, probation office, disability-focused employer, local businesses, health department and other local community based organizations were all included. Each of these contributes to the program design by providing solutions for youth with varying barriers to employment and education.</p> <p><u>WIOA Elements:</u> As an educational institution, GKROE is well-positioned to work with youth towards achieving their GED and credit recovery as they can test on-site for the GED. They are also adept at counseling youth in post-secondary options, so that they may pursue additional training for their career pathway. Their established partnership with Kendall Area Transit addresses transportation barriers for youth through supportive services. GKROE has proposed a similar service plan to PY18, which they have achieved in past program years through their strong ability to deliver the required elements.</p> <p><u>Program Components:</u> GKROE is a veteran provider of WIOA and is adept at assessing and case managing youth with barriers. They are flexible in their approach to accommodate youth with special needs; for example, staff will travel to youth and are able to provide coaching to youth with significant barriers.</p>												
<p>3. Budget & Cost Effectiveness</p>	<p>Max: 30</p>	<table style="width: 100%; text-align: center;"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Excellent</td> <td>Good</td> <td>Fair</td> <td>Poor</td> </tr> <tr> <td>24-30</td> <td>15-23</td> <td>7-14</td> <td>0-6</td> </tr> </table>					Excellent	Good	Fair	Poor	24-30	15-23	7-14	0-6
														
Excellent	Good	Fair	Poor											
24-30	15-23	7-14	0-6											
<p><i>Consideration given to the reasonableness of costs presented to achieve the desired outcomes (cost v. benefit). Does the proposal represent good value?</i></p> <p><i>The budget is concise and easy to understand. It has been broken down in a detailed manner, and includes reasonable descriptions of how the requested amount was calculated.</i></p> <p><i>The budget narrative provides ample justification for each line item expense associated with the delivery of the project.</i></p> <p><i>Administration and tracking of expenses related to Work Based Learning, including participant and operational costs is detailed. Organizational capacity to operate as Employer of Record for paid work experience is indicated.</i></p> <p><i>The 20% fiscal benchmark of costs contributing to Work Based Learning activities is clearly outlined.</i></p>	<p style="text-align: center;"></p> <p style="text-align: center;">27/30</p>	<p>Proposed budget includes an increase of \$3,888, which is largely due to cost of living increases for staff; this represents a 2.3% increase over the PY18 budget.</p> <p>The work based learning benchmark is met as 20% of staff salaries is allocated against WBL, and 29% of the budget overall satisfies the work based learning requirement. GKROE is fully positioned to continue to act as the employer of record for work based learning placements.</p> <p>While the requested budget is reasonable and overall it is comparable to previous program years, historically participant expenditures have not been fully realized. GKROE has the lowest cost per participant for their program at \$3,572, which represents value without excess. The budget narrative is detailed and provides thorough details for requested expenses.</p> <p>The 2017 audit presented had several noted internal control deficiencies. Staff will review the 2018 audit once available later this program year to ensure the corrections presented were made.</p>												

Evaluation Outcome

Evaluation Criteria	Max. Score	Proposer Score	Total Score: <u>95/100</u>
Organization, Staffing Structure and Qualifications	30	29	
Program Design Efficiency/Effectiveness	40	39	
Budget/ Cost Effectiveness	30	27	

Reviewer Recommendation

Recommendation	Accept the proposal but negotiate a lower budget (including reductions to both operating and participant expenses) that better aligns with historical spending.
Funding	Authorize up to \$162,456.72.
Condition(s)	None.















STAFF REPORT AND RECOMMENDATION

Proposer	Kishwaukee College		
Service Area Indicates the locale of operations and predominant area of residency of participants to be served. Check all that apply.	<input checked="" type="checkbox"/> DeKalb County	<input type="checkbox"/> Southern Kane County <input type="checkbox"/> Northern Kane County	<input type="checkbox"/> Kendall County
Project Type	<input type="checkbox"/> In School Youth	<input checked="" type="checkbox"/> Out of School Youth	<input type="checkbox"/> Both IS & OS Youth
Proposed Services and Participant Figures	Total Participants Served: 40 new + 24 carry-in = 64 Total Work Based Learning: 10 served through WBL services Occ. Classroom Trng: 45 served through ITAs		
Budget Summary	Operating Costs:	\$269,095.91	\$211,464.15
	Participant Activity Costs:	\$142,080.00	\$142,080.00
	Total Cost:	\$411,175.91* <i>*see Budget</i>	\$353,544.15 <i>corrected Budget</i>
			65% of Total Cost 35% of Total Cost 100% OSY 21% WBL

Responsiveness to Evaluation Criteria

Excellent Good Fair Poor

EVALUATION CRITERIA	RATING	COMMENTS
1. Experience, Staffing Structure & Qualifications	Max: 30	 Excellent Good Fair Poor 24-30 15-23 7-14 0-6
<p><i>Consideration given to the capacity and ability to provide WIOA services to hard-to-serve youth population with a commitment to operate the program successfully while achieving performance outcomes.</i></p> <p><i>Staffing plan is reasonable and demonstrates an understanding of how to successfully deliver services and achieve performance metrics. Does the applicant have previous relevant experience and/or expertise in a similar capacity?</i></p> <p><i>Suitable staff qualifications, in terms of experience and credentials, who will administer and provide services under this agreement.</i></p> <p><i>The track record and recent successes of any partnerships the vendor expects to utilize in the delivery of services under their proposal was demonstrated.</i></p>	 23/30	<p>The proposed staffing plan reflects the continuation of changes made at the end of PY18, such as the continuation of the part-time administrative assistant and the lowered percentage of time for Director on grant. Also included is a new request as well to increase the career planner salaries by \$2,000 each as those positions will be absorbing additional responsibilities that the Director will no longer oversee. The continuation of the administrative assistant is requested to fill gaps as the Director has less oversight on the Youth grant.</p> <p>While no specific details were provided to explain why Director's position on grant has been lessened, the WIOA program has moved to the Student Services department of Kishwaukee College and is under new supervision. Staff is unable to assess the new supervisors' familiarity or experience with WIOA. However, KC's Office of Institutional Effectiveness was identified as a resource for effectiveness in serving employers.</p> <p>While the Director is a veteran of the program, the two existing career planners have been with WIOA less than one year each and have proven to be less thorough in their file oversight, which resulted in severe monitoring findings in PY18. Additionally, the administrative assistant was not in place at the time of this evaluation and cannot be evaluated for grant competency. Historically, the career planner positions have had high turnover with Kishwaukee.</p> <p>While the College's accountant meets with the Director monthly to review grant financial activity, the majority of responsibility for fiscal grant elements falls onto the Director. Without a separation of duties, errors in invoicing have occurred.</p>
2. Program Design Efficiency / Effectiveness	Max: 40	 Excellent Good Fair Poor 30-40 20-29 10-19 0-9

<p><i>Detailed program delivery demonstrates an integrated approach to the youth program which will lead to attainment of required WIOA performance measures, explaining all five required areas of service as follows below. An emphasis on priority populations throughout the proposal was demonstrated, with intent to accommodate the needs and potential barriers of youth identified.</i></p> <ol style="list-style-type: none"> <i><u>Career Pathways:</u> Addresses how staff will assess the youth's interests and goals to formulate a career plan.</i> <i><u>Work Based Learning:</u> A clearly defined plan for the facilitation of placements and job retention of job seekers alongside management of WBL services.</i> <i><u>Project Partnerships:</u> Consideration given to the strength of the applicant's relationships. Referral process for participants was clearly articulated. MOUs included detailed the delineation of responsibilities for both entities and demonstrated thoughtful service delivery for priority populations.</i> <i><u>WIOA Elements:</u> The ability to deliver firsthand or partner with providers that deliver diverse service elements is established.</i> <i><u>Program Components:</u> Marketing and outreach strategies are defined. Customer experience and progression of services is demonstrated through innovative, effective service strategies that are continuously evaluated to meet area & population needs.</i> 	 24/40	<p>Kishwaukee's narrative did not mention priority populations within the context of intentional service delivery, and the identified Project Partnerships do not address the needs of or mention priority populations. Overall, the proposed participant plan is reduced by 10 youth from PY18 numbers.</p> <p><u>Career Pathways:</u> Kishwaukee's model encourages youth to explore their career options, and pathways to promising careers are developed through a combination of education and training. This integrates long-term training, rather than relying on certificates that may not provide youth with a sustainable career trajectory.</p> <p><u>Work Based Learning:</u> Work based learning achievements have historically been difficult for Kishwaukee College. Given this, no specifics addressing historical issues such as recruitment efforts or additional methods to attain goals were detailed.</p> <p><u>Project Partnerships:</u> None of partnerships speak to the relationship between Kishwaukee College and mentioned organization. The included paragraphs are all descriptive of the services offered, but do not offer context into how they work together. Overall, this section reads more as a directory to available community resources than providing pertinent information on linkages between organizations. No MOUs were included in the proposal, although Appendix C was provided with information identifying partnerships.</p> <p><u>WIOA Elements:</u> Strong WIOA elements section clearly articulated how all elements are either delivered on-site or through established partnerships. Kishwaukee is well-positioned to provide these services to participants that need specific assistance.</p> <p><u>Program Components:</u> The program marketing and outreach components are loosely discussed, with no mention of directing recruitment efforts at youth from priority populations.</p> <p>Performance achievements were overstated within narrative: 'budget being on-track to being fully expended' and 'the program has exceeded all WIOA performance criteria outcomes' are not accurate representations of current standings.</p>												
<p>3. Budget & Cost Effectiveness</p>	<p>Max: 30</p>	<table border="0"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Excellent</td> <td>Good</td> <td>Fair</td> <td>Poor</td> </tr> <tr> <td>24-30</td> <td>15-23</td> <td>7-14</td> <td>0-6</td> </tr> </table>					Excellent	Good	Fair	Poor	24-30	15-23	7-14	0-6
														
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<p><i>Consideration given to the reasonableness of costs presented to achieve the desired outcomes (cost v. benefit). Does the proposal represent good value?</i></p> <p><i>The budget is concise and easy to understand. It has been broken down in a detailed manner, and includes reasonable descriptions of how the requested amount was calculated.</i></p> <p><i>The budget narrative provides ample justification for each line item expense associated with the delivery of the project.</i></p> <p><i>Administration and tracking of expenses related to Work Based Learning, including participant and operational costs is detailed. Organizational capacity to operate as Employer of Record for paid work experience is indicated.</i></p> <p><i>The 20% fiscal benchmark of costs contributing to Work Based Learning activities is clearly outlined.</i></p>	 21/30	<p>Staff identified errors in Kishwaukee's budget and budget narrative, which led to a reduction in overall requested amount: while initially an increase of \$7,668.91 was represented; the actual figure is a decrease of \$49,962.85 from current award for a total budget requested of \$353,544.15.</p> <p>It is concerning that the minimum 20% Work Based Learning benchmark is barely met at 21%; when figures were adjusted to account for errors the actual figure falls below the required threshold at 19%. Kishwaukee proposed the lowest Work Based Learning percentage % of all bids and with current year projections for expenditures will not achieve the program year benchmark.</p> <p>Within the budget, the ITA line item request decreased by \$59,000 and the WBL request decreased by \$17,000, which represents historically realized expenditures in these categories. In total, requested participant expenses decreased by 65% or \$76,000 from the previous program year's contract, while the operational expenses rose by \$26,000 or 87%.</p> <p>The justification for a lowered ITA line item amount is that Kishwaukee participants have been qualifying for and utilizing financial aid awards prior to applying WIOA funds.</p>												

Evaluation Outcome

Evaluation Criteria	Max. Score	Proposer Score	Total Score: <u>68/100</u>
Organization, Staffing Structure and Qualifications	30	23	
Program Design Efficiency/Effectiveness	40	24	
Budget/ Cost Effectiveness	30	21	

Reviewer Recommendation

Recommendation	<u>Accept</u> the proposal but negotiate a lower budget (including reductions to both operating and participant expenses) that better aligns with historical spending. This should include but not be limited to: elimination of the administrative assistant position and a reduction to occupational classroom training. Additionally, Kishwaukee College must submit a revised budget that meets the 20% minimum requirement for Work Based Learning expenses.
Funding	Authorize up to \$304,255.72.
Condition(s)	<p>The conditions outlined below are intended to address multiple deficiencies in the areas of performance and achievement of expenditure benchmarks, and monitoring findings within the current program year. The conditions are as follows:</p> <ol style="list-style-type: none"> 1. To ensure that programmatic and service delivery oversight occurs as noted in the proposal, Kishwaukee College must further define the oversight roles of the VP of Student Services and the Director of Student Success, including a description of those individuals' involvement with file monitoring and expenditure analysis. A meeting to review these oversight roles will be scheduled no later than the conclusion of the first quarter of Program Year 2019. 2. To reduce file (electronic and paper) errors and minimize corresponding monitoring findings, the Director of Student Support Services & WIOA Youth Services must <u>establish and document</u> an internal quality control process that defines checkpoints at particular program delivery milestones which, at a minimum, should include the following: <ol style="list-style-type: none"> a. Eligibility documentation review for new WIOA applicants prior to enrollment; b. Case notes, service enrollment and Individual Service Strategies appraisals for program participants; and c. IWDS case notes and service confirmation prior to submission to OCR for work experience approval. <p>Confirmation/documentation of the resulting quality checks and/or monitoring performed at the identified milestones must be produced and retained in the corresponding participant file.</p> 3. In order to generate more work based learning activity, overall recruitment strategies must change. Kishwaukee must shift their focus from youth that are already pursuing education (on-campus referrals) to youth in the larger DeKalb County community that are in need of career guidance and job placement services. Accompanying this effort should be the recruitment of additional work experience host employer sites. 4. To ensure achievement of the PY19 expenditure benchmark, Kishwaukee must submit a 12-month WEX placement and expenditure plan by July 31, 2019. The plan must identify monthly benchmarks that lead to a full expenditure of WEX funding by June 30, 2020.

STAFF REPORT AND RECOMMENDATION

Proposer	Parents Alliance Employment Project		
Service Area Indicates the locale of operations and predominant area of residency of participants to be served. Check all that apply.	<input checked="" type="checkbox"/> DeKalb County	<input checked="" type="checkbox"/> Southern Kane County <input checked="" type="checkbox"/> Northern Kane County	<input checked="" type="checkbox"/> Kendall County
Project Type	<input type="checkbox"/> In School Youth	<input checked="" type="checkbox"/> Out of School Youth	<input type="checkbox"/> Both IS & OS Youth
Proposed Services and Participant Figures	Total Participants Served: 12 new + 0 carry-in = <u>12 Total</u> Work Based Learning: 12 served through WBL services Occ. Classroom Trng: 0 served through ITAs		
Budget Summary	Operating Costs: \$153,809.10 Participant Activity Costs: <u>\$13,236.00</u> Total Cost: \$167,045.10	92% of Total Cost 8% of Total Cost	100% OSY 58% WBL

Responsiveness to Evaluation Criteria

Excellent Good Fair Poor

EVALUATION CRITERIA	RATING	COMMENTS
1. Experience, Staffing Structure & Qualifications	Max: 30	
<p><i>Consideration given to the capacity and ability to provide WIOA services to hard-to-serve youth population with a commitment to operate the program successfully while achieving performance outcomes.</i></p> <p><i>Staffing plan is reasonable and demonstrates an understanding of how to successfully deliver services and achieve performance metrics. Does the applicant have previous relevant experience and/or expertise in a similar capacity?</i></p> <p><i>Suitable staff qualifications, in terms of experience and credentials, who will administer and provide services under this agreement.</i></p> <p><i>The track record and recent successes of any partnerships the vendor expects to utilize in the delivery of services under their proposal was demonstrated.</i></p>	29/30	<p>Parent's Alliance proposes a staffing structure with knowledgeable employees. All staff have been with PAEP for several years and are familiar with WIOA requirements and services as PAEP has held a WIOA contract with DuPage County since 2014. Additionally, the proposed staffing plan has been streamlined from previous bid and comes in at \$20,000 less.</p> <p>Resumes of staff are impressive and document professional credentials that are appropriate in serving youth with disabilities; the ratio of staff to participants is lower than what is typically proposed by sub-grantees due to the intensive coaching for youth with disabilities that would be needed. Staff is already in place and have worked with this population for many years; they are aware of what is needed for youth to be successful on the job.</p> <p>PAEP has a proven track record of recruiting and serving youth of this priority population, which has been demonstrated both in DuPage as well as in the Kane County area through previous bridge funding with Delnor Hospital. Included within the proposal are previous performance outcomes of 43 youth served with 41 placed and 40 retaining employment.</p> <p>A steering committee is in place to review and monitor progress. Project SEARCH is the model under which PAEP operates, which as a national program holds each site to high accountability standards with the outcomes continually reviewed. Provides access to program delivery strategies and continuous training opportunities</p> <p>2.5 FTE are proposed for the project: full time positions for the instructor and skills trainer and one part-time employment specialist.</p>
2. Program Design Efficiency / Effectiveness	Max: 40	
		44

<p><i>Detailed program delivery demonstrates an integrated approach to the youth program which will lead to attainment of required WIOA performance measures, explaining all five required areas of service as follows below. An emphasis on priority populations throughout the proposal was demonstrated, with intent to accommodate the needs and potential barriers of youth identified.</i></p> <ol style="list-style-type: none"> <u>Career Pathways:</u> Addresses how staff will assess the youth's interests and goals to formulate a career plan. <u>Work Based Learning:</u> A clearly defined plan for the facilitation of placements and job retention of job seekers alongside management of WBL services. <u>Project Partnerships:</u> Consideration given to the strength of the applicant's relationships. Referral process for participants was clearly articulated. MOUs included detailed the delineation of responsibilities for both entities and demonstrated thoughtful service delivery for priority populations. <u>WIOA Elements:</u> The ability to deliver firsthand or partner with providers that deliver diverse service elements is established. <u>Program Components:</u> Marketing and outreach strategies are defined. Customer experience and progression of services is demonstrated through innovative, effective service strategies that are continuously evaluated to meet area & population needs. 	<h1>39/40</h1>	<p>Parents Alliance holds monthly meetings with staff and partners to continually evaluate the participants' progress and make changes as needed. PAEP proposes a low participant number to be served, which is due to the investment needed by staff to ensure youths' success on the job at Delnor Hospital. As the internships near completion, youth work with staff to transition their skills off-site from Delnor into permanent placements within the community.</p> <p><u>Career Pathways:</u> PAEP staff provide intense job coaching to youth to prepare participants for eventual self-sufficiency, which translates to post-program unsubsidized employment. The program's curriculum includes one hour per day of educational training, which includes assessments to identify youths' long-term career goals once the internship is completed.</p> <p><u>Work Based Learning:</u> The Project SEARCH program model combines classroom training with work experience to promote employability and independent living skills for youth with disabilities.</p> <p>The work based learning component of the program consists of five hours a day on the job, with three internship placements for each youth at ten weeks apiece for a total of thirty weeks on-site at Delnor Hospital. The diversity in different department placements exposes youth to a variety of responsibilities and occupations, which builds skills that are transferable to unsubsidized placement once they complete the program.</p> <p><u>Project Partnerships:</u> The partnerships that PAEP employs were formed thoughtfully and are collaborative to maximize participant success. One MOU was submitted with all of the identified partnerships, which presents an integrated approach to service delivery where the responsibilities of each party are clearly defined and the project goals are articulated. Two of the partnerships identified are with LWIA5 core partners: The Department of Rehabilitation Services and Waubensee Community College.</p> <p><u>WIOA Elements:</u> PAEP and their identified partners have the capacity to deliver the 14 elements as identified in the program narrative and reiterated within the MOU. In addition to the supports offered throughout active participation in the program, continuous coaching also occurs with the youth once they are employed to ensure success on the job. PAEP also routinely engages with employers to maintain and promote an understanding of youth's needs, as well as to be able to address any concerns that may arise on the job.</p> <p><u>Program Components:</u> To ensure youth will be successful in the program, additional screening is employed during the assessment period. PAEP's anticipated outcomes are impressive and realistic, with examples of successful previous participants which add context to the transferable skills that youth learn in their internships. The intense job coaching that PAEP provides on the job prepares youth for unsubsidized employment off-site once the program concludes. PAEP employs a methodical approach to job building and placement, and ensures employers are educated so that both all parties are satisfied.</p>												
<p>3. Budget & Cost Effectiveness</p>	<p>Max: 30</p>	<table style="width: 100%; text-align: center;"> <tr> <td>●</td> <td>◐</td> <td>◑</td> <td>○</td> </tr> <tr> <td>Excellent</td> <td>Good</td> <td>Fair</td> <td>Poor</td> </tr> <tr> <td>24-30</td> <td>15-23</td> <td>7-14</td> <td>0-6</td> </tr> </table>	●	◐	◑	○	Excellent	Good	Fair	Poor	24-30	15-23	7-14	0-6
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Excellent	Good	Fair	Poor											
24-30	15-23	7-14	0-6											
<p><i>Consideration given to the reasonableness of costs presented to achieve the desired outcomes (cost v. benefit). Does the proposal represent good value?</i></p>	<p>●</p> <h1>26/30</h1>	<p>Parents Alliance's proposed budget is cost-effective: although operational costs account for the majority of expenses, the needs of their priority population justify one-on-one coaching. Though the cost per participant is high and no wages are paid for the work based learning component of the program, the youths' work experience is</p>												

The budget is concise and easy to understand. It has been broken down in a detailed manner, and includes reasonable descriptions of how the requested amount was calculated.

The budget narrative provides ample justification for each line item expense associated with the delivery of the project.

Administration and tracking of expenses related to Work Based Learning, including participant and operational costs is detailed. Organizational capacity to operate as Employer of Record for paid work experience is indicated.

The 20% fiscal benchmark of costs contributing to Work Based Learning activities is clearly outlined.

structured such that 58% of overall budget is allocated to work based learning through the development and oversight of WEX. PAEP's budget proposes the highest work based learning percentage of all respondents at 58%.

Delnor Hospital, the site proposed for the WIOA program, provides in-kind office space and office supplies, and there are no indirect costs included in budget.

Support services are offered for participants while in the internships at Delnor Hospital to ensure any barriers that might prevent them from being successful on the job such as transportation issues are addressed. The provided budget narrative includes solid methodology for requested costs.

Waubensee Community College provides a non-credit status for all youth in PAEP's program, which is paid for by Delnor Hospital as part of the included MOU, and therefore these costs are not included in the proposed budget.

Audit findings from previous proposal concerning lack of separation of duties has been rectified with current audit.

Evaluation Outcome

Evaluation Criteria	Max. Score	Proposer Score	Total Score: <u>94/100</u>
Organization, Staffing Structure and Qualifications	30	29	
Program Design Efficiency/Effectiveness	40	39	
Budget/ Cost Effectiveness	30	26	

Reviewer Recommendation

Recommendation	<u>Accept</u> the proposal but negotiate a lower budget that contains reductions to both operating and participant expenses.
Funding	Authorize up to \$163,045.10.
Condition(s)	None.














STAFF REPORT AND RECOMMENDATION

Proposer	Central States SER, Jobs for Progress Inc.		
Service Area Indicates the locale of operations and predominant area of residency of participants to be served. Check all that apply.	<input type="checkbox"/> DeKalb County	<input checked="" type="checkbox"/> Southern Kane County <input type="checkbox"/> Northern Kane County	<input type="checkbox"/> Kendall County
Project Type	<input type="checkbox"/> In School Youth	<input checked="" type="checkbox"/> Out of School Youth	<input type="checkbox"/> Both IS & OS Youth
Proposed Services and Participant Figures	Total Participants Served: 40 new + 13 carry-in = <u>53 Total</u> Work Based Learning: 35 served through WBL services Occ. Classroom Trng: 10 served through ITAs		
Budget Summary	Operating Costs: \$249,321.00 Participant Activity Costs: <u>\$98,419.00</u> Total Cost: \$347,740.00	72% of Total Cost 28% of Total Cost	100% OSY 23% WBL

Responsiveness to Evaluation Criteria

Excellent Good Fair Poor

EVALUATION CRITERIA	RATING	COMMENTS
1. Experience, Staffing Structure & Qualifications	Max: 30	
		Excellent Good Fair Poor 24-30 15-23 7-14 0-6
<p><i>Consideration given to the capacity and ability to provide WIOA services to hard-to-serve youth population with a commitment to operate the program successfully while achieving performance outcomes.</i></p> <p><i>Staffing plan is reasonable and demonstrates an understanding of how to successfully deliver services and achieve performance metrics. Does the applicant have previous relevant experience and/or expertise in a similar capacity?</i></p> <p><i>Suitable staff qualifications, in terms of experience and credentials, who will administer and provide services under this agreement.</i></p> <p><i>The track record and recent successes of any partnerships the vendor expects to utilize in the delivery of services under their proposal was demonstrated.</i></p>	 23/30	<p>SER's proposal language from the previous bid cycle was used, resulting in confusing information such as incorrect contract length, unidentified staff, and an absent project partnership section in the narrative. All performance data used was for other local areas, and no information regarding the PY18 launch year with LWIA5 or local successes was included.</p> <p>Because of previous language being used, the staffing section does not read or describe SER as an existing provider nor does it detail in-place staff members' corresponding qualifications. The Business Service Representative and Education Coordinator's resumes were not included in package although they are mentioned by name on staffing plan.</p> <p>All on-site staff have been with program since inception and have been instrumental in building extensive relationships with community partners and schools, and their efforts are resulting in participant referrals as well as effective business partnerships.</p> <p>On the PY18 staffing plan the Youth Program Manager was in-kind, within the new proposal he is charged 10% to the grant. It is not clarified how his time is devoted to project or why the change was initiated.</p> <p>SER's internal training, standards and procedures are high and put in place measures to ensure success.</p>
2. Program Design Efficiency / Effectiveness	Max: 40	
		Excellent Good Fair Poor 30-40 20-29 10-19 0-9
<p><i>Detailed program delivery demonstrates an integrated approach to the youth program which will lead to attainment of required WIOA performance measures, explaining all five required areas of service as follows below. An emphasis on priority populations throughout the proposal was demonstrated, with intent to accommodate the needs and potential barriers of youth identified.</i></p>	 27/40	<p>SER identified the priority populations that they target for service as youth that are low income, ex-offenders, and High School dropouts. Absent from their narrative was a strong service delivery plan, which could have incorporated lessons learned or measures to be improved upon from their first program year with LWIA5.</p> <p><u>Career Pathways:</u> SER incorporates several assessment methods that assist in identifying youth's interests and career goals through in-depth questions and targeted occupational profiles which help identify work place and transferable skills.</p>

<ol style="list-style-type: none"> 1. <u>Career Pathways</u>: Addresses how staff will assess the youth's interests and goals to formulate a career plan. 2. <u>Work Based Learning</u>: A clearly defined plan for the facilitation of placements and job retention of job seekers alongside management of WBL services. 3. <u>Project Partnerships</u>: Consideration given to the strength of the applicant's relationships. Referral process for participants was clearly articulated. MOUs included detailed the delineation of responsibilities for both entities and demonstrated thoughtful service delivery for priority populations. 4. <u>WIOA Elements</u>: The ability to deliver firsthand or partner with providers that deliver diverse service elements is established. 5. <u>Program Components</u>: Marketing and outreach strategies are defined. Customer experience and progression of services is demonstrated through innovative, effective service strategies that are continuously evaluated to meet area & population needs. 		<p><u>Work Based Learning</u>: A realistic approach to youth looking for the "right now" job vs. the "right" job was explained within their narrative. To address this, staff develop a career roadmap with youth.</p> <p><u>Project Partnerships</u>: The omission of the Project Partnerships section resulted in a lack of information regarding how identified MOU partners fit into the program delivery and how they serve priority populations. As SER had established strong foundational partnerships in PY18, it was disappointing to not see how these relationships would continue to benefit participants in the new program year.</p> <p>There was only one MOU provided though there were six partners identified on Appendix C; the remainder that were listed provided letters of support which did not delineate responsibilities or goals of the partnerships.</p> <p>While a relationship with local high schools to address serving dropouts as well as youth that graduate and need guidance was mentioned within the narrative, there was no formal agreement or MOU present.</p> <p><u>WIOA Elements</u>: Demonstrated their preparedness to deliver elements but did not discuss what progress has been made in situations where elements have been applied in the grant year program launched. Training and credentials are required per the narrative for all participants, but it is difficult to ascertain the reality of this goal. SER demonstrates strength in delivering the GED attainment assistance component. There are many levels of communication and check-ins to keep youth engaged detailed within the proposal.</p> <p><u>Program Components</u>: This section was not spoken to within the program narrative. Particularly absent from scope is the outreach and recruitment component, which was an area of interest given the achievements in their inaugural year.</p>												
3. Budget & Cost Effectiveness	Max: 30	<table style="width: 100%; text-align: center;"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Excellent</td> <td>Good</td> <td>Fair</td> <td>Poor</td> </tr> <tr> <td>24-30</td> <td>15-23</td> <td>7-14</td> <td>0-6</td> </tr> </table>					Excellent	Good	Fair	Poor	24-30	15-23	7-14	0-6
														
Excellent	Good	Fair	Poor											
24-30	15-23	7-14	0-6											
<p><i>Consideration given to the reasonableness of costs presented to achieve the desired outcomes (cost v. benefit). Does the proposal represent good value?</i></p> <p><i>The budget is concise and easy to understand. It has been broken down in a detailed manner, and includes reasonable descriptions of how the requested amount was calculated.</i></p> <p><i>The budget narrative provides ample justification for each line item expense associated with the delivery of the project.</i></p> <p><i>Administration and tracking of expenses related to Work Based Learning, including participant and operational costs is detailed. Organizational capacity</i></p>	<p style="text-align: center;"></p> <p style="text-align: center; font-size: 24pt;">20/30</p>	<p>Although the staffing element remained unchanged, the cost associated with staff in place increased by \$22,700. This figure includes a sizable increase for the Career Coach (\$8,000) and Business Service Representative (\$3,000) with no justification present.</p> <p>Indirect costs request increased by \$7,000. While Human Resources are included in the pool for indirect, there is also an individual directly charged within the staffing plan at 7% on the grant; there is no included explanation to address the potential duplication of billable responsibilities.</p> <p>Although stipend language from PY18's proposal language was present within narrative, the budget narrative correctly identifies the wages and taxes structure for paid work experience, and SER is able to serve as the employer of record for work opportunities. At the time of this evaluation there were no reimbursements that had been issued for PY18, so the effectiveness of this oversight is unable to be evaluated.</p>												

to operate as Employer of Record for paid work experience is indicated.

The 20% fiscal benchmark of costs contributing to Work Based Learning activities is clearly outlined.

Included in the budget request was an additional line item amount of \$50,000 for ITAs, which was not previously approved in budget. As the MOU that was included in proposal outlines an agreement with Waubensee that youth will be referred for training to the community college, it is unclear why training funds are needed.

Evaluation Outcome

Evaluation Criteria	Max. Score	Proposer Score	Total Score: <u>70/100</u>
Organization, Staffing Structure and Qualifications	30	23	
Program Design Efficiency/Effectiveness	40	27	
Budget/ Cost Effectiveness	30	20	

Reviewer Recommendation

Recommendation	<u>Accept</u> the proposal but negotiate a lower budget (including reductions to both operating and participant expenses) that better aligns with historical spending. This should include but not be limited to: an indirect cost rate that complies with LWIA 5's requirements, comparable salaries to their previous contract, and a reduction to occupational classroom training as youth interested in community college programs will be referred to Waubensee Community College.
Funding	Authorize up to \$245,000.
Condition(s)	None.






STAFF REPORT AND RECOMMENDATION

Proposer	Waubonsee Community College		
Service Area Indicates the locale of operations and predominant area of residency of participants to be served. Check all that apply.	<input type="checkbox"/> DeKalb County	<input checked="" type="checkbox"/> Southern Kane County <input type="checkbox"/> Northern Kane County	<input checked="" type="checkbox"/> Kendall County
Project Type	<input type="checkbox"/> In School Youth	<input checked="" type="checkbox"/> Out of School Youth	<input type="checkbox"/> Both IS & OS Youth
Proposed Services and Participant Figures	Total Participants Served: 45 new + 20 carry-in = <u>65 Total</u> Work Based Learning: 20 served through WBL services Occ. Classroom Trng: 45 served through ITAs		
Budget Summary	Operating Costs:	\$233,417.80	68% of Total Cost
	Participant Activity Costs:	<u>\$112,238.00</u>	32% of Total Cost
	Total Cost:	\$345,655.80	100% OSY
			35% WBL

Responsiveness to Evaluation Criteria



	RATING	COMMENTS
1. Experience, Staffing Structure & Qualifications	Max: 30	 Excellent Good Fair Poor 24-30 15-23 7-14 0-6
<p><i>Consideration given to the capacity and ability to provide WIOA services to hard-to-serve youth population with a commitment to operate the program successfully while achieving performance outcomes.</i></p> <p><i>Staffing plan is reasonable and demonstrates an understanding of how to successfully deliver services and achieve performance metrics. Does the applicant have previous relevant experience and/or expertise in a similar capacity?</i></p> <p><i>Suitable staff qualifications, in terms of experience and credentials, who will administer and provide services under this agreement.</i></p> <p><i>The track record and recent successes of any partnerships the vendor expects to utilize in the delivery of services under their proposal was demonstrated.</i></p>	 25/30	<p>While the employee positions under WIOA remain the same, all staff are now proposed to be 100% dedicated to the grant. This is a requested increase over the previous program year when the Programs Manager was 75% attributed to WIOA; the proposal does not describe the rationale for the requested increase.</p> <p>As with previous program years, both case managers and the business service representative are part-time while the manager is full-time. The manager and business representative currently in place are veterans of the program, but both case manager positions are vacant and are therefore qualifications are unable to be assessed.</p> <p>While previous working relationships Waubonsee may have had are not discussed, the proposed partnerships are intentional and were created with service delivery to specific populations in mind.</p>
2. Program Design Efficiency / Effectiveness	Max: 40	 Excellent Good Fair Poor 30-40 20-29 10-19 0-9
<p><i>Detailed program delivery demonstrates an integrated approach to the youth program which will lead to attainment of required WIOA performance measures, explaining all five required areas of service as follows below. An emphasis on priority populations throughout the proposal was demonstrated, with intent to accommodate the needs and potential barriers of youth identified.</i></p>	 37/40	<p>Waubonsee identified the priority populations that they are targeting for services as pregnant and/or parenting youth, homeless youth, high school dropouts and ex-offenders. Accessibility is important: case managers hold evening hours to ensure that youth in night classes have access to services. Their data-driven approach informs services to youth with barriers, and the use of language such as “intrusive advising” and “intentional” throughout narrative demonstrates their commitment to furthering the integrity of their services.</p>

<ol style="list-style-type: none"> <u>Career Pathways</u>: Addresses how staff will assess the youth's interests and goals to formulate a career plan. <u>Work Based Learning</u>: A clearly defined plan for the facilitation of placements and job retention of job seekers alongside management of WBL services. <u>Project Partnerships</u>: Consideration given to the strength of the applicant's relationships. Referral process for participants was clearly articulated. MOUs included detailed the delineation of responsibilities for both entities and demonstrated thoughtful service delivery for priority populations. <u>WIOA Elements</u>: The ability to deliver firsthand or partner with providers that deliver diverse service elements is established. <u>Program Components</u>: Marketing and outreach strategies are defined. Customer experience and progression of services is demonstrated through innovative, effective service strategies that are continuously evaluated to meet area & population needs. 		<p><u>Career Pathways</u>: Stackable credentials are mentioned and championed throughout narrative, but no examples of how curriculum promotes this initiative to students is provided.</p> <p><u>Work Based Learning</u>: As identified in the previous program year, Waubensee maintains their commitment to off-campus work based learning opportunities to continue to provide a more diverse availability of job opportunities for youth.</p> <p><u>Project Partnerships</u>: The Project Partnerships included in the proposal are defined by priority populations, and Waubensee has structured them thoughtfully to maximize services to youth and facilitate referrals to address unique youth barriers. The provided MOUs are very detailed, strong, and provide innovative approaches to braiding resources. The partnerships cross all service areas, and emphasize the potential needs of participants.</p> <p><u>WIOA Elements</u>: Waubensee offers an array of different supports and preparedness elements on campus, which exist to assist youth in being successful.</p> <p><u>Program Components</u>: Soft skill assessment results drive youths' service path to increase their career readiness competency levels. However, the recruitment of potential participants is discussed at the partnership level rather than explaining how youth will be directly courted to participate in services.</p>
3. Budget & Cost Effectiveness	Max: 30	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Excellent 24-30 </div> <div style="text-align: center;">  Good 15-23 </div> <div style="text-align: center;">  Fair 7-14 </div> <div style="text-align: center;">  Poor 0-6 </div> </div>
<p>Consideration given to the reasonableness of costs presented to achieve the desired outcomes (cost v. benefit). Does the proposal represent good value?</p> <p>The budget is concise and easy to understand. It has been broken down in a detailed manner, and includes reasonable descriptions of how the requested amount was calculated.</p> <p>The budget narrative provides ample justification for each line item expense associated with the delivery of the project.</p> <p>Administration and tracking of expenses related to Work Based Learning, including participant and operational costs is detailed. Organizational capacity to operate as Employer of Record for paid work experience is indicated.</p> <p>The 20% fiscal benchmark of costs contributing to Work Based Learning activities is clearly outlined.</p>	<div style="text-align: center;">  23/30 </div>	<p>An overall increase of \$50,726 is requested in the budget. The service plan adds a few additional participants to the occupational classroom training and paid work experience activities, which results in \$14,000 of additional participant costs over PY18. Additionally, \$36,000 was requested in operations, which is largely due to the Manager increasing time spent on grant from 75% to 100%.</p> <p>Waubensee included within their proposal that youth who are pursuing a GED will be referred through a partnership to Central States SER. Therefore, it does not seem necessary or reasonable to require such a substantial budget, \$7,200, for this line item.</p> <p>Off-site paid work opportunities were realized in PY18 with Waubensee able to act as the employer of record. As detailed within their narrative, there are comprehensive steps taken to ensure quality control as youth pursue these work experiences.</p> <p>Although Waubensee is requesting additional funds, they have historically underspent, particularly in participant line items.</p>

Evaluation Outcome

Evaluation Criteria	Max. Score	Proposer Score	Total Score: <u>85/100</u>
Organization, Staffing Structure and Qualifications	30	25	
Program Design Efficiency/Effectiveness	40	37	
Budget/ Cost Effectiveness	30	23	

Reviewer Recommendation

Recommendation	<p><u>Accept</u> the proposal but negotiate a lower budget (including reductions to both operating and participant expenses) that better aligns with historical spending. This should include but not be limited to: the removal of additional requested allocation of manager’s time on grant, and occupational classroom training and GED figures that are more in-line with historically realized placements.</p>
Funding	<p>Authorize up to \$282,800.</p>
Condition(s)	<p>None.</p>

Workforce Development Board

ACTION ITEM DETAIL

New Business

B. Action Item: Authorization of a one-year contract with Kishwaukee College to provide WIOA Adult, Dislocated Worker, and Business Services at the DeKalb Workforce Development Office during Program Year 2019.

Background: The workforce development office in DeKalb is staffed by Kishwaukee College under an annual contract which is renewable for Program Years 2019 and 2020. The services proposed for Program Year 2019 are consistent with the requirements under the Workforce Innovation and Opportunity Act (WIOA) and include job search assistance, resume development, job readiness assessments, employment referrals, career counseling and authorization of occupational training.

Proposed Action: Kishwaukee College’s contract will support operational activity/program delivery for LWIA 5 job seekers and businesses in the amount of \$370,406.54 which provides for level staffing. The contracted amount represents an increase of 6% (+\$21,871.54) from last year which is largely attributable to employee fringe increases negotiated and required by the College. Kishwaukee will have access to an allocation of resources to support training activities (ITA, OJT, IWT) and to deliver supportive services in an amount to be determined after the Program Year 2019 budgeting process concludes. The service plan below is equivalent to Program Year 2018 as participant needs are expected to be similar to previous program years.

Kishwaukee College Contract Budget Comparison			
Operating Costs	PY 2018	PY2019	% Increase or Decrease
Salary/Wages	\$230,085.00	\$236,473.12	+3%
Employee Fringe	\$93,350.00	\$107,933.42	+16%
Employee Travel	\$3,600.00	\$4,500.00	+25%
Office Supplies/Marketing	\$2,000.00	\$2,000.00	0%
Indirect Costs	\$19,500.00	\$19,500.00	0%
Total Contract Amount	<u>\$348,535.00</u>	<u>\$370,406.54</u>	6%

Program Year 2019 Service Plan	
Career Resource Center	4,200
Individualized Career Services	370
Occupational Training Services	150
Program Exits	150

Recommendation: The Executive Committee recommends the Workforce Development Board authorize a Program Year 2019 contract with Kishwaukee College (July 1, 2019 through June 30, 2020) up to the amount of \$370,406.54 for Adult, Dislocated Worker and business service delivery through the DeKalb Workforce Development Office.

Workforce Development Board

ACTION ITEM DETAIL

New Business

- C. Action Item:** *Authorize a one-year contract with National Able to provide operator services at the designated Comprehensive One-Stop Center for Program Year 2019 (Pending Memorandum of Understanding execution with the LWIA 5 WIOA Partners).*

Background: The contract to provide annual operator services at the One-Stop Center is collaboratively funded by the WIOA partners and policy provides an option for three one-year renewal periods. Program Year 2019 represents the second renewal of the contract with National Able Network, Inc. which includes the following core roles and goals as endorsed by the partners:

Core Roles and Responsibilities

- Operation of the Career Resource Center**
Via a three-person staffing team that includes an Operator Manager, Resource Center Coordinator and System Navigator.
- Partner Service Coordination and Engagement**
Overseen by the Operator Manager to continuously evaluate and improve the coordination of partners and delivery of services within the One-Stop system. Convenes partners at quarterly intervals to address needs and resources for the one-stop system.
- Customer Satisfaction**
Implements quality assurance practices and custom designed tools to gain input from job seeker customers and facilitates cross-agency collaboration to address needs and/or gaps identified.
- Facility Operation and Administrative Coordination**
National Able will ensure staffing team receives support from Able's Executive team as well as access to professional development resources.

PY 2019 Goals/Deliverables

- Enhance System-Wide Referral and AJC Job Seeker Assessment Process**
National Able will engage partners, facilitate discussions and implement a subsequent action plan, as endorsed by the partners, that will enhance referral strategies and corresponding systems to improve the number of referrals from the Center to the partners.
- Implement WIOA Service Integration Policies**
National Able will lead partner discussions and develop a plan to implement the service integration principles/strategies expected to be defined by the State of Illinois in the coming program year.
- Development of Monthly Calendar**
National Able is to develop a monthly calendar with partner program offerings listed and explore options for distribution to job seekers. This will include National Able coordinating the intake of information regarding offerings from the Partners.
- Expand Marketing and Social Media**
National Able will expand one-stop marketing efforts across the tri-county area and reporting of efforts with results (in the form of traffic at the center) will be tracked and reported to the Partners and the One-Stop Committee.
- Establish Continuous Improvement Mechanisms**
National Able will develop a customer survey where feedback is obtained and assessed with data reporting and improvement recommendations/plans provided to the Partners.

6. **Continue and Expand AJC Programming**

Based on job seeker input and Partner feedback, National Able will refine its series of workshop offerings and expand options.

7. **Develop Strategies for Coordinating Employer Outreach**

National Able will continue to convene the local Business Services Team to form strategies around businesses outreach that align with one-stop certification requirements.

8. **Pursue Center Certification**

National Able will pursue certification of the One-Stop Center in the coming year as directed by the State of Illinois which is likely to include completion of a self-assessment instrument for review by the Workforce Development Board's One-Stop Committee. National Able will work to develop an action plan with the Partners to remedy any deficiencies identified.

Proposed Action: National Able Network has successfully implemented the scope of work in Program Year 2018, and a contract renewal for Program Year 2019 is recommended by the partners to maintain continuity of services at the One-Stop Center. National Able Network has proposed a modest increase to the contract for anticipated cost of living expenses. The proposed contract amount of \$248,712 represents an increase of \$3,500 compared to the current contract figure. Renewal of this contract is contingent upon the execution of the PY 2019 Memorandum of Understanding between all WIOA partners for the local workforce area, which is anticipated to occur before the end of the current program year.

Recommendation to the Executive Committee: The Executive Committee recommends the Workforce Development Board authorize a Program Year 2019 contract with National Able Network, Inc. up to the amount of \$248,712 for the provision of operator services. This recommendation assumes the local area WIOA partners execute a Memorandum of Understanding (MOU) that incorporates the proposed contract budget.

Workforce Development Board

ACTION ITEM DETAIL

New Business

D. Action Item: *Authorize the Executive Committee of the Workforce Development Board to Consider and Approve the Program Year 2019 program budget and annual service plan for WIOA Title 1B Adult, Dislocated Worker and Youth activities.*

Background: In cooperation with the local Chief Elected Official, the Workforce Development Board accepts an annual program allocation and approves a supporting operational spending and participant service plan. This year, the State of Illinois only recently released the local funding levels which did not provide sufficient time for staff to assess carry-in funding available from PY 2018 and craft a budget for the Program Year 2019 before both the Executive Committee and full Board meetings in May.

For 2019, the local workforce area received an overall increase of 7% (+357,760) compared to its allocation for Program Year 2018. The increase is specifically in the “Dislocated Worker” category, while the amounts in “Adult” and “Youth” categories declined. The changes are, in large part, attributable to the below average unemployment rate during the period of January 2017 through March of 2018. To ensure completion of State transparency requirements (GATA) by the submission deadline of June 28th, staff is recommending the Board authorize the Executive Committee to consider and approve the Program Year 2019 budget and service plan as prescribed by the Illinois Department of Commerce and Economic Opportunity.

Recommendation: Recommend the Workforce Development Board authorize the Executive Committee to consider and approve the Program Year 2019 program budget and annual service plan for WIOA Title 1B Adult, Dislocated Worker and Youth activities, with the condition that the Committee provide an outcome report to the Full Board at their next meeting.