
REQUEST FOR PROPOSAL

WIOA Local Four-Year Plan

McHenry County Workforce Network Center and Partners

This RFP is issued by the McHenry County Workforce Network Board (MCWN Board) for the purpose of establishing a contract with a qualified consultant to assist in preparing the McHenry County Workforce Network WIOA **Local Four-Year Plan** as described herein.

DATE ISSUED: October 17, 2019

DUE DATE:

November 1, 2019

SUBMISSION OF PROPOSAL:

Proposals will be due by 3pm on November 1, 2019 to the McHenry County Workforce Network Board via email to jjpoynter@mchenrycountyil.gov and a copy to kjohnson@mchenrycountyil.gov. A receipt will be emailed when a proposal is received. If the proposers do not receive an email receipt it is their responsibility to contact the Workforce Network Board to verify receipt. Any proposals received after the deadline will not be accepted.

CONTACT:

All questions regarding this RFP must be submitted in writing via e-mail to Jeffery Poynter at: jjpoynter@mchenrycountyil.gov by 3pm on October 25, 2019. No questions will be accepted after that time. Responses to all questions will be posted on the McHenry County Workforce Network Board website at www.mchenrycountywib.org by 12pm on October 28, 2019.

CONTENTS:

Project Description and Specifications
Contract & Proposal Information
Guideline for Preparation of the Proposal
Budget Worksheets
Certifications / References

LIMITATIONS:

This RFP does not commit MCWN Board to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

EVALUATION AND REVIEW:

Proposals will be evaluated according to the criteria contained in this packet and only in accordance with the written material submitted in the proposal.

TABLE OF CONTENTS

- I. General
- II. Specifications
- III. Contract & Proposal Information
- IV. Guideline for Preparation of the Proposal
- V. Attachments

I. GENERAL

A. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) was passed into law on July 22, 2014. The purpose of this legislation is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA outlines a broad vision that supports an integrated service delivery system and provides a framework through which local workforce areas can leverage other Federal, state, local and philanthropic resources to support businesses and job-seekers. WIOA commitment is to provide high-quality services, beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, such as apprenticeships, internships, work based learning, on-the-job training and culminating with a good job along a career pathway, enrollment in post-secondary education or a Registered Apprenticeship. WIOA programs will provide a needed continuum of services to help support a high quality, integrated, and inclusive workforce system.

B. INTENT AND PURPOSE OF THE REQUEST FOR PROPOSAL

The scope of the project is to deliver McHenry County's WIOA Local Area Workforce Development Four-Year Plan. The McHenry County Workforce Network Board seeks a qualified individual or company to assist in developing a local Four-Year Plan that complies with the requirements of the Workforce Innovation and Opportunity Act and relevant State of Illinois policies. The Plan will provide direction for implementing effective workforce development strategies to propel economic development in McHenry County, which include, but not be limited to sector strategies, development of career pathways, and integration of services across partner agencies.

C. FUNDING

A portion of our WIOA funding in an amount not to exceed \$15,000.00 will be used to accomplish the purpose of this RFP. Every effort will be made to award contracts deemed as meeting the intent of this RFP within reasonable WIOA program budgetary limits. In the event that the total amount of successful projects exceeds the amount of funding initially set aside for this purpose, one or more successful bidder(s) may be asked to negotiate the cost of the project.

II. SPECIFICATIONS

A. RFP BACKGROUND

Under the Workforce Innovation and Opportunity Act (WIOA), each local Workforce Development Area is required to prepare and submit a Four-Year Plan, as outlined in WIOA Section 108. The Four-Year Plan will outline strategies and programs that will be undertaken to support local workforce development activities. The local Four-Year Plan shall be consistent with the WIOA required State plan (WIOA Sec 102(b) (1)) and Region plan (WIOA sec 106 (c)). The Illinois Department of Commerce will be facilitating development of those plans. The local Four-Year Plan is due to the Department of Commerce by March 31, 2020.

The consultant will be responsible for preparing all sections of the Four-Year Plan under the direction of the McHenry County Workforce Network Board. WIOA and State of Illinois policies and requirements regarding preparation and submission of the required Four-Year Plan are included as Attachment H – titled Regional and Local Planning Guide Updated October 2019.

Our current plan is available at <https://www.mchenrycountyil.gov/home/showdocument?id=84235>

B. PROJECT APPROACH

The selected consultant will lead the local Four-Year Planning effort with direction by the McHenry County Workforce Network Board, key-stakeholders and partner agencies for the timely completion of the Plan. The consultant will have overall responsibility for the project. Accordingly, the consultant must be knowledgeable about WIOA and state workforce development requirements. The consultant must also have demonstrated capacity to perform the tasks necessary to complete the project on time and on budget. The consultant, with McHenry County Workforce Network Board oversight, will be primarily responsible for work related to project management, preparation of the required documents, stakeholder engagement, citizen participation and development of the draft and final Four-Year Plan.

Workforce Development Board staff will be able available to provide assistance for public engagement, data collection and meeting preparation and coordination. The Consultant will be responsible to ensure that all necessary components of the process and Plan are completed in a timely manner.

C. SCOPE OF SERVICES

To accomplish these tasks, the successful consultant will collaborate with the McHenry County Workforce Network and Network Board, and partner organizations. The successful consultant will provide the following services:

- **Project Management:** The consultant will provide all project management for the creation and production of the Four-Year Plan. This includes maintaining a detailed timeline. The Workforce Board Director will be the contact person identified to coordinate with the selected consultant.
- **Stakeholder Engagement and Citizen Participation:** The consultant will engage the local community and Workforce system stakeholders and incorporate this information into the Four-Year Local Plan.
- **Review and Analysis of Data:** In drafting the Four-Year Local Plan, local and regional labor market information will be used with a focus on the needs of local businesses.
- **Plan Preparation:** The Plan must be in accordance with federal and state requirements and the final Plan must be prepared using DCEO policies and templates. The consultant is responsible for submitting sections of the Four-Year Plan to Workforce Network Board Director for review as drafts are completed and for submitting the complete Four-Year Plan to the Workforce Network Board Director for final review no later than the deadline specified in this document.

D. RESPONSIBILITIES

The McHenry County Workforce Network Board responsibilities include:

- a. Assign the Workforce Development Board Director as the central point of contact for this project.
- b. Provide direction to the consultant relating to policy, information, schedule and procedural requirements.

- c. Coordinate the involvement of any partner agencies.
- d. Scheduled an initial meeting to introduce staff involved in the contract and establish priorities.
- e. Monitor the consultant's performance in the daily operation of the contract.
- f. Assist the consultant in identifying prospective interviewees for the stakeholder engagement and citizen participation process.
- g. Review and approve the Four-Year Plan.

The Consultant's responsibilities are as follows The Consultant's responsibilities are as follows (in addition to the items detailed in the above scope of work).

- a. Assign an account representative to act as a central point of contact for the Workforce Network Board who shall have full authority to act for the consultant on all matters relating to the operations of the contract.
- b. In consultation with County Workforce, establish a timeline for and execute citizen participation. This includes drafting and publishing public notices (as approved by Workforce Network Board Director), hosting and facilitating stakeholder and public meetings, and providing presentation supplies and materials for the meetings.
- c. Submit bi-weekly status reports to the Workforce Network Board Director that detail progress on the completion of the milestones.
- d. Deliver the Four-Year Plan to the Workforce Network Board Director and complete associated tasks on time and in accordance with WIOA and State of Illinois - Department of Commerce rules and regulations.

E. DURATION OF PROJECT

Consultants are asked to provide a proposed schedule for the completion of activities. The following deadlines, however, must be included.

- Local Plan posted for 30-day public comment period – February 14, 2020
- Update plans based on public comments – March 16, 2020
- Local Plan finalized (approved by Local Board and submitted to the Governor) – March 31, 2020

III. CONTRACT AND PROPOSAL INFORMATION

- A. Bidders are required to follow the guidelines contained in this document in preparing response proposals. Guidelines address both the structure and the content of the proposal. Proposals not adhering to the guidelines and/or instructions may not be reviewed or considered for selection.
- B. All proposals submitted in response to this RFP will be subject to review by a committee comprised of MCWN Board Executive Committee members and Workforce staff. Final approval for any and all projects is the responsibility of MCWN Board.
- C. This RFP does not commit MCWN Board to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to issuance of a written contract document.
- D. Bidders shall provide an electronic copy of the proposal via email to jipoynter@mchenrycountyil.gov and a copy to kjohnson@mchenrycountyil.gov. A receipt will be emailed when a proposal is received. If the proposers do not receive an email receipt it is their responsibility to contact the Workforce Network Board to verify receipt. Any proposals received after the deadline will not be accepted.
- E. Proposals submitted in response to the RFP and not selected for funding will not be returned.
- F. The final proposal, including any revisions made as a result of negotiations or modifications, submitted by the selected bidder (contractor) will become part of the contract with MCWN Board.
- G. Proprietary rights to all data, materials, documentation, and products originated by and prepared for MCWN Board pursuant to the contract shall belong exclusively to MCWN Board.
- H. The contractor will be prohibited from disseminating products and information developed under the contract without the prior written consent of MCWN Board.
- I. MCWN Board will meet with the selected bidder prior to finalizing the contract. The purpose of the meeting will be to make sure both parties share the same understanding of the project goals, activities, outcomes, billing schedule and billing submittal procedures. If the contract is with a school, a copy of the ADA compliance letter will be required at this meeting for the contract.
- J. MCWN Board Director is authorized to accept, modify and approve or reject the services furnished by the contractor.
- K. Payment for services provided under the contract shall not be construed as evidence of the MCWN Board acceptance of the project deliverables, as identified in Section II and described in Section IV. E. of this RFP. The contractor will provide copies of all written deliverables in draft and final form to MCWN Board. Should MCWN Board reject any or all of the project deliverables, the Director will notify the contractor in writing and cite the reasons for the rejection. The right to reject the report shall extend throughout the term of the contract and for ninety (90) days after the contractor submits the final billing for payment.
- L. The contract may be modified to include additional tasks reasonably related to the initial project with necessary funding to support completion of those additional tasks provided as appropriate. Requests for any modification to the original contract must be submitted in writing to the MCWN Board Director. In accordance with established policies concerning modifications, this request will need to be approved by the MCWN Board. Final approval of modifications requiring formal action will be the authority of MCWN Board.
- M. The MCWN Board retains the right to accept or reject any or all proposals received. It also retains the right to negotiate with any qualified party, or to cancel in part or in its entirety this RFP process if that action would be determined to be in its best interests.
- N. The contract will be on a cost reimbursement basis.
- O. The contract shall be subject to termination and cancellation without penalty in the event that any Federal funding source, upon which all funds for workforce services are dependent, fails to appropriate or otherwise make available the funds required to operate program services.

IV. GUIDELINES FOR THE PREPARATION OF THE QUALIFICATIONS

All proposals **must** be assembled according to the following outline and submitted in a Word or RTF document:

- A. Proposal Cover Sheet
- B. Table of Contents
- C. Executive Summary (1- 2 pages)
- D. Information on Bidder
- E. Narrative Description
- F. Certifications
- G. Cost Information
 - Budget information & Worksheets

Please read and follow the guidelines. Proposals that are not in compliance with the guidelines provided in this RFP may not be considered for funding. Specifications along with comments and suggestions that will appear in *italicized* print are presented on the following pages.

Although MCWN Board Executive Committee reserves the right to negotiate the price and terms of any proposal, bidders should submit their proposals on the basis of their best offer since an award may be made solely on the initial submission.

A. Proposal Cover Sheet

- 1) Complete all items of information on the cover sheet. (*Attachment A*)
- 2) Include the cover sheet as the first item in the proposal

Comments and Suggestions: *The cover sheet is the identification tag for the proposal. Be sure that all the information has been completed accurately.*

B. Table of Contents

- 1) Indicate all headings and subheadings with appropriate page numbers.
- 2) List all appendices by title and page number. For ease of the reviewer, appendices should be inserted at the end of the appropriate section rather than at the end of the entire proposal.

C. Executive Summary

Prepare a brief (1-2 pages) abstract that summarizes the **key** points regarding the completion of this project.

Comments and Suggestions: *The summary is probably the first thing that will be read. It should be clear, concise and specific. It should identify the proposer, the activities and services, the number of youth by in-school and out-of-school designation, and the projected cost for the project. It should also briefly describe the approach for performing project activities and producing the project deliverables identified in Section II. This section is not intended to provide detailed information regarding delineation of tasks to support completion of the project - this type of detailed information should be provided in part E of the proposal.*

D. Information on Bidder

- 1) Provide an explanation of the bidder's experience and background which demonstrates that it has the necessary expertise to successfully carry out the objectives and achieve the goals of the proposed project. Additionally, indicate any experience or the extent to which the organization is familiar with the WIOA program and related regulations.
- 2) Provide information as to the organization's size and structure as well as the length of time in business. If applicable, indicate if organization is a minority or female owned and operated business.
- 3) Provide brief resumes indicating qualifications of staff members to be assigned to perform services requested. Identify the individual to serve as project liaison.
- 4) Indicate the number of hours each staff assigned to the project will devote to the project.

5) Identify references who can be contacted regarding the organization's quality of work on similar projects and capabilities in general. (*Attachment B*)

6) Provide a time line demonstrating the planning, implementation and completion of the project.

7). Past Demonstrated Effectiveness: This should include descriptions of similar projects and or requirements that contribute to your past demonstrated effectiveness.

E. Narrative Description

This section should provide a detailed narrative description of the entire project. Specifically, it should describe how elements in the Description and Deliverables will be delivered and how the outcomes within those activities will be achieved. A Project Schedule should be included which will provide a time line for planning, implementing and completing the project. This schedule will also be utilized to detail the sequence in which the desired activities and services will be completed.

F. Certifications per attachments:

Conditions & Assurances (*Attachment C*),

State of Illinois Required Certifications (*Attachment D*),

Certification Regarding Lobbying (*Attachment E*),

Certification regarding Debarment, Suspension, and Other Matters (*Attachment F*).

G. Cost Information

1) Using the forms in Section V. Budget Worksheets (*Attachment G*), develop a budget that supports the proposed cost for performing project activities and completing project deliverables.

2) Provide a statement that recognizes invoices for payment will be submitted on a monthly basis unless prior approval for an alternative schedule is obtained from the grantor. Include a payment schedule of estimated expenditures by quarter. The schedule should clearly reflect payments for the duration of the project as outlined in Section II, Specifications.

EVALUATION CRITERIA

The applicant's proposal for WIOA Local Four-Year Plan will address the following content requirements.

- Providers will be selected based on
 - a. performance,
 - b. program design,
 - c. qualifications and
 - d. budget.
- All proposals shall clearly separate each of the four sections of their proposal.
- Aside from the boilerplate material, the narrative of the proposal shall be limited to five (5) pages. All proposals shall be stapled and in order by section.
- Adherence to RFP guidelines is required for consideration.
- Each proposal will be independently evaluated by a committee of MCWN Board Executive Committee Members and Workforce Network staff.

McHenry County Workforce Network
WIOA Local Four-Year Plan
RFP #PY19-001

ATTACHMENT A
PROPOSAL COVER SHEET WITH VENDOR INFORMATION

Name of Organization:	
Address:	
City, State, Zip Code:	
Phone:	
Fax:	
Organization FEIN:	
Project Contact Person and Title:	
Contact's Phone:	
Contact's email:	
Name/Title of Person Authorized to Negotiate Contract:	
Phone and email:	
Name/Title of Person Authorized to Sign Contract:	
Phone and email:	

Business Organization Identification

- | | |
|---|---|
| <input type="checkbox"/> Individual or Sole Proprietorship
<input type="checkbox"/> Partnership (list Names, Titles, Addresses of Principles/Partners as attachment)
<input type="checkbox"/> Corporation
<input type="checkbox"/> Government Entity
<input type="checkbox"/> Real Estate Agent | <input type="checkbox"/> Medical and Health Care Trust or Estate
<input type="checkbox"/> Nonprofit Corporation
<input type="checkbox"/> 501c3 – US Internal Revenue Code
<input type="checkbox"/> Services Provider Corporation |
|---|---|

I hereby certify that, to the best of my knowledge, this proposal is complete and complies with the requirements of the Request for Qualifications (RFP). The submission of this proposal has been authorized by the governing body of this organization. Under penalties of perjury, I certify that is my correct Federal Taxpayer Identification Number. I am doing business as a (Please check one):

Authorized Signature: _____ Date: _____

Enter your taxpayer identification number in the appropriate space. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. Federal Employer Identification Numbers (FEINs) must not be used for sole proprietorships.

If you do not have a TIN, apply for one immediately. To apply, get form SS-5, Application for a Social Security Number Card (for individuals) from your local Social Security Administration, or form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue office.

To complete the certification if you do not have a TIN, fill out the certification indicating that a TIN has been applied for, sign and date the form, and return it to this agency. As soon as you receive your TIN, sign and date the form, and give it to this agency.

If you fail to furnish your correct TIN to this agency, you are subject to an IRS penalty of \$50.00 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

WILLFULLY FALSIFYING CERTIFICATIONS OR AFFIRMATIONS MAY SUBJECT YOU TO CRIMINAL PENALTIES INCLUDING FINES AND/OR IMPRISONMENT. 31

McHenry County Workforce Network
WIOA Local Four-Year Plan
RFP #PY19-001

ATTACHMENT B
REFERENCES

Organization Name			
Address			
City, State, Zip Code			
Telephone Number			
Contact person & email			
Dates of Service		# of Employees	
Organization Name			
Address			
City, State, Zip Code			
Telephone Number			
Contact person & email			
Dates of Service		# of Employees	
Organization Name			
Address			
City, State, Zip Code			
Telephone Number			
Contact person & email			
Dates of Service		# of Employees	
Organization Name			
Address			
City, State, Zip Code			
Telephone Number			
Contact person & email			
Dates of Service		# of Employees	
Organization Name			
Address			
City, State, Zip Code			
Telephone Number			
Contact person & email			
Dates of Service		# of Employees	

ATTACHMENT C
CONDITIONS/ASSURANCES

In submitting this proposal, the respondent must agree to follow and abide by the conditions/assurances stated below. Please read each item carefully and sign where indicated.

Include this section in your submission.

- 1) MCWN Board reserves the right to reject any and all proposals which are not complete or not prepared in accordance with RFP guidelines.
- 2) MCWN Board retains the right to accept or reject any or all proposals received in whole or in part, to negotiate with any qualified sources, or to conceal in whole or in part proposals if it is in the best interest of MCWN Board to do so. MCWN Board will require selected respondents to participate in contract negotiations should they be necessary.
- 3) The submission of a proposal does not commit MCWN Board to award a contract or to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to the issuance of a signed contract.
- 4) The contents of proposals submitted will become part of any contract award.
- 5) Proprietary rights to all products, data, materials, and documentation originated and prepared pursuant to a contract shall belong exclusively to MCWN Board.
- 6) Contractors will be prohibited from disseminating products developed under contract with MCWN Board without prior written consent.
- 7) Contractors must participate in project reporting, evaluation, and monitoring required or conducted by MCWN Board.
- 8) Contractors will be required to adopt the MCWN Board Grievance Procedures.
- 9) The Contractor shall operate and comply with the project described in the proposal, which will be included as a part of the contract. Any deviation from the project as defined in this proposal must be approved in writing by MCWN Board. Failure to gain such written approval shall constitute breach of contract. In the event of breach of contract, MCWN Board reserves the right to impose sanctions as deemed appropriate.
- 10) **All** funds received pursuant to this contract must be used exclusively for the proposed project. Any expenditures or performances that exceed those agreed to in the contract are the sole responsibility of the contractor and shall not entitle him/her to additional payments or benefits.
- 11) The Contractor shall inform MCWN Board in writing regarding the receipt of additional funding that may have an effect upon the provision, quality, or costs of providing services under this contract. MCWN Board retains the right to disapprove or renegotiate project costs based upon receipt of this information.
- 12) The Contractor agrees to permit MCWN Board or any of its authorized agents full access to and the right to examine any pertinent books, documents, papers, and records involving transactions related to the funding of this project as often as deemed necessary.
- 13) The Contractor must agree to hold MCWN Board and the Federal and State Governments harmless from liabilities arising from bodily injury, illness or damage of losses to person or property, or claims arising out of any activity under a WIOA contract.
- 14) The Contractor agrees to maintain record confidentiality as required. The Contractor also agrees to retain all records pertinent to this project for a period of five (5) years from the date of final contract payment or

until pending matters of litigation, audit, or other related claims are resolved. This includes but is not limited to financial, statistical and participant records and supporting documentation.

15) The Contractor must be able to maintain control over the accountability for all WIOA funds received. The Contractor's financial management system must be able to provide for accurate, current, and complete disclosure of all project costs/expenditures.

16) The Contractor certifies that it possesses the legal authority to apply for WIOA funds, enter into any contract awarded and execute the proposed project.

17) The contracting organization agrees to comply with all Federal and State non-discrimination provisions. Specifically, upon receiving funding under the WIOA program, the contractor agrees that it will not discriminate on the basis of race, color, creed, religion, age, sex, physical or mental ability, marital status, arrest or conviction records (whenever appropriate), national origin, political affiliation, veteran status, or for persons with AIDS or HIV infection.

18) The Contractor agrees to meet all of the requirements or Section 504 of the Rehabilitation Act of 1973.

19) The Contractor agrees to meet all applicable labor laws, including Child Labor Law standards.

20) The Contractor affirms that it is not on any Federal, State of Illinois or local Debarment List.

21) This program is subject to the provisions of the "Jobs for Veterans Act", Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job-training program directly funded, in whole, or in part by the Department of Labor. Please note that, to obtain priority service, a veteran must meet the program's eligibility requirements. ETA Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) provides general guidance on the scope of veterans priority statute and its effect on current employment and training programs.

22) Any non-expendable personal property (equipment and other personal property of a tangible nature having a useful life of more than one (1) year and having an acquisition cost of \$300.00 or more) to be purchased with funds from this grant **must** be approved by MCWN Board **prior** to purchase. The item(s) remains the property of MCWN Board and is subject to MCWN Board inventory controls. This includes items such as computers, software, printers, and furniture. Upon completion of the grant, this equipment will be retrieved by MCWN Board.

Signature

Date

Name of Authorized Representative

Title

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor=s (DOL) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions,” provided by the DOL, without modification, in all lower tier-covered transactions and in all solicitations for lower tier-covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties From Procurement or Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier-covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause of default.

ATTACHMENT D
**STATE OF ILLINOIS REQUIRED
CERTIFICATIONS**

The Grantee makes the following certifications as a condition of this Agreement. These certifications are required by State statute and are in addition to any certifications required by any federal funding source as set forth in this Agreement. Grantee's execution of this Agreement shall serve as its attestation that the certification made herein are true and correct.

6.1 Compliance with Applicable Law. The Grantee certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.

6.2 Unemployment Insurance. Grantee certifies that:

_____ It has an Illinois Unemployment Insurance Account Number and that said number is _____ or

_____ It does not have an Illinois Unemployment Insurance Account Number for the following reason(s):

If the Grantee has an Illinois Unemployment Insurance Account Number, it certifies that it is not delinquent in the payment of Unemployment Insurance contributions, payments in lieu of contributions, penalties and/or interest, nor does it owe any sums to the Department of Employment Security because of overpaid unemployment insurance benefits. Grantee further certifies that Grantee's Federal Employer Identification Number (FEIN) set forth in the Notice of Grant Award is the same number that Grantee has supplied to IDES for unemployment insurance purposes. If, for any reason, the FEIN the Grantee has supplied for unemployment insurance purposes changes, the Grantee will immediately notify the Department of Employment Security of the new FEIN, in writing, by tele-facsimile sent in care of the Office of Legal Counsel at (312) 793-2164, with such notice to include reference to the Grant number assigned to this Grant Agreement; upon receipt of such notice, all further payments under this grant shall be processed under the new FEIN. Grantee hereby acknowledges that to the extent allowable by applicable federal laws and regulation, the State shall have the right and the Grantee authorizes the State to withhold from any sum or sums due otherwise payable pursuant to this Grant Agreement the overpaid benefits under the Unemployment Insurance Act, and may apply the amount so withheld toward satisfaction of any such past due contributions, payments in lieu of contributions, penalties and/or interest or overpaid benefits.

6.3 Bid-Rigging/Bid-Rotating. The Grantee certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720ILCS 5/33 E-3 and 5/33 E-4).

6.4 Default on Educational Loan. The grantee certifies that this Agreement is not in violation of the Educational Loan Default Act (5 ILCS 385/3) prohibiting certain contracts to individuals who are in default on an educational loan. 25

6.5 Americans with Disabilities Act. The Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et. seq.) and the regulations thereunder (2 CFR Part 200 and 2900) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving this grant, the Grantee certifies that services, programs and activities provided under this Agreement are, and will continue to be, in compliance with the ADA.

6.6 Drugfree Workplace Act. The Grantee certifies that:

- A) ____ It is a Corporation, Partnership, or other entity (other than an individual) with 24 or fewer employees at the time of execution of this Agreement.
- B) ____ That the purpose of this grant is to fund solid waste reduction.
- C) ____ It is a Corporation, Partnership, or other entity (other than an individual) with 25 or more employees at the time of execution of this Agreement, or
- D) ____ That it is an individual.

If Option “A” or “B” is checked, this Agreement is not subject to the requirements of the Act.

If Option “C” or “D” is checked and the amount of this grant is five thousand dollars (\$5,000.00) or more, the Grantee is notified that the Drugfree Workplace Act (30 ILCS 580/1 et. seq.) is applicable to this Agreement, and the Grantee must comply with the terms of said Act, as set forth below:

Grantee will provide a drugfree workplace by:

- (a) Publishing a statement:
 - (i) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the Grantee’s workplace.
 - (ii) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (iii) Notifying the employee that, as a condition of employment on such grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (b) Establishing a drugfree awareness program to inform employees about:
 - (i) the dangers of drug abuse in the workplace; 26
 - (ii) the Grantee’s policy of maintaining a drugfree workplace;
 - (iii) any available drug counseling, rehabilitation and employee assistance programs; and
 - (iv) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the granting agency within ten (10) days after receiving notice, under Part (B) of paragraph (iii) of subsection (a) above, from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in, a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 of the Drugfree Workplace Act, 30 ILCS 580/5.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation are required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-free Workplace Act, 30 ILCS 580/5.

If Grantee is an individual, it certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.

6.7 Anti-Bribery. The Grantee certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois, nor has Grantee or any of its employees made an admission of guilt of such conduct which is a matter of record as defined in the Illinois Procurement Code (30 ILCS 500 et. seq.).

6.8 Discrimination/Illinois Human Rights Act. The Grantee certifies (i) that it will not commit unlawful discrimination in employment in Illinois as that term is defined in Article 2 of said Act; (ii) that it will comply with the provisions of Article 5 of the Act regarding equal employment opportunities and affirmative action; and, (iii) that it will comply with policies and procedures established by the Department of Human Rights under Article 7 of the Act regarding equal employment opportunities and affirmative action. The Grantee further certifies that, if applicable, it will comply with “An act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works.” (775 ILCS 10/0.01 et. seq.).

6.9 Sexual Harassment. The Grantee certifies that it has written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Grantee’s internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human 27 Rights Commission; (vi) directions on how to contact the Department and Commission and, (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B)(5)). A copy of the policies shall be provided to the Department upon request.

6.10 International Anti-Boycott Certification. The Grantee hereby certifies that neither the Grantee nor any substantially owned affiliate company of the Grantee is participating or will participate in an international boycott, as defined by the provisions of the U.S. Export Administration Act of 1979, or as defined by the regulations of the U.S. Department of Commerce, promulgated pursuant to that Act (30 ILCS 582/1 et. seq.). 28

ATTACHMENT E
**CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND
COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, A Disclosure Form to Report Lobbying@, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all* sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all* sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000.00 for each such failure.

Grantee/Contractor Organization

Name of Certifying Official

Signature

Date

*Note: In these instances, "All", in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000.00 (per OMB).

ATTACHMENT F
**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 200 and 2900, Participants responsibilities. The regulations were published as part of the Federal Register published on December 26, 2013.

(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

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

Name and Title of Authorized Representative

Signature

Date

ATTACHMENT G
BUDGET INFORMATION & WORKSHEETS

Please include the completed Fiscal Questionnaire and all Budget Worksheets with your proposal. Specific instructions are provided on appropriate forms.

FISCAL QUESTIONNAIRE

1. Name/Title of person(s) responsible for bookkeeping, billing, record-keeping and reporting relative to this project:

Name: _____ Title: _____

Name: _____ Title: _____

2. Are all persons responsible for fiscal matters bonded? Yes No

If "yes", name of bond carrier: _____

3. Has any officer of your agency ever been convicted of fraud or embezzlement? ___Yes ___No

If "yes", please explain: _____

4. Does your agency have written guidelines for fiscal management? ___Yes ___No

5. List the control ledgers/journals and any subsidiary registers or books of accounts used by your agency:

6. Does your agency maintain a general liability or other type of insurance policy that will hold MCWN Board harmless from liabilities arising from bodily injury, illness, or other damages or losses of person or property, or any claims arising out of any activity under a WIA contract or agreement?

Yes No

7. Does your organization have a financial management system in place to track and record the grant expenditures? (Example: QuickBooks, Sage MIP etc....)

Yes No

How long has this system been used at your organization? _____

8. Does the accounting system segregate receipts and expenditures separately for each grant/award provide for the recording of expenditures by budget cost categories?

Yes No

9. Does your organization have a cost allocation plan that complies with the OMB Uniform Guidance 2 CFR 200.27?

Yes No

10. Were there findings/violations in your organizations most recent monitoring /single audit?

Yes No If yes, please attach your response to those findings and your corrective actions.

McHenry County Workforce Network
WIOA Local Four-Year Plan
RFP #PY19-001

BUDGET WORKSHEET

PRICE QUOTE

Local Four-Year Plan

The quote will consider all costs (labor, material, overhead, administration, profit, travel, etc.) associated with providing the services listed in this RFP. (Please attach additional sheets if necessary)

Action Item	Proposed Price	Number of Hours
TOTAL:		

Please indicate any hourly rates for services that may not be included in the original scope of the RFP. (Please indicate below the positions and hourly rates.)

Position	Rate for Service

Please delineate any services out of scope for the Local Four-Year Plan that may not be included in the original scope of the RFP.

Service	Proposed Price

REGIONAL AND LOCAL PLANNING GUIDE UPDATED OCTOBER 2019

BACKGROUND

This document provides a working outline of the regional and local planning requirements that are included in the Workforce Innovation and Opportunity Act (WIOA) and final regulations to guide discussions with regional and local partners. Within this document, pages 1-2 outline the State of Illinois' vision for workforce and WIOA implementation, including local and regional planning. Please read the state vision, as it is intended to inform the local and regional planning process.

The planning requirements that are included in the WIOA and final regulations are outlined in the State of Illinois Regional and Local Planning Guide on pages 3-4. Each local workforce innovation area in Illinois will submit a plan that includes the *regional planning components* (developed by the regional planning team) and *local planning components* (developed by the LWIA) as required by the US Departments of Labor and Education. For purposes of regional and local plan compliance, it is expected that regional and local plans will follow the format of the Planning Guide beginning with the chapter headings and address each item of required content.

Note: This guide and the information requirements are based on the latest regulatory information available at the time of publication. Additional information may be required based on any new federal or state regulations that are issued after the release of this guide.

STATE OF ILLINOIS WORKFORCE VISION AND PRINCIPLES

The WIOA requires the state, regional and local workforce plans to be developed in concert with the core and required partners and stakeholders. Illinois' planning process begins with the state's vision and guiding principles as approved by the Illinois Workforce Innovation Board comprised of business, workforce, education, and state agency officials.

Vision

"Foster a Statewide workforce development system that supports the needs of individuals and businesses to ensure Illinois has a skilled workforce to effectively compete in the global economy."

Guiding Principles

- Demand-Driven Orientation
- Strong Partnerships with Business at All Levels
- Pathways to Careers of Today and Tomorrow
- Cross-agency Collaboration and Connections
- Integrated Service Delivery
- Equitable Access and Opportunity for all Populations
- Clear Metrics for Progress and Success
- Focus on Continuous Improvement and Innovation

STRATEGIES

The vision and principles laid the groundwork for the six strategies of the Unified State Plan. The vision, principles and key strategies developed at the state level are the foundation of the planning process. The strategies are as follows:

- Coordinate demand-driven strategic planning at the state and regional levels
- Support employer-driven regional sector initiatives
- Provide economic advancement for all populations through career pathways
- Expand service integration
- Promote improved data driven decision making
- Advance public-private data infrastructure

STRENGTHENING THE STATE'S COMMITMENT TO WORKFORCE DEVELOPMENT AND JOB CREATION¹

Governor Pritzker issued Executive Order 2019-03 leading to the creation of the “Action Agenda for Workforce Development and Job Creation” which provides three “action areas” listed below. Local workforce innovation areas must describe how they will address the following action areas, related strategies and proposed action steps that are integrated into the regional and local plan components of this guide².

- Unite workforce development partners around regional cluster strategies
 - Identify high-impact regional clusters and associated in-demand occupations
 - Implement a coordinated workforce development strategy around regional clusters
- Prepare Illinois workers for a career, not just their next job
 - Increase apprenticeship opportunities
 - Address barriers to successful training and employment
 - Establish and support equity goals and align with Perkins equity goals
- Connect job seekers with employers
 - Shorten time from credential to employment
 - Integrate workforce services across program providers for one-stop customers

PROGRAM COORDINATION AND SERVICE INTEGRATION

The State of Illinois is committed to the integration of the core and required partner programs throughout the workforce system. The planning process must be informed by the service integration activities outlined in the IWIB Service Integration Policy (WIOA Policy 18-WIOA-1.13). The policy defines service integration as a combination of strategies to align and simplify access to one-stop center services and supports for employers, job seekers and system customers with the goal of providing the best experience possible. Service integration may occur across entities delivering specific services or programs, across time as customer needs change, or both.

This planning guide emphasizes that regions and local areas must demonstrate their commitment to service integration by providing specific plans and actions for working toward alignment, as well as any challenges to aligning the plans and activities within each region and local area. As the planning process evolves, regions and local areas must demonstrate the alignment with the strategic plans of other required partners and be sure to integrate other relevant parts when applicable. Local Planning must also

¹ See: https://www2.illinois.gov/dceo/whyillinois/Documents/E03_Full_Report_04.14.19.pdf

² All regional and local plan requirements related to the Action Agenda for Workforce Development and Job Creation are highlighted for reference.

align with the community colleges' Perkins CTE 4-Year Plan. Local Workforce Innovation Boards and Adult Education providers are required to be consulted through the completion of the Comprehensive Local Needs Assessment and the Perkins Local Application.

REGIONAL AND LOCAL PLAN COORDINATION

According to the WIOA final rule a regional plan is required to meet the purpose of developing, aligning, and integrating service delivery strategies; supporting the state's vision and strategic and operational goals; and to coordinate resources among multiple LWIAs in a region. This approach is intended to align resources between multiple local workforce boards. WIOA requires the local workforce board, in partnership with the chief elected official(s), to submit a local plan to the Governor.

REGIONAL PLANNING REGULATIONS

The Workforce Innovation and Opportunity Act and final regulations require local workforce boards and chief elected officials (CEO) within an identified planning region to participate in a regional planning process that results in the preparation of a regional plan that includes:

- The establishment of regional service strategies, including use of cooperative service delivery agreements (§ 679.510(a)(1)(ii));
- The development and implementation of sector initiatives for in-demand industry sectors or occupations for the planning region (§ 679.510(a)(1)(iii));
- The collection and analysis of regional labor market data (in conjunction with the state), which must include the local planning requirements at § 679.560(a)(1)(i), (ii) and (iv);
- The coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate (§ 679.510(a)(1)(v));
- The coordination of transportation and other supportive services as appropriate (§ 679.510(a)(1)(vi));
- The coordination of services with regional economic development services and providers (§ 679.510(a)(1)(vii)); and
- The establishment of an agreement concerning how the planning region will collectively negotiate and reach agreement with the Governor on local levels of performance for, and report on, the performance accountability measures described in WIOA Sec. 116(c) for local areas or the planning region (§ 679.510(a)(1)(viii)).

LOCAL PLANNING REGULATIONS

The local plan serves as a four-year action plan to develop, align and integrate the region and local area's job-driven workforce development systems and provides the platform to achieve the local area's visions and strategic and operational goals. The local plan sets forth the strategy to:

- Direct investments in economic, education and workforce training programs to focus on providing relevant education and training to ensure that individuals, including youth and individuals with barriers to employment, have the skills to compete in the job market and that employers have a ready supply of skilled workers (§ 679.500(a)(1));
- Apply job-driven strategies in the one-stop system (§ 679.500(a)(2));
- Enable economic, education and workforce partners to build a skilled workforce through innovation in, and alignment of, employment, training and education programs (§ 679.500(a)(3)); and
- Incorporate the local plan into the regional plan per § 679.540.

ILLINOIS PLANNING REGIONS

WIOA Section 106 requires the Governor to identify “planning regions” to align workforce development activities and resources with larger regional economic development areas. After an analysis of the labor market information and other data factors, the State has determined that the WIOA planning regions align with the existing ten Economic Development Regions (see Appendix I). The Economic Development Regions were determined based on the following factors:

- Workforce: Demographics, Labor Force, Commuting Patterns
- Geography: Metropolitan Statistical Areas (MSAs)
- Business & Industry: Employers & Major Industries

In accordance with WIOA Section 106(a)(2), a single local area may not be split across two planning regions. Local areas must be contiguous to be a planning region and effectively align economic and workforce development activities and resources (20 CFR 679.210). There are three LWIAs in Illinois that are split across state planning regions. A waiver from this requirement was approved by the USDOL through June 30, 2020. The State of Illinois will include a request to “renew” this waiver as a part of the submission of the 2020 Unified State Plan³.

The State of Illinois recognizes that the realignment of a local workforce area requires a significant amount of planning and effort at the state and local levels. Technical assistance is available to local workforce areas that voluntarily choose to realign programs, consolidate activities and/or merge local workforce areas.

PLAN ORGANIZATION

All local workforce innovation areas in Illinois must submit a plan that includes both the regional and local planning components outlined in this planning guide. For example, the Southern Illinois Plan will include the *regional components* (chapters 1-3) and the *local components* (chapter 4-6) from LWIA 25, and the *local components* (chapters 4-6) from LWIA 26.

REGIONAL COMPONENTS	
Chapter 1	Economic and Workforce Analysis
Chapter 2	Strategies for Service Integration
Chapter 3	Vision, Goals and Implementation Strategies
LOCAL COMPONENTS	
Chapter 4	Operating Systems and Policies
Chapter 5	Performance Goals and Evaluation
Chapter 6	Technical Requirements and Assurances

PLAN REVIEW AND PUBLIC COMMENT

The plan (including the regional and local components) must be made available for viewing and public comment for 30 days before submission to the Governor per § 679.550(b)(3). Any comments expressing disagreement with the plan must be included when the plan is submitted.

³ <https://www.illinoisworknet.com/WIOA/Resources/Pages/StateUnifiedPlan.aspx>

INSTRUCTIONS FOR SUBMITTAL

The regional and local component of the plan must follow the chapter format as laid out in this Planning Guide. The required items of content in the guide will be reviewed for quality and completeness to meet compliance requirements. Plans must be submitted by the close of business on March 31, 2020 to the State of Illinois at: wioaplans-mous@illinoisworknet.com.

TIMELINE

ACTIVITY	TARGET DATE
Regional and Local Planning Guide issued	October 14, 2019
Regional data packets issued	October 31, 2019
Regional and local plan posted for 30-day public comment period	February 14, 2020
Regional and local teams update plans based on public comments	March 16, 2020
Regional and local plan finalized (approved by Local Board and submitted to the Governor)	March 31, 2020
State review period completed	June 30, 2020
Regional and local plan effective date or technical assistance provided (as needed)	July 1, 2020

CHAPTER 1: ECONOMIC AND WORKFORCE ANALYSIS – REGIONAL COMPONENT

This chapter must discuss how the region has collected and analyzed regional labor market information including the local planning requirements. Additionally, the chapter must demonstrate alignment with education and economic development. Regional teams are encouraged to use the labor market information posted on <https://www.illinoisworknet.com/WIOA/RegPlanning> that will provide consistency in the data used for regional analysis throughout the state⁴.

A. Provide an analysis of the:

1. Economic conditions including existing and emerging in-demand industry sectors and occupations (§ 679.560(a)(1)(i));
 - a. What are the targeted industries, high-impact industry clusters, and in-demand occupations in the region?
 - b. What industries and occupations have favorable location quotients?
 - c. What industries and occupations have favorable demand projections based on growth?
 - d. What industries and occupations have favorable demand projections based on replacements?
 - e. What industries and occupations are considered mature but still important to the economy?
 - f. What industries and occupations are considered emerging in the regional economy?
 - g. What sources of supply and demand data were used to determine the targeted industries occupations and skills?
2. Employment needs of employers in existing and emerging in-demand industry sectors and occupations (§ 679.560(a)(1)(ii));
3. Knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations (§ 679.560(a)(2));
 - a. What are the targeted career pathway clusters in the region?
 - b. What are the skills that are in demand in the region?
 - c. How well do the existing skills of job seekers match the demands of local businesses?
4. Regional workforce considering current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment⁵ (§ 679.510(a)(1)(iv) and § 679.560(a)(3)).

⁴ For clarity on what resources to use, regions can discuss the most appropriate data to select with their local IDES labor market economist.

⁵ The term “individual with barrier to employment” means one or more of the following populations: displaced homemakers, low-income individuals, Indians, Alaska Natives, and Native Hawaiians, individuals with disabilities, including youth who are individuals with disabilities, older individuals, ex-offenders, homeless individuals, or homeless children and youths, youth who are in or have aged out of the foster care system, individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers, eligible migrant and seasonal farmworkers, individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act, single parents, including pregnant single women, long-term unemployed individuals, and such other groups as the Governor determines to have barriers to employment (WIOA Sec. 3(24)).

- a. How is the region changing in terms of demographics, labor supply and occupational demand?
 - b. What special populations exist in the region, what is their magnitude, and what are the policy and service implications to meet the needs of these individuals?
- B. Describe the development and implementation of sector initiatives for in-demand industry sectors or occupations for the planning region (§ 679.510(a)(1)(iii)). Plans must answer the following questions:
1. How will the workforce partners convene employers, foundations and regional institutions to help lead sector partnerships and make coordinated investments?
 2. Identify the established and active industry sector partnerships in the region (as defined in Illinois' Next Generation Sector Strategies Guide⁶)?
 3. What other sector-based partnerships exist in the region? If any exist, are they business-led and what is their role in planning?
 4. What other public-private partnerships exist in the region that could support sector strategies and what is their role in planning?
 5. What neutral conveners with the capacity to help establish sector partnerships exist in the region and what is their role in planning?

⁶ Regional team are encouraged to review Illinois' Next Generation Sector Strategies Guide that is posted on <https://www.illinoisworknet.com/WIOA/network/Pages/SectorStrategies.aspx>

CHAPTER 2: STRATEGIES FOR SERVICE INTEGRATION – REGIONAL COMPONENT

This regional component of the plan must describe the regional service strategies, including use of cooperative service delivery strategies and the connection of job seekers with employers.

- A. Provide an analysis of workforce development activities, including education and training, in the region. This analysis must include the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers (§ 679.560(a)(4)). Plans must respond to the following:
 1. Analyze the strengths and weaknesses of workforce development activities in the region.
 2. Analyze the capacity of the regional partners to provide workforce development activities to address the education and skill needs of the workforce including individuals with barriers to employment.
 3. Analyze the capacity of the regional partners to provide activities to address the needs of employers.
 4. How well do existing training programs in the region and local areas prepare job seekers to enter and retain employment with regional businesses?
 5. Summarize the commitments of each program partner to implement the selected strategies described in the “Action Plan for Improving Service Integration in the Region.”
- B. Describe how transportation and other supportive services are coordinated within the region (§ 679.510(a)(1)(vi)). Plans must respond to the following questions:
 1. What regional organizations currently provide or could provide supportive services?
 2. What policies and procedures will be established to promote coordination of supportive services delivery?
- C. Describe the coordination of services with regional economic development services and WIOA service providers (§ 679.510(a)(1)(vii)). Plans must answer the following questions:
 1. What economic development organizations, WIOA service providers or businesses are actively engaged in regional planning?
 2. What economic development organizations, WIOA service providers or businesses were invited to participate but declined?
- D. Describe the coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate (§ 679.510(a)(1)(v)).

CHAPTER 3: VISION, GOALS AND IMPLEMENTATION STRATEGIES – REGIONAL COMPONENT

This section will outline how the Local Board(s) will coordinate the regional workforce, education and economic development activities with regional activities that are carried out in the local areas. The responses must illustrate that business, education and workforce development stakeholders have provided input and are involved with the development of the strategies and to ensure alignment with other plans.

- A. Describe the local strategic vision to support state and regional economic growth (§ 679.560(a)(5)). Describe how this aligns with the State of Illinois' vision and principles (page 1).
- B. Describe the local goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment) and goals relating to the performance accountability measures based on performance indicators (§ 677.155(a)(1)).
- C. Provide a description of the regional and local strategies that will achieve the vision and principles. This must include a description of the strategies and services that will be used in the local areas:
- To facilitate engagement of employers in workforce development programs, including small employers and employers in in-demand industry sectors and occupations (§ 679.560(b)(3)(i));
 - To support a local workforce development system that meets the needs of businesses in the local area (§ 679.560(b)(3)(ii));
 - To better coordinate workforce development programs and economic development (§ 679.560(b)(3)(iii));
 - To strengthen linkages between the one-stop delivery system and unemployment insurance programs (§ 679.560(b)(3)(iv));
 - To promote entrepreneurial skills training and microenterprise services (§ 679.560(b)(4)); and
 - To implement initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers (§ 679.560(b)(3)(v)).
- D. Describe regional strategies that will increase apprenticeship and other work-based learning opportunities.
- E. Describe initiatives to shorten the time from credential to employment and address how the area will work with the education system to begin putting training opportunities in place to meet this strategy.
- F. Describe the steps that will be taken to support the state's efforts to align and integrate education, workforce and economic development including:
- Fostering the improvement and expansion of employer-driven regional sector partnerships to increase the focus on critical in-demand occupations in key sectors that are the engine of economic growth for the state and its regions.

- Expanding career pathway⁷ opportunities through more accelerated and work-based training and align and integrate programs of study leading to industry-recognized credentials and improved employment and earnings.
- Expanding career services and opportunities for populations facing multiple barriers to close the gap in educational attainment and economic advancement through career pathways and improved career services and expansion of bridge programs.
- Expanding information for employers and job-seekers to access services by improving the Illinois public-private data infrastructure to support the alignment and integration of economic development, workforce development and education initiatives for supporting sector partnerships and career pathways.

⁷ The [State of Illinois Career Pathways Dictionary](https://isac.org/pace/cp_dictionary_11-13-18_final.pdf) is available at isac.org/pace/cp_dictionary_11-13-18_final.pdf.

CHAPTER 4: OPERATING SYSTEMS AND POLICIES – LOCAL COMPONENT

This chapter provides an overview of all the operating systems and policies within the Local Workforce Innovation Areas (LWIAs). LWIAs must incorporate key documents into the plan that describe the one-stop delivery system and the services that are provided by the workforce partners.

- A. Coordination of Planning Requirements: The plan will incorporate the Memorandum of Understanding and Service Integration Action Plan and include the following statements in this chapter:
- *The Local Workforce Innovation Area (enter number) **Memorandum of Understanding** provides a description of the one-stop delivery system, and other information that is essential to the establishment and operation of effective local workforce development systems as required by the WIOA Rule (20 CFR Part 678.705). The Memorandum of Understanding and any subsequent modifications is incorporated by reference into this plan*
 - *The Local Workforce Innovation Area (enter number) **Service Integration Action Plan** provides a description of how local workforce partners will align and coordinate services as required by the State of Illinois Service Integration Policy (WIOA Policy Chapter 1, Section 13). The Service Integration Action Plan and any subsequent modifications is incorporated by reference into this plan.*
- B. Provide information regarding the use of technology in the one-stop delivery system, including a description of:
- How the workforce centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA (§ 679.560(b)(20)).
 - How the Local Board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means (§ 679.560(b)(5)(ii)).
- C. Describe how the Local Board will support the strategies identified in the Unified State Plan and work with entities carrying out core programs, including a description of (§ 679.560(b)(1)(ii)):
- Expanding access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment (§ 679.560(b)(2)(i));
 - **Scaling up the use of Integrated Education and Training models to help adults get their GED and work on other basic skills and English language acquisition while earning credentials and industry-recognized credentials that lead to in-demand occupations;**
 - **Using the insights and lessons learned from successful dual credit programs to scale up similar efforts in other sectors and regions;**
 - **Determining the most effective marketing methods and messages for informing college and university students about Prior Learning Assessments;**
 - **Investigating how targeted marketing can identify segments of the labor force, such as mature workers and the underemployed, who may not require extensive education or training to qualify for jobs in high demand occupations;**
 - Facilitating the development of career pathways and co-enrollment, as appropriate, in core programs (§ 679.560(b)(2)(ii)); and

- Improving access to activities leading to a recognized post-secondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable) (§ 679.560(b)(2)(iii)).

D. Provide information regarding the local coordination strategies with state (including the Unified State Plan), regional and local partners to enhance services and avoid duplication of activities, including a description of:

- Adult, Dislocated Worker and Youth employment and training activities under WIOA Title I (§ 679.560(b)(6)).
- Adult education and literacy activities under WIOA Title II. This description must include how the Local Board will carry out the review of local applications submitted under Title II consistent with WIOA Secs. 107(d)(11)(A) and (B)(i) and WIOA Sec. 232 (§ 679.560(b)(12)).
- Wagner-Peyser Act (29 U.S.C. 49 et seq.) services (§ 679.560(b)(11)).
- Vocational rehabilitation service activities under WIOA Title IV (§ 679.560(b)(13)).
- Relevant secondary and post-secondary education programs and activities with education and workforce investment activities (§ 679.560(b)(9)).
- How the Local Board will support the state strategies identified under § 676.105 and work with the entities carrying out core programs and other workforce development programs, including programs of study and career pathway programs under the Strengthening Career and Technical Education for the 21st Century Act authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) to support service alignment and needs identified in regional or local level assessments including the Perkins Comprehensive Local Needs Assessment (§ 679.560(b)(1)(ii)).
- Provide a copy of the local supportive service policies and describe how the Local Board will coordinate the provision of transportation and other appropriate supportive services in the local area (§ 679.560(b)(10)) and include information on the supportive services by each local program as appropriate.

E. Provide a description of how the local area will provide adult and dislocated worker employment and training activities including:

- A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area (§ 679.560(b)(6)).
- A description of how the Local Board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities (§ 679.560(b)(7)).

F. Provide a description of how the local area will provide youth activities including:

- A description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities, which must include an identification of successful models of such activities (§ 679.560(b)(8)).
- A description of how local areas will meet the minimum expenditure rate for out-of-school youth.

G. Provide a description of how the local area will provide services to individuals with barriers to employment⁸ as outlined in the Unified State Plan:

- Provide information on how priority will be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient consistent with WIOA Sec. 134(c)(3)(E) (§ 679.560(b)(21)).
- Describe how the local workforce areas will ensure equitable access to workforce and educational services through the following actions:
 - Disaggregating data by race, gender and target population to reveal where disparities and inequities exist in policies and programs.
 - Developing equity goals in conjunction with the education system and prepare action plans to achieve them.
 - Exposing more high school students, particularly young women and minorities, to careers in science, technology, engineering and math fields.
 - Exploring how effective mentor programs can be expanded to adults, particularly those who are displaced and moving to a new career.
 - Providing training to workforce program staff on data-driven approaches to address equity gaps.
 - Ensuring workforce services are strategically located in relation to the populations in most need

H. Provide a description of training policies and activities in the local area, including:

- How local areas will meet the annual Training Expenditure Requirement (WIOA Policy Chapter 8, Section 4⁹);
- How local areas will encourage the use of work-based learning strategies, including the local area goals for specific work-based learning activities and proposed outcomes related to these activities;
- Provide a copy of the local Individual Training Account Policy and describe how training services outlined in WIOA Sec. 134 will be provided through the use of individual training accounts, including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter, and how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided (§ 679.560(b)(18)); and
- Provide a copy of the local training provider approval policy and procedures. Describe how the Local Board will ensure the continuous improvement of eligible providers of services through the system and that the providers will meet the employment needs of local employers, workers and jobseekers.

⁸ The term “individual with barrier to employment” means one or more of the following populations: displaced homemakers, low-income individuals, Indians, Alaska Natives, and Native Hawaiians, individuals with disabilities, including youth who are individuals with disabilities, older individuals, ex-offenders, homeless individuals, or homeless children and youths, youth who are in or have aged out of the foster care system, individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers, eligible migrant and seasonal farmworkers, individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act, single parents, including pregnant single women, long-term unemployed individuals, and such other groups as the Governor determines to have barriers to employment (WIOA Sec. 3(24)).

⁹ <https://apps.il-work-net.com/WIOAPolicy/Policy/Index/250>

- I. Describe if the local workforce board will authorize the transfer of WIOA Title IB workforce funds, including the maximum dollar amount and/or percentage that is authorized to be transferred on an annual basis:
- To transfer funds between the adult and dislocated worker funding streams.
 - To use funds for incumbent worker training as outlined in WIOA Sec. 134(d)(4)(A)(i).
 - To use funds for transitional jobs as outlined in WIOA Sec. 134(d)(5).
 - To use funds for pay for performance contracts as outlined in WIOA Sec. 133(b)(2-3).

CHAPTER 5: PERFORMANCE GOALS AND EVALUATION – LOCAL COMPONENT

The plan must include information on the actions the Local Board will take toward becoming or remaining a high performing board, consistent with the factors developed by the State Board (WIOA Sec. 101(d)(6) and (§ 679.560(b)(17)).

- A. Provide information regarding the local levels of performance negotiated with the Governor and chief elected official consistent with WIOA Sec. 116(c), to be used to measure the performance of the local area and to be used by the Local Board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I Subtitle B and the one-stop delivery system (core and required partners as applicable) in the local area (§ 679.560(b)(16)).
- WIOA Performance Measures
 - Additional State Performance Measures
- B. Provide a description of the current and planned evaluation activities and how this information will be provided to the local board and program administrators as appropriate.
- What existing service delivery strategies will be expanded based on promising return on investment?
 - What existing service delivery strategies will be curtailed or eliminated based on minimal return on investment?
 - What new service strategies will be used to address regional educational and training needs based on promising return on investment?
 - What return on investment and qualitative outcome data for various education and training programs will be collected to identify barriers to enrollment?
 - What are the most cost-effective approaches to taking down those barriers or helping residents overcome them?

CHAPTER 6: TECHNICAL REQUIREMENTS AND ASSURANCES – LOCAL COMPONENT

This chapter includes the technical requirements and assurances that are required by the Workforce Innovation and Opportunity Act (WIOA Sec. 121 (c)(2)(iv)).

A. Fiscal Management

- Identify the entity responsible for the disbursement of grant funds described in WIOA Sec. 107(d)(12)(B)(i)(III) as determined by the chief elected official or the Governor under WIOA Sec. 107(d)(12)(B)(i) (§ 679.560(b)(14)).
- Provide a copy of the local procurement policies and procedures and describe the competitive procurement process that will be used to award the subgrants and contracts for WIOA Title I activities (§ 679.560(b)(15)).

B. Physical and Programmatic Accessibility

- Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA Sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities (§ 679.560(b)(5)(iii)).
- Provide copies of executed cooperative agreements (as applicable) which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop system, with respect to efforts that will enhance the provision of services to individuals with disabilities (§679.560(b)(13)). This may include cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts at cooperation, collaboration and coordination.

C. Plan Development and Public Comment

- Describe the process used by the Local Board, consistent with WIOA Sec. 108(d), to provide a 30-day public comment period prior to submission of the plan, including an opportunity to have input into the development of the local plan, particularly for representatives of businesses, education and labor organizations (§ 679.560(b)(19)).
- Provide a summary of the public comments received and how this information was addressed by the CEO, partners and the Local Board in the final plan.
- Provide information regarding the regional and local plan modification procedures.

