

**VERMILION COUNTY JOB TRAINING PARTNERSHIP
REQUEST FOR PROPOSALS (RFP)
2007**

TO: INTERESTED PARTIES AND APPROPRIATE AGENCIES

FROM: Vermilion County Workforce Investment Board - Area 18 – Peggy Kunze, Chairperson
Vermilion County Job Training Partnership – Brian Hensgen, Executive Director

DATE: Thursday, December 14, 2006

RE: YEAR ROUND YOUTH PROGRAMS

The Vermilion County Job Training Partnership (Danville Area Community College Grant Recipient) requests proposals from experienced training and education agencies for job training projects to be funded between July 1, 2007 and June 30, 2008. Projects should be written for the entire program year. Training or services must plan to serve Workforce Investment Act eligible youth throughout Vermilion County, Illinois. Danville Area Community College is the administrative agency and grant recipient for the Vermilion County Job Training Partnership (WIA-18), funded by U.S. Department of Labor, Workforce Investment Act through the Illinois Department of Commerce and Economic Opportunity.

Enclosed are VCJTP PY'07 Planning instructions. Please review carefully. The requirements and format of the planning instructions must be followed for proposals to be considered for funding. Please clearly identify planned start and end dates for the proposed project. Proposals must be typed and double-spaced. By policy of the VCWIB, no Title IB/VCJTP administrative funds for youth programs are subcontracted in Vermilion County.

Submit an original (with original signatures) and ten (10) copies to:

Brian Hensgen, Executive Director
Vermilion County Job Training Partnership
% Illinois Employment and Training Center
407 N. Franklin St.
Danville, IL 61832
(217) 442-3044 ext. 235

To be considered for an award, all proposals for Program Year 2007 must be received by 4:00 p.m on Friday, March 23, 2007.

The RFP does not commit Vermilion County Job Training Partnership/Danville Area Community College to award a grant, to pay any costs incurred in the preparation of the proposal, or to procure or contract for services or supplies prior to issuance of any written agreement. Vermilion County Job Training partnership retains the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel a proposal in part, or in its entirety, when in the best interest of the Vermilion County Job Training Partnership. Vermilion County Job Training Partnership may require bidders to participate in formal negotiations and to rewrite their applications as agreed upon during such negotiations. The total number of funded programs is dependent upon PY 2007-2008 funding to VCJTP.

Proprietary right to all data, materials, and documentation originated and prepared for the Vermilion County Job Training Partnership pursuant to the subcontract agreement shall belong exclusively to the Vermilion County Job Training Partnership.

**Vermilion County
Workforce Investment Board**

And

**Vermilion County
Job Training Partnership**

**Workforce Investment Act
Title IB Youth Program**

**Request for Proposals
Program Year 2007**

July 1, 2007 - June 30, 2008

The Vermilion County Workforce Investment Board

Youth Programs Request for Proposal

I. Purpose of the Request for Proposal

Under Title IB of the Workforce Investment Act (WIA), The Vermilion County Youth Council working under the Vermilion County Workforce Investment Board (VCWIB) is seeking Youth Service Providers that will provide structured activities and programs for economically disadvantaged youth. Workforce Investment Area 18 includes Vermilion County.

The purpose of the available funds for youth services under WIA is:

To move away from one-time, short-term interventions and offer youth a broad range of coordinated services by providing opportunities for assistance in both academic and occupational learning, the development of leadership skills and preparing for further education, additional training, and employment.

A. BACKGROUND

On August 7, 1998, President Clinton signed the Workforce Investment Act of 1998 (WIA), comprehensive reform legislation that supercedes the Job Training Partnership Act (JTPA) and amends the Wagner-Peyser Act. One of the key principles embodied in the law is, “Improved youth programs linked more closely to local labor market needs and community youth programs and services, and with strong connections between academic and occupational learning. Youth programs include activities that promote youth development and citizenship, such as leadership development through voluntary community service opportunities; adult mentoring and follow-up; and targeted opportunities for youth living in high poverty areas.”

The funds available through this Request For Proposals (RFP) are being offered through a competitive process and are available to youth service providers that are most likely to enable youth to be successful in achieving their educational, employment, and career goals.

The Mission statement of the Vermilion County Youth Council is “Vermilion County youth, Kindergarten through age 21, will receive the support required to develop the necessary knowledge, skills, attitudes and experiences to enable a smooth and successful transition into careers, lifelong learning, and long-term economic self-sufficiency as responsible fully contributing adults”. A major part of that transition is earning a high school diploma or GED certificate. Those academic matters are addressed in the course of instruction in the various schools

and are generally addressed in proposals. A second requirement for a successful transition is acquiring “soft skills” that employers value and expect. Below are soft skills identified by local businesses (also mentioned in Attachment A, Page 27, number 6) as gaps in qualifications of youth applying for work. It is suggested that these soft skills be incorporated into program design of the various successful providers of service.

1. Interviewing skills
2. Importance of working scheduled hours
3. Dressing appropriately
4. Customer service
5. Appropriate language
6. Promptness
7. Cooperation
8. Teamwork
9. Manners
10. Self-Motivation/Initiative

Mentors are required (Attachment A, Page 27 # 8) as part of the formal proposal or as an informal ingredient as volunteers in your program. Mentors could be coaches, teachers, leaders by example, encouragers, facilitators, advisors, tutors, seniors and employers.

B. TARGET POPULATION TO BE SERVED

All participants served with the funds available through this proposal must meet the federal Workforce Investment Act eligibility requirements for youth. The Vermilion County Job Training Partnership will make the final determination as to whether youth identified as potential participants are eligible to participate in the program. A minimum of 30% of the funds will be spent on Out-of-School youth. An Out-of-School youth is defined in Section 664.310 of the Federal Register/ Vol. 64. No. 72 as “ an individual who is no longer attending any school and or an individual that has received a secondary school diploma or its equivalent, but is basic skills deficient, unemployed or underemployed.” The population eligible for services provided through this RFP is individuals who are:

1. Youth age 14 through 21; and
2. Low income; and
3. Meet one or more of the following criteria:
 - A. Deficient in basic literacy skills
 - B. Substance abuse
 - C. School dropout
 - D. Homeless, runaway, or foster child
 - E. Pregnant or a parent
 - F. Offender
 - G. Individual who requires additional assistance to complete an educational program or secure and hold employment, including but not limited to:

1. Lack of financial aid
2. Physical disability
3. Learning disability
4. Mental illness
5. Developmental disability
6. Need for pre-employment and work maturity
7. Attendance in an alternative educational program
8. Living with a person who is not a legal guardian (for ages 14-17)
9. Workplace skill deficient as defined by standardized assessment
10. Living in a single parent household
11. Truancy

NOTE: WIA Section 129, © (5) allows for exceptions to the above criteria. Not more than 5% of participants who do not meet minimum income requirements may be considered eligible youth, if meeting one or more of the following categories:

- (A) Individuals who are school dropouts.
- (B) Individuals who are basic skills deficient.
- (C) Individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individuals.
- (D) Individuals who are pregnant or parenting.
- (E) Individuals with disabilities, including learning disabilities.
- (F) Individuals who are homeless or runaway youth.
- (G) Individuals who are offenders
- (H) Other eligible youth who face serious barriers to employment as identified by the local board, including but limited to those items in Section I.B.3.G. above.

II. Eligible Program Operators

Eligible applicants for these funds are:

Youth service providers who have the demonstrated ability to provide youth with some or all of the ten service requirements required in the legislation. A complete list of the ten (10) required services is included in this proposal as (Attachment A, Page 27). A particular service provider may not offer all ten (10) required elements; however, all youth served in Workforce Investment Area 18 will have all ten (10) required elements made available to them. Service providers will be expected to coordinate with each other in the delivery of these required elements. Providers must outline the referral processes in detail including a list of inter-agency referral sources. Also, discuss the follow-up procedures that will be in place to ensure the referred youth is served.

III. Timeframes/Period of Performance

The funds available through this proposal will be available for one year beginning July 1, 2007. However, the selected service provider(s) will be evaluated on an ongoing schedule to determine whether or not to continue the contract. The Workforce Investment Board reserves the right to terminate any contract, without notice, at its sole discretion. Should a contract be terminated, the Vermilion County Job Training Partnership will be responsible for reimbursing only those costs actually incurred prior to the date of termination. Successful bidders who do not meet the 80% enrollment figure by December 31, 2007 will be reviewed by the evaluation team to see if funding will be prorated re: cost per participant.

IV. Submittal Requirements

All proposals must conform to the requirements of this Request for Proposal (RFP). All proposals must provide all information requested and be presented in the order prescribed by this RFP. Incomplete information and insufficient signatures and documentation may result in the disqualification of the proposal.

Authorized personnel of the bidder must sign the proposal. An original and ten (10) copies must be submitted to arrive on or before **4:00 PM – Friday, March, 23, 2007** to:

Vermilion County Workforce Investment Board
Vermilion County Job Training Partnership
ATTN: Brian Hensgen, Executive Director
407 N. Franklin St.
Danville, IL 61832

Inquiries may be directed to Brian Hensgen at (217) 442-3044, extension 235.

The Vermilion County Job Training Partnership will receive this information on behalf of the Vermilion County Workforce Investment Board.

Bidders conferences will be held at the Illinois Employment & Training Center (IETC) Office, 407 North Franklin, Danville, IL.

Tuesday, February 6, 2007 from 1:00 p.m. – 3:00 p.m.

Wednesday, February 7, 2007 from 9:00 a.m. - 11:00 a.m.

(By appointment only.)

V. **Required Inclusions in the Proposals**

The following information must be included in the proposal. To facilitate the review process all proposals must include a Cover Page, (page 16), double-spaced, in a twelve (12) point font; and **proposals must be arranged in the order provided in this RFP.** Attachment C (page 30) is a proposal checklist to assist the provider in finalizing their submission.

A. Service Provider Experience

This portion of the proposal must describe any previous experience of the proposed service provider in the implementation and operation of youth service programming. The proposal should address the actual outcomes and performance of any such program(s) in comparison to the planned outcomes and performances stated in this RFP. The bidder must demonstrate the ability to provide youth with supervised work experience, educational services, or other opportunities designed to assist them in completing their secondary education and entering employment as self-sufficient adults.

If the proposed service provider does not have previous experience with youth services, this portion of the proposal must describe any related experience of the proposed program operator that would assist the reviewers in determining the ability for the proposed program operator to carry out the project.

The proposal must include the following:

1. A description of the experience of the bidder in developing and implementing programs of the nature being proposed. This must include appropriate references. The bidder may include program descriptions and letters of support from past program participants and partner agencies as attachments.
2. Identification of the specialties of the bidder and provide a general description of the programs implemented in those areas of specialty.
3. Identification of the personnel that will provide the program activities and services and include a description of the provider's qualifications. If services are not to be provided by the bidder, identify the subcontractor and their qualifications and expertise of the services to be provided.

B. Program Design

The proposal must describe in detail the comprehensive program you plan to provide. All Programs must be directly linked to the required elements found on (Attachment A, Page 27) and the Goals and Expected Outcomes at “D” (Page 9). This must include the following:

1. A comprehensive plan to deliver the minimum required activities and services listed in (Attachment A, Page 27). Include a description of how the bidder will coordinate the operation of the youth program, ensure comprehensive assessment, and develop individual service strategies for participants throughout the county.
2. The process for outreach, recruitment, and selection of eligible youth, including a description of specific activities.
3. Plans for retention of youth in the program until the goals are achieved. The retention strategies will receive considerable scrutiny during the evaluation process.
4. A description of how the bidder will collaborate with existing agencies serving youth to coordinate services and demonstrate performance (see Page 13, section VIII.A.). **Bidders must demonstrate a true collaborative partnership. Bidders must describe the referral process including list of inter-agency referral sources that will be utilized to ensure that the 10 required services are available to eligible youth.**
5. A description of the case management component of the program, as well as those items of local emphasis explained in Section VIII - (Page 13). **Included in the case management component is the subcontractor’s responsibility for follow-up services. Follow-up services to Youth are required for a minimum duration of twelve months. Bidders are required to contact exited youth every 45 days. Follow-up services should be included in your budget under Other Expenses, line 8900, to support youth exiters from the previous year. Programs that are not funded for a second year are expected to complete follow-up services as an in-kind service. Potential follow-up services include:**
 - a. **Leadership development and supportive service activities.**
 - b. **Regular contact with a Youth participants’s employer, including assistance in addressing work related problems that arise.**
 - c. **Assistance in securing better paying jobs, career.**
 - d. **Work-related peer support groups.**
 - e. **Adult mentoring.**
 - f. **Tracking the progress of Youth in employment after training.**

NOTE: The designated youth service provider will work in coordination with the Vermilion County Job Training Partnership in determining what specific program based on the individual participant's assessment and individual services strategy. Each provider will be responsible for entering client data into the Illinois Workforce Development System (IWDS). The Provider is also responsible for meeting all case management deadline as required by the Illinois Workforce Development System.

- Initial training and ongoing technical assistance will be offered by the VCJTP staff.
- It is recommended that bidders have High Speed Internet available on site. Work on the IWDS system can be completed on location with high speed internet. If high speed internet is not available, youth providers may use the classroom at the IETC.

C. Budget

The proposal must include the (Attachment E, Page 32) line item budget and a budget narrative (see Page 20 & 21). The proposed budget should reflect the bidder's best estimate of the proposed costs. The bidder is requested to include a copy of the agency's most recent fiscal audit. After a bidder is selected, the approved budget is subject to a negotiated agreement.

The budget (Attachment E, Page 32) should include, at a minimum, the following line items:

1. Staff costs
2. Equipment costs
3. Payments to participants including a description of the payment process for supportive services and youth paychecks
4. Incentives
5. Other costs
6. Total requested costs
7. In kind contribution

No Workforce Investment Act administrative funds will be subcontracted for Youth Programs.

In each of the 10 required services, listed in (Attachment A, Page 27), the budget narrative must include an estimate of all program costs on a per participant basis and identify any providers the bidder plans to use to provide services.

NOTE: Contracts will be awarded on a cost-reimbursement basis only. Any profit realized through this contract must either be returned to the Vermilion County Job Training Partnership, or be used to provide additional services. The Workforce Investment Board must approve the additional services prior to their implementation.

C. Goals and Expected Outcomes

Each proposal must include a description of how the programs offered will achieve the expected outcomes for the performance measures described below.

For eligible youth ages 14-18, performance will be measured on the attainment of basic skills, and as appropriate, work readiness or occupational skills; attainment of a high school diploma or GED; and placement and retention in post-secondary education, advanced training, military service, employment or qualified apprenticeships.

For eligible youth ages 19-21, performance will be measured on entry and retention into unsubsidized employment; earnings received in unsubsidized employment; and attainment of recognized credentials in educational or occupational skills.

Continuing in PY 2007-2008, the Department of Commerce and Economic Opportunity will continue tracking the Youth Common Measures: Youth Attainment of a Degree or Certificate, Youth Placement in Employment or Education, and Literacy and Numeracy Gains. The State will be using the performance from this year to negotiate expected performance levels for PY 2008-2009. Successful bidders will not be held accountable for these outcomes but the VCJTP staff will monitor outcomes in anticipation for performance negotiations for PY 07-08.

A complete description of the performance measures is included as (Attachment B, Page 28 & 29).

D. Signatures

An official authorized to commit the bidder must sign the Cover Page (Attachment D, Page 31). Also on the cover page please list the individual(s) who has the authority to negotiate and bind the bidder, and who may be contacted during the period of proposal evaluation.

VI. Review Criteria/Evaluation Process

The selection(s) will be made after all eligible proposals are reviewed and scored by the WIA 18 Review/Evaluation (Accountability Committee) Team. Each reviewer will evaluate the proposal for acceptability and assign a numerical score utilizing the criteria listed below. Scores for each proposal will then be compared to other proposals. A maximum of 120 points may be awarded to any single proposal. Based on the scores, the Youth Council and Evaluation Team will make its recommendation(s) for funding to the VCWIB, which will issue a formal selection decision.

In order for a proposal to be eligible, the bidder must provide the following five criteria:

1. Evidence of the bidding agency's fiscal solvency.
2. A plan for providing work experience opportunities that meet federal wage and hour guidelines for youth.
3. All contractors are required to be an Affirmative Action/Equal Employment Opportunity Employer (AA/EEO). If selected for funding, an agency may be required to submit its AA/EEO Plan.
4. All contractors must provide a Certificate of Insurance for Comprehensive General Public Liability Insurance with a combined single limit coverage of at least \$1,000,000 and Worker's Compensation Insurance. The VCWIB must be specified as additional insured prior to contract release. At a minimum the bidder should submit an insurance quote for the required amount effective 7/1/2007 through 6/30/2008.
5. Certification regarding Lobbying (see Attachment F, Pages 33 & 34).

If all five of the criteria above are not met, the proposal will not be considered.

Proposals that receive 104 points or more will be required to make a verbal presentation during the week of April 17, 2007 – April 19, 2007.

<u>Review Criteria</u>	<u>Max. Points</u>
A. Service Provider Experience	10
B. Program Design	
1. Program delivery of required activities and services	15
2. Outreach and recruitment selection	10
3. County wide services.	5
4. Retention strategies	10
5. Program Collaboration	10
6. Case Management/Follow-up	20
C. Budget	
1. Necessity and reasonableness of budget items	10
2. Estimated cost per participant	5
D. Goals and Expected Outcomes	25
E. Sustainability	10
<u>Total Points Possible</u> 130	

***TOTAL SCORE: =80% OR 104 OF 130 POINTS ARE REQUIRED TO BE CONSIDERED FOR FUNDING.**

VII. Proposal Conditions

A. Disclosure of Proposal Content

All proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and protected by law may be withheld, if clearly identified as such in the proposal.

B. Proposal Obligations

The contents of the proposal and any clarifications thereto submitted by the successful bidder shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

C. Disposition of Proposals

All proposals become the property of the VCJTP and will not be returned to the bidder.

D. Illinois Statutes and Rules

The terms and conditions of the RFP and the resulting contract or activities based upon the RFP shall be construed in accordance with the laws of Illinois. Where statutes and regulations of the United States Government are referenced herein, they shall apply to this RFP and the resulting contract. Whenever differences exist between federal and state statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interests of WIA 18.

E. RFP Process Limitation

The request for proposal does not commit the VCWIB to award a contract, to pay costs incurred in the preparation of a proposal to this request, or to procure a contract for services. The WIB reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources or to cancel this RFP in part or in its entirety. The contracting officers will require the bidder(s) selected to participate in negotiations and to submit any budget, technical or other revision of their proposal as deemed necessary.

F. Conflicts Between Terms

The VCWIB reserves the right to accept or reject any exception taken by the bidder to the terms and conditions of this request for proposals.

G. The Resulting Contract/Fiscal Agreement

The contract shall be a combination of the specifications, terms and conditions of this RFP, the offer contained in the bidder's proposal, and any written clarifications or changes made in accordance with the provisions herein.

VIII. Items of Local Emphasis

- A. As required in Section V.B.4. and as noted in Section II, coordination between service providers is expected. Youth service providers are encouraged to not only coordinate but collaborate or form partnerships in submission of proposals. The maximum of 3 letters of support must demonstrate true collaborative partnership. Weight will be given to proposals that address needs of out-of-school youth county-wide. A formal procedure for referring youth to other agencies and programs is required when a particular youth in need does not meet the standards of the Title 1B program. Consideration should be given to establishment or identification of a “service broker” who will help in coordination of services throughout the county.
- B. Section I.B. lists the population eligible for entrance into the Title 1B program. The assessment procedures used should be identified in the proposals. Any of the seven performance standards which apply and are identified in any youth during the assessment must be addressed in the individual service strategy see Page 14 & 15.
- C. Creative work environment programs are encouraged. Projects could include school, agency, or community improvement projects, such as recycling programs, neighborhood litter clean-up patrol, landscaping, assisting in retirement homes, school-wide garage sales, school store, playground upkeep, and “adopt-a-park”. Work experience during the school year is encouraged.
- D. Gaps in service that have been identified should be addressed aggressively in a proposal. One concern for youth attempting to earn their high school diploma or GED certificate and then becoming a successful employee is transportation to and from child care providers, education centers, and employers. A second significant gap is access to child care. Proposals should address innovative solutions to these gaps.
- E. Providers are asked to review and attempt to address local concerns outlined in the Vermilion County Strategic Plan. The Strategic Plan is available at www.vermilioncountyietc.com.

FISCAL CONTRACT AGREEMENT

by and between

DANVILLE AREA COMMUNITY COLLEGE/VERMILION COUNTY JOB TRAINING PARTNERSHIP AND THE....

This agreement made July 1, 2006 by and between DANVILLE AREA COMMUNITY COLLEGE, fiscal agent for the Vermilion County Job Training Partnership, Illinois, WIA 18 (hereafter referred to as COLLEGE/JTP and the... (hereafter referred to as CONTRACTOR) is for the purpose of operating a Job Training Program.

1. General Requirements

The Contractor shall comply with all regulations and requirement of the Workforce Investment Act (WIA) of 1998, Public law 105-300, hereinafter referred to as the Act, and with the regulations and policies promulgated there under by the federal government and the state of Illinois Department of Commerce and Economic Opportunity (DCEO).

2. Scope of Work

The Contactor shall provide a job training program and related services for participants in accordance with all applicable provisions of the aforementioned Act and the Program Plan attached hereto as Exhibit A and expressly made a part of hereof.

3. Duration of Contract

This contract agreement shall cover the cost of training and related services, which shall start no earlier than July 1, 2006 for Year-round Youth Contractors. The Contractors for Year-round Youth programs are authorized to incur costs against this contract from July 1, 2006 through June 30, 2007.

4. Contract Sum

The College/JTP shall pay the Contractor for the performance of the contact the lesser of ...or the Contractor's actual allowable costs. The reimbursement shall not exceed

EOE Program/Auxiliary Aids and Services Available Upon Request to Individuals with Disabilities (29CFR37.34)

5. Payments

Payments pursuant to this contract are subject to the availability of federal Workforce Investment Act and their appropriation and/or authorized expenditure under state law. Contractors will only be reimbursed for allowable costs. Payments and cost reimbursement allow ability is subject to the appropriate OMB Circulars and Regulations.

Please note: If the number of participants to be served as stated and agreed upon in Item 2 (Scope of Work) of the fiscal agreement is not met, the contract amount will be reduced in proportion to the number of participants not served.

Unless otherwise specified, the method of payment of this contact shall be as follows.

- a. Payments to the Contractor will be made only after receipt by the College of a completed Service Provider Reimbursement Voucher and Service Provider Budget Summary with all supporting documentation, which includes time sheets signed by employee and supervisor and copies of any and all invoices/documentation supporting the voucher reimbursement request.
- b. A maximum of 10% of the contract amount for Youth Program may be paid to the Contractor at the beginning of the program as an advance, if requested by the Contractor. These funds should be available by July 31, 2006, contingent upon grant implementation and cash award to JTP from Illinois Department of Commerce and Economic Opportunity. Thereafter, payments SHALL be requested by the Contractor MONTHLY. Each request for funds must include the forms/information as noted in paragraph (a) above.
- c. **Sub contractors are required to submit monthly program reports. (Attachment G, Page 35)**
Ten percent (10%) of the contract amount will be retained by the College until successful completion of the Contractor's program, and submission of the program summary and analysis as defined in Section 11 and the final reimbursement request with supporting documentation is reviewed and approved. Final payments will not be paid until all reports are received, reviewed and approved by JTP.
- d. The contractor cannot be reimbursed for costs incurred in excess of the total approved budget, nor for costs determined to be disallowed.
- e. The final voucher for reimbursement of expenditures must be received by the JTP BUSINESS OFFICE, 407 North Franklin Street, Danville, Illinois 61832, no later than the close of business on Friday, July 11, 2008 by 4:00 p.m.

Any vouchers received after July 11, 2008 may not be reimbursed.

6. Fiscal Recording Requirements

The contractor's financial management system shall be structured to provide for accurate, current and complete disclosure of the financial results of the program. The Contractor is accountable for all refunds, equipment, property, and other

assets under the contract as required by the DCEO and the College, and agrees to maintain only enough cash on hand to effectively operate the program. The Contractor shall keep records sufficient to permit the tracing of the funds to a level of expenditure adequate to insure that funds have not been spent unlawfully. The Contractor will maintain payroll records, canceled payroll checks, time cards, and other evidence in the performance of this contract for a period not less than five (5) years after this contract expires.

7. Audit Requirements

Unless notified by the College/JTP otherwise, the Contractor shall be responsible for a financial and compliance audit, based on the Office of Management and Budget Circular A-133, each year. Any such audit must be performed by an independent public accountant, certified and licensed by a regulatory agency of the State of Illinois. A copy of the annual audit shall be submitted to the College/JTP within 120 days after the end of the Contractor's fiscal year. The College/JTP also reserves the right to review at any time. In addition, the Contractor agrees to repay the College/JTP for any funds that are determined by the DCEO or the College/JTP to be disallowed.

8. Enrollment

Unless otherwise specified in the plan, the VCJTP can refer qualified applicants as potential trainees for the program.

9. Administration

It is expressly understood that the Contractor shall have the primary responsibility for the training program and that all participants enrolled are subject to the policies and procedures of the Contractors as well as those required by the Act and the College/JTP.

10. Monitoring and Evaluation

The College/JTP will monitor the Year-round Youth Contractor at least twice for compliance with WIA/VCJTP rules and regulations, and to evaluate the program with respect to proposed goals and objectives. Quarterly program evaluations may be conducted by the College/JTP.

The Contractor will allow College/JTP staff and other authorized representatives access to records and facilities relating to this contract.

11. Program Reports Required

The Contractor shall submit the following program reports as required by the College/JTP.

- a) The Contractor shall be responsible for providing all necessary

Information regarding the total number of referrals made by the Information and Referral Service and specifically the estimated number of WIA-eligible clients referred anywhere, if applicable, on a monthly basis.

b) Contractor shall submit a Program Summary and Analysis.

NOTE: The final due date for all program reports and paperwork is May 30, 2008.

*Contractor shall submit a monthly youth program report (Attachment G, Page 35)

This analysis shall outline the following:

-Project goals including objectives, activities, and evaluation measures (degree of attainment), evaluation measures (degree of attainment),

-Results for each objective including statistical data,

-Programs and/or recommendations for changes; and

-Evaluations of the project by both participants and staff.

-This report and analysis shall be forwarded to the JTP Executive Director at 407 N. Franklin, Danville, IL 61832.

c) Contractors funded by the WIA Youth Program shall give a brief presentation at the Workforce Investment Board meeting in June or July 2008, summarizing the results of the program.

12. Termination

This contract may be terminated for the following reasons:

a) Loss of funding

This contract may be terminated in full, or in part, at the discretion of the College/JTP in the event it suffers a loss of funding or grant termination. In the event the College/JTP suffers a loss of funding, it shall give the Contractor written notice, which shall set forth the effective date of full or partial termination.

b) Termination for cause

If the College/JTP determines that the Contractor has failed to comply with the special conditions and/or general terms of the contract, the College/JTP may terminate the contract in whole, or in part, at any time before the date of completion of the program. The College/JTP shall promptly notify the Contractor, in writing,

of the decision to terminate the contract, the reasons for termination, and the effective date of the termination.

c) Termination for convenience

This contract may be terminated, in whole or in part, upon determination by the College/JTP and the Contractor that continuation of the program would not produce beneficial results commensurate with the further expenditure of funds. The College/JTP and the Contractor shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The Contractor shall not incur new obligations for the terminated portion of the program after the effective date and shall cancel as many outstanding obligations as possible. The College/JTP shall allow full credit to the Contractor for the College's/JTP's share of the allowable noncancellable obligations incurred prior to termination.

13. Equal Employment Opportunity

In carrying out the program, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor shall take affirmative action to insure that applicants for employment are employed and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; and selection for training, including apprenticeship. The Contractor shall post, in conspicuous places available to employees and applicants for employment, notices to be provided by the Government setting forth the provisions of the nondiscrimination clause. The Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.

14. Conflict of Interest

No officer or employee of the Contractor, no member of its governing body, and no public official of the locality in which the program objectives will be carried out, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such objectives shall (a) participate in any decision relating to any contract negotiated under this grant which affects his/her personal interest or the interest of any cooperation, partnership, or association in which he/she is directly or indirectly, interested, or (b) have any financial interest, direct or indirect, in such contractor in the work to be performed under such contract.

15. Worker's Compensation Insurance, Social Security, Retirement and Health Insurance Benefits and Taxes

The Contractor shall provide worker's compensation insurance and shall accept full responsibility for the payment of unemployment insurance, premiums for workers compensation, Social Security, and retirement and health insurance benefits, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees, who are performing services specified by this contract.

16. Liability Insurance

The Contractor shall carry comprehensive liability insurance coverage protecting the Contractor for no less than one (\$1,000,000.00) dollars per person in the event of bodily injury including death and one million (\$1,000,000.00) dollars in the event of property damage arising out of the training or work performed by the Contractor. The Contractor shall carry comprehensive liability insurance coverage protecting the Contractor for no less than \$1,000,000.00 in the event of property damage arising out of the training or work performed by the Subcontractor. The Subcontractor shall provide a Certificate of Insurance to verify the coverage. The coverage should include general liability to cover both youth and subcontractor employees.

17. Debarment and Suspension

The Contractor assures they have not been debarred or excluded from procurement of federal funds.

18. Drug Free Workplace

The Contractor will comply with the Drug-Free Workplace Act of 1988.

19. Integration Clause

It is agreed between the parties that this contract with attachments, as written is the full and complete agreement between the parties and that there are no oral agreements or understandings between the parties other than what has been reduced to writing herein.

20. Grievances

Any disputes, complaints, or grievances arising from the implementation of this contract will be handled under section 2610.110 of the Illinois Administration Code.

21. Contract Modifications

- a) In unusual circumstances, this contract may be modified in whole or part upon consent of both parties.
- b) Changes must be submitted and signed by both the Contractor and College/JTP.
- c) **Contract modifications must be executed by both parties prior to implementation of any changes.**

22. Third Party Subcontractor

No part of this contract may in whole, or in part be assigned (subcontracted) to a third party.

23. Program Income

Any program income earned on funds subject to this agreement shall become part of the contract principal and shall be so treated for all purposes.

Equipment purchased by subcontractor remains the property of VCJTP.

24. Additional Assurances

All service providers are expected to comply with the following additional contractual provisions.

- a) The College/JTP or WIB may impose sanction and penalties or other administrative, contractual, or legal remedies it deems appropriate in instances where contractors violate or breach contract terms.
- b) Compliance with the Copeland “Anti Kickback” Act (18 USC 874) as supplemented in Department of Labor regulations (29 CFR 3, revised as of July 1, 1989).
- c) Compliance with the Davis-Bacon Act (40 USC 27a to a-7) as supplemented by Department of Labor regulations (20 CFR 5, revised as of July 1, 1989).
- d) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by Department of Labor regulations (29 CFR 5, revised July 1, 1989).
- e) Compliance with Department of Labor requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
- f) Compliance with Department of Labor requirements and

regulations pertaining to copyrights and rights in data as contained in the grant agreement.

- g) Compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air and Water Act (33 USC 1368), Executive Order 11738, and US Environmental Protection Agency regulations (40 CFR 15, revised as of July 1, 1989).**
- h) Mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conversation Act (PL 94-163, effective December 22, 1975).**
- i) The Contractor is accountable for all funds received under this agreement and shall maintain for a minimum of five (5) years following the date of submission by the Contractor of its final expenditure report, all books, records, and supporting documentation necessary to verify the expenditure and use of funds provided under this fiscal agreement. This Agreement and all books, records and supporting documents related hereto shall be available for inspection and audit by the Department of Employment Security, the Auditor General of the State of Illinois, the Secretary of Labor, and the Comptroller General of the United States or any of their duly authorized representatives. Contractor agrees to provide full access to all relevant materials and to provide copies of same upon request to any of the agencies named herein, or their designees.**

In the event that an audit is commenced during the five-year period specified herein, said five (5) year period shall be extended for the duration of the audit and the Contractor agrees to cooperate fully with any audit conducted by or through said agencies. Failure to maintain books, records, and supporting documents as required by this Agreement shall establish a presumption in favor of the Illinois Department of Commerce and Economic Opportunity for the recovery of any funds paid under this Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement.

- j) Contractor agrees to comply with Section 319 of Public Law, which requires the disclosure of lobbying activities with the federal government. Certification Regarding Lobbying forms attached and require subcontractor signature.**

25. America's Workforce Network Requirement

The official name for the nationwide system of providing employment and training through the Workforce Investment Act partnerships and various other federally sponsored programs is "America's Workforce Network." To achieve the goals of this grant, it is important that the public has a quick and easy method of identifying that the projects or programs they are taking part in are part of "America's Workforce Network." To provide this information to the public, the Contractor agrees to place the "America's Workforce Network" logo, in accordance with the United States Department of Labor's guidelines for such use, on all public materials such as statements, press releases, brochures, advertisements, reports, and other documents describing projects or programs funded in whole or in part with Federal money.

When the America's Workforce Network logo is used, the Contractor agrees that it will be accompanied by the following statement: "(Contractor Name) is a Proud Member of "America's Workforce Network".

The Contractor shall not use the "America's Workforce Network" logo in any manner that would imply that the United States Department of Labor or the State of Illinois endorses a commercial product, service, or activity or that the material of a nonofficial nature represents the United States Department of Labor or the State of Illinois.

26. Local Workforce Investment Board Enrollment Fiscal Requirements:

- a) Subcontractors MUST meet 80% of their enrollments as agreed upon in Scope of Work (item 2) by December 31, 2007. If this is not met, the LWIB reserves the right to sanction or terminate the program.
- b) Subcontractors must meet 50% of their fiscal expenditures as agreed upon in this contract by December 31, 2007. If this is not met, the LWIB reserves the right to sanction, or terminate the program.

27A. 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 the 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.)

27B. **EQUAL EMPLOYMENT OPPORTUNITY.** All contracts shall contain a provision requiring compliance with E.O. 11246, Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” as supplemented by regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

27C.

Illinois Department of Commerce and Economic Opportunity

Rod R. Blagojevich
Governor

Jack Lavin
Director

EQUAL OPPORTUNITY IS THE LAW

It is against the law for the Illinois Department of Commerce and Economic Opportunity (DCEO), a recipient of federal financial assistance, to discriminate on the following bases:

Against any individual in the United States, on the basis on race, age, color, religion, sex, national origin, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

DCEO Must Not Discriminate in Any of the Following Areas:

Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

What To Do If You Believe You Have Experienced Discrimination:

If you think you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The State Equal Opportunity Officer for WIA
Bureau of Workforce Development
620 East Adams Street-Fifth Floor
Springfield, Illinois 62702

Or:

The Director of the Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, DC 20210

If you file your complaint with DCEO, you must either wait until DCEO issues a written Notice of Final Action, or until 90 days have passed

(whichever is sooner), before filing with the Civil Rights Center (see address above).

If DCEO does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for DCEO to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with DCEO).

If DCEO does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the DCEO Notice of Final Action.

DCEO is an equal opportunity employer and complies with all state and federal nondiscrimination laws in the administration of its programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact the Office Manager of the DCEO officer nearest you or the State Equal Opportunity Officer for WIA, Tim Golemo, at (217) 558-2418 or TTY (800) 785-6055.

- 27D. **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 Rights Commission; (vi) directions on how to contact the Department of 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 College/JTP upon request.

Patricia F. Shedlock, EO Officer
Equal Opportunity Officer
Vermilion County Job Training Partnership
407 North Franklin Street
Danville, IL 61832
217-442-3044, ext 238

IN WITNESS WHEREOF, the parties hereby execute this Agreement the day and year first above written.

The _____

Authorized Signature

President, Danville Area Community College, WIA Grantee

VCJTP Executive Director/WIA Administrator

Vermilion County Workforce Investment Board Chairperson

Attachment A

Required Services for Youth Programs

The following is a list of ten (10) services local programs must, at a minimum, provide to youth:

- 1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;**
- 2. Alternative secondary school offerings;**
- 3. Summer employment opportunities directly linked to academic and occupational learning;**
- 4. Paid and unpaid work experiences, including internships and job shadowing;**
- 5. Occupational skill training;**
- 6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities;**
- 7. Supportive services;**
- 8. Adult mentoring for a duration of at least twelve months, that may occur both during and after program participation;**
- 9. Follow-up services; and**
- 10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.**

The above list is found in the Federal Register/ Vol. 64, No. 72/ Thursday, April 14, 1999 in section 664.410.

Attachment B

Definitions of Youth Performance Measures

Note: These performance measures are subject to change based on State and Federal negotiations and regulations.

“Program exit” means no longer receiving services other than follow-up services for 90 days or more.

1. *Youth Diploma Equivalency Rate:*

For Youth 14-18, measures the percentage of youth who, upon exiting the program, obtain a High School Diploma or equivalent. Youth in this measure must enter the program without a diploma. **Minimum rate for PY 2006 is 68.0%.**

2. *Youth Placement and Retention Rate:*

For Youth 14-18, measures the percentage of youth who, upon exiting the program, were placed and retained for at least 180 days in one of the following: post-secondary education, advanced training, employment, military service, or qualified apprenticeship. Youth will be counted only once for this measure, regardless of how many retention outcomes are attained. **Minimum rate for PY 2006 is 68.0%.**

3. *Youth Skill Attainment Rate:*

For Youth 14-18, measures the percentage of skill goals attained during the year. Skill goals are in three categories: basic skills; work-related skills; and occupational skills. Each youth must have at least one but no more than three goals. Goals must take at least three months but not more than 12 months to attain. **Minimum rate for PY 2006 is 81%.**

4. *Youth Entered Employment Rate:*

For Youth 19-21, measures the percentage of youth who, upon exiting the program, are employed during the first full calendar quarter after the quarter in which they exit the program. For example, to be counted a youth who exits the program in July, August, or September must be employed in October, November, and December. This is based on unemployment insurance data. **Minimum rate for PY 2006 is 70.0%.**

5. *Youth Employment Retention Rate:*

For Youth 19-21, measures the percentage of youth who, upon exiting the program, are employed the third full calendar quarter after the quarter in which they exit the program. For those not working at program entry, retention is only

measured if the person obtains employment in the quarter following exit. For *those working at program entry, retention is measured for all. **Minimum rate for PY 2006 is 81.0%.**

6. **Youth Earnings Change:**

For Youth 19-21, measures the amount of annual earnings change using the two quarters prior to program entry and the second and third quarters after program exit. For those not working at program entry, earnings change is only measured if the person obtains employment in the quarter following exit. For those working at program entry, earnings change is measured for all. **Minimum rate for PY 2006 is \$3,100.**

7. **Youth Credential Attainment Rate:**

For Youth 19-21, measures the percentage of youth who, upon exiting the program, obtain one or more of the following: diploma, degree, certificate, license, or certification. A state or nationally recognized industry body must recognize these credentials. Youth will be counted only once in this measure, regardless of how many credential outcomes are attained. **Minimum rate for PY 2006 is 55.2%.**

8. **Placement in Employment or Education**

Percentage of youth that entered employment, the military, or enrolled in post-secondary education and/or advanced training/occupational skills training during the 1st quarter after program exit.

9. **Attainment of a Degree or Certificate**

Percentage of participants that earned a diploma, GED, or certificate by the end of the 3rd quarter after exit.

10. **Literacy and Numeracy Gains**

Of those out of school youth who are basic skills deficient at registration, the number of participants who increase one or more educational functioning levels, divided by the number of participants who have completed a year in the program, or who have exited prior to completing a year in the program.

Attachment C

**Youth Program Proposal
Vermilion County Job Training Partnership
Workforce Investment Act**

Proposal Checklist

1. The proposal cover sheet includes proper signatures _____
2. Includes evidence of bidding agencies fiscal solvency _____
3. Proposal meets federal minimum wage requirements _____
4. Agency is AA/EEO _____
5. Proposal includes proof of insurance/insurance quote _____
6. Lobbying certificate is complete _____
7. 10 Copies _____
8. 12 point font, Double Spaced _____
9. Proposal meets the 50 page maximum requirement _____
10. Budget sheet provided on pg. 20 is completed _____
11. Service provider experience is well outlined _____
12. Proposal addresses the minimum under B. Program Design _____
13. Budget narrative explains required items under C. Budget _____
14. Proposal addresses D. Goals and Expected Outcomes _____

Attachment D

**Youth Program Proposal
Vermilion County Job Training Partnership
Workforce Investment Act
COVER SHEET**

I. Service Provider:

A. Name of Firm/Organization: _____

B. Mailing Address: _____
Street

City State Zip Code

C. Provider Official: _____ Phone: _____

D. Authorized Signature: _____

E. Title: _____

F. Contact Person(s): _____
Name Title Phone Email

Name Title Phone Email

Name Title Phone Email

II. Program Information:

A. Title of Program: _____

B. Number of Participants: _____

C. Program Period: Start _____
End _____

D. Total Funds Requested: _____

E. Cost per Participant: _____

F. In-kind Matching Cost: _____

Attachment E

VERMILION COUNTY JOB TRAINING PARTNERSHIP (VCJTP) SERVICE PROVIDER PROPOSED BUDGET

Period from: _____ to _____

Program: Year Round Youth

Prepared by: _____

	Col 1	Col 2	Col 3	Total of Col 2 & 3 (this should equal amount in Col 1)	Col 4
DESCRIPTION	Proposed Budget Program Costs	Expenditures on In-School Youth (Maximum 70% Funds)	Expenditures on Out-of-School Youth (Minimum 30% of Funds)		Subcontractor Contribution
Salaries-Couns., Mktg.					
Fringes-Health Ins.					
Fringes-Workers' Comp.					
Fringes-Unemployment					
Fringes-FICA/Medicare					
Fringes-Retirement					
Maintenance/Janitorial					
Office Supplies					
Printing/Graphics					
Training Materials					
Postage					
Dues & Publications					
Advertising					
Travel-In State					
Travel -Out of State					
Facilities/Utilities					
Photocopier/Rent. Equip.					
Telephone					
Equipment - Depreciation					
GED/Academic Training					
Vocational Training					
On-the-Job Training					
Limited Internship					
Incentives					
Limited Work Experience					
FICA-Employer Share					
Other Exp. (describe):					
Totals					

Note 1: On a separate page, please provide details for salaries including hours to be worked, hourly wage, and weeks worked for each position. Totals should agree with the above budget.

Note 2: Refer to the Workforce Investment Act Section 129C(4)(A) which requires that, at a minimum, 30% of the allocated funds be used to provide youth activities to out-of-school youth. Therefore, a maximum of 70% of the allocated funds may be used to provide youth activities to in-school youth.

Note 3: Out-of-School youth are defined in Section 101(33) of the WIA and Sec.664.300 and Sec.664.310 of the WIA regulations. In-School youth are not defined specifically by WIA, but are considered to be all eligible youth to whom the above definition does not apply.

Note 4: Column 1 is to show the total proposed budget for funds requested. Columns 2 and 3 are detailed breakdowns of Column 1, reflecting the 70/30 requirements of WIA (see notes 2 & 3). For example, if your proposed program provides services only to in-school youth, you do not need to put any information into Column 3. Column 4 is to reflect In-Kind Costs paid by the subcontractor to support the program.

Attachment F

CERTIFICATION REGARDING LOBBYING

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATE
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 of a Member of Congress in connection with awarding of any Federal contract, the making of any Federal grant, the making of any Federal 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "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 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 certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantee/Contractor Organization

VCJTP Title/Agreement No.

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 (per OMB).

Instructions For Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether sub awarded or prime Federal recipient at the inluation or receipt of a covered Federal action, or a material change to a previous filing pursuant to title 31 USC section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an official or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use of the SF-LLL Continuation Sheet for additional Information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be a prime or sub award recipient. Identify the tier of the sub awards, example, the first sub awards of the prime is the 1st tier. Sub awards include but are not limited to subcontract, sub grants, and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Sub awards", then enter the full name, address, city, state, zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organization level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 1 (Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant, or loan award number, the application/proposal control number assigned by the Federal agency include prefixes "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (A) Enter the full name, address, city, state and zip code of this lobbying entity engaged by the reporting entity identified in Items 4 to influence the covered Federal action.
(B) Enter the full names of the individual(s) performing services, and include full address if different from 10 A. Enter last name, first name, and middle initial.
11. Enter the amount of compensation paid or reasonably expected to pay by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL –A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-00-46) Washington D.C. 20503

**Vermilion County Job Training Partnership
Monthly Youth Report**

Service Provider _____
Contact Person _____
Month Submitted _____
Date Submitted _____

Enrollments:

Plan _____ Actual _____ % of contract completed _____

Number of enrollments completed this month _____

Exits this program year:

Positive	Negative	Total
_____	_____	_____

Number of exits this month _____

Enrollment Attainment and Technical Assistance Needs

Will you be able to attain your planned number of enrollments? Yes _____ No _____

If no, provide explanation:

Do you need technical assistance to complete your contract? Yes _____ No _____

If yes, specify the areas that you need assistance with:

Do you have any concerns of meeting performance levels as outlined in the Request for Proposal? Yes _____ No _____

If yes, specify your concerns:

Were referrals made this month? Yes _____ No _____

If yes, what agencies: _____

Reports for the current month are due by the 5th of the following month