



**Southwest Connecticut Local
Workforce Development Plan
2024-2027**

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EXECUTIVE SUMMARY

The WorkPlace helps people prepare for careers and strengthens the workforce for employers. We are a progressive, socially enterprising operation that is driven by innovation and entrepreneurial spirit. As Southwestern Connecticut's Regional Workforce Development Board, we administer workforce development funds and coordinate providers of job training and education programs that meet the needs of residents and employers.

We believe in the power of ideas to affect change. We act as convener, catalyst, collaborator, and advocate for workforce development. We work with a wide scope of partners in the American Job Center system, business leaders, local officials, and other stakeholders to design innovative workforce development plans that identify and address the area's employment needs and interests.

The WorkPlace operates four American Job Centers (AJC) located in Ansonia, Bridgeport, Derby, and Stamford, Connecticut. Additionally, we operate the Southwest Region AJC Career Coach, which is a mobile computer lab that brings a training classroom to each of the towns in the region. These centers provide programs and services to job seekers, including career counseling, workshops, job search assistance, skills assessment, and occupational training. Customers using the centers have access to computers, internet, telephones, copy machines and materials to help them search for a job.

The WorkPlace works with business partners to address their future needs by creating opportunities to improve training and job readiness. Business customers can benefit from customized recruitment services, easy access to a large pool of pre-screened job applicants, and other resources. We collaborate with employers in several ways:

- Build strategic, industry-specific partnerships with education providers
- Mobilize Rapid Response Teams to help dislocated workers deal with company closings
- Train workers for Connecticut's essential industry clusters
- Upgrade the skills of existing workers to maintain a globally competitive workforce

The WorkPlace regularly shares ideas, best practices, and lessons learned with lawmakers, foundations, think tanks, and other workforce development organizations around the country. We pride ourselves on bringing new thinking to the workforce table. In all we do, our people "think it forward" – always looking for new ways to enhance the quality of life and standard of living of people in our region.

Purpose

The Workforce Innovation and Opportunity Act (WIOA) requires each local workforce development board (LWDB) to develop and submit, in partnership with the chief elected official (CEO), a comprehensive four-year plan to the Governor. The local plan shall support the vision, goals, and strategy described in the State plan and otherwise be consistent with the State plan.

This four-year plan will be effective July 1, 2024 - June 30, 2028, and address future strategies and efficiencies for the continuing modernization of the workforce system and creation of a customer-centered system: where the needs of businesses and workers drive workforce solutions; where One-Stop Career Centers in the region provide excellent customer service to all job seekers and businesses, and where the workforce system supports strong regional economies, as well as alignment with state and local priorities.

I. ORGANIZATIONAL STRUCTURE

A. Chief Elected Official(s) (CEOs)

1. **Identify the chief elected official(s) by name, title, mailing address, phone number and email address.**

See Attachment A: SWCT Workforce Development Area, Chief Elected Officials

2. **If the local area includes more than one unit of general local government in accordance with WIOA sec. 107(c)(1)(B), attach the agreement that has been executed to define how the parties will carry out the roles and responsibilities of the CEO.**

See Attachment B: Local Chief Elected Officials Agreement

3. **If applicable, attach a copy of the agreement executed between the CEO (s) and the LWDB.**

See Attachment B: Local Chief Elected Officials Agreement

4. **Describe the following:**
 - i. **The nomination process used by the CEO to elect the local board chair and members;**

The CEOs will solicit nominations for Business and Non-Business representatives from appropriate organizations and agencies, as described in the process. The WorkPlace will assist the CEOs in allocating the categories for non-business appointments and in satisfying the requirements of WIOA.

Business Representatives
<ul style="list-style-type: none"> ▪ Business representatives must be owners, chief executive officers, chief operating officers, small business or other individuals with optimum policymaking or hiring authority and represent businesses with employment, opportunities that reflect the employment opportunities of the LWDA;
<ul style="list-style-type: none"> ▪ The Stamford Chamber of Commerce, the Greater Norwalk Chamber of Commerce, the Greater Bridgeport Regional Business Council, and the Valley Chamber of Commerce shall be the lead local business organizations for coordinating and submitting business nominations to the CEOs for final appointment;
<ul style="list-style-type: none"> ▪ The CEOs may contact other local chambers of commerce and trade associations to advise them that they may submit nominations to the lead local business organizations;

Non-Business Representatives
<ul style="list-style-type: none"> ▪ Representatives of educational entities, including Community Colleges, will be selected from among individuals nominated by state, regional or local educational agencies, institutions, or organizations representing such local educational entities:
<ul style="list-style-type: none"> ▪ Nominations for representatives of labor organizations shall be solicited from local labor federations;
<ul style="list-style-type: none"> ▪ CEOs may solicit nominations for representatives of community-based organizations, giving special consideration to organizations representing youth (including

out of school youth), individuals with disabilities, and veterans;
<ul style="list-style-type: none"> ▪ CEOs may solicit nominations for representatives of economic development agencies, giving special consideration to private-sector economic development entities;
<ul style="list-style-type: none"> ▪ Unsolicited nominations may also be considered.

- ii. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year;

At each annual meeting, the then present Board of Directors shall elect Directors in accordance with Bylaws of The WorkPlace to serve for three-year terms to succeed the Directors whose terms are expiring. All Directors shall serve until their respective successors have been elected or qualified. The term of a Director may be extended by service as an officer of the Board of Directors.

- iii. The process to notify the CEO of a board member vacancy to ensure a prompt nominee;

The WorkPlace maintains continuous, open communication with each of the CEO's. Notifications of vacancies occur through email correspondence, telephone, and in-person conversations.

- iv. The proxy and alternative designee process that will be used when a board member is unable to attend a meeting and assigns a designee as per the requirements at §679.110(d)(4) of the proposed WIOA regulations;

In the event that a Director is unable to attend or participate in a meeting of the Board of Directors, he/she may designate another person who holds a leadership or decision making position in the entity which the Director represents by filing a written authorization, including fax, e-mail, or other written electronic medium, delivered at or prior to a meeting with the Board of Directors. Such designee shall not be counted for the purpose of determining the presence of a quorum at the meeting and shall not be entitled to vote but may otherwise participate in the meeting.

- v. The use of technology, such as phone and Web-based meetings, that will be used to promote board member participation.

Meetings of the Board of Directors, Executive Committee, and other subcommittees of The WorkPlace Board of Directors are conducted virtually to encourage and promote participation. Members may join meetings by using technology such as conference calls and web-based solutions such as Zoom.

- vi. The process to ensure board members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and,

The Board of Directors has the power necessary to carry out the functions and duties of the LWDB as well as formulate the policies and direct the affairs of the LWDB. Board members are approached to actively participate in standing sub-committees of the Board to assist in convening the workforce development system. These committees include the Executive Committee, By-Laws Committee, Human Resources Committee, and the Finance/Audit Committee. Additionally, board members participate in the execution and planning of community forums, which solicit feedback on workforce trends.

- vii. Any other conditions governing appointments or membership on the local board.
There are no other conditions governing appointment or membership on the local board.

5. Provide a description of how the CEO was involved in the development, review and approval of the plan.

The CEO is regularly notified of meetings to review workforce trends, the responsiveness of the LWDB, and program performance. This includes participation in meetings of our Board of Directors, Roundtable Discussions, attendance at WorkPlace program events, and community forums. This winter, the CEO participated in a meeting with other regional CEOs to review labor market trends and the response of The WorkPlace through various programs and partnerships.

The CEO confirmed the vision and steps taken to create the plan. Progress on the plan was presented to the Executive Committee of the Board of Directors and subsequently to the full Board of Directors after receiving approval from the CEO.

B. Local Workforce Development Board (LWDB)

1. Provide a matrix identifying LWDB members including the category each member represents.

See Attachment C: WorkPlace Board of Directors

2. Provide a description of how the LWDB was involved in the development, review, and approval of the plan.

Members of the Executive Committee of The WorkPlace Board of Directors received monthly updates on the development and progress of the planning process. During these updates, they provided guidance and feedback on the development of the plan. The draft plan was submitted to members of the LWDB for comment during the development process.

The full Board of Directors received the plan before a regularly scheduled meeting where the plan was considered and approved by the LWDB.

3. Provide an organizational chart for the LWDB and administrative support.

See Attachment D: Organizational Chart of The WorkPlace

C. Local Administrative Entity and Grant Sub Recipient

1. Identify the administrative entity.

The WorkPlace is the administrative entity as the LWDB

2. Identify the entity selected to receive and disburse grant funds (local fiscal agent).

The WorkPlace is the LWDB and fiscal agent responsible for the disbursement of funds.

D. One-Stop System

1. Provide a description of the local one-stop system, including the number, type, and location of full-service and other service delivery points.

There is one (1) full-service and three satellite American Job Centers (AJC's) in the Southwest Region Local Workforce Delivery Area:

<p>BRIDGEPORT (Full-Service) 2 Lafayette Square Bridgeport, CT 06604 Phone: (203) 333-5129 Open Mon - Fri, 8:30am - 4:30pm</p>	<p>STAMFORD (Satellite) 141 Franklin Street, 2nd FL. Stamford CT 06901 Phone: (203) 353-1702 Open Mon - Fri, 8:30am - 4:30pm</p>
<p>DERBY (Satellite) 101 Elizabeth St. Derby, CT 06418 Phone: (203) 734-3443 Open Mon - Fri, 8:30am - 4:30pm</p>	<p>ANSONIA (Satellite) 4 Fourth Street Ansonia, CT 06401 Phone: (203) 397-6647 Open Mon - Fri, 8:30am - 4:30pm</p>

AJC Location	On-site Partners	Services
<p>BRIDGEPORT 2 Lafayette Square Bridgeport, CT 06604</p>	<p>CT Dept. of Labor Career resources, Inc.</p> <p>The WorkPlace</p> <p>BRS / DORS</p>	<ul style="list-style-type: none"> • WIOA – Adult, DW, Youth • Wagner Peyser (Labor Exchange Services), • Veterans, Trade Act, UI Assistance • TANF/JFES Services • ABE / GED • AJC Career Coach • Dress for Success Mid-Fairfield County • Stephanie's Closet • Community Resource Center / Food Pantry • Mortgage Crisis Job Training Program (statewide) • Platform to Employment (statewide) • SCSEP • STRIVE • ReEntry • VITA site • Business – hiring, recruiting, job posting, incentives, credits, training, (throughout SDA) • Job Corp • Bureau of Rehabilitation Services (BRS) • Board of Education Services for the Blind (BESB) • UniteCT: Rental Assistance, • Program/Moving Assistance • Program/WorkforceRentalAssistance Program/Call Center
<p>ANSONIA 4 Fourth Street Ansonia, CT 06401</p>	<p>Career Resources, Inc.</p>	<ul style="list-style-type: none"> • BRS • WIOA – Adult, DW, Youth (upon request_ • TANF/JFES Services • Reentry • Literacy Volunteers • UniteCt- Tenant Representative

<p>DERBY 101 Elizabeth Street Derby, CT 06418</p>	<p>Career Resources, Inc. *CTDOL – as requested</p>	<ul style="list-style-type: none"> • WIOA – Adult, DW, Youth • TANF/JFES – Services • Literacy Volunteers • BRS <p><u>Services delivered upon request:</u></p> <ul style="list-style-type: none"> • Wagner-Peyser (Labor Exchange Services) • Veterans
<p>STAMFORD 141 Franklin Street, 2nd Fl. Stamford CT 06901</p>	<p>Career Resources, Inc. *CTDOL – as requested</p>	<ul style="list-style-type: none"> • WIOA – Adult, DW, Youth • TANF/JFES Services <p><u>Services delivered upon request:</u></p> <ul style="list-style-type: none"> • Wagner-Peyser (Labor Exchange Services) • Veterans

The Bridgeport AJC location is a full-service, comprehensive AJC, housing WIOA, Wagner-Peyser, and JFES staffing. Its central downtown location is near the public transportation hub and offers convenient access to individuals with transportation needs. This center also houses the Community Resource Center and the Assistive Services Center. The WorkPlace has veteran, ex-offender, youth, and healthcare programs all within walking distance of this center.

The Stamford, Derby, and Ansonia locations are satellite AJC offices. These satellites offer WIOA and JFES services. Wagner-Peyser services are made available by DOL on a scheduled basis at the Stamford and Derby sites. All four locations are on bus lines and have adaptive technology to assist customers with disabilities.

2. Identify the process to select the one-stop operator.

The One Stop Operator is selected through a competitive selection process that entails the issuance of a request for proposal (RFP) and identification of multiple bidders. The award of a contract is contingent upon 1) favorable evaluation of a proposal in relation to other proposals, 2) approval of the proposal by The WorkPlace Board of Directors; and 3) successful negotiation of any changes to the proposal.

3. Identify the entity or entities selected to operate the local one-stop center(s).

Career Resources, Inc. Is the One Stop Operator for all One Stop Centers in the southwest region.

4. Identify the entity or entities selected to provide career services within the local one-stop system.

Career Resources, Inc. and the Connecticut Department of Labor are the only entities providing career services in the SW AJCs.

5. Identify and describe what career services will be provided by the selected one-stop operator and what career services, if any, will be contracted out to service providers.

Career Resources, Inc. delivers all career services provided at the SW AJCs. No career services are contracted out to providers, nor does The WorkPlace intend to contract out career services to providers.

Customers entering any of the Southwest Region American Job Centers are greeted and referred to the receptionists to determine the reason for the visit. All centers utilize the CTHires system to sign-in and track customers. All our centers provide customer access to create user accounts in CTHires if they are not already in the system. Customers are then triaged to determine what program or service they are seeking. Once registered into CTHires, customers may access career services. Available career services in the AJC's include:

- Eligibility for Title 1 Participants
- Outreach, intake, and orientation
- Skills and supportive services need assessment
- Program coordination & referral
- Labor market information
- Training provider performance & cost information
- Information about the availability of supportive services and referral to these services
- Assistance establishing eligibility for financial aid
- Employment Retention Services
- Follow-up services for Title 1 participants

Roles and Resource Contributions of One-Stop Partners

Programs & Services	Description
AJC Career Coach	Mobile classroom that brings career services and computer training to you! The American Job Center Career Coach visits cities and towns every week, stopping at various community sites (public housing, libraries, community centers, churches, job fairs).
ABE / GED Preparation	Adult Basic Education, work towards achieving GED Diploma
Community Resource Center / Food Pantry	Assist in connecting to area/community resources (211 info line)
Dress for Success	Women's business attire, networking and career supports
ESL	English as a Second Language acquisition. Open entry classroom and virtual
Mortgage Crisis Job Training Program	Training funds, career/financial counseling & employment services for those with mortgages 60+ days past due
Platform to Employment	Long term unemployed- assistance re-entering the workforce
SCSEP	Low-income, unemployed adults aged 55+ can participate in part-time, paid community service providing training and job search assistance leading to unsubsidized employment. Title V (SCSEP) of the Older Americans Act, administered by the US Department of Labor

STRIVE	A unique three-week attitudinal job readiness course in a simulated work environment, emphasizing personal accountability; includes case management, job leads and two years of follow-up support
Reentry	Serving ex-offenders/ previously incarcerated in reentering the workforce as well as GED assistance
VITA site	Free, high-quality tax preparation assistance and filing, and connection to financial literacy services and all eligible tax credits. VITA is open to all families earning \$50,000 or less annually

II. ENVIRONMENTAL SCAN

A. Provide an analysis of the local area’s economic conditions, including information on existing and emerging in-demand industry sectors and occupations.

The 20-town region of Southwest Connecticut has about climbed back to pre-pandemic employment levels. Entering 2024, the Southwest Connecticut economy experienced consistent year-over-year job growth going back to January 2023, but the number employed, 386,600, still lagged the 388,419 employment level seen in February 2020. The region’s labor force has shown slow but steady growth heading into 2024 and recently surpassed pre-pandemic levels. With the growth in the labor force, we have witnessed a corresponding increase in unemployment but overall, the rate remains low. In January 2024, twelve of the twenty towns in the workforce region had an unemployment rate below 5% which is often considered full employment.

The Southwest Connecticut regional economy is made up of significant industry sectors that serve local consumers (health care and social assistance, accommodation and food services, and retail) and trade services and products outside the region (financial services, professional technical services, and manufacturing). These latter industries are the region’s “traded sector” industry clusters. They ring up sales outside of the area and bring back to the region fresh dollars that support residents, local businesses, and government services. Traded sector companies cluster in a region because they draw a competitive advantage from a proximity to a skilled workforce, specialized suppliers, or shared base of sophisticated knowledge about their industry. Their markets are national and global in that they sell their products and services to customers outside of Southwest Connecticut. In this way, they generate new wealth by bringing outside dollars into the region. In economic development, these are often the industries that are priorities because of their wealth generation potential.

Future economic growth in all these sectors will be dependent upon a skilled and ready labor force. Obstacles to growth in Southwest Connecticut and across the state include not enough workforce housing to enable workers to live near employment opportunities, dependable childcare options to support families and reliable transportation option to help move workers to and from employment opportunities.

The largest sectors in the region are; Healthcare, Professional & Business Services, Retail, Financial Activities and Leisure & Hospitality. However, emerging in-demand industry sector is Renewable Energy which employs more than 40,000 people across the state and more than 11,000 in Fairfield County according to AdvanceCT. Jobs that directly involve Energy Efficiency, Clean Grid & Storage or Clean Energy Generation

include Solar (PV and Thermal), Energy Star Efficiency, Recycled Building Materials, Wind Generation and Batteries.

In 2023 The WorkPlace announced receipt of a \$2 million grant from the U.S. Department of Labor for a new workforce training program that will offer career opportunities in renewable energy and general utilities. The new program called EnergyWorks will produce positive outcomes for diverse groups—including unemployed individuals, historically marginalized and underrepresented groups, people with disabilities, justice-impacted individuals, and young adults.

B. Provide an analysis of the employment needs of employers in those industry sectors and occupations.

Southwest WDA Job Ads by Industry (CT DOL Analysis of HWOL) February 2024	
Industry	Job Ads
Healthcare & Social Assistance	3,468
Professional & Business Services	1,479
Retail	1,416
Finance and Insurance	797
Leisure & Hospitality	784

Southwest WDA Occupations with the Most Job Ads (CT DOL Analysis of HWOL) February 2024			
Occupation	Ads	Occupation	Ads
Registered Nurse	1,065	Health Technologist	197
Retail Salesperson	555	Nursing Assistants	184
Supervisors of Retail Salesperson	396	Financial Managers	158
Home Health Aides	339	Nurse Practitioners	147
Fast Food Workers	282	Waiters & Waitresses	140
Medical Health Service Managers	266	Food Service Managers	138
Medical Assistants	246	Accountants & Auditors	134
Licensed Practical Nurse	202	Market Research Analysts	108

C. Provide an analysis of the 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.

Employers in the region expect workers to have specific baseline skills to qualify for a job. The top baseline skills requested by employers in the region are communication skills, teamwork/collaboration, organizational skills, problem-solving, and detail oriented. Employers are also looking for a basic understanding of computer software such as Microsoft Office. The specialized skills and knowledge necessary to meet the employers' needs vary by industry and occupation.

The top specialized skills that employers in Health Care and Social Assistance look for are patient care, scheduling, treatment planning, CPR, and customer service. Specific occupations within the industry look for different specialized skills. Registered Nurse is

the most in-demand occupation, and employers look for applicants to be skilled in-patient care, advanced cardiac life support, treatment planning, and telemetry. Employers are also looking for candidates with skills in oncology, pediatrics, and acute care.

Skills required for Professional Business Services can be as diverse as the services provided. However, some commonality does exist. Priority is placed on problem solving and the ability to review information to develop and evaluate options and implement solutions. Additionally, verbal communication skills and the ability to convey information effectively are sought after. Further, critical thinking and reasoning to identify the strengths and weaknesses of approaches to problems is important.

Finance and Insurance industry employers look for applicants with specialized skills in sales and customer service. The top requested skills are customer service, sales, project management, scheduling, and budgeting. The most in-demand occupation is Personal Banker/Banking Sales Staff, and employers look for candidates to be skilled at product sales, cross-selling, and cash handling.

Employers in the Leisure & Hospitality industry look for applicants to be customer service oriented and to have some knowledge and experience with the food service and retail industry. The specialized skills that employers look for are cleaning, cooking, scheduling, food preparation, and food safety. One of the most in-demand occupations is a Restaurant/Food Service Manager which requires specific defining skills such as restaurant management, cost control, and restaurant operations knowledge.

Retail Trade is another industry that looks for applicants to be customer service-oriented and have some level of experience and knowledge of the retail sector. The top specialized skills that employers look for are retail sales, merchandising, and product knowledge.

D. Provide an analysis of the workforce in the region, including current labor force employment and unemployment data, information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment.

The Southwestern Connecticut Workforce Development Area (WDA) has just over 60% of its population evenly split across prime working years (25-54 yrs.) with nearly 20% more individuals nearing retirement age. The region is predominantly white (76.5%) followed by Hispanic/Latino (16.8%) and Black or African American (14.5%). Within the WDA there is a prominent level of educational attainment with over 58% having some college or advanced degree. Nearly 78% of the population has a high school diploma or equivalent.

The WDA is made up of 20 towns with a labor force of 410,443 as of February 2024. Stamford and Bridgeport have the two largest labor forces in SWCT, Stamford currently has the largest at 71,808 and Bridgeport at 68,797.

SOUTHWEST CT LABOR FORCE FEB 2024

Ansonia	9,279	Norwalk	51,234
Beacon Falls	3,558	Oxford	7,337
Bridgeport	68,797	Seymour	8,931
Darien	8,646	Shelton	22,076
Derby	6,624	Stamford	71,808
Easton	3,810	Stratford	27,188
Fairfield	29,689	Trumbull	17,730
Greenwich	28,982	Weston	4,324
Monroe	10,010	Westport	12,948

Regarding unemployment, in January 2024, twelve of the twenty towns in the WDA had an unemployment rate below 5% which is often considered full employment. Below is a snapshot of labor force and employment data for the past year.

	Feb 23'	Dec 23'	Jan 24'	Feb 24'
Labor Force	406,154	405,496	408,200	410,443
Employed	387,048	388,739	386,600	386,706
Unemployed	19,736	16,757	21,600	23,737
Unemployment Rate	4.9%	4.1%	5.3%	5.8%

Connecticut is adding jobs and there are growing signs of easing in the labor market. The rising unemployment rate can be attributed to workers re-entering the labor market. These individuals transition from being 'not in labor force' to 'unemployed'. However, the pace of job growth needs to accelerate to meet the growing demands of Connecticut's economy.

Healthcare remains the industry with the most employment opportunities. It presents opportunities for workers to begin careers at various levels of a career ladder with diverse opportunities for areas of focus. Employment in Financial Services remained steady over the past year but remains lower than levels seen before the pandemic. This is important to monitor as wages from this sector can have a multiplier effect on other industries.

As more workers begin to consider retirement it is imperative to find ways to keep some engaged with work. These workers are needed to maintain our labor force levels and to share knowledge and expertise with younger workers. Options to retain this talent include part-time employment, job sharing, and increased use of remote work.

Individual with Barriers to Employment Recipients of Public Assistance

Changes in the economy have been key factors in the variant levels of individuals and families receiving Supplemental Nutrition Assistance Program (SNAP) benefits and Temporary Family Assistance (TFA) in the Southwest Region of Connecticut. The number of families on SNAP and TFA declined for several years but in 2023 both programs realized increased usage.

Between 2016 and 2021 the WDA saw a 16% decrease in people enrolled in SNAP. During the past two years it has increased by 10,000 or 11.6%. A similar trend occurred for Temporary Family Assistance recipients. The previous decline in the region could have been due to customers' benefits expiring, or customers finding employment and no longer needing or qualifying for services. In the WDA, 46% of individuals receiving SNAP reside in Bridgeport. The next highest concentration is Stamford with 14%. The re-entry population faces the same barriers shared by many "hard to serve" individuals and employment challenges due to criminal records and limited or interrupted work histories. The consequence of not addressing employment is that ex-offenders lack the means to secure a steady, livable income, support their families, and stabilize their post-release lives. There is a clear need to ensure that ex-offenders have a pathway to employment as a key to supporting successful re-entry.

Need for Developmental Services

The Department of Developmental Services (DDS) is responsible for the planning, development, and administration of complete, comprehensive, and integrated statewide services for persons with intellectual disability and other diagnosed conditions. For the past decade, there has been a modest but steady year-over-year increase in the number of people receiving DDS services. In 2022 the WDA had 3,061 individuals benefitting from these programs. This ranks the region third out of the five WDA regions in the state.

People with Disabilities

People with disabilities work in all industries and jobs, often closely matching the proportion of industries and jobs of those workers without disability. According to census estimates, people with disabilities are slightly more likely to work in service occupations and twice as likely to work in production and material moving occupations than the general population. They are also somewhat more likely to work in the retail and manufacturing industries.

Experts often cite social stigma and a lack of information in the workplace about people with disabilities as significant barriers to employment. Employers often have perceived notions of what duties a person with a disability can or cannot perform at the workplace, and these notions often do not match reality. Moreover, employers often do not have the right kind of information on assistive technology that is in the market to help people with disabilities perform at their highest level of ability. A final barrier can be employer concerns and uncertainty about compliance and regulatory issues with hiring, supervising, or terminating a person with a disability. These stigmas and information gaps often affect a person with a disability who is searching for a job.

Through our American Job Center Assisted Services Center, we provide employment resources for job seekers with disabilities. Supportive, specialized equipment and software are available to program users to assist in job search. Additionally, we provide outreach to employers to help them understand what is possible and to break down barriers to hiring individuals with disabilities.

E. Provide an analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths and weaknesses of such services and the capacity to provide such services, to address the identified education and skill needs of the workforce and employment needs of employers in the region.

The WorkPlace is committed to its mission of developing a well-educated, well-trained, and self-sufficient workforce that can confidently compete in today's changing global marketplace. We strive to create a seamless, coordinated system of education, training, and employment. This is accomplished through our strong partnership with the Career Center, business, community colleges and private training providers, and community organizations.

We host employer round tables throughout the year to ensure that we are addressing the skills businesses need to thrive.

The WorkPlace partners with the two community colleges and private training providers in the region to offer robust post-secondary options for training in in demand careers that lead to industry recognized credentials or certificates.

The strengths of the workforce development activities in the SWCT region include:

- Strong regional business, education, and community partnerships.
- Strategic sector strategies for healthcare, advanced manufacturing, and retail industries.
- Availability of non-WIOA funding sources expands our training and education options for individuals.
- Multiple access points to services in our Career Centers – Everyone Works, assisted services serves individuals with disabilities. Seamless process for Jobs First participants to access WIOA funded training and employment services. Career Hub offers several options for young adults- including WIOA funded training and career services, and the Building Better Futures program which provides skills and training in the growth transportation, healthcare, construction, and manufacturing sectors.

The weakness of the workforce development activities in the SWCT region include:

- Maintaining an adequate supply of skilled workers to meet the needs of businesses.
- Limited training providers in the region for training in in-demand industries.
- Lack of public transportation to access remote areas for work, to support work shifts, and to access training providers.

The WorkPlace will continue to work with our partners to enhance and minimize gaps in workforce development activities. Our aim is to ensure activities match the needs of businesses and job seekers, and that services are accessible to our diverse audience.

F. Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.

Adults and dislocated workers in the Southwest Region service delivery area have a rich offering of services to consider. Beginning with orientations on accessing our services to assessments that align adults and dislocated workers with the proper information on selecting in-demand, high growth training opportunities. Positive recruitment in our AJC's and quality case management enables adults and dislocated workers to create the appropriate mix of services to reach positive outcomes.

For those adults and dislocated workers wanting training opportunities, they may choose qualifying training from the Eligible Training Providers Listing (ETPL). The ETPL provides access to a wealth of certification and/or credentialing training programs. All these services are coordinated through case managers who are equipped to provide workforce development services to our customer base.

G. Provide 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. The description and assessment must include an identification of successful models of such youth workforce investment activities.

The WorkPlace is dedicated to helping youth become valuable and self-reliant members of the community by offering skills training as well as job search and placement services. The WorkPlace also provides a platform for innovative partnerships between employers and school systems that seek to combat youth unemployment and promote career exploration for young adults living in southwestern Connecticut. The initiatives described below are available to youth with disabilities.

Youth workforce development services in the Southwest service delivery area are coordinated under our CareerHub unit. CareerHub is strategically designed to deliver workforce development services to youth ages 14-24. CareerHub connects all relevant workforce development services a youth may need to become successful in one package.

CareerHub has access to area vendors who have been selected under an RFP process to deliver assessments, financial literacy, entrepreneurial skills, educational advancement services, occupational skills training, and placement services. CareerHub also collaborates with area businesses to develop and support internships and work experience opportunities for our youth.

We operate a YouthBuild building program funded through the U.S. DOL that provides education, counseling and job skills to unemployed young Americans, typically high school dropouts, between the ages of 18 and 24 years old. YouthBuild is open to Bridgeport residents and is provided at no cost. The program is designed to help local youth learn job skills and serve the community by building affordable housing.

This year in collaboration with the Stamford Partnership we launched The Tech Ready Career Training program which aims to empower individuals with high-demand skills in the Information Technology Industry. With a focus on accessibility, our IT training programs are designed to equip workers with the skills needed to excel in the dynamic technology field. Trainees participate in virtual labs and receive support during in-class sessions. Tech Ready provides paid training, pays for certifications, and helps with job placement.

For youth interested in Media & Production, we have “The Sound Effect”. This is an 8-week training program that guides youth through creating, launching, and promoting a podcast. By focusing on content planning, recording, editing, and promotion, youth develop essential skills for producing engaging and meaningful podcast content.

Additionally, we operate youth apprenticeship programs, including one aimed at helping young adults pursue careers in manufacturing through collaboration with industry partners and Housatonic Community College and local high schools. The curriculum produces graduates with industry-recognized credentials and training that will help them successfully transition into careers in manufacturing.

6. Identify gaps in service based on the above analyses.

There is a big challenge of addressing how to maintain the opportunity for highly educated workers in the region, while also increasing economic opportunity for a growing minority population. A focus on developing talent of the whole workforce is a critical area of intentional design. This includes talent creation, attraction, and retention and lends itself to region-wide collaborative efforts among employers, educators, and civic leadership.

The WorkPlace has initiated and supported innovative ideas among employers, communities, and educational leadership. Under WIOA, it may be possible to extend that leadership to focus on engaging sector partnerships and providing the glue required to accomplish and sustain innovation. Some essential areas of innovation are:

- Deepen employer engagement by sector. Sector-based partnerships have been developed in IT, healthcare, and manufacturing to engage employers more strategically.
- Explore new ways of working - Working remotely is a viable option in today's labor market. The WorkPlace offers RemoteWorks, a training program designed to empower individuals with the essential skills, knowledge, and certifications needed to excel in remote work environments. This initiative represents a proactive response to the changing nature of work, ensuring that individuals are well-prepared to thrive in the remote work landscape. Expanding this opportunity may be beneficial to individuals facing childcare and transportation issues.
- Explore other nontraditional work options.

III. LWDB VISION, GOALS AND STRATEGIES

A. Identify the vision, goals and strategies adopted by the LWDB that align with Connecticut's WIOA Unified State Plan for PYs 2024-2027, and how these will affect the preparation of an educated and skilled workforce.

Vision

To establish innovative collaborations that inspire success and support an environment conducive to economic development, while providing opportunities for lifelong learning and personal growth, which contribute to building a vibrant economy through increased employment opportunities. Central to this vision is promoting educational and workforce training programs that encourage equity in the workforce while cultivating a nimble workforce that is ready to meet the needs of the 21st century economy.

Goals

1. To increase access to and opportunities for employment, education, training, and support services needed for success in the labor market, particularly for those with barriers to employment.
2. Promote equity and access to the workforce by partnering with community-based organizations and stakeholders to increase workforce participation of historically underrepresented populations.
3. To support the alignment of workforce investment, education, and economic development systems in support of a coordinated, accessible, and high-quality workforce development system.
4. Develop and maintain a high-quality workforce system that supports and enhances the economic health of the business community and provides a prepared workforce with the skilled workers needed for businesses to succeed in a global economy.
5. Emphasize lifelong learning and provide opportunities for up-skilling to workers throughout their careers.
6. Increase opportunities for youth to participate in work-based learning through summer employment, apprenticeship, internships, and other similar experiences.

Strategies

The WorkPlace and the regional agencies responsible for the administration of the core WIOA programs propose and will support a set of broadly conceived strategies intended to achieve the vision and goals outlined above. These strategies will serve as a framework for implementation efforts, with corresponding detailed state actions to be developed.

Strengthen Current Workforce

1. Promote the expanded implementation of effective, integrated employment and training/contextualized learning strategies to improve skills acquisition and employment outcomes for targeted low-skill job seekers, including adult education students and participants in time-limited public assistance. Maintain fidelity to rigorous program standards. Use the guidance of the State Plan addressing sector-based training, DEI&A, and industry leadership as a framework.
2. Maximize opportunities for success for all individual job seekers and workers in Connecticut's talent pool, promoting innovation, effective coordination, resource alignment, and integrated service delivery to advance the employability and career prospects for the broadest possible range of customers, including (but not limited to) veterans, the long-term unemployed, public assistance participants, individuals with disabilities, ex-offenders, homeless individuals, out-of-school youth, low-skilled adults, limited English proficient, etc.
3. Promote and maximize opportunities to fulfill WIOA statutory language that adults receiving public assistance benefits receive priority access to services.

Support Business Growth

1. Promote the implementation of business/employer-led Regional Sector Partnerships as a core element of building an industry-guided system that aligns industry needs, training programs and support services to implement an effective workforce system.
2. Encourage employers participating in Regional Sector Partnership to enable their employees to participate in incumbent worker training programs.
3. Promote effective implementation of Regional Sector Partnerships in targeted sectors, intended to address employers' priority needs, building on the achievements of existing, successful initiatives. Strategically connect qualified jobseekers produced by the workforce system to career opportunities, to strengthen the link between workforce development and economic development efforts.
4. Assist employers with articulating their professional skill needs to facilitate the development of training programs which will produce a competitive workforce in the future.
5. Continue efforts as an incubator of innovative and effective partnerships. For example:
 - i. The American Job Center Career Coach is a career center on wheels and a mobile classroom designed to go where people are and deliver career services and training opportunities traditionally available in an American Job Center. Employers can provide customized training to their employees by reserving the American Job Center Career Coach to provide training on site.
 - ii. The WorkPlace began exploring the challenges that long-term unemployed workers face searching for employment. Platform to Employment (P2E) was created to address the unique challenges of returning the long-term unemployed to work while providing employers with a new avenue to a skilled workforce. Built on the success of P2E, we launched Platform to Employment Re-Entry to provide formerly incarcerated individuals with work readiness and career development training. The core of the training focuses on life skills and professional development training to enhance confidence and improve employment opportunities.
 - iii. We recently launched Tech Ready Career Training which aims to empower individuals across Connecticut with high-demand skills in the Information Technology Industry. Through our collaboration with the Stamford Partnership, we are committed to bridging the gap between job

seekers and employers' demands for technology skills. With a focus on accessibility, our IT training programs are designed to equip workers with the skills needed to excel in the dynamic technology field. This three-month program teaches skills requested by employers leading to industry recognized certification and helps with job placement.

- iv. The Health CareerRx Academy provides tuition assistance and support to ensure participants achieve their goal of obtaining a career in the growing healthcare industry. The Academy is a broad partnership of healthcare providers, educators, trainers, and community-based organizations throughout Connecticut. Designed with input from employers, The Academy supports the health industry's evolving workforce needs by helping people obtain the right skills for diverse and in-demand occupations. We provide occupational training, work readiness, and other support to individuals who seek to begin or advance a career in healthcare. All training leads to industry-recognized credentials and prepares individuals to pass a state or national licensing exam.
- v. The RemoteWorks Training Program is a 4-week virtual program that aims to provide participants with a multifaceted skill set. These skills are not only critical for securing remote job opportunities but also for excelling in them. The program is designed to empower individuals with the essential skills, knowledge, and certifications needed to excel in remote work environments. This initiative represents a proactive response to the changing nature of work, ensuring that individuals are well-prepared to thrive in the remote work landscape.

Transform System Capacity

1. Re-imagine delivery of customer services to individual job seekers and workers in the American Job Center One- Stop system. Develop and implement streamlined service flow with efficiently aligned and integrated processes implemented by coordinated service teams representing the full range of contributions from system partners and stakeholders.
2. Develop and implement strong, effective cross-program, functional partnerships to enhance the efficient delivery of effective customer services. Develop consensus on unified, consistent messaging and communications to key audiences/market segments. Collaboratively pursue critical resources including grants and leverage available resources strategically. Implement consistent cross-agency/cross-program staff training on shared/common functions and responsibilities.
3. Conduct ongoing research and analysis to identify opportunities for continuous system improvement and maximize system capacity, making strategic use of data to focus training efforts and align resources. Focus training investments and advocacy on clearly identified best practices for each targeted sector and each customer segment.

Develop Future Talent

1. Develop pathways for academically low-performing at-risk students and out-of-school youth, leading to certifications and credentials that enhance their viability in the job market. Build on the year-round CareerHub program to academically prepare at-risk high school students for college success. Build on and expand the opportunity youth coordinated career pathways model to help targeted out-of-school youth acquire valuable post- secondary credentials and get a job.
2. Explore opportunities to leverage Platform to Employment to create a Platform to Employment Youth model that will address the considerable number of 14 to 26-year-olds in CT are at risk of dropping out of high school or being disconnected from a school system.

B. Describe the process used to develop the LWDB's vision and goals, including a description of the participants in the process.

As part of our planning process, we hosted a series of workforce roundtables to explore topics labor market trends, recruitment challenges, employment retention, incumbent worker training, and transformations to the workspace such as telework. Other issues that arose consistently included the lack of workforce housing, transportation challenges, and the multi-generational workforce. such as service coordination, core programming, customer access, and employer engagement. Discussions also included how the American Job Center system can be a better resource for customers.

The roundtables were held once or twice a month beginning in the fall of 2023. Some were focused on specific industries including manufacturing, retail, hospitality, healthcare, construction, and information technology. In another instance, we focused on the shortage of engineers which crosses industries.

Additionally, we hosted separate forums for the local chief elected officials and superintendents of schools. These two forums focused more on local labor market trends, educating, and retaining our youth. Additionally, this spring we invited 2 local community foundations and 3 corporate foundations to meetings at The WorkPlace to discuss their priorities and the needs they see in the community. Lastly, we regularly host events with jobseekers pre- and post-training.

The roundtables and forums were an appeal for advice, support, and collaboration. Based on the feedback received, concepts for the LWDB's vision and goals were presented to the Executive Committee of the LWDB for initial input and guidance. Subsequently, the vision, goals, and entire plan document were presented to the Board of Directors of The WorkPlace for consideration and approval.

C. Describe the local area's strategy to work with entities that carry out the core programs to align resources available to the local area to achieve the strategic vision and goals established by the local board. In addition, describe how the LWDB may be coordinating, streamlining, and aligning processes across regions.

Through our AJC partner meetings, we will continue to meet and review our service delivery system. At these meetings, we discuss the available resources and strategize on how best we can align our resources to have the most significant impact. The development of our Memorandums of Understanding (MOU's) has dramatically increased our efficiency as ensured we are not duplicating services while allocating resources to needed services.

D. Describe service strategies the LWDB has in place or will develop that will improve meeting the needs of customers with disabilities as well as other population groups.

The Southwest Region has done considerable work with integrating customers with disabilities into our centers. Our Bridgeport AJC houses our assisted services unit. This unit is designed to help customers with disabilities in navigating the American workforce system. We coordinate all disability-related services through our assistive services unit to address the needs in partnership with the Voc-Rehab system in our satellite offices.

E. Describe how the LWDB's goals relate to the achievement of federal performance accountability measures to support economic growth and self-sufficiency.

The federal performance measures are used as guiding principles in our strategic design. The federal performance measures are based around placement, credentialing, earning change, and retention. Our system is set up to provide access to employment and to credentials in

high demand fields, which should result in earnings change. While our retention unit continues to assist our customers during the twelve months of follow-up. Our goals are systematically aligned to increase access to and opportunities for employment, education, training, and support services needed for success in the labor market, particularly for those with barriers to employment. With the federal performance goals under standard measures, the attainment of a credential and movement into either employment or post-secondary schooling is designed into our process. We have business services staff as well as retention staff to assist customers to continually achieve positive successful outcomes.

F. Indicate anticipated local levels of performance for the federal measures.

See Attachment E for a copy of SW WIOA performance goals for PY 22-23.

G. Describe indicators used by the LWDB to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers, and the one-stop delivery system in the local area.

In ongoing efforts to both monitor and improve upon our system delivery, we formally monitor our system. The monitoring of our partners is conducted against our Memorandums of Understanding (See Attachment F). Moreover, we use surveys with employers, customers, and partners to gauge our effectiveness better.

IV. COORDINATION OF SERVICES

A. Coordination with Partner Programs and Services

Describe how individualized career services will be coordinated across programs/partners in the one-stop centers, including Vocational Rehabilitation, Adult Education and Literacy activities and TANF. Specify how the local area will coordinate with these programs to avoid duplication and foster integrated services to improve service delivery for shared customers.

WIOA Title I services are coordinated in a manner that allows for the customer to attach to them seamlessly. Vocational Rehabilitation has an on-site presence in our comprehensive Bridgeport AJC. Our Bridgeport AJC houses our assisted services unit. This unit is designed to help customers with disabilities in navigating the American workforce system. We coordinate all disability-related services through our assistive services unit to address the needs in partnership with the Voc- Rehab system in our satellite offices. We refer customers to existing ABE and GED programs available through the States Department of Education (SDE) programming in all our offices.

We have an open entry virtual English as a Second Language (ESL) programs that prepares our non-English speakers virtually, reducing the number of trips they need to make to offices for case management and services.

We have fully integrated our Jobs First Employment Services (JFES) program in all our AJC's. This reduces duplication and allows for co-enrollment into WIOA if the customer requires additional services. Our work with the TANF/JFES program has been an ongoing program administered by The WorkPlace for several years.

In our MOU's, we define the career services, how to access them, and who is providing them to ensure we are not duplicating any services.

B. Coordination with Economic Development Activities

Provide a description of how the local board will coordinate workforce investment activities carried out in the local area with economic development activities.

Economic Development (ED) representatives are integral members of our local board. Our regional Business Services Representatives have regular communication with ED representatives to both listen and share information. Collaboration with ED representatives is essential for both organizations because we have shared customers and a shared interest in viable training solutions for a skilled workforce.

We work with ED as a team alongside the Connecticut Department of Labor to inform employers interested in coming into the region about available services. During the coming year, we will continue to strengthen communication with ED representatives and continue to share knowledge gained from them with our training partners.

The WorkPlace regularly participates in meetings and forums with ED and local business leaders regarding the development of the regional Comprehensive Economic Development Strategy (CEDS) plans as part of our long-term strategic planning process. These planning sessions help us explore topics such as business growth, employment trends, and workforce evolution. Our participation with three different Regional Councils of Governments in our workforce area serves to engage community leaders, leverage the involvement of the private sector, and establish a blueprint for regional collaboration.

C. Coordination of Education and Workforce Development Activities

Describe how the LWDB will coordinate education and workforce investment activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

The CT State Community College network has two community colleges in our service delivery area and is represented on our Board of Directors, enabling the colleges to receive and provide guidance that shapes our AJC system. Furthermore, both community colleges in our service delivery area attend our AJC partner meetings to discuss client flow, changes in programming, and overall labor market information.

The primary training vehicle in our area is the Individual Training Account (ITA). ITAs are issued to qualifying Adults, Dislocated Workers, and Youth, via the statewide Eligible Training Provider Listing (ETPL). The community colleges have both credit and non-credit programs on the ETPL. We allow our WIOA-eligible youth to select post-secondary training via the ETPL.

D. Coordination of Transportation and Other Supportive Services

Describe how the LWDB will coordinate workforce investment activities carried out under this title in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area.

We work with our local transit operators to maximize access to both employment and training. We train our counselors using the transit operator's transportation 101 curricula. We have transit operators at our AJC partner meetings. At these meetings, we discuss new routes

and schedules. During the summer for our youth program, we coordinate public transportation access via bus passes. We cover transportation under our support services policy for Adults, Dislocated Workers, JFES, and Youth.

E. Coordination of Wagner-Peyser Services

Provide a description of plans and strategies for, and assurances concerning, maximizing coordination of services provided by the state employment service under the Wagner-Peyser Act and services provided in the local area through the one-stop delivery system to improve service delivery and avoid duplication of services.

Unemployment Insurance Services for prospective and current claimants.

UNEMPLOYMENT INSURANCE SERVICES	Responsible Party
Implementation of the provisions of the Workforce Innovation and Opportunity Act (WIOA) related to UI programs.	CTDOL
Provide in-person UI assistance (dedicated area) in the American Job Centers.	CTDOL
Provide UI assistance in the American Job Centers using a dedicated phone line that prioritizes calls to the front of the line to our trained UI Call Center staff.	CTDOL
Referring to UI claimants for training, education resources, and all other programs provided by DOL Employment Services and partner staff. Therefore, increasing the reemployment of UI claimants and providing employers with skilled workers matching the labor market needs.	CTDOL
Expose claimants to other UI programs offered by DOL. These include Short-Term Compensation/Shared Work, military and federal civilians' programs to veterans, Reemployment Eligibility Assistance, Enhanced Reemployment Services, Rapid Responses, etc.	CTDOL
Improve efficiencies in the UI process by answering in-person customer questions/inquiries in lieu of long wait times with the Telebenefits line. Inquiries include assistance in filing appeals, on-line account assistance, provide UI status letters, identity verification, address changes, processing continued UI claims, and providing desk aids for web assistance.	CTDOL
Provide UI assistance, including new claims taking for individuals with special needs.	CTDOL

F. Coordination of Adult Education and Literacy

Describe how the LWDB will coordinate workforce investment activities carried out under this title in the local area with the provision of adult education and literacy activities under Title II in the local area, including a description of how the local board will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under Title II.

WIOA promotes coordination between the Local Board and adult education providers by requiring in section 107(d)(11) that the Local Board review a provider's application for AEFLA funds before the application is submitted to the eligible agency. The purpose of the Local Board review is to determine whether the application is consistent with the local workforce plan and to make recommendations to the eligible agency to promote alignment with the local workforce plan. We address this provision in our MOU's with both SDE and our local Adult-Education providers.

G. Coordination with other Local Areas or Bordering States

Describe any partnerships between one or more LWDBs and/or partnerships with entities in bordering states that address the workforce needs of the region(s).

The WorkPlace has a contract with the Office of Workforce Strategies (OWS) to administer CareerCT grants that extend beyond our LWDB region. Our Health CareerRx Academy was scaled statewide to train individuals in entry-level health career roles. The RemoteWorks program prepares participants for an array of occupations including remote customer service, database management, and internal support.

H. Cooperative Agreements

Provide a description of the replicated cooperative agreements (as defined in WIOA section 107(d)(11)) between the local board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29U.S.C 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under Title I of such Act (29 U.S.C. 721(a)(11) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross-training staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts of cooperation, collaboration and coordination.

The Southwest American Job center works closely with the Rehabilitation partners to ensure seamless delivery of workforce services to all. We have dedicated space in our comprehensive Bridgeport office which provides adaptive as well as trained staff to assist customers in navigating the WIOA system. We also work closely with the State Department of Education. Through the infrastructure cost agreement, they provide guidance on which version of CASAS we should be using as well as testing levels. We also refer customers to Adult Ed if they have less than a H.S. diploma or need ESL services.

V. LOCAL ONE-STOP SYSTEM

A. General System Description

Describe the one-stop delivery system in your local area including the roles and resource contributions of one-stop partners.

The WorkPlace has strived to create a seamless one-stop customer experience. We have indoctrinated the universal aspects of a one-stop in both delivery and design. We seek to partner with government and community organizations to maximize resources and create impactful outcomes. Through our Memorandums of Understanding, we outline a delivery system that both maximizes resources and leverages our respected strengths. The WorkPlace delivers Adult and Dislocated Worker program activities through the American Job Center system via comprehensive and affiliate centers and virtually. Career services are provided to a wide range of jobseekers, with specialty programs directed to returning veterans and individuals with disabilities. Services include career coaching, guidance on job search

techniques, skill and interest assessments, advice and support through group sessions, individual employment planning, and job development and placement. Occupational training is provided through access to Individual Training Accounts. Business Services Teams engage employers and deliver recruitment and hiring assistance. The Connecticut Department of Labor (CTDOL) business services and Southwest AJC business service staff are co-located in the comprehensive Bridgeport AJC

Through a competitively procured process, The WorkPlace contracted with Career Resources, Inc. (CRI) to effectively operate and deliver services throughout the Southwestern Connecticut AJC (SWCT AJC) System. These services in part, include the following:

One Stop Operator

The WorkPlace defines the role of the One-Stop Operator as one entity that will coordinate the service delivery of the One-Stop partners.

Mandated One-Stop Partners

WIOA identifies several mandatory AJC partners that must make services accessible to customers through the AJC. Required partners and services include:

- Connecticut Department of Labor
 - Wagner-Peyser
 - Trade Act
 - Unemployment Compensation
 - Veteran Services
- State Department of Education
 - Adult Education and Literacy Programs
- State Department of Rehabilitation Services
 - Bureau of Rehabilitation Services (BRS)
 - Bureau of Education and Services for the Blind (BESB)
 - Department of Aging
- Title V, Older Americans Act
 - Department of Social Services
 - TANF
 - Post-secondary vocational education under Carl Perkins Vocational and Applied Technology Education Act
 - Community Service Block Grant
 - Department of Housing and Urban Development (HUD)
 - Second Chance Act
 - Title IV of Social Security Act

The SWCT AJC Operator, in collaboration with The WorkPlace and system partners, is responsible for the following, at a minimum:

- Working with WorkPlace staff to conduct meetings with stakeholders to negotiate service delivery commitments.
- Convening meetings to build upon current relationships between and among partners and streamline processes to create efficiencies and increase effectiveness.
- Documenting the objectives, delivery model, service offerings and eligibility requirements of all participating required partners.
- Establishing a process that defines how the One-Stop partners will coordinate services to referred customers, share data, and define common metrics to track the success of the efforts of the One-Stop delivery system.

- Establishing a process between partners to articulate continuous improvement principles of plan, do, check, and adjust for the joint efforts identified.
- Participating in and coordinating the SWCT AJC partner meetings relating to program delivery needs and design to ensure the operational delivery of identified strategies.
- Producing monthly reports to include actions taken with respect to each of the deliverables highlighting the metrics, accomplishments, challenges using the prescribed WorkPlace reporting template.
- Meeting with a designee of The WorkPlace to review activities, plan efforts, and coordinate operational activities.
- Coordinate front desk services at all AJC office locations
- Provide Information Technology support to staff and partners in the AJC's

One Stop Provider

The primary role of SWCT AJC Provider is to ensure that services provided through the centers meet the needs of customers (business and job seeker) in an efficient and effective manner.

The SWCT AJC Provider is responsible for managing and coordinating service delivery for the SWCT AJC. The core hours of operation are Monday through Friday from 8:30 a.m. to 4:30 p.m.

The SWCT AJC Provider creates a seamless system of services to provide workforce development, and economic development, to meet the needs of businesses and job seekers in the SWCT SDA. The WorkPlace staff works with the SWCT AJC Provider to effectively implement an integrated SWCT AJC system for businesses and job seekers.

As the sole organization operating career centers for the SWCT AJC, the SWCT AJC Provider must ensure that each SWCT AJC:

- Delivers quality and timely career services daily.
- Provides information and access to training services both in-office and virtually.
- Provides information and access to programs and activities carried out by the SW AJC partners as described in the Memorandum of Understanding between The WorkPlace and the partners.
- Provides coordination and access to labor market data, information and all job search, placement, recruitment, and other labor exchange services authorized by Wagner-Peyser (USDOL) which will be co-located at the Bridgeport SWCT AJC.
- Deliver services and outreach materials that are compliant with ADA and Equal Opportunity (EO) guidelines.

Additionally, the provider is required to:

- Assess and address the need for additional basic literacy, ESL services and coordinate the provision of those services with partner and community-based entities;
- Create and manage a collaborative work environment within SWCT AJC system;
- Ensure that WIOA and JFES performance measures are met;
- Develop, coordinate, and ensure cross training of staff on SWCT AJC resources and obtain input from staff to improve service delivery process;
- Make services broadly available to customers during times that meet the needs of the majority of customers;
- Create a Business Services model that is fully integrated with CTDOL, demand driven, and modeled to meet the needs of the employer;

- Evaluate and improve satellite offices of the SWCT AJC delivery system to be inclusive of increasing the use of the system by people with disabilities and other targeted populations- including, but not limited to veterans and ex-offenders;
- Collaboratively participate with CT-DOL to provide rapid response services to employers;
- Establish a continuous improvement process that links all SWCT AJC resources
- Provide outreach to meet the needs of the business community.

1. Is each of the required WIOA partners included in your one-stop delivery system?

Yes, all mandated partners are included in the SW-One-stop delivery system.

Describe how they contribute to your planning and implementation efforts. If any required partner is not involved, explain the reason.

All our required partners contribute to planning and implementation by way of their active involvement and participation in the quarterly partner meetings where shared goals, resources, and service alignment strategies are discussed. Several of the SW-One Stop mandated partners also sit on the LWDB.

The partner agencies represented by Board members include CT-DOL, State Department of Education-Adult Ed, Bureau of Rehabilitation Services, Department of Social Services, and Job Corp, to name a few.

2. Identify any non-required partners included in the local one-stop delivery system.

Currently, there are no non mandatory partners offering services in the AJC

3. The LWDB, with the agreement of the chief elected official, shall develop, and enter into a memorandum of understanding between the local board and the one-stop partners. Please provide a copy of any executed MOUs.

Memorandums of Understanding (See Attachment F)

B. Customer Access

Describe actions taken by the LWDB to promote maximum integration of service delivery through the one-stop delivery system for both business customers and individual customers.

1. Describe how entities within the one-stop delivery system, including one-stop operators and one-stop partners, will comply with the Americans with Disabilities Act regarding physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing needs of individuals with disabilities.

The Southwestern Connecticut AJCs are physically and programmatically accessible to all customers, including those with disabilities. Our centers are physically accessible with dedicated handicap parking, wheelchair ramps, automatic doors, and elevators.

In compliance with the provisions of the American with Disabilities Act, The WorkPlace has coordinated with all partners to provide access to program services for customers with disabilities through our Assistive Services Unit. The Assisted Services Unit provides access to

a wide variety of equipment, technology, and partnerships. These enhancements are intended to increase accessibility to customers with visual, auditory, mobility, cognitive, or language impairments. Equipment available consists of computers available with large monitors, magnification capacity, audio enhancements, scanners, reader technology, speech recognition, and adjustable height workstations and telecommunication devices for individuals with hearing impairments. Staff are also available to assist with language translation and interpretation as well as access to the language line coordinated through the state. When accommodation is necessary, staff work to align resources and services to maximize accessibility and participation.

Several services are available virtually. These include WIOA Orientations, CASAS Assessment, job preparation workshops, digital literacy, and ESL classes. In addition, customers can request to meet with a career navigator virtually to complete their eligibility application, employment plan, and receive assistance with career services.

The coordination of partners' services is critical to effectively and efficiently addressing the needs of customers to access services. The Bureau of Rehabilitation Services (BRS) is also a partner in the one-stop system's efforts to provide services to customers with disabilities. The Assistive Services Unit coordinates with DORS (BRS & BESB) to create life plans for customers attached to the States Voc-Rehab system. Our Bridgeport AJC has dedicated space for our partner agencies to assist customers with disabilities to transverse the American Job Centers services. Our affiliate centers in Derby and Stamford have scheduled times when BRS representatives are on onsite. The one-stop system also relies heavily upon other community partners whose mission is to assist individuals with disabilities. Many of these organizations are available for contact through the United Way sponsored 211 System.

2. Describe how entities within the one-stop delivery system are utilizing principles of universal design in their operation.

The Southwestern Connecticut American Job Center have taken considerable effort to utilize principles of universal design in our operation. Universal design allows us to deliver services seamlessly to our diverse customer base. Our aim is that customers utilize our services regardless of their educational needs, language, and abilities. We strive to design our operation so that services can be accessed easily, are simple, and flexible.

Principles of universal design that are currently in place includes:

- Customers have access to services online or in-person. Services such as WIOA orientation, CASAS Assessment, digital literacy and ESL classes are available in both options.
- Customers can meet with career navigators in-person or virtually.
- Customers can utilize our automatic doors and elevators.
- With steady growth in the Hispanic community, informational documents and promotional materials are produced in English and Spanish. A Language line is available for customers who speak other languages. The States Management Information System, CTHires, is available in several languages.

Universal design will be utilized in our operations going forward.

3. Describe how the LWDB facilitates access to services provided through the local delivery system, including remote areas, through the use of technology and through other means.

Customers have several options for accessing services at our job center services. Our centers are near bus lines and rail transportation. Services for individuals and employers are available

virtually. Individuals can submit their WIOA application and meet with a career counselor to complete the process online. We can meet with employers and host job fairs virtually.

To provide one-stop services in areas where access to services may be a challenge to residents, The WorkPlace utilizes the mobile Career Coach. The Career Coach is a mobile technology vehicle offering ten computer workstations, high-speed Internet access, and a 42" plasma TV with Smart Board overlay. Through the Career Coach customers have access to services including WIOA Orientation and comprehensive and specialized assessments; computers for self-directed job search, resume writing workshop, and digital literacy classes; job postings and workshops on how to apply to positions online; information on accessing support services; referrals to community programs; and information regarding area employers.

Services of the Career Coach are available at various venues including but not limited to housing projects, libraries, senior community centers, veteran centers, schools as well as community and faith-based organizations. In addition to the Career Coach, The WorkPlace has developed a cadre of online orientations and workshops to address the increasing need to triage customers quickly and effectively in a virtual setting.

C. Integration of Services

Describe how one-stop career centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop career center partners.

The Southwest AJCs provides comprehensive career planning, referrals to occupational skills training, business services, and placement. Staff members emphasize raising customers' skill levels and returning individuals to work with skills to secure well-paying jobs appropriate to the individual's interests and abilities.

Customers seeking services through the one-stop system may visit one of the 4 Southwest AJCs directly or explore and register online for services wherever the individual may be located: home, partner location, library, or other gathering places where online access is available. First-time customers coming through the AJC doors receive an orientation to information and other services available through the AJC system. Customers are then guided through the registration process in CTHires. Once registration and assessments are complete, additional services are discussed, such as job placement, short- and long-term training, and supportive services.

We can also service customers virtually, following the same format mentioned above. Using CTHires WIOA pre-applications, customers can send sensitive documentation via a secure portal. Staff can complete eligibility and move the customers into individualized career or training services completely virtually.

From the initial point of contact, staff provides customers with essential career services, including orientation and intake. CTHires is used to capture intake and case management information that will be used to document strategies that better meet the needs of customers and address barriers to employment. Career center staff works collaboratively with partners in referring customers for services and following up on their progress. Customers can access partner services electronically via web-based software such as Zoom and Microsoft Teams.

D. Competitive Selection of One Stop Operator

Describe the steps taken or to be taken to ensure a competitive process that avoids potential conflict of interest for selection of the one-stop operator(s).

To avoid a potential conflict of interest in the selection of the one-stop operator, The WorkPlace utilizes a competitive procurement process. The WorkPlace issues a Request for Proposal (RFP) soliciting proposals. The RFP articulates the responsibilities of the one-stop operator, including the coordination of one-stop partners and service providers, an accurate description of the technical requirements for the services being procured, proposal submission requirements, and the factors to be used in evaluating proposals.

The process below articulates the competitive process utilized by The WorkPlace:

- i. The RFP is posted on The WorkPlace's website with legal notices published in local newspapers notifying prospective bidders that the RFP was published on The WorkPlace's website. In addition, email notifications are sent to organizations on the bidders' list, directing them to the RFP.
- ii. A Bidder's Conference Call is held, during which time staff from The WorkPlace answer questions posed by prospective bidders. Prospective bidders are also allowed to submit questions, in writing, before the call. The WorkPlace publishes the questions and answers on The WorkPlace website following the call. Per The WorkPlace's Procurement Policy and Procedures, staff do not answer questions about the RFP after the call, unless the questions pertain specifically to the technical aspects of the RFP or the RFP format.
- iii. Prospective bidders submit confidential Letters of Intent to The WorkPlace prior to the proposal submission deadline.
- iv. An initial screening of all proposals is conducted by staff of The WorkPlace to insure (1) the proposals are submitted on time, in the proper format and with the required number of copies attached; (2) the proposal is responsive to the RFP and all RFP questions and sections; and (3) all required signatures appear on the submitted documents. If a proposal does not meet the technical requirements of the screening process, it does not continue through the review and rating process and will be returned to the proposer.
- v. Proposals that meet the technical requirements of the screening process are evaluated by The WorkPlace Proposal Review Team using a point system based on a Proposal Evaluation/ Rating Form. Proposals are scored and recommendations made to the Executive Committee of the Board of Directors of The WorkPlace for approval of tentative funding. The decisions of the Executive Committee are ratified by the full Board of Directors at the next meeting.
- vi. The final selection of the one-stop operator is primarily based on effectiveness, demonstrated performance, potential for meeting performance goals, costs, quality of training, and past workforce development experience and performance of the bidder.
- vii. Following the Board of Directors meeting, the bidder selected as the one-stop operator is notified of the selection. Bidders whose proposals were not funded are also notified.

E. System Improvement

Describe the steps the LWDB will take to ensure continuous improvement of the area's one-stop system.

The WorkPlace takes great steps to guarantee systemic, continuous improvement of the region's one-stop system. Continuous improvement is an ongoing cycle of identifying, planning, executing, and reviewing enhancements to service delivery. Successfully serving the customers requires sustained collaboration and coordination over the long term with system partners, service providers, employers, and community leaders. The WorkPlace's commitment to continuous improvement is supported by the staff's constant awareness of evolving federal, state, regional, and local policies, as well as daily engagement with customers.

Information gathered from customer satisfaction surveys, employer feedback, provider feedback, and staff brainstorming will be used to identify inefficiencies, points of customer dissatisfaction, areas of customer need, unmet performance measures, and staffing challenges. For example, we utilize the human-centered design to engage staff, employers, and our community regarding our service delivery and design. The data produced by these sessions frame the customer process, and the staff training required to remain a highly functioning American Job Center. Through customer contact and the collaborations mentioned above, The WorkPlace will identify successes, implementation barriers, and unsuccessful strategies. The WorkPlace will adjust existing service strategies as well as develop new, informed service delivery designs, which will then be continuously monitored, and outcomes evaluated to support better services going forward.

VI. DESCRIPTION OF PROGRAM SERVICES

A. System Description

Describe the local workforce development system. Identify the programs that are included in the system and how the local board will work with the entities carrying out core programs and other workforce development programs to support alignment in provision of services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), that support the strategy identified in the State Plan under WIOA section 102(b)(1)(E). WIOA §108(b)(2).

The WorkPlace has strived to create a seamless one-stop customer experience. We have indoctrinated the universal aspects of a one-stop in both delivery and design. We seek to partner with government and community organizations to maximize resources and create impactful outcomes. Through our Memorandums of Understanding, we outline a delivery system that both maximizes resources and leverages our respected strengths.

The WorkPlace delivers Adult and Dislocated Worker program activities through the American Job Center system via comprehensive and affiliate centers and virtually. Career services are provided to a wide range of jobseekers, with specialty programs directed to returning veterans and individuals with disabilities. Services include career coaching, guidance on job search techniques, skill and interest assessments, advice and support through group sessions, individual employment planning, and job development and placement. Occupational training is provided through access to Individual Training Accounts. Business Services Teams engage employers and deliver recruitment and hiring assistance. The Connecticut Department of

Labor (CTDOL) business services and Southwest AJC business service staff are co-located in the comprehensive Bridgeport AJC.

Regarding the Carl D. Perkins Career and Technical Education Act, The WorkPlace works collaboratively with the two state community colleges in the region. The WorkPlace has had representation on the Connecticut State Community College Housatonic Perkins-CCP Partnership Advisory Committee.

The president of Connecticut State Community College Housatonic is a member of The WorkPlace Board of Directors. Current labor market information is shared at each board of directors' meeting.

The WorkPlace partners with Housatonic and a technical high school to deliver training for ApprenticeshipWorks, a pre-apprentice program of The WorkPlace that offers training in manufacturing and healthcare.

B. Sub Grants and Contracts

Provide a description of the competitive process to be used that avoids potential conflict of interest to award subgrants and contracts in the local area for WIOA-funded activities and the services to be made available.

The WorkPlace utilizes an open and competitive process to award contracts in the local area. Requests for Proposals (RFP) are published in local newspapers, posted on The WorkPlace website, social media, and notices are sent to organizations requesting updates from The WorkPlace.

The WorkPlace conducts bidders' conferences to answer questions regarding published RFP's. All interested bidders are strongly encouraged to call into the meeting, as The WorkPlace staff does not answer questions about an RFP after a conference (unless the questions pertain specifically to the technical aspects of the RFP or the RFP format).

To be considered for funding, bidders must submit printed, hard copy proposals along with a USB flash drive, which contains an electronic copy of the proposal and any attachments before the published deadline. Bidders will be asked to submit proposals that comply with a set of standard presentation guidelines.

Deadlines for submission are published include the date and time. Proposals received after stated deadlines will not be accepted under any circumstances. Proposals may be hand-delivered or submitted by U.S. Mail or other mail carrier services, such as Fed Ex or UPS. Faxed and emailed proposals are not accepted.

The award of a contract for WIOA-funded activities is contingent upon 1) Favorable evaluation of the proposal in relation to other proposals; 2) Approval of the proposal by The WorkPlace Board of Directors; and 3) Successful negotiation of any changes to the proposal.

An initial screening of all proposals is conducted by staff of The WorkPlace to insure (1) the proposal was submitted on time, in the proper format and with the required number of copies attached; (2) the proposal is responsive to the RFP and all RFP questions and sections; and (3) all required signatures appear on the document. If a proposal does not meet the technical requirements of the screening process, it will not continue through the review and rating process and will be returned to the bidder.

If the proposal meets the requirements of the screening process, it will then be evaluated by a program review team. Proposals will be scored, and recommendations made to the Executive Committee of the Board of Directors of The WorkPlace, which will approve tentative funding. All decisions of the Executive Committee must be ratified by the full Board of Directors at its quarterly meetings.

C. Expanding Access to Employment

Describe how the local board, working with entities carrying out core programs, will expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, including how the local board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to recognized postsecondary credential.

Our job centers are designed to assist customers in identifying what program or product is suitable to achieve their desired goal. From the moment a customer walks into our centers, our process is open and informative. All our AJC's have an agreed-upon schedule of orientations. These orientations are coordinated with our partners to leverage resources and reduce the duplication of services. We have a dedicated space to assist customers with disabilities in navigating the American Workforce System. Our Assistive Services Unit blends adaptive technology with qualified staff to provide a rich experience for our customers with disabilities. Furthermore, we work alongside the State's Vocational Rehab system to create life plans with employment eligible customers. We will continue to build upon this promising practice.

The Business Services Unit is continually engaged with employers and is updated on in-demand career pathways and required credentials. Staff also utilize the career pathways published by the State to guide customers.

The WorkPlace encourages co-enrollment when it is in the best interest of the customer. Jobs First participants are often co-enrolled in the WIOA program to obtain training and earn recognized credential(s).

D. Key Industry Sectors

Identify how the LWDB plans to better align its resources to support and meet the training and employment needs of key industry sectors in the local area. Describe policies adopted or planned for aligning training initiatives and Individual Training Accounts (ITAs) to sector strategies and demand occupations.

The SW AJC has several regional sector strategies in our SDA. For example, we have a retail sector strategy that targets career pathways in the retail sector. We are also in partnership with Connecticut State Community College Housatonic, to provide training and career pathway guidance in the manufacturing sector. The WorkPlace's Health Career Academy offers a structured academy model that leads low-income adults to careers in the healthcare sector.

Career pathways models provide our customers with clear roadmaps on how to achieve their desired goals. Work experience is an essential component of career pathways models. To be competitive in their job search, jobseekers must have practical work experience. The BSU is

charged with building and fostering relationships with the business community to facilitate the development of work-based on-the-job training (OJT) for Jobs First participants. options such as on-the-job-training (OJT), and apprenticeships. OJT offers opportunities for Jobs First participants to gain practical work experience.

The Southwest Region uses ITA's to make customers marketable in today's jobs market. Although we utilize customer choice for ITSAs we prioritize high growth in-demand certifications and credentials. Customers must complete program research as well as labor market information to support the training.

E. Industry Partnerships

Describe how the LWDB will identify and work with industry partnerships (Regional Sector partnerships} where they exist within the local area, and coordinate and invest in partnerships infrastructure where they are not developed.

Regional Sector Partnerships are partnerships of regional industry leaders from the same industry who join with education, workforce development, economic development, and community organizations to address shared workforce challenges, The goal is the connect job seekers to opportunities, develop a skilled workforce, and encourage equity in in the workforce.

The WorkPlace is committed to working with our industry partners to build on current strategies, identify opportunities for enhancements, and formalize a more regional sector approach.

We will continue to develop our Healthcare sector through our Healthcare Academy funded by varies funded streams. Our partnership with the State Community College Housatonic under the Connecticut Advanced Manufacturing Initiative (CAMI) program continues to deliver positive results. The WorkPlace is committed to building new partnerships to support the workforce needs of emerging sectors.

F. In-demand Training

Describe the process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate.

The WorkPlace conducts a comprehensive analysis of labor market information to ensure that training provided is linked to in-demand industry sectors or occupations in the local area or in another area to which a participant is willing to relocate. Specifically, the AJC staff is trained on the use of Labor Market Information to assist our customers make in-demand career training choices. The ETPL is the primary vehicle from which our customers choose qualified training. We currently have an industry focus on Healthcare and Manufacturing

G. Employer Engagement

Describe the strategies and services that will be used in the local area to:

- 1. facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs;**

The engagement of employers is a primary focus of the Board. We consistently meet with employers and bring employers through our AJCs to discuss our process and services. Our

business services team frequently meets with employers to ascertain their needs for both current and future growth. We convene forums and work through our local chambers to get information out to our business community. To support employer engagement, we produced a video series about how a business can benefit from using the American Job Center. The series is available on ajcswct.com and answers questions about available services, recruitment, registering for CTHires.com, and several other areas of interest.

2. support a local workforce development system that meets the needs of businesses in the local area;

We are consistently asking our employer base about their needs. We work closely with our business services reps to package products and services to meet employer needs. Employers are readers of responses to our Request for Proposals, which gives them a voice in the types of training we are securing for our customers.

3. better coordinate workforce development programs and economic development; and Economic Development (ED) representatives are integral members of our local board. Our regional Business Services Representatives have regular communication with EDs to both listen and share information. Because we have shared customers (employers) and shared interest in viable training solutions for a work-ready workforce, the collaboration with EDs is a win-win for the workforce system and the employers.

We work with ED as a team alongside the Connecticut Department of Labor to inform new employers interested in coming into our region about the services available to them. During the coming year, we will continue to strengthen communication with our economic developers and continue to share the intelligence we gain from them with our training partners.

The WorkPlace regularly participates in meetings and forums with ED and local business leaders regarding the development of a regional Comprehensive Economic Development Strategy (CEDS) plans as part of our long-term strategic planning process. We work with three regional planning groups, and these connections help us explore topics such as business growth, employment trends, and workforce evolution.

4. strengthen linkages between the one-stop delivery system and unemployment insurance programs.

There is a strong link between the SWCT one-stop delivery system and unemployment programs. This is primarily evident in the Rapid Response and Reemployment Service and Eligibility Assessment (RESEA) services delivered by the CT Department of Labor, one of our one-stop partners.

Rapid Response services are available to assist eligible employers with layoff aversion services, and their impacted employees with re-employment services to help them get back to work. These include career services and training opportunities available through the WIOA Dislocated Worker program.

Through the RESEA program, services are available for laid-off workers who are deemed most likely to exhaust their unemployment insurance. Like the Rapid Response program, these services include career services and training available through the WIOA Dislocated Worker Programs.

Additional Resources that are available to unemployment recipients are:

- CTHires – the Connecticut's' Employment and Training site which offers services including resume writing assistance, job skills workshops, and a job search bank.
- Self-service resources in the career centers including- computers with internet access, copiers, fax etc.
- Employer hiring events hosted by the CT DOL Business Engagement Unit.
- Job Fairs hosted by the Business Services Unit of the career center.

H. Priority for Services

Describe the local policy and procedures that have been established to give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services and training services in the adult program.

With respect to funds allocated for adult employment and training activities, priority for career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. (WIOA § 134(c)(3)(E))

1. First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive priority for services provided with WIOA adult formula funds.
2. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
3. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
4. Last, to non-covered persons outside the groups given priority under WIOA

I. Training Services

Describe how training services will be provided and monitored, including if contracts for training services are to be used, how such contracts will be coordinated with the use of ITAs.

Training services are provided to individuals after an interview, assessment, or evaluation determines that the individual requires training to obtain employment or remain employed. To justify the need for training services, the SWCT AJC Provider staff must document each customer's eligibility for training services and explain how this determination was made – by interview, evaluation or assessment, career planning, or other career service, such as individual employment plan. The training services are monitored by case management staff check-in with customers on the quality of the training they are receiving, as well as tracking training provider's outcomes on program completions and credential attainment. We do not utilize WIOA Adult or DW funds to contract with vendors for training services other than through ITAs.

J. Customer Choice

Describe processes utilized by the local board to ensure customer choice in the selection of training programs, regardless of how the training services are to be provided.

A customer may select any WIOA approved education and training program in the state, as listed on the current ETPL if the customer meets all other criteria relating to the initial and subsequent eligibility for such educational and/or training services. Individuals seeking WIOA funded assistance have the freedom of “customer choice” in selecting the educational and training program that best fits their personal and career needs. The American Job Center staff assists customers in making informed choices regarding their career path by disseminating appropriate labor market information in targeted industries and in occupations that are in demand. We use a variety of assessments and labor market information customized to the customer to illustrate the pathway. If the customer meets the requirements of their desired training, they may evoke their rights under customer choice, and they will be approved for that training.

K. Individual Training Accounts

Describe the process and criteria for issuing Individual Training Accounts (ITAs).

Operator/provider counselors' issue ITA's. Using the prescribed eligibility process under WIOA regulations, they first determine if a customer is eligible. The customer must take the CASAS test and score above the agreed-upon scale scores to consider a selected training tract. The customer will also conduct program research, labor market analysis, and a financial worksheet. Once the counselor approves training, the file is sent electronically to a supervisor. The supervisor must approve for the customer to be placed in that training.

A. Describe any exceptions to the use of ITA.

Not applicable

L. Enhancing Apprenticeships

Describe how the LWDB will enhance the use of apprenticeships to support the local economy and individuals' career advancement. Describe how job seekers are made aware of apprenticeship opportunities in the area's career centers.

We have seen a steady movement toward the expansion of apprenticeship programs and have worked hard to prepare for these opportunities. In the next year, we will launch three apprenticeship training programs with funding from the state and the U.S. DOL. These programs are aimed at helping the Southwestern Connecticut workforce remain competitive in the Manufacturing and Health Care industries. Job seekers are made aware of all products and services in three primary ways. The first is through a general orientation. These general orientations cover multiple offerings and provide instructions on how to gain further information on each program's eligibility requirements. The second way a customer can receive information is through our counselors. Counselors are cross trained to have requisite program knowledge on all our products and services. The third way is from our recently re-launched American Job Center website, which provides a customer with quick access to pertinent contact information for all our programs.

M. Other Program Initiatives

Describe the services to be provided that may include the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies career pathway initiatives, utilization of effective business intermediaries, and other initiatives in the support of the board’s vision and strategic goals described in Section III. WIOA §134(c)

The Southwest Region will continue to deliver career pathways to all WIOA adults, dislocated workers, and youth through its service delivery model. These pathways illustrate clear attainment to a living wage in our area. We have effective business partnerships in healthcare, manufacturing, and service sectors.

N. Service Provider Continuous Improvement

Describe the LWDB’s efforts to ensure the continuous improvement of eligible providers of services, including contracted services providers and providers on the eligible training provider list, through the system and ensure that such providers meet the needs of local employers, workers, and jobseekers.

We go out under our procurement process every two years for our youth contracts. This keeps our programming current and removes any provider(s) that is not meeting the performance outcomes. We pay our contracted vendors on performance-based contracts. If providers do not achieve the negotiated performance, their contracts are closed.

The Connecticut Department of Labor oversees the Eligible Providers List. We provide information on the training entities in our service delivery area.

O. Youth Program Design

Describe the design framework for youth programs in the local area, and how the 14 program elements required in §681.460 of the proposed WIOA regulations are to be made available within that framework.

In the Southwest service delivery area, The CareerHub, youth services division, connects youth with qualified vendors to provide training that leads to nationally recognized credentials. As the cornerstone of this initiative, CareerHub offers a unified platform that not only links youth to diverse and valuable programs but also fosters strong partnerships with these vendors. Through this collaborative framework, we empower young individuals by equipping them with the skills and certifications necessary for long-term success.

Individuals can access our comprehensive year-round services and the summer employment program, which focuses on educational and vocational training for young people constructing or rebuilding their lives.

It is imperative that these vendors incorporate the 14 required elements outlined in the WIOA policy into their training programs, and CareerHub diligently monitors compliance to ensure these standards are consistently met.

Element	Services provided
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<p>1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;</p>	<p>CareerHub adheres to the WIOA's 14 required elements through a structured partnership with selected contracted vendors, collaboration with adult education centers, and targeted instruction provided by our internal GED instructor.</p> <p>Our vendors are mandated to incorporate these elements into their training programs, which we monitor through periodic compliance reviews.</p>
<p>2. Alternative secondary school services, or dropout recovery services, as appropriate;</p>	<p>Coordinated through the CareerHub and community colleges which helps bridge the gap between secondary education and the workforce by providing our youth with access to career pathways that are aligned with local industry needs, sustainable employment, and higher economic mobility.</p>
<p>3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:</p> <ul style="list-style-type: none"> • summer employment opportunities and other employment opportunities available throughout the school year; • pre-apprenticeship programs; • internships and job shadowing; and • on-the-job training opportunities 	<p>Coordinated through The CareerHub youth services division in partnerships with employers and contracted vendors.</p>
<p>4. Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupation in the local area involved;</p>	<p>Coordinated through The CareerHub youth services division in partnerships with contracted vendors.</p>
<p>5. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;</p>	<p>Coordinated through The CareerHub youth services division in partnerships with contracted vendors.</p>

6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;	Coordinated through The CareerHub youth services division in partnerships with contracted vendors.
7. Supportive services;	Coordinated through The CareerHub youth services division in partnerships with contracted vendors. Access to services is based on the review of needs of the individuals via CareerHub staff.
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;	Coordinated through The CareerHub youth services division in partnerships with contracted vendors. Access to services is based on the review of needs of the individuals via CareerHub staff.
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate;	Coordinated through The CareerHub youth services division in partnerships with contracted vendors.
10. Financial Literacy Education;	Coordinated through The CareerHub youth services division in partnerships with contracted vendors.
11. Entrepreneurial Skills Training;	Coordinated through The CareerHub youth services division in partnerships with contracted vendors.
12. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services;	Coordinated through The CareerHub youth services division in partnerships with contracted vendors.

- 1. Definition of the term “a youth who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual’s family, or in society.” Describe how the local board defines whether a youth is unable to demonstrate these skills well enough to function on the job, in their family, or in society and what assessment instruments are used to make this determination. 20 C.F.R. §681.290.**

The CareerHub uses standardized assessments such as the Comprehensive Adults Student Assessment (CASAS) to arrive at a youth’s current math and reading levels. We have established that a twelfth-grade reading and math level are in line with our employer’s needs.

Youth scoring below this twelfth-grade level are provided with additional educational advancements to bring their scores in line with employer expectations.

2. Definition of “requires additional assistance.” Describe how the local board defines the term “requires additional assistance” used in determining eligibility for WIOA-funded youth programs.

A youth who “requires additional assistance” for the purposes of WIOA youth eligibility is defined as follows: Is an at-risk youth who requires additional assistance to:

- (1) complete an educational program: a youth who is at risk of dropping out of high school as documented by his/her school or a youth who previously dropped out of an educational program or a youth with poor attendance patterns in an educational program during the last twelve calendar months; OR
- (2) secure and hold employment: a high school graduate (or equivalent) who has not held a full-time job for more than three consecutive months and lacks work readiness skills necessary to obtain and retain employment as documented by the youth objective assessment and described in case notes; or shared via self-attestation of the youth.

P. Rapid Response

Provide a description of how the LWDB will coordinate workforce development activities in the local area with rapid response activities.

Rapid Response activities respond to announcements of a closure or layoff; or mass job dislocations due to natural or other disasters; and (2) to deliver services to help dislocated workers transition to new employment as quickly as possible. The purpose of rapid response is to promote economic recovery by responding to layoffs and dislocations and preventing or minimizing the impact on workers, businesses, and communities.

Rapid response activities are coordinated by the Rapid Response Unit (RRU) of the CT DOL Central Office. The unit initiates activities when one or more of the following circumstances occur:

- Announcement or notification of a permanent closure, regardless of the number of workers affected;
- Announcement or notification of a mass layoff as defined by the State, or a Worker Adjustment and Retraining Notification (WARN) has been filed;
- A mass job dislocation resulting from a natural or other disaster; or
- The filing of a Trade Adjustment Assistance (TAA) petition.

Response activities are carried out by the Rapid Response Team which is made up of representatives for the State’s RRU, the SWCT American Job Center, and The WorkPlace. Other state agencies including the Department of Economic and Community Development and the Department of Social Services may also be on the team. The team provides employers with information on programs that are available to prevent layoffs or, if that is not possible, assist with helping dislocated workers transition to new employment as soon as possible.

The Rapid Response Team is available to conduct, prior to layoffs, “*Early Intervention*” sessions where employees can learn about unemployment benefits, job search assistance, and training opportunities. Information is also made available on community services and local agencies that provide help, advocacy, and support to dislocated workers and their families.

Examples of information provided in this coordinated response include:

- Overview of the Unemployment Insurance Program, Separation Packet, and FAQ’s

- Details on free career transition services
- Orientation to state-supported websites where employers post jobs
- Important Information Workers Need to Know to Protect their Health Coverage and Retirement Benefits
- Information on companies with approved individual major medical insurance policies
- United Way's "Where to Turn in Connecticut When You Become Unemployed"
- Connections to community service representatives

SIGNATURE PAGE

This Local Plan is submitted on behalf of The WorkPlace to implement the Workforce Innovation and Opportunity Act in the southwest region of Connecticut.

Workforce Development Board Chair

Nicole Russo

Signature

Nicole Russo

Name (print or type)

Date

5/29/2024

Chief Elected Official

Joseph Ganim
6/24/24

Signature

Joseph Ganim

Name (print or type)

Date

ATTACHMENTS

Attachment A

Title	First Name	Last Name	Address	City	State	Postal Code	Email Address	Phone
Mayor	David	Cassetti	Ansonia City Hall	253 Main Street	Ansonia	CT 06401-1866	dcassetti@ansoniacct.org	(203) 736-3900
First Selectman	Gerard	Smith	Beacon Falls Town Hall	10 Maple Street	Beacon Falls	CT 06403	gsmith@bfbct.com	(203) 729-4340
Mayor	Joseph	Garrin	Bridgeport City Hall	45 Lyon Terrace	Bridgeport	CT 06604	mayorj@bridgeportct.gov	(203) 576-7201
First Selectman	Jon	Zagrodzky	Darien Town Hall	2 Renshaw Road	Darien	CT 06820	jzagrodzky@darriencct.gov	(203) 636-7338
Mayor	Joseph	DiMartino	Derby City Hall	1 Elizabeth Street	Derby	CT 06416-1897	jdym@derbyct.gov	(203) 736-1450
First Selectman	David	Birdeljak	Easton Town Hall	225 Center Rd.	Easton	CT 06612	dbirdeljak@eastontownct.gov	(203) 268-6291
First Selectman	Bill	Gerber	Sullivan Independence Hall	725 Old Post Road	Eastfield	CT 06824	wgerber@eastfieldct.org	(203) 256-3030
First Selectman	Fred	Camillo	Greenwich Town Hall	101 Field Point Road	Greenwich	CT 06830	fred.camillo@greenwichct.org	(203) 622-7710
First Selectman	Terry	Rooney	Morose Town Hall	Fan Hill Road	Morose	CT 06460	trooney@morosect.gov	(203) 452-2800
First Selectman	Dionis	Carlson	New Canaan Town Hall	77 Main Street	New Canaan	CT 06840	dionis.carlson@newcananct.org	(203) 594-3600
Mayor	Harry	Billing	Norwalk City Hall	125 East Avenue	Norwalk	CT 06856-5125	hbilling@norwalkct.org	(203) 854-7701
First Selectman	George	Sampl	Oxford Town Hall	486 Oxford Rd.	Oxford	CT 06478	selectmen@oxford-ct.gov	(203) 888-2543
First Selectman	Arsenane	Drugonis	Seymour Town Hall	1 First Street	Seymour	CT 06483-2817	arsenane@seymourct.org	(203) 888-2511
Mayor	Mark	Lauritti	Shelton City Hall	54 Hill Street	Shelton	CT 06484-0264	shelton01@cityofshelton.org	(203) 924-1555
Mayor	Caroline	Simmons	Stamford Government Center	868 Washington Boulevard	Stamford	CT 06904	MayorsOffice@stamfordct.gov	(203) 977-5643
Mayor	Laura	Hoydick	Stratford Town Hall	2725 Main Street	Stratford	CT 06615	mayor@townofstratford.com	(203) 385-4001
First Selectman	Vicki	Rejzoro	Trumbull Town Hall	5896 Main Street	Trumbull	CT 06611-53193	firstselectman@trumbull-ct.gov	(203) 452-5005
First Selectman	Bernarda	Nistor	Weston Town Hall	56 Norfield Rd.	Weston	CT 06893-1057	bnistor@westonct.gov	(203) 222-2656
First Selectman	Jennifer	Booker	Westport Town Hall	110 Myrtle Avenue	Westport	CT 06890-0549	selectman@westportct.gov	(203) 341-1111
First Selectman	Toni	Boucher	Wilton Town Hall	238 Danbury Road	Wilton	CT 06897	toni.boucher@wiltonct.org	(203) 543-0100

Attachment B

Original Date of Enactment: April 2000

AMENDMENT ONE: March 2003 (Remove City of Milford; Add Town of Beacon Falls)

AMENDMENT TWO: May 2015 (Remove WIA references; Add WIOA compliant language)

LOCAL CHIEF ELECTED OFFICIALS AGREEMENT
BRIDGEPORT-NORWALK-STAMFORD-VALLEY
WORKFORCE DEVELOPMENT AREA

WHEREAS, The Workforce Investment and Opportunity Act of 2014 (Public Law 113-129) ("WIOA") will supersede the Workforce Investment Act ("WIA") on July 1, 2015; and

WHEREAS, the Chief Elected Officials ("CEOs") of the twenty (20) municipalities within the Bridgeport-Norwalk-Stamford-Valley Service Delivery Area established under JTPA (the "SDA") desire to define the understanding among them under the WIOA, as amended from time to time and the regulations promulgated thereunder and consistent with An Act Modifying Laws Governing the State's Regional Workforce Development Boards (Connecticut General Statutes Sections 33-3j through 31-r inclusive) (the "Act");

Service Delivery Area (SDA) MUNICIPALITIES-

City of Stamford	Town of Stratford	City of Derby
City of Norwalk	Town of Monroe	Town of Seymour
City of Bridgeport	Town of Easton	Town of Oxford
Town of Wilton	Town of Greenwich	City of Milford
Town of Darien	Town of Westport	Town of New Canaan
City of Ansonia	Town of Fairfield	Town of Trumbull
Town of Weston	City of Shelton	

WHEREAS, the municipalities of the SDA comprise four Service Areas ("Sa's") as follows:

Bridgeport SA: Bridgeport, Stratford, Fairfield, Easton, Trumbull, Monroe
 Norwalk SA: Norwalk, Weston, Westport, Wilton
 Stamford SA: Stamford, Greenwich, Darien, New Canaan
 Valley SA: Ansonia, Seymour, Oxford, Derby, Shelton, Beacon Falls

WHEREAS, the CEOs requested that the Governor of the State of Connecticut (the "Governor") designate the SDA as the Local Workforce Development Area (the "LWDA") and the Governor has designated the former SDA and the former Local Workforce Investment Area as the LWDA; and

WHEREAS, the CEOs have designated the: The WorkPlace as the Local Workforce Development Board, and which Board is herein referred to as the WorkPlace Board; and

WHEREAS, the CEOs will request that the Governor certify that the CEOs have complied with the requirements of WIOA with respect to their appointments of members to the Workforce Development Board; and

WHEREAS, grants and/or contracts from the United States Department of Labor to the State of Connecticut and the Connecticut Department of Labor or other agencies assigned under WIOA, as amended from time to time and regulations promulgated thereunder are available to the parties hereto to finance, in whole

or in part workforce development activities that increase the employment, retention and earnings of participants, and increase occupational skill attainment by participants, which will improve the quality of the workforce, reduce welfare dependency and enhance the productivity and competitiveness of the Nation's economy.

WHEREAS, the CEOs desire to maintain the existence of the Consortium of municipalities formerly of the SDA formed by their Memorandum of Agreement effective July 1, 1985 under JTPA, (the "Memorandum") as the municipalities of the LWDA consistent with WIOA, the Act, local ordinances, bylaws, etc.

NOW THEREFORE, in consideration of the mutual promises and undertakings herein contained and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree and covenant as follows:

1. DURATION:

This Agreement shall be in effect until WIOA expires by operation of law or is repealed by an Act of Congress. This agreement shall then automatically renew upon the implementation of any superseding legislation.

2. THE CONSORTIUM:

A. PURPOSE:

The purpose of the Consortium shall be to exercise the powers, functions and responsibilities vested in the CEOs under WIOA and in the Consortium by the terms of this Agreement and WIOA.

B. POWERS, FUNCTIONS AND OBLIGATIONS:

- 1) Select the Mayor of the City of Bridgeport as the Chairperson of the Consortium.
- 2) Appoint members to The WorkPlace Board in accordance with criteria established by the State of Connecticut and WIOA and as set forth in this Agreement.
- 3) Consult with the Governor of the State of Connecticut, or designee, regarding the statewide allocation of funds under WIOA.
- 4) Approve the budget developed by The WorkPlace Board to fund WIOA related activities.
- 5) Designate the City of Bridgeport as the local grant recipient and fiscal agent to assist The WorkPlace, as sub recipient, in the administration of funds under WIOA.
- 6) Nominate candidates for appointment by The WorkPlace to the Youth Council, as applicable.
- 7) Enter into an agreement or agreements with The WorkPlace with respect to shared powers, functions and obligations, as applicable.
- 8) Accept liability for the misuse of grant funds according to the terms set out in Section 3, General Provisions, Paragraph A. It is recognized that any delegation by the Consortium of any of its power or authority does not relieve the members of the Consortium of their ultimate responsibility for use of such funds according to the

General Provisions, Paragraph A, Liability. However, in the event that the Consortium should reach an agreement with the Governor under which the Governor agrees to act as the local grant recipient for the LWDA and to accept and bear liability for the misuse of grant funds allocated to the LWDA, the municipalities of the Consortium shall not bear such liability. The Consortium reserves the right to review, evaluate, concur with or reject any plan, proposal or request for WIOA funding.

- 9) Establish an Executive Committee of the Consortium and other committees as appropriate. The Chairperson of the Consortium (Mayor of the City of Bridgeport) will serve as the Executive Committee Chair.
- 10) Delegate such functions and responsibilities to the Consortium Executive Committee as the Consortium deems appropriate for effective administration. All powers not expressly delegated are reserved by the Consortium.
- 11) Such other functions as the Consortium may deem appropriate for the exercise of the Consortium's powers and in the discharge of the Consortium's duties and responsibilities under WIOA, the Act, Federal and State regulations, State and local law, Local Plans as modified from time to time, and agreements between the CEOs and the WorkPlace and between the CEOs and other entities in connection with WIOA and this Agreement.
- 12) The Consortium will meet, at a minimum, annually.
- 13) Special meetings of the Consortium may be called by the Chairperson of the Consortium or any four members.

C. QUORUM:

A quorum for the transaction of Consortium business shall consist of six (6) CEOs. Three (3) of the four (4) SAs shall be represented, including at least two (2) of the CEO's of the following municipalities: Ansonia, Bridgeport, Norwalk, Stamford ("Lead Mayors"). The conduct of business will require a majority of the quorum. Voting may be accomplished through electronic participation by means of a conference telephone or similar communications equipment affording all persons participating in the meeting the ability to hear each other. Participation in the meeting by means of electronic equipment shall constitute presence in person at such meeting.

3. THE EXECUTIVE COMMITTEE

A) COMPOSITION

- 1) The Executive Committee will consist of eleven (11) members chosen by and from among the CEOs of the Consortium. There shall be at least two (2) members from each SA, one of which shall be its Lead Mayor. The remaining three (3) slots will be appointed from among all the CEOs of the Consortium.
- 2) The CEOs of the following municipalities presently constitute the Executive Committee: Ansonia, Beacon Falls, Bridgeport, Darien, Fairfield, Greenwich, Norwalk, Shelton, Stamford, Trumbull, Westport. The composition of the Executive Committee shall be reviewed biennially on the anniversary date of the ratification of this Agreement by the majority of the Consortium for adjustments in membership.

- 3) The Consortium chairperson (Mayor of the City of Bridgeport) will coordinate Executive Committee activities and act as the authorized representative of the CEOs of the LWDA. The Chairperson shall have the authority on behalf of the CEOs to sign the Local Plan and any modifications thereof, contracts and agreements between the Consortium and The WorkPlace, contracts and agreements, and other documents as required pursuant to WIOA and/or the Act.
- 4) Vacancies on the Executive Committee shall be filled by the CEOs of the LWDA.

B. POWERS, FUNCTIONS AND OBLIGATIONS

The Executive Committee, in accordance with the terms of this Agreement and on behalf of the Consortium, shall have the following functions, powers and responsibilities:

- 1) In partnership with The WorkPlace, develop and submit the comprehensive four-year plan required by the WIOA and subsequent modifications thereto for submission to the Governor, the Department of Labor and/or other governmental organizations for funding.
- 2) In partnership with The WorkPlace exercise oversight over local programs of youth activities, local employment and training activities and the local one-stop delivery system authorized by WIOA.
- 3) Together with The WorkPlace negotiate and reach agreement with the Connecticut Department of Labor on local performance measures.
- 4) Authorize The WorkPlace Board to designate or certify the One Stop operator and to terminate for cause the eligibility of such operator.
- 5) Authorize The WorkPlace to develop and enter into the memorandum of understanding with One-Stop/ American Job Center partners.
- 6) Act on behalf of the Consortium between meetings of the Consortium and as the Consortium may from time to time assign the Executive Committee for the effective exercise of the Consortium's powers, functions and responsibilities.
- 7) The Executive Committee will meet, at a minimum, annually.
- 8) Special meetings of the Executive Committee may be called by the Chairperson or any three members.

C) QUORUM

A quorum for the transaction of Executive Committee business shall consist of six (6) CEOs. Three (3) of the four (4) SAs shall be represented, including at least two (2) of the CEO's of the following municipalities: Ansonia, Bridgeport, Norwalk, Stamford ("Lead Mayors"). The conduct of business will require a majority of the quorum. Voting may be accomplished through electronic participation by means of a conference telephone or similar communications equipment affording all persons participating in the meeting

the ability to hear each other. Participation in the meeting by means of electronic equipment shall constitute presence in person at such meeting.

4. DESIGNATED ALTERNATES

A CEO may designate an alternate to attend meetings of the entire Consortium or of the Executive Committee. Such alternate may participate in discussions, but may not be counted for purposes of establishing a quorum and may not vote.

5. THE WORKFORCE INVESTMENT BOARD: THE WORKPLACE

A. SIZE AND MEMBERSHIP

Business Representatives

- 1) The majority of members must be business representatives, divided equally among the four SAs;
- 2) The size and membership of the Board will comply with applicable provisions of WIOA, Federal and State statutes and regulations, and local law.

Non-Business Representatives

- 1) Non-business representatives shall be divided equally among the four SAs;
- 2) The size and membership of the Board will comply with applicable provisions of WIOA, Federal and State statutes and regulations, and local law.

B. NOMINATION PROCESS

The CEOs will solicit nominations for Business and Non-Business representatives from appropriate organizations and agencies as described in the process. The WorkPlace will notify all CEO's of vacancies on the WorkPlace Board. The WorkPlace will assist the CEOs to allocate the categories for Non-Business appointments and to satisfy the requirements of WIOA.

Business Representatives

- 1) Business representatives must be owners, chief executive officers, chief operating officers, small business or other individuals with optimum policymaking or hiring authority and represent businesses with employment opportunities that reflect the employment opportunities of the LWDA;
- 2) The Business Council of Fairfield County, the Greater Norwalk Chamber of Commerce, the Greater Bridgeport Regional Business Council and the Valley Chamber of Commerce shall be the lead local business organizations for coordinating and submitting business nominations to the CEOs for final appointment;
- 3) The CEOs may contact other local chambers of commerce and trade associations to advise them that they may submit nominations to the lead local business organizations.

Non-Business Representatives

1. Representatives of educational entities, including Community Colleges, will be selected from among individuals nominated by state, regional or local educational agencies, institutions, or organizations representing such local educational entities.
2. Nominations for representatives of labor organizations shall be solicited from local labor federations.
3. CEOs may solicit nominations for representatives of community-based organizations, giving special consideration to organizations representing youth (including out of school youth), individuals with disabilities, and veterans.
4. CEOs may solicit nominations for representatives of economic development agencies, giving special consideration to private sector economic development entities.
5. Unsolicited nominations may also be considered.

6. APPOINTMENTS

A. APPOINTMENTS

- 1) Appointments of Business and Non-Business members to The WorkPlace Board shall be made in writing by the CEO making the appointment.
- 2) Appointments shall be made for staggered terms as provided in the bylaws of The WorkPlace.
- 3) Any vacancy in the membership of The WorkPlace Board occurring before the expiration of the member's term shall be filled in the same manner as the original appointment. Any member so appointed shall serve for the remainder of the unexpired term.

B. DOCUMENTATION

All documentation concerning nominations, recommendations and other matters related to the appointment of members to The WorkPlace Board shall be maintained by The WorkPlace. This information shall be available to the Governor or his representative to ensure compliance with Section 107(b) of WIOA.

7. YOUTH COUNCIL

A Youth Council may be established as a subgroup of The WorkPlace Board.

A. APPOINTMENT

If applicable, Youth Council members shall be appointed by The WorkPlace Board in cooperation with the CEO's.

B. MEMBERSHIP

- 1) WorkPlace Board members.
- 2) Representatives of public housing authorities.

- 3) Parents of eligible youth.
- 4) Individuals including former participants, representatives of organizations with experience relating to youth activities.
- 5) Representatives of Job Corp, as appropriate.
- 6) Other individuals as agreed to by the Board Chair of The Workplace and the CEOs

8. GENERAL PROVISIONS

A. LIABILITY

Liability for any misuse of grant funds is hereby assumed by each municipality that executes this Agreement by and through its Chief Elected Official. This assumption of liability shall be allocated among such municipalities in proportion to the municipality's share of the total benefits and services received from the use of federal grant funds allocated to the LWDA pursuant to the Workforce Opportunity and Investment Act during the fiscal year when the misuse of such grant funds occurred.

The proportionate share of each municipality shall be determined by calculating the total of the amount of grant funds plus the value of in-kind services and benefits directly received by each municipality and dividing that amount by the total amount of all grant funds received by the LWDA pursuant to the Workforce Opportunity and Investment Act during the fiscal period in which the event giving rise to liability occurred.

Notwithstanding the foregoing, in the event that the Consortium should reach an agreement with the Governor under which the Governor agrees to act as the local grant recipient for the LWDA and to accept and bear liability for the misuse of grant funds allocated to the LWDA, the municipalities of the Consortium shall not bear such liability.

B. INSURANCE

Insurance shall be purchased by The WorkPlace as available, reasonable, and necessary to indemnify the parties to this Agreement from any liability which may attach due to the operation of the Workforce Opportunity and Investment Act

C. MODIFICATIONS

Modifications to this Agreement may be made by a two-thirds (2/3) affirmative vote of the CEO signatories of this Agreement, or their successors by voice vote or by ballot. Ballots can be mailed, emailed or faxed as such the signatures will be deemed originals. Any modifications shall take effect when two-thirds (2/3) of the CEOs indicate his/her approval by signature.

D. AUTHORITY

Each party's signatory to this Agreement attests that it is the CEO of a unit of general local government and is authorized under applicable State and local law to enter into this Agreement and agrees to all of the provisions of this Agreement.

E. COUNTERPART SIGNATURE PAGES

The parties hereto agree that there may be individual signatory pages for each CEO to execute to signify his/her approval and those copies of such executed individual signatory pages shall be deemed original counterparts.

F. FREEDOM OF INFORMATION ACT

All matters relating to the subject matter of this Agreement shall be subject to State Freedom of Information requirements.

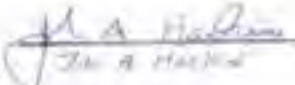
G. EFFECTIVE DATE


This agreement shall be effective from the date that a majority of the CEOs sign the agreement provided, however, that the effective date shall be no later than July 1, 2015.

SIGNATORY PAGE


In WITNESS WHEREOF, the Chief Elected Officials of the Bridgeport-Norwalk-Stamford-Valley Workforce Development Area have executed this Amended Agreement on the date or dates set forth on this signatory page.



 James Marpe
 First Selectman of Westport
 5-8-15
 Date


 John A. Harkins
 Mayor of Stratford
 5-12-15
 Date


 Stephen Vavrek
 First Selectman of Monroe
 5-7-15
 Date


 Bill Finch
 Mayor of Bridgeport
 5-8-15
 Date



 Mark A. Lauretto
 Mayor of Shelton
 5-12-15
 Date

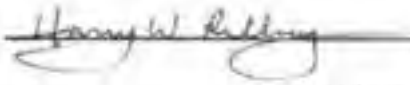

 David Martin
 Mayor of Stamford
 5-6-15
 Date

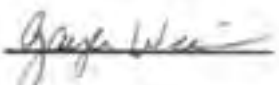

 Jayme Stevenson
 First Selectman of Darien
 5-19-15
 Date



 David Cassetti
 Mayor of Ansonia
 5-14-15
 Date



 Michael Tetreau
 First Selectman of Fairfield
 5-7-15
 Date



 Adam Dunsby
 First Selectman of Easton
 5-13-15
 Date


 Harry Rilling
 Major of Norwalk
 5-8-15
 Date


 Gayle M. Weinstein
 First Selectwoman of Weston
 5-13-15
 Date


 Christopher Bielik
 First Selectman of Beacon Falls
 5-20-15
 Date


 Kurt W. Miller
 First Selectman of Seymour
 5-20-15
 Date


 William Brennan
 First Selectman of Wilton
 5-14-15
 Date

Aiuta Dugatto 5-15-15
Date
Aiuta Dugatto
Mayor of Derby

STATEMENT ACT (WIA) TO THE WORKFORCE INVESTMENT
ACT (WIA)
Timothy M. Herbst 5-6-15
Date
Timothy M. Herbst
First Selectman of Trumbull

George Temple 5-21-15
Date
George Temple
First Selectman of Oxford

R. S. Mallozzi PA 5-21-15
Date
Robert Mallozzi
First Selectman of New Canaan

Peter Tesse 5-22-15
Date
Peter Tesse
First Selectman of Greenwich

ATTACHMENT C

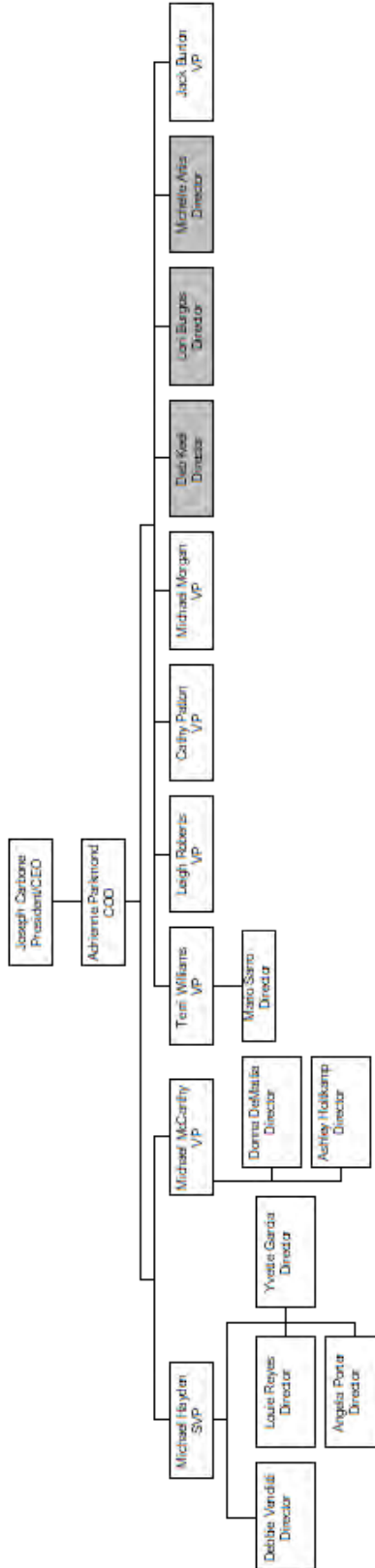
Name	Position	Company	Category
Yecenia Acosta	Social Services Operations Manager	CT Department of Social Services	CT DSS
Frank Alvarado	Senior Manager/Veterans Affairs	U.S. Small Business Administration	Small Business
George Anderson	SVP, Chief Learning Officer	Synchrony Bank	Business
Jillian Baldwin	President/CEO	Park City Communities	Housing
Larry Bentley	Consultant	Consultant	Business
Mary Burgard	Vocational Rehabilitation Supervisor	DORS/BESB	Rehab Services
Bing Carbone	President	Modern Plastics	Business
Heather Cavanaugh	President & CEO	Stamford Chamber of Commerce	Business
William Coleman	Admissions Counselor	New Haven Job Corp	Youth Emp
Thomas Coley	Regional President	Connecticut State Colleges & Universities	Higher Ed
Pablo Colon	Executive Director	Avangrid	Business
Julie DeMarco	Director of Human & Social Services	Bigelow Center for Senior Activities	CBO
Garry Feldman	President & Co-Founder	U.S. Computer Connection LLC	Business
Monette Ferguson	Executive Director	Alliance for Community Empowerment	CBO
Victor Fuda	Job Center Director	CT Dept. of Labor	State Emp
Fred Gill	Adjunct Professor	Gateway Community College	Higher Ed
Lindy Lee Gold	Senior Regional Manager	DECD	DECD
Doug Holcomb	Chief Executive Officer	Greater Bridgeport Transit	Transportation
Meghan Hopkins	Vice President	Operations, Inc.	Business
Michael LaBella	Regional Vice President	TD Bank - CT	Business
John Loeser	Senior Business Consultant	CVS Health	Business
Jim Lohr	Deputy Director	Carpenters Labor Management Program	Labor
Sabrina Mancini	Education Consultant	CT State Dept of Education	Adult Ed
William McBride	President	WC McBride Electrical Contactors	Business
Matthew McSpedon	Securities Financial Advisor	JP Morgan Chase Bank	Business
David Morgan	President and CEO	TEAM, Inc.	CBO
Robert O'Mara	Director Public Affairs	Griffin Hospital	Business
Jim Oddo	Managing Partner	Executive Search Professionals LLC	Business
Win Oppel	President	Ad-Merica Corp	Business
Mike Proto	General Manager	Prestige Industrial Finishing	Business
Cindy Rafael	Director, Vocational Rehabilitation	Department of Rehabilitation Services	Rehab Services
Loni Richards	President & CEO	Service After Service, Inc.	CBO
Nicole Russo	President and CEO	Microboard Processing, Inc.	Business

Larry Saffran	President	Stelray Plastics	Business
Matthew Seebeck	Senior General Manager, Retail	Brookfield Properties	Business
Bruce Silverstone	Managing Partner	Silverstone Consulting	Business
Thomas Sportini	Training Director	IBEW Local Union 488	Labor
Brian Truini	Secretary Treasurer	UFCW 371	Labor
Valerie Watson	Vice President	Patriot Bank	Business
Dwayne Smith	Interim President	Southern Connecticut State University	Higher Ed
Dennis "DJ" Yaremich	Trustee/Business Agent	Teamster Local 1150	Labor

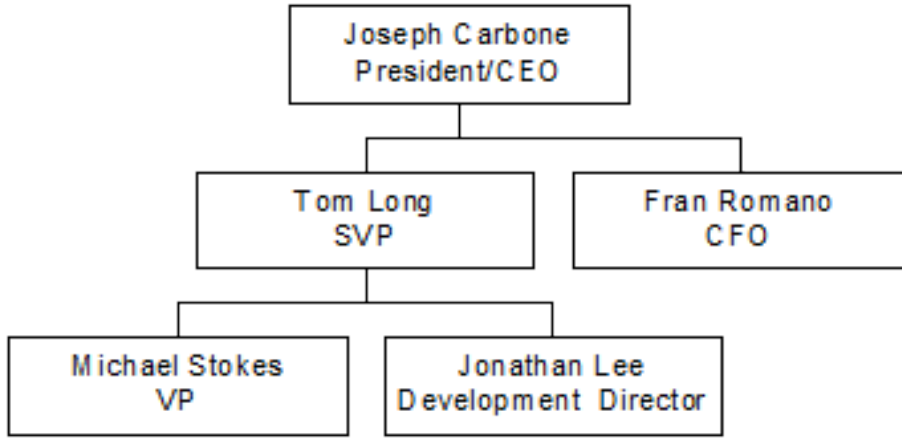
ATTACHMENT D

The WorkPlace
Organizational Chart
March 31, 2024

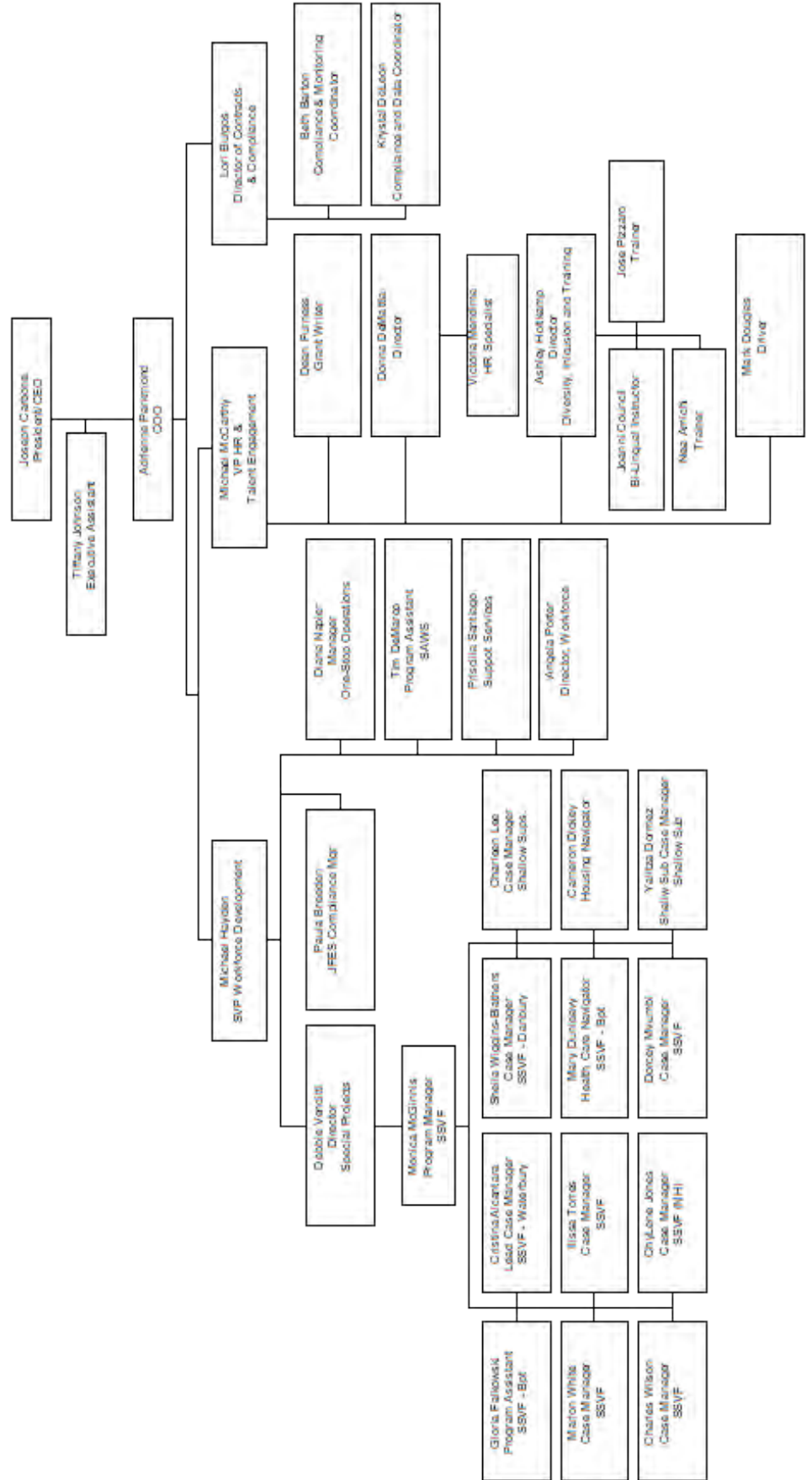
Executive Team



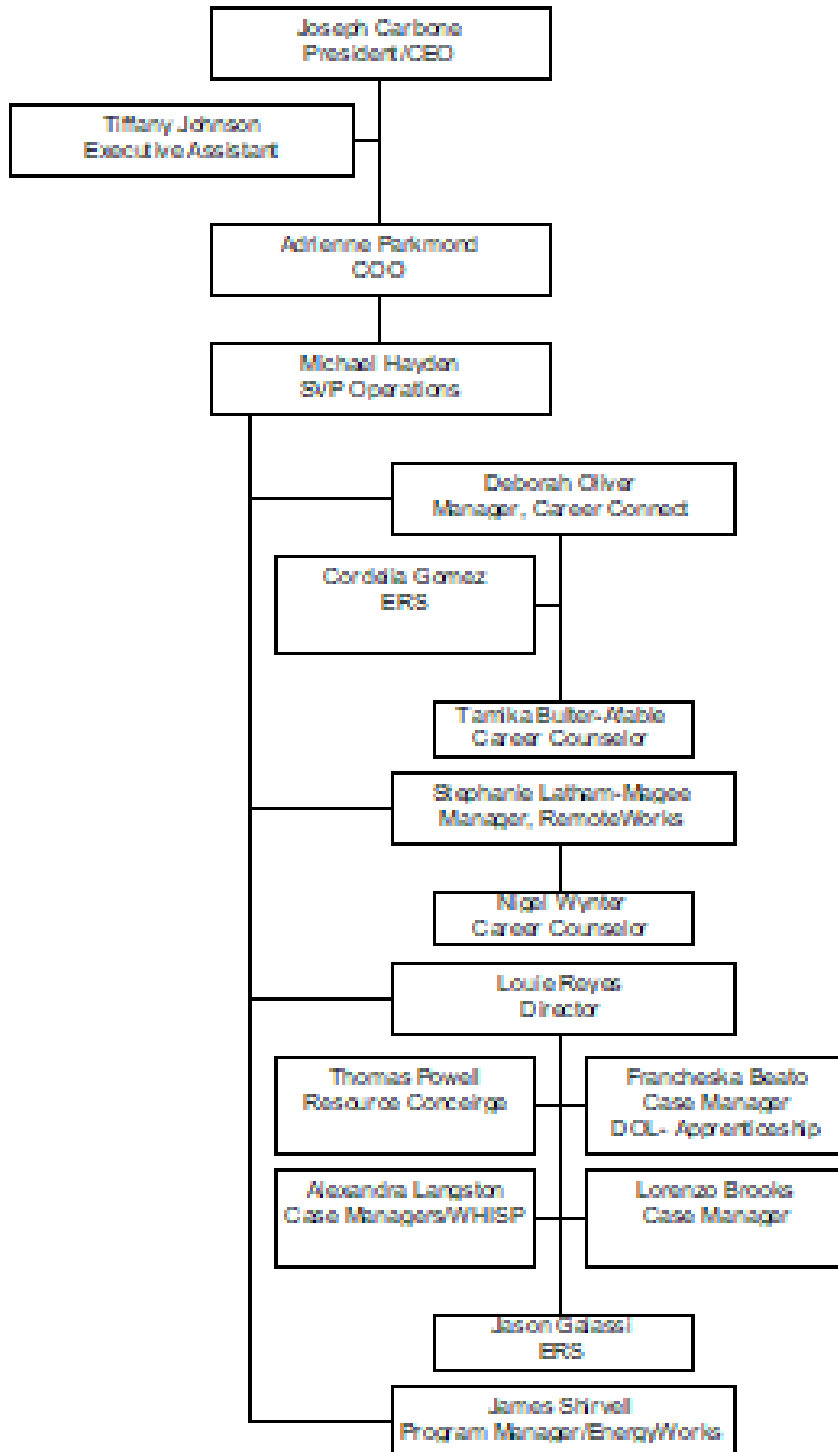
Executive Team (Con't)



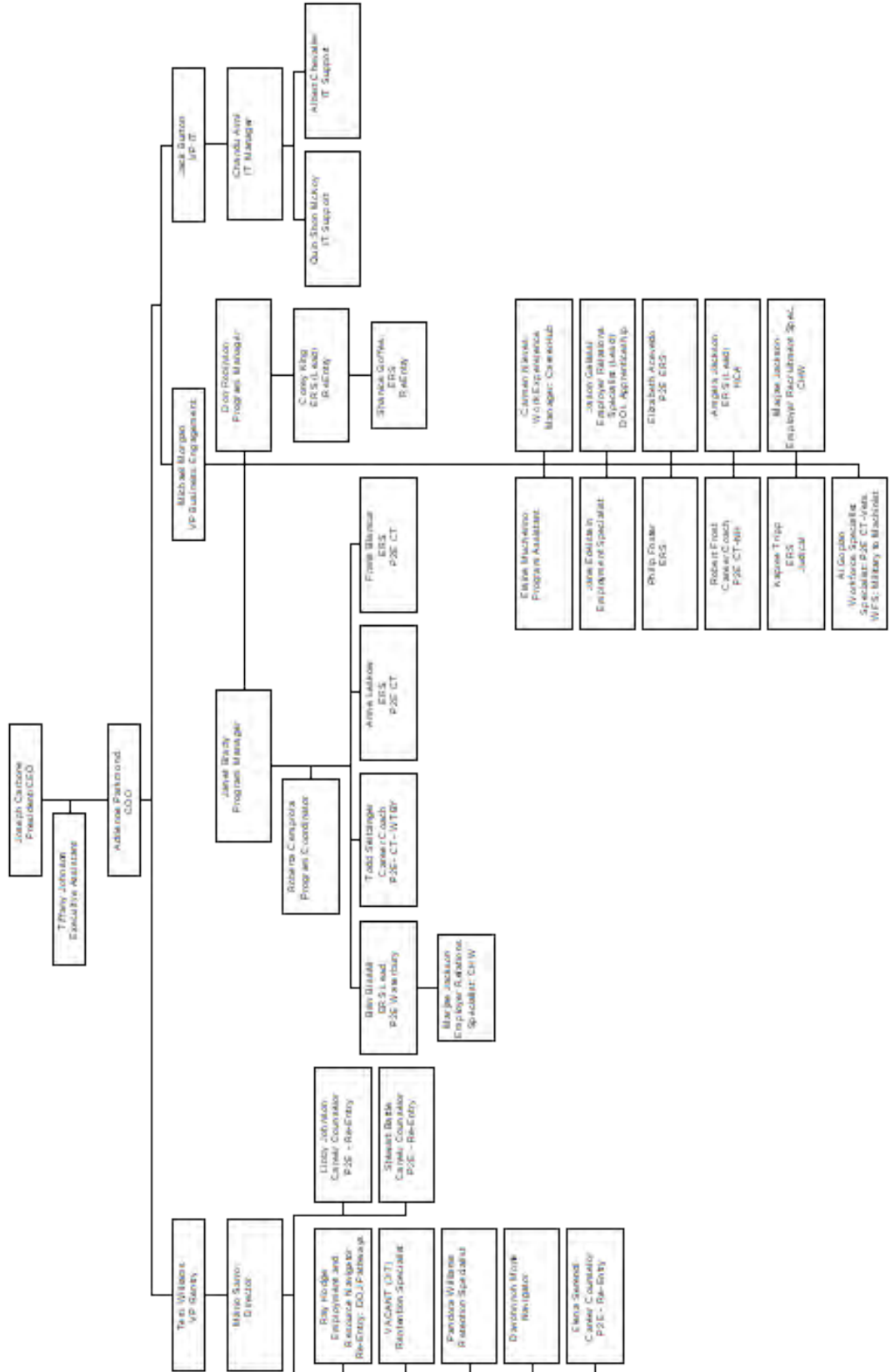
Operations



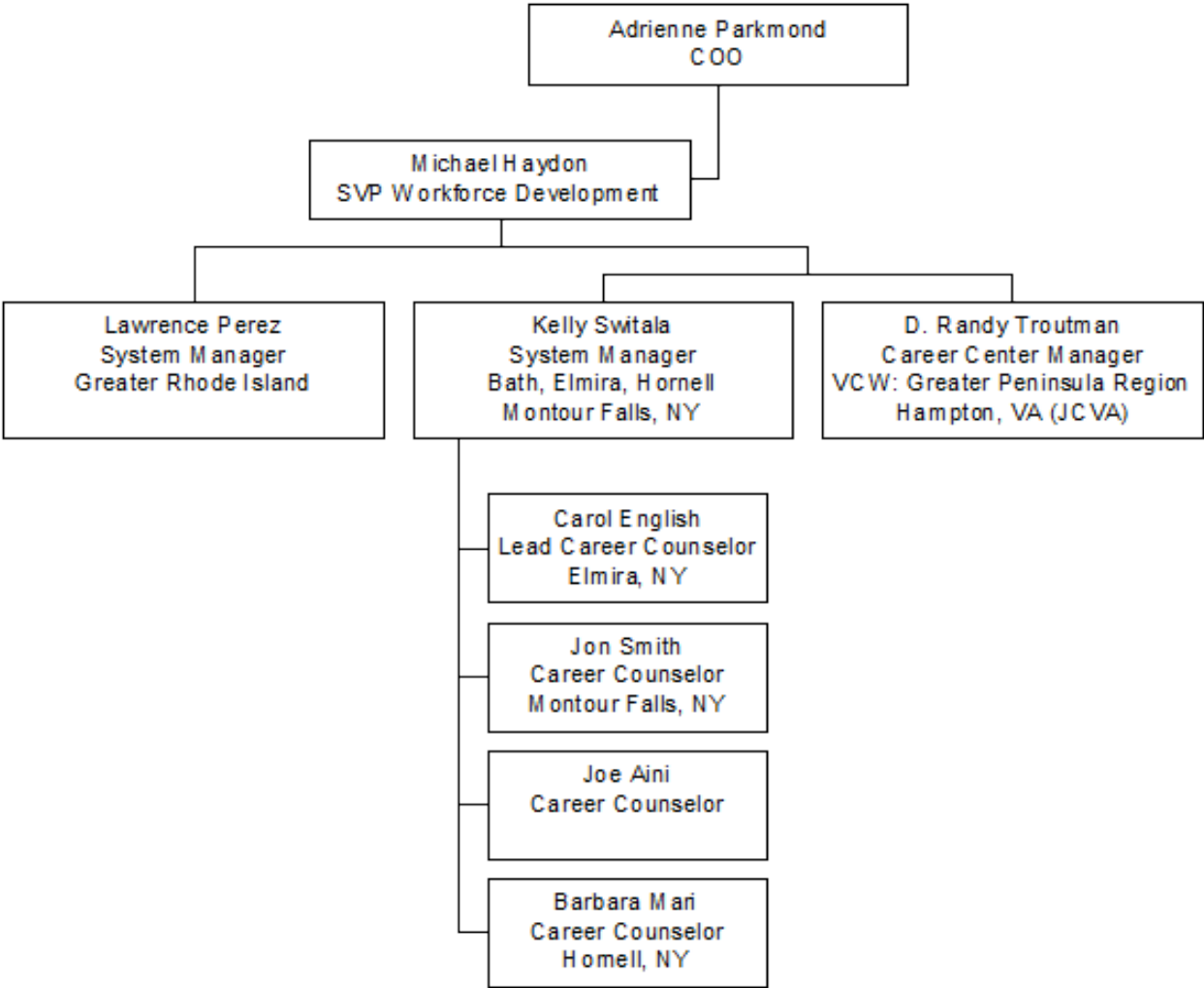
Operations



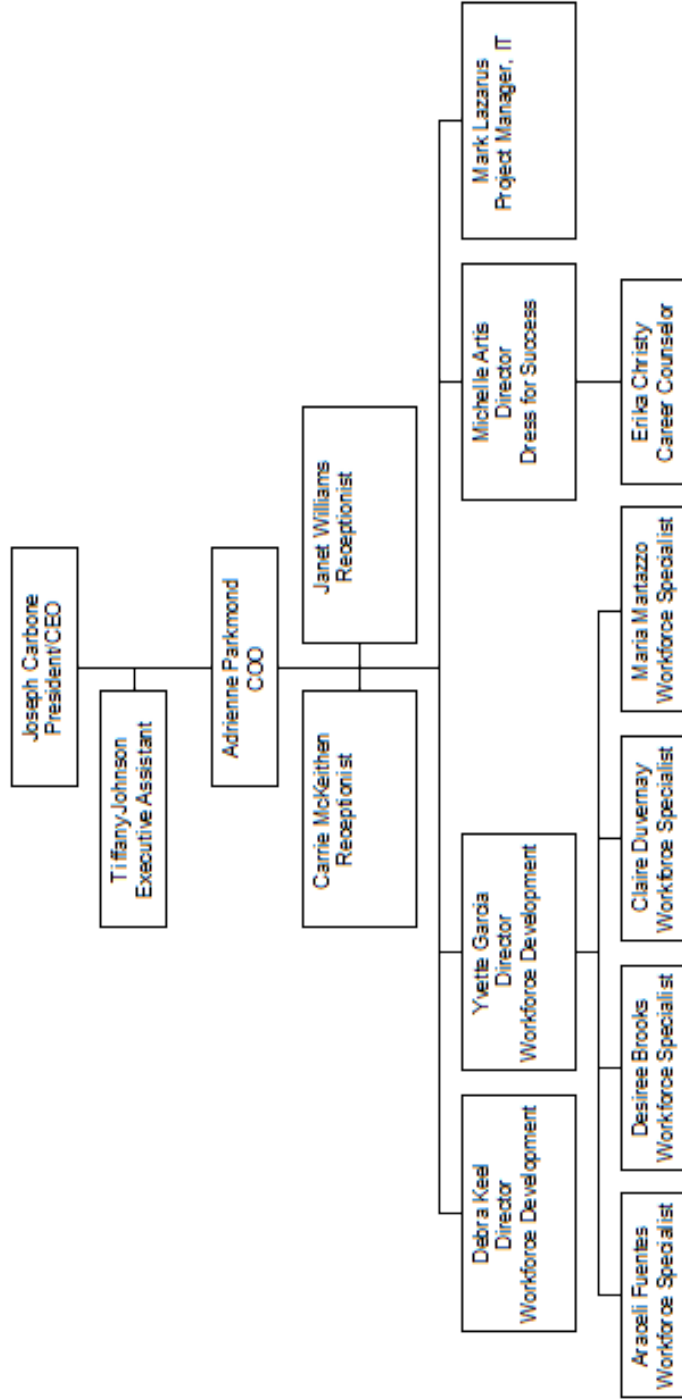
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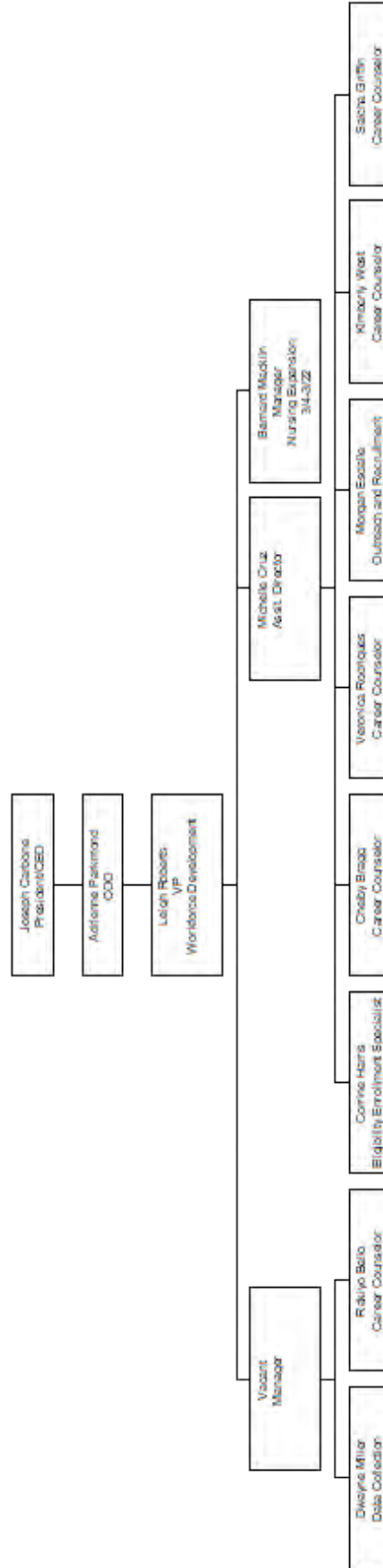
Operations (RI, NY, VT)



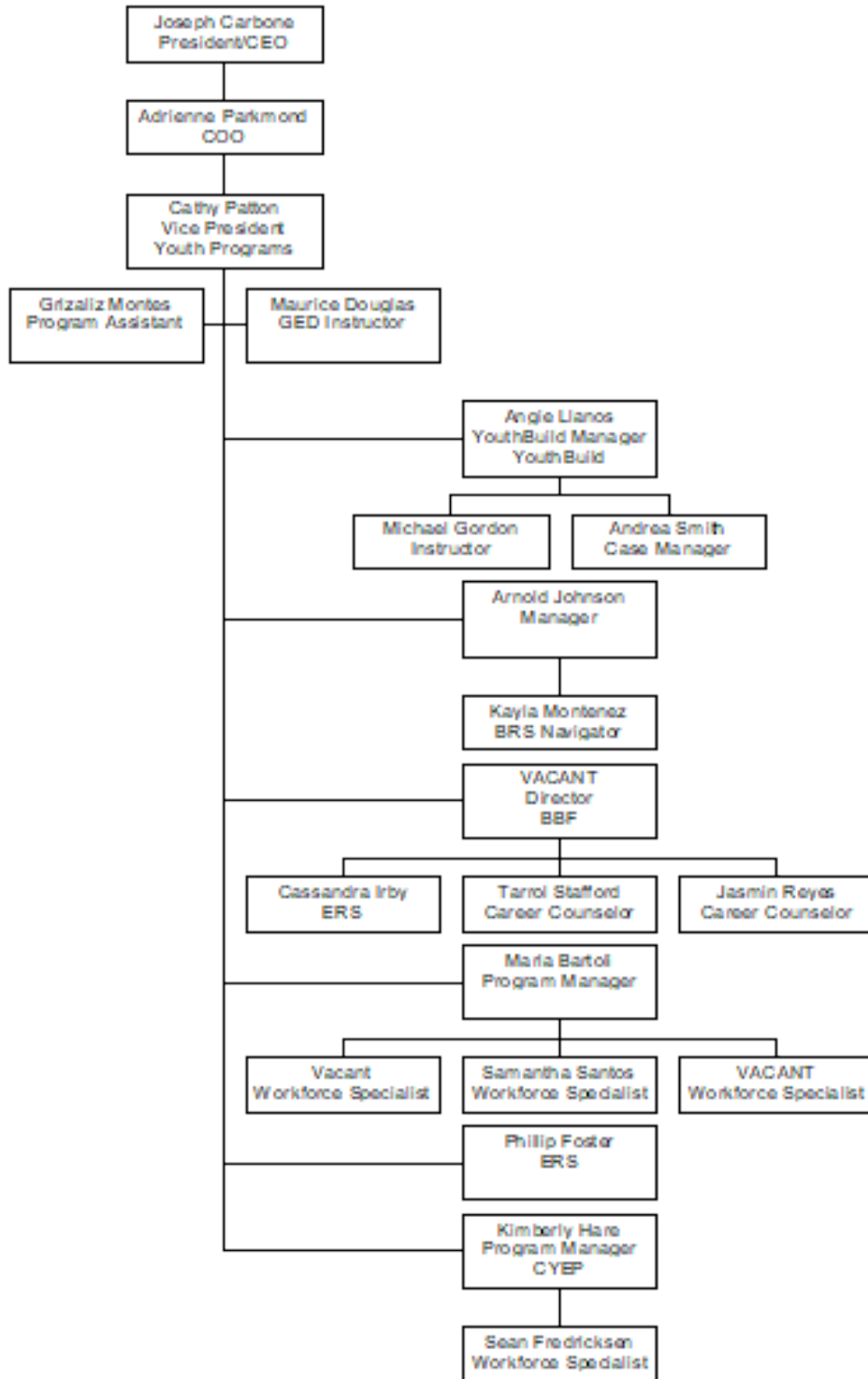
Operations



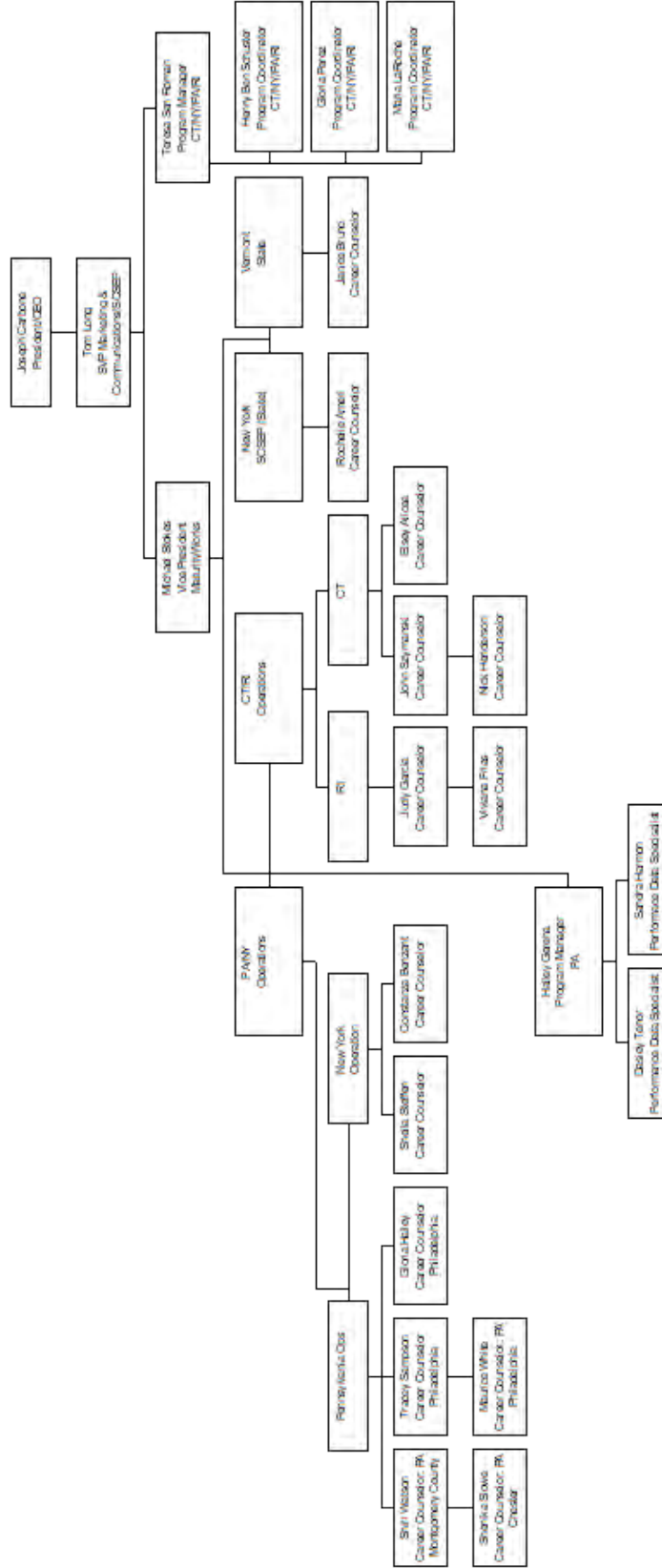
Operation HCA/CHA



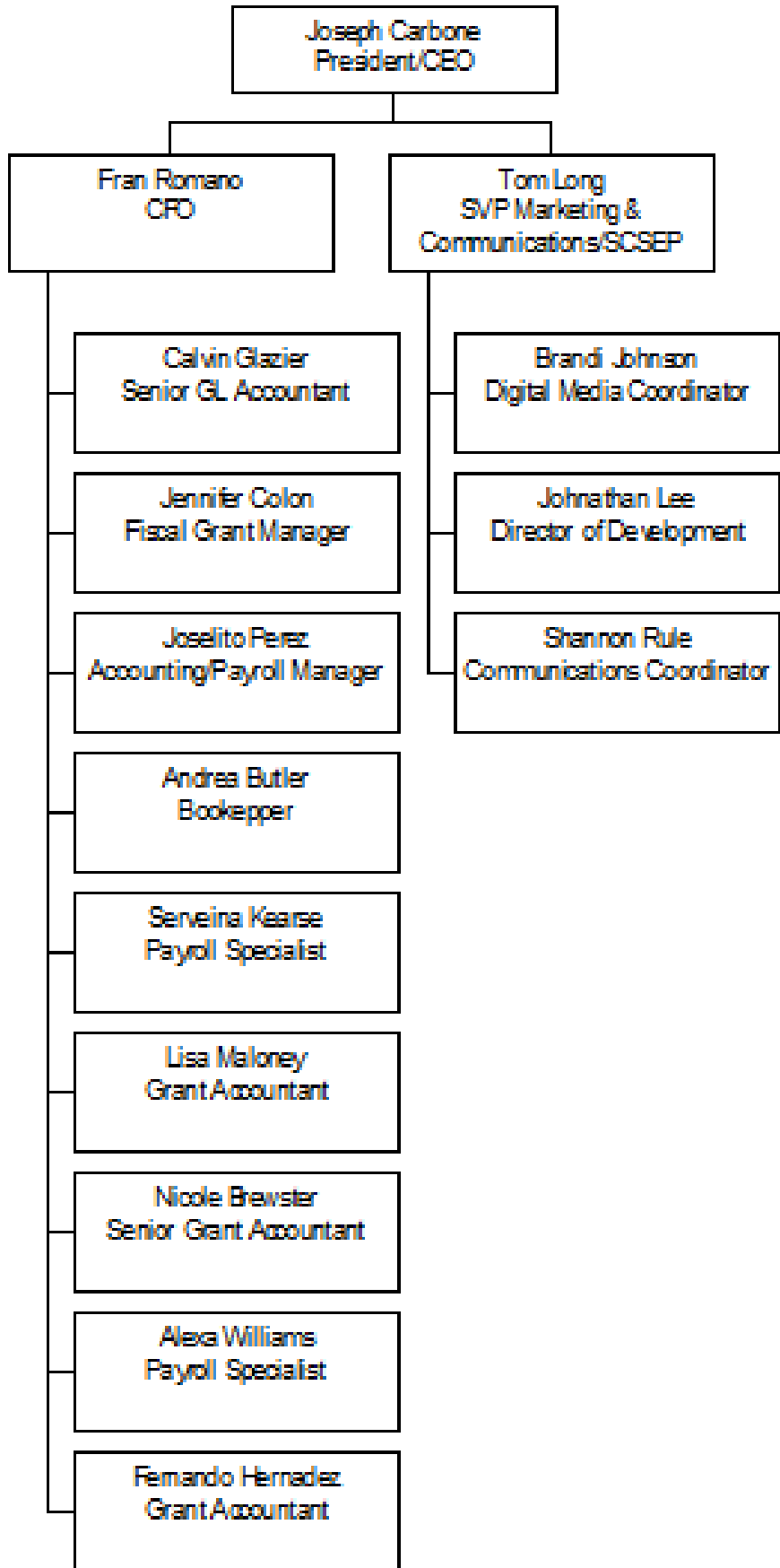
Operation - Youth Services



SCSEP (MaturityWorks)



Finance/Marketing & Communications



ATTACHMENT E

WorkPlace Final Negotiated Rates PY 22 and PY 23

ATTACHMENT E

WIOA Performance Measures	Connecticut		Workplace	
	Final Negotiated Goals		Final Negotiated Goals	
	PY 22	PY 23	PY 22	PY 23
WIOA Adults				
Employment (Second Quarter after Exit)	69.50%	70.00%	79.50%	80.00%
Employment (Fourth Quarter after Exit)	67.00%	68.00%	77.00%	78.00%
Median Earnings	\$5,800.00	\$5,900.00	\$6,380	\$6,480
Credential Attainment Rate	72.00%	72.50%	72.00%	72.50%
Measurable Skill Gains	65.00%	66.00%	67.00%	68.00%
WIOA Dislocated Workers				
Employment (Second Quarter after Exit)	77.50%	78.00%	87.50%	87.50%
Employment (Fourth Quarter after Exit)	77.50%	78.50%	87.50%	87.50%
Median Earnings	\$9,000.00	\$9,200.00	\$9,900	\$10,100.00
Credential Attainment Rate	66.50%	67.00%	66.50%	67.00%
Measurable Skill Gains	55.00%	56.00%	65.00%	66.00%
WIOA Youth				
Employment (Second Quarter after Exit)	73.00%	74.00%	65.0%	66.00%
Employment (Fourth Quarter after Exit)	73.50%	74.00%	66.0%	66.50%
Median Earnings	\$3,500.00	\$3,600.00	\$2,600	\$2,700
Credential Attainment Rate	77.50%	78.00%	68.00%	68.50%
Measurable Skill Gains	65.50%	66.00%	60.00%	60.50%

ATTACHMENT F

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE WORKPLACE, SOUTHWEST CT WORKFORCE DEVELOPMENT BOARD
AND THE
BRIDGEPORT HOUSING AUTHORITY**

In accordance with Title I, Section 121 (c) of the Workforce Innovation and Opportunity Act the local board, with the agreement of the chief elected officials, *shall develop and enter into a memorandum of understanding (between the local board and the one-stop partners) concerning the operation of the one-stop delivery system in five regional areas.*

Pursuant to the above, this Memorandum of Understanding (MOU) shall contain provisions describing the following:

- a. The services to be provided through the One-Stop/American Job Center (AJC) delivery system, including the manner in which the services will be coordinated and delivered through such system;
- b. How the costs of such services and the operating costs of such system will be apportioned; and
- c. The methods of referral of individuals between the One-Stop/AJC operator and Bridgeport Housing Authority (herein referred to as "BHA" or "the Partner"), for appropriate services and activities.

This MOU will serve as a framework of agreed upon terms. Specific local/regional program operation, the referral processes and business service delivery may vary depending on the local/regional area and shall be specified as addendums to this MOU when applicable.

I. Purpose of MOU

The purpose of this MOU is to articulate the roles and responsibilities of each Party in the creation of a seamless customer-focused service delivery network that integrates service delivery across programs, BHA access to services and improves long-term employment outcomes for individuals receiving assistance.

This MOU provides a foundation for ensuring alignment and coordination of policies and operations across programs, supporting a responsive service delivery system, and BHA access to program services that meet the workforce development needs of adults and lead to long-term employment outcomes.

Programs and services will be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet the customer's needs.

II. Parties to the MOU

This MOU is between the following Workforce Development Boards (herein referred to as "WDB"):

- Capital Workforce Partners, One Union Place, Hartford, Connecticut
- Workforce Alliance, 560 Ella T. Grasso Blvd., New Haven, Connecticut
- The WorkPlace, 1000 Lafayette Blvd., Bridgeport, Connecticut
- Northwest Regional Workforce Investment Board, 249 Thomaston Avenue, Waterbury, Connecticut
- Eastern Connecticut Workforce Investment Board, 108 New Park Avenue, Franklin, Connecticut

and BHA, 150 Highland Ave, Bridgeport, CT 06604 (herein collectively referred to as "the Parties").

The parties to this MOU represent the following programs: WIOA Title I – Adult, Youth, Dislocated Worker; YouthBuild; and Title V Older Americans Act.

III. Duration of Agreement

This MOU is effective for the period July 1, 2022 through June 30, 2025. Pursuant to the aforementioned legislation, this MOU can be extended through the amendment process based on written approval of all partners. See section, Modification/Termination.

IV. Coordination Service Delivery Activities

In order to eliminate duplication of services, the parties to this MOU agree to coordinate the delivery of services and activities to:

- A. Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
- B. Coordinate resources and programs to ensure a streamlined and efficient workforce development system.
- C. Promote direct access to services through real-time technology.
- D. Promote information sharing and coordination of activities to improve the performance of the One-Stop/AJC system in part through the use of data access agreements.
- E. Promote the development and implementation of a more unified system of measuring program performance and accountability.

V. Services available through the One-Stop/AJC System

Parties agree to coordinate services in the implementation of a workforce development system that:

- A. Is committed to a customer-focused comprehensive delivery system.
- B. Ensures the needs of adults, youth, and dislocated workers, and individuals with barriers to employment, including individuals with disabilities, are addressed through the One-Stop/AJC system.
- C. Works towards aligning intake, case management and job placement services in an effort to maximize efficiencies and effectiveness.
- D. Develops collaborative relationships with the network of other agencies and partners in the local/regional area.

Access to the following services will be made available through the One-Stop/AJC system by the responsible party(ies) listed.

Career Services as described in WIOA Sec. 134(c) (2) is available to **Adults, Youth and Dislocated Workers** through the One-Stop/AJC delivery system or through referrals or contracts for services.

CAREER SERVICES	Responsible Party
Outreach, intake and orientation to the services available through the One-Stop delivery system	AJC
Initial assessment of skill levels (including literacy, numeracy and English language proficiency), aptitudes, abilities (and skill gaps), and supportive service needs	AJC
Job search and placement assistance and career counseling, including the provision of information on in demand industry sectors and occupations; and the provision of information on non-traditional employment	AJC
Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs.	AJC
Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor	AJC

market areas, including job vacancy listings in such labor market areas; information on job skills necessary to obtain the jobs described in the job vacancy listings; and information relating to local occupations in demand and the earnings, skills requirements and opportunities for advancement for such occupations.	
Provision of program performance and cost information on eligible providers of training services.	AJC
Information on the performance of the local area and the One-Stop delivery system in a format that is usable and understandable to One-Stop/AJC customers	AJC
Information on the availability of, and referral to, supportive services in the local area, including child care & transportation, and referral to such services needed in a format that is usable by and understandable to One-Stop/AJC customers	AJC
Assistance in establishing eligibility for programs of financial aid assistance for other training and education programs available in local area	AJC
Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers	AJC
Development of an individual employment plan, to identify the employment goals and career pathways to attain career objectives	AJC
Group counseling	AJC
Individual Counseling	AJC
Career planning	AJC
Short term pre-vocational services	AJC
Workforce preparation activities	AJC
Determine Adult eligibility to receive assistance under Title I of WIOA	AJC
Determine Dislocated Worker eligibility to receive assistance under Title I of WIOA	AJC
Follow-up services (including workplace counseling) for 12 months for individuals participating in Title I funded activities who are placed unsubsidized employment	AJC
Referral to Financial literacy services	AJC
Internships and work experience	AJC
Out-of-area job search assistance and relocation assistance	AJC
English language acquisition	AJC

Training Services: WDB will ensure access to training as described in WIOA § 134 (d) for Adults and Dislocated Workers and may include the following:

TRAINING SERVICES	Responsible Party
Occupational skills training, including training for non-traditional employment	AJC
Subsidized employment	AJC
On-the-job training	AJC
Incumbent Worker Training in accordance with subsection (d)(4)	AJC
Programs that combine workplace training with related instruction, which may include cooperative education programs	AJC
Training programs operated by the private sector	AJC
Skill upgrading and retraining	AJC
Entrepreneurial training	AJC
Transitional jobs in accordance with sub-section (d)(5)	AJC
Job readiness training provided in combination with services described in any of clauses (i) through (viii)	AJC
Adult Education and Literacy activities including activities of English language acquisition and integrated education and training programs, provided concurrently or	AJC

in combination with any of the above training services except transitional jobs and job readiness training	
Customized training conducted with a commitment by an employer or employer group to employ an individual upon successful completion of the training	AJC

In addition to the services indicated above, the Parties agree:

- A. BIIA will advertise the workshops and job search seminars conducted at the One-Stop/AJC in its resident newsletter and on closed circuit television in its residence facilities, as appropriate.
- B. BHA will provide information to the One-Stop/AJC on housing admissions criteria.
- C. The One-Stop/AJC will refer to BIIA individuals seeking information on affordable housing opportunities.
- D. BIIA will provide representation at One-Stop/AJC partner meetings.
- E. Representatives of BHA, the One-Stop/AJC, and The WorkPlace will meet, as needed, to identify service needs.

VI. Employment Related Workshops

The Parties agree to work together to ensure the delivery of relevant employment related workshops, eliminate unnecessary content duplication, increase efficiency and reduce any perceived confusion among customers. Each local/regional area will determine which Party will be responsible for workshop delivery based on needs, location, and resources (human and fiscal).

VII. Referral Arrangements

BHA will make referrals to the One-Stop/AJC through all appropriate communication methods (i.e., telephone, email, in person, etc.). All referred customers will enter the One-Stop/AJC system through the general intake process, where an initial assessment will ensure that they are directed to the appropriate activity or activities.

The One-Stop/AJC will make referrals to BHA through all appropriate communication methods (i.e., telephone, email, in person, etc.). An initial assessment will ensure that they are directed to the appropriate or activities.

In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

- A. Each party will have information and receive training about the services of all partner agencies within the One-Stop/AJC.
- B. Customers accessing services through the One-Stop/AJC will receive assistance in determining which of the partner agencies may have services the customer needs.
- C. When one of the partner agencies learns that a customer could benefit from the services of another of the partner agencies, that agency will provide to the customer a referral to the other agency.
- D. The Parties will ensure that staff makes appropriate referrals depending on each customer's individual needs, eligibility requirements, and other support services. Referrals will be made to partners/outside agencies based on intake and assessment and a determination of appropriateness.

VIII. Cost Allocation and Resource Sharing Methodology

The Parties agree to fund infrastructure costs based on the proportionate share of use by BHA and/or its contracted provider staff consistent with each program's Federal authorizing statute(s) and agreements and other applicable legal requirements, including Federal cost principals that require costs that are allowable, reasonable, necessary and allocable as outlined in TEGL 17-16, and any other federal guidance pertaining to cost allocation and resource sharing.

The parties hereby outline their agreement to share infrastructure costs for space located at:

<u>Bridgeport</u> 2 Lafayette Square, Bridgeport, CT 06604	<u>Stamford</u> 141 Franklin Street, 2nd Fl., Stamford, CT 06901
<u>Derby</u> 101 Elizabeth Street, Derby, CT 06418	<u>Ansonia</u> 4 Fourth Street, Ansonia, CT 06401

- A. The Partner's contribution is based on the per square footage costs by percentage of use of the area (cubicle or training room) that is occupied in the corresponding AJC. The infrastructure cost allocation base is per square footage in all 4 AJC's.
- B. As specified in federal law, the infrastructure costs budget (1) should not include personnel costs, as defined in 2 CFR 200.430 - 200.431 of the Uniform Guidance; and (2) should include costs that support the general operation of the One-Stop (WIOA sec. 121(h)(4) and 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a)) – e.g. rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the One-Stop, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94.
- C. The WorkPlace IFA Budget Summary is detailed in Attachment A.
- D. The parties agree that this section of the MOU represents the cost contributions of the WIOA required partner programs administered by BHA.
- E. No later than May 1 of each year, the Budget and allocation base will be reviewed, and Partner contributions updated based on actual costs in the AJC at the time of the review projected as of July 1 for the coming program year.

IX. Confidentiality of Information

To safeguard information, the Parties agree:

- A. Their employees and agents are required to follow all applicable laws, regulations, policies and separate data sharing agreements, if applicable, as they apply to confidentiality of information with respect to any use or disclosure of program and/or customer specific information.
- B. Access to program/customer specific information is restricted only to authorized personnel and to agents of the parties, with prior authorization of the data owner.

X. Equal Opportunity and Access to Services

The One-Stop/AJC system provides equal access to all jobseekers. The Parties agree:

- A. The partners in the One-Stop/AJC system are committed to, and will promote, non-discrimination, equal opportunity and equal access to services.
- B. The Parties will implement grievance procedures to ensure enforcement of non-discrimination and equal opportunity provisions within the One-Stop/AJC system.
- C. One-Stop/AJC system services, including materials, technology and facilities, will be accessible to individuals with barriers to employment, including individuals with disabilities.
- D. Individuals with barriers to employment will be given priority for individualized services in accordance with WIOA Section 121(c)(2)(A)(iv).
- E. The Parties commit to comply with the Americans with Disability Act Amendment of 2008.
- F. The Parties commit to promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

XI. Severability

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.

XII. Modification/Termination

- A. This MOU and addendums, if applicable, constitutes the entire agreement between the parties hereto and will become effective upon its execution by the Parties. This MOU may be modified, altered, revised, by mutual written consent of the Parties through a written amendment signed and dated by the Parties. Submission of a revised MOU does not necessarily require a modification to the local plan.
- B. Revisions to this Agreement's objectives, services, or plan must be approved in writing by the Parties. A formal amendment, in writing, shall not be effective until executed by all parties to the Agreement, and shall be required for extensions to the final date of the Agreement period and any other revision determined material by the Parties.
- C. Either party to this MOU may terminate participation in this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other party.

XIII. Signatures

For the Bridgeport Housing Authority:

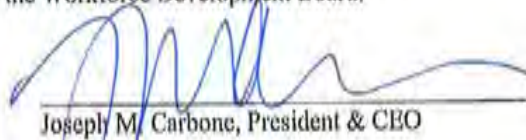


 Jillian Baldwin, Chief Executive Officer

12/5/2022

 Date

For the Workforce Development Board:



 Joseph M. Carbone, President & CEO

12/20/22

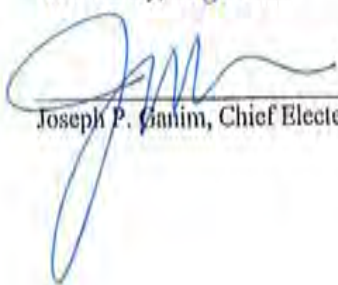
 Date



 Leon Bailey, Board Chair

12/24/2023

 Date



 Joseph P. Ganim, Chief Elected Official Council

12/20/22

 Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE WORKPLACE, SOUTHWEST CT WORKFORCE DEVELOPMENT BOARD
AND THE
THE COMMUNITY ACTION AGENCY OF WESTERN CONNECTICUT**

In accordance with Title I, Section 121 (c) of the Workforce Innovation and Opportunity Act the local board, with the agreement of the chief elected officials, *shall develop and enter into a memorandum of understanding (between the local board and the one-stop partners) concerning the operation of the one-stop delivery system in five regional areas.*

Pursuant to the above, this Memorandum of Understanding (MOU) shall contain provisions describing the following:

- a. The services to be provided through the One-Stop/American Job Center (AJC) delivery system, including the manner in which the services will be coordinated and delivered through such system;
- b. How the costs of such services and the operating costs of such system will be apportioned; and
- c. The methods of referral of individuals between the One-Stop/AJC and the Community Action Agency of Western Connecticut (herein referred to as "CAAWC" or "the Partner"), for appropriate services and activities.

This MOU will serve as a framework of agreed upon terms. Specific local/regional program operation, the referral processes and business service delivery may vary depending on the local/regional area and shall be specified as addendums to this MOU when applicable.

I. Purpose of MOU

The purpose of this MOU is to articulate the roles and responsibilities of each Party in the creation of a seamless customer-focused service delivery network that integrates service delivery across programs, enhances access to services and improves long-term employment outcomes for individuals receiving assistance.

This MOU provides a foundation for ensuring alignment and coordination of policies and operations across programs, supporting a responsive service delivery system, and enhancing access to program services that meet the workforce development needs of adults and lead to long-term employment outcomes.

Programs and services will be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet the customer's needs.

II. Parties to the MOU

This MOU is between the following Workforce Development Boards (herein referred to as "WDB"):

- Capital Workforce Partners, One Union Place, Hartford, Connecticut
- Workforce Alliance, 560 Ella T. Grasso Blvd., New Haven, Connecticut
- The WorkPlace, 1000 Lafayette Blvd., Bridgeport, Connecticut
- Northwest Regional Workforce Investment Board, 249 Thomaston Avenue, Waterbury, Connecticut
- Eastern Connecticut Workforce Investment Board, 108 New Park Avenue, Franklin, Connecticut

and the CAAWC, 66 North St, Danbury, CT 06810 (herein collectively referred to as "the Parties").

The parties to this MOU represent the following programs: WIOA Title I – Adult, Youth, Dislocated Worker; YouthBuild; and Title V Older Americans Act.

III. Duration of Agreement

This MOU is effective for the period July 1, 2022 through June 30, 2025. Pursuant to the aforementioned legislation, this MOU can be extended through the amendment process based on written approval of all partners. See section, Modification/Termination.

IV. Coordination Service Delivery Activities

In order to eliminate duplication of services, the parties to this MOU agree to coordinate the delivery of services and activities to:

- A. Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
- B. Coordinate resources and programs to ensure a streamlined and efficient workforce development system.
- C. Promote direct access to services through real-time technology.
- D. Promote information sharing and coordination of activities to improve the performance of the One-Stop/AJC system in part through the use of data access agreements.
- E. Promote the development and implementation of a more unified system of measuring program performance and accountability.

V. Services available through the One-Stop/AJC System

Parties agree to coordinate services in the implementation of a workforce development system that:

- A. Is committed to a customer-focused comprehensive delivery system.
- B. Ensures the needs of adults, youth, and dislocated workers, and individuals with barriers to employment, including individuals with disabilities, are addressed through the One-Stop/AJC system.
- C. Works towards aligning intake, case management and job placement services in an effort to maximize efficiencies and effectiveness.
- D. Develops collaborative relationships with the network of other agencies and partners in the local/regional area.

Access to the following services will be made available through the One-Stop/AJC system by the responsible party(ies) listed.

Career Services as described in WIOA Sec. 134(c) (2) is available to **Adults, Youth and Dislocated Workers** through the One-Stop/AJC system or through referrals or contracts for services.

CAREER SERVICES	Responsible Party
Outreach, intake and orientation to the services available through the One-Stop delivery system	AJC
Initial assessment of skill levels (including literacy, numeracy and English language proficiency), aptitudes, abilities (and skill gaps), and supportive service needs	AJC
Job search and placement assistance and career counseling, including the provision of information on in demand industry sectors and occupations; and the provision of information on non-traditional employment	AJC

Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs.	AJC
Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including job vacancy listings in such labor market areas; information on job skills necessary to obtain the jobs described in the job vacancy listings; and information relating to local occupations in demand and the earnings, skills requirements and opportunities for advancement for such occupations.	AJC
Provision of program performance and cost information on eligible providers of training services.	AJC
Information on the performance of the local area and the One-Stop delivery system in a format that is usable and understandable to One-Stop/AJC customers	AJC
Information on the availability of, and referral to, supportive services in the local area, including child care & transportation, and referral to such services needed in a format that is usable by and understandable to One-Stop/AJC customers	AJC
Assistance in establishing eligibility for programs of financial aid assistance for other training and education programs available in local area	AJC
Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers	AJC
Development of an individual employment plan, to identify the employment goals and career pathways to attain career objectives	AJC
Group counseling	AJC
Individual Counseling	AJC
Career planning	AJC
Short term pre-vocational services	AJC
Workforce preparation activities	AJC
Determine Adult eligibility to receive assistance under Title I of WIOA	AJC
Determine Dislocated Worker eligibility to receive assistance under Title I of WIOA	AJC
Follow-up services (including workplace counseling) for 12 months for individuals participating in Title I funded activities who are placed unsubsidized employment	AJC
Referral to Financial literacy services	AJC
Internships and work experience	AJC
Out-of-area job search assistance and relocation assistance	AJC
English language acquisition	AJC

Training Services: WDB will ensure access to training as described in WIOA § 134 (d) for Adults and Dislocated Workers and may include the following:

TRAINING SERVICES	Responsible Party
Occupational skills training, including training for non-traditional employment	AJC
Subsidized employment	AJC
On-the-job training	AJC
Incumbent Worker Training in accordance with subsection (d)(4)	AJC
Programs that combine workplace training with related instruction, which may include cooperative education programs	AJC
Training programs operated by the private sector	AJC
Skill upgrading and retraining	AJC
Entrepreneurial training	AJC

Transitional jobs in accordance with sub-section (d)(5)	AJC
Job readiness training provided in combination with services described in any of clauses (i) through (viii)	AJC
Adult Education and Literacy activities including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with any of the above training services except transitional jobs and job readiness training.	AJC
Customized training conducted with a commitment by an employer or employer group to employ an individual upon successful completion of the training	AJC

In addition to the services indicated above, the Parties agree:

- A. CAAWC will promote the use of the One-Stop Center/AJC to its individuals by distributing literature, as appropriate.
- B. CAAWC will refer individuals to the One-Stop /AJC for services, as appropriate.
- C. CAAWC will supply information on its services to the One-Stop/AJC for distribution to customers.
- D. CAAWC will provide staff on site, at a frequency to be determined, to provide information and/or take applications on the following programs:
 1. Connecticut Energy Assistance;
 2. State Appropriated Fuel Assistance;
 3. Emergency Energy Assistance; and
 4. Weatherization Assistance.
- E. CAAWC will provide representation at One-Stop/AJC partners meetings.
- F. Representatives of CAAWC, the One-Stop/AJC, and The WorkPlace will meet, as needed, to identify service needs.

VI. Employment Related Workshops

The Parties agree to work together to ensure the delivery of relevant employment related workshops, eliminate unnecessary content duplication, increase efficiency and reduce any perceived confusion among customers. Each local/regional area will determine which Party will be responsible for workshop delivery based on needs, location, and resources (human and fiscal).

VII. Referral Arrangements

In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

- A. Each party will have information and receive training about the services of all partner agencies within the One-Stop/AJC.
- B. Customers accessing services through the One-Stop/AJC will receive assistance in determining which of the partner agencies may have services the customer needs.
- C. When one of the partner agencies learns that a customer could benefit from the services of another of the partner agencies, that agency will provide to the customer a referral to the other agency.
- D. The Parties will ensure that staff makes appropriate referrals depending on each customer's individual needs, eligibility requirements, and other support services. Referrals will be made to partners/outside agencies based on intake and assessment and a determination of appropriateness.

VIII. Cost Allocation and Resource Sharing Methodology

The Parties agree to fund infrastructure costs based on the proportionate share of use by CAAWC and/or its contracted provider staff consistent with each program's Federal authorizing statute(s) and agreements and other applicable legal requirements, including Federal cost principals that require costs that are allowable, reasonable,

necessary and allocable as outlined in TEGL 17-16, and any other federal guidance pertaining to cost allocation and resource sharing.

The parties hereby outline their agreement to share infrastructure costs for space located at:

<u>Bridgeport</u> 2 Lafayette Square, Bridgeport, CT 06604	<u>Stamford</u> 141 Franklin Street, 2nd Fl., Stamford, CT 06901
<u>Derby</u> 101 Elizabeth Street, Derby, CT 06418	<u>Ansonia</u> 4 Fourth Street, Ansonia, CT 06401

- A. The Partner's contribution is based on the per square footage costs by percentage of use of the area (cubicle or training room) that is occupied in the corresponding AJC. The infrastructure cost allocation base is per square footage in all 4 AJC's.
- B. As specified in federal law, the infrastructure costs budget (1) should not include personnel costs, as defined in 2 CFR 200.430 - 200.431 of the Uniform Guidance; and (2) should include costs that support the general operation of the One-Stop center (WIOA sec. 121(h)(4) and 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a)) – e.g. rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94.
- C. The WorkPlace IFA Budget Summary is detailed in Attachment A.
- D. The parties agree that this section of the MOU represents the cost contributions of the WIOA required partner programs administered by CAAWC.
- E. No later than May 1 of each year, the Budget and allocation base will be reviewed, and Partner contributions updated based on actual costs in the AJC at the time of the review projected as of July 1 for the coming program year.

IX. Confidentiality of Information

To safeguard information, the Parties agree:

- A. Their employees and agents are required to follow all applicable laws, regulations, policies and separate data sharing agreements, if applicable, as they apply to confidentiality of information with respect to any use or disclosure of program and/or customer specific information.
- B. Access to program/customer specific information is restricted only to authorized personnel and to agents of the parties, with prior authorization of the data owner.

X. Equal Opportunity and Access to Services

The One-Stop/AJC system provides equal access to all jobseekers. The Parties agree:

- A. The partners in the One-Stop/AJC system are committed to, and will promote, non-discrimination, equal opportunity and equal access to services.
- B. The Parties will implement grievance procedures to ensure enforcement of non-discrimination and equal opportunity provisions within the One-Stop/AJC system.
- C. One-Stop/AJC system services, including materials, technology and facilities, will be accessible to individuals with barriers to employment, including individuals with disabilities.
- D. Individuals with barriers to employment will be given priority for individualized services in accordance with WIOA Section 121(c)(2)(A)(iv).

- E. The Parties commit to comply with the Americans with Disability Act Amendment of 2008.
- F. The Parties commit to promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

XI. Severability

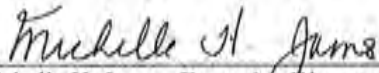
If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.

XII. Modification/Termination

- A. This MOU and addendums, if applicable, constitutes the entire agreement between the parties hereto and will become effective upon its execution by the Parties. This MOU may be modified, altered, revised, by mutual written consent of the Parties through a written amendment signed and dated by the Parties. Submission of a revised MOU does not necessarily require a modification to the local plan.
- B. Revisions to this Agreement's objectives, services, or plan must be approved in writing by the Parties. A formal amendment, in writing, shall not be effective until executed by all parties to the Agreement, and shall be required for extensions to the final date of the Agreement period and any other revision determined material by the Parties.
- C. Either party to this MOU may terminate participation in this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other party.

XIII. Signatures

For the Community Action Agency of Western Connecticut:



 Michelle H. James, Executive Director

11/4/22

 Date

For the Workforce Development Board:



 Joseph M. Carbone, President & CEO

12/21/22

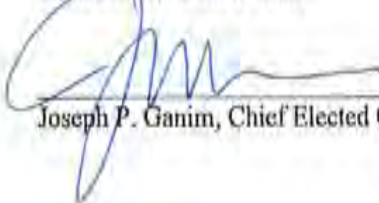
 Date



 Leon Bailey, Board Chair

2.24.2023

 Date



 Joseph P. Ganim, Chief Elected Official Council

12/20/22

 Date

Infrastructure Cost Agreement
 Schedule of Partners/Services
 For the period 7/2022 - 6/2023

		Frequency	Space Used	Bridgeport Office	Derby Office
Total AIC Square Feet				10,710	2,14
Per Sq/ft cost Total				\$28.02	\$80.02
Dept of Labor	2 days p/wk		Cubicle 7'x8'		\$ 672.31
Dept of Labor	1 day p/wk		Classroom 12'x12'		\$ 864.41
Dept of Labor	2 days p/wk		Cubicle 7'x8'		
Dept of Labor	1 day p/wk		Classroom 15'x20'		
BESB	1 day p/wk		Cubicle 7'x9'	\$ 352.99	
BESB	1/2 days p/wk		Cubicle 7'x8'		
BRS	1 day p/wk		Cubicle 7'x9'	\$ 352.99	
BRS	1/2 day p/wk		Office 10'x10'		
BRS	1 day p/wk		Cubicle 7'x8'		
Job Corp	5 days per week		Cubicle 7'x8' x 2	\$ 1,529.89	
Job Corp	5 days per week		Classroom 12'x12'	\$ 4,034.10	
Stamford Community Action	Located in Stamford area - not participating				
Dept of Social Services	TANF Funds leveraged \$1,402,182.00				
YouthBuild	In Kind National Grantee				
Carl Perkins	In Kind Community Colleges				
Native American Programs	Not located in the area - not participating				
HUD	No local funds available				
Second Chance	In Kind National Grantee				
Title V SCSEP	In Kind SCSEP participant staffing in AIC offices \$10,504				
State of CT Dept of Education	Funding at approximately \$11,000				

Above costs do not include telephone or internet service if required.

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
THE WORKPLACE, SOUTHWEST CT WORKFORCE DEVELOPMENT BOARD
AND THE
CONNECTICUT DEPARTMENT OF AGING AND DISABILITY SERVICES**

In accordance with Title I, Section 121 (c) of the Workforce Innovation and Opportunity Act the local board, with the agreement of the chief elected officials, *shall develop and enter into a memorandum of understanding (between the local board and the one-stop partners) concerning the operation of the one-stop delivery system in five regional areas.*

Pursuant to the above, this MOU shall contain provisions describing the following:

- a. The services to be provided through the One-Stop/American Job Center (AJC) delivery system, including the manner in which the services will be coordinated and delivered through such system;
- b. How the costs of such services and the operating costs of such system will be apportioned; and
- c. The methods of referral of individuals between the One-Stop/AJC operator and Connecticut Department of Aging and Disability Services (herein referred to as "ADS" or "the Partner") for appropriate services and activities.

This MOU will serve as a framework of agreed upon terms. Specific local/regional program operation, the referral processes and business service delivery may vary depending on the local/regional area and shall be specified as addendums to this MOU when applicable.

I. Purpose of MOU

The purpose of this MOU is to articulate the roles and responsibilities of each Party in the creation of a seamless customer-focused service delivery network that integrates service delivery across programs, enhances access to services and improves long-term employment outcomes for individuals receiving assistance.

This MOU provides a foundation for assuring alignment and coordination of policies and operations across programs, supporting a responsive service delivery system, enhancing access to program services and the long-term employment outcomes for individuals with disabilities so that those individuals may prepare for and engage in competitive integrated employment consistent with their unique strengths, priorities, concerns, abilities, capabilities, interests and informed choice.

Programs and services will be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet the customer's needs.

II. Parties to the MOU

This MOU is between the following Workforce Development Boards (herein referred to as "WDB"):

- Capital Workforce Partners, One Union Place, Hartford, Connecticut
- Workforce Alliance, 560 Ella T. Grasso Blvd., New Haven, Connecticut
- The WorkPlace, 1000 Lafayette Blvd., Bridgeport, Connecticut
- Northwest Regional Workforce Investment Board, 249 Thomaston Avenue, Waterbury, Connecticut
- Eastern Connecticut Workforce Investment Board, 108 New Park Avenue, Franklin, Connecticut

and ADS, 55 Farmington Ave, Hartford, Connecticut (herein collectively referred to as "the Parties")

The parties to this MOU represent the following programs: WIOA Title I – Adult, Youth, Dislocated Worker; YouthBuild; Title V Older Americans Act; and WIOA Title IV - Amendments to the Rehabilitation Act of 1973.

III. Duration of Agreement

This MOU is effective for the period July 1, 2022 through June 30, 2025. Pursuant to the aforementioned legislation, this MOU can be extended through the amendment process based on written approval of all partners. See section on Modification/Termination.

IV. Coordination Service Delivery Activities

In order to eliminate duplication of services, the parties to this MOU agree to coordinate the delivery of services and activities to:

- A. Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
- B. Coordinate resources and programs to ensure a streamlined and efficient workforce development system.
- C. Promote direct access to services through real-time technology.
- D. Promote information sharing and coordination of activities to improve the performance of the One-Stop/AJC system in part through the use of data access agreements.
- E. Promote the development and implementation of a more unified system of measuring program performance and accountability.

V. Services available through the One-Stop/AJC System

Parties agree to coordinate services in the implementation of a workforce development system that:

- A. Is committed to a customer-focused comprehensive delivery system.
- B. Ensures the needs of adults, youth, dislocated workers, and individuals with barriers to employment, including individuals with disabilities are addressed, including access to technology and materials, which are made available through the One-Stop/AJC system.
- C. Works towards aligning intake, case management and job placement services in an effort to maximize efficiencies and effectiveness.
- D. Develops collaborative relationships with the network of other agencies and partners in the local/regional area.

Access to the following services will be made available through the AJC/One Stop system by the responsible party(ies) listed.

Career Services as described in WIOA Sec. 134(c) (2) is available to **Adults, Youth and Dislocated Workers** through the One Stop/AJC delivery system or through referrals or contracts for services.

CAREER SERVICES	Responsible Party
Outreach, intake and orientation to the services available through the One-Stop delivery system	ADS & AJC
Initial assessment of skill levels (including literacy, numeracy and English language proficiency), aptitudes, abilities (and skill gaps), and supportive service needs	AJC
Job search and placement assistance and career counseling, including the provision of information on in demand industry sectors and occupations; and the provision of information on non-traditional employment	AJC

Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs.	AJC
Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including job vacancy listings in such labor market areas; information on job skills necessary to obtain the jobs described in the job vacancy listings; and information relating to local occupations in demand and the earnings, skills requirements and opportunities for advancement for such occupations.	AJC
Provision of program performance and cost information on eligible providers of training services.	AJC
Information on the performance of the local area and the One-Stop delivery system in a format that is usable and understandable to One-Stop/AJC customers	AJC
Information on the availability of, and referral to, supportive services in the local area, including child care & transportation, and referral to such services needed in a format that is usable by and understandable to one stop/AJC customers	AJC
Assistance in establishing eligibility for programs of financial aid assistance for other training and education programs available in local area	AJC
Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers	AJC
Development of an individual employment plan, to identify the employment goals and career pathways to attain career objectives	AJC
Group counseling	ADS & AJC
Individual Counseling	ADS & AJC
Career planning	ADS & AJC
Short term pre-vocational services	WDB/AJC
Workforce preparation activities	ADS & AJC
Determine Adult eligibility to receive assistance under Title I of WIOA	WDB/AJC
Determine Dislocated Worker eligibility to receive assistance under Title I of WIOA	WDB/AJC
Follow-up services (including workplace counseling) for 12 months for individuals participating in Title I funded activities who are placed unsubsidized employment	WDB/AJC
Referral to Financial literacy services	WDB/AJC
Internships and work experience	ADS & AJC
Out-of-area job search assistance and relocation assistance	WDB/AJC
English language acquisition	WDB/AJC

Training Services: WDB will ensure access to training as described in WIOA § 134 (d) for Adults and Dislocated Workers and may include the following:

TRAINING SERVICES	Responsible Party
Occupational skills training, including training for non-traditional employment	AJC
Subsidized employment	AJC
On-the-job training	ADS & AJC
Incumbent Worker Training in accordance with subsection (d)(4)	AJC
Programs that combine workplace training with related instruction, which may include cooperative education programs	AJC
Training programs operated by the private sector	AJC
Skill upgrading and retraining	ADS & AJC
Entrepreneurial training	AJC
Transitional jobs in accordance with sub-section (d)(5)	AJC

Job readiness training provided in combination with services described in any of clauses (i) through (viii)	AJC
Adult Education and Literacy activities including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with any of the above training services except transitional jobs and job readiness training	AJC
Customized training conducted with a commitment by an employer or employer group to employ an individual upon successful completion of the training	AJC

Reemployment Services The following services will be coordinated with WDB as needed:

REEMPLOYMENT SERVICES	Responsible Party
Employment registration. To ensure, so far as practical, that individuals are placed in jobs which utilize their highest skills and that applicants qualified for job openings are appropriately referred, applications for registration shall be taken on adversely affected workers who apply for reemployment services.	AJC
Employment counseling. When local job opportunities are not readily available, counseling shall be used to assist individuals to gain a better understanding of themselves in relation to the labor market so that they can more realistically choose or change an occupation or make a suitable job adjustment	ADS & AJC
Vocational testing. Testing shall be used to determine which individual skills or potentials can be developed by appropriate training.	AJC
Job search allowances. The individual, if eligible, shall be provided job search allowances to defray the cost of seeking employment outside of the commuting area.	ADS & AJC
Relocation allowances. The individual, if eligible, shall be provided relocation allowances to defray the cost of moving to a new job outside of the commuting area.	AJC
Job Development. A State agency shall develop jobs for individuals by soliciting job interviews from public or private employers and shall work with potential employers to customize or restructure particular jobs to meet individual needs.	ADS & AJC
Supportive services. Supportive services shall be provided so individuals can obtain or retain employment or participate in employment and training programs leading to eventual placement in permanent employment. Such services may include work orientation, basic education, communication skills, child care, and any other services necessary to prepare an individual for full employment in accordance with the individual's capabilities and employment opportunities.	ADS & AJC
Self-directed job search. Self-directed job search programs shall be initiated to assist individuals in developing skills and techniques for finding a job.	ADS & AJC

Additional Services The following services will be coordinated with WDB as needed:

DESCRIPTION OF SERVICES	Responsible Party
Provide consultation, technical assistance, and support services to the One Stop service region including disability awareness, employer accommodations under the Americans with Disabilities Act (ADA) and guidance on the use of assistive technology that is available at the One Stop/AJC centers for individuals that require alternate modes of communication.	ADS
Assess and refer individuals with disabilities and older individuals to the One Stop/AJC center(s) for competitive integrated employment opportunities consistent with their unique strengths, priorities, concerns, abilities, capabilities, interests and informed choice.	ADS

Serve as a resource of One Stop/AJC customers with disabilities requesting information and assist with referral and application for vocational rehabilitation services.	ADS
Provide guidance to the One Stop/AJC staff and customers on disability-related resources, agencies and activities that will help facilitate the transition to competitive, integrated employment.	ADS
Provide information sessions at the One Stop/AJC center(s) based on demand and resources in order to familiarize One Stop/AJC customers with ADS services.	ADS
Partner with the One Stop/AJC center(s) to provide career information and competitive integrated employment activities for youth with disabilities.	ADS
Ensure that the One Stop/AJC staff and contractors complete training provided by the Partner in order to ensure awareness and sensitivity related to serving individuals with disabilities.	AJC
Consult with Partner to improve access to services for individuals with disabilities, including youth with disabilities.	AJC
Ensure that One Stop/AJC staff coordinates services for individuals with disabilities and older individuals as appropriate, with Partner, including integration with employee resource teams.	AJC
Make Basic Career Services available to Partner referrals including the opportunity to participate in job-driven training and pursue high-quality employment outcomes. Such services shall include basic skills (i.e. reading and math), resume writing, technology literacy, customer service, problem solving and decision making, financial literacy, job seeking skills, and interpersonal and communication skills; some, or all of which, may be provided by local AJC partners.	AJC
Determine Adult eligibility and/or Dislocated Worker eligibility to receive assistance under Title I of WIOA.	AJC
Provide employment counseling to assist individuals gain a better understanding of the labor market and to realistically plan for an occupation.	ADS & AJC
Vocational testing shall be used to determine which individual skills or potentials can be developed by the appropriate training.	ADS & AJC
Make disability resources and information available to employers including information received from Partner's Employment Division.	AJC
Provide updated information to the Partner concerning new programs, initiatives, and grants.	AJC
Include Partner in outreach initiatives to under-served groups.	AJC
Determine eligibility for their respective programs.	ADS & AJC
Deliver services to applicants and eligible individuals based on the specific policies that govern each entity.	ADS & AJC
Provide information and data, if available, with respect to this MOA.	ADS & AJC

VI. Employment Related Workshops

The Parties agree to work together to ensure the delivery of relevant employment related workshops, eliminate unnecessary content duplication, increase efficiency and reduce any perceived confusion among customers. Each local/regional area will determine which Party will be responsible for workshop delivery based on needs, location, and resources (human and fiscal).

VII. Referral Arrangements

In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

- A. Each party will have information and receive training about the services of all partner agencies within the One-Stop/AJC.
- B. Customers accessing services through the One-Stop/AJC will receive assistance in determining which of the partner agencies may have services the customer needs.
- C. When one of the partner agencies learns that a customer could benefit from the services of another of the partner agencies, that agency will provide to the customer a referral to the other agency.
- D. The Parties will ensure that staff makes appropriate referrals depending on each customer's individual needs, eligibility requirements, and other support services. Referrals will be made to partners/outside agencies based on intake and assessment and a determination of appropriateness.

VIII. Employer Services

All employers in the workforce development area will receive consistent, quality services through One Stop/AJC staff. Parties will work together to ensure coordination of employer services, recruitment activities, applicant screenings and marketing of job opportunities. Employers will be strongly encouraged to conduct recruitments at the One Stop/ AJC facilities.

Recruitment and other business services on behalf of employers, including small employers, under the Rehabilitation Act of 1973, as amended by WIOA and under a variety of State laws. These services shall include the following:

RECRUITMENT AND OTHER BUSINESS SERVICES	Responsible Party
Conduct Business needs assessments.	ADS & AJC
Funding for employment and training programs contingent upon funding availability.	ADS & AJC
Information on training programs.	ADS & AJC
Coordinate marketing of apprenticeship training.	ADS & AJC
Match customers to integrated employment opportunities consistent with their unique strengths, priorities, concerns, abilities, capabilities, interests and informed choice.	ADS & AJC
Coordinate marketing of business and worker services offered under this title to area employers.	ADS & AJC
Referral to employer hiring incentive programs.	ADS & AJC

IX. Cost Allocation and Resource Sharing Methodology

The Parties agree to fund infrastructure costs based on the proportionate share of use by ADS and/or its contracted provider staff consistent with each program's Federal authorizing statute(s) and agreements and other applicable legal requirements, including Federal cost principals that require costs that are allowable, reasonable, necessary and allocable as outlined in TEGL 17-16, and any other federal guidance pertaining to cost allocation and resource sharing.

The parties hereby outline their agreement to share infrastructure costs for space located at:

<u>Bridgeport</u> 2 Lafayette Square, Bridgeport, CT 06604	<u>Stamford</u> 141 Franklin Street, 2nd Fl., Stamford, CT 06901
<u>Derby</u> 101 Elizabeth Street, Derby, CT 06418	<u>Ansonia</u> 4 Fourth Street, Ansonia, CT 06401

- A. The Partner's contribution is based on the per square footage costs by percentage of use of the area (cubicle or training room) that is occupied in the corresponding AJC. The infrastructure cost allocation base is per square footage in all 4 AJC's.
- B. As specified in federal law, the infrastructure costs budget (1) should not include personnel costs, as defined in 2 CFR 200.430 - 200.431 of the Uniform Guidance; and (2) should include costs that support the general operation of the one stop center (WIOA sec. 121(h)(4) and 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a)) – e.g. rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94.
- C. The parties agree that this section of the MOU represents the cost contributions of the WIOA required partner programs administered by ADS.
- D. Under the terms of agreed upon allocation methods, ADS will be invoiced in arrears for allocable contributions based on actual costs. Invoices outlining costs will be generated within 45 days of the close of each calendar quarter. Payment of ADS' contribution will be submitted within 45 days of the receipt of each quarterly invoice.
- E. No later than May 1 of each year, the Budget and allocation base will be reviewed, and Partner contributions updated based on actual costs in the AJC at the time of the review projected as of July 1 for the coming program year.

The WorkPlace IFA Budget Summary is detailed in Attachment A. The cost sharing methodology is provided in Attachments B.1 and B.2.

X. Confidentiality of Information

To safeguard information, the Parties agree:

- A. Their employees and agents are required to follow all applicable laws, regulations, policies and separate data sharing agreements, if applicable, as they apply to confidentiality of information with respect to any use or disclosure of program and/or customer specific information.
- B. Access to program/customer specific information is restricted only to authorized personnel and to agents of the parties, with prior authorization of the data owner.

XI. Equal Opportunity and Access to Services

The One-Stop/AJC system provides equal access to all jobseekers. The Parties agree:

- A. The partners in the One-Stop/AJC system are committed to, and will promote, non-discrimination, equal opportunity and equal access to services.
- B. The Parties will implement grievance procedures to ensure enforcement of non-discrimination and equal opportunity provisions within the One-Stop/AJC system.
- C. One-Stop/AJC system services, including materials, technology and facilities, will be accessible to individuals with barriers to employment, including individuals with disabilities.
- D. Individuals with barriers to employment will be given priority for individualized services in accordance with WIOA Section 121(c)(2)(A)(iv).
- E. The Parties commit to comply with the Americans with Disability Act Amendment of 2008.
- F. The Parties commit to promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

XII. Non-Discrimination Requirements

As recipients of federal financial assistance under WIOA, both Parties to this agreement are subject to, and must comply with, WIOA's non-discrimination requirements which are stated in Section 188 of WIOA, 29 U.S.C. 3248, and in implementing federal regulations found at Title 29 of the Code of Federal Regulations ("C.F.R."), Part 38, Subpart A, 29 C.F.R. 38.1 *et seq.*

In addition to the WIOA non-discrimination statutes, the Parties are also subject to the non-discrimination requirements of state statute that are administered by the Commission on Human Rights and Opportunities and apply to the provision of public services by state agencies and their contractors and associates.

In addition, the Parties may be subject to additional non-discrimination and other requirements relating to confidentiality and privacy as a result of a variety of statutes and regulations, including the following:

- A. Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- B. Section 504 of the Rehabilitation Act of 1973, as amended,
- C. The Americans with Disabilities Act of 1990 (Public Law 101-336),
- D. The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
- E. Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- F. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),
- G. Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- H. The confidentiality requirements governing the use of confidential information held by the State Unemployment Insurance (UI) agency (20 CFR part 603),
- I. All amendments to each;
- J. All requirements imposed by the regulations issued pursuant to these acts.

XIII. Dispute Resolution

The Parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution. If issues remain unresolved, such issues shall be referred to the Office of Workforce Competitiveness for assistance and resolution.

XIV. Severability

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.

XV. Modification/Termination

- A. This MOU and addendums, if applicable, constitutes the entire agreement between the parties hereto and will become effective upon its execution by the Parties. This MOU may be modified, altered, revised, by mutual written consent of the Parties through a written amendment signed and dated by the Parties. Submission of a revised MOU does not necessarily require a modification to the local plan.
- B. Revisions to this Agreement's objectives, services, or plan must be approved in writing by the Parties. A formal amendment, in writing, shall not be effective until executed by all parties to the Agreement, and

shall be required for extensions to the final date of the Agreement period and any other revision determined material by the Parties.

- C. Either party to this MOU may terminate participation in this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other party.

XVI. Signatures

For the Connecticut Department of Aging and Disability Services:

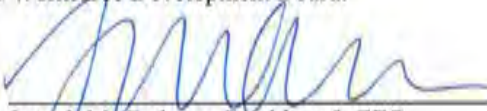


 Amy Porter, Commissioner

11.21.2022

 Date

For the Workforce Development Board:



 Joseph M. Carbone, President & CEO

12/20/22

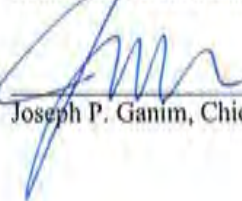
 Date



 Leon Bailey, Board Chair

02/24/2023

 Date



 Joseph P. Ganim, Chief Elected Official Council

12/20/22

 Date

Infrastructure Cost Agreement
Schedule of Partners/Services
For the period 7/2022 - 6/2023

Total A/C Square Feet Per Sq./ft. cost Total	Frequency	Space Used	Office			
			Bridgeport Office	Derby Office	Ansonia Office	Stamford Office
			10,710	2,145	1,350	2,200
			\$28,821	\$36,002	\$24,888	\$30,511
Dept of Labor	2 days p/wk	Cubicle 7'x8'	\$	\$		
Dept of Labor	1 day p/wk	Classroom 12'x12'	\$	672.38		
Dept of Labor	2 days p/wk	Cubicle 7'x8'		864.49		\$ 683.42
Dept of Labor	1 day p/wk	Classroom 15'x20'				\$ 1,830.60
BESS	1 day p/wk	Cubicle 7'x8'	353.05			
BESS	1/2 days p/wk	Cubicle 7'x8'				\$ 170.82
BRS	1 day p/wk	Cubicle 7'x8'	353.05			
BRS	1/2 day p/wk	Office 10'x10'			248.80	
BRS	1 day p/wk	Cubicle 7'x8'				\$ 341.64
Job Corp	5 days per week	Cubicle 7'x8' x 2	3,529.89			
Job Corp	5 days per week	Classroom 12'x12'	4,034.16			
Stamford Community Action Dept of Social Services YouthBuild	Located in Stamford area - not participating TANF Funds leveraged \$1,402,182.00 In Kind National Grantee					
Carl Perkins	In Kind National Grantee					
Native American Programs	In Kind Community Colleges					
HUD	Not located in the area - not participating					
Second Chance	No local funds available					
Title V SCSEP	In Kind National Grantee					
State of CT Dept of Education	In Kind SCSEP participant; staffing in A/C offices \$10,504 Funding at approximately \$13,000					

Above costs do not include telephone or internet service if required.

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE WORKPLACE, SOUTHWEST CT WORKFORCE DEVELOPMENT BOARD
AND
Management & Training Corporation

In accordance with Title I, Section 121 (c) of the Workforce Innovation and Opportunity Act the local board, with the agreement of the chief elected officials, shall develop and enter into a memorandum of understanding (between the local board and the one-stop partners) concerning the operation of the one-stop delivery system in five regional areas.

Pursuant to the above, this Memorandum of Understanding (MOU) shall contain provisions describing the following:

- a. The services to be provided through the One-Stop/ American Job Center (AJC) delivery system, including the manner in which the services will be coordinated and delivered through such system;
- b. How the costs of such services and the operating costs of such system will be apportioned; and
- c. The methods of referral of individuals between the One-Stop/ AJC and Management & Training Corporation, of New Haven Job Corps (herein referred to as "New Haven Job Corps" or "the Partner") for appropriate services and activities.

This MOU will serve as a framework of agreed upon terms. Specific local/regional program operation, the delivery of employment related workshops, referral processes and business service delivery may vary depending on the local/regional area and shall be specified as addendums to this MOU when applicable.

I. Purpose of MOU

The purpose of this MOU is to articulate the roles and responsibilities of each Party in the operation of the One-Stop/AJC service delivery system in the State of Connecticut. Each Party is committed to promoting a seamless operation, enhancing access to program services and the long-term employment outcomes for both job seekers and employers.

This MOU provides a foundation for assuring alignment and coordination of policies and operations across programs, in support of a responsive delivery system that meets Connecticut's workforce development needs and the employment and training needs of all eligible older adults in the state.

Programs and services will be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet the customer's needs.

II. Parties to the MOU

This MOU is between the following Workforce Development Board (herein referred to as "WDB"):

Capital Workforce Partners, One Union Place, Hartford, Connecticut; Workforce Alliance, 560 Ella T. Grasso Blvd., New Haven, Connecticut; The Workplace, 1000 Lafayette Blvd., Bridgeport, Connecticut; Northwest Regional Workforce Investment Board, 249 Thomaston Avenue, Waterbury, Connecticut; Eastern Connecticut Workforce Investment Board, 108 New Park Avenue, Franklin, Connecticut and, New Haven Job Corps, 455 Wintergreen Avenue, New Haven, Connecticut, 06515, (herein referred to as the Parties).

The parties to this MOU represent the following programs: WIOA Title I - Adult, Youth, Dislocated Worker; YouthBuild; Title V Older Americans Act; Job Corps.

III. Duration of Agreement

This MOU is effective for the period of December 1, 2022 through June 30, 2025. Pursuant to the legislation, this MOU can be extended through the amendment process based on written approval of all partners. See section, Modification/Termination.

IV. Coordination Service Delivery Activities

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- Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
- Coordinate resources and programs to ensure a streamlined and efficient workforce development system. Promote information sharing and coordination of activities to improve the performance of the One-Stop/AJC system in part through the use of data access agreements. Promote the development and implementation of a unified system of measuring program performance and accountability.

V. Services Available Through the One-Stop/AJC System

Parties agree to coordinate services in the implementation of a workforce development system that:

Is committed to a customer focused comprehensive delivery system.

Ensures the needs of adults, individuals with disabilities and individuals with barriers to employment, are addressed to ensure access to services, including access to technology and materials, and are made available through the One-Stop/AJC system.

- Works towards aligning intake, case management and job placement services in an effort to maximize efficiencies and effectiveness.
- Develops collaborative relationships with the network of other agencies and partners in the local/regional area.

Access to the following services will be made available through the One-Stop/AJC system by the responsible party(ies) listed.

Career Services as described in WIOA Sec. 134(c)(2) is available to Adults, Youth and Dislocated Worker through the One-Stop/AJC delivery system or through referrals or contracts for services.

Docum

CAREER SERVICES	Responsible Party
Outreach, intake and orientation to the services available through the One-Stop delivery system	Partner & AJC
Initial assessment of skill levels (including literacy, numeracy and English language proficiency, attitudes, abilities and skills), and supportive service needs	AJC
Job search and placement assistance and career counseling, including the provision of information on in demand industry sectors and occupations; and the provision of information on non-traditional employment	AJC
Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs.	AJC

Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including job vacancy listings in such labor market areas; information on job skills necessary to obtain the jobs described in the job vacancy listings; and information relating to local occupations in demand and the earnings, skills requirements and opportunities for advancement for such occupations.	AJC
Provision of program performance and cost information on eligible providers of training services.	AJC
Information on the performance of the local area and the One-Stop delivery system in a format that is usable and understandable to One-Stop/AJC customers	AJC
Information on the availability of, and referral to, supportive services in the local area, including child care & transportation, and referral to such services needed in a format that is usable by and understandable to One-Stop/AJC customers	AJC
Assistance in establishing eligibility for programs of financial aid assistance for other training and education programs available in local area	AJC
Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers	AJC
Development of an individual employment plan, to identify the employment goals and career pathways to attain career objectives	AJC
Group counseling	Partner & AJC
Individual Counseling	Partner & AJC
Career planning	Partner & AJC
Short term pre-vocational services	Partner & AJC
Workforce preparation activities	Partner & AJC
Determine eligibility to receive assistance under Job Corps	Partner
Determine Adult eligibility to receive assistance under Title I of WIOA	AJC
Follow-up services (including workplace counseling) for 12 months for individuals participating in Title I funded activities who are placed in unsubsidized employment	AJC
Referral to Financial literacy services	AJC
Work experience	Partner & AJC
Out-of-area job search assistance and relocation assistance	AJC
English language acquisition	AJC

Training Services: WDB will ensure access to training as described in WIOA Sec. 134 (d) for Adults and Dislocated Workers and may include the following:

TRAINING SERVICES	Responsible Party
Occupational skills training, including training for non-traditional employment	AJC
Subsidized employment	
On-the-job training	Partner & AJC
Incumbent Worker Training in accordance with subsection (d)(4)	AJC
Programs that combine workplace training with related instruction, which may include cooperative education programs	AJC
Training programs operated by the private sector	AJC
Skill upgrading and retraining	Partner & AJC
Entrepreneurial training	AJC
Transitional jobs in accordance with sub-section (d)(5)	AJC
Job readiness training provided in combination with services described in any of clauses (i) through (viii)	AJC

Adult Education and Literacy activities including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with any of the above training services except transitional jobs and job readiness training	AJC
Customized training conducted with a commitment by an employer or employer group to employ an individual upon successful completion of the training	AJC

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The Parties agree to work together to ensure the delivery of relevant employment related workshops, eliminate unnecessary content duplication, increase efficiency and reduce any perceived confusion among customers. Each local/regional area will determine which Party will be responsible for workshop delivery based on needs, location, and resources (human and fiscal).

VII. Referral Arrangements

In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

- A. Each party will have information and receive training about the services of all partner agencies within the One-Stop/AJC.
- B. Customers accessing services through the One-Stop/AJC will receive assistance in determining which of the partner agencies may have services the customer needs.
- C. When one of the partner agencies learns that a customer could benefit from the services of another of the partner agencies, that agency will provide to the customer a referral to the other agency.
- D. The Parties will ensure that staff makes appropriate referrals depending on each customer's individual needs, eligibility requirements, and other support services. Referrals will be made to partners/outside agencies based on intake and assessment and a determination of appropriateness.

VIII. Cost Allocation and Resource Sharing Methodology

New Haven Job Corps agrees to fund infrastructure costs based on the proportionate share of use by New Haven Job Corps and/or its contracted provider staff consistent with each program's Federal authorizing statute(s) and agreements and other applicable legal requirements, including Federal cost principals that require costs that are allowable, reasonable, necessary and allocable as outlined in TEGL 17-16, and any other federal guidance pertaining to cost allocation and resource sharing.

The parties hereby outline their agreement to share infrastructure costs for space located at 2 Lafayette Square, Bridgeport, CT 06604.

- A. The Partner's contribution is based on the per square footage costs by percentage of use of the area (cubicle or training room) that is occupied in the corresponding AJC. The infrastructure cost allocation base is per square footage in all 4 AJC's.
- B. As specified in federal law, the infrastructure costs budget (1) should not include personnel costs, as defined in 2 CFR 200.430 - 200.431 of the Uniform Guidance; and (2) should include costs that support the general operation of the One-Stop (WIOA sec. 121(h)(4) and 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a))- e.g. rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the One-Stop center, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94.

- C. The parties agree that this section of the MOU represents the cost contributions of the WIOA required partner programs administered by New Haven Job Corps.
- D. The parties agree to the following infrastructure cost sharing agreement:
 1. Two (2) cubicles (full-time) in the Bridgeport AJC
 2. Access to Training Room for one (1) hour per week/ four (4) hours per month.
 3. Access to desktop computer, Wi-Fi, phone line, etc.
- E. The WorkPlace IFA Budget Summary is detailed in Attachment A.
- F. No later than May 1 of each year, the Budget and allocation base will be reviewed, and Partner contributions updated based on actual costs in the AJC at the time of the review projected as of July 1 for the coming program year.

IX. Confidentiality, of information

To safeguard information, the Parties agree:

- A. Their employees and agents are required to follow all applicable laws, regulations, policies and separate data sharing agreements, if applicable, as they apply to confidentiality of information with respect to any use or disclosure of program and/or customer specific information.
- B. Access to program/customer specific information is restricted only to authorized personnel and to agents of the parties, with prior authorization of the data owner.

X. Equal Opportunity and Access to Services

The One-Stop/AJC system provides equal access to all jobseekers. The Parties agree:

- A. The partners in the One-Stop/AJC system are committed to, and will promote, non-discrimination, equal opportunity and equal access to services.
- B. The Parties will implement grievance procedures to ensure enforcement of non-discrimination and equal opportunity provisions within the One-Stop/AJC system.
- C. One-Stop/AJC system services, including materials, technology and facilities, will be accessible to individuals with barriers to employment, including individuals with disabilities.
- D. Individuals with barriers to employment will be given priority for individualized services in accordance with WIOA Section 121(c)(2)(A)(iv).
- E. The Parties commit to comply with the Americans with Disability Act Amendment of 2008.
- F. The Parties commit to promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

XI. Severability,

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.

XII. Modification/Termination

- A. This MOU and addendums, if applicable, constitutes the entire agreement between the parties hereto and will become effective upon its execution by the Parties. This MOU may be modified, altered, revised, by mutual written consent of the Parties through a written amendment signed and dated by the Parties. Submission of a revised MOU does not necessarily require a modification to the local plan.

- B. Revisions to this Agreement's objectives, services, or plan must be approved in writing by the Parties. A formal amendment, in writing, shall not be effective until executed by all parties to the Agreement, and shall be required for extensions to the final date of the Agreement period and any other revision determined material by the Parties.
- C. Either party to this MOU may terminate participation in this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other party.

XIII. Signatures

For New Haven Job Corps:


 Jeffrey Barton, Sr Vice President, Education & Training

6/6/23
 Date


 Deroll Barrett (Jun 27, 2023 16:20 EDT)
 Deroll Barrett, Center Director

Jun 27, 2023
 Date

For the Workforce Development Board:


 Joseph M. Carbone, President & CEO

9/6/2023
 Date


 Leon Bailey, Board Chair

09-06-2023
 Date


 Joseph P. Ganim, Chief Elected Official Council

9/21/2023
 Date

Attachment A

Infrastructure Cost Agreement
 Schedule of Partners/Services
 For the period 7/2022 - 6/2023

Total AUC Square Feet Per Sq/Ft cost Total	Frequency	Space Used	Office			
			Bridgeport Office	Derby Office	Ansonia Office	Stamford Office
			10,710	2,145	1,350	2,200
\$28.02			\$30.02		\$24.88	\$30.51
Dept of Labor	2 days p/wk	Cubicle 7x8'				
Dept of Labor	1 day p/wk	Classroom 12x12'		672.38		
Dept of Labor	2 days p/wk	Cubicle 7x8'		864.49		\$ 683.42
Dept of Labor	1 day p/wk	Classroom 15x20'				\$ 1,830.60
BESB	1 day p/wk	Cubicle 7x8'	\$ 352.99			
BESB	1/2 days p/wk	Cubicle 7x8'				\$ 78.86
BRS	1 day p/wk	Cubicle 7x8'	\$ 352.99			
BRS	1/2 day p/wk	Office 10x10'			\$ 248.80	
BRS	1 day p/wk	Cubicle 7x8'				\$ 341.71
Job Corp	5 days per week	Cubicle 7x8' x 2	\$ 3,529.89			
Job Corp	5 days per week	Classroom 12x12'	\$ 4,034.16			
Stamford Community Action	Located in Stamford area - not participating					
Dept of Social Services	TANF Funds leveraged \$1,402,182.00					
YouthBuild	In Kind National Grantee					
Carl Perkins	In Kind Community Colleges					
Native American Programs	Not located in the area - not participating					
HUD	No local funds available					
Second Chance	In Kind National Grantee					
Title V SCSEP	In Kind SCSEP participant staffing in AUC offices \$10,504					
State of CT Dept of Education	Funding at approximately \$13,000					

Above costs do not include telephone or internet service if required.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE WORKPLACE, SOUTHWEST CT WORKFORCE DEVELOPMENT BOARD
AND THE
BRIDGEPORT HOUSING AUTHORITY**

In accordance with Title I, Section 121 (c) of the Workforce Innovation and Opportunity Act the local board, with the agreement of the chief elected officials, *shall develop and enter into a memorandum of understanding (between the local board and the one-stop partners) concerning the operation of the one-stop delivery system in five regional areas.*

Pursuant to the above, this Memorandum of Understanding (MOU) shall contain provisions describing the following:

- VI. The services to be provided through the One-Stop/American Job Center (AJC) delivery system, including the manner in which the services will be coordinated and delivered through such system;
- VII. How the costs of such services and the operating costs of such system will be apportioned; and
- VIII. The methods of referral of individuals between the One-Stop/AJC operator and Bridgeport Housing Authority (herein referred to as "BHA" or "the Partner"), for appropriate services and activities.

This MOU will serve as a framework of agreed upon terms. Specific local/regional program operation, the referral processes and business service delivery may vary depending on the local/regional area and shall be specified as addendums to this MOU when applicable.

XII. Purpose of MOU

The purpose of this MOU is to articulate the roles and responsibilities of each Party in the creation of a seamless customer-focused service delivery network that integrates service delivery across programs, BHA access to services and improves long-term employment outcomes for individuals receiving assistance.

This MOU provides a foundation for ensuring alignment and coordination of policies and operations across programs, supporting a responsive service delivery system, and BHA access to program services that meet the workforce development needs of adults and lead to long-term employment outcomes.

Programs and services will be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet the customer's needs.

XIII. Parties to the MOU

This MOU is between the following Workforce Development Boards herein referred to as "WDB"):

- D Capital Workforce Partners, One Union Place, Hartford, Connecticut
- D Workforce Alliance, 560 Ella T. Grasso Blvd., New Haven, Connecticut
- IZI The WorkPlace, 1000 Lafayette Blvd., Bridgeport, Connecticut
- O Northwest Regional Workforce Investment Board, 249 Thomaston Avenue, Waterbury, Connecticut
- O Eastern Connecticut Workforce Investment Board, 108 New Park Avenue, Franklin, Connecticut

and BRA, 150 Highland Ave, Bridgeport, CT 06604 (herein collectively referred to as "the Parties").

The parties to this MOU represent the following programs: WIOA Title I - Adult, Youth, Dislocated Worker;

VI. Dul'ation of Agl'eement

This MOU is effective for the period July 1, 2022 through June 30, 2025. Pursuant to the aforementioned legislation, this MOU can be extended through the amendment process based on written approval of all partners. See section, Modification/Termination.

VII. Coordination Servke Delivery Activities

In order to eliminate duplication of services, the parties to this MOU agree to coordinate the delivery of services and activities to:

- A. Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
- B. Coordinate resources and programs to ensure a streamlined and efficient workforce development system.
- C. Promote direct access to services through real-time technology.
- D. Promote information sharing and coordination of activities to improve the performance of the One-Stop/AJC system in part through the use of data access agreements.
- E. Promote the development and implementation of a more unified system of measuring program performance and accountability.

XII. Services available through the One-Stop/AJC System

Parties agree to coordinate services in the implementation of a workforce development system that:

- A. Is committed to a customer-focused comprehensive delivery system.
- B. Ensures the needs of adults, youth, and dislocated workers, and individuals with barriers to employment, including individuals with disabilities, are addressed through the One-Stop/AJC system.
- C. Works towards aligning intake, case management and job placement services in an effort to maximize efficiencies and effectiveness.
- D. Develops collaborative relationships with the network of other agencies and partners in the local/regional area.

Access to the following services will be made available through the One-Stop/AJC system by the responsible party(ies) listed.

Cal'ee' Sel'vices as described in WIOA Sec. 134(c) (2) is available to **Adults, Youth and Dislocated Wol'kers** through the One-Stop/AJC delivery system or through referrals or contracts for services.

CAREER SERVICES	Responsible Party
Outreach, intake and orientation to the services available through the One-Stop delivery system	AJC
Initial assessment of skill levels (including literacy, numeracy and English language proficiency), aptitudes, abilities (and skill gaps), and supportive service needs	AJC
Job search and placement assistance and career counseling, including the provision of information on in demand industry sectors and occupations; and the provision of information on non-traditional employment	AJC
Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs.	AJC
Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional and national labor	AJC

market areas, including job vacancy listings in such labor market areas; information on job skills necessary to obtain the jobs described in the job vacancy listings; and information relating to local occupations in demand and the earnings, skills requirements and opportunities for advancement for such occupations.	
Provision of program performance and cost information on eligible providers of training services.	AJC
Information on the performance of the local area and the One-Stop delivery system in a format that is usable and understandable to One-Stop/AJC customers	AJC
Information on the availability of, and referral to, supportive services in the local area, including child care & transportation, and referral to such services needed in a format that is usable by and understandable to One-Stop/AJC customers	AJC
Assistance in establishing eligibility for programs of financial aid assistance for other training and education programs available in local area	AJC
Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers	AJC
Development of an individual employment plan, to identify the employment goals and career pathways to attain career objectives	AJC
Group counseling	AJC
Individual Counseling	AJC
Career planning	AJC
Short term pre-vocational services	AJC
Workforce preparation activities	AJC
Determine Adult eligibility to receive assistance under Title I of WIOA	AJC
Determine Dislocated Worker eligibility to receive assistance under Title I of WIOA	AJC
Follow-up services (including workplace counseling) for 12 months for individuals participating in Title I funded activities who are placed in unsubsidized employment	AJC
Referral to Financial literacy services	AJC
Internships and work experience	AJC
Out-of-area job search assistance and relocation assistance	AJC
English language acquisition	AJC

Training Services: WDB will ensure access to training as described in WIOA § 134 (d) for Adults and Dislocated Workers and may include the following:

TRAINING SERVICES	Responsible Party
Occupational skills training, including training for non-traditional employment	AJC
Subsidized employment	AJC
On-the-job training	AJC
Incumbent Worker Training in accordance with subsection (d)(4)	AJC
Programs that combine workplace training with related instruction, which may include cooperative education programs	AJC
Training programs operated by the private sector	AJC
Skill upgrading and retraining	AJC
Entrepreneurial training	AJC
Transitional jobs in accordance with sub-section (d)(5)	AJC
Job readiness training provided in combination with services described in any of clauses (i) through (viii)	AJC
Adult Education and Literacy activities including activities of English language acquisition and integrated education and training programs, provided concurrently or	AJC

in combination with any of the above training services except transitional jobs and job readiness training	
Customized training conducted with a commitment by an employer or employer group to employ an individual upon successful completion of the training	AJC

In addition to the services indicated above, the Parties agree:

- VI. BHA will advertise the workshops and job search seminars conducted at the One-Stop/AJC in its resident newsletter and on closed circuit television in its residence facilities, as appropriate.
- VII. BHA will provide information to the One-Stop/AJC on housing admissions criteria.
- VIII. The One-Stop/AJC will refer to BHA individuals seeking information on affordable housing opportunities.
- IX. BHA will provide representation at One-Stop/AJC partner meetings.
- X. Representatives of BHA, the One-Stop/AJC, and The Workplace will meet, as needed, to identify service needs.

XII. Employment Related Workshops

The Parties agree to work together to ensure the delivery of relevant employment related workshops, eliminate unnecessary content duplication, increase efficiency and reduce any perceived confusion among customers. Each local/regional area will determine which Party will be responsible for workshop delivery based on needs, location, and resources (human and fiscal).

XIII. Referral Arrangements

BHA will make referrals to the One-Stop/AJC through all appropriate communication methods (i.e., telephone, email, in person, etc.). All referred customers will enter the One-Stop/AJC system through the general intake process, where an initial assessment will ensure that they are directed to the appropriate activity or activities.

The One-Stop/AJC will make referrals to BHA through all appropriate communication methods (i.e., telephone, email, in person, etc.). An initial assessment will ensure that they are directed to the appropriate or activities.

In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

- A. Each party will have information and receive training about the services of all partner agencies within the One-Stop/AJC.
- B. Customers accessing services through the One-Stop/AJC will receive assistance in determining which of the partner agencies may have services the customer needs.
- C. When one of the partner agencies learns that a customer could benefit from the services of another of the partner agencies, that agency will provide to the customer a referral to the other agency.
- D. The Parties will ensure that staff makes appropriate referrals depending on each customer's individual needs, eligibility requirements, and other support services. Referrals will be made to partners/outside agencies based on intake and assessment and a determination of appropriateness.

XIV. Cost Allocation and Resource Sharing Methodology

The Parties agree to fund infrastructure costs based on the proportionate share of use by BHA and/or its contracted provider staff consistent with each program's Federal authorizing statute(s) and agreements and other applicable legal requirements, including Federal cost principals that require costs that are allowable, reasonable, necessary and allocable as outlined in TEGL 17-16, and any other federal guidance pertaining to cost allocation and resource sharing.

The parties hereby outline their agreement to share infrastructure costs for space located at:

Bridgeport 2 Lafayette Square, Bridgeport, CT 06604	Stamford 141 Franklin Street, 2nd Fl., Stamford, CT 06901
Derby 101 Elizabeth Street, Derby, CT 06418	Ansonia 4 Fourth Street, Ansonia, CT 06401

- A. The Partner's contribution is based on the per square footage costs by percentage of use of the area (cubicle or training room) that is occupied in the corresponding AJC. The infrastructure cost allocation base is per square footage in all 4 AJC's,
- B. As specified in federal law, the infrastructure costs budget (1) should not include personnel costs, as defined in 2 CFR 200.430 - 200.431 of the Uniform Guidance; and (2) should include costs that support the general operation of the One-Stop (WIOA sec. 121(h)(4) and 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a))- e.g. rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the One-Stop, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94.
- C. The WorkPlace IFA Budget Summary is detailed in Attachment A.
- D. The parties agree that this section of the MOU represents the cost contributions of the WIOA required partner programs administered by BHA.
- E. No later than May 1 of each year, the Budget and allocation base will be reviewed, and Partner contributions updated based on actual costs in the AJC at the time of the review projected as of July 1 for the coming program year.

XIII. Confidentiality of Information

To safeguard information, the Parties agree:

- A. Their employees and agents are required to follow all applicable laws, regulations, policies and separate data sharing agreements, if applicable, as they apply to confidentiality of information with respect to any use or disclosure of program and/or customer specific information.
- B. Access to program/customer specific information is restricted only to authorized personnel and to agents of the parties, with prior authorization of the data owner.

XIV. Equal Opportunity and Access to Services

The One Stop/AJC system provides equal access to all jobseekers. The Parties agree:

- A. The partners in the One-Stop/AJC system are committed to, and will promote, non-discrimination, equal opportunity and equal access to services.
- B. The Parties will implement grievance procedures to ensure enforcement of non-discrimination and equal opportunity provisions within the One-Stop/AJC system.
- C. One-Stop/AJC system services, including materials, technology and facilities, will be accessible to individuals with barriers to employment, including individuals with disabilities.
- D. Individuals with barriers to employment will be given priority for individualized services in accordance with WIOA Section 121(c)(2)(A)(iv).
- E. The Parties commit to comply with the Americans with Disability Act Amendment of 2008.
- F. The Parties commit to promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

XI. Severability

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.

XII. Modification/Termination

- A. This MOU and addendums, if applicable, constitutes the entire agreement between the parties hereto and will become effective upon its execution by the Parties. This MOU may be modified, altered, revised, by mutual written consent of the Parties through a written amendment signed and related by the Parties. Submission of a revised MOU does not necessarily require a modification to the local plan.
- B. Revisions to this Agreement's objectives, services, or plan must be approved in writing by the Parties. A formal amendment, in writing, shall not be effective until executed by all parties to the Agreement, and shall be required for extensions to the final date of the Agreement period and any other revision determined material by the Parties.
- C. Either party to this MOU may terminate participation in this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other party.

XIII. Signatures


For the Bridgeport Housing Authority:



Jillian Baldwin, Chief Executive Officer

12/5/2022
Date

For the Workforce Development Board:



Joseph M. Carbone, President & CEO

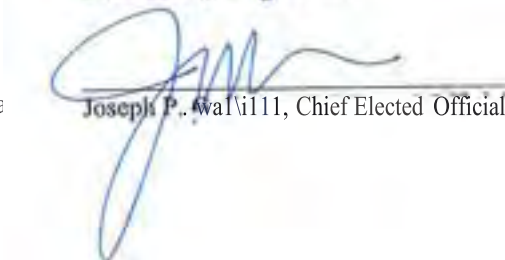
1a/21D/eo
Date



Leon Bailey, Board Chair

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Date

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Joseph P. Wallin, Chief Elected Official Council



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**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE WORKPLACE, SOUTHWEST CT WORKFORCE DEVELOPMENT BOARD
AND
Management & Training Corporation**

In accordance with Title I, Section 121 (c) of the Workforce Innovation and Opportunity Act the local board, with the agreement of the chief elected officials, shall develop and enter into a memorandum of understanding (between the local board and the one-stop partners) concerning the operation of the one-stop delivery system in five regional areas.

Pursuant to the above, this Memorandum of Understanding (MOU) shall contain provisions describing the following:

- a. The services to be provided through the One-Stop/ American Job Center (AJC) delivery system, including the manner in which the services will be coordinated and delivered through such system;
- b. How the costs of such services and the operating costs of such system will be apportioned; and
- c. The methods of referral of individuals between the One-Stop/ AJC and Management & Training Corporation, of New Haven Job Corps (herein referred to as "New Haven Job Corps" or "the Partner") for appropriate services and activities.

This MOU will serve as a framework of agreed upon terms. Specific local/regional program operation, the delivery of employment related workshops, referral processes and business service delivery may vary depending on the local/regional area and shall be specified as addendums to this MOU when applicable.

I. Purpose of MOU

The purpose of this MOU is to articulate the roles and responsibilities of each Party in the operation of the One-Stop/AJC service delivery system in the State of Connecticut. Each Party is committed to promoting a seamless operation, enhancing access to program services and the long-term employment outcomes for both job seekers and employers.

This MOU provides a foundation for assuring alignment and coordination of policies and operations across programs, in support of a responsive delivery system that meets Connecticut's workforce development needs and the employment and training needs of all eligible older adults in the state.

Programs and services will be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet the customer's needs.

II. Parties to the MOU

This MOU is between the following Workforce Development Board (herein referred to as "WDB"):
Capital Workforce Partners, One Union Place, Hartford, Connecticut; Workforce Alliance, 560 Ella T. Grasso Blvd., New Haven, Connecticut; The Workplace, 1000 Lafayette Blvd., Bridgeport, Connecticut; Northwest Regional Workforce Investment Board, 249 Thomaston Avenue, Waterbury, Connecticut; Eastern Connecticut Workforce Investment Board, 108 New Park Avenue, Franklin, Connecticut and New Haven Job Corps, 455 Wintergreen Avenue, New Haven, Connecticut, 06515, (herein referred to as "the Parties").

The parties to this MOU represent the following programs: WIOA Title I - Adult, Youth, Dislocated Worker; YouthBuild; Title V Older Americans Act; Job Corps.

III. Duration of Agreement

This MOU is effective for the period of December 1, 2022 through June 30, 2025. Pursuant to the legislation, this MOU can be extended through the amendment process based on written approval of all partners. See section, Modification/Termination.

IV. Coordination Service Delivery Activities

In order to eliminate duplication of services, the parties to this MOU agree to coordinate the delivery of services and activities to:

- Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
- Coordinate resources and programs to ensure a streamlined and efficient workforce development system.
- Promote information sharing and coordination of activities to improve the performance of the One-Stop/AJC system in part through the use of data access agreements.
- Promote the development and implementation of a unified system of measuring program performance and accountability.

V. Services Available Through the One-Stop/AJC System

Parties agree to coordinate services in the implementation of a workforce development system that:

- Is committed to a customer focused comprehensive delivery system.
- Ensures the needs of adults, individuals with disabilities and individuals with barriers to employment, are addressed to ensure access to services, including access to technology and materials, and are made available through the One-Stop/AJC system.
- Works towards aligning intake, case management and job placement services in an effort to maximize efficiencies and effectiveness.
- Develops collaborative relationships with the network of other agencies and partners in the local/regional area.

Access to the following services will be made available through the One-Stop/AJC system by the responsible party(ies) listed.

Career Services as described in WIOA Sec. 134(c)(2) is available to Adults, Youth and Dislocated Workers through the One-Stop/AJC delivery system or through referrals or contracts for services.

CAREER SERVICES	Responsible Party
Outreach, intake and orientation to the services available through the One-Stop delivery system	Partner & AJC
Initial assessment of skill levels (including literacy, numeracy and English language proficiency, aptitudes, abilities and skills), and supportive service needs	AJC
Job search and placement assistance and career counseling, including the provision of information on in demand industry sectors and occupations; and the provision of information on non-traditional employment	AJC
Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs.	AJC

Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including job vacancy listings in such labor market areas; information on job skills necessary to obtain the jobs described in the job vacancy listings; and information relating to local occupations in demand and the earnings, skills requirements and opportunities for advancement for such occupations.	AJC
Provision of program performance and cost information on eligible providers of training services.	AJC
Information on the performance of the local area and the One-Stop delivery system in a format that is usable and understandable to One-Stop/AJC customers	AJC
Information on the availability of, and referral to, supportive services in the local area, including child care & transportation, and referral to such services needed in a format that is usable by and understandable to One-Stop/AJC customers	AJC
Assistance in establishing eligibility for programs of financial aid assistance for other training and education programs available in local area	AJC
Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers	AJC
Development of an individual employment plan, to identify the employment goals and career pathways to attain career objectives	AJC
Group counseling	Partner & AJC
Individual Counseling	Partner & AJC
Career planning	Partner & AJC
Short term pre-vocational services	Partner & AJC
Workforce preparation activities	Partner & AJC
Determine eligibility to receive assistance under Job Corps	Partner & AJC
Determine Adult eligibility to receive assistance under Title I of WIOA	Partner
Follow-up services (including workplace counseling) for 12 months for individuals participating in Title I funded activities who are placed unsubsidized employment	AJC
Referral to Financial literacy services	AJC
Work experience	Partner & AJC
Out-of-area job search assistance and relocation assistance	AJC
English language acquisition	AJC

Training Services: WDB will ensure access to training as described in WIOA Sec. 134 (d) for Adults and Dislocated Workers and may include the following:

TRAINING SERVICES	Responsible Party
Occupational skills training, including training for non-traditional employment	AJC
Subsidized employment	
On-the-job training	Partner & AJC
Incumbent Worker Training in accordance with subsection (d)(4)	AJC
Programs that combine workplace training with related instruction, which may include cooperative education programs	AJC
Training programs operated by the private sector	AJC
Skill upgrading and retraining	Partner & AJC
Entrepreneurial training	AJC
Transitional jobs in accordance with sub-section (d)(5)	AJC
Job readiness training provided in combination with services described in any of clauses (i) through (viii)	AJC

Adult Education and Literacy activities including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with any of the above training services except transitional jobs and job readiness training	AJC
Customized training conducted with a commitment by an employer or employer group to employ an individual upon successful completion of the training	AJC

VI. Employment Related Workshops

The Parties agree to work together to ensure the delivery of relevant employment related workshops, eliminate unnecessary content duplication, increase efficiency and reduce any perceived confusion among customers. Each local/regional area will determine which Party will be responsible for workshop delivery based on needs, location, and resources (human and fiscal).

VII. Referral Arrangements

In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

- A. Each party will have information and receive training about the services of all partner agencies within the One-Stop/ AJC.
- B. Customers accessing services through the One-Stop/AJC will receive assistance in determining which of the partner agencies may have services the customer needs.
- C. When one of the partner agencies learns that a customer could benefit from the services of another of the partner agencies, that agency will provide to the customer a referral to the other agency.
- D. The Parties will ensure that staff makes appropriate referrals depending on each customer's individual needs, eligibility requirements, and other support services. Referrals will be made to partners/outside agencies based on intake and assessment and a determination of appropriateness.

VIII. Cost Allocation and Resource Sharing Methodology

New Haven Job Corps agrees to fund infrastructure costs based on the proportionate share of use by New Haven Job Corps and/or its contracted provider staff consistent with each program's Federal authorizing statute(s) and agreements and other applicable legal requirements, including Federal cost principals that require costs that are allowable, reasonable, necessary and allocable as outlined in TEGL 17-16, and any other federal guidance pertaining to cost allocation and resource sharing.

The parties hereby outline their agreement to share infrastructure costs for space located at 2 Lafayette Square, Bridgeport, CT 06604.

- A. The Partner's contribution is based on the per square footage costs by percentage of use of the area (cubicle or training room) that is occupied in the corresponding AJC. The infrastructure cost allocation base is per square footage in all 4 AJC's.
- B. As specified in federal law, the infrastructure costs budget (1) should not include personnel costs, as defined in 2 CFR 200.430 - 200.431 of the Uniform Guidance; and (2) should include costs that support the general operation of the One-Stop (WIOA sec. 121(h)(4) and 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a))- e.g. rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the One-Stop center, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94.

- C. The parties agree that this section of the MOU represents the cost contributions of the WIOA required partner programs administered by New Haven Job Corps.
- D. The parties agree to the following infrastructure cost sharing agreement:
 1. Two (2) cubicles (full-time) in the Bridgeport AJC
 2. Access to Training Room for one (1) hour per week/ four (4) hours per month.
 3. Access to desktop computer, Wi-Fi, phone line, etc.
- E. The WorkPlace IFA Budget Summary is detailed in Attachment A.
- F. No later than May 1 of each year, the Budget and allocation base will be reviewed, and Partner contributions updated based on actual costs in the AJC at the time of the review projected as of July 1 for the coming program year.

IX. Confidentiality, of information

To safeguard information, the Parties agree:

- A. Their employees and agents are required to follow all applicable laws, regulations, policies and separate data sharing agreements, if applicable, as they apply to confidentiality of information with respect to any use or disclosure of program and/or customer specific information.
- B. Access to program/customer specific information is restricted only to authorized personnel and to agents of the parties, with prior authorization of the data owner.

X. Equal Opportunity and Access to Services

The One-Stop/AJC system provides equal access to all jobseekers. The Parties agree:

- A. The partners in the One-Stop/AJC system are committed to, and will promote, non-discrimination, equal opportunity and equal access to services.
- B. The Parties will implement grievance procedures to ensure enforcement of non-discrimination and equal opportunity provisions within the One-Stop/AJC system.
- C. One-Stop/AJC system services, including materials, technology and facilities, will be accessible to individuals with barriers to employment, including individuals with disabilities.
- D. Individuals with barriers to employment will be given priority for individualized services in accordance with WIOA Section 121(c)(2)(A)(iv).
- E. The Parties commit to comply with the Americans with Disability Act Amendment of 2008.
- F. The Parties commit to promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

XI. Severability,

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.

XII. Modification/Termination

- A. This MOU and addendums, if applicable, constitutes the entire agreement between the parties hereto and will become effective upon its execution by the Parties. This MOU may be modified, altered, revised, by mutual written consent of the Parties through a written amendment signed and dated by the Parties. Submission of a revised MOU does not necessarily require a modification to the local plan.

- B. Revisions to this Agreement's objectives, services, or plan must be approved in writing by the Parties. A formal amendment, in writing, shall not be effective until executed by all parties to the Agreement, and shall be required for extensions to the final date of the Agreement period and any other revision determined material by the Parties.
- C. Either party to this MOU may terminate participation in this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other party.

XIII. Signatures

For New Haven Job Corps:


 Jeffrey Barton, Sr Vice President, Education & Training

6/6/23
 Date


 Deroll Barrett (Jun 27, 2023 10:20 EDT)
 Deroll Barrett, Center Director

Jun 27, 2023
 Date

For the Workforce Development Board:


 Joseph M. Carbone, President & CEO

9/6/2023
 Date


 Leon Bailey, Board Chair

09/06/2023
 Date


 Joseph P. Ganim, Chief Elected Official Council

9/21/2023
 Date



**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
STATE OF CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
And
THE WORKPLACE, SOUTHWEST CT WORKFORCE DEVELOPMENT BOARD**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into between the State of Connecticut Department of Social Services ("DSS"), located at 55 Farmington Avenue, Hartford, CT 06105, and The Workplace, Southwest Connecticut Workforce Development Board ("Workplace"), for the purpose of the operation of the One-Stop delivery system in its region.

WHEREAS the State of Connecticut Department of Labor is the Connecticut state agency responsible for monitoring activities of the Regional Workforce Development Boards ("WDBs") within the American Job Centers ("AJC") and for the administration of the Workforce Innovation and Opportunity Act ("WIOA"); and

WHEREAS, in accordance with Title I, Section 121 (c) of the WIOA, the WDBs, with the agreement of their chief elected officials, shall develop and enter into MOUs between the local board and its One-Stop partners, concerning the operation of the One-Stop delivery system in the region of Connecticut for which the local board operates; and

WHEREAS DSS is a One-Stop partner with the WDBs and is the Connecticut state agency responsible for administering, either directly or through its agents, a wide variety of government benefit programs for low-income residents, including, but not limited to, Connecticut medical assistance program ("Medicaid"); and

WHEREAS, pursuant to the above, the MOU shall contain provisions describing the following:

- a. The services to be provided through the One-Stop/American Job Center (AJC) delivery system, including the manner in which the services shall be coordinated and delivered through such system;
- b. How the costs of such services and the operating costs of such system shall be apportioned; and
- c. The methods of referral of individuals between the One-Stop/AJC service provider and the partner for appropriate services and activities; and

WHEREAS this MOU shall serve as a framework of agreed upon terms, and

WHEREAS, specific local/regional program operation, the delivery of employment related workshops, referral processes and business service delivery may depend on the local/regional area and shall be specified as addendums to this MOU when applicable.

NOW, THEREFORE, DSS and the Workplace (individually "Party" and collectively, "Parties"), agree to the following:

A. General Contract Provisions:

1. Parties to the MOU:

- a. The Parties to this MOU are: **The Workplace, Southwest Connecticut Workforce Development Board** (herein referred to as "Workplace"), and **Connecticut Department of Social Services** (herein referred to as "Partner" or "the Partner"), 55 Farmington Avenue, Hartford, CT 06105 (herein referred to as "the Parties").
- b. The parties to this MOU represent the following programs: WIOA Title I - Adult, Youth, Dislocated Worker; Jobs First Employment Services; Community Services Block Grant; SNAP Employment & Training; CT Money Follows the Person; Fatherhood Initiative.

- c. Both Parties agree to have specifically named liaisons at all times. These representatives of the Parties shall be the first contacts regarding any questions or problems that may arise during implementation and operation of the MOU.

- a. In case of notice to DSS, 55 Farmington Ave, Hartford, CT 06105:

For Fiscal Issues:

Nicholas Venditto, CFO,

Division of Financial Services,

(860) 424-5471,

Nicholas.Venditto@ct.gov

For Program Issues:

Tricia Morelli

Program Administration Manager

(860) 424-5519

Tricia.Morelli@ct.gov

- b. In case of notice to Workplace:

Michael Hayden

SVP of Workforce Development

(203) 610-8556

2. **Term:** This MOU is effective for the period July 1, 2023, through June 30, 2025. Pursuant to the aforementioned legislation, this MOU can be extended through the amendment process based on written approval of all partners. See section A.6 Modification/Termination.

3. **Confidentiality of Information:** To safeguard information, the Parties agree:

- a. The Parties agree their employees and agents are required to follow all applicable laws, regulations, policies and separate data sharing agreements, if applicable, as they apply to the confidentiality of information with respect to any use or disclosure of program and/or customer specific information.
- b. Access to program/customer specific information is restricted only to authorized personnel and to agents of the parties, with prior authorization of the data owner.

4. **Severability:** If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.

5. **Equal Opportunity and Access to Services:**

The One-Stop/AJC system provides equal access to all jobseekers. The Parties agree:

- A. The partners in the One-Stop/AJC system are committed to, and shall promote, non-discrimination, equal opportunity, and equal access to services.

- B. The Parties shall implement grievance procedures to ensure enforcement of non-discrimination and equal opportunity provisions within the One-Stop/AJC system.
- C. One-Stop/AJC system services, including materials, technology and facilities, shall be accessible to individuals with barriers to employment, including individuals with disabilities.
- D. Individuals with barriers to employment shall be given priority for individualized services in accordance with WIOA Section 121(c)(2)(A)(iv).
- E. The Parties commit to comply with the Americans with Disability Act Amendment of 2008.
- F. The Parties commit to promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities

6. Settlement of Disputes:

- a. Any Dispute concerning the interpretation or application of this Agreement shall be decided jointly by the Commissioner of DSS and the Adrienne Parkinson, Esq at The Workplace).
- b. Pending resolution of the dispute, both Parties shall proceed diligently with the performance of the Agreement in accordance with the duties outlined herein.

7. Modification/Termination:

- a. This MOU and addendums, if applicable, constitutes the entire agreement between the parties hereto and shall become effective upon its execution by the Parties. This MOU may be modified, altered, revised, by mutual written consent of the Parties through a written amendment signed and dated by the Parties.
- b. Except as otherwise provided in the attached General Terms and Conditions, either party to this MOU may terminate participation in this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other party.

B. Purpose of MOU:

- 1. The purpose of this MOU is to articulate the roles and responsibilities of each Party in the operation of the One-Stop/AJC service delivery system in the State of Connecticut. Each Party is committed to promoting a seamless operation, enhancing access to program services and the long-term employment outcomes for both job seekers and employers.
- 2. This MOU provides a foundation for assuring alignment and coordination of policies and operations across programs, in support of a responsive delivery system that meets Connecticut's workforce development needs and the employment and training needs of all working-aged youth and adults in the state.
- 3. Programs and services shall be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet the customer's needs.

C. Coordination of Service Delivery Activities:

- 1. In order to eliminate duplication of services, the Parties to this MOU agree to coordinate the delivery of services and activities to:
 - a. Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
 - b. Coordinate resources and programs to ensure a streamlined and efficient workforce development system.
 - c. Promote direct access to services through real-time technology.
 - d. Promote information sharing and coordination of activities to improve the performance of the One-Stop/AJC system in part through the use of data access agreements.
 - e. Promote the development and implementation of a more unified system of measuring program performance and accountability.

D. Services available through the One-Stop/AJC System

1. Parties agree to coordinate services in the implementation of a workforce development system that:
 - a. Is committed to a customer-focused comprehensive delivery system.
 - b. Ensures the needs of adults, youth, and dislocated workers, and individuals with barriers to employment, including individuals with disabilities, are addressed through the One-Stop/AJC system.
 - c. Works together to provide opportunities for Connecticut public assistance recipients served by CTDSS programs listed in Section VI.
 - d. Works towards aligning intake, case management and job placement services in an effort to maximize efficiencies and effectiveness.
 - e. Develops collaborative relationships with the network of other agencies and partners in the local/regional area.

2. Access to the following services shall be made available through the One-Stop/AJC system by the responsible party(ies) listed.
 - a. **Career Services** as described in WIOA Sec. 134(c) (2) is available to **Adults, Youth and Dislocated Workers** through the One-Stop/AJC delivery system or through referrals or contracts for services. In Connecticut the primary partners delivering these Career Services are the Connecticut Department of Labor (CTDOL) and the WDB.
 - b. **Training Services**: WDB shall ensure access to training as described in WIOA § 134 (d). Training services may include referral to occupational skills training; referral to on-the-job training and customized training; skill upgrading and retraining; entrepreneurial training; job readiness training; adult education and literacy activities provided in combination with the above listed services; and customized training conducted with a commitment by an employer to employ an individual upon successful completion of training.

E. **Services Available Through DSS:**

1. **Temporary Assistance for Needy Families (TANF)**: The time limited funding for families in need required to participate in the Jobs First Employment Services program (JFES) operated by CTDOL. In addition to the overarching goals for Connecticut's workforce system, the following goals are specific to the TANF and TANF/JFES program:

A. **TANF**

1. Provide assistance to needy families so that children may be cared for in their own homes or the homes of relatives.
2. End the dependence of needy parents on government benefits by promoting job preparation, work and marriage.
3. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.
4. Encourage the formation and maintenance of two-parent families.

B. **JFES**

1. Enable participants, through employment, to become independent from cash assistance by the end of the 21-month time limit established by state law.
2. Enable participants who become independent from cash assistance to remain employed and independent of cash assistance; and
3. Ensure that federally established TANF Work Participation rates are met through employment of participants and engagement of participants in other allowable TANF work activities based on the regional and individual assessments of participants' needs.

C. **TANF/JFES:**

1. The TANF/JFES program is co-administered by CTDSS and CTDOL. TANF/JFES provides assistance to needy families and pregnant women meeting eligibility criteria in all political subdivisions of the state. Assistance for basic needs is provided to needy families through the

Temporary Family Assistance (TFA) component administered by DSS and the JFES program is administered by CTDOL in partnership with the WDB. The ultimate goal of Connecticut's TANF/JFES program is to provide assistance to needy families to enable them to move out of poverty and into self-sufficiency.

2. The TANF/JFES program is a time limited assistance program based on the assumption that welfare should be a temporary program of assistance and it is better to work than to be on welfare. Recipients are encouraged to assume personal responsibility for their economic self-sufficiency. Unless they meet exemption criteria, adults are required to seek and retain employment if it is available. Recipients unable to secure employment without intervention from the state shall receive services, including education and training that shall assist them in becoming employed. Applicants must attend the initial employment services assessment intake session for further employment assessment/plan development before TFA benefits are granted.

3. Following are the array of available Work-Related Activities for TANF recipients:

- a. Unsubsidized Employment.
- b. Subsidized Private Sector Employment.
- c. Subsidized Public Sector Employment.
- d. On-the-Job Training.
- e. Job Search and Job Readiness Assistance.
- f. Work Experience.
- g. Community Service Programs.
- h. Vocational Educational Training Not to Exceed 12 Months.
- i. Child Care for an Individual Participating in a Community Service Program.
- j. Job Skills Training Directly Related to Employment.
- k. Education Directly Related to Employment; and
- l. Satisfactory Attendance at Secondary School or in a GED program.

2. **Supplemental Nutritional Assistance Program (SNAP):** Supplemental Nutritional Assistance Program (SNAP), commonly known as Food Stamps, includes an employment component. The SNAP Employment and Training (SNAP E&T) program's primary goal is to assist SNAP E&T participants with work-related activities that shall lead to paid employment. SNAP E&T is a voluntary, skills-based program with a focus on vocational training. Successful students gain skills needed to find employment or improve employment in the current job market. The resulting outcome is increased self-sufficiency and decreased dependence on public assistance.

3. **Connecticut's Money Follows the Person (MFP) Program:** Connecticut's Money Follows the Person (MFP) program offers transitional supports to Medicaid participants who have been institutionalized at least 3 months and who choose to return to the community. MFP supports and services aim to increase the participant's independence—leading to participation in community and employment. Currently supports and services are funded by a grant from the Centers for Medicare and Medicaid Services. Connecticut plans to sustain MFP supports and services through the Medicaid program after the grant period ends. MFP is administered by CTDSS and is operated in coordination with the Department of Mental Health and Additional Services, Department of Housing, State Department of Aging, Department of Public Health, CTDOL and the Office of Policy and Management.

- a. Supports and services offered under MFP include, but are not limited to the following:
 1. Case management.
 2. Personal care assistance.
 3. Health coach.
 4. Home health services.
 5. Independent living skills.
 6. Supported employment.
 7. Transportation.
 8. Work experience.
 9. Job readiness.

10. Housing.
 11. Tenancy supports; and
 12. Temporary cash assistance.
4. **Connecticut Energy Assistance Program:** CTDSS works with the Connecticut designated community action agencies to provide eligible households with winter heating assistance for heating sources such as oil, natural gas, electricity, propane, kerosene, coal and wood. Homeowners and renters may apply.
 5. **Community Service Block Grant (CSBG):** Community Services Block Grants (CSBG) are held regionally by the entities identified in the regional/local Addendum to this MOU. DSS administers the CSBG federal block grant with assistance from the Connecticut community action agency network. The purpose of CSBG is the reduction of poverty, revitalization of low-income communities, and empowerment of low-income families and individuals to become fully self-sufficient. CSBG can provide an array of services - employment work supports, child and family development, community empowerment, independent living.
 6. **Office of Child Support Services and Fatherhood Initiative:** CTDSS administers the statewide child support program. The goals of the child support programs are to assist families in reaching independence through increased financial and medical support, establish paternity for children born out of wedlock, and connect non-custodial parents with the Fatherhood Initiative. Connecticut's Fatherhood Initiative is a statewide program led by CTDSS that focuses on changing the systems that can improve fathers' ability to be fully and positively involved in the lives of their children. The program's objectives are as follows:
 1. Promote public education concerning the financial and emotional responsibilities of fatherhood.
 2. Assist men in preparing for the legal, financial and emotional responsibilities of fatherhood.
 3. Promote the establishment of paternity at childbirth.
 4. Encourage fathers, regardless of marital status, to foster their emotional connection to and financial support of their children.
 5. Establish support mechanisms for fathers in their relationship with their children, regardless of their marital or financial status; and
 6. Integrate state and local services available for families.

F. Referral Arrangements

In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

- A. Each party shall have information and receive training about the services of all partner agencies within the One-Stop/AJC.
- B. Customers accessing services through the One-Stop/AJC shall receive assistance in determining which of the partner agencies may have services the customer needs.
- C. When one of the partner agencies learns that a customer could benefit from the services of another of the partner agencies, that agency shall provide to the customer a referral to the other agency.
- D. Referrals to JFES come directly from the regional DSS offices to the regional JFES service providers through the shared online case management system.
- E. Referrals from/to the DSS programs listed in Section E shall be made in accordance with the regional/local addendum to this MOU.
- F. The Parties shall ensure that staff makes appropriate referrals depending on each customer's individual needs, eligibility requirements, and other support services. Referrals shall be made to partners/outside agencies based on intake and assessment and a determination of appropriateness.

G. Cost Allocation and Resource Sharing Methodology

DSS agrees to fund infrastructure costs based on the proportionate share of use by DSS and/or its contracted provider staff consistent with each program's Federal authorizing statute(s) and agreements and other applicable legal requirements, including Federal cost principals that require costs that are allowable, reasonable, necessary and allocable as outlined in TEGL 17-16, and any other federal guidance pertaining to cost allocation and resource sharing.

The parties hereby outline their agreement to share infrastructure costs for space located at:

<u>Bridgewater</u> 2 Lafayette Square, Bridgeport, CT 06604	<u>Stamford</u> 141 Franklin Street, 2nd Fl., Stamford, CT 06901
<u>Derby</u> 101 Elizabeth Street, Derby, CT 06418	<u>Ansonia</u> 4 Fourth Street, Ansonia, CT 06401

1. The Partner's contribution is based on the per square footage costs by percentage of use of the area (cubicle or training rooms) that is occupied in the corresponding AJC. The infrastructure cost allocation base is per square footage in all 4 AJC's.
2. As specified in federal law, the infrastructure costs budget (1) should not include personnel costs, as defined in 2 CFR 200.430 - 200.431 of the Uniform Guidance; and (2) should include costs that support the general operation of the One-Stop (WIOA sec. 121(h)(4) and 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a)) – e.g., rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities), and technology to facilitate access to the One-Stop, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94.
3. The Workplace IFA Budget Summary is detailed in Attachment A.
4. The parties agree that this section of the MOU represents the cost contributions of the WIOA required partner programs administered by CTDSS.
5. No later than May 1 of each year, the Budget and allocation base shall be reviewed, and Partner contributions updated based on actual costs in the AJC at the time of the review projected as of July 1 for the coming program year.

H. Signatures:

For the Connecticut State Department of Social Services

Andrea Barton Reeves, Commissioner

Date

For the Workforce Development Board:


Joseph M. Carbone, President & CEO

2/20/24
Date


Nicole Russo, Board Chair

2/20/24
Date


Joseph P. Ganino, Chief Elected Official Council

3/1/24
Date

Attachment A

Infrastructure Cost Agreement
 Schedule of Partners/Services
 For the period 7/1/2023 -
 6/30/24

Total AIC Square Feet	
Per Sq/Ft cost Total	

Frequency Space Used

	Bridgport Office	Derby Office	Ansonia Office	Stamford Office
	10,710	2,143	1,352	1,296
	\$28.00	\$90.02	\$24.88	\$38.11
Dept of Labor				
Dept of Labor		\$ 672.38		
Dept of Labor		\$ 864.48		\$ 683.42
Dept of Labor				\$ 1,830.60
RESA	\$ 452.89			
RESB				\$ 78.88
BRS				
BRS	\$ 352.99		\$ 2,488.30	
BRS				
Job Corp				
Job Corp	\$ 3,529.89			
	\$ 4,084.16			\$ 841.72
Stamford Community Action				
Dept of Social Services				
Youth Build				
Carl Perkins				
Native American Programs				
HUD				
Second Chance				
Title V SCSEP				
State of CT Dept of Education				

Above costs do not include telephone or internet service if required.

2 days p/wk
 1 day p/wk
 2 days p/wk
 1 day p/wk
 1 day p/wk
 1/2 days p/wk
 1/2 days p/wk
 1 day p/wk
 1/2-day p/wk
 1 day p/wk
 5 days per week
 5 days per week
 Located in Stamford area - not participating
 TANF Funds leveraged \$1,485,149
 In Kind National Grantee
 In Kind Community Colleges
 Not located in the area - not participating
 No local funds available
 In Kind National Grantee
 In Kind SCSEP participant staffing in AIC offices \$10,564
 Funding at approximately \$13,000

Cubicle 7x8
 Classroom 12'x12'
 Cubicle 7x8
 Classroom 15'x20'
 Cubicle 7x9
 Cubicle 7x8
 Cubicle 7x9
 Office 10'x10'
 Cubicle 7x8
 Cubicle 7x8 x 2
 Classroom 12'x12'

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE WORKPLACE, SOUTHWEST CT WORKFORCE DEVELOPMENT BOARD
AND THE
CONNECTICUT DEPARTMENT OF LABOR**

In accordance with Title I, Section 121 (c) of the Workforce Innovation and Opportunity Act the local board, with the agreement of the chief elected officials, *shall develop and enter into a memorandum of understanding (between the local board and the one-stop partners) concerning the operation of the one-stop delivery system in five regional areas.*

Statutory Authority: The Connecticut Department of Labor (CTDOL) (herein referred to as "CTDOL" or "the Partner") is authorized to enter into this Memorandum of Understanding (MOU) pursuant to Sections 4-5 and 4-8 of the Connecticut General Statutes. [The Workforce Board is authorized to enter into this Agreement pursuant to the Workforce Innovation and Opportunity Act, P.L. 113-128 (WIOA).]

Pursuant to the above, this MOU shall contain provisions describing the following:

- a. The services to be provided through the One-Stop/American Job Center (AJC) delivery system, including the manner in which the services will be coordinated and delivered through such system;
- b. How the costs of such services and the operating costs of such system will be apportioned; and
- c. The methods of referral of individuals between the One-Stop/AJC and CTDOL for appropriate services and activities.

This MOU will serve as a framework of agreed upon terms. Specific local/regional program operation, the referral processes and business service delivery may vary depending on the local/regional area and shall be specified as addendums to this MOU when applicable.

I. Purpose of MOU

The purpose of this MOU is to articulate the roles and responsibilities of each Party in the creation of a seamless customer-focused service delivery network that integrates service delivery across programs, enhances access to services and improves long-term employment outcomes for individuals receiving assistance.

This MOU provides a foundation for ensuring alignment and coordination of policies and operations across programs, supporting a responsive service delivery system, and enhancing access to program services that meet the workforce development needs of adults and lead to long-term employment outcomes.

Programs and services will be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet the customer's needs.

II. Parties to the MOU

This MOU is between the following Workforce Development Boards (herein referred to as "WDB"):

- Capital Workforce Partners, One Union Place, Hartford, Connecticut
- Workforce Alliance, 560 Ella T. Grasso Blvd., New Haven, Connecticut
- The WorkPlace, 1000 Lafayette Blvd., Bridgeport, Connecticut
- Northwest Regional Workforce Investment Board, 249 Thomaston Avenue, Waterbury, Connecticut
- Eastern Connecticut Workforce Investment Board, 108 New Park Avenue, Franklin, Connecticut

and CTDOL, 200 Folly Brook Boulevard, Wethersfield, Connecticut (herein collectively referred to as "the Parties").

The parties to this MOU represent the following programs: WIOA Title III Wagner-Peyser Act Employment; WIOA Title I – Adult, Youth, Dislocated Worker; Trade Adjustment Assistance; Veterans' Employment and Training Service; Migrant and Seasonal Farmworkers; Unemployment Insurance; Jobs First Employment Services, and Apprenticeship; YouthBuild; and Title V Older Americans Act.

III. Duration of Agreement

This MOU is effective for the period July 1, 2022 through June 30, 2025. Pursuant to the aforementioned legislation, this MOU can be extended through the amendment process based on written approval of all partners. See section, Modification/Termination.

IV. Coordination Service Delivery Activities

In order to eliminate duplication of services, the parties to this MOU agree to coordinate the delivery of services and activities to:

- A. Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
- B. Coordinate resources and programs to ensure a streamlined and efficient workforce development system.
- C. Promote direct access to services through real-time technology.
- D. Promote information sharing and coordination of activities to improve the performance of the One-Stop/AJC system in part through the use of data access agreements.
- E. Promote the development and implementation of a more unified system of measuring program performance and accountability.

V. Services available through the One-Stop/AJC System

Parties agree to coordinate services in the implementation of a workforce development system that:

- A. Is committed to a customer-focused comprehensive delivery system.
- B. Ensures the needs of adults, youth, and dislocated workers, and individuals with barriers to employment, including individuals with disabilities, are addressed through the One-Stop/AJC system.
- C. Works towards aligning intake, case management and job placement services in an effort to maximize efficiencies and effectiveness.
- D. Develops collaborative relationships with the network of other agencies and partners in the local/regional area.

Access to the following services will be made available through the One-Stop/AJC system by the responsible party(ies) listed.

Career Services as described in WIOA Sec. 134(c) (2) is available to **Adults, Youth and Dislocated Workers** through the One-Stop/AJC delivery system or through referrals or contracts for services.

CAREER SERVICES	Responsible Party
Outreach, intake and orientation to the services available through the One-Stop delivery system	CTDOL & WDB
Initial assessment of skill levels (including literacy, numeracy and English language proficiency), aptitudes, abilities (and skill gaps), and supportive service needs	CTDOL & WDB

Job search and placement assistance and career counseling, including the provision of information on in demand industry sectors and occupations; and the provision of information on non-traditional employment	CTDOL & WDB
Provision of referrals to and coordination of activities with other programs and services, including programs and services within the One-Stop delivery system, and in appropriate cases, other workforce development programs.	CTDOL & WDB
Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including job vacancy listings in such labor market areas; information on job skills necessary to obtain the jobs described in the job vacancy listings; and information relating to local occupations in demand and the earnings, skills requirements and opportunities for advancement for such occupations.	CTDOL & WDB
Provision of program performance and cost information on eligible providers of training services.	CTDOL & WDB
Information on the performance of the local area and the One-Stop delivery system in a format that is usable and understandable to One-Stop/AJC customers	CTDOL & WDB
Information on the availability of, and referral to, supportive services in the local area, including childcare & transportation, and referral to such services needed in a format that is usable by and understandable to One-Stop/AJC customers	CTDOL & WDB
Assistance in establishing eligibility for programs of financial aid assistance for other training and education programs available in local area	CTDOL & WDB
Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers	CTDOL & WDB
Development of an individual employment plan, to identify the employment goals and career pathways to attain career objectives	CTDOL & WDB
Group counseling	CTDOL & WDB
Individual Counseling	CTDOL & WDB
Career planning	CTDOL & WDB
Short term pre-vocational services	CTDOL & WDB
Workforce preparation activities	CTDOL & WDB
Determine Adult eligibility to receive assistance under Title I of WIOA	WDB
Determine Dislocated Worker eligibility to receive assistance under Title I of WIOA	CTDOL & WDB
Follow-up services (including workplace counseling) for 12 months for individuals participating in Title I funded activities who are placed unsubsidized employment	WDB
Referral to Financial literacy services	CTDOL & WDB
Internships and work experience	WDB
Out-of-area job search assistance and relocation assistance	CTDOL & WDB
English language acquisition	WDB

Training Services: WDB will ensure access to training as described in WIOA § 134 (d) for Adults and Dislocated Workers and may include the following:

TRAINING SERVICES	Responsible Party
Occupational skills training, including training for non-traditional employment	WDB
Subsidized employment	WDB
On-the-job training	WDB
Incumbent Worker Training in accordance with subsection (d)(4)	WDB
Programs that combine workplace training with related instruction, which may include cooperative education programs	WDB
Training programs operated by the private sector	WDB

Skill upgrading and retraining	WDB
Entrepreneurial training	WDB
Transitional jobs in accordance with sub-section (d)(5)	WDB
Job readiness training provided in combination with services described in any of clauses (i) through (viii)	WDB
Adult Education and Literacy activities including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with any of the above training services except transitional jobs and job readiness training	WDB
Customized training conducted with a commitment by an employer or employer group to employ an individual upon successful completion of the training	WDB

Reemployment Services as described in 20 CFR §617.21 – **Trade Adjustment Assistance (TAA) for Workers.** The following services will be coordinated with WDB as needed:

REEMPLOYMENT SERVICES	Responsible Party
Co-enrollment -WIOA; TAA Final Rule 20 CFR 618.325(a)(1): A State must co-enroll trade-affected workers who are eligible for WIOA's dislocated worker program; CTHires case management system to allow for appropriate CTDOL staff to enroll workers in WIOA, with the ability to complete the program application, enter activities, view documents and enter case notes. Likewise, appropriate WIOA staff can view the TAA application, activities, documents, and case notes	CTDOL & WDB
Employment registration. To ensure, so far as practical, that individuals are placed in jobs which utilize their highest skills and that applicants qualified for job openings are appropriately referred, applications for registration shall be taken on adversely affected workers who apply for reemployment services.	CTDOL
Employment counseling. When local job opportunities are not readily available, counseling shall be used to assist individuals to gain a better understanding of themselves in relation to the labor market so that they can more realistically choose or change an occupation or make a suitable job adjustment	CTDOL
Vocational testing. Testing shall be used to determine which individual skills or potentials can be developed by appropriate training.	CTDOL
Job search allowances. The individual, if eligible, shall be provided job search allowances to defray the cost of seeking employment outside of the commuting area.	CTDOL
Relocation allowances. The individual, if eligible, shall be provided relocation allowances to defray the cost of moving to a new job outside of the commuting area.	CTDOL
Job Development. A State agency shall develop jobs for individuals by soliciting job interviews from public or private employers and shall work with potential employers to customize or restructure particular jobs to meet individual needs.	CTDOL
Supportive services. Supportive services shall be provided so individuals can obtain or retain employment or participate in employment and training programs leading to eventual placement in permanent employment. Such services may include work orientation, basic education, communication skills, childcare, and any other services necessary to prepare an individual for full employment in accordance with the individual's capabilities and employment opportunities.	CTDOL & WDB
Self-directed job search. Self-directed job search programs shall be initiated to assist individuals in developing skills and techniques for finding a job.	CTDOL & WDB

Training Services as described in 20 CFR §617.21 – Trade Adjustment Assistance (TAA) for Workers. The following services will be coordinated with WDB as needed:

TRAINING SERVICES	Responsible Party
On-the-job training (OJT): OJT is training, in the public or private sector, and may be provided to an individual who meets the conditions for approval of training, and who has been hired by the employer, while the individual is engaged in productive work which provides knowledge or skills essential to the full and adequate performance of the job.	CTDOL
Classroom training: This training activity is any training of the type normally conducted in a classroom setting, including vocational education, and may be provided to individuals when the conditions for approval of training are met, to impart technical skills and information required to perform a specific job or group of jobs. This can also include online training.	CTDOL
Remedial Education: Training designed to enhance the employability of individuals by upgrading basic skills, through the provision of courses such as remedial education or English-as-a-second language, shall be considered as remedial education approvable if the criteria for approval of training are met.	CTDOL

Unemployment Insurance Services for prospective and current claimants. The following services will be coordinated with WDB as needed:

UNEMPLOYMENT INSURANCE SERVICES	Responsible Party
Implementation of the provisions of the Workforce Innovation and Opportunity Act (WIOA) related to UI programs.	CTDOL
Referring UI claimants for training, education resources and all other programs provided by DOL Employment Services and partner staff. Therefore, increasing reemployment of UI claimants and providing employers with skilled workers matching the labor market needs.	CTDOL
Expose claimants to other UI programs offered by DOL. These include Short-Term Compensation/Shared Work, military and federal civilian programs to veterans, Reemployment Eligibility Assistance, Rapid Responses, etc.	CTDOL
Under State and federal law, CTDOL is the agency responsible for administering the UI program and related services in the State of Connecticut. UI Assistance is accessible virtually through the Consumer Contact Center (CCC) via dedicated computers in the comprehensive American Job Center (Bridgeport).	CTDOL

UI Reemployment Services and Eligibility Assessments (RESEA)-Serving UI claimants as described in Unemployment Insurance Program Letters 10-22. The following services will be coordinated with WDB as needed:

REEMPLOYMENT SERVICES & ELIGIBILITY ASSESSMENT	Responsible Party
Unemployment Insurance (UI) eligibility assessment; work search efforts reviews, job search skills assessments, referral to reemployment service (s) referral to adjudications, as appropriate, if an issue or potential issue is identified.	CTDOL
Requirement for the claimant to participate in program requirements	CTDOL
The provision of labor market and career information that addresses the claimant's specific needs.	CTDOL
Orientation to AJC services	CTDOL

Development or revision of an individual reemployment plan that includes work search activities, accessing services provided through an AJC or using self- service tools, and/or approved training to which the claimant acknowledges agreement.	CTDOL
Referral to at least one reemployment service and/or referral to training if appropriate to the individual's needs.	CTDOL

Labor Exchange Services (90%) as described in the **Wagner-Peyser Act** of 1933, as amended by WIOA is available to job seekers through the One-Stop/AJC delivery system. The following services will be coordinated with WDB as needed:

LABOR EXCHANGE SERVICES (90% Funds)	Responsible Party
Career Counseling	CTDOL
Testing	CTDOL
Occupational and Labor Market Information	CTDOL
Assessment	CTDOL
Referral to employers	CTDOL
Recruitment services and special technical services for employers	CTDOL
Evaluation of programs	CTDOL
Develop linkages between services funded under this Act and related Federal or State legislation, including the provision of labor exchange services at educational sites.	CTDOL
Provide services for workers who have received notice of permanent layoff or impending layoff, or workers in occupations which are experiencing limited demand due to technological change, impact of imports, or plant closures.	CTDOL
Develop and provide labor market and occupational information	CTDOL
Administer the work test for the State unemployment compensation system including making eligibility assessments and providing job finding and placement services for unemployment insurance claimants.	CTDOL
Provide unemployment insurance claimants with referrals to, and application assistance for, training and education resources and programs, including Federal Pell Grants under subpart 1 of part A of title IV of the Higher Education Act of 1965 (20 U.S.C. 1070a et seq.), educational assistance under chapter 30 of title 38, United States Code (commonly referred to as the Montgomery GI Bill), and chapter 33 of that title (Post- 9/11 Veterans Educational Assistance), student assistance under title IV of the Higher Education Act of 1965 (20 U.S.C 1070 et. Seq.), State student higher education assistance, and training and education programs provided under titles I and II of the WIOA, and title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.).	CTDOL
Develop a management information system and compile and analyze reports in coordination with WDB where allowable.	CTDOL & WDB

Labor Exchange Services (10%) as described in the **Wagner-Peyser Act** of 1933, as amended by WIOA is available to job seekers through the One-Stop/AJC delivery system. The following services will be coordinated with WDB as needed:

LABOR EXCHANGE SERVICES (10% Funds)	Responsible Party
Performance incentives for public employment service offices and programs, consistent with the performance accountability measures that are based on indicators described in section 116 (b)(2)(A)(i) of the WIOA	CTDOL
Service for groups with special needs, carried out pursuant to joint agreements between the employment service offices and the appropriate local workforce	CTDOL

development board and chief elected official or officials or other public agencies or private nonprofit organizations.	
The extra cost of exemplary models for delivering services of the types described under labor exchange services (90%) and models for enhancing professional development and career advancement opportunities of State agency staff, as described in section 3(c)(4)	CTDOL

VI. Employment Related Workshops

The Parties agree to work together to ensure the delivery of relevant employment related workshops, eliminate unnecessary content duplication, increase efficiency and reduce any perceived confusion among customers. Each local/regional area will determine which Party will be responsible for workshop delivery based on needs, location, and resources (human and fiscal). The workshops currently offered are outlined in Attachment B.

VII. Referral Arrangements

In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

- A. Each party will have information and receive training about the services of all partner agencies within the One-Stop/AJC.
- B. Customers accessing services through the One-Stop/AJC will receive assistance in determining which of the partner agencies may have services the customer needs.
- C. When one of the partner agencies learns that a customer could benefit from the services of another of the partner agencies, that agency will provide to the customer a referral to the other agency.
- D. The Parties will ensure that staff makes appropriate referrals depending on each customer's individual needs, eligibility requirements, and other support services. Referrals will be made to partners/outside agencies based on intake and assessment and a determination of appropriateness.

VIII. Employer Services

All employers in the workforce development area will receive consistent, quality services through One-Stop/AJC staff. Parties will work together to ensure coordination of employer services, recruitment activities, applicant screenings and marketing of job opportunities. Employers will be strongly encouraged to conduct recruitments at the One-Stop/AJC facilities (in-person or virtual). Any WIOA and JFES funded staff working with employers must post job openings in the state job bank. Federal and state contractors who are required to post jobs in the state job bank will be advised of their legal obligations.

Recruitment and other business services on behalf of employers, including small employers, under the **Wagner-Peyser Act of 1933**, as amended by WIOA and under a variety of State laws. These services shall include the following:

RECRUITMENT AND OTHER BUSINESS SERVICES	Responsible Party
Business needs assessments	CTDOL
Referral to available funding for employment and training programs	CTDOL
All job postings identified by CTDOL or WIOA or JFES funded partner staff must be entered into CTHIRES	CTDOL
All CTDOL and WIOA and JFES funded partner staff must enter business services and activities into CTHIRES	CTDOL
Information on training programs	CTDOL
Information on apprenticeships	CTDOL
Skills Assessment	CTDOL

Screened referrals	CTDOL
Referral to employer hiring incentive programs and downsizing programs (WOTC, WtW tax credits, bonding, Shared Work, Step Up)	CTDOL
Access to state job bank	CTDOL
Provision of labor law information	CTDOL
Provision of UI information	CTDOL
Provision of Labor Market Information	CTDOL
Development of job descriptions	CTDOL

Business Services as described in WIOA Sec. 134(d)(1)(ix) for **Adults and Dislocated Workers** may include the following:

BUSINESS SERVICES	Responsible Party
Develop and implement industry sector strategies (including strategies involving industry partnerships, regional skills alliances, industry skill panels, and sectoral skills partnerships)	CTDOL & WDB
Develop and deliver innovative workforce investment services and strategies for area employers, which may include career pathways, skills upgrading, skill standard development and certification for recognized post-secondary credential or other employer use, apprenticeship, and other effective initiatives for meeting the workforce investment needs of area employers and workers.	CTDOL & WDB
Assistance to area employers in managing reduction in force in coordination with rapid response activities provided under subsection (a)(2)(A) and with strategies for the aversion of layoffs, which strategies may include early identification of firms at risk of layoffs, use and feasibility studies to assess the needs of options for at-risk firms, and the delivery of employment and training activities to address risk factors.	CTDOL & WDB
Coordinate marketing of business and worker services offered under this title to area employers	CTDOL & WDB
Coordinate marketing of apprenticeship training	CTDOL & WDB

IX. Cost Allocation and Resource Sharing Methodology

The parties have engaged in the following process:

1. Identified one-stop operating costs, including infrastructure costs and additional costs.
2. Developed the one-stop operating budget that includes an infrastructure costs budget and additional costs budget.
3. Developed the cost allocation methodology, including the identification of costs pools and allocation bases.
4. Determined estimated partner contributions.
5. Prepared and agreed to the IFA.
6. Allocated actual costs by each partner-s proportionate use and relative benefit received.
7. Conducted a periodic reconciliation.
8. Modified infrastructure costs budget and/or cost allocation methodology, as appropriate.
9. Evaluated the existing process and prepared for the following program year.

Accordingly, CTDOL agrees to fund infrastructure costs based on the proportionate share of use by CTDOL and/or its contracted provider staff consistent with each program's Federal authorizing statute(s) and agreements and other applicable legal requirements, including Federal cost principals that require costs that are allowable, reasonable, necessary and allocable as outlined in TEGL 17-16, and any other federal guidance pertaining to cost allocation and resource sharing.

The parties hereby outline their agreement to share infrastructure costs for space located at:

<u>Bridgeport</u> 2 Lafayette Square, Bridgeport, CT 06604		
<u>*Services at the affiliate locations will be delivered on an as needed basis.</u>		
<u>*Ansonia</u> 4 Fourth Street Ansonia, CT 06401	<u>*Derby</u> 101 Elizabeth Street, Derby, CT 06418	<u>*Stamford</u> 141 Franklin Street, 2nd Fl., Stamford, CT 06901

- A. CTDOL's contribution is based on the per square footage costs by percentage of use of the area (cubicle or training room) that is occupied in the corresponding AJC. The infrastructure cost allocation base is per square footage in all SW AJC's.
- B. As specified in federal law, the infrastructure costs budget (1) should not include personnel costs, as defined in 2 CFR 200.430 - 200.431 of the Uniform Guidance; and (2) should include costs that support the general operation of the One-Stop (WIOA sec. 121(h)(4) and 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a)) – e.g. rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the One-Stop, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94.
- C. The WorkPlace IFA Budget Summary is detailed in Attachment A.
- D. The parties agree that this section of the MOU represents the cost contributions of the WIOA required partner programs administered by CTDOL.
- E. The IFA and corresponding attachments will be reviewed on an annual basis. No later than May 1 of each year, the Budget and allocation sheets will be reviewed, and Partner contributions updated based on actual costs in the AJC at the time of the review projected as of July 1 for the coming program year. This will allow the WorkPlace to identify IFA costs for AJC and Affiliate offices to all required partners for billing. The WorkPlace and CTDOL will independently invoice each other for costs incurred in each of the applicable locations. Any changes in scope or services to the IFA will be adjusted quarterly or at least by the end of the fiscal year with an approved IFA revision. Either party may initiate a review at any time prior to the mandatory renewal date upon written notice to the other parties in order to negotiate financial arrangements and update the funding of services and operating costs of the one-stop delivery system, or other necessary updates. The parties shall promptly engage in good-faith negotiations upon receipt of any notice requesting review of this MOU.

X. Southwest Cost Allocation Summary Sheet

CTDOL will submit quarterly invoices to the WorkPlace via email by the 45th day after the end of each quarter. Costs included on the invoice will be associated with the Space and Cost Analysis for AJC and Affiliate office occupancy and operational expenses. The Space and Cost Analysis for purposes of this section is attached hereto as Attachment C. Any changes to this document will be adjusted on a prospective basis to be effective in a future quarter or next fiscal year, with an approved IFA revision. The WorkPlace will submit quarterly invoices to CTDOL via email by the 45th day after the end of each quarter. Costs included on the invoice will be associated with the Board's Attachment A related to AJC and Affiliate office occupancy and operational expenses. Any changes to this document will be adjusted on a prospective basis to be effective in a future quarter or next fiscal year, with an approved IFA revision. This document will also be reviewed on a yearly basis.

XI. State General Terms and Conditions

The Parties agree to comply with general requirements, terms, and conditions as established by the State of Connecticut, attached and incorporated herein as Attachment D.

XII. Data Sharing and Reporting

The WorkPlace and CTDOL have implemented a separate MOU for the purposes of data sharing. To the extent possible, The WorkPlace and the One-Stop Operator will utilize CTHires and other shared data management systems to collect data and information for system-wide reporting, so as to limit the data collection and reporting burden placed on partner staff. Additionally, all WIOA and JFES funded Board and Board contractor staff must enter business services and program activity into CTHires. Requirements pertaining to use of the CTHires system are provided in a separate MOU between The WorkPlace and CTDOL.

XIII. Confidentiality of Information

To safeguard information, the Parties agree:

- A. Their employees and agents are required to follow all applicable laws, regulations, policies and separate data sharing agreements, if applicable, as they apply to confidentiality of information with respect to any use or disclosure of program and/or customer specific information.
- B. Access to program/customer specific information is restricted only to authorized personnel and to agents of the parties, with prior authorization of the data owner.

XIV. Equal Opportunity and Access to Services

The One-Stop/AJC system provides equal access to all jobseekers. The Parties agree:

- A. The partners in the One-Stop/AJC system are committed to, and will promote, non-discrimination, equal opportunity and equal access to services.
- B. The Parties will implement grievance procedures to ensure enforcement of non-discrimination and equal opportunity provisions within the One-Stop/AJC system.
- C. One-Stop/AJC system services, including materials, technology and facilities, will be accessible to individuals with barriers to employment, including individuals with disabilities.
- D. Individuals with barriers to employment will be given priority for individualized services in accordance with WIOA Section 121(c)(2)(A)(iv).
- E. The Parties commit to comply with the Americans with Disability Act Amendment of 2008.
- F. The Parties commit to promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

XV. Severability

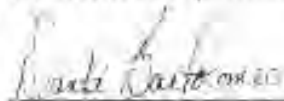
If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.

XVI. Modification/Termination

- A. This MOU and addendums, if applicable, constitutes the entire agreement between the parties hereto and will become effective upon its execution by the Parties. This MOU may be modified, altered, revised, by mutual written consent of the Parties through a written amendment signed and dated by the Parties. Submission of a revised MOU does not necessarily require a modification to the local plan.
- B. Revisions to this Agreement's objectives, services, or plan must be approved in writing by the Parties. A formal amendment, in writing, shall not be effective until executed by all parties to the Agreement, and shall be required for extensions to the final date of the Agreement period and any other revision determined material by the Parties.
- C. Either party to this MOU may terminate participation in this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other party.

XVII. Signatures

For the Connecticut Department of Labor:

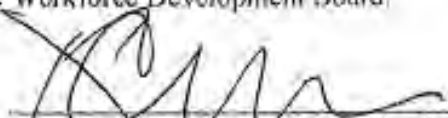


 Dante Bartolomeo, Commissioner of Labor

3/27/23

 Date

For the Workforce Development Board:



 Joseph M. Carbone, President & CEO

12/20/22


 Date



 Leon Bailey, Board Chair

02.24.2023

 Date



 Joseph P. Ganim, Chief Elected Official Council

12/20/22

 Date

ATTACHMENT B

This attachment identifies WIOA Title III Wagner-Peyser Act Employment and WIOA Title I – Adult, Youth, Dislocated Worker services and terms in addition to those enumerated in the body of the Memorandum of Understanding (MOU) between The WorkPlace and the Connecticut Department of Labor.

I. Comprehensive Site Services

The Parties agree that CTDOL will provide the following services and terms in the comprehensive site in Bridgeport only.

A. Staffing

CTDOL agrees to provide staff to perform the following services:

1. one (1) FTE to the front desk in Bridgeport, providing information and referrals to supportive services including AJC partner programs.
2. one (1) FTE to provide support services in the Bridgeport Career Center.

Note: the AJC Operator will dedicate one (1) FTE to the front desk in Bridgeport, Ansonia, Derby and Stamford as well as one (1) FTE to the Bridgeport Career Center.

B. Career Services

CTDOL agrees to provide the following Career Services:

1. In coordination with WIOA partner staff, certification of Dislocated Workers for the SW Region (AP 15-05, Dec. 15, 2015; Rapid Response/Dislocated Worker Certification policy 10-17);
2. Labor exchange services; job search assistance, resume assistance, workshop presentation, career counseling, assessment (ETA, USDOL resources/tools, Myers-Briggs, COP System, SDS), development of an employability plan for Wagner - Peyser/ TAA selected applicants and career planning where appropriate.
3. Assist in greeting of customers upon entry in gaining appropriate services-staff at reception desk.
4. Co-enrollment of TAA participants in WIOA (TAA Final Rule 20 CFR 618.325(a)(1));

C. Workshops

CTDOL will deliver three (4) core workshops virtually through Zoom Webinar: Fundamentals of Résumé Writing, Successful Job Search Strategies, LinkedIn and Interviewing Strategies and Techniques . CTDOL will provide each of the core workshops at least once per month.

Based on availability of resources and demand, CTDOL may offer additional workshops such as:

ATTACHMENT B

- 10 Things Every Jobseeker Should Know
- Where are all the jobs? (Labor Market Information)
- New Beginnings, Job Search Strategies for ex-offenders
- Over 50 and looking for work.

CTDOL will collaborate with partner staff to identify other employment related workshop/ seminar topics which would assist customers with their employment and training needs.

D. Business Services

With regards to Business Services, CTDOL agrees to the following:

1. Participation in SW Business Services Team
2. Provide coordination of recruitment events virtual and onsite, provide office space (Bridgeport AJC) to business customers for onsite recruitment, interviewing & testing, will coordinate and communicate recruitment events with AJC partners for satellite locations (Ansonia, Bridgeport, Derby, Stamford).
3. AJC Operator WIOA and JFES staff will refer employers seeking to recruit in Bridgeport AJC to CTDOL, BSU to coordinate and will communicate recruitments scheduled in Derby, Stamford locations to CTDOL, BSU.

II. Affiliate Site Services

The Parties agree that CTDOL will provide the following services and terms in the affiliate AJC located in Ansonia, Derby and Stamford.

A. Veteran Services

Veterans staff will provide services on a scheduled as needed basis at each affiliate AJC.

B. Reemployment Services / Workshops

CT Department of Labor facilitates (virtually) 4 core workshops (Resume, Job Search Strategies and Techniques, Interviewing Strategies and Techniques and LinkedIn); provides virtual reemployment services including resume critique, job search assistance and career counseling; onsite service requests will be scheduled as needed at affiliate offices (Derby and Stamford) scheduling will be coordinated with our AJC partners.

Infrastructure Cost Agreement
Schedule of Partners/Services
For the period 7/2022 - 6/2023

Attachment A

Total AUC Square Feet Per Sq/Ft cost Total		Frequency	Space Used	Bridgeport Office	Derby Office	Ansonia Office	Stamford Office
Dept of Labor	1 day p/wk	Cubicle 7'x8'	\$ 50,710	2,145	1,350		2,200
Dept of Labor	1 day p/wk	Cubicle 7'x8'	\$ 28,02	\$90.02	\$34.88		\$30.51
BESS	1 day p/wk	Cubicle 7'x9'	\$ 353.05	336.19			341.71
BESS	1/2 days p/wk	Cubicle 7'x8'					170.82
BRS	1 day p/wk	Cubicle 7'x9'	\$ 253.05		248.80		
BRS	1/2 day p/wk	Office 10'x10'					
BRS	1 day p/wk	Cubicle 7'x8'					341.64
Job Corp	5 days per week	Cubicle 7'x8' x 2	\$ 529.89				
Job Corp	5 days per week	Classroom 12'x12'	\$ 4,034.16				
Stamford Community Action Dept of Social Services	Located in Stamford area - not participating TANF Funds leveraged \$1,402,182.00						
YouthBuild	In Kind National Grantee						
Carl Perkins	In Kind Community Colleges						
Native American Programs	Not located in the area - not participating						
HUD	No local funds available						
Second Chance	Not located in the area - not participating						
Title V SCSEP	In Kind SCSEP participant staffing in AUC offices \$10,504						
State of CT Dept of Education	Funding at approximately \$13,000						

Above costs do not include telephone or internet service if required.

Space & Cost Analysis Bridgeport

Updated: 7/12/22 MHR

Effective: 7/1/2022-06/30/2023

Square Footage Dedicated to Staff By Operation

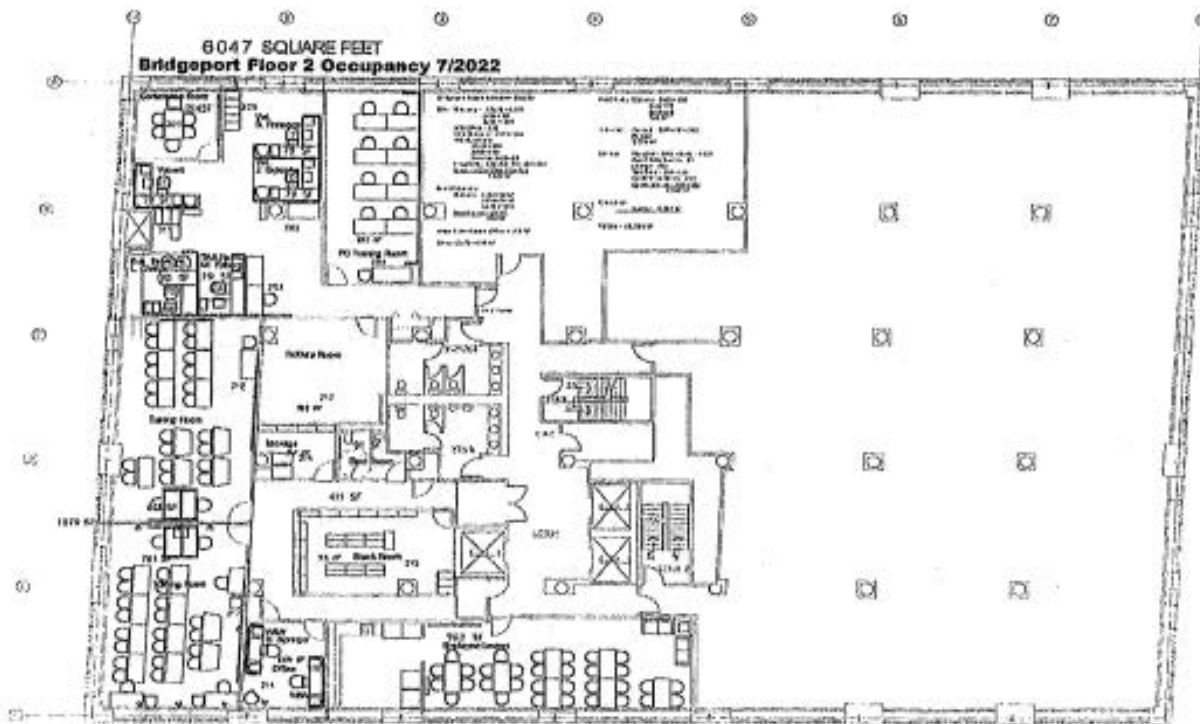
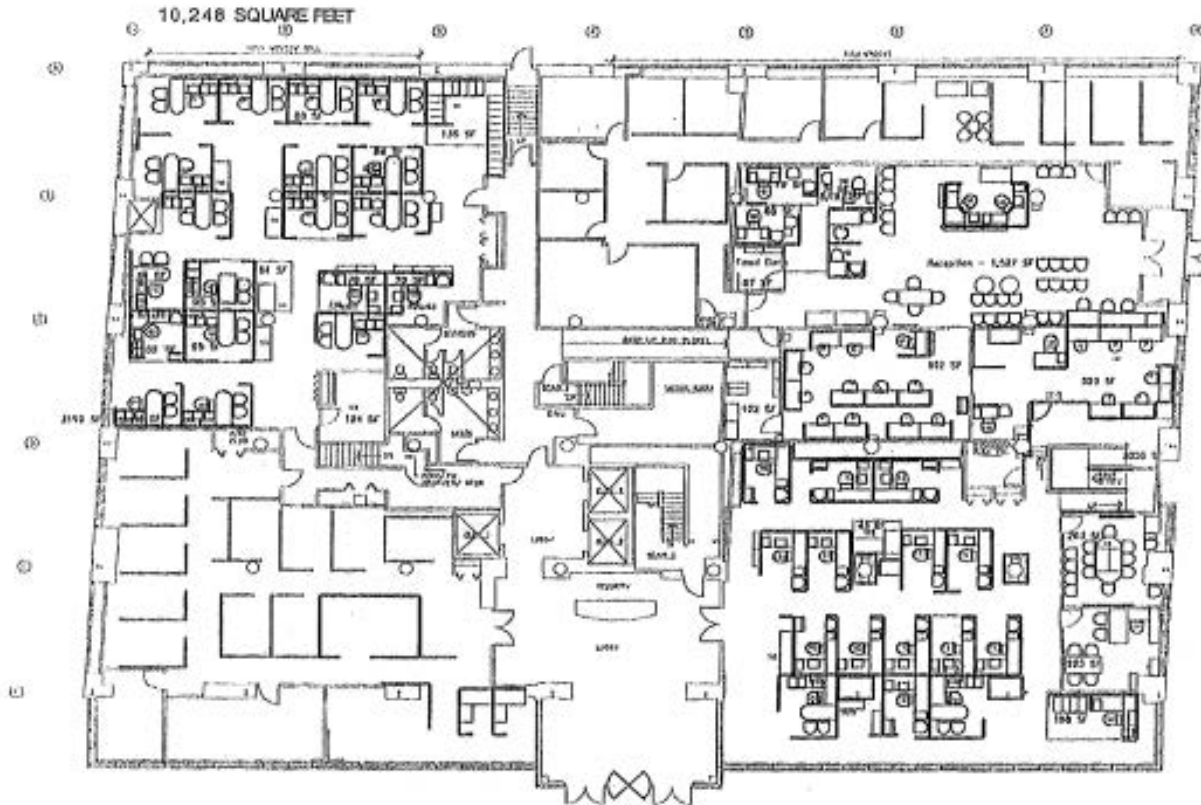
	Other	BOARD	DOI	Total S.F.
Cubicles	0	221	3202	3423
Offices	0	0	433	433
Other	0	0	0	0
Total	0	221	3635	3856
% of Total Staff Space	0.00%	5.73%	94.27%	3856

Space Allocation Analysis

	Other	BOARD	DOI	Total S.F.
Dedicated Staff Space	0	221	3635	3,856
Training Room # 204	0	5	532	537
Training Room # 212	0	82	736	818
Training Room # 213	0	8	753	761
Conf Room # 113	0	3	260	263
Conf Room # 209	0	0	214	214
Career Center	0	64	1057	1,121
Lounge	0	55	907	962
Reception	0	88	1439	1,527
Rest Rooms	0	5	86	91
Misc Dedicated Space	0	67	1048	1,115
Tele/Data Room	0	28	455	483
Janitor Closet	0	0	0	0
Common & Circulation Area	0	261	4286	4,547
Total	0	687	15408	16,295
Percentage of Total Space	0.00%	4.24%	94.58%	100.00%

Est. Cost - based on FY22 actual costs.

CATEGORY	P.S.F ANNUAL	Other	BOARD	DOI	TOTAL
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Bridgeport Space Allocation 07/12/22

DOL: Stations - $13 \times 79 = 1027$
 $1 \times 88 = 88$
 $3 \times 95 = 285$
 JCD Office - 225
 Vets Stations - $2 \times 79 = 158$
 Adjudications
 $11 \times 88 = 968$
 $2 \times 95 = 190$
 Scanner $1 \times 88 = 88$
 Files/MFD - $135 + 51 + 43 + 108 = 337$
Stock - $122 + 130 + 371 = 623$
 3,989 SF

Board/Operator:

Stations - $1 \times 68 = 68$ SF
 $1 \times 74 = 74$ SF
 $1 \times 79 = 79$ SF
Food Pantry - 67 SF
 288 SF

Wage & Workplace Office = 208 SF

Vacant $2 \times 79 = 158$ SF

Field Audit: Stations - $2 \times 79 = 158$

$1 \times 82 = 82$
 ~~$1 \times 88 = 88$~~
 328 SF

Training: General - $818 + 761 + 263$

PC 537
 2,379 SF

General: Reception (DOL+WIB) - 1,527

Public Rest Rooms - 91
 Lounge - 962
 Tel/ Data - $359 + 124$
 Conference Room - 214
Career Center - $529 + 592$
 4,398 SF

Circulation:

Aisles - 4,547 SF

TOTAL - 16,295 SF

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE WORKPLACE, SOUTHWEST CT WORKFORCE DEVELOPMENT BOARD
AND THE
NORWALK COMMUNITY COLLEGE
AND
HOUSATONIC COMMUNITY COLLEGE**

In accordance with Title I, Section 121 (c) of the Workforce Innovation and Opportunity Act the local board, with the agreement of the chief elected officials, *shall develop and enter into a memorandum of understanding (between the local board and the one-stop partners) concerning the operation of the one-stop delivery system in five regional areas.*

Pursuant to the above, this Memorandum of Understanding (MOU) shall contain provisions describing the following:

- a. The services to be provided through the One-Stop/American Job Center (AJC) delivery system, including the manner in which the services will be coordinated and delivered through such system;
- b. How the costs of such services and the operating costs of such system will be apportioned; and
- c. The methods of referral of individuals between the One-Stop/AJC operator and Norwalk Community College and Housatonic Community College (herein referred to as "NCC" or "HCC" or "the Partner"), for appropriate services and activities.

This MOU will serve as a framework of agreed upon terms. Specific local/regional program operation, the referral processes and business service delivery may vary depending on the local/regional area and shall be specified as addendums to this MOU when applicable.

I. Purpose of MOU

The purpose of this MOU is to articulate the roles and responsibilities of each Party in the creation of a seamless customer-focused service delivery network that integrates service delivery across programs, enhances access to services and improves long-term employment outcomes for individuals receiving assistance.

This MOU provides a foundation for ensuring alignment and coordination of policies and operations across programs, supporting a responsive service delivery system, and enhancing access to program services that meet the workforce development needs of adults and lead to long-term employment outcomes.

Programs and services will be coordinated and integrated where feasible by jointly serving common customers, supporting interagency in-service training and providing information and services that most directly meet the customer's needs.

II. Parties to the MOU

This MOU is between the following Workforce Development Boards (herein referred to as "WDB"):

- Capital Workforce Partners, One Union Place, Hartford, Connecticut
- Workforce Alliance, 560 Ella T. Grasso Blvd., New Haven, Connecticut
- The WorkPlace, 1000 Lafayette Blvd., Bridgeport, Connecticut
- Northwest Regional Workforce Investment Board, 249 Thomaston Avenue, Waterbury, Connecticut
- Eastern Connecticut Workforce Investment Board, 108 New Park Avenue, Franklin, Connecticut

and NCC, HCC, 188 Richards Ave, Norwalk, CT 06854 and HCC, 900 Lafayette Boulevard, Bridgeport, CT 06604 (herein referred to as "the Parties"). NCC and HCC are each constituent units of the Regional Community-Technical College System ("System"). It is anticipated that the twelve (12) constituent units within the System will merge into a single multiple-campus constituent unit, to be known as Connecticut State Community College (hereinafter "CT State"), on the effective date as determined by the Board of Regents when it finalizes the merger of the twelve (12) regional-technical community colleges ("Effective Date of the Merger"). This MOU may be assigned to CT State on the Effective Date of the Merger,

The parties to this MOU represent the following programs: WIOA Title I – Adult, Youth, Dislocated Worker; YouthBuild; and Title V Older Americans Act.

III. Duration of Agreement

This MOU is effective for the period July 1, 2012 through June 30, 2025. Pursuant to the aforementioned legislation, this MOU can be extended through the amendment process based on written approval of all partners. See section, Modification/Termination.

IV. Coordination Service Delivery Activities

In order to eliminate duplication of services, the parties to this MOU agree to coordinate the delivery of services and activities to:

- A. Jointly promote the coordinated delivery of services through program integration, when feasible and joint planning at the state and local level.
- B. Coordinate resources and programs to ensure a streamlined and efficient workforce development system.
- C. Promote direct access to services through real-time technology.
- D. Promote information sharing and coordination of activities to improve the performance of the One-Stop/AJC system in part through the use of data access agreements.
- E. Promote the development and implementation of a more unified system of measuring program performance and accountability.

V. Services available through the One-Stop/AJC System

Parties agree to coordinate services in the implementation of a workforce development system that:

- A. Is committed to a customer-focused comprehensive delivery system.
- B. Ensures the needs of adults, youth, and dislocated workers, and individuals with barriers to employment, including individuals with disabilities, are addressed through the One-Stop/AJC system.
- C. Works towards aligning intake, case management and job placement services in an effort to maximize efficiencies and effectiveness.
- D. Develops collaborative relationships with the network of other agencies and partners in the local/regional area.

Access to the following services will be made available through the One-Stop/AJC system by the responsible party(ies) listed.

Career Services as described in WIOA Sec. 134(c) (2) is available to **Adults, Youth and Dislocated Workers** through the One-Stop/AJC delivery system or through referrals or contracts for services.

CAREER SERVICES	Responsible Party
Outreach, intake and orientation to the services available through the One-Stop delivery system	AJC

Initial assessment of skill levels (including literacy, numeracy and English language proficiency), aptitudes, abilities (and skill gaps), and supportive service needs	NCC, HCC & AJC
Job search and placement assistance and career counseling, including the provision of information on in demand industry sectors and occupations; and the provision of information on non-traditional employment	NCC, HCC & AJC
Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system, and in appropriate cases, other workforce development programs.	NCC, HCC & AJC
Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including job vacancy listings in such labor market areas; information on job skills necessary to obtain the jobs described in the job vacancy listings; and information relating to local occupations in demand and the earnings, skills requirements and opportunities for advancement for such occupations.	AJC
Provision of program performance and cost information on eligible providers of training services.	AJC
Information on the performance of the local area and the One-Stop delivery system in a format that is usable and understandable to One-Stop/AJC customers	AJC
Information on the availability of, and referral to, supportive services in the local area, including child care & transportation, and referral to such services needed in a format that is usable by and understandable to One-Stop/AJC customers	AJC
Assistance in establishing eligibility for programs of financial aid assistance for other training and education programs available in local area	AJC
Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers	NCC, HCC & AJC
Development of an individual employment plan, to identify the employment goals and career pathways to attain career objectives	AJC
Group counseling	AJC
Individual Counseling	AJC
Career planning	NCC, HCC & AJC
Short term pre-vocational services	AJC
Workforce preparation activities	AJC
Determine Adult eligibility to receive assistance under Title I of WIOA	AJC
Determine Dislocated Worker eligibility to receive assistance under Title I of WIOA	AJC
Follow-up services (including workplace counseling) for 12 months for individuals participating in Title I funded activities who are placed unsubsidized employment	AJC
Referral to Financial literacy services	AJC
Internships and work experience	AJC
Out-of-area job search assistance and relocation assistance	AJC
English language acquisition	AJC

Training Services: WDB will ensure access to training as described in WIOA § 134 (d) for Adults and Dislocated Workers and may include the following:

TRAINING SERVICES	Responsible Party
Occupational skills training, including training for non-traditional employment	NCC, HCC & AJC
Subsidized employment	AJC
On-the-job training	AJC
Incumbent Worker Training in accordance with subsection (d)(4)	AJC

Programs that combine workplace training with related instruction, which may include cooperative education programs	AJC
Training programs operated by the private sector	AJC
Skill upgrading and retraining	AJC
Entrepreneurial training	AJC
Transitional jobs in accordance with sub-section (d)(5)	AJC
Job readiness training provided in combination with services described in any of clauses (i) through (viii)	AJC
Adult Education and Literacy activities including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with any of the above training services except transitional jobs and job readiness training	AJC
Customized training conducted with a commitment by an employer or employer group to employ an individual upon successful completion of the training	AJC

In addition to the services indicated above, the Parties agree:

- A. NCC and HCC will promote the use of the One-Stop/AJC to its individuals by distributing literature, as appropriate.
- B. NCC and HCC will refer individuals to the One-Stop/AJC for services as appropriate.
- C. NCC and HCC will supply information on its services to the One-Stop/AJC for distribution to customers.
- D. Representatives of NCC and HCC, the One-Stop/AJC, and The WorkPlace will meet, as needed, to identify service needs.
- E. The v One-Stop/AJC system will refer customers to NCC or HCC, as appropriate.

VI. Employment Related Workshops

The Parties agree to work together to ensure the delivery of relevant employment related workshops, eliminate unnecessary content duplication, increase efficiency and reduce any perceived confusion among customers. Each local/regional area will determine which Party will be responsible for workshop delivery based on needs, location, and resources (human and fiscal).

VII. Referral Arrangements

In order to provide seamless delivery of services to customers, the Parties agree to the following referral principles:

- A. Each party will have information and receive training about the services of all partner agencies within the One-Stop/AJC.
- B. Customers accessing services through the One-Stop/AJC will receive assistance in determining which of the partner agencies may have services the customer needs.
- C. When one of the partner agencies learns that a customer could benefit from the services of another of the partner agencies, that agency will provide to the customer a referral to the other agency.
- D. The Parties will ensure that staff makes appropriate referrals depending on each customer's individual needs, eligibility requirements, and other support services. Referrals will be made to partners/outside agencies based on intake and assessment and a determination of appropriateness.

VIII. Cost Allocation and Resource Sharing Methodology

The Parties agree to fund infrastructure costs based on the proportionate share of use by NCC, HCC and/or its contracted provider staff consistent with each program's Federal authorizing statute(s) and agreements and other applicable legal requirements, including Federal cost principals that require costs that are allowable, reasonable,

necessary and allocable as outlined in TEGL 17-16, and any other federal guidance pertaining to cost allocation and resource sharing.

The parties hereby outline their agreement to share infrastructure costs for space located at:

<u>Bridgeport</u> 2 Lafayette Square, Bridgeport, CT 06604	<u>Stamford</u> 141 Franklin Street, 2nd Fl., Stamford, CT 06901
<u>Derby</u> 101 Elizabeth Street, Derby, CT 06418	<u>Ansonia</u> 4 Fourth Street, Ansonia, CT 06401

- A. The Partner's contribution is based on the per square footage costs by percentage of use of the area (cubicle or training room) that is occupied in the corresponding AJC. The infrastructure cost allocation base is per square footage in all 4 AJC's.
- B. As specified in federal law, the infrastructure costs budget (1) should not include personnel costs, as defined in 2 CFR 200.430 - 200.431 of the Uniform Guidance; and (2) should include costs that support the general operation of the One-Stop (WIOA sec. 121(h)(4) and 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a)) - e.g. rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the One-Stop, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94.
- C. The WorkPlace IFA Budget Summary is detailed in Attachment A.
- D. The parties agree that this section of the MOU represents the cost contributions of the WIOA required partner programs administered by NCC, HCC.
- E. No later than May 1 of each year, the Budget and allocation base will be reviewed, and Partner contributions updated based on actual costs in the AJC at the time of the review projected as of July 1 for the coming program year.

NCC, HCC does not currently utilize space within any of the 4 AJCs, therefore there are no infrastructure costs charge to NCC, HCC at this time.

IX. Confidentiality of Information

To safeguard information, the Parties agree:

- A. Their employees and agents are required to follow all applicable laws, regulations, policies and separate data sharing agreements, if applicable, as they apply to confidentiality of information with respect to any use or disclosure of program and/or customer specific information.
- B. Access to program/customer specific information is restricted only to authorized personnel and to agents of the parties, with prior authorization of the data owner.

X. Equal Opportunity and Access to Services

The One-Stop/AJC system provides equal access to all jobseekers. The Parties agree:

- A. The partners in the One-Stop/AJC system are committed to, and will promote, non-discrimination, equal opportunity and equal access to services.
- B. The Parties will implement grievance procedures to ensure enforcement of non-discrimination and equal opportunity provisions within the One-Stop/AJC system.

- C. One-Stop/AJC system services, including materials, technology and facilities, will be accessible to individuals with barriers to employment, including individuals with disabilities.
- D. Individuals with barriers to employment will be given priority for individualized services in accordance with WIOA Section 121(c)(2)(A)(iv).
- E. The Parties commit to comply with the Americans with Disability Act Amendment of 2008.
- F. The Parties commit to promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.

XI. Severability

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.

XII. Modification/Termination

- A. This MOU and addendums, if applicable, constitutes the entire agreement between the parties hereto and will become effective upon its execution by the Parties. This MOU may be modified, altered, revised, by mutual written consent of the Parties through a written amendment signed and dated by the Parties. Submission of a revised MOU does not necessarily require a modification to the local plan.
- B. Revisions to this Agreement's objectives, services, or plan must be approved in writing by the Parties. A formal amendment, in writing, shall not be effective until executed by all parties to the Agreement, and shall be required for extensions to the final date of the Agreement period and any other revision determined material by the Parties.
- C. Either party to this MOU may terminate participation in this MOU by giving not less than thirty (30) calendar days' prior written notice of intent to terminate to the other party.

XIII. Connecticut Terms

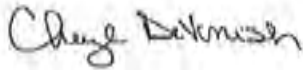
- A. Non Discrimination. Each party agrees, as required by sections 4a-60 and 4a-60a of the Connecticut General Statutes, not to discriminate against any person on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such party that such disability prevents performance of the work involved. Each party agrees to comply with all applicable federal and state of Connecticut nondiscrimination and affirmative action laws, including, but not limited to, sections 4a-60 and 4a-60a of the Connecticut General Statutes.
- B. Executive Orders and Other Enactments. (a) All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the Client Agency's authority to require compliance with the Enactments. (b) This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning

violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.

(c) This contract may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and (2) Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.

XIV. Signatures

For the Norwalk Community College:

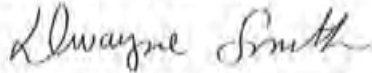


Cheryl C. De Vonish, J.D., CEO

12/2/22

Date

For the Housatonic Community College:

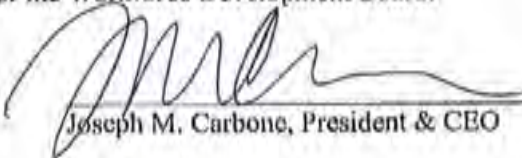


Dwayne Smith, Ph.D., CEO

3/31/2023

Date

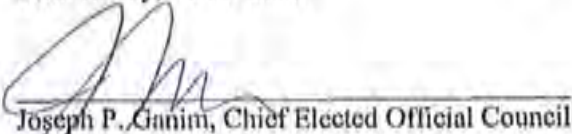
For the Workforce Development Board:


Joseph M. Carbone, President & CEO

12/20/2022
Date


Leon Bailey, Board Chair

2.24.2023
Date


Joseph P. Ganim, Chief Elected Official Council

12/20/22
Date