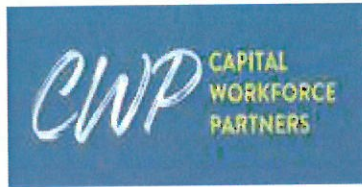


AGENDA

Capital Workforce Partners
Consortium of Chief Elected Officials Meeting
Wednesday, December 18, 2019 at 11 a.m.
CROCOG 241 Main St. Hartford

Conference Call #: 1-646-876-9923 Meeting ID: 487 964 698

Time	Item	Owner
11:00 am	WELCOME	Marcia Leclerc
11:05 am	ACTIONS <ul style="list-style-type: none">• Action 1 - Approval of the September 27, 2019 minutes (attached)• Action 2 - Accept FY18/19 Audit (attached)• Action 3 – Accept WIOA Plan Update	Marcia Leclerc Susan Mertz Alex Johnson
	DISCUSSION ITEMS <ul style="list-style-type: none">• WIOA Performance Report (attached)• SYELP RFP Update• CT Apprenticeship Initiative 2nd Release of Funds (attached)• Workforce Council Announcement (attached)	
11:30 am	ADJOURNMENT	Marcia Leclerc



Consortium Council of Chief Elected Officials Meeting Minutes

SEPTEMBER 27, 2019

Conference Call, East Hartford Town Hall

740 Main St. East Hartford, CT 06108

Attendees: Marcia Leclerc (East Hartford), Luke Bronin (Hartford), Jay Moran (Manchester), Sandy Pierog (Bolton), Ellen Zoppo-Sassu (Bristol), Amy Traversa (Marlborough), Katherine Pugliese (Plainville), Mary Mitta (Stafford), and J.Christopher Kervick (Windsor Locks)

Staff: Alex Johnson, Kim Staley, Susan Mertz and Liz Saunders

Chair Mayor Marcia Leclerc called the meeting to order at 8:02 am
Chair Mayor Marcia Leclerc thanked everyone for their attendance.

Consent Items:

- **Action 1** – Approve June 28, 2019 minutes

Outcome: Motion to approve the June 28, 2019 minutes was made by Jay Moran and seconded by Luke Bronin. All were in favor; none opposed; the motion carried.

Discussion Items:

WIOA Plan Update – Alex Johnson

Organization

- Alex Johnson reported that he has made some organizational changes to streamline our operations. The Chief Program and Chief Administration Officer positions have been combined resulting in the elimination of the Chief Program Officer position. In addition, there have been two new hires since June (WIOA Youth Coordinator and Compliance & Facilities Specialist).
- CWP is excited to welcome the appointment of six new Board members from the following organizations: CBIA, Stanley Black and Decker, Simsbury Bank, Travelers, Capital Community College, and Cranmore, FitzGerald & Meaney law firm. This increases the number of Board members from 26 to 27.
- CWP's application to the Hartford Foundation for Public Giving (HFPG) for four Board leaders to participate in a four-part Board leadership training program was accepted and began last night.
- CWP convened a Capital Area Pipeline Partnership (CAPP); one of its first actions is to develop a draft supply/demand data dashboard by December.
- CWP leadership met with the Governor's office, DECD, the Commission on Early Childhood Education, and the Chairperson of CERC, to share CWP's vision for workforce development.
- The new CWP website is up and running, and its brand change is moving forward.

American Job Center/Adult Operations – Kimberly Staley

- CWP was awarded a \$30,000 Listen 4 Good grant to conduct a comprehensive Customer Satisfaction Survey. Feedback from the survey demonstrates CWP's positive results with a net promoter score (NPS) of 68 against a benchmark of 65. An NPS score measures the willingness of a participant to recommend AJC services to others. It is measured on a scale of -100 to +100.
- CWP opened the East Hartford AJC on September 9, with the ribbon cutting on October 2.
- CWP has selected EDSI as its new AJC contractor; EDSI assumed responsibility of the One Stops on August 1, 2019.
- CWP contracted to provide on-site adult education services in the AJCs with Capitol Region Education Council (CREC), Manchester Adult Education, and Bristol Adult Education.

- CWP, in partnership with DOL, held several partner meetings to engage additional partners to be co-located at the AJCs as a part of an integrated, customer-centered comprehensive delivery system in Hartford.
- Implemented new “Sustainable Careers: Healthcare and Manufacturing” bi-weekly workshop, facilitated by CWP business services specialists, at North-Central AJC locations to provide information on pathways, training, funding, and labor market information in these two sectors.
- Provided enhanced C.N.A. training to group of 20 incumbent workers through partnership with the N.E. Health Care Employees Union District 1199 and the CT Nursing Homes Training and Upgrading Fund.
- CWP is looking at options to move the AJC, alongside discussions to collocate with partner organizations, on or about 7/1/2020 as there is a need for a larger footprint.

Employer Engagement – Kimberly Staley

- Intercommunity Inc., Atlas Stamping and Manufacturing, and the Laborers Local 230 recognized with business/employer awards at CWP Annual Meeting.
- Staff participated in statewide business services training, covering topics including accommodations in the workplace, emerging middle skill jobs, and apprenticeships and work-based learning programs.
- In collaboration with CTDOL and the City of Bristol, conducted response to closure of Theis Precision Steel, connecting affected workers to AJC resources and job placement support for dislocated workers.
- 100 Participants placed into On-the-Job Training with 15 employers (year to date) (\$1,125,098 total employer training commitment).

Youth Programs – Kimberly Staley

- WIOA Youth is entering its third contract year meaning that 2019 is a procurement year for contracts FY 2021. The process will begin in October 2019 with an RFP released in January and deadline for proposals in mid-February.
- WIOA has established an updated youth performance methodology that was created to gather data in real-time.
- SYELP (Summer Youth Employment and Learning Program) had a successful summer, employing 1,461 youth across the region working a total of 164,946 hours. (See attachment for participants by town).
- SYELP is going to be entering a procurement process in the upcoming year as it is moving into its third contract year. RFP will be forthcoming in the next few months.
- CWP contracted with several community-based organizations to offer work-based learning experiences for rising 9th graders in conjunction with Hartford Public Schools’ 2019 Summer Bridge program intended to encourage regular school attendance and reduce chronic absenteeism. We had over 300 students participate.
- CWP is the backbone organization for All In, a workforce-based learning network (WBLN). It is building a WBLN toolkit to support quality workforce-based learning opportunities to be implemented regionwide through its youth programs.
- CWP is organizing a New England Opportunity Youth Conference in partnership with America’s Promise, the Aspen Institute, and Jobs For the Future to be held on November 22 at Connecticut’s Legislative Office Building. The focus will be what we can do better for our youth.

Grants Update – Alex Johnson

Alex gave a brief summary on our grants update. The DOL Opioid Grant has released \$1.5 million and we are waiting to hear what our share will be. The total grant is for \$4.8 million. In addition, the Department of Corrections has awarded us \$300,000 for a pre-release training program with the Building Trades Council. We are waiting on a response from the YouthBuild New Britain grant and we were awarded \$20,000 from Lincoln Financial for Youth Leadership. The State Bond Commission has agreed to release \$10 million for the CT Apprenticeship Initiative. We are hopeful that we will be awarded this time around. There were no pros or cons received regarding our last application. There will be more information on this moving forward.

WIOA Performance Report – Kimberly Staley

Kimberly reported that a copy of PY17 and PY18 WIOA Performance Report was included to show the committee how well we are operating. With significant improvements year over year.

Financials – Susan Mertz

Susan went over each of the preliminary financial reports stating that we finished the year with an increase of \$7373 in net assets without donor restrictions from operations. On the Revenue by Source document it shows a slight variance but that is due to the timing of multi-year grants.

Our audit is wrapping up today. We are on track for the October 30th Finance & Audit committee to receive a report. Alex mentioned that we Susan and her team have done a very good job managing everything and noted that we have 65 separate grants.

Alex mentioned that we may need to convene a special meeting or conference call to review the application for the CT Apprenticeship Initiative as the Chair Mayor Marcia Leclerc of the Consortium of Chief Elected Officials will be required to sign off on the application.

A motion to adjourn the meeting was made by Jay Moran and seconded by Kathy Pugliese. All were in favor; none opposed; the meeting was adjourned at 8:28am.

Capital Workforce Partners (CWP)

WIOA Plan Update

December 2019

WIOA Plan Area	Update
Organization	<ul style="list-style-type: none"> • Three Board members, the past Chair, Vice Chair, and Secretary as well as Alex Johnson, have attended three of three of the Hartford Foundation for Public Giving (HFPG)'s Board leadership training program workshops. As a result of this training, a Board Ad Hoc committee will be formed to address issues outside the current standing committees namely effective Board management and Governance. • CWP has been acknowledged as a strategic partner in the Governor's newly formed Workforce Development Council and has been invited to be an active participant in developing its plan and policies. • The WIOA planning process has begun with the providing of feedback on the state WIOA plan; CWP's regional planning process will begin in early 2020 with the final plan due in June (see Attachment for the 2016-20 guidelines). • CWP is undergoing a workforce development assessment through its Workforce Impact grant. Economic Modeling Specialists International (Emsi) will be conducting this assessment and will analyze the economic and workforce impacts of CWP's programs and services.
American Job Center (AJC)/Adult Operations	<ul style="list-style-type: none"> • CWP, in partnership with the Department of Labor, was awarded a CT Recovers Opioid Grant; CWP will receive \$284k. Under this grant a Peer Recovery Navigator will be stationed at the Hartford AJC. In addition, 60 individuals will be trained as part of the Best Chance program. The Best Chance program will also provide pre-manufacturing training at Manchester Community College. • Contextualized bootcamps for Adults and Dislocated Workers will be launched in January in Hartford (by CREC), New Britain (by CREC), Bristol (by Bristol Adult Education), and Manchester (Manchester Adult Education) in the American Job Centers (AJCs). • The AJC held a two-week Healthcare boot camp for job seekers considering careers in the Healthcare sector. Employer HR representatives presented to the group about opportunities and career paths in the field. • The ribbon cutting for the new AJC @ Goodwin College took place on October 2, 2019. • In partnership with Bureau of Rehabilitation Services for the Blind, CWP hosted the Disability Employment Awareness Month Resource Fair to provide over 280 jobseekers with disabilities access to services, resources and employment opportunities. The Resource Fair was supported by numerous agencies including DOL, VR, BESB, DDS, DSS, DAS, New England Assistive Technology (NEAT) and LifeBridge Community Services. • CWP partnered with the Greater Hartford Legal Aid to host a Pardons Clinic on October 19, 2019 to assist ex-offenders complete the Pardons application and process; there were 54 attendees with 10 submitting applications. • In partnership with DOL, CWP is creating the Infrastructure framework and methodology for the statewide standard of the regional comprehensive American Job Centers. This process will determine the real cost of the infrastructure to fully support the AJCs, and appropriately allocate the "fair share" cost to all onsite partnering agencies, which will include office space, utilities, IT and other associated staffing support cost (i.e., front desk, resource room, and orientations).
Employer Engagement	<ul style="list-style-type: none"> • Meeting of the Metro Alliance for Careers in Health (MACH) partnership was held in November. Thirteen employers and training providers were represented, including Hartford Healthcare, Trinity Health of New England, CT Children's Medical Center, and Athena Healthcare Systems. The meeting affirmed the employers' commitment to the partnership, and updated strategies to meet the workforce needs of the healthcare sector. • CWP participated in a Manufacturing Resource Fair for manufacturers in Marlborough and surrounding towns, promoting programs and services available to employers to help their new employee hiring needs through CWP and the AJCs.

- CWP presented to DECD staff about CWP/AJC business services strategy and resources to foster better collaboration between workforce and economic development programs, and to help organize and align DECD and CWP supports for employers.
- CWP participated in the Central Chambers of Commerce Job/Career Fair in October which allowed for residents of Bristol and surrounding towns to learn about resources at the new American Job Center in Bristol while connecting to employers.
- Eighty-eight new OJT placements have been made with 20 employers since July 1, 2019, representing a \$734,000 commitment to support and enhance training for new hires in Healthcare and Manufacturing.

OJT Placements:

InterCommunity, Inc.	Yale New Haven Hospital	Shuster Mettler
A.I.Tek Instruments	Jacobs Vehicle Systems	Middlesex Hospital
Valisure, LLC	MVP Systems Software, Inc.	SMC Partners, LLC
Harriott Home Health Services	Hartford Healthcare at Home - Hartford	Raw Food Central LLC
Bristol Hospital	Stamford Hospital	SCA Pharmaceuticals
Hartford Hospital	Cyient - North America Headquarters	Lee Spring
Mizzi Cosmetics	Atlas Stamping & Manufacturing	

- The Reemployment Alliance for Careers in Health (REACH) grant program, funded by a 5-year \$6.7 million Ready to Work grant, concluded in October. The project served more than 600 long-term unemployed job seekers and incumbent workers, exceeding performance goals for training, employment, and total participants served. Program staff presented on promising practices from the program on a national grantee webinar.

Performance Outcome	Grant Goal	REACH Performance
Total Participants Served	300	670
Participants enrolling in education/training activities	175	212
Participants receiving on-the-job training (OJT) placements	230	288
Participants Receiving Employment	245	364

Youth Programs

- SYELP is entering a procurement process. The RFP was released on November 19th and the proposals are due on January 3, 2020.
- CWP serves as the backbone organization supporting the Work-Based Learning Network under the aegis of the ALL IN! Coalition. WBLN is a learning community of practice involving 15-20 entities intended to promote development and execution of effective work-based learning practices to improve readiness for post-secondary success for high school students. WBLN will produce a “how-to” toolkit customized for students/parents, educators, community-based service providers, employers, and applicable across CWP’s youth programs.
- CWP, in partnership with America’s Promise’s YES initiative, played the lead role in convening and organizing the Northeast Opportunity Youth Conference on November 22, 2019 at the State Capitol and Legislative Office Building; America’s Promise is CWP’s national partner and sponsored the event. Other national, state, and regional organizations were also partners. Representative Toni Walker hosted the event, and included remarks from US Senator Richard Blumenthal, Senator Doug McCrory, and State Representative Brandon McGee who supported this effort. This event created greater public awareness of the investments made and recognized there is positive ROI and success in these programs. It was attended by more than 200 practitioners, policy makers and youth leaders from Connecticut, Boston, New York, Philadelphia and Maine.

Grants Update	Grants Awarded		
	DOL Opioid Grant	\$284,000	Statewide grant (\$4.8m); \$284,000 is CWP's initial allocation; CWP to receive up to \$2m over if grant is fully executed.
	Dept. of Corrections	\$300,000	Pre-release training with Building Trades Council.
	Travelers WBLN	\$30,000	Supports Work-Based Learning Network (WBLN) initiative.
	Lincoln Financial	\$20,000	Youth Leadership program.
	HFGP Workforce Impact	\$15,000	Building evaluation capacity – workforce impact study.
	Peoples Bank	\$10,000	Youth Leadership program.
	Total	\$659,000	
	Grants Submitted/In Progress		
	YouthBuild	\$1,376,000	YouthBuild New Britain.
	Aspen HOYC HDC	\$786,237	Supports Hartford Opportunity Youth (HOYC) Hartford Data Collaborative (HDC) data initiative.
	HSIP	\$175,000	Supports Hartford Student Internship Plan (HSIP).
	Total	\$2,337,237	
	Total	\$2,996,237	

Attachment

WIOA Local Plan Guidelines – 2016-2020

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.

The WIOA four-year plan will be effective July 1, 2016 - June 30, 2020. These plan guidelines ask LWDBs to address current and future strategies and efficiencies to address the continuing modernization of the workforce system and creation of a customer-centered system: where the needs of business and workers drive workforce solutions; where One-Stop Career Centers provide excellent customer service

to all jobseekers and businesses; and where the workforce system supports strong regional economies, as well as alignment with State and local priorities.

WIOA strengthened the alignment of the workforce development system's six core programs by imposing unified strategic planning requirements, common performance accountability measures, and requirements governing the one-stop delivery system. In so doing, WIOA placed an increased emphasis on coordination and collaboration at the Federal, State, and local levels to ensure a streamlined and coordinated service delivery system for job seekers, including those with disabilities, and employers. Therefore, the local plans are to be based on current and projected needs of the workforce investment system as a whole. The needs of job seekers, incumbent workers, youth, and businesses are to be considered in every step of the planning process. It is the responsibility of the LWDB to maintain a global view of the system-wide needs of the workforce development area and its relationship to the state vision rather than focusing on programmatic and operational details.

To accomplish the objectives set out by WIOA and these plan guidelines, LWDBs in consultation with the chief elected officials, must incorporate broad involvement in the development of the local plan. Input needs to be received from a variety of stakeholders and the public. An atmosphere of collaboration and partnership and an emphasis on enhancing the entire system rather than categorical programs, is to be the outcome of this planning process. It is the WDB's responsibility to provide the leadership to achieve this goal.

Connecticut's Strategic Vision

Connecticut will create and sustain the global economy's best-educated, most-skilled, highest-productive workforce, capable of pursuing rewarding careers, such that every Connecticut business has access to a qualified, skilled, job-ready workforce.

Connecticut's challenge, and the opportunity WIOA offers, is to ensure that a comprehensive, aligned, integrated workforce development system is in place and sustained into the future to achieve this vision of developing and maintaining the best-educated, most-skilled, highest-productive workforce in the increasingly competitive global economy. The Connecticut Unified State Plan establishes the framework to achieve the vision.

Goals

To bring focus to this vision, the Connecticut Employment and Training Commission (CETC), the State Workforce Board, has adopted four overarching and complementary goals, as a policy and strategic framework for the numerous business sector, government, labor, community-based and non-profit partners and stakeholders engaged in Connecticut's innovative workforce efforts. These include:

1. **Support Business Growth**: Connecticut businesses – particularly those in key industry sectors that drive economic growth – will have access to the skilled, talented employees they need to compete effectively, prosper and create new and rewarding jobs and career opportunities for Connecticut workers.
2. **Strengthen Current Workforce**: Connecticut workers will possess the critical skills and credentials needed to prosper and advance in careers that pay well and allow them to support their families.
3. **Develop Future Talent**: Connecticut's young people will be equipped and ready for career and postsecondary success as productive contributors to a vibrant and competitive state economy and in their communities.
4. **Transform System Capacity**: Connecticut's multi-faceted workforce/talent-development system will integrate and align goals, strategies, policies, investments, services, infrastructure and technology for effective, accountable performance.

To accomplish the vision and meet these goals, CETC endorses a set of guiding principles for Connecticut's workforce system, calling on all stakeholders to embrace them in the work they do:

- Connecticut's efforts must be business-driven and customer-focused.
- Collaboration among partners and stakeholders is essential.
- Innovation is crucial, including use of technology and new approaches.
- Data and evidence must be used to shape strategy.
- Continuous improvement must be a way of life.

State Strategies

The CETC supports a set of broadly-conceived strategies intended to achieve the vision and goals outlined above. These include supporting business growth, strengthening the current workforce, developing future talent, and transforming system capacity. Detail regarding these strategies is contained in Attachment A.

Public Comment

Consistent with the emphasis on broad collaboration and input into plan development, WIOA requires that the LWDB make copies of the Local Plan available for public comment.

Public comment, at a minimum, is to consist of the following procedures:

- Copies of the Local Plan made available to the public through outlets such as public hearings, local news media and local websites.
- Members of the public and the WDB, including representatives of business, labor organizations, and education have an opportunity to comment on the Plan.
- A thirty (30) day period, prior to the submission of the Plan to OWC, to allow for public comment.
- The WDB makes information about the Plan available to the public on a regular basis through open meetings.
- Any public comments that express disagreement with the Plan and the WDB's response to those comments are to be submitted to OWC as part of the Local Plan.
- The WDB must submit a copy of the published notice.

Technical Submittal Requirements

Each local plan is to follow the format of these guidelines:

- All pages numbered, including attachments
- A Table of Contents, which identifies the name and page number for each section
- Single spaced, 11 point font on 8.5 x 11 white paper
- Microsoft Word document
- A **maximum of 50 pages**, excluding attachments
- Stapled or three-hole punched, not bound

The Board Chair and Chief Elected Official must sign the signature page of the Local Plan (Attachment B).

Submit an original, three hard copies and one copy by email by 4:30 P.M. on **June 1, 2016** to:

Kathleen Marioni, Executive Director

CT Department of Labor

Office of Workforce Competitiveness

200 Folly Brook Boulevard

Wethersfield, CT 06109

Kathleen.Marioni@ct.gov

Review and Approval

Upon submission, all plans will be reviewed initially for completeness. Incomplete plans will be returned for completion. The content of plans will be reviewed and approved by June 30, 2016, unless OWC, the Governor's designee, determines in writing that: (1) there are deficiencies in local workforce investment activities that have not been addressed, or (2) the plan is determined inconsistent with WIOA and the regulations of WIOA, including required public comment provisions. Plans will be provided to the CETC for final approval.

Modification Procedures

At the end of the first 2-year period of the 4-year plan, the WDB shall review the plan and in partnership with the chief elected official, shall prepare and submit modifications to the local plan to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the local plan. Procedures for modifying local plans will be provided to WDBs.

Questions

Please submit questions via e-mail to Kathleen Marioni at Kathleen.marioni@ct.gov.

INSTRUCTIONS

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.
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.
3. If applicable, attach a copy of the agreement executed between the CEO (s) and the LWDB.
4. Describe the following:
 - i. The nomination process used by the CEO to elect the local board chair and members;
 - ii. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year;
 - iii. The process to notify the CEO of a board member vacancy to ensure a prompt nominee;
 - 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;
 - v. The use of technology, such as phone and Web-based meetings, that will be used to promote board member participation;
 - 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,
 - vii. Any other conditions governing appointments 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.

B. Local Workforce Development Board (LWDB)

1. Provide a matrix identifying LWDB members including the category each member represents.
2. Provide a description of how the LWDB was involved in the development, review, and approval of the plan.
3. Provide an organizational chart for the LWDB and administrative support.

C. Local Administrative Entity and Grant Sub Recipient

1. Identify the administrative entity.

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

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.
Identify the process to select the one-stop operator.
2. Identify the entity or entities selected to operate the local one-stop center(s).
3. Identify the entity or entities selected to provide career services within the local one-stop system.
4. 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.

II. ENVIRONMENTAL SCAN

1. Provide an analysis of the local area's economic conditions, including information on existing and emerging in-demand industry sectors and occupations.
2. Provide an analysis of the employment needs of employers in those industry sectors and occupations.
3. 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.
4. 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.
5. 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.
6. Provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area.
7. 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.
8. Identify gaps in service based on the above analyses.

III. LWDB VISION, GOALS AND STRATEGIES

1. Identify the vision, goals and strategies adopted by the LWDB in response to the passage of WIOA and how these will affect the preparation of an educated and skilled workforce.
2. Describe the process used to develop the LWDB's vision and goals, including a description of the participants in the process.
3. 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.

4. 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.
5. Describe how the LWDB's goals relate to the achievement of federal performance accountability measures to support economic growth and self-sufficiency.
6. Indicate anticipated local levels of performance for the federal measures.
7. 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.

IV. COORDINATION OF SERVICES

1. 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 prevent duplication and improve services to customers.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

V. LOCAL ONE-STOP SYSTEM

1. General System Description

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

A. Is each of the required WIOA partners included in your one-stop delivery system? Describe how they contribute to your planning and implementation efforts. If any required partner is not involved, explain the reason.

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

C. 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.

2. 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.

A. 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.

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

C. 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.

3. 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.

4. Competitive Selection of One Stop Operator

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

5. System Improvement

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

VI. DESCRIPTION OF PROGRAM SERVICES

1. 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).

2. Sub Grants and Contracts

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

3. 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.

4. 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.

5. Industry Partnerships

Describe how the LWDB will identify and work with key industry partnerships where they exist within the local area, and coordinate and invest in partnership infrastructure where they are not yet developed.

6. 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.

7. Employer Engagement

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

- A. facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs;
- B. support a local workforce development system that meets the needs of businesses in the local area;
- C. better coordinate workforce development programs and economic development; and
- D. Strengthen linkages between the one-stop delivery system and unemployment insurance programs.

8. 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.

9. Training Services

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

10. 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.

11. Individual Training Accounts

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

A. Describe any ITA limitations established by the board.

B. Describe any exceptions to the use of ITA.

12. 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.

13. 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)

14. 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.

15. 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.

A. 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.

B. 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.

16. Rapid Response

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

WIOA Performance Report

	Employment Q2 Adult	Employment Q2 DW	Employment Q2 Youth	Employment Q4 Adult	Employment Q4 DW	Employment Q4 Youth	Credential Adult	Credential DW	Credential Youth
PY17									
All Location	97.8%	104.9%	94.7%	99.6%	103.6%	99.3%	106.5%	110.0%	100.9%
10-Eastern Workforce Investment Area	102.5%	110.7%	105.9%	100.1%	114.3%	120.5%	92.9%	98.7%	87.2%
11-North Central Workforce Investment Area	94.1%	100.6%	92.1%	97.4%	100.0%	93.3%	119.8%	102.6%	97.8%
12-Northwest Workforce Investment Area	97.4%	103.1%	111.7%	102.8%	98.3%	99.6%	106.4%	126.4%	111.3%
13-South Central Workforce Investment Area	94.8%	97.6%	104.3%	88.5%	82.5%	98.8%	95.8%	106.4%	98.9%
14-Southwest Workforce Investment Area	112.5%	109.6%	79.9%	128.8%	123.4%	93.3%	108.3%	102.3%	116.2%
Statewide (09903)									
PY18									
All Location	101.2%	105.8%	100.6%	100.2%	99.4%	104.2%	101.7%	101.2%	103.7%
10-Eastern Workforce Investment Area	104.9%	111.4%	110.6%	103.9%	104.3%	111.0%	110.9%	107.1%	114.2%
11-North Central Workforce Investment Area	99.6%	103.9%	94.1%	100.6%	97.7%	107.1%	105.5%	112.1%	105.1%
12-Northwest Workforce Investment Area	93.4%	98.5%	118.1%	78.3%	90.1%	115.6%	114.7%	100.8%	122.0%
13-South Central Workforce Investment Area	93.9%	100.5%	109.3%	96.2%	93.4%	110.1%	92.2%	99.5%	116.1%
14-Southwest Workforce Investment Area	124.6%	118.5%	84.6%	107.4%	111.7%	88.1%	94.2%	93.8%	80.4%
Statewide (09903)									

SYELP 2019 - Applicants and Participants by Town

Provider	Applicants	Participants	% Participated
BHCA	714	320	45%
CLP	560	271	48%
CRT	448	185	41%
HRA	267	123	46%
MANCHESTER	284	42	15%
OIC	161	57	35%
OPP	1,279	444	35%
VERNON	48	19	40%

Town	Applicants	Participants	% Participated
Berlin	1		0%
Bloomfield	111	37	33%
Bolton	1	1	100%
Bristol	54	26	48%
East Granby	1		0%
East Hartford	333	66	20%
East Windsor	1	1	100%
Enfield	8		0%
Farmington	1		0%
Glastonbury	2		0%
Hartford	2,198	1,000	45%
Hebron	1		0%
Manchester	222	44	20%
Marlborough	1		0%
Meriden	1		0%
New Britain	382	152	40%
Newington	4		0%
Plainville	3	2	67%
Portland	1		0%
Rocky Hill	4		0%
Simsbury	1	1	100%
Southington	2		0%
Tolland	1		0%
Torrington	1		0%
Vernon	41	15	37%
West Hartford	66	22	33%
Wethersfield	17	3	18%
Windsor	87	31	36%
Windsor Locks	4		0%
DCF [multiple towns]	195	60	31%
Unknown	16		0%
	3,761	1,461	39%

SYELP Procurement Schedule 2020

RFP Released	November 19, 2019
RFP Revised	December 4, 2019
Letter of Intent	December 10, 2019
Bidder's Conference	December 12, 2019
Deadline for Questions	December 16, 2019
Q & A Published	December 19, 2019
Proposal Due Date	January 3, 2020
Selection of Service Providers	January 29, 2020
Initial Funding Allocations	March 25, 2020
Final Funding Awards	June 10, 2020
Contract Start Date	July 1, 2019

From: Jensen, Steve <Steve.Jensen@ct.gov>
Sent: Tuesday, September 17, 2019 4:33 PM
To: Jensen, Steve
Subject: RELEASE: STATE DEPARTMENT OF LABOR WILL EXPAND WORKFORCE TRAINING PIPELINE PROGRAMS WITH BOND FUNDING APPROVED TUESDAY



MEDIA RELEASE

CT Department of Labor *Communications Office*
Commissioner Kurt Westby

STATE DEPARTMENT OF LABOR WILL EXPAND WORKFORCE TRAINING PIPELINE PROGRAMS WITH BOND FUNDING APPROVED TUESDAY

September 17, 2019

HARTFORD - The Connecticut Department of Labor will address Connecticut's sustained manufacturing worker shortage by expanding the number of manufacturing workforce pipeline job placements with the help of \$10 million of funding unanimously approved with bipartisan support Tuesday by the State Bond Commission.

"This funding is critical to maintaining and expanding our state's very successful workforce pipeline programs that are filling hundreds of well-paying jobs every year," Labor Commissioner Kurt Westby said. "I applaud Governor Lamont and the Bond Commission for their commitment to workforce development that is so crucial in growing our manufacturing sector and Connecticut's overall economy."

Manufacturing, led by companies such as Electric Boat, Sikorsky, Pratt & Whitney and their smaller supply-chain partners, continues to make a strong comeback in Connecticut. The sector posted 160,600 jobs in July - up nearly 3 percent from its low point in June 2014 - but thousands of jobs are going unfilled due to the skilled worker shortage.

The Department of Labor (CTDOL) will use the Apprenticeship CT Initiative funding to train entry-level workers for job placement with manufacturers and other industry sectors, such as healthcare and construction, that are experiencing long-term worker shortages. The pipeline programs will target areas of the state with the most concentrated employment needs.

Each Apprenticeship CT Initiative partnership proposal must be for a four-year workforce pipeline program, and include at least one program for participants in the 11th or 12th grade, and one program for adults. It also must identify the number of workers each company is expected to hire.

Last year, an initial \$5 million allocated by the Bond Commission for the Apprenticeship CT Initiative went to two partnerships - the Northwest Regional Workforce Investment Board, Inc. in Waterbury and the Workforce Alliance, based in New Haven. CTDOL had received proposals from seven regional industry partnerships that contained over \$18.4 million of funding requests.

“Pipelines have proven to be the fastest, most cost-efficient and large-scale solution to the skilled worker shortage,” Westby said. “This new funding will be a major step toward making our pipeline initiatives realize their full potential statewide.”

Connecticut currently has 6,000 registered apprentices – the highest per-capita number of registered apprentices in New England - and more than 1,700 active registered apprenticeship employer sponsors. CTDOL’s pre-apprenticeship and registered apprenticeship programs have grown 40% in the last 5 years.

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Connecticut Department of Labor
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With Connecticut 'stuck in an economic rut,' Gov. Ned Lamont establishes workforce panel to help businesses fill thousands of jobs



By STEPHEN SINGER

HARTFORD COURANT |

OCT 29, 2019 | 2:26 PM

Gov. Ned Lamont, looking to help businesses fill thousands of jobs in Connecticut, on Tuesday established a panel of business owners, community activists, nonprofit advocates and others to streamline job training and promote ways to match workers with employment opportunities.

Lamont signed an executive order requiring the Governor's Workforce Council to review the state's workforce development system and report by Jan. 1, 2021, with a set of recommendations. The proposals must focus on ways to improve coordination in Connecticut's workforce system, reduce barriers to training, strengthen the transition from high school to post-secondary training and education and emphasize data-driven outcomes.

[Education hiring in September pushed Connecticut employment to new high, though statistics come with 'wait and see' warning »](#)

"This is the first time in my life that I've seen this opportunity where you have tens of thousands of jobs in this state and elsewhere," Lamont said at a presentation at Naugatuck Valley Community College in Waterbury. "We can't fill these jobs right now. This is an amazing opportunity for a state that's been sort of stuck in an economic rut for an awful long time."

Labor Commissioner Kurt Westby said filling skilled jobs can fix chronic problems such as lagging employment growth in Connecticut and growing inequality that forces workers to take on two or more jobs with low pay and few benefits. “That’s a growing cadre of folks,” he said.

Lamont enlisted several executives at Connecticut’s largest businesses: Kevin Graney, president of submarine manufacturer General Dynamics Electric Boat; James Loree, CEO of Stanley Black & Decker Inc.; Peter Bevacqua, president of NBC Sports; Chris Swift, CEO of The Hartford Financial Services Group Inc.; and Dave O’Neil, chief operating officer of the job search website Indeed.

Others on the workforce group include Marna Borgstrom, CEO of Yale New Haven Hospital; Jay Williams, president of the Hartford Foundation for Public Giving; Yale University President Peter Salovey; and Sal Luciano, president of the Connecticut AFL-CIO.

Garrett Moran, former president of Year-Up, a nonprofit working to close the opportunity gap among urban youth, is chairman of the workforce commission. Government will be a partner in the project, in which business will play a leading role, he said.

“The government isn’t rich enough to do all this,” Moran said. “This is an initiative that has to be led by business.”

Stephen Singer can be reached at ssinger@courant.com.

Capital Workforce Partners, Inc.

Financial Statements, Uniform Guidance
Schedules and State Single Audit
Together with Independent Auditors' Reports

June 30, 2019

DRAFT

Capital Workforce Partners, Inc.
Financial Statements, Uniform Guidance Schedules and State Single Audit
Together with Independent Auditors' Reports
June 30, 2019

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Independent Auditors' Report

**Board of Directors
Capital Workforce Partners, Inc.**

Report on the Financial Statements

We have audited the accompanying financial statements of Capital Workforce Partners, Inc., which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Board of Directors
Capital Workforce Partners, Inc.**

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Capital Workforce Partners, Inc. as of June 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Change in Accounting Principle

As discussed in Note 2 to the financial statements, Capital Workforce Partners, Inc. adopted ASU 2016-14, Not-For-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-For-Profit Entities. Our opinion is not modified with respect to this matter.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and schedule of expenditures of state financial assistance as required by the State Single Audit Act, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 30, 2019, on our consideration of Capital Workforce Partners, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on effectiveness of the Capital Workforce Partners, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Capital Workforce Partners, Inc.'s internal control over financial reporting and compliance.

October 30, 2019

Capital Workforce Partners, Inc.
Statements of Financial Position
June 30, 2019 and 2018

	June 30	
	2019	2018
ASSETS		
Cash	\$ 870,902	\$ 455,127
Grants receivable	1,295,084	1,985,368
Contributions receivable	773,258	429,620
Accounts receivable	78,044	24,940
Prepaid expenses and other assets	30,308	1,988
Property and equipment, net	44,460	48,791
 Total Assets	 \$ 3,092,056	 \$ 2,945,834
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable	\$ 1,650,657	\$ 1,882,933
Accrued expenses	359,015	495,712
Deferred revenue	134,105	62,890
 Total Liabilities	 2,143,777	 2,441,535
NET ASSETS		
Net assets without donor restrictions	33,472	39,560
Net assets with donor restrictions	914,807	464,739
Total Net Assets	948,279	504,299
 Total Liabilities and Net Assets	 \$ 3,092,056	 \$ 2,945,834

See notes to financial statements

Capital Workforce Partners, Inc.
Statements of Activities
Years Ended June 30, 2019 and 2018

	Years Ended June 30	
	2019	2018
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
REVENUE		
Governmental grants	\$ 16,021,256	\$ 17,352,462
Contracted services	1,026,383	1,158,900
Contributions and fee for service	16,296	147,574
Net assets released from restrictions	<u>1,492,538</u>	<u>1,581,184</u>
Total Revenues Without Donor Restrictions	<u>18,556,473</u>	<u>20,240,120</u>
Expenses		
Program services	17,103,849	18,663,925
Management and general	<u>1,458,712</u>	<u>1,469,727</u>
Total Expenses	<u>18,562,561</u>	<u>20,133,652</u>
Change in Net Assets Without Donor Restrictions	(6,088)	106,468
NET ASSETS WITHOUT DONOR RESTRICTIONS		
Beginning of Year	<u>39,560</u>	<u>(66,908)</u>
End of Year	<u>\$ 33,472</u>	<u>\$ 39,560</u>
CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS		
Contributions	\$ 1,942,606	\$ 1,541,877
Net assets released from restrictions	<u>(1,492,538)</u>	<u>(1,581,184)</u>
Change in Net Assets With Donor Restrictions	450,068	(39,307)
NET ASSETS WITH DONOR RESTRICTIONS		
Beginning of Year	<u>464,739</u>	<u>504,046</u>
End of Year	<u>\$ 914,807</u>	<u>\$ 464,739</u>
NET ASSETS		
Beginning of Year	\$ 504,299	\$ 437,138
Change in Net Assets	<u>443,980</u>	<u>67,161</u>
End of Year	<u>\$ 948,279</u>	<u>\$ 504,299</u>

See notes to financial statements

Capital Workforce Partners, Inc.
Statement of Functional Expenses
Years Ended June 30, 2019 and 2018

	2019			2018		
	Program Services	Management and General	Total	Program Services	Management and General	Total
Grants to organizations	\$ 13,198,416	-	\$ 13,198,416	\$ 14,322,074	-	\$ 14,322,074
Salaries and wages	1,857,954	887,957	2,745,911	2,143,434	910,651	3,054,085
Employee benefits and taxes	437,200	196,889	634,089	464,821	200,349	665,170
Contractual services	123,649	156,071	279,720	117,898	140,383	258,281
Information technology	391,917	34,469	426,386	443,903	45,067	488,970
Occupancy	684,253	73,484	757,737	705,017	34,014	739,031
Supplies and materials	135,059	15,349	150,408	85,914	14,780	100,694
Communications	94,278	16,210	110,488	101,186	29,196	130,382
Copier/printing	54,371	5,265	59,636	56,504	5,253	61,757
Publications/ memberships	4,337	6,186	10,523	5,559	15,452	21,011
Conferences/meetings/meals	68,999	28,669	97,668	68,665	27,394	96,059
Travel	14,446	1,821	16,267	18,383	2,557	20,940
Postage	13,829	663	14,492	13,904	1,202	15,106
Insurance	18,217	20,350	38,567	10,879	24,763	35,642
Miscellaneous	-	8,405	8,405	96,884	9,767	106,651
Depreciation and amortization	6,924	6,924	13,848	8,900	8,899	17,799
Total Expenses	\$ 17,103,849	\$ 1,458,712	\$ 18,562,561	\$ 18,663,925	\$ 1,469,727	\$ 20,133,652

See notes to financial statements

Capital Workforce Partners, Inc.
Statements of Cash Flows
Years Ended June 30, 2019 and 2018

	Years Ended	
	June 30	
	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 443,980	\$ 67,161
Adjustment to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	13,848	17,799
Changes in operating assets and liabilities		
Grants receivable	690,284	235,758
Contributions receivable	(343,638)	938,084
Accounts receivable	(53,104)	(18,320)
Prepaid expenses and other assets	(28,320)	58,069
Accounts payable	(232,276)	(2,664,682)
Accrued expenses	(136,697)	272,713
Deferred revenue	71,215	(292,100)
Net Cash from Operating Activities	425,292	(1,385,518)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	(9,517)	(31,962)
Net Change in Cash	415,775	(1,417,480)
CASH		
Beginning of Year	455,127	1,872,607
End of Year	\$ 870,902	\$ 455,127

See notes to financial statements

Capital Workforce Partners, Inc.
Notes to Financial Statements
June 30, 2019 and 2018

1. Organization and Tax Status

Capital Workforce Partners, Inc. ("CWP") is a regional workforce development board serving 37 municipalities in North Central Connecticut. CWP coordinates comprehensive programs for job seekers and employers, and its mission is to leverage public and private resources to produce skilled workers for a competitive regional economy.

CWP is exempt from federal and state income taxes as a public charity under Section 501(c)(3) of the Internal Revenue Code.

2. Summary of Significant Accounting Policies

New Accounting Pronouncement

On August 18, 2016, FASB issued ASU 2016-14, Not-For-Profit Entities (Topic 958)-Presentation of Financial Statements of Not-For-Profit Entities. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. CWP has adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively to all periods presented.

Basis of Presentation and Use of Estimates

The financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America ("U.S. GAAP") which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from these estimates.

CWP reports information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objective of CWP. These net assets may be used at the discretion of CWP's management and the board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of CWP or by passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

Capital Workforce Partners, Inc.
Notes to Financial Statements
June 30, 2019 and 2018

2. Summary of Significant Accounting Policies (continued)

Basis of Presentation and Use of Estimates (continued)

CWP has \$914,807 and \$464,739 in net assets with donor restrictions as of June 30, 2019 and 2018 for use and time restrictions for certain operating expenses. CWP has no donor restrictions which are required to be maintained in perpetuity.

Grants Receivable and Contributions Receivable

CWP records revenue and receivables for government grants based on claims for expense reimbursements and program utilization at contracted rates. Unconditional contributions receivable that are expected to be collected within one year are recorded at net realizable value. Unconditional contributions receivable that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. The discounts on those amounts are computed using risk-adjusted interest rates applicable to the years in which the promises are received. Amortization of the discounts is included in contributions. Conditional contribution receivables are not included as support until the conditions are substantially met.

Allowance for Doubtful Accounts

Receivables are stated net of an allowance. Receivables are charged to the allowance when they are determined to be uncollectible based upon a periodic review of the accounts by management. Interest is not accrued or recorded on outstanding receivables. Factors used to determine whether an allowance should be recorded include the age of the receivable and a review of payments subsequent to year end. There was no allowance for doubtful accounts on receivables at June 30, 2019 and 2018.

Property and Equipment

Property and equipment acquisitions that individually exceed \$5,000 are capitalized at cost and are depreciated on the straight-line method over their estimated useful lives of five years. Expenditures for maintenance and repairs are charged to operations as incurred. Expenditures for major renewals and betterments are capitalized. Leasehold improvements are amortized over the lesser of the term of the lease or the estimated useful life of the improvement, which is estimated to be five years.

Capital Workforce Partners, Inc.
Notes to Financial Statements
June 30, 2019 and 2018

2. Summary of Significant Accounting Policies (continued)

Impairment of Long-Lived Assets

Long-lived assets such as property and equipment are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. CWP records impairment losses on long lived assets used in operation when the undiscounted cash flows estimated to be generated by those assets are less than the carrying amounts of those assets. No impairment charges were recognized during the years ended June 30, 2019 and 2018.

Conditional Asset Retirement Obligations

CWP accounts for Conditional Asset Retirement Obligations ("CARO") in accordance with U.S. GAAP, which defines a conditional asset retirement obligation as a legal obligation to perform an asset retirement activity in which the timing and/or method of settlement are conditional on a future event that may or may not be within the control of the entity. Uncertainty with respect to the timing and/or method of settlement of the asset retirement obligation does not defer recognition of a liability. The fair value of the CARO is recorded on a discounted basis and accreted over time for the change in fair value. Management has determined that there are no CARO liabilities that are required to be recorded.

Deferred Revenue

Grants and contracts that pertain to the time period subsequent to year end are deferred until the next fiscal year.

Governmental Grants, Contracts and Contracted Services

Revenue from cost reimbursement grants and contracts is recognized to the extent of costs incurred. Revenue from performance-based grants and contracts is recognized to the extent of performance achieved. Grant and contract receipts in excess of revenue recognized are presented in accounts payable.

Contributions

Unconditional contributions and program grants, including promises to give, or pledge of cash and other assets, are reported at fair value at the date the contribution is received. All donor restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of restriction. When donor restrictions expire, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities.

Capital Workforce Partners, Inc.
Notes to Financial Statements
June 30, 2019 and 2018

2. Summary of Significant Accounting Policies (continued)

Operating Leases

Operating leases are classified in accordance with the terms of the underlying agreements. Operating lease payments are charged to rental expense. Deferred rent is recorded when there are material differences between the fixed payment and the rent expense as reported on the straight-line method based on the entire lease term.

Functional Allocation of Expenses

The costs of providing CWP's services have been summarized on a functional basis. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Such allocations are determined by management on an equitable basis. CWP's policy is to charge expenses directly if it can be charged directly or, if not direct, is allocated in accordance with the table below.

The expenses that are allocated include the following:

<u>Expense</u>	<u>Method of Allocation</u>
Salaries and wages	Time and effort
Employee benefits and taxes	Time and effort
Contractual services	Services performed
Information technology	Location and full-time equivalents ("FTE")
Occupancy	Location and FTE
Supplies and materials	Location and FTE
Communications	Location and FTE
Copier/printing	Location and FTE
Publications/memberships	Purpose
Conferences/meetings/meals	Purpose, time and effort
Travel	Time and effort
Postage	Location and FTE
Insurance	Location and purpose
Depreciation and amortization	Usage

Accounting for Uncertainty in Income Taxes

CWP recognizes the effect of tax positions only when they are more likely than not to be sustained. Management has determined that CWP had no uncertain tax positions that would require financial statement recognition or disclosure. CWP is no longer subject to examinations by the applicable taxing jurisdictions for periods prior to June 30, 2016.

Capital Workforce Partners, Inc.
Notes to Financial Statements
June 30, 2019 and 2018

2. Summary of Significant Accounting Policies (continued)

Reclassification

Certain June 30, 2018 amounts have been reclassified for comparative purposes to conform to the presentation in the June 30, 2019 financial statements. There has been no effect on the net assets or changes in net assets as a result of these reclassifications.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 30, 2019.

3. Contributions Receivable

Contributions receivable of \$773,258 and \$429,620 at June 30, 2019 and 2018 consisted of unconditional promises to give relating to the adult literacy program, Hartford student internship program and the Hartford jobs funnel creation. All contributions receivable is expected to be collected within a year, and as a result have not been discounted. In addition, no allowance is deemed necessary due to anticipated collectability.

4. Property and Equipment

Property and equipment consist of the following at June 30:

	2019	2018
Computers and computer equipment	\$ 595,372	\$ 585,855
Leasehold improvements	270,109	270,109
	865,481	855,964
Accumulated depreciation and amortization	(821,021)	(807,173)
	\$ 44,460	\$ 48,791

Capital Workforce Partners, Inc.
Notes to Financial Statements
June 30, 2019 and 2018

5. Net Assets with Donor Restrictions

Net assets with donor restrictions are available for the following purposes as of June 30:

	<u>2019</u>	<u>2018</u>
Summer youth and other youth programs	\$ 694,247	\$ 32,109
Adult literacy program	-	247,835
Hartford student internship program	39,556	53,581
Hartford jobs funnel creation	87,169	74,752
Other	93,835	56,462
	<u>\$ 914,807</u>	<u>\$ 464,739</u>

Net Assets Released from Restrictions

Net assets were released from restrictions by incurring expenses satisfying the following purpose restrictions as of June 30:

	<u>2019</u>	<u>2018</u>
Summer youth and other youth programs	\$ 477,352	\$ 544,296
Adult literacy program	198,336	254,729
Hartford student internship program	289,025	254,379
Hartford jobs funnel creation	297,583	393,140
Other	230,242	134,640
	<u>\$ 1,492,538</u>	<u>\$ 1,581,184</u>

6. Operating Leases

CWP leases its business premises under noncancelable lease agreements. The terms of these leases expire at various dates through October 2026, with one of the leases containing an option to renew for an additional five years. CWP pays all costs to operate and maintain the facilities. Rent expense for these leases amounted to \$710,763 and \$613,377 for the years ended June 30, 2019 and 2018. These expenses are included with occupancy expense on the statements of functional expenses.

Capital Workforce Partners, Inc.
Notes to Financial Statements
June 30, 2019 and 2018

6. Operating Leases (continued)

CWP also leases office equipment with the terms of these leases expiring at various dates through October 2021. Office equipment leasing expense amounted to \$59,339 and \$61,757 for the years ended June 30, 2019 and 2018. These expenses are included with copier/printing expense on the statements of functional expenses. Future minimum lease payments are as follows as of June 30, 2019:

2020	\$	544,323
2021		505,348
2022		446,176
2023		448,360
2024		450,380
Thereafter		1,079,911
		\$ 3,474,498

7. Deferred Compensation Plan

CWP maintains a 401(k) profit-sharing plan that covers substantially all employees subject to minimum age requirements and six-month length of service qualifications. The plan requires CWP to make a vested contribution of 3% of the participant's pay. In addition, CWP has the option to make a discretionary matching contribution equal to a percentage of the amount deferred by each employee up to a 3% maximum. Total vested and discretionary contributions (6%) made by CWP were \$131,075 and \$142,884 for the years ended June 30, 2019 and 2018. This expense is included within employee benefits and taxes on the statements of functional expenses.

8. Line of Credit

CWP has a line of credit, secured by assets of CWP, which provides for maximum borrowings of \$500,000 with a bank. The rate of interest is defined as the prime rate of 5.50% at June 30, 2019 and 5.0% at June 30, 2018. The availability period of the line of credit is through June 29, 2021. There is no outstanding balance at June 30, 2019 and 2018.

9. Federal and State Grant Programs and Contributions

CWP receives a majority of its support from Federal and State grants, many of which are renewed on a regular basis. A significant reduction in the level of this support could have a material effect on CWP's ability to continue programs and activities. Grants also require a fulfillment of certain conditions as set forth in the grant. Failure to fulfill the conditions can result in the return of funds to grantors and/or loss of future funding. These programs are also subject to audit by grantors.

Capital Workforce Partners, Inc.
Notes to Financial Statements
June 30, 2019 and 2018

10. Availability and Liquidity of Financial Assets

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of the statement of financial position date, are comprised of the following at June 30, 2019:

Financial assets at year-end:	
Cash	\$ 870,902
Grants receivable	1,295,084
Accounts receivable	78,044
Contributions receivable	<u>773,258</u>
Total Financial Assets	3,017,288
Less amounts not available to be used within one year:	
Net assets with donor restrictions	914,807
Less net assets with purpose restrictions to be met in less than a year	<u>(896,852)</u>
	<u>17,955</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 2,999,333</u>

CWP's goal is generally to maintain financial assets to meet 45 days of operating expenses. CWP is dependent on state and federal funding. Most of CWP's federal and state contracts, allow CWP to draw down funds when needed for allowable contract costs. If there are deficiencies in liquidity, CWP has a line of credit to meet cash flow needs.

11. Concentrations of Credit Risk

Financial instruments that potentially subject CWP to concentrations of credit risk consist primarily of cash and receivables. At times, the cash balance may be in excess of the Federal Deposit Insurance Corporation's insurance limits. At June 30, 2019 and 2018, the uninsured portion of these balances were \$1,512,791 and \$1,458,365. Receivables are expected to be collected in the normal course of business.

12. Connecticut Neighborhood Assistance Act Program

During the year ended June 30, 2019, CWP received \$68,686 in funding from a donor under the Connecticut Neighborhood Assistance Act ("CNAA"). The purpose of the donation was to fund an Education and Employment Collaborative. The project is complete and CWP expended the entire proceeds of \$68,686 on service providers. CWP received other donations of \$21,314 to fund additional expenses of the project that were not part of the CNAA.

* * * * *

Capital Workforce Partners, Inc.

Uniform Guidance Schedules and State Single
Audit and Reports

June 30, 2019

DRAFT

Capital Workforce Partners, Inc.
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2019

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
Department of Labor				
<i>WIOA Cluster</i>				
Pass-through Connecticut Department of Labor				
WIOA Adult Program	17.258	WI-23200-12098-18-2006	\$ 159,396	\$ 234,134
WIOA Adult Program	17.258	WI-23200-12098-19-2040	1,601,462	2,892,009
WIOA Adult Program	17.258	DM-23200-12098-18-2028	23,265	28,177
WIOA Adult Program	17.258	DM-23200-12098-17-2035	-	366
WIOA Adult Program	17.258	DM-23200-12098-19-2055	795	1,709
			<u>1,784,918</u>	<u>3,156,395</u>
Pass-through Connecticut Department of Labor				
WIOA Youth Activities	17.259	WI-23200-12098-18-2006	111,578	175,931
WIOA Youth Activities	17.259	WI-23200-12098-19-2040	1,697,022	2,286,149
			<u>1,808,600</u>	<u>2,462,080</u>
Pass-through Connecticut Department of Labor				
WIOA Dislocated Worker Formula Grants	17.278	WI-23200-12098-18-2006	131,639	190,258
WIOA Dislocated Worker Formula Grants	17.278	WI-23200-12098-19-2040	876,882	1,735,512
WIOA Dislocated Worker Formula Grants	17.278	DM-23200-12098-18-2028	23,265	28,176
WIOA Dislocated Worker Formula Grants	17.278	DM-23200-12098-17-2035	-	366
WIOA Dislocated Worker Formula Grants	17.278	DM-23200-12098-19-2055	795	1,709
			<u>1,032,581</u>	<u>1,956,021</u>
			<u>4,626,099</u>	<u>7,574,496</u>
Total WIOA Cluster				
Employment Service Cluster				
Pass-through Connecticut Department of Labor				
Employment Service/Wagner-Peyser Funded Activities	17.207	RTW-23420-0099-19-3006	-	4,431
			-	4,431
Total Employment Service Cluster				
Direct Programs:				
H-1B Job Training Grants	17.268		76,766	1,145,472
YouthBuild	17.274		185,979	360,332
Workforce Investment Act (WIA) National Emergency Grant	17.277		181,125	630,833
Pass-through Connecticut Department of Labor				
Registered Apprenticeship	17.201	AAI-11300-88805-16-9590	-	12
			5,069,969	9,715,576
Total Department of Labor				
Department of Education				
Pass-through Connecticut Department of Education				
Adult Education - Basic Grants to States	84.002	12060-20784-2018-84007	233	23,748
			<u>\$ 5,070,202</u>	<u>\$ 9,739,324</u>
Total Expenditures of Federal Awards				

See independent auditors' report and notes to schedule of expenditures of federal awards

Capital Workforce Partners, Inc.
Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2019

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of Capital Workforce Partners, Inc. ("CWP") under programs of the federal government for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of the Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Because the Schedule presents only a selected portion of the operations of CWP, it is not intended to and does not present the financial position, changes in net assets or cash flows of CWP.

2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. Indirect Cost Rate

CWP has an approved provisional indirect cost rate issued from the United States Department of Labor in the amount of 8.12%. CWP is not eligible to use the de minimus indirect cost rate under the Uniform Guidance.

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

Independent Auditors' Report

**Board of Directors
Capital Workforce Partners, Inc.**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Capital Workforce Partners, Inc. ("CWP"), which comprise the statement of financial position as of June 30, 2019 and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements and have issued our report thereon dated October 30, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered CWP's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of CWP's internal control. Accordingly, we do not express an opinion on the effectiveness of CWP's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Board of Directors
Capital Workforce Partners, Inc.**

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the CWP's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of audits performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

October 30, 2019

**Report on Compliance for Each Major Federal Program and Report on
Internal Control Over Compliance Required by the Uniform Guidance**

Independent Auditors' Report

**Board of Directors
Capital Workforce Partners, Inc.**

Report on Compliance for Each Major Federal Program

We have audited Capital Workforce Partners, Inc.'s ("CWP") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of CWP's major federal programs for the year ended June 30, 2019. CWP's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs - federal.

Management's Responsibility

Management is responsible for compliance with the federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of CWP's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about CWP's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of CWP's compliance.

**Board of Directors
Capital Workforce Partners, Inc.**

Opinion on Each Major Federal Program

In our opinion, CWP complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

Report on Internal Control Over Compliance

Management of CWP is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered CWP's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of CWP's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

October 30, 2019

Capital Workforce Partners, Inc.
 Schedule of Findings and Questioned Costs - Federal
 Year Ended June 30, 2019

Section I - Summary of Auditors' Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ___ yes X no
- Significant deficiency(ies) identified? ___ yes X none reported

Noncompliance material to financial statements noted? ___ yes X no

Federal Awards

Internal control over major federal programs:

- Material weakness(es) identified? ___ yes X no
- Significant deficiency(ies) identified? ___ yes X none reported

Type of auditors' report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516 (a) ___ yes X no

Identification of major federal programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
17.258	WIOA Cluster
17.259	WIOA Adult Program
17.278	WIOA Youth Activities
	WIOA Dislocated Worker Formula Grants
17.268	H-1B Job Training Grants
17.277	Workforce Investment Act (WIA) National Emergency Grants

Dollar threshold used to distinguish between Type A and Type B programs \$750,000

Auditee qualified as a low-risk auditee? X yes ___no

Section II - Financial Statement Findings

During our audit, we noted no material findings for the year ended June 30, 2019.

Section III - Federal Award Findings and Questioned Costs

During our audit, we noted no instances of noncompliance and none of the costs reported in the federal financially assisted programs are questioned or recommended to be disallowed.

Section IV - Prior Year Findings

There were no prior year findings.

Capital Workforce Partners, Inc.
Schedule of Expenditures of State Financial Assistance
Year Ended June 30, 2019

State Grantor/ Pass-Through Grantor/Programs Title	State Grant Program Core-CT Number	Passed Through to Subrecipients	Expenditures
Connecticut Department of Labor			
Jobs First Employment Services	11000-DOL40000-12212	\$ 2,961,945	\$ 4,203,557
Step Up	12052-DOL40000-43517	-	20,286
Connecticut Youth Employment Program	11000-DOL40000-12205	1,173,250	1,235,000
Second Chance Initiatives Program	11000-DOL40000-12582	167,835	290,155
Jobs Funnel Program	11000-DOL40000-12108	-	34,935
Workforce Development Youth Grant	12060-DOL40000-90615	-	62
<i>Passed through The Workplace, Inc.:</i>			
The Mortgage Crisis Relief	12003-DOL40000-12471	-	386,873
Total Department of Labor		4,303,030	6,170,868
Capital Region Development Authority			
<i>Passed through Blue Hills Civic Association:</i>			
Construction Training	12052-CRD47200-43646	29,888	49,597
		<u>\$ 4,332,918</u>	<u>\$ 6,220,465</u>

See independent auditors' report and notes to schedule of expenditures of state financial assistance

Capital Workforce Partners, Inc.
Notes to the Schedule of Expenditures of State Financial Assistance
Year Ended June 30, 2019

1. Summary of Significant Accounting Policies

General

The accompanying Schedule of Expenditures of State Financial Assistance includes the state grant activity of Capital Workforce Partners, Inc. ("CWP") under programs of the State of Connecticut for the fiscal year ended June 30, 2019. Various departments and agencies of the State of Connecticut have provided financial assistance through grants and other authorizations in accordance with the General Statutes of the State of Connecticut. These financial assistance programs fund several programs including adult and youth employment services and mortgage crisis programs.

The accounting policies of CWP conform to accounting principles generally accepted in the United States of America as applicable to not-for-profit organizations.

The information in the Schedule of Expenditures of State Financial Assistance is presented based on regulations established by the State of Connecticut, Office of Policy and Management.

Basis of Accounting

The expenditures reported on the Schedule of Expenditures of State Financial Assistance are reported on the accrual basis of accounting. In accordance with Section 4-236-22 of the Regulations of the State Single Audit Act, certain grants are not dependent on expenditure activity, and accordingly, are considered to be expended in the fiscal year of receipt. These grant program receipts are reflected in the expenditures column of the Schedule of Expenditures of State Financial Assistance.

**Report on Compliance for Each Major State Program and Report on
Internal Control Over Compliance**

Independent Auditors' Report

**Board of Directors
Capital Workforce Partners, Inc.**

Report on Compliance for Each Major State Program

We have audited Capital Workforce Partners, Inc. ("CWP") compliance with the types of compliance requirements described in the Office of Policy and Management's *Compliance Supplement* that could have a direct and material effect on each of CWP's major state programs for the year ended June 30, 2019. CWP's major state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs - state.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its state programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of CWP's major state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S. Sections 4-230 to 4-236). Those standards and the State Single Audit Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining, on a test basis, evidence about CWP's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major state program. However, our audit does not provide a legal determination of CWP's compliance.

Opinion on Each Major State Program

In our opinion, CWP complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended June 30, 2019.

**Board of Directors
Capital Workforce Partners, Inc.**

Report on Internal Control over Compliance

Management of CWP is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered CWP's internal control over compliance with the types of requirements that could have a direct and material effect on each major state program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major state program and to test and report on internal control over compliance in accordance with the State Single Audit Act, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of CWP's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A *material weakness* in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the State Single Audit Act. Accordingly, this report is not suitable for any other purpose.

October 30, 2019

Capital Workforce Partners, Inc.
 Schedule of Findings and Questioned Costs - State
 Year Ended June 30, 2019

Section I - Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ___ yes X no
- Significant deficiency(ies) identified? ___ yes X none reported

Noncompliance material to financial statements noted ___ yes X no

State Financial Assistance

Internal control over major state programs:

- Material weakness(es) identified? ___ yes X no
- Significant deficiency(ies) identified? ___ yes X none reported

Type of auditors' opinion issued on compliance for major state programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 4-236-24 of the Regulations to the State Single Audit Act? ___ yes X no

The following schedule reflects the major state programs included in the audit:

<u>State Grantor/ Pass-Through Grantor/Programs Title</u>	<u>State Grant Program Core-CT Number</u>	<u>Expenditures</u>
Jobs First Employment Services	11000-DOL-40000-12212	\$ 4,203,557
Connecticut Youth Employment Program	11000-DOL-40000-12205	1,235,000
Second Chance Initiatives Program	11000-DOL-40000-12582	290,155
• Dollar threshold used to distinguish between type A and type B programs		<u>\$200,000</u>

Capital Workforce Partners, Inc.
Schedule of Findings and Questioned Costs – State *(Continued)*
Year Ended June 30, 2019

Section II - Financial Statement Findings

During our audit, we noted no material findings for the year ended June 30, 2019.

Section III - State Financial Assistance Findings and Questioned Costs

No findings or questioned costs are reported relating to State financial assistance programs.

Section IV - Prior Year Financial Statement Findings, State Financial Assistance Findings and Questioned Costs

There were no prior year findings.

DRAFT