

STATE OF CONNECTICUT | OFFICE OF WORKFORCE STRATEGY
450 Capitol Avenue, Hartford, CT 06106
Contact Name: Kristina Testa-Buzzee | Email: kristina.testa-buzzee@ct.gov

RFP: Career ConneCT Third Party Evaluation
RFP# 24ECD2355

ADDENDUM # 2 - QUESTIONS AND ANSWERS
September 27, 2024

All bidders must sign and submit Addendum with Bid

The Connecticut Office of Workforce Strategy is issuing Addendum #2 to RFP #24ECD2355 Career ConneCT Third Party Evaluation. All requirements of the original Request for Proposal (RFP) except those requirements specifically changed by addendum shall remain in effect. In the event of any inconsistency between information provided in the RFP and information in an addendum, the information in the addendum shall prevail.

GENERAL

Question 1: Does an entity need a Connecticut business license before submitting a proposal?

Answer: Out-of-state entities are not required to be registered with the Connecticut Secretary of the State prior to submitting a proposal. If the proposal is selected, the entity will be required to register with the Secretary of the State's Office prior to entering into contract.

Question 2: Does the Career ConneCT program have a logic model?

Answer: No.

Question 3: Does the Career ConneCT program have a planned end date, or will it be ongoing?

Answer: Career ConneCT is currently being funded by American Rescue Plan dollars and must follow the timeframe set forth in that legislation. As such, the Career ConneCT expenditures of Grantees will be terminated June 30, 2025 with contractual obligations through June 30, 2026.

Question 4: How do you define key personnel? Would that be the Principal Investigator and Project Director, or other people as well?

Answer: Key personnel would include those project team staff who are essential to carrying out the work of the project. They may include but are not limited to Principal Investigator, Project Director, Project Coordinator and/or Project Associates.

Question 5: Could the state please provide detailed information regarding the funding source for the proposed work described in this RFP? Specifically, we are interested in understanding whether the ARPA funding is grant based or from another funding stream.

Answer: Career ConneCT is funded by Federal ARPA dollars that are part of the State of Connecticut allocation. Funds were appropriated by the legislature to OWS for the Governor's Workforce Initiative effective July 1, 2021. The Third Party Evaluation will be financed utilizing these ARPA funds.

Question 6: Is there an onsite requirement for this work or can the contract be performed remotely?

Answer: No. It is anticipated that the work can be completed remotely with occasional onsite meetings in Connecticut.

Question 7: Is the state open to a shorter timeline?

Answer: It is expected that there will be longitudinal data to evaluate which would not allow for a shorter timeline.

Question 8: If focus groups or interviews are required, will the state help with recruitment?

Answer: Yes.

Question 9: Can the agency provide a list of programs that will be evaluated?

Answer: A list of Awardees is provided as an attachment. Exact programs to be evaluated will be discussed upon receiving the Bidder's Proposal, contract negotiations, and throughout the evaluation engagement.

Question 10: Given the turn around time between questions and answers being returned and the bid due date would the state consider an extension?

Answer: No.

BUDGET & FINANCIAL QUESTIONS

Question 11: Can you share more about what information you would like for the financial profile (page 12 of the RFP)? Is this a statement of how many years we've been in business and how much revenue we've earned? Are there particular documents that you would like us to share with you?

Answer: The financial profile should provide information related to your fiscal stability. For more information, see Section II.3.v. of the RFP.

Question 12: Do you require a full budget justification along with the Excel budget template provided?

Answer: Yes, a justification is required for each budget line item. There is a justification column within the budget template. If additional space is required, please attach a separate Word document.

Question 13: Is the budget (and justification if appropriate) part of the 10-page limit in the main proposal? Or can it be included as an attachment and referenced in the main proposal?

Answer: No, it is not part of the page limitation and can be included as an attachment.

Question 14: As part of the budget and narrative (page 12), the RFP says to “Include detailed information on the budget for each person assigned to the project.” Can you tell us a bit more about the information you would like—would that be the loaded rate and number of hours, for example?

Answer: Per the budget template, the Agency is requesting the name and title for each staff person involved in the project, justification for the position or duties, hourly rate and total hours per staff person for the project. If there are multiple staff with the same duties, they can be listed on one line and the total FTE column adjusted accordingly.

Question 15: Can bidders provide a fixed fee budget in lieu of a hour and rate bid as the form is currently structured

Answer: No.

AWARDEE INFORMATION & CONTRACTUAL OBLIGATIONS

Question 16: How many grantees received funding? Can it be broken down by industry?

Answer: 16 grantees with 19 programs (three grantees have two programs each). Please see the Award Page included in this binder.

Question 17: Will additional grantees be added?

Answer: No.

Question 18: Are grantees contractually obligated to participate in this evaluation? What about employer participants?

Answer: Grantees are not contractually obligated to participate in this evaluation process. OWS does not have contractual obligations with any employer partners.

PARTICIPANT INFORMATION & DATA COLLECTION

Question 19: If it is possible to estimate, how many of the targeted ~6,000 participants do you estimate have already completed their programs?

Answer: As of September 18, 2024, there have been 5,652 enrollments, 3,724 completions, and 2,248 job/apprenticeship placements.

Question 20: We understand participants are required to complete an 18-question intake form. Are you able to share the specific questions asked on this intake form?

Answer: Yes. The questions on the self-assessment are included in this binder.

Question 21: Will the state grant access to UI wage and benefit data for the selected vendor?

Answer: OWS has access to matched, aggregated, records provided by CT DOL which can be shared selected contractor.

Question 22: Is it allowable to utilize incentives (e.g., a small gift card to a local or national business) to thank participants for time spent on any primary data collection conducted as part of the evaluation?

Answer: An incentive is a permissible use of funds under the eligibility guidelines for ARPA funds.

Question 23: Are any data related to the short-term outcomes described on pages 7 and 8 (e.g., satisfaction with services) already being collected?

Answer: Yes, through the satisfaction survey. The OWS survey is administered post program and currently has a return rate of 26%. In addition, Grantees may be conducting their own exit surveys and shared with OWS when requested.

Question 24: For timeline estimation purposes, when do you anticipate that ongoing/upcoming participants will be complete?

Answer: The Career ConneCT expenditures will be terminated 2025 with contractual obligations through June 30, 2026. Trainings have been ongoing since 2022 and may continue through June 2025.

Question 25: How far back does participant data go back to?

Answer: The majority of contracts were executed with an effective date of July 1, 2022 and participant training began shortly after.

Question 26: We understand there may be several data sources providing extant data. Do you have a sense of the specific data sharing agreements into which the evaluator will need to enter (for example, which agencies)?

Answer: Data will be provided to the evaluator through OWS. The Agency does not anticipate that data sharing agreements need to be established.

Question 27: SNAP is mentioned as a co-enrollment program to be evaluated. To what extent is OWS interested in non-workforce outcomes- i.e. impact on utilization of safety net services, post-secondary degree attainment, housing outcomes- eviction/experience of homelessness, etc.?

Answer: While OWS will not be evaluating SNAP, outcomes related to supportive services provided through Career ConneCT are an area of interest.

Question 28: We understand that a primary source of existing data are the data collected through the CT Hires platform. Could you share whether CT Hires collects information about employer engagement and activities across the grant projects? Does the platform collect data for all grantees on supportive services referrals/usage, placement data, case management contacts, reporting of leveraged funds, co enrollments, etc.?

Answer: OWS would classify CTHires as a secondary source of participant data. The majority of Career ConneCT data is provided to us directly from grantees, through secure file transport.

Question 29: What is the scale of data digitization of self-attestation forms from grantees?

Answer: The scale is negotiable and will be based on your recommendation. As a point of reference this pertains to a single self-attestation form for each participant that is currently on file either electronically or hard copy and maintained at the grantee level.

Question 30: What programmatic data is centralized at OWS and what data resides with grantees?

Answer: OWS currently holds individual programmatic data including quarterly reports and supportive services spending. Career ConneCT grantees are in possession of the self-attestation forms, supportive services request forms, and UI wage release forms.

Question 31: Has OWS captured data around the supportive and wrap around services grantees have provided participants?

Answer: Grantees submit quarterly narrative reports, fiscal and data points on supportive services provided to participants.

Question 32: How were CareerConneCT applicants accepted or rejected?

Answer: Participants are not initially accepted or rejected into Career ConneCT. The eligibility criteria for Career ConneCT participation is to be 18 years of age and older and legally able to work in the United States. While the Career ConneCT assessment does not preclude anyone from enrolling, each program does its own assessment that includes skills and supportive services needed to ensure participant success.

Question 33: Given an often-prolonged timeline for P20WIN requests, has OWS initiated a data request related to the RFP? If not, has OWS socialized this RFP with agencies that it would like to participate in a data request? What agencies does OWS anticipate requesting data from?

Answer: OWS already has a process in place with CT DOL to obtain longitudinal wages from participants. OWS does not anticipate submitting a P20 WIN data request.

Question 34: Is this evaluation only focused on ARPA programs or will the evaluation include WIOA program participant data?

Answer: This evaluation is for the ARPA funded Career ConneCT program only.

Question 35: What individual data does the OWS require grantees to collect, and how are those data kept?

Answer: OWS collects 50+ data elements on program participation. Grantees submit data to us quarterly and after validation, OWS stores data in a secure cloud based database.

Question 36: Does the state have a preferred Institutional Review Board (IRB) for human subjects research review of research activities/data sources required for the proposed service -- or should the proposer propose an IRB?

Answer: The OWS does not have an IRB. The bidder is welcome to submit an IRB process in its proposal.

Question 37: How will the vendor receive the data?

Answer: The selected vendor will receive aggregated data through Secure File Transfer Protocol (SFTP).

PROPOSAL SUBMISSION REQUIREMENTS

Question 38: Is the 1.5-line spacing correct or can the proposer use single space in Section D?

Answer: As stated in Submission Format Information (RFP Page 10), line spacing of 1.5 is required. Line spacing requirements do not apply to tables or attachments.

Question 39: Do the style requirements in Section III, part 1a apply to tables and figures, or is it acceptable to use different typeface, font size, or line spacing for tables and figure.

Answer: Line spacing and font size requirements do not apply to tables or attachments. Please do not use font size smaller than 10.

Question 40: Do the style requirements in Section III, part 1a apply to headings, or is it acceptable to use different typeface, font size, or line spacing for headings and subheadings?

Answer: While bolding or underlining headings are acceptable, please adhere to the style requirements throughout the proposal.

Question 41: The RFP indicates a 15-page total limit (p. 10). It also references a ten-page limit for Section D. Main Proposal and a three-page limit for Section C (p. 11). Given that Sections C. and D. have a maximum of 13 combined pages, is it correct to assume that the remaining Sections (A. Cover Page, B. Table of Contents, E. Attachments, F. Declaration of Confidential Information, G. Conflict of Interest, and H. Statement of Assurances) need to conform to the remaining 2 pages of the 15-page maximum? If not, how should page limit requirements be interpreted?

Answer:

15 Page limit noted on page 10 of the RFP includes:

- Cover Sheet – 1 page
- Table of Contents – 1 page
- Executive Summary – up to 3 pages max
- Main Proposal – up to 10 pages including: Strengths and Qualifications of staff, Scope of Services, Staffing Plan, Data and Technology, Work Plan, Cultural Competence

The 15 page limit does NOT include:

- Budget and Narrative should use the templates provided

- Financial Profile
- Attachments (clearly labeled and referenced in main proposal where applicable)
- Declaration of Confidential Information
- Conflict of Interest – Disclosure Statement
- Statement of Assurances (Section V – Appendix, subsection 2)

Question 42: Can the state please confirm that the organization financial status reports can be provided in an appendix or other attachment that will not count against the 10-page limit of the main proposal section?

Answer: Correct.

Question 43: Can the state please confirm that the required appendices, attachments, and other requirements (sections e-h of the required outline) do not count toward the 15-page limit?

Answer: Correct.

Question 44: Can the state please confirm that this “work product sample” in the appendix will not be counted in the 10-page limit of the main proposal section?

Answer: Correct.

Question 45: Can you please tell us what information you would like for the three references (for example, name, email address, etc.)? (from page 12 of the RFP)

Answer: Proposers should submit basic information for the three references: name, title, company, email address, and phone number.

Question 46: Is the start date of December 2025 a typo?

Answer: Yes, that is a typo and has been addressed in Addendum #1. The start date is December 2024. Please be sure to return a signed copy of Addendum #1 in addition to a signed copy of this Addendum.

Please sign below and return with your BID package.

Company Representative, Signature: _____

Company Representative, Print Name: _____

Date: _____

Attachment A:

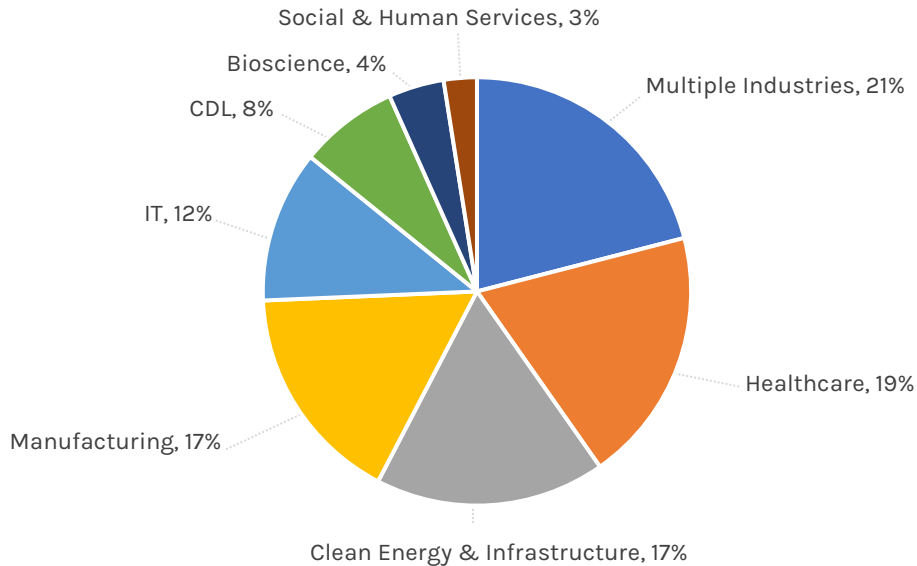
Career ConneCT Awardee Information



Career ConneCT Awardee Information

This document summarizes the 19 Career ConneCT applications that have been approved for funding by the Office of Workforce Strategy (OWS).

INDUSTRY FUNDING SNAPSHOT



AWARDEE INDUSTRY & DESCRIPTION

Awardee	Industry	High-Level Description
Eastern CT Workforce Investment Board (EWIB)	Manufacturing	An expansion of the nationally recognized Manufacturing Pipeline Initiative statewide to train individuals in entry-level manufacturing roles.
The WorkPlace	Healthcare	Scaling of the Southwest Healthcare Career Academy statewide to train individuals in entry-level healthcare roles.
Career Resources Inc.	Other - Multiple Industries	Training justice-involved and re-entering individuals for careers in healthcare, technology, construction, and manufacturing.
Capital Workforce Partners	CDL	Expand CDL training programming across the state and focus a portion of training dollars specifically on re-entering individuals.
Capital Workforce Partners	IT	Provide IT training statewide focused on four core tracks: IT Support, Front-End Development, Information Security, and Network/Cloud Operations.
Northwest Regional Workforce Investment Board (NRWIB)	Clean Energy / Infrastructure	Expand existing and develop new programs in energy efficiency, solar, offshore wind, construction, OSHA, energy management, etc.

Awardee Cont.	Industry	High-Level Description
CT Building Trades Training Institute	Clean Energy / Infrastructure	Statewide program providing construction readiness opportunities for individuals seeking a unionized building trades registered apprenticeship.
ReadyCT	Other - Multiple Industries	Supports high school seniors/recent graduates define postsecondary career goals and immediately enter employment in a high-demand industry.
ConnCAT	Bioscience	Entry-level bioscience training including lab operations, compound management, laboratory animal husbandry, research support, and biomanufacturing.
Family Centers, Inc.	Healthcare	Pathways to Employment Growth (PEG) will train individuals for in-demand healthcare and IT jobs in Southwest CT.
Efficiency For All	Clean Energy / Infrastructure	Provides short-term job training for individuals looking to enter the energy efficiency industry.
Connecticut Center for Advanced Manufacturing (CCAT)	Manufacturing	Target unemployed workers that need additional skills to enter the manufacturing workforce at higher level positions.
Havenly, Inc.	Other - Multiple Industries	A 6-month paid job training program aimed at creating opportunities for refugee and immigrant women in the Greater New Haven area to find stable, quality employment.
Career Resources, Inc.	Healthcare	Sponsor an entry-level training program created directly by Waveny LifeCare Network to hire CNAs directly into their healthcare system.
Ability Beyond	Other - Multiple Industries	Provide individuals with disabilities the opportunity to obtain valuable pre-requisite skills and certifications prior to participation in an on-the-job training program in partnership with the CT Bureau of Rehabilitation Services.
Charter Oak College Foundation, Inc.	IT	The grant will train entry level workers in the field of Health Information Management to perform job functions in a Revenue Cycle Department of a hospital or other health care facility or physician office.
Marrakech	Social / Human Services	Bridgeport, New Haven and Waterbury focused program training individuals for roles in Community and Social Services / Human Services, Personal Services, and Office and Administrative Support.
District Arts + Education, Inc. (DAE)	IT	Provide high-school students with a foundation in Digital Life skills and a 12-month immersion experience in Software Engineering and Web Development.
The Workplace	Other - Multiple Industries	The RemoteWorks program prepares participants for an array of occupations in remote customer service, database management, internal support, and a variety of additional fields.

AWARDEE CONTACT INFORMATION

Organization	Name	Email
Ability Beyond	Sarah Kingston	sarah.kingston@abilitybeyond.org
Capital Workforce Partners	Sandy Mackie	smackie@capitalworkforce.org
Career Resources	Dave Garvey	garvey@careerresources.org
CCAT	Lynn Raicik	lraicik@ccat.us
Charter Oak State College Foundation, Inc.	Nancy Taylor	nataylor@charteroak.edu
ConnCAT	OrLando Yarborough	oyarborough@conncat.org
District Arts & Education, Inc. (DAE)	Patrick King	patrick@transformnhv.org
Efficiency for All	Leticia Colon	lcolonees@gmail.com
EWIB	Carol LaBelle	labellec@ewib.org
Family Centers, Inc.	Darian Jones	djones@familycenters.org
Havenly, Inc.	Camila Guiza-Chavez	camila@havenlynhv.org
Marrakech, Inc.	Rachel Lombardozzi	rlombardozzi@marrakechinc.org
NRWIB	Patrick Donnelly	patrick.donnelly@nrwib.org
ReadyCT	Nailah Abdul-Rahman	nailah.abdul-rahman@readyct.org
CT State Building Trades Training Institute, Inc.	Yolanda Rivera	yrivera@csbtti.org
The WorkPlace	Adrienne Parkmond	aparkmond@workplace.org

OFFICE OF WORKFORCE STRATEGY

[Email](#) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)

Attachment B:
Career ConneCT Data Dictionary

#	DATA ELEMENT NAME	DATA TYPE	DATA ELEMENT DEFINITION(S)
1	First Name	String	String
2	Last Name	String	String
3	CT Hires Username	String	String
4	State ID #	String	XXXXXXXX
5	Submitted Required OWS Forms?	Dropdown	<ul style="list-style-type: none"> • Yes • No • N/A
6	Zip Code	String	XXXXXX
7	Client Date of Birth	Date	YYYY-MM-DD
8	Low Income Status at Program Entry?	Dropdown	<ul style="list-style-type: none"> • Yes • No • N/A
9	Basic Skills Deficient/Low Levels of Literacy?	Dropdown	<ul style="list-style-type: none"> • Yes • No • N/A
10	Single Parent at Program Entry?	Dropdown	<ul style="list-style-type: none"> • Yes • No • N/A
11	Co-enrollment (WIOA or WP)	Dropdown	<ul style="list-style-type: none"> • Yes • No • N/A
12	Local Workforce Board Code	String	XXXXXX
13	Highest Education Level Completed at Program Entry	Dropdown	<ul style="list-style-type: none"> • Attained secondary school diploma • Attained a secondary school equivalency • The participant with a disability receives a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP) • Completed one or more years of postsecondary education • Attained a postsecondary technical or vocational certificate (non-degree) • Attained an Associate's degree • Attained a Bachelor's degree • Attained a degree beyond a Bachelor's degree • No Educational Level Completed
14	School Status at Program Entry	Dropdown	<ul style="list-style-type: none"> • In-school, secondary school or less • In-school, Alternative School • In-school, Postsecondary school • Not attending school or Secondary School Dropout • Not attending school; secondary school graduate or has a recognized equivalent • Not attending school; within age of compulsory school attendance
15	TANF	Dropdown	<ul style="list-style-type: none"> • Yes • No • N/A

#	DATA ELEMENT NAME	DATA TYPE	DATA ELEMENT DEFINITION(S)
16	SSI/SSD	Dropdown	<ul style="list-style-type: none"> • SSI • SSDI • Both SSI and SSDI • No • N/A
17	SNAP	Dropdown	<ul style="list-style-type: none"> • Yes • No • N/A
18	Other public assistance recipient	Dropdown	<ul style="list-style-type: none"> • Yes • No • N/A
19	Hourly Wage in most recent employment prior to participation	String	\$XX.XX
20	Hours worked per week most recent employment prior to participation	String	XX.XX
21	Occupational Code of Most Recent Employment Prior to Participation	String	XX-XXXX.XX
22	Date of Program Entry	Date	YYYY-MM-DD
23	Date of Program Exit	Date	YYYY-MM-DD
24	Received Training?	Dropdown	<ul style="list-style-type: none"> • Yes • No • N/A
25	CareerConneCT Training Provider	String	String
26	Date Entered Training	Date	YYYY-MM-DD
27	Type of Training Service	Dropdown	<ul style="list-style-type: none"> • On the Job Training (non-WIOA Youth). • Skill Upgrading • Entrepreneurial Training (non-WIOA Youth) • ABE or ESL (contextualized or other) in conjunction with Training • Customized Training • Occupational Skills Training (non-WIOA Youth) • Prerequisite Training • Registered Apprenticeship • Youth Occupational Skills Training
28	CareerConneCT Training Provider Program of Study	Dropdown	<ul style="list-style-type: none"> • A program of study leading to an industry-recognized certificate or certification • A program of study leading to a certificate of completion of a registered apprenticeship • A program of study leading to a license recognized by the State involved or the Federal Government • A program of study leading to a community college certificate of completion • A program of study leading to a secondary school diploma or its equivalent • A program of study leading to employment • A program of study leading to a measurable skills gain
29	CareerConneCT Training Provider CIP Code	String	XXXXXX
30	Occupational Skills Training Code #1	String	XX-XXXX.XX
31	Training Completed?	Dropdown	<ul style="list-style-type: none"> • Yes • No • N/A
32	Date Completed or Withdrew From Training #1	Date	YYYY-MM-DD
33	Date Entered Training #2	Date	YYYY-MM-DD

#	DATA ELEMENT NAME	DATA TYPE	DATA ELEMENT DEFINITION(S)
34	Type of Training Service #2	Dropdown	<ul style="list-style-type: none"> • On the Job Training (non-WIOA Youth). • Skill Upgrading • Entrepreneurial Training (non-WIOA Youth) • ABE or ESL (contextualized or other) in conjunction with Training • Customized Training • Occupational Skills Training (non-WIOA Youth) • Prerequisite Training • Registered Apprenticeship • Youth Occupational Skills Training
35	Occupational Skills Training Code #2	String	XX-XXXX.XX
36	Training Completed #2	Dropdown	<ul style="list-style-type: none"> • Yes • No • N/A
37	Date Completed, or Withdrew from, Training #2	Date	YYYY-MM-DD
38	Date Entered Training #3	Date	YYYY-MM-DD
39	Type of Training Service #3	Dropdown	<ul style="list-style-type: none"> • On the Job Training (non-WIOA Youth). • Skill Upgrading • Entrepreneurial Training (non-WIOA Youth) • ABE or ESL (contextualized or other) in conjunction with Training • Customized Training • Occupational Skills Training (non-WIOA Youth) • Prerequisite Training • Registered Apprenticeship • Youth Occupational Skills Training
40	Occupational Skills Training Code #3	String	XX-XXXX.XX
41	Training Completed #3	Dropdown	<ul style="list-style-type: none"> • Yes • No • N/A
42	Date Completed, or Withdrew from, Training #3	Date	YYYY-MM-DD
43	Employment Related to Training (2nd Quarter After Exit)	Dropdown	<ul style="list-style-type: none"> • Yes • No • N/A
44	Occupational Code of Employment After Exit	String	XX-XXXX.XX
45	Occupational Code of Employment 2nd Quarter After Exit	String	XX-XXXX.XX
46	Occupational Code of Employment 4th Quarter After Exit	String	XX-XXXX.XX
47	Type of Recognized Credential	Dropdown	<ul style="list-style-type: none"> • Secondary School Diploma • Occupational License • Occupational Certificate • Occupational Certification
48	Date Attained Recognized Credential	Date	YYYY-MM-DD
49	Type of Recognized Credential #2	Dropdown	<ul style="list-style-type: none"> • Secondary School Diploma • Occupational License • Occupational Certificate • Occupational Certification
50	Date Attained Recognized Credential #2	Date	YYYY-MM-DD

#	DATA ELEMENT NAME	DATA TYPE	DATA ELEMENT DEFINITION(S)
51	Type of Recognized Credential #3	Dropdown	<ul style="list-style-type: none"> • Secondary School Diploma • Occupational License • Occupational Certificate • Occupational Certification
52	Date Attained Recognized Credential #3	Date	YYYY-MM-DD
53	Type of Recognized Credential #4	Dropdown	<ul style="list-style-type: none"> • Secondary School Diploma • Occupational License • Occupational Certificate • Occupational Certification
54	Date Attained Recognized Credential #4	Date	YYYY-MM-DD
55	Type of Recognized Credential #5	Dropdown	<ul style="list-style-type: none"> • Secondary School Diploma • Occupational License • Occupational Certificate • Occupational Certification
56	Date Attained Recognized Credential #5	Date	YYYY-MM-DD
57	School Status at Exit	Dropdown	<ul style="list-style-type: none"> • In-school, secondary school or less • In-school, Alternative school • In-school, Postsecondary school • Not attending school or Secondary School Dropout • Not attending school; secondary school graduate or has a recognized equivalent • Not attending school; within age of compulsory school attendance
58	Employment Status at exit	Dropdown	<ul style="list-style-type: none"> • Employed; Full-time • Employed; Part-time • Temporarily Employed • Internship • Apprenticeship • Unemployed
59	Hourly Wage at Exit	String	\$XX.XX
60	Hours Worked per Week	String	XX.XX
61	Employer	String	String
62	Job Title	String	String
63	Employer Zip Code	String	XXXXXX
64	Employed in 1st Quarter After Exit Quarter (WIOA)	<i>CTDOL Wage Match</i>	
65	Employed in 2nd Quarter After Exit Quarter(WIOA)	<i>CTDOL Wage Match</i>	
66	Employed in 3rd Quarter After Exit Quarter (WIOA)	<i>CTDOL Wage Match</i>	
67	Employed in 4th Quarter After Exit Quarter(WIOA)	<i>CTDOL Wage Match</i>	
68	Industry Code of Employment 1st Quarter After Exit Quarter	<i>CTDOL Wage Match</i>	
69	Industry Code of Employment 2nd Quarter After Exit Quarter	<i>CTDOL Wage Match</i>	
70	Industry Code of Employment 3rd Quarter After Exit Quarter	<i>CTDOL Wage Match</i>	
71	Industry Code of Employment 4th Quarter After Exit Quarter	<i>CTDOL Wage Match</i>	
72	Retention with the same employer in the 2nd Quarter and the 4th Quarter	<i>CTDOL Wage Match</i>	
73	Wages 3rd Quarter Prior to Participation Quarter	<i>CTDOL Wage Match</i>	
74	Wages 2nd Quarter Prior to Participation Quarter	<i>CTDOL Wage Match</i>	

#	DATA ELEMENT NAME	DATA TYPE	DATA ELEMENT DEFINITION(S)
75	Wages 1st Quarter Prior to Participation Quarter	CTDOL Wage Match	
76	Wages 1st Quarter After Exit Quarter	CTDOL Wage Match	
77	Wages 2nd Quarter After Exit Quarter	CTDOL Wage Match	
78	Wages 3rd Quarter After Exit Quarter	CTDOL Wage Match	
79	Wages 4th Quarter After Exit Quarter	CTDOL Wage Match	

Attachment C:

Career ConneCT Portal Onboarding Form Questions

Career ConneCT Portal Onboarding Form

- First name
- Last name
- Location
- Zip/postal code
- Phone number
- May we text you at the phone number you provided during registration?
 - Yes
 - No
- What is your preferred industry?
 - Clean Energy
 - Commercial Driver's License (CDL)
 - IT
 - Healthcare
 - Manufacturing
 - Construction
 - Social/Human Services
 - I'm not sure
 - I'm interested in a different industry
- How do you currently identify your gender?
 - Man
 - Woman
 - Transgender man
 - Transgender woman
 - Non-binary or genderqueer person
 - Prefer to self-describe
 - Prefer not to answer
- Date of birth (MM/DD/YYYY)
- What is your current employment status?
 - Working full time
 - Working part time
 - Not employed
 - Underemployed
 - Displaced due to covid
 - Unable to seek a better opportunity as a result of covid
- If you are currently working, what is your hourly wage?
 - Open text box

- If you are not currently working, what was your hourly wage in your most recent job?
 - Open text box
- If you are not currently working, how many hours per week (on average), were you working in your most recent job?
 - Open text box
- Do you identify as a member of the following populations (check all that apply)
 - People with disabilities
 - Formerly incarcerated people
 - Veterans
 - None of the above
- What is your race/ethnicity
 - White
 - Black or African American
 - American Indian or Alaska native
 - Asian
 - Native Hawaiian or other pacific islander
 - Hispanic, latino, or Spanish
 - Prefer not to answer
- What is the highest degree or level of school you have completed?
 - Less than high school diploma or equivalent
 - High school diploma or equivalent (GED)
 - Some college
 - Associate's degree
 - Bachelor's degree
 - Post-graduate degree
- Please list any certifications, certificates, and/or licenses you have earned
 - Open text box
- Were you referred to the Career ConneCT website by an employer?
 - Yes
 - No
 - I'm not sure
- If yes, what employer referred you
 - Open text box
- Were you referred to Career ConneCT by one of the following agencies or community organizations?
 - American Job Center (AJC)
 - CT Building Trades Training Institute

- ReadyCT
- ConnCAT
- Family Centers
- Efficiency for All
- CT Center for Advanced Technology (CCAT)
- Havenly
- Charter Oak State College Foundation
- Marrakech
- District Arts + Education
- Ability Beyond
- RemoteWorks
- Career Resources – WeRise
- Career Resources – Waveny
- I was not referred by an agency or community organization on this list

Attachment D:

Career ConneCT Skills Assessment/Inventory Questions

Question 1

You are working in a grocery store in the floral department. A customer asks you if the store carries a specific item they need for a recipe. You have never heard of the item and have never worked in the grocery section of the store. How should you handle this situation?

- Tell them you don't know, and they should find a person working in the grocery section to help them.
- Ask more questions about the item because it is interesting to you.
- Ask for more information about the item so you can determine who the best person from the grocery section is to help the customer.
- Suggest that the customer try looking for the item at another store

Save and continue

Question 2

You have been working in your new job for 3 weeks. You must complete a project that is due on Friday and you have been making good progress all week. On Friday morning, you oversleep by 10 minutes and wake up tired, so you are hurrying to get out the door on time. When you get in your car, it will not start. How do you handle this situation?

- Don't call your boss and get to work whenever you can.
- Call your boss and tell them you will not be able to get to work today and go back to bed. Someone else will finish the project.
- Call your boss and tell them you will be late because your car won't start but you have a backup plan for a ride and will be there as soon as possible. Call your friend down the street and ask them if they can drive you to work. This was the back-up plan you had made with your friend because you knew your car was giving you problems and you wanted to be sure you could get to work on time if you had an issue.
- Call your co-worker and let them know they will have to finish the project without you because your car broke down and you do not have a way to get to work.

Back

Save and continue

Question 3

It's important to express how you feel. Managing your reaction means knowing when, where and ____ to express yourself.

- Why
- How
- Who

Back

Save and continue

Question 4

You have been working in your job for 6 months. You think you have everything figured out when your supervisor asks you to do something you have not done before and you don't know how to do it. How do you handle this situation?

- Tell your supervisor you can't do it because you haven't been shown how yet.
- Tell your supervisor you can do it because you don't want to admit you need help.
- Tell your supervisor you are happy to learn how to do it, ask what resources are available to learn, and seek out help if needed.
- Tell your supervisor you will get it done and ask a co-worker to do it.

Back

Save and continue

Question 5

Historically, Earth's climate has regularly shifted between temperatures like those we see today and temperatures cold enough to cover much of North America and Europe with ice. The difference between average global temperatures today and during those ice ages is only about 9 degrees Fahrenheit (5 degrees Celsius), and the swings have tended to happen slowly, over hundreds of thousands of years.

But with concentrations of greenhouse gases rising, Earth's remaining ice sheets such as Greenland and Antarctica are starting to melt too. That extra water could raise sea levels significantly, and quickly. By 2050, sea levels are predicted to rise between one and 2.3 feet as glaciers melt.

In addition to sea levels rising, weather can become more extreme. This means more intense major storms, more rain followed by longer and drier droughts—a challenge for growing crops—changes in the ranges in which plants and animals can live, and loss of water supplies that have historically come from glaciers.

- Changes in the Earth's climate
- Struggles of animal life
- Difficulties of growing crops
- The ice in Antarctica

Question 6

You receive this email from your manager:

Hey there,

I won't be at work today so was wondering if you could do a few things for me? There was a delivery of cables that came yesterday, they need to be put into the storage room when you get the chance.

And once you've done that please ensure all machines have been turned on for the next shift.

Actually, before you do anything, make sure the main switch has been turned on at the power box, I turned it off yesterday and it needs to be on first thing. Then please open the computer for today's orders to get started for the day.

What would you do first?

- Put the cables into the storage room
- Ensure all machines have been turned on
- Turn on the main switch
- Look at the computer for today's orders

Back

Save and continue

Question 7

What is the next number in the series?

20 10 5 2.5 _____

- 0.25
- 0.5
- 1.25
- 12.5
- 37.5

Back

Save and continue

Question 8

An online retailer processed 60 merchandise return requests from Connecticut and Rhode Island in a day. Return requests from Rhode Island were 5 times as many as those from Connecticut. How many return requests were from Connecticut?

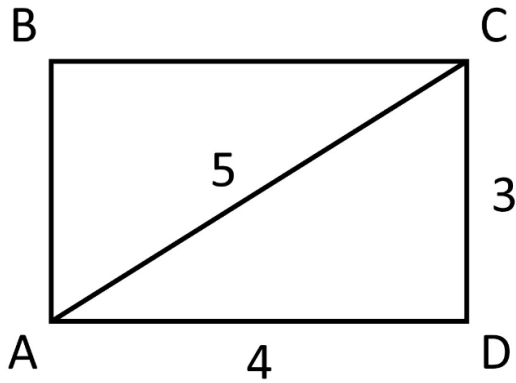
- 5
- 10
- 15
- 20
- 25

Back

Save and continue

Question 9

If line CD is equal to 3 inches, line AD is equal to 4 inches, and line AC is equal to 5 inches, what is the perimeter of rectangle ABCD?



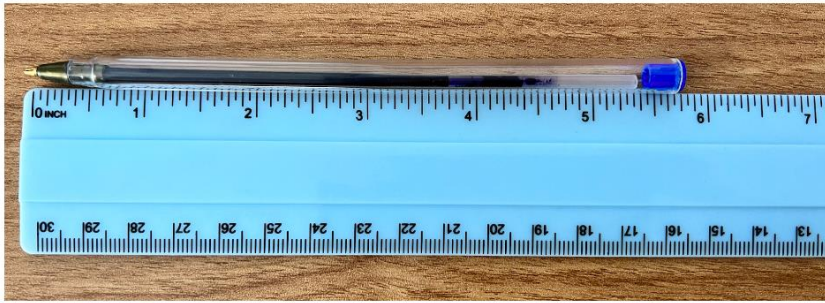
- 14 inches
- 24 inches
- 20 inches
- 12 inches

Back

Save and continue

Question 10

How long is the pen?



- 16 cm
- 5 3/4 inch
- 5 1/2 inch
- 6 inch

Back

Save and continue

Question 11

Find the two identical codes and select the corresponding letter below.

VSV57RSV	A	VRW67RSV
	B	VSW57RSV
	C	VSV57WSV
	D	VSV53ESV
	E	VSV57RSV

- A
- B
- C
- D

Question 12

Refer to the following information:

Acquisition Global's account number is 11456789 - their status is active and authorization code is TNAv8xUOr. For Landec Limited, their account number is 12178957, they are inactive and their authorization code is z2aRt8dlZ. Then there is Helios Incorporated who are active with an authorization code of Ws6R2tRRC.

Which of the following is Acquisition Global's account number?

- 11456789
- TNAv8xUOr
- z2aRt8dlZ
- 12178957

Back

Save and continue

Question 13

Your manager asked if you could email the team to let them know about a meeting scheduled for next week. Which program would you use to send an email?

- PowerPoint
- Word
- Outlook
- Messenger
- Excel

Back

Save and continue

Question 14

What is another name for a web address?

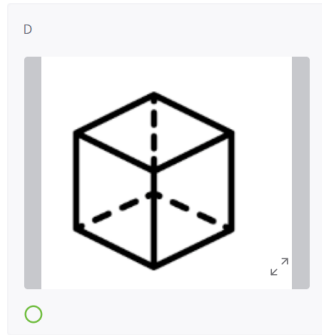
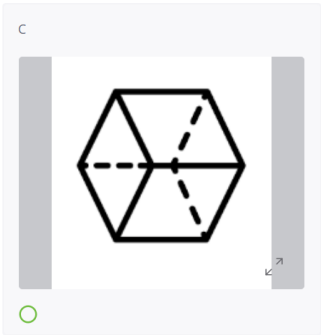
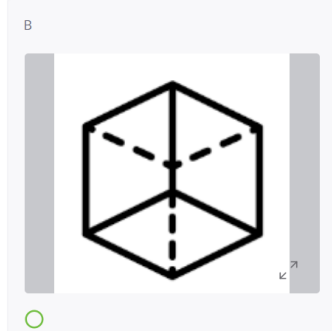
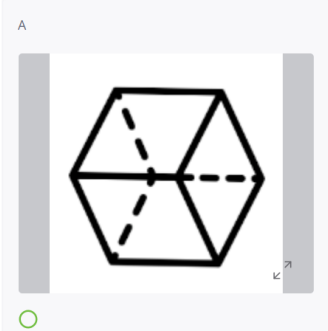
- ESC
- WWW
- Qwerty
- URL

Back

Save and continue

Question 15

Which figure is a 180-degree rotation of the object?

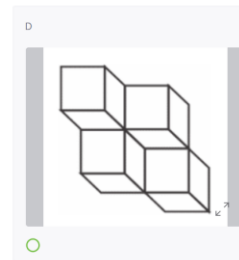
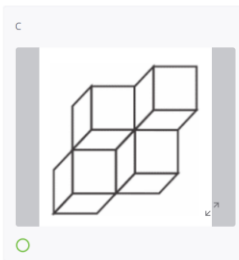
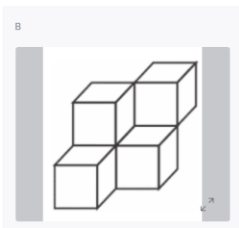
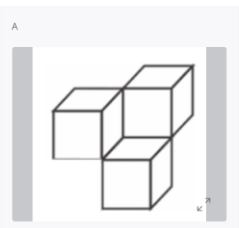


Back

Save and continue

Question 16

Which figure is a 90-degree rotation clockwise of the object?



Back

Save and continue

Attachment E:

Career ConneCT Self Attestation Questions

Career ConneCT Self-Attestation Form

- Application Date
- Name
 - First name
 - Middle
 - Last name
 - Suffix if applicable
- Unique Participant ID #
- Located
 - City
 - State
- Home Phone
- Cell Phone
- Email Address
- Are you legally allowed to work in the United States? (Y/N)
- Are you currently employed? (check all that apply) (Y/N)
 - Employed
 - Not Employed
 - Displaced due to Covid
 - Employed, but received notice of termination of employment or military separation
 - I have never been employed
 - Unable to seek a better opportunity as a result of COVID
- If you are employed, are you currently underemployed? (Y/N)
- If you are not employed, are you currently receiving unemployment compensation? (Y/N)
 - For your most recent job, what was your last date of employment?
 - For your most recent job, what was the industry?
 - For your most recent job, what was the job title?
 - For your most recent job, what was your hourly wage?
 - For your most recent job, how many hours did you work each week, on average?

Attachment F:

Career ConneCT Self Attestation Form



I understand that the complete application may require additional forms or copies of supporting documentation. I understand that I have the right to file a formal complaint with _____ if I feel that I have experienced discrimination or that my rights have been violated.

Personal Data

I understand that all information required for this application is confidential and will be used to determine program eligibility. I understand that _____ use an online database system to collect personal information and track services related to me and my participation in this program. I understand that _____ may use such data for internal and external evaluation and reporting purposes. I understand that _____ has a policy to safeguard personally identifiable information.

Release of Information

I authorize the release of application information to _____ for regulatory and internal processes associated with training, funding, reporting and evaluation. I authorize the release of program participation information, including education and employment information, to _____ for reporting and evaluation processes.

I understand that _____ collaborates with other organizations for the benefit of this program and that this collaboration may include the sharing of my confidential information, including but not limited to: basic identifying information, demographic information, eligibility information, program participation information, education information, and employment information. I understand that my information may be used for research, evaluation, and analytic purposes that support the improvement of policies and outcomes for training and employment programs. I understand that no identifiable information will be released publicly unless a request is obtained from state or federal authorities as part of their statutory investigative, audit and examination powers or as ordered to do so by a court or other administrative governmental body.

Certification

I understand that if I knowingly make any misstatement(s) of fact(s) I will be subject to disqualification or dismissal from the program and to such other civil and criminal penalties as may be prescribed by law or regulations. I understand that any and all information provided by me may be verified. I allow the release of information by _____ for verification purposes.



I certify that the statements made by me on this application are voluntary, true, complete and correct to the best of my knowledge and belief and are made in good faith.

I have read and agree to this release and certification.

Signature:

Signature of Parent or Guardian (as needed)

Attachment G:

Career ConneCT UI Wage Release Form

AUTHORIZATION FOR THE RELEASE
OF CONFIDENTIAL UNEMPLOYMENT INSURANCE DATA
CareerConneCT

I understand that my Unemployment Insurance (UI) wage records that pertain to me and that are maintained at the Connecticut Department of Labor are protected under state and federal statute (CGS § 31-254, 20 CFR 603), and may only be released for limited purposes provided in law, or with my written consent.

I, _____, social security # _____, residing at _____, authorize the **Connecticut Department of Labor** to release to the Office of Workforce Strategy, and FutureWorks (Business Intelligence entity) the following records to be used for the purpose of obtaining short-term training through CareerConneCT:

Quarterly Unemployment Insurance Wage records pertaining to me for the following time frame: _____, with the understanding that any employer registration numbers found on such records cannot be covered by this release and will be redacted prior to disclosure.

I understand that the above confidential information will only be used by such entity for the specific reasons outlined above and that all records will be destroyed upon the expiration of this release. This information may not be redisclosed beyond the party identified in this release without my specific permission. A request for records outside of the scope of this release will also require an additional release. I further understand that I can revoke this authorization at any time, except to the extent that action has already been taken in reliance on it. This authorization will expire on June 30, 2030.

I am signing this form voluntarily, of my own free will. I also release and hold harmless CTDOL from any and all manner of actions, causes of actions, demands or claims that I may have against it pertaining to the obtaining or releasing of such information.

Date

Signature

Date

Parent or Guardian Signature if under 18