



Dutchess County Workforce Development Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100 www.dcwib.org

“Building Partnerships for Workforce Solutions”

June 12, 2025 Executive Committee Board Minutes

Members in Attendance: Sheila Appel, Mary Jane Bertram, Linda Hannigan, Michael McCormack, Theresa Giovanniello, **Members excused:** Paul Mancarella,

Others in attendance: Louise McLoughlin, and DCWIB Staff

Sheila Appel called the meeting to order and established quorum. She welcomed the Board members and staff and thanked the staff for the work they do on behalf of the organization. Ms. Appel asked for a motion to accept the May 8, 2025 Executive committee meeting minutes. Mary Jane Bertram motioned, Mike McCormack seconded the motion and the motion passed.

- Motion to accept May 8, 2025 meeting minutes

Motion:	Mary Jane Bertram
2 nd :	Mike McCormack
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	9/9/2025

Ms. Appel asked Executive Director Louise McLoughlin to explain the motions. Dr. McLoughlin agreed. The second motion is to accept SUGolini Consulting as our Center Operator. This originally went through the RFP process and we are able to extend the agreement for another year. This contract is prepared by Dutchess County Government. The Center is meeting or exceeding it's performance measures and the SUGOLINI consulting is doing a good job at the Center. Sheila Appel made a motion to accept SUGolini as the Center Operator for PY 25, Mike McCormack seconded the motion and the motion carried.

- Motion to accept SUGolini Consulting as our Center Operator

Motion:	Sheila Appel
2 nd :	Mike McCormack
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	9/9/2025

The third motion is regarding the ETPL policy. NYSDOL put out a Technical Advisory (TA) explaining the need for modifications to the current ETPL policy. Dutchess County WIB submitted our revised policy, NYSDOL made suggestions, which were accepted by the WIB. This policy is attached (at this point put on the screen for review). Ms. Appel asked if there were any questions, hearing none she asked for a motion to approve the newly modified ETPL policy. Linda Hannigan made the motion. Mary Jane Bertram seconded the motion. The motion carried.

- Motion to accept Modified ETPL Policy

Motion:	Linda Hannigan
2 nd :	Mary Jane Bertram
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	9/9/2025

Dr. McLoughlin explained, in addition to modifications to the ETPL policy a TA came out regarding Non Degree Credential. While this does not (necessarily) have to be a policy, the DCWIB ED is presenting

this to the Board as a policy. (Policy reviewed here).

- Motion to accept Industry Credential Non Degree Policy

Motion:	Sheila Appel
2 nd :	Mary Jane Bertram
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i> 9/9/2025

Dr. McLoughlin presented the PY25 Operating Budget line by line. (See attached budget).

- Motion to accept PY25 Operating Budget

Motion:	Linda Hannigan
2 nd :	Mary Jane Bertram
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i> 9/9/2025

Dr. McLoughlin presented the Committee recommendations for SYEP allocations. (See attached recommendations).

- Motion to accept SYEP Allocations for Summer 2025- will be presented at the meeting

Motion:	Sheila Appel
2 nd :	Theresa Giovannello
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i> 9/9/2025

Ms. Appel asked Dr. McLoughlin for her Executive Directors report. The ED reviewed the Current WIOA Operating Budget, the Current WIOA Cash Budgets and the Current WIOA Obligation (Adult, DW, Youth) Including the Youth Projections and Plan to date, see attached. She also reviewed the RFP/RFQ's that are Upcoming/Ongoing/Awarded.

This included the ED's report.

Ms. Appel asked if there was any new business, hearing none, she asked for a motion to adjourn. Linda Hannigan made a motion to adjourn, Mary Jane Bertram seconded the motion, the motion carried.

Motion:	Linda Hannigan
2 nd :	Mary Jane Bertram
YES:	5
NO:	0
Abstained from voting:	0
PASSED:	YES
CERTIFIED:	<i>Mary Jane Bertram</i> 9/9/2025

Date Prepared: 06/02/2025**CONTRACT INFORMATION/REQUEST**☐ NEW☒ AMENDMENT
☒ EXTENSION

CURRENT CONTRACT NO.: _____

County Attorney File No. : 18389

1. Unit/Contact Person: Louise McLoughlin Extension: 845-463-0517 x204
Department: DC WIB
2. Contractor: Name Sugolini Consulting Contractor/Contact Person/Phone No.: Sara Ugolini 845-282-1728
Street Address (if P.O.Box, provide street address) 6565 Springbrook Ave Suite 8226
Rhinebeck, NY 12571 Official Authorized to sign and title: Sara Ugolini/Owner Sugolini Consulting
3. Entity (Check One)
☐ corporation ☐ not-for-profit corporation with Attribution Clause: ☐ yes ☐ no
☐ partnership ☐ individual ☒ individual d/b/a Sugolini Consulting
4. Contract period: From 7/1/2025 to 6/30/2026
Renewal Options: 7/1/2026 to 6/30/2027
5. Program Name/Purpose of Contract: DCWORKS Center Operator
6. Reason for Amendment and/or Extension: To extend current PY24 contract for 12 months to 6/30/2026.
7. County Budget Line No.: _____ 8. Authorizing Resolution No. (if applicable) _____
9. Amount of Contract: \$50,000 10. Capital Project No. (if applicable) _____
Federal: \$ 100 % _____
State: \$ _____ % _____
County: \$ _____ % _____ County Share Bonded (if applicable) ☐ Yes ☐ No
11. Payment Schedule: Monthly reimbursement
12. Exhibits attached:
A) Scope of Services ☒
B) Budget ☒
C) Other (identify) ☒ RFP
13. Insurance Certificates:
Attached ☐
To Follow ☒
14. If this contract has increased or decreased significantly from last year, what is the justification?
no significant increase or decrease
15. Does the original contract include outcomes and targeted indicators (i.e. county logic model and outcome reporting forms or other format as required)?
☐ not applicable ☒ yes ☐ no, why not? _____
16. Was this a BID or RFP? ☒ Yes, When: 2023 If yes: Bid # _____ RFP # N/A not numbered (attach copy)
☐ No, Why not? _____
17. Other Information:

Attach additional sheet(s) if necessary



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"Building Partnerships for Workforce Solutions"

Initial and Continued Eligibility for Training Providers Policy- 6-12-2025

PURPOSE

This policy is intended to govern the Dutchess County Workforce Investment Board (DCWIB) in making determinations for the New York State (NYS) Eligible Training Provider List (ETPL). The ETPL was established in compliance with Title I of the Workforce Investment Act (WIA) of 1998 and was updated in compliance with Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014. The purpose of the ETPL is to present a broad and diverse selection of training choices to support the employment goals of individuals.

POLICY

Training providers and offerings must be listed on the ETPL to be eligible for WIOA funding through an Individual Training Account (ITA).

All Registered Apprenticeship (RA) programs are automatically eligible for inclusion on the ETPL and are not required to go through the Initial and Continued Eligibility processes. The New York State Department of Labor's (NYSDOL) Registered Apprenticeship office will inform RA program sponsors of their right to be included on the ETPL via email.

PROCEDURE/ACTION

The DCWIB reviews submitted applications, determines if training offerings are for in-demand occupations, assists training providers that wish to be placed on the ETPL by providing information on the application process, and determines the Initial and Continued Eligibility of training providers and their offering(s). Course offerings being funded by ITAs must provide training for an occupation identified by the LWDB as a high or medium in-demand occupation or industry sector in the Local Workforce Development Area (LWDA). (Occupations in low-demand may be approved on a case-by-case basis, if supported by data and industry driven). Training providers not listed on the ETPL may receive WIOA training funds if the training is considered on-the-job training (OJT), customized training, incumbent worker training, or transitional employment (see relevant local policies).

1. INITIAL ELIGIBILITY

Initial Eligibility is based on the training provider's authority or authorization to operate as determined by the LWDB.

a. PERIOD OF INITIAL ELIGIBILITY:

12 months from the date the training provider/course offering is first approved for listing on the ETPL.

b. TRAINING PROVIDERS ELIGIBLE TO RECEIVE FUNDING:

An institution of higher education that provides a program that leads to a recognized postsecondary credential; an entity that carries out programs under the National

Apprenticeship Act; other public or private providers of a program of training services, including community-based organizations and joint labor-management organizations; and eligible providers of adult education and literacy activities under WIOA Title II if activities are provided concurrently or in combination with one or more of the following training services:

- Occupational skills training.
- OJT;
- Incumbent worker training;
- Programs that combine workplace training and related instruction, which may include cooperative education programs;
- Training programs operated by the private sector;
- Skill upgrading or retraining; or
- Entrepreneurial training.

c. **COURSES:**

Approved providers are not required to list their entire course catalog on the ETPL. **A single course offering should be submitted to gain entry to the ETPL with additional course offerings added when a WIOA participant wishes to enroll in a specific course or program of study.**

WIOA Funding: Inclusion of a provider on the ETPL does not entitle or assure that the provider will receive funding from DCWIB. Course offerings being funded must provide training for an occupation identified by the LWDB as an in-demand occupation or industry sector in our LWDA. Training providers not listed on the ETPL may receive WIOA training funds if the training is considered OJT, customized training, incumbent worker training, or transitional employment.

d. **OUT-OF-STATE PROVIDERS:**

Providers that do not have an in-state training facility may apply to the DCWIB. If approved, the provider will be added to the ETPL. Approval will be based on:

- Customer choice;
- Lack of representation or availability for this training locally;
- Increased interest in and/or need for asynchronous (flexible) training;
- Robust training program **with personal/individual check-ins for the customer by the training provider;**
- Training provider assurances that customer has equipment necessary to complete the training (for example laptop/Chromebook, internet etc.).

e. **DOCUMENTATION AND REPORTING REQUIREMENTS UPON ELIGIBILITY**

The following documents shall be submitted to the DCWIB directly upon requesting training provider status:

1. An Authorized Signature Form;
2. A W-9;

3. A description of the type(s) of training for which the agency is applying;
4. Provider credentials (accreditation or licensure);
5. Method the agency will use for documenting student attendance and grades in a written format;
6. Method the agency will use to measure performance standards in a written format;
7. Offering abstracts or course catalog;
8. Institution's refund policy in writing;
9. Signed Training Provider agreement; and
10. Other forms as requested.

The following information shall be submitted in a written format or online at the time of application for **each** offering:

1. The offering completion rates for all participating individuals;
2. As applicable, the rates of licensure or certification, attainment of academic degrees or equivalents, or attainment of other measures of skills of the graduates of the offering; and
3. Duration, tuition and materials/supplies fees for the offering per student.

Should training providers create a new offering or want to add an existing offering to Dutchess County's ETPL after they have been determined initially eligible, that offering will go through initial eligibility process.

2. CONTINUED ELIGIBILITY

After a training provider has reached the end of the 12-month period of Initial Eligibility, the DCWIB will perform a Continued Eligibility Review of the provider. All training providers are required to submit performance information and meet the required performance levels for each eligible offering annually to remain on the ETPL.

NOTE – All proposals will be reviewed in the Fall of 2025 for Continued Eligibility and every two-years after during the September-December time period and/or on or about the two-year anniversary of their inclusion on the ETPL. **THE DCWIB RESERVES THE RIGHT TO REVIEW TRAINING PROVIDERS ON THE ETPL AT ANY TIME AND APPROVE OR REMOVE THEM FROM THE LIST BASED ON THE TWO-YEAR REVIEW POLICY. THIS INCLUDES CUSTOMER FEEDBACK.**

The review process will be initiated in writing by the DCWIB. Sixty (60) days after receipt of notification, the DCWIB will collect the requested data from the DCWIB's Center (DCWORKS) Operator and the training providers. DCWORKS data and training provider data will be compared to ensure accuracy and clear understandable data that support the customer choice system.

The following documents shall be submitted to DCWIB as part of the Continued Eligibility review process for the training provider:

- a. A new Authorized Signature Form, if training provider staffing patterns

have changed; and

- b. Updated documentation (e.g., refund policy, pre-requisites, course description, etc.).

The following information shall be submitted in a written format at the time of review for Continued Eligibility for **each** course offering:

- All Students Completion Rates
 - Total enrolled
 - Total completed
 - Duration of training
 - Tuition
 - Material/Supplies required and fees for the offering per student
- WIOA Students
 - The rates, licensure or certification, attainment of academic degrees or equivalent or attainment of other measurable skills
 - The percentage of WIOA participants in each offering who obtain unsubsidized employment
 - The retention rates in unsubsidized employment of participants who have completed the offering per the current WIOA Performance Measures
 - The wages received by participants who have completed the offering per the current WIOA Performance Measures
 - Plus any other student information required by the DCWIB/WIOA

In the situation where the training provider fails to submit the appropriate records by the deadline, it agrees to abide by the results of the data provided by DCWORKS as determined by the DCWIB. Circumstances that leave the DCWIB without any data may lead to a probationary period or complete removal from the ETPL for a minimum of a twelve-month period. If it is determined that a training provider is intentionally supplying inaccurate information, that training provider's eligibility for the offering shall be terminated at the sole discretion of the DCWIB.

Additionally, written student complaints or disconfirming annual data between DCWORKS and the training provider will initiate a probationary period, and no new students will be enrolled until the discrepancy is resolved. During this time, the DCWIB will examine the findings and determine whether or not a corrective plan of action or suspension from the ETPL is necessary.

a. TRAINING PROVIDER REQUIREMENTS:

Training Providers must complete accurate and timely performance and program cost information for offerings that have been on the ETPL for 12 months, which includes the following performance measures: Employment 2nd and 4th Quarter After Exit, Median Earnings, and Credential Attainment. Full details on the required performance indicators can be found in TA #18-06.4: Primary Indicators of Performance for Titles I and III under the Workforce Innovation and Opportunity Act (WIOA) (May 5, 2025).

b. REVIEW:

The DCWIB will review the information provided and make a determination to approve the training provider for a period of Continued Eligibility or remove it from the ETPL.

c. APPROVAL:

If approved, the period of Continued Eligibility is 24 months from the date the training provider/course offering is reviewed and granted Continued Eligibility and is based on continued successful performance and customer satisfaction.

d. FUTURE ELIGIBILITY:

A Continued Eligibility review must be performed **at least** once every 24 months thereafter. More frequent reviews may occur.

When recommending a training provider and its course offering(s) remain on the ETPL, the DCWIB will consider the following:

- Specific economic, geographic, and demographic factors in the local area and the characteristics of the population to be served, including offerings for rural areas, offerings provided through the use of technology, and offerings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities;
- Program-specific performance information and attainment submitted by the training provider;
- Program-specific cost information, including tuition and fees;
- Compliance with the license, certification, registration, approval, or exemption required by the appropriate State and/or federal oversight agency to provide the training;
- DCWIB experience with the training provider;
- Ways in which the criteria can encourage training providers to offer quality training courses leading to industry-recognized certificates and postsecondary credentials;
- Training needs of the local area with respect to in-demand industry sectors and occupations; and
- Any other information that may be relevant in determining Continued Eligibility status (i.e., information reported to State agencies on federal and State training programs other than WIOA Title I-B programs).

3. CORRECTIVE ACTION PLANS

When a corrective action plan is necessary, the DCWIB will send written notification to the training provider. The training provider is then required to submit a plan within 10 business days after receipt of notification, which must include all of the following components:

- a. What does the plan intend to correct?;
- b. What actions are necessary to rectify the situation?;
- c. Who will be assigned to each task?;
- d. Who will be responsible for overseeing the action is underway/ completed?; and
- e. What is the timeline (DCWIB will follow up to ensure the plan is underway)? Note: this timeline should immediately address the issue.

The DCWIB reserves the right to adjust the dates or action steps in accordance with the severity of the issue. Throughout the corrective action process, DCWIB staff will make themselves available to provide technical assistance. If a training provider is not performing in accordance with the expectations outlined in this policy or does not identify and implement a corrective action plan, the DCWIB reserves the right to take action which may include but is not limited to:

- Delay payment until corrective action is taken;
- File a complaint to the training provider's Board or to its highest authority; or
- Suspend Eligible Training Provider (ETP) status.

If a training provider loses its eligibility for an offering, the provider will ordinarily be reimbursed for all students enrolled prior to the loss of eligibility and all conditions of the application will continue to be applied until those enrollments have completed training. At the conclusion of the review process, written notification will be sent to the training provider regarding the action taken by the DCWIB.

4. RA PROGRAMS ON THE ETPL

WIOA grants RA programs registered with the U.S. Department of Labor, Office of Apprenticeship or NYSDOL automatic eligibility to the State ETPL. Additionally, RA programs are subject to an abbreviated application to be placed on the ETPL. RA program sponsors must provide NYSDOL the following for inclusion on the ETPL:

- a. The occupation(s) included in the RA program;
- b. The name and address of the sponsor;
- c. The name and address of Related Instruction Provider (and the location of instruction if different from the program sponsor's address);
- d. Method/Training Approach (Time-based, Competency-Based or Hybrid);

- e. Length of instruction; and
- f. Number of apprentices.

RA programs are exempt from performance reporting requirements, although they may wish to voluntarily submit performance outcomes. RA programs will remain on the ETPL until:

- a. The RA program notifies the State agency it no longer wants to be included on the list;
- b. The program becomes deregistered under the National Apprenticeship Act;
- c. The program is determined to have intentionally supplied inaccurate information; or
- d. A determination is made that the RA program substantially violated any provision of Title I of WIOA or the WIOA regulations, including 29 CFR Part 38.

There will be a biennial review (every two years) of an RA sponsor's eligibility by NYSDOL, using the removal criteria above.

5. RETENTION OF INITIAL AND CONTINUED ELIGIBILITY

To retain Initial and Continued Eligibility, a training provider must deliver results and provide accurate information to NYSDOL. Eligibility may be denied/terminated for the following reasons:

- a. The training provider does not have appropriate State and/or federal approval to operate;
- b. The application is not complete;
- c. The offering does not meet the definition of WIOA training services;
- d. Required performance data is not included with the application or the performance data does not meet established performance levels;
- e. The training provider is delinquent in delivery of reports, submission of course offering evaluation forms, payment of debt, or otherwise out of compliance with WIOA or any agreement executed under WIOA;
- f. The training provider is not current in the payment of unemployment insurance contributions or reimbursements, or is in violation of State Labor Law;
- g. The training provider intentionally supplied inaccurate information.
- h. The training provider violated any requirement under WIOA; or
- i. The training provider failed to demonstrate the business capacity or integrity to successfully deliver training.

6. DENIAL OF ELIGIBILITY

The recommendation to deny the eligibility of an offering may originate from either the LWDB or NYSDOL. Training providers will be notified of a decision to deny eligibility status for an offering. If an offering is denied eligibility, the training provider may take the following steps:

- a. Training providers have the right to appeal denial of eligibility status. A training provider has 15 (fifteen) business days from the date of a denial notice in which to file an appeal. The request for appeal must be in writing, signed by an authorized agent of the training provider, and be submitted to both the LWDB and NYSDOL. Submission must be by certified/registered email with a return receipt that may be presented upon request;
- b. The DCWIB and NYSDOL may reverse their original denial if an administrative error was made or if additional information submitted by the training provider changes the basis on which the original decision was issued; or
- c. If the DCWIB and NYSDOL do not reverse their original denial, the training provider will not be able to reapply to the ETPL until after a 12-month waiting period. Each case will be reviewed individually, and the waiting period will be calculated from the original date of the denial.

Inclusion on the NYS ETPL, in itself, does not guarantee that WIOA funds are available for enrollment in an eligible offering. Training providers are not guaranteed referrals. The availability of WIOA funding for enrollment is based on many factors, including assessment of an individual's employment needs. Individuals who are interested in determining if they qualify for WIOA training funding must contact a New York State Workforce One-Stop Center.

These requirements apply to the use of WIOA Title I Adult, Dislocated Worker and Youth funds to provide training to individuals (as well as other funding that may be available at the time of a participant's eligibility). Funding is tied to the individual through an ITA. Training may also be provided through the exceptions to ITAs described at 663.430

All offering data must be submitted in full and accurately online at the NYSDOL website. Documentation or written statements are required to be on file at the DCWIB. Documents must also be submitted as stated in the Initial and Continued Eligibility for Training Providers Procedures.

The DCWIB will notify providers of the opportunity to participate on the ETPL through our websites and networking. Applications for the ETPL list will be processed within 30 days of the receipt of a complete application. Training programs will be expected to meet performance goals and submit all information requested by the DCWIB and DCWORKS. This includes data related to WIOA performance goals (

Employment 2nd and 4th Quarter After Exit, Median Earnings 2nd Quarter After Exit, and Credential Attainment) as well as other data as requested.

Training providers **must** to be in compliance with State laws by having a current license, certification, registration, approval, or exemption from the appropriate State and/or federal oversight agency. The DCWIB will evaluate the experience and reputation of the training provider and the schedule of offerings; and will consider other information that may be locally relevant in making a determination of funding eligibility (i.e., whether the training provider is in partnership with a business).

REFERENCES

Technical Advisory #18-02.5

Workforce Innovation and Opportunity Act of 2014 §122 and §134(c)(3)(F) and (G).

Regulations: Workforce Innovation and Opportunity Act, Part 680 Subparts C and D.
Training and Employment Guidance Letter (TEGL) 08-19.



Dutchess County Workforce Development Board

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"Building Partnerships for Workforce Solutions"

Non- Degree Credential Inclusion in WIOA Credential Attainment Indicator-DRAFT

PURPOSE

This policy is intended to govern the Dutchess County Workforce Investment Board (DCWIB) determining credentials for the WIOA Credential Attainment Primary Indicator of Performance (hereafter referred to as "WIOA Credential Attainment Indicator"), for WIOA Title I Adult, Dislocated Worker, and Youth programs.

BACKGROUND

The WIOA Credential Attainment Indicator is the percentage of participants enrolled in an education or training program (excluding those in On-the-Job Training or Customized Training) who attained a recognized postsecondary credential, or high school diploma or its recognized equivalent, during participation in or within one year after exit from the program. Non-degree credentials have no specific established universal standards. Therefore, the DCWIB will determine and document their inclusion in the WIOA Credential Attainment Indicator.

A participant who has attained a high school diploma or its recognized equivalent is included in the percentage of participants who have attained such only if the participant is also employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program. A list of credentials, regulated by governments that do not need to be reviewed or approved include, but are not limited to a NYS issued high school diploma or equivalency, associate and bachelor's degrees, occupational licensure as well as registered apprenticeship and career and technical education certificates.

POLICY

The DCWIB will approve credentials for the WIOA Credential Attainment Indicator for Dutchess County when the credential is considered "non-degree." Non-degree credentials include occupational certificates, occupational certifications, and other recognized certificates of industry/occupational skills completion.

The DCWIB will review, determine and accept or reject non-degree credentials needed for employment. Approved non-degree credentials will be from industry sectors included in our local plan, our local demand occupation list and/or the regional demand occupation list. The focus/priority is medium and high demand occupations, although occupations listed as "low" may be approved on a case-by-case basis.

To be considered, training providers will complete the *Training Provider Questionnaire*. Each non-degree credential will be reviewed, assessed and evaluated for appropriateness with an emphasis on quality of instruction, student support and interaction, staff qualifications, successful completion of training (rates), successful attainment of the non-degree credential and other measures of quality to be determined for the WIOA Credential Attainment Indicator. The training provider must provide a detailed syllabus of instructions with specific timelines. Testing must be a component of the training, and it is recommended that it be both a test on classroom training as well as a hands-on component, when possible.

A note on quality- Quality is an essential component of non-degree credentials, ensuring there is value for all stakeholders, including but not limited to, students, employees, training providers, and businesses. Successful applications will address all of these components.

REFERENCES

WIOA Regulations 20 CFR §677.155

Training and Employment Guidance Letter (TEGL) No. 10-16, Change 3: *Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs (June 11, 2024)*

Workforce Development System Technical Advisory (WDS TA) #18-6.3: *Primary Indicators of Performance for Titles I and III under the Workforce Innovation and Opportunity Act (WIOA) (April 22, 2024)*

Training and Employment Notice (TEN) No. 25-19: *Understanding Postsecondary Credentials in the Public Workforce System (June 8, 2020)*

NYSED High School Equivalency Pathways for Residents of New York State (December 2024)

NYSED Career Training (Proprietary) Schools and Career and Technical Education Programs (December 2024)

ATTACHMENTS

Questionnaire for Training Providers

PY25 Proposed Operating Budget

	APPROVED	YTD	PROPOSED
	PY24	PY24 YTD	PY25 Draft
PERSONNEL			
3 NEPTUNE STAFF			
PERSONNEL	\$ 374,301.38	\$ 215,506.44	\$ 335,365.95
Fringe	\$ 118,767.00	\$ 76,003.00	\$ 93,816.68
Total 3 Neptune	\$ 493,068.38	\$ 291,509.44	\$ 429,182.63
PERSONNEL			
191 MAIN STREET STAFF			
Personnel			
Salaries	\$ 417,604.64	\$ 253,825.78	\$ 362,153.97
Fringe	\$ 138,719.20	\$ 88,068.46	\$ 116,441.14
Total 191 Main Street	\$ 556,323.84	\$ 341,894.24	\$ 478,595.11
TOTAL PERSONNEL	\$ 1,049,392.22	\$ 633,403.68	\$ 907,777.74
NON PERSONNEL			
Advertising	\$ 1,800.00	\$ 192.75	\$ 1,000.00
Audit	\$ 1,000.00		\$ 500.00
Board Expenses	\$ 2,000.00		\$ 1,500.00
Conference Events	\$ 25,000.00	\$ 21,949.71	\$ 30,000.00
Consultants	\$ 10,000.00	\$ 10,827.00	\$ 10,000.00
Insurance	\$ 15,000.00	\$ 15,438.66	\$ 16,000.00
IT	\$ 50,000.00	\$ 55,438.66	\$ 57,000.00
Legal Expense	\$ 1,000.00		\$ 500.00
Memberships	\$ 45,000.00	\$ 39,030.00	\$ 40,000.00
Mileage	\$ 9,000.00	\$ 1,233.44	\$ 8,000.00
Office Equipment	\$ 9,000.00	\$ 24,941.07	\$ 15,000.00
Office & COVID Supplies	\$ 8,000.00	\$ 4,100.98	\$ 8,000.00
Laptops	\$ 15,000.00		\$ 15,000.00
Leases-VR GLASSES	\$ 5,000.00		\$ -
Postage	\$ 750.00		\$ 500.00
Program Expense	\$ 3,000.00		\$ 1,500.00
Rent Neptune	\$ 35,000.00	\$ 23,058.19	\$ 30,000.00
Rent 191 Main	\$ 85,000.00	\$ 61,325.73	\$ 81,767.64
Staff Training	\$ 10,000.00	\$ 6,549.18	\$ 10,000.00
Telepone/Internet	\$ 3,500.00	\$ 3,712.66	\$ 5,000.00
Website Maintence	\$ 1,000.00	\$ 135.00	\$ 2,000.00
Total Non-Personnel	\$ 335,050.00	\$ 267,933.03	\$ 333,267.64
TOTAL BUDGET	\$ 1,384,442.22	\$ 901,336.71	\$ 1,241,045.38

SYEP 2025 BUDGET	
Allocation	\$601,494.00
Admin	\$90,224.10
To Agencies	\$511,269.90

\$601,494.00 \$4,009.96

		REQUEST		ALLOCATED			
AGENCY	BUDGET REQUEST	# OF YOUTH	Amount Granted 2024	Amount Spent 2024	ALLOCATION	NUMBER OF YOUTH	NOTES
REDHOOK COMMUNITY CENTER	\$50,475.07	16	\$47,772.00	\$47,772.00	\$48,000.00	15	Flat Funding
NECC	\$50,527.98	15	\$45,000	\$45,000	\$45,000.00	14	Flat Funding
LOVE QUEST	\$48,513.50	15	\$32,000	\$25,891.21	\$22,000.00	8	Underspent last year, reduced
CORNELL	\$34,998.48	12	\$34,353	\$34,353	\$34,000.00	12	Application was inconsistent- this is contingent on 12 youth and will be reduced to \$17,000 if they are serving 5 youth.
NUBIAN	\$76,325	20	\$74,000	\$74,000	\$74,000.00	20	Flat funding
ART EFFECT SPARK	\$95,411.20	20	\$65,640	\$65,640	\$65,640.00	15	Flat Funding
ART EFFECT MADLAB	\$71,558.20	15	\$64,200	\$64,200	\$64,200.00	15	Flat Funding
CHARLIA FRANK INCORPORATION	\$37,204.15	10			\$10,000.00	4	Application did not include a budget that followed the guidelines of the RFP. DCWIB ED, at the SYEP Agency Presentations, sat with agency and demonstrated how the budget could be constructed. Agency submitted this "budget" with DCWIB ED notes as their final budget. This cannot be accepted. This entry level funding would be contingent on submitting an acceptable budget.
POUGHKEEPSIE FARM	\$56,972.60	12	\$26,000	\$26,000	\$26,000.00	12	Flat Fundint
BEACON RECREATION	\$14,026	6			\$14,026.00	6	New to SYEP, completed YEP
COMMUNITY MATTERS 2	\$219,450	40	\$58,359	\$43,343.18	\$110,000.00	30	Increase is due to the number of youth being served.
	\$698,489.58	181			\$512,866.00	151	
					-\$1,596.10		

Admin Budget	\$90,224.10
Agencies	\$1,596.10
Aviation Career	2500
Babysitting Course	1500
Youth Summit	10000
Uniforms	10000
Payroll and Cost Pool	\$64,628.00

FISCAL REPORTS

Available Cash Budgets

Current Operating Budget

PY25 Dutchess County Allocations

Unit	Dept	Bud Ref	Program	Descr	Sum Total Amt	Spend by 6/30/25	Obligate 80% by June 30, 2025
WIA01	36230	PY23	130	Youth-Formula	\$30,601.34	YES	
WIA01	36230	PY24	110	Adult - Formula	\$401,499.41		YES
WIA01	36230	PY24	120	Dislocated Worker - Formula	\$550,817.17		YES
WIA01	36230	PY24	130	Youth-Formula	\$518,908.26		YES
WIA01	36230	PY24	140	Administration	\$55,427.91		NO
WIA01	36230	PY23	346	NY SCION (OMH)	\$30,000.00		NO
WIA01	36230	PY24	346	NY SCION (OMH)	\$71,200.00		NO
WIA01	36230	PY24	201	RETI	\$226,512.46		NO
WIA01	36230	PY23	345	RR - NY SCION	\$77,553.84		NO
WIA01	36230	PY24	125	RR Fiscal Incentive	\$100,000.00		NO
WIA01	36230	PY24	126	RR Program Incentive	\$50,333.33		NO

Unit	Dept	Bud Ref	Program	Descr	Sum Total Amt	To Allocate
WIA01	36230	PY23	130	Youth-Formula	\$30,601.34	
WIA01	36230	PY24	110	Adult - Formula	\$401,499.41	\$340,844.93
WIA01	36230	PY24	120	Dislocated Worker - Formula	\$550,817.17	\$463,890.59
WIA01	36230	PY24	130	Youth-Formula	\$518,908.26	\$415,126.61

PY24 Operating Budget YTD as of 6-6-25

	PY24	PY24
	Final	YTD
3 NEPTUNE STAFF	w 3%	
Salaries	\$ 374,301.38	\$ 215,506.44
Fringe	\$ 118,767.00	\$ 76,003.21
Total 3 Neptune	\$ 493,068.38	\$ 291,509.65
Offset Wages		\$ 89,894.61
Offset Fringe		\$ 36,461.19
		\$ 126,355.80
191 MAIN STREET STAFF		
Personnel		
Salaries	\$ 417,604.64	\$ 253,825.78
Fringe	\$ 138,719.20	\$ 88,068.46
Total 191 Main Street	\$ 556,323.84	\$ 341,894.24
Total Personnel All Locations	\$ 1,049,392.22	\$ 633,403.89
Offset Wages		\$ 62,495.09
Offset Fringe		\$ 21,827.31
		\$ 84,322.40
TOTAL OFFSETS		\$ 210,678.20
Non Personnel		
Advertising	\$ 1,800.00	\$ 192.75
Audit	\$ 1,000.00	\$ -
Board Expenses	\$ 2,000.00	\$ -
Conference Events	\$ 25,000.00	\$ 21,949.71
Consultants	\$ 10,000.00	\$ -
Insurance	\$ 15,000.00	\$ 10,827.00
IT	\$ 50,000.00	\$ 55,438.66
Legal Expense	\$ 1,000.00	\$ -
Memberships	\$ 45,000.00	\$ 39,030.00
Mileage	\$ 9,000.00	\$ 1,233.44
Office Equipment	\$ 9,000.00	\$ 24,941.07
Office & COVID Supplies	\$ 8,000.00	\$ 4,100.98
Laptops	\$ 15,000.00	\$ -
Leases-VR GLASSES	\$ 5,000.00	\$ -
Postage	\$ 750.00	\$ -
Program Expense	\$ 3,000.00	\$ -
Rent Neptune	\$ 35,000.00	\$ 23,058.19
Rent 191 Main	\$ 85,000.00	\$ 61,325.73
Staff Training	\$ 10,000.00	\$ 6,549.18
Telephone/Internet	\$ 3,500.00	\$ 3,712.66
Website Maintence	\$ 1,000.00	\$ 1,350.00
Total Non-Personnel	\$ 335,050.00	\$ 253,709.37
TOTAL BUDGET	\$ 1,384,442.22	\$ 887,113.26

WIOA Adult Program
Program Year 2025 WIOA Title 1 Allocations
NYS Local Workforce Development Areas

Local Workforce Development Area	Adult Program			
	PY 2025 actual	PY 2024 actual	\$ Change 2025-2024	% Change 2025-2024
Capital Region	\$1,400,527	\$1,088,016	\$312,510	28.72%
Broome/Tioga	\$615,628	\$551,974	\$63,654	11.53%
Allegany/Cattaraugus	\$323,070	\$363,352	-\$40,283	-11.09%
Cayuga/Cortland	\$314,499	\$280,522	\$33,976	12.11%
Chautauqua	\$375,846	\$338,861	\$36,985	10.91%
Chemung/Shuyler/Steuben	\$443,878	\$499,532	-\$55,654	-11.14%
Chenango/Delaware/Otsego	\$337,248	\$330,697	\$6,551	1.98%
North Country	\$474,174	\$461,944	\$12,230	2.65%
Columbia/Greene	\$229,594	\$189,188	\$40,405	21.36%
Dutchess	\$520,804	\$473,396	\$47,408	10.01%
Erie County	\$2,427,580	\$2,200,071	\$227,509	10.34%
Fulton/Mont/Schoharie	\$377,463	\$346,741	\$30,722	8.86%
GLOW	\$473,203	\$468,123	\$5,080	1.09%
Hempstead/Long Beach	\$1,224,679	\$1,360,205	-\$135,525	-9.96%
Jefferson/Lewis	\$366,628	\$400,374	-\$33,746	-8.43%
Monroe County	\$1,848,609	\$1,747,312	\$101,297	5.80%
New York City	\$30,726,362	\$34,637,996	-\$3,911,634	-11.29%
Niagara County	\$554,119	\$625,223	-\$71,103	-11.37%
Herkimer/Madison/Oneida	\$901,717	\$858,462	\$43,255	5.04%
Onondaga County	\$969,479	\$904,895	\$64,585	7.14%
Finger Lakes	\$501,074	\$466,876	\$34,198	7.32%
Orange County	\$797,513	\$666,666	\$130,847	19.63%
Oswego County	\$335,846	\$370,553	-\$34,707	-9.37%
Oyster Bay	\$602,097	\$654,363	-\$52,266	-7.99%
Rockland County	\$481,182	\$510,700	-\$29,519	-5.78%
Saratoga/Warren/Wash	\$545,009	\$541,769	\$3,240	0.60%
St. Lawrence County	\$309,054	\$338,124	-\$29,070	-8.60%
Suffolk County	\$2,652,052	\$2,527,990	\$124,062	4.91%
Sullivan County	\$162,532	\$166,340	-\$3,808	-2.29%
Tompkins	\$157,088	\$151,033	\$6,055	4.01%
Ulster County	\$466,573	\$352,297	\$114,276	32.44%
Westchester/Putnam	\$1,477,238	\$1,240,920	\$236,317	19.04%
Yonkers, City of	\$515,521	\$579,584	-\$64,063	-11.05%
TOTAL	\$53,907,885	\$56,694,098	-\$2,786,213	-4.91%

Sources:

PY 2025 TEGL Official Allocations, dated May 20, 2025

PY 2025 Relative Share information provided by NYSDOL Division of Research & Statistics on January 2, 2025

PY 2024 TEGL 12-23 Official Allocations, dated May 8, 2024

PY 2024 Relative Share information provided by NYSDOL Division of Research & Statistics on February 22, 2024

WIOA Dislocated Worker Program
Program Year 2025 WIOA Title 1 Allocations
NYS Local Workforce Development Areas

Local Workforce Development Area	Dislocated Worker Program			
	PY 2025 actual	PY 2024 actual	\$ Change 2025-2024	% Change 2025-2024
Capital Region	\$1,452,807	\$1,689,971	-\$237,164	-14.03%
Broome/Tioga	\$564,874	\$632,266	-\$67,393	-10.66%
Allegany/Cattaraugus	\$389,803	\$411,275	-\$21,472	-5.22%
Cayuga/Cortland	\$366,841	\$471,712	-\$104,871	-22.23%
Chautauqua	\$388,594	\$548,448	-\$159,854	-29.15%
Chemung/Shuy/Steuben	\$582,397	\$666,269	-\$83,872	-12.59%
Chenango/Del/Otsego	\$429,190	\$465,363	-\$36,173	-7.77%
North Country	\$425,399	\$501,869	-\$76,470	-15.24%
Columbia/Greene	\$271,862	\$260,489	\$11,374	4.37%
Dutchess	\$601,184	\$644,292	-\$43,108	-6.69%
Erie County	\$2,594,968	\$2,680,218	-\$85,249	-3.18%
Fulton/Mont/Schoharie	\$458,414	\$460,357	-\$1,943	-0.42%
GLOW	\$611,182	\$736,413	-\$125,231	-17.01%
Hempstead/Long Beach	\$1,889,302	\$2,036,108	-\$146,806	-7.21%
Jefferson/Lewis	\$416,665	\$474,093	-\$57,428	-12.11%
Monroe County	\$1,829,096	\$1,904,613	-\$75,517	-3.96%
New York City	\$27,263,511	\$30,711,947	-\$3,448,436	-11.23%
Niagara County	\$699,514	\$777,375	-\$77,862	-10.02%
Herk/Madison/Oneida	\$909,796	\$1,059,292	-\$149,495	-14.11%
Onondaga County	\$1,030,978	\$1,077,850	-\$46,872	-4.35%
Finger Lakes	\$663,807	\$769,134	-\$105,327	-13.69%
Orange County	\$894,580	\$985,058	-\$90,478	-9.19%
Oswego County	\$371,400	\$426,964	-\$55,564	-13.01%
Oyster Bay	\$1,079,429	\$1,192,436	-\$113,007	-9.48%
Rockland County	\$535,869	\$634,464	-\$98,595	-15.54%
Saratoga/Warren/Wash	\$787,131	\$861,743	-\$74,611	-8.66%
St. Lawrence County	\$277,355	\$325,138	-\$47,782	-14.70%
Suffolk County	\$4,013,717	\$4,307,432	-\$293,715	-6.82%
Sullivan County	\$197,593	\$245,410	-\$47,817	-19.48%
Tompkins	\$149,527	\$168,979	-\$19,452	-11.51%
Ulster County	\$433,419	\$419,150	\$14,269	3.40%
Westchester/Putnam	\$1,754,827	\$1,838,804	-\$83,977	-4.57%
Yonkers, City of	\$597,723	\$662,301	-\$64,578	-9.75%
TOTAL	\$54,932,755	\$61,047,232	-\$6,114,478	-10.02%

WIOA Youth Program
Program Year 2025 WIOA Title 1 Allocations
NYS Local Workforce Development Areas

Local Workforce Development Area	Youth Program			
	PY 2025 actual	PY 2024 actual	\$ Change 2025-2024	% Change 2025-2024
Capital Region	\$1,743,220	\$1,440,976	\$302,244	20.97%
Broome/Tioga	\$729,677	\$630,892	\$98,785	15.66%
Allegany/Cattaraugus	\$391,353	\$443,158	-\$51,805	-11.69%
Cayuga/Cortland	\$374,225	\$331,018	\$43,208	13.05%
Chautauqua	\$404,308	\$373,375	\$30,933	8.28%
Chemung/Shuy/Steuben	\$441,967	\$500,623	-\$58,656	-11.72%
Chenango/Del/Otsego	\$437,191	\$412,886	\$24,305	5.89%
North Country	\$488,629	\$454,314	\$34,314	7.55%
Columbia/Greene	\$213,435	\$197,205	\$16,231	8.23%
Dutchess	\$635,420	\$576,565	\$58,856	10.21%
Erie County	\$2,521,260	\$2,364,711	\$156,548	6.62%
Fulton/Mont/Schoharie	\$372,249	\$352,516	\$19,733	5.60%
GLOW	\$480,230	\$483,366	-\$3,137	-0.65%
Hempstead/Long Beach	\$1,251,243	\$1,398,095	-\$146,853	-10.50%
Jefferson/Lewis	\$352,596	\$398,825	-\$46,228	-11.59%
Monroe County	\$2,128,589	\$1,990,232	\$138,357	6.95%
New York City	\$29,439,089	\$34,032,774	-\$4,593,685	-13.50%
Niagara County	\$571,906	\$649,543	-\$77,638	-11.95%
Herk/Madison/Oneida	\$1,015,026	\$896,601	\$118,425	13.21%
Onondaga County	\$1,098,193	\$1,027,858	\$70,335	6.84%
Finger Lakes	\$516,571	\$518,403	-\$1,832	-0.35%
Orange County	\$847,813	\$697,246	\$150,566	21.59%
Oswego County	\$406,340	\$417,418	-\$11,079	-2.65%
Oyster Bay	\$614,834	\$672,436	-\$57,602	-8.57%
Rockland County	\$565,208	\$568,837	-\$3,629	-0.64%
Saratoga/Warren/Wash	\$564,110	\$553,149	\$10,962	1.98%
St. Lawrence County	\$399,368	\$386,739	\$12,628	3.27%
Suffolk County	\$2,733,652	\$2,523,103	\$210,550	8.34%
Sullivan County	\$152,885	\$154,789	-\$1,904	-1.23%
Tompkins	\$462,608	\$417,709	\$44,899	10.75%
Ulster County	\$454,977	\$359,431	\$95,547	26.58%
Westchester/Putnam	\$1,545,540	\$1,311,695	\$233,845	17.83%
Yonkers, City of	\$542,207	\$567,384	-\$25,177	-4.44%
TOTAL	\$54,895,919	\$58,103,872	-\$3,207,954	-5.52%

WIOA Adult, DW and Youth Programs
Program Year 2025 WIOA Title 1 Allocations
NYS Local Workforce Development Areas

Local Workforce Development Area	Combined: Adult, DW, Youth			
	PY 2025 actual	PY 2024 actual	\$ Change 2025-2024	% Change 2025-2024
Capital Region	\$4,596,553	\$4,218,963	\$377,590	8.95%
Broome/Tioga	\$1,910,178	\$1,815,132	\$95,046	5.24%
Allegany/Cattaraugus	\$1,104,226	\$1,217,786	-\$113,560	-9.33%
Cayuga/Cortland	\$1,055,565	\$1,083,252	-\$27,687	-2.56%
Chautauqua	\$1,168,749	\$1,260,684	-\$91,936	-7.29%
Chemung/Shuy/Steuben	\$1,468,242	\$1,666,424	-\$198,183	-11.89%
Chenango/Del/Otsego	\$1,203,628	\$1,208,946	-\$5,317	-0.44%
North Country	\$1,388,202	\$1,418,127	-\$29,925	-2.11%
Columbia/Greene	\$714,891	\$646,881	\$68,010	10.51%
Dutchess	\$1,757,408	\$1,694,253	\$63,155	3.73%
Erie County	\$7,543,808	\$7,245,000	\$298,808	4.12%
Fulton/Mont/Schoharie	\$1,208,126	\$1,159,614	\$48,512	4.18%
GLOW	\$1,564,615	\$1,687,902	-\$123,287	-7.30%
Hempstead/Long Beach	\$4,365,224	\$4,794,409	-\$429,184	-8.95%
Jefferson/Lewis	\$1,135,889	\$1,273,292	-\$137,403	-10.79%
Monroe County	\$5,806,294	\$5,642,157	\$164,138	2.91%
New York City	\$87,428,962	\$99,382,717	-\$11,953,755	-12.03%
Niagara County	\$1,825,539	\$2,052,141	-\$226,603	-11.04%
Herk/Madison/Oneida	\$2,826,539	\$2,814,354	\$12,185	0.43%
Onondaga County	\$3,098,650	\$3,010,602	\$88,048	2.92%
Finger Lakes	\$1,681,452	\$1,754,413	-\$72,961	-4.16%
Orange County	\$2,539,906	\$2,348,971	\$190,935	8.13%
Oswego County	\$1,113,586	\$1,214,935	-\$101,349	-8.34%
Oyster Bay	\$2,296,360	\$2,519,235	-\$222,875	-8.85%
Rockland County	\$1,582,259	\$1,714,001	-\$131,742	-7.69%
Saratoga/Warren/Wash	\$1,896,251	\$1,956,660	-\$60,410	-3.09%
St. Lawrence County	\$985,777	\$1,050,001	-\$64,223	-6.12%
Suffolk County	\$9,399,421	\$9,358,524	\$40,897	0.44%
Sullivan County	\$513,011	\$566,539	-\$53,529	-9.45%
Tompkins	\$769,222	\$737,721	\$31,502	4.27%
Ulster County	\$1,354,970	\$1,130,878	\$224,092	19.82%
Westchester/Putnam	\$4,777,604	\$4,391,419	\$386,185	8.79%
Yonkers, City of	\$1,655,451	\$1,809,270	-\$153,818	-8.50%
TOTAL	\$163,736,558	\$175,845,203	-\$12,108,644	-6.89%

RFP – Proposals for Digital Literacy Program

Submitted By:	Proposal Highlights	Budget
<p>TruBLEND Learning LLC Fredeswinda (Freddie) Collazo Founder & CEO 19 Everett Rd. Campbell Hall, NY 10916 f.collazo@TruBlendLearning.com 914.645.3343</p> <p><u>Highlights of the company:</u> <i>Digital Skills for Everyday Life</i> is a series of hands-on workshops designed to boost digital literacy and workplace readiness. Participants gain confidence using everyday tools at home and on the job, while learning how to leverage AI for resume building, job searching, and workplace tasks. It intends to strengthen:</p> <ul style="list-style-type: none"> • Confidence with digital tools • Practical AI applications for job readiness • Improved employment outcomes • Foundation for long-term career growth <p>The curriculum blends corporate-level instructional design with community-based delivery. We also use AI to build the curriculum, applying best practices and proven strategies for the audience. Participants may bring laptops and use tools with appropriate licensing. This program aligns with the “AI Innovator Apprenticeship Program” under review by NYC Talent & Workforce Development and is suited to train future apprenticeship facilitators. It is a workforce development initiative designed to equip individuals with practical, hands-on experience in AI tools and applications, preparing them for emerging careers in technology and data-driven industries.</p>	<p><u>Program Highlights:</u> DIGITAL SKILLS FOR EVERYDAY LIFE: A JOB-READINESS WORKSHOP SERIES</p> <p><u>Description:</u> Equip participants with essential digital, communication, and career building skills to help them get hired, perform confidently on the job, and grow in entry-level roles. We focus on real-world tools and expectations found in today’s workplaces. The learning track builds digital literacy from the ground up and introduces workflows and tools that reflect modern work environments. AI is integrated throughout as a support tool to reinforce skill development in each session.</p> <p><u>Flexible Learning Options:</u> You can join a single session, complete a topic cluster, or take the full learning path — whatever fits your schedule and goals. These sessions can run on-going or be staggered.</p> <p><u>Format:</u></p> <ul style="list-style-type: none"> • Ad Hoc Sessions- 60–90 minute individual workshops on focused topics • Evening/Day Track – 2–3 days per week (60-90 minutes each) for 5 weeks • Weekly Sessions - One evening per week, 3-hour sessions for 5 weeks • Full Day Intensive - Three full-day classes (ideal for immersive learning) <p>Each session is clustered with clear objectives and real-world applications. Whether you're reentering the workforce, changing careers, or simply need to feel more confident with digital tools — this program is built with you in mind.</p> <ul style="list-style-type: none"> • Total Number of Sessions: 13 • Ideal Group Size: 15 participants • Delivery: In-person, with AI tools demonstrated on-screen • Each session: 60-90 minutes <p><u>Sessions:</u></p> <ul style="list-style-type: none"> • Getting Started with Google Workplace <ul style="list-style-type: none"> ✓ Internet Safety & Cyber Hygiene 	<p>The budget includes:</p> <ul style="list-style-type: none"> • Instructor Compensation • Incentives <ul style="list-style-type: none"> ✓ \$25 gift value for completion of program (e.g., professional pen, binder, and/or card holder) ✓ For students completing the 13-sessions: 5% of the total will be given to the development of the AI Innovator Apprenticeship Program, a program designed to build AI Integration Engineers. (In conversation with NYCDOE to become an apprenticeship training vendor.) ✓ Certificates – Awarded to those completing the 13-sessions <p>Budget Breakdown:</p> <ul style="list-style-type: none"> • \$6,000 per Workshop <ul style="list-style-type: none"> ✓ \$400/participant ✓ 15 participants per session ✓ Number of Sessions: 13 ✓ Timeframe: 5 weeks • TOTAL BUDGET: \$78,000

	<ul style="list-style-type: none"> ✓ E-mail and Digital Communication Basics • Job Application and Resume Support <ul style="list-style-type: none"> ✓ Resume & Cover Letter Essentials ✓ Job Search & Online Applications • Interview & Onboarding Skills <ul style="list-style-type: none"> ✓ Interview Prep & Practice ✓ First Day Success: Workplace Onboarding Basics • Workplace Digital Tools <ul style="list-style-type: none"> ✓ Microsoft Word for the Workplace ✓ Microsoft Excel for Beginners ✓ Microsoft PowerPoint Basics • Professional Online Presence <ul style="list-style-type: none"> ✓ LinkedIn for Beginners ✓ Personal Branding & Digital Footprint ✓ Everyday AI for Job Seekers 	
<p>Franglais Management LLC Jessica Dolcy, CEO 91 Waldorf Ave. Elmont, NY 11003 jessica@franflaismgmt.com 347-829-2513</p> <p><u>Highlights of the Company:</u></p> <p>The company provides workforce readiness training to meet WIOA-eligible individuals in Dutchess Co. The sessions are engaging to support participants' building practical job skills, navigating career transitions and increasing digital literacy.</p> <p>The company was founded by Jessica Dolcy. (It looks like it may be based in Port-au-Prince, Haïti...). It is an MWBE in NYS, NYC SBS, Nassau County and Port Authority of NY/NJ and DBE Port Authority NY/NJ certified small business.</p> <p>The approach is grounded in equity, cultural responsiveness, and learned-centered design.</p>	<p><u>Program Highlights:</u></p> <p>Proposed workshop topics include:</p> <ul style="list-style-type: none"> • Cover letter and resumé writing foundations (2hrs) <ul style="list-style-type: none"> ✓ Explore what a resume and cover letter are ✓ How employers use them to select candidates ✓ Understanding the role of these documents ✓ Emphasis on communicating professional identity, experience and value to potential employers ✓ Learn the fundamentals of what to include in a resumé and cover letter ✓ Format, tone, structure and content ✓ Identifying transferable skills ✓ Aligning content with job postings ✓ Avoiding common errors • Cover letter and resumé writing: automation using AI (2.5hrs) <ul style="list-style-type: none"> ✓ Builds on the Foundation section (above) ✓ Identify practical strategies for leveraging AI to streamline and enhance the job application process ✓ Explore how AI is reshaping the hiring process ✓ Learn to develop customizable templates to quickly adapt to various job opportunities ✓ Introduce AI-assisted prompt engineering ✓ Guide participants in creating effective prompts to generate tailored bullet points to highlight achievements, transferable skills and role-specific keywords 	<p>The budget includes:</p> <ul style="list-style-type: none"> • Administration <ul style="list-style-type: none"> ✓ 1-3 workshop topics - \$1,200/mth x 12 = \$14,400 ✓ 4-6 workshop topics - \$1,600/mth x 12 = \$19,200 • Project Development's Unit Fee: \$2,000 • Material: \$30 • Facilitator per workshop hour/unit fee: \$385 • Program administration 1-3 workshops \$120/mth (\$1,440) • Program administration 4-6 workshops \$160/mth (\$1,920)

Core Capabilities:

- Capacity building
- Monitoring, evaluations, assessments and learnings
- Economic development

Has worked with WIOA-individuals in the Town of Hempstead Dept. of Occupational Resources. Delivers monthly workshops to diverse job seekers

- Low-income individuals
- Career changers
- Employment gaps
- Limited digital literacy

Will bring flexibility to meet the needs of a diverse population and enhance accessibility and relevance as workshops can be customized to groups, including justice-involved individuals, caregivers reentering the workplace, youth and those with limited digital literacy of Englis proficiency.

This allows for inclusivity and modifications are made on judgement of each workshop.

- Financial literacy (2.5hrs)
 - ✓ Knowledge and tools to manage personal finances such as budgeting, saving, understanding credit, debt management and financial planning strategies to support self-sufficiency
 - ✓ Incorporate real-life scenarios hands-on budgeting exercises and tools to help participants make informed financial decisions
 - ✓
- Conflict resolution and communication in the workplace (1.5hr)
 - ✓ Work on interpersonal skills
 - ✓ Explore conflict management styles
 - ✓ Effective communication techniques
 - ✓ Strategies for navigating difficult workplace conversations
 - ✓ Identify conflict triggers
 - ✓ Practice active listening
 - ✓ Apply solutions to promote collaboration and mutual respect in diverse workplace environments
- Team collaboration and workplace dynamics (1.5hr)
 - ✓ Focus on team-based settings
 - ✓ Overview of group dynamics, role clarity, accountability, and strategies for contributing to high-performing teams
 - ✓ Learn to adapt to different team roles
 - ✓ Manage interpersonal differences
 - ✓ Support inclusive and productive team cultures
 - ✓ Strengthen participants' readiness for modern and collaborative work environments
- Interview skills (2.5hrs)
 - ✓ Equip participants with knowledge and tools needed to approach job interviews with confidence, clarity and professionalism
 - ✓ Gain understanding of the interview process, including types of interviews (phone, video, in-person, panel)
 - ✓ Understand what employers evaluate
 - ✓ Develop structured responses to common and behavioral questions using STAR (Situation, Task, Action, Result)
 - ✓ Articulate skills, experiences and career goals
 - ✓ Learn non-verbal communication techniques, interview etiquette and how to research employers to prepare

<p>Human IT Charles Pellicane, Senior Vice President of Sales 85 Broad St., Floor 17 New York, NY 10004 Charles.pellicane@human-i-t.org 888-268-3921</p> <p><u>Company Highlights:</u></p> <ul style="list-style-type: none"> • Equitable access to opportunity by providing devices, internet access, digital skills training and tech support for communities left on the wrong side of the digital divide • Has worked with a range of individuals <ul style="list-style-type: none"> ✓ Veterans ✓ Older learners (60+) ✓ Persons with disabilities, ✓ Rural residents ✓ Racial and ethnic minorities ✓ English language learners ✓ Individuals living at or below the 150% poverty level 	<p><u>Program Highlights:</u></p> <ul style="list-style-type: none"> • 200 WIOA-eligible participants <ul style="list-style-type: none"> ✓ 20 training classes ✓ 3-4 hour-sessions ✓ Basic computer operations (keyboard, mouse, file management) ✓ Internet navigation and safety ✓ E-mail communication ✓ Google Workspace ✓ Microsoft tools ✓ Online job searches and application strategies ✓ Cloud-based collaborative platforms • Each session will consist of approximately 10 participants <ul style="list-style-type: none"> ✓ In-person ✓ Virtually • Certificate of Completion • Use of Northstar Digital Literacy Assessment • Will submit monthly and final reports <ul style="list-style-type: none"> ✓ Participants outcomes ✓ Service delivery ✓ Lessons learned • Manager will oversee with DCWIB: <ul style="list-style-type: none"> ✓ Scheduling ✓ Eligibility ✓ Reporting ✓ Coordination • 85% increased digital proficiency • 80% increase using technology confidently for employment and daily tasks • 70% increase in online job application access, services and educational resources 	<p><u>BUDGET:</u> \$80,000</p> <p>Personnel: \$58,000 Program Costs: \$15,000 Program Evaluation/Reporting: \$2,000 Indirect Costs: \$5,000</p>
<p>Open Hub Corp. Yulia Ovchinnikova, President 146 Third St. Newburgh, NY 12550 Yulia@openhubproject.com 518-951-0973</p>	<p><u>Program Highlights:</u></p> <ul style="list-style-type: none"> • Three sections <ul style="list-style-type: none"> ✓ Digital and Computer Basics – 5 classes ✓ Computer Software / Office Workflow and Digital Footprint – 5 classes ✓ Advanced Information Skills: web, data and IT – 5 classes 	<p><u>BUDGET:</u> Depends on the number of participants per session:</p> <p>Admin flat fee: \$500 per course then depending on the number of participants:</p>

- Note – Local and already works with DCWIB**

- Understands DCWIB's clients
- Monthly reports
- Promo flyers for each course
- Social media post and e-blasts
- Final report summarizing program impact, progress and recommendations

- 5 - \$2,500
- 6 - \$2,400
- 7 - \$2,800
- 8 - \$3,200
- 9 - \$4,100
- 10 - \$4,500

Out of State Proposals

Highlights of the Company:

WBE, MBE, and WOSB certified that provides creative solutions rooted in the belief there is a science to learning. Materials are built to promote equity in education.

Program Highlights:

- Virtual sessions for 200 or less WIOA participants
 - ✓ Customized for individuals
 - ✓ Builds on successes
 - ✓ Uses feedback
 - ✓ Accessible and enjoyable
 - ✓ Uses live polls, interactive participant handouts, scenario-based and breakout rooms to keep learners engaged
 - ✓ Propose six quarters – July – Sept. 2025 (31 sessions, 30 participants, 50 cumulative – total), Oct. – Dec. 2025 (33 sessions, 30 participants, 80 cumulative), Jan – March 2026 (34 sessions, 30 participants, 110 cumulative – total), April – June 2026 (34 sessions, 30 participants, 140 cumulative), July -Sept. 2026 (34 sessions, 30 participants, 170 cumulative), Oct – Dec. 2026 (34 sessions, 30 participants, 200 cumulative)
- Activities provided
 - ✓ Virtual, Scenario-Based Workshops
 - ✓ Self-Paced Digital Literacy Resource Hub
 - ✓ Real-Time Evaluation and Continuous Improvement
 - ✓ Credentialing and Reporting
- Anticipated Outcomes
 - ✓ Increased digital literacy among all participants, as measured by Northstar assessments

BUDGET:	
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- Workshop development: \$400/session
 - Workshops using pre-existing DCWIB documents: \$380/session
- Workshops using pre-delivered content and previously presented material: \$350/session

	<ul style="list-style-type: none"> ✓ Improved job readiness and using digital tools essential for employment ✓ Greater access to lifelong learning, through a reusable and accessible digital resource hub ✓ Data-informed program improvements, ensuring responsiveness to participant needs and workforce trends ✓ Positive participant feedback, indicating satisfaction and perceived value of the training experience 	
<p>Phase Consulting George Webb, President 1880 S. Treasure Dr., Suite 3B Miami Beach, FL 33141 George.Webb@Phasecp.com 305-989-1653</p> <p><u>Highlights of the Company:</u></p> <p>Phase Consulting Partners is a consulting and training firm with 20+ year experience in delivering education and workforce development services.</p> <p>Work to empower individuals and organizations by enhancing digital literacy, workforce readiness, and leadership capabilities. Specialize in helping public-sector institutions, nonprofits, and community-based organizations improve operational efficiency and drive sustainable outcomes. Their portfolio includes customized training and development programs across sectors— including government, education, healthcare, and nonprofit services—with a strong emphasis on equitable access to learning, digital inclusion, and capacity building.</p> <ul style="list-style-type: none"> • Deep Experience in Workforce Training and Digital Skills Development • Expertise in Project-Based Learning and Practical Application • Trusted Partner to Government and Public Agencies • On-the-Job Learning Reinforcement: • Certification and Recognition 	<p><u>Program Highlights:</u></p> <ul style="list-style-type: none"> • Target Population: WIOA-enrolled participants including adults, dislocated workers, and youth (ages 14–24) • Program Duration: July 1, 2025 – December 31, 2026 • Expected Reach: 200 participant sessions • Workshop Categories: Digital Skills: Computer Basics, Keyboarding, Microsoft Word, Excel, Northstar Digital Literacy • Career Readiness: Resume Writing, Mock Interviews, Career Planning, LinkedIn Use • Special Populations: Workshops for Veterans, Youth, Disabled individuals Entrepreneurship: Business ideation and freelancing for beginners • Civil Service and Government Jobs: Application navigation and test prep • Delivery Format: In-person at DCWORKS Live virtual or hybrid with recordings available Small group format (5–20 attendees per session) • Measurable Outcomes: 90% of participants demonstrate improved digital skills through pre-/post-assessment. 80% of participants complete sessions and receive certificates. 70% of participants report increased job readiness within 30 days post-program. • <p><u>Organizational Experience:</u></p> <ul style="list-style-type: none"> • Development and Delivery of Tailored Training Programs • Phase Consulting Partners has a proven track record of designing and implementing customized training programs to meet needs of audiences. Approach challenges methodically, ensuring that program goals align with desired outcomes. 	<p>BUDGET:</p> <p>Workshop Program Budget</p> <ul style="list-style-type: none"> • Target Population – Enrolled WIOA participants. • Number Served- Approximately 5 to 20 individuals will be present at each workshop. • Workshop Duration: 1.5 to 2 hours per session • Session cost: \$2700/session (includes materials, support staff) – Total TBD • Certificate of Completion – included • Management Fee: \$105/hr – up to 80 hours monthly - \$8,400 • Travel: Flights, hotels, rental cars, meals for in-person facilitation teams – 20 trips: \$26,000. <p>Digital Literacy Program Budget</p> <ul style="list-style-type: none"> • Contract Period: July 1, 2025 – December 31, 2026 • Session Limit: Up to 200 sessions • Funding Rate: \$400 per participant per session

- Total Budget: Variable, based on total participant attendance across sessions
 - ✓ Facilitation of digital literacy workshops: \$400/participant
 - ✓ Certificates of Completion – included

Workforce AI Corp.
Mario Costanz, CEO
30 N. Gould, Suite N
Sheridan, WY 82801
212-473-1040
mario@theproblemsolver.com

RFP – Proposals Industry Workshops

Submitted By:	Proposal Highlights	Budget
<p>Day One Early Learning Community Indra Ong, Coordinator of Curriculum & Program Dev. 70 Hooker Ave. Poughkeepsie, NY 12601 iong@doelc.org 845-471-4790</p> <p><u>Highlights of the Company:</u></p> <p>Strengthens communities by investing in children. The mission is to create a model teaching and early learning community where families, educators and future teachers collaborate to nurture every child's potential from day one.</p> <p>Fosters community-wide understanding of what ECE is, why it is transformative, and how all children can access. This includes training and elevating EC Educators through the Teacher Apprentice Program (TAP). This program boosts the high-quality instruction and learning happening with the ECE field.</p>	<p><u>Program Highlights:</u></p> <ul style="list-style-type: none"> • Support 20 Early Childhood Educators applying for their Child Development Associate (CDA) Credential through the Council for Professional Recognition. The funding will cover the cost of the CDA application and exam fee for each participant, at \$595/pp. • To qualify for the credential, participants will already have completed Day One's Teacher Apprenticeship Program (TAP). <ul style="list-style-type: none"> ✓ Intensive 11-week pre-apprenticeship program recognized by NYSDOL ✓ Get a foundation of child development knowledge and high-quality teaching practices and professional skills to succeed in the field <p>Once TAP is completed, participants are ready to earn their CDA credential.</p>	<p><u>Budget Request:</u> \$11,000</p>
<p>Dutchess BOCES Adult Learning Institute Rebecca Green, Executive Director of Educational Resources 5 BOCES Rd. Poughkeepsie, NY 12601 Rebecca.green@dcbores.org</p>	<p><u>Program Highlights:</u></p> <ul style="list-style-type: none"> • To serve 100 participants • 25 days • 3 hours per day • TOTAL: 75 hours 	<p><u>BUDGET:</u> \$33,643</p> <p>Cost per person: \$371</p>

<p>845-486-4800</p> <p><u>Company Highlights:</u></p> <p>BOCES is known to DCWIB</p>		
<p>My True Prosperity Bill Mills, Chief Prosperity Officer FL</p> <p>DCWIB has a contract with My True Prosperity for its Youth Entrepreneurial Program.</p>	<ul style="list-style-type: none"> • Works with WIOA individuals • Intro to AI in the workplace • Prompt engineering basics for Chat GPT • AI application in healthcare, logistics, advanced manufacturing and small business • Resume building, job readiness and digital professionalism • Capstone – AI powered project (resume optimization, marketing plan or business pitch. • Certificate of completion • IBM SkillsBuild Industry-recognized certificates • 100% of participants earn at least one recognized digital credential • 85% complete Capstone • Gain skills applicable to customer service, logistics, healthcare admin and digital marketing • Oversight of attendance, credential attainment and Capstone completion data • Documented and submitted to DCWIB • 4 cohorts • 80 participants in Year 1 • Can scaled depending on demand and funding • Programs begin within 30-days of contract execution; contingent on participant enrollment 	<p>Did not find an attached budget</p>

Childcare Coalition Contract Amendment	NYATEP Conference	\$13,875
Natalie Branosky	Cortland Visit – 9/30/2025	\$4,792
Kathy Pomer		

RFP Proposals – SCION Conference DATABASE

Submitted By:	Program Highlights	Budget
<p>Community Nexus, Inc. Kristin Mayo, CEO 815 Route 82, #103 Hopewell Junction, NY 12533 Kristin.mayo@hvnexus.com 845-505-7551</p> <p>Company Highlights:</p> <ul style="list-style-type: none"> • Transforming employment, mental health and community development systems • Provide training • Working on the Workforce Development Conference at Marist College in June 2025 • Lead development and execution of public-facing conferences, including logistics, registration, accessibility, content development and digital marketing • Coordinate partners in mental health, employers and peer-led organizations • Curate conference agendas that center individuals with disabilities as experts, facilitators and thought leaders 	<ul style="list-style-type: none"> • Plan and oversee SCION regional Conference • Venue and catering • Marketing and sponsorships • Conference Materials and Registration • Staffing • Building inclusive career pathways • Inclusion strategy • Partner development • Empowerment focus • Identify and organize workshops 	<p>BUDGET: \$49,000</p>
<p>Adirondack Executive Services Sylvie Nelson, President & CEO 75 Charles St. Saranac Lake, NY 12983 sylvienelson@gmail.com 518-354-0418</p>	<ul style="list-style-type: none"> • Coordination of Conference • Organize conference workshops • Develop marketing material • Execution of conference • Space • Supplies 	<p>Budget \$35,000</p>

RFP – Proposals for SCION Workshops

Submitted By:	Program Highlights	Budget
<p>Dutchess BOCES Adult Learning Institute Rebecca Green, Executive Director of Educational Resources 5 BOCES Rd. Poughkeepsie, NY 12601 Rebecca.green@dcbores.org 845-486-4800</p> <p><u>Company Highlights:</u></p> <p>BOCES is known to DCWIB</p>	<p><u>Program Highlights:</u></p> <ul style="list-style-type: none"> • To serve 100 participants • 25 days • 3 hours per day • TOTAL: 75 hours 	<p><u>BUDGET:</u> \$33,643</p> <p>Cost per person: \$371</p>
Submitted from Out-of-State		
<p>PDDG – Pat Davis Design Group, Inc. George Dimotakis, President & CEO 333 University Ave., Suite 200 Sacramento, CA 95825 georgd@ppdesign.com 916-563-7148</p>		
Sumbitted Past Deadline:		
<p>Blue Creative Digital Technologies Luiz Diaz, CEO 3191 Coral Way, Suite 404-A Miami, FL 33125 rfp@blucreative.dev 855-937-3726, ext. 1030</p>		
<p>FSH Technologies Lilly Chen, CEO 1010 Cherry St. 2Fl Philadelphia, PA</p>		

267-439-5175 lilly@fshtechnologies.org		

RFP – Proposals for Website & Marketing Services

Submitted By:	Proposal Highlights	Budget
<p>3tone Digital Reina Ciccarone, Web Designer 800 NY-146 Clifton Park, NY 12065 reina@3tonedigital.com</p> <p><u>Highlights of the company:</u></p> <ul style="list-style-type: none"> • MWBE-certified based in Clifton Park, NY • Does branding, graphic design, web development and AI-powered tools • Empower streamlined technology and creative assets • Understand WDBs • Provide personalized attention and direct communication, diverse range of high-quality website projects and have marketing agency backgrounds <p>NOTE: no contact information in the proposal, except for their generic info. Had to go back to their e-mail to find it. No address either...</p>	<p><u>Project Highlights:</u></p> <p>Looking at:</p> <ul style="list-style-type: none"> • Rebrand DCWIB and DCWORKS for professional and modern consistency • Develop templates for newsletters, reports and print/digital outreach • Create promotional flyers and multi-page documents • Redesign and modernize www.dcwib.org and dutchessonestop.org • Ensure deliverables align with WIOA audiences – Youth, Adult and DW • Support staff with post-launch training and ongoing maintenance options • Proposed solutions: <ul style="list-style-type: none"> ✓ Brand and Marketing ✓ Website Redesign • Plan on five phases: <ul style="list-style-type: none"> ✓ Discovery and planning (wks 1-3) ✓ Brand and graphic design (wks 3-6) ✓ Web design (wks 3-6) ✓ Development and testing (wks 6-9) ✓ Launch and support (wk 10) • 	<p>The budget includes:</p> <ul style="list-style-type: none"> • SUGGESTED: \$22,500 <ul style="list-style-type: none"> ✓ Brand and graphic design package ✓ Website design and development ✓ Optional: 3-month maintenance package ✓ Optional: hosting (1 yr) ✓ Optional: re-audit (via analytics at 6 mths) • BUDGET: \$17,997 <ul style="list-style-type: none"> ✓ Brand and graphic design package ✓ Website design and development
<p>Black Dog Design Chris Coughlan, Senior Project Manager PO Box 765 Glenns Falls, NY 12801</p> <p><u>Highlights of the Company:</u></p>	<p><u>Program Highlights:</u></p> <p>Proposed workshop topics include:</p> <ul style="list-style-type: none"> • Cover letter and resumé writing foundations (2hrs) <ul style="list-style-type: none"> ✓ Explore what a resume and cover letter are ✓ How employers use them to select candidates ✓ Understanding the role of these documents ✓ Emphasis on communicating professional identity, experience and value to potential employers ✓ Learn the fundamentals of what to include in a resumé and cover letter ✓ Format, tone, structure and content ✓ Identifying transferable skills 	<p>The budget includes:</p> <ul style="list-style-type: none"> • Administration <ul style="list-style-type: none"> ✓ 1-3 workshop topics - \$1,200/mth x 12 = \$14,400 ✓ 4-6 workshop topics - \$1,600/mth x 12 = \$19,200 • Project Development's Unit Fee: \$2,000 • Material: \$30 • Facilitator per workshop hour/unit fee: \$385

<ul style="list-style-type: none"> ✓ Aligning content with job postings ✓ Avoiding common errors • Cover letter and resumé writing: automation using AI (2.5hrs) <ul style="list-style-type: none"> ✓ Builds on the Foundation section (above) ✓ Identify practical strategies for leveraging AI to streamline and enhance the job application process ✓ Explore how AI is reshaping the hiring process ✓ Learn to develop customizable templates to quickly adapt to various job opportunities ✓ Introduce AI-assisted prompt engineering ✓ Guide participants in creating effective prompts to generate tailored bullet points to highlight achievements, transferable skills and role-specific keywords • Financial literacy (2.5hrs) <ul style="list-style-type: none"> ✓ Knowledge and tools to manage personal finances such as budgeting, saving, understanding credit, debt management and financial planning strategies to support self-sufficiency ✓ Incorporate real-life scenarios hands-on budgeting exercises and tools to help participants make informed financial decisions ✓ • Conflict resolution and communication in the workplace (1.5hr) <ul style="list-style-type: none"> ✓ Work on interpersonal skills ✓ Explore conflict management styles ✓ Effective communication techniques ✓ Strategies for navigating difficult workplace conversations ✓ Identify conflict triggers ✓ Practice active listening ✓ Apply solutions to promote collaboration and mutual respect in diverse workplace environments • Team collaboration and workplace dynamics (1.5hr) <ul style="list-style-type: none"> ✓ Focus on team-based settings ✓ Overview of group dynamics, role clarity, accountability, and strategies for contributing to high-performing teams ✓ Learn to adapt to different team roles ✓ Manage interpersonal differences ✓ Support inclusive and productive team cultures ✓ Strengthen participants' readiness for modern and collaborative work environments • Interview skills (2.5hrs) 	<ul style="list-style-type: none"> • Program administration 1-3 workshops \$120/mth (\$1,440) • Program administration 4-6 workshops \$160/mth (\$1,920)
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	<ul style="list-style-type: none"> ✓ Equip participants with knowledge and tools needed to approach job interviews with confidence, clarity and professionalism ✓ Gain understanding of the interview process, including types of interviews (phone, video, in-person, panel) ✓ Understand what employers evaluate ✓ Develop structured responses to common and behavioral questions using STAR (Situation, Task, Action, Result) ✓ Articulate skills, experiences and career goals ✓ Learn non-verbal communication techniques, interview etiquette and how to research employers to prepare 	
<p>Echelon Agency, LLC Sean Creighton, CEO/Managing Director 36 Hamilton Ave. New Rochelle, NY 10801 sean@echelonagency.us 845-893-6109</p> <p><u>Company Highlights:</u></p> <ul style="list-style-type: none"> • MBE • Works in collaboration, clarity and creativity • Purpose driven branding with community impact • Understands Hudson Valley • Integrated Marketing Solutions • Multicultural audience reach • Flexible and innovative <p>NOTE: Very clean and engaging proposal</p>	<p><u>Program Highlights:</u></p> <ul style="list-style-type: none"> • Will focus on refreshing and modernizing the DCWIB brand • Deliver clean, easy-to-use designs to engage job seekers, employers and community partners • Combine planning with practical execution to ensure deliverables <ul style="list-style-type: none"> ✓ Templates ✓ Outreach materials ✓ Everything in between • Functional and visually consistent <p><u>Summary Approach:</u></p> <ul style="list-style-type: none"> • Marketing Communication Analysis (audit) • Messaging and Audience Development • Creative Brainstorming and Ideation • Design Execution • Deployment and Amplification 	<p><u>BUDGET: \$21,500</u></p> <p>Branding & Graphics: \$9,500 Website Redesign: \$12,000</p>
<p>Ashworth Design Inc., DBA: Ashworth Creative Eve Ashworth, CEO / President 70 Dutchess Landing Rd., Suite 9 Poughkeepsie, NY 12601 eve@ashworthcreative.com 845-877-0410</p> <p><u>Company Highlights:</u></p> <ul style="list-style-type: none"> • Specializes in serving SUNY, non-profits and government agencies 	<p><u>Program Highlights:</u></p> <ul style="list-style-type: none"> • Scope of Services: <ul style="list-style-type: none"> ✓ Refreshed logo ✓ Digital templates ✓ Website modernization ✓ Multi-audience alignment ✓ Ongoing marketing consultation • Elevate DCWIB with a bold brand for future growth • Website and marketing services and branding 	<p><u>BUDGET: \$12,600</u></p> <p>Design & Creative Services: \$95/hr - TBD</p>

<ul style="list-style-type: none"> • Local • Deliver cohesive, impactful marketing material in both print and digital formats • Maintain brand consistency across every medium <p>NOTE: Local but no final budget amount submitted</p>		
<p>Submersive Media, LLC Adam Spielberger, Co-Owner 10 Manor Place Dobbs Ferry, NY 10522 adam@submersivemedia.com 917-604-9651</p> <p><u>Company Highlights:</u></p> <ul style="list-style-type: none"> • Westchester Co. • Co-owned by 2 veterans • Creative design, web design and development, social media management, media buying/advertising and experimental marketing • Worked with St. Lawrence Co. IDA (I know them) • Core services include web design and development, branding, social media and marketing. 	<p><u>Program Highlights:</u></p> <ul style="list-style-type: none"> • Logo and branding design – 9-10 weeks • Website redesign and development – 9-10 weeks 	<p><u>BUDGET:</u> \$18,000 - \$21,000</p> <p>Logo Design / Brand Guidelines: \$5,500 Marketing materials: \$5,000 Design stage: \$5,000 Development stage: \$4,500 Content migration, Q&A and deployment: Included</p> <p>Additional: Hosting fee: \$50/mth Updates, etc.: TBD (hourly or retainer)</p>
<p>Corporate Communication Bren Job, Creative Director 108 S. Union St. Rochester, NY 14607 bren@corporatecommunication.com 585-262-3430</p> <p><u>Company Highlights:</u></p> <ul style="list-style-type: none"> • Creative thinkers • Different • Commitment to improve • Focused on driving growth <p>NOTE : Only one woman on staff</p>	<p><u>Program Highlights:</u></p> <ul style="list-style-type: none"> • Discover, brand strategy • Ideation, direction • Initial design concepts • Design, development and production • Ongoing support – beyond scope <p>DELIVERABLES:</p> <ul style="list-style-type: none"> • Branded templates and digital assets – 2 design concepts each for: <ul style="list-style-type: none"> ✓ Newsletter layout ✓ Flyers, info sheets ✓ Brochure (cover and 1 interior page layout) ✓ Annual report (cover and 1 interior page layout) ✓ Poster design • Other options: 	<p><u>BUDGET:</u> \$24,500</p> <p>Discovery, brand strategy: \$2,400 Brand identity, direction & design: \$3,600 Print and digital assets: \$6,800 Website design & dev: \$9,800 Brand identity kit: \$1,900</p> <p>Other fees: Annual hosting: included (\$600) EqualWeb: \$545/yr Social management: \$480/mth SEO Support: \$2,600/yr Creative/Technical services: \$95 - \$125/hr</p>

	<ul style="list-style-type: none"> ✓ Email templates created in DCWIB's preferred email marketing platform ✓ Ad Banners / Displays Ads for targeted online advertising ✓ Custom illustrations and infographics to enhance content ✓ Animated assets (GIFs, videos) for online promotional purposes • Website Design & Development: <ul style="list-style-type: none"> ✓ Design to scale ✓ Engaging homepage ✓ Intuitive navigation ✓ Will meet Web Content Accessibility Guidelines • Multi-level user groups • Optimizing content • Managing redirects • Optimizing user experience • Manage events – event schedule • Featured, upcoming events • Blog • Sharing videos and pictures • 14-week process 	
<p>Flint Media Inc. Linda Pierro, President 870 Flint Mine Rd. Coxsackie, NY 12051 lindap@flint-media.com 917-318-0562</p> <p>Company Highlights:</p> <ul style="list-style-type: none"> • Works with Harquin • Harquin has worked with Westchester-Putnam Career Center Network • Certified women-owned • One-stop source for branding, strategic planning, graphic design, etc. • Extensive experience • Thorough, efficient and collaborative 	<p><u>Program Highlights:</u></p> <ul style="list-style-type: none"> • Work with WIOA population in mind • Initial meeting • Logo refresh and sub-program branding • Brand strategy and communication collateral • Production of deliverables • Website • 15-week project 	<p><u>BUDGET:</u> \$21,275</p> <p>Meeting, brand audit, project mgmt.: \$1,500 Logo refresh: \$2,400 Brand strategy: \$4,500 Deliverables: \$3,250 Website Dev: \$9,625</p>

<u>Company Highlights:</u>	<u>Program Highlights:</u>	<u>BUDGET:</u>
Submitted from Out of State:		
Leap Five, LLC Ira Minor 214 E. 8 th St., Floor 2 Cincinnati, OH 45202 govrfpmanager@leapgroupnetwork.com 562-896-9412		
Niki Jones Agency, Inc. Stephanie Brynes, PhD, Account Director 39 Front St. Port Jervis, NJ 02115 bids@nikijones.com 845-856-1266, ext. 721		
Braffon, Inc. Dewey MacMillan, AVP Sales 2 Oliver St., Ste 904 dewey.macmillan@braffon.com 508-319-9725		
Universal Equation, Inc. Mensah Alkebu-Lan 52 Walsh Dr. Dumont, NJ 07628 201-431-7673		
Starting Point Studios, Inc. Joel Magalnick, Chief Experience Officer 16819 111 th Ave NW Edmonton, AB T5M 2SA 825-436-2305		
Invitech Qinyue Lie 50 Millstone Rd., Bldg 400200 East Windsor, NJ 08520 govt@invitechinc.com 814-777-3397		
Declarative Labs, LLC Megan Brewster, Director of Content		

38 S 1000 E Salt Lake City, UT 84102 megan@declarative.co 801-898-9720		
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