



*Serving 37 Central
Connecticut Communities*

MEMORANDUM

DATE: November 24, 2008
TO: Capital Workforce Partners Board of Directors
FROM: Jim Boucher, Director, Future Workforce Services

On the behalf of:
James Stanley, Co-Chairperson, Future Workforce Services Committee
Brian Sardo, Co-Chairperson, Future Workforce Services Committee

RE: Future Workforce Service Committee Report: Cancellation of School-Year Tier I Programs

Future Workforce Services Committee Report
Cancellation of School-Year Tier I Programs

ACTION

On November 13, 2008 several contracts for Future Workforce Services Tier-I school-year contracts were cancelled as a result of insufficient funds from summer carry-over expenditures. Further complicating the availability of financially supporting these contracts, were recent decisions by the State of Connecticut to rescind some of the State Urban Youth Employment Program funds, as well as by overall limited fund availability from corporations and foundations that could otherwise be used to attempt to fundraise the gap in funds.

The following contracts were cancelled.

Contractor	Youth	Contract Amount
Capitol Region Conference of Churches	20	\$40,000
Hartford Communities that Care	15	\$37,500
New England Farm Workers	30	\$75,000
U of H- Educational Main Street	15	\$37,500
Village 21st Century program	15	\$37,500
YWCA of New Britain	30	\$75,000
Subtotal:	125	\$302,500

BACKGROUND

The Future Workforce Services Division creates a detailed Summer Youth Employment and Learning Program (SYELP) budget each year based on revenue for the months of June through August. A school-year budget (September through June)

is created for Tiers I programming based on carry-forward of Urban Youth funding and any additional funds raised for school year programming.

After its procurement process was complete in May of 2008, CWP notified Tier I school year providers that they would be awarded funds subject to the availability of carry-forward summer youth program funds and availability of additional funding. It is usual practice to count on an intentional deficit in the SYELP budget because of typical under-runs. However, this year the participating youth had a better completion rate than in past years so the payroll costs were much closer to estimates, thereby decreasing CWP's carry-forward amount. In addition, there was a Governor's rescission of \$81,250 to the Urban Youth funding which affected carry-forward amounts available for school year programming.

In late October of 2008, as CWP was in the process of finalizing contractual agreements with Tier I programs, but before contract execution, the CWP Fiscal and Future Workforce Services Divisions reviewed the unspent summer funds against the projected contracted amount and discovered that the projection of unspent summer funds had in fact been double-counted. This resulted in a significant gap in funds needed to operate Tier I programming, which necessitated the cancellation of Tier I programs.

IMPACT

Anticipating the possible impact to the tier-one programs, in regards to enrolled youth and possible staff hired for the programs, CWP communicated to the programs that it was able to assure that the following supports would be in place for each program:

- (1) Capital Workforce Partners, through its CTWorks Career Centers, would be ready to provide job search assistance for any staff that might be impacted by the loss of these funds;*
- (2) For youth who are negatively impacted by this rescission, Capital Workforce Partners would prioritize them for placement in the 2009 Summer Youth Employment and Learning Program (also dependent on funding). Capital Workforce Partners would also look for ways to serve the youth at low to no cost at various times during the year. A letter will be going out to youth explaining the situation and the options available to them. It was requested that if the organization had other programs or referrals that they could make for the youth, we asked that they consider providing those services;*
- (3) Capital Workforce Partners communicated that while no longer being able to reimburse these organizations for Tier I services that CWP would work with each agency to reimburse costs incurred up to the point of cancellation.*

CWP staff has also taken steps to further ascertain updated controls to mitigate against possible future rescissions. Monthly meetings of CWP finance, fiscal and program staff will take place to review the most updated budget, budget assumptions, contract commitments and revenue/expenditure projections. All staff involved in contracting will be further required to be trained on the CWP MIP system.