

Central States SER – Jobs for Progress, Inc.
DuPage County WIOA Youth Proposal

Executive Summary

Central States SER, Jobs for Progress, Inc. (“CSS”) was formed in 1987 with a vision to lead a dynamic regional economy through employment, economic development and an educated workforce in the Chicago area. CSS’ mission of “*Advancing People, Growing Businesses and Strengthening Communities through Education, Employment, Economic and Community*” through a market-driven, evidence-based approach that responds to the needs of employers and job seekers alike. CSS strongly believes in the core values of respect, integrity, competency and innovation and being part of the solution to the on-going challenges of economic and educational disparity facing Chicago jobseekers and families today.

As a part of the Unified SER Family: a network of nonprofit and for-profit companies led by its parent non-profit organization, SER Metro-Detroit, and the same executive leadership team, CSS has been at the forefront of designing and delivering youth and adult workforce development services, for more than 30 years. Currently, CSS operates a variety of education, training and employment-focused programs including the high-performing American Job Center, a Construction Works, two Department of Human Service programs, two Youth WIOA programs, and several programs focused on justice involved youth as well as an after school program in several elementary schools in the Chicagoland Area. CSS’ WIOA funded and non-WIOA funded programs operate collaboratively and share resources to maximize services to meet customers’ needs.

The CSS’ overall governance is determined by the CSS Board of Directors, including setting the mission and purpose, selecting and appointing the CEO, governing the organization’s long-term objectives, and evaluating the external environment that may impact the organization’s ability to perform at the highest level. Business practices, decision making and corporate oversight areas are managed by the executive leadership team consisting of President/CEO, Vice President & Chief Operating Officer, Chief Financial Officer, and the two Co-Directors (based in Chicago, IL). The Co-Director reports to the Vice President & Chief Operating Officer. CSS currently employs 37 full time and 7 part time staff.

Under this proposal, CSS plans to serve 65 Out-of-School (OSY) in The County of DuPage (“County”), according to the requirements and regulations consistent with the DOL Workforce Innovation and Opportunity Act (WIOA) and the guidelines contained in the YOUTH SERVICES 23-010-WIOA Bid. The number of participants was determined based on the CSS’ experience serving the same demographic in other IL counties, average cost per participant and the available WIOA funding. To conduct the proposed work in this proposal, CSS respectfully asks the County for \$326,679.00 in funding.

CSS has developed a reputation for managing WIOA Youth programs that are customer and employer-driven and performance-based where accountability is expected at every level of the system. Under this proposal, CSS will serve the OSY, ages 16-24, residing in the County. Eligibility determination and provision of services will be made in accordance with the WIOA mandates, including active engagement in either education or work, attainment of high school diploma or equivalent postsecondary credentials, work-based learning opportunities along defined career pathways, and employment in targeted/in-demand industry sectors that lead to a long-term self-sufficiency and financial independence. The services proposed in this proposal will equip

youth with the knowledge, skills and training relevant to the workforce needs of area employers and education needed to succeed in life and adapt to a changing business environment. CSS' vision is to develop and maintain an integrated, job-driven workforce system that links the County area youth to the region's businesses and education opportunities, which will improve the quality of life, reduce poverty, increase upward economic mobility, and develop a workforce that is flexible, accessible, skilled, and motivated.

Following the 14 WIOA Youth required program elements, the CSS' intention is to provide the following services: (1) an individualized service strategy, within the eligibility guidelines, for each youth participant that identifies educational and employment goals and objectives with services and support for positive outcomes, (b) opportunities to improve youth educational and skill competencies, employability, and life skills, (c) postsecondary educational and training opportunities that lead to the attainment of career readiness and industry-recognized credentials for occupations that offer meaningful wages, benefits, and upward economic mobility opportunities, (d) effective connections to employers that provide career exploration, job shadowing, work-based learning, work experience, and employment opportunities, (e) opportunities related to leadership development such as teamwork, decision-making, community service, and civic and social responsibility and (f) financial literacy education and development of entrepreneurial skills. To achieve these objectives, CSS will provide vocational trainings relevant to the local employers' needs and participants' personal goals and aspirations.

The CSS' human-centered and customer-driven approach in delivering WIOA services has consistently met or exceeded outcomes set by various funding sources for WIOA or other similar programs. The summary of proposed 2023 DuPage County WIOA Youth Services outcomes are as follows:

Proposed Outcomes for 2023-2024	
WIOA – Proposed In School Youth served	0
WIOA - Proposed Out of School Youth served	65
Total Youth Served	65
Proposed number of out of school youth participating in Work-based learning	20
Proposed number of youth that obtained occupational, post-secondary, foundational skills, high school equivalency training	9
Number of training enrollees that obtain a measurable skills gain (including English as Foreign Language – EFL - gains)	7
Percent of individualized customers that receive financial coaching	80%
% that receive assistance removing a barrier to employment	90%
Obtain unsubsidized, permanent employment (at least 30 hrs/week)	38

Central States SER, Jobs for Progress, Inc.
DuPage County WIOA Youth
Proposal Narrative

1) Recruitment

a. Central States SER (CSS) will tailor its community outreach strategies to the needs of the local population. A number of recruitment and outreach strategies have been deployed through communities in which we operate including presentations at community councils, school boards, parent-teacher organization meetings, chamber of commerce, homeless shelters, elected official events / offices and similar groups. CSS' two prong approach to outreach and recruitment efforts consists of:

- *Community-Based Outreach:* CSS staff will establish a regularly updated monthly calendar and participate in community events where adults and youth attend. The primary target audience will include a) youth seeking services b) adult and youth serving agencies; and c) mission driven citizen groups or organizations focused on improving quality of life issues (i.e. education, crime, employment, homelessness, etc.); and d) faith-based organizations.
- *Systems Outreach:* CSS will work collaboratively with the systems partners to streamline referral processes to ensure an immediate warm hand-off with the goal of building trusting relationships where continuity and personalized service is key.

For the purpose of this proposal, CSS has initiated a preliminary discussion with a number of the local community-based organizations to align the outreach and recruitment efforts against the WIOA performance goals. CSS will also collaborate with a network of agencies that provide the opportunity to host a table and talk to the public at different events. In addition, CSS will host regular information sessions in throughout the DuPage County community to help educate community members, families and young people about the services offered. The CSS youth team will plan, execute, and debrief on appropriate strategies that will include face-to-face engagement, and the use of traditional cost effective or no-cost promotion strategies (i.e. radio interviews, events, street outreach, etc.).

CSS also recognizes the relevance of social media how it has changed the way people communicate and gather information. Through social media platforms, CSS will post dates about recruitment sessions and events, program content, and highlight customer successes to inspire and motivate others to enroll in the program and market program information.

b. CSS proposes a comprehensive Recruitment Transition Plan, if selected as the County's WIOA youth service provider. The Recruitment Transition Plan will establish key guiding principles and include the following:

- Reach out to all community partners and community-based organizations through a written communication to notify them about CSS becoming a new WIOA youth service provider in the County, within 15 days upon contract award.
- Fully defined and finalized actions and steps to ensure a seamless recruitment transition process within the first 30 days upon contract award.
- An overall goal to maintain continuity with community-based organizations involved with youth work, employers, criminal justice system, social services providers, customers and other community and workforce partners. This will be an ongoing process.

- Early identification of potential challenge areas, so that appropriate measures of control can be put into place.
- Preparations for the implementation of a new recruitment model complete with fully outlined processes and protocols, within the first 90 days upon the contract award.
- Ensure operational performance and quality service delivery remains a primary focus.

CSS will work closely with the County to define and agree on the transition of the recruitment process, sequence of activities, timing and messaging while the transition takes place. Once the award of the contract is made, early transition meetings will take place to finalize the Recruitment Transition Plan. As discussions and planning proceeds, the incumbent workforce contractor will be critical in the transition as well. CSS will seek the guidance and approval from the County staff and the incumbent contractor as to who to continue to engage in order to further enhance already established recruitment protocols. Frequent communication and discussions will be held with the County to review current recruitment strategies and any other critical topic areas. Communication with the former contractor will be helpful in ensuring on-going service delivery and no disruption of services.

CSS will closely be examining current enrollment zip codes and trends in geography to guide its outreach strategies. Each target area will be approached by the CSS staff with similar background, ethnicity, culture and language skills. This is a critical component of the CSS outreach plan. Our experience shows that disengaged youth are more likely to trust and be encouraged to participate in youth programming by peers and someone who understands the community well. They will also be experts in knowing local locations of social gatherings where many disengaged and disconnected youth are to be found and recruited. CSS will engage homeless service providers, food shelters and local community hubs to connect with youth and leaders in the community for the single purpose of finding and recruiting OSY. These relationships, inclusive of the justice system, the foster care system will lead to pipelines of participants that are eligible and interested in WIOA youth programming. The graduates outreach team will be trained and coached by experienced staff with knowledge of successful outreach approaches, target areas, and effective safety policies and protocols. Other strategies will include many forms such as contacts through texting, calling, home visits, going to community centers, engaging local social workers, playing pickup basketball, and other means of communicating with youth in spaces where they are comfortable. The outreach and recruitment efforts will be on-going throughout the year. An active caseload will be closely monitored on a weekly basis to ensure proposed outreach and recruitment numbers are met.

2) Intake – Eligibility

- Upon a successful outreach and engagement effort, CSS staff will schedule an in-person or virtual meeting with potential participants to discuss eligibility requirements, program guidelines, needs, expectations, and services available. Eligibility determination will be based on established WIOA guidelines for out-of-school youth. Should the eligibility determination be hampered by the participants' inability to produce acceptable documents, all participants will be given additional time, as per the WIOA guidelines. All needed documents to determine program participation eligibility will be collected, scanned, and maintained in the appropriate digital form as well hard copy. The Career Coach will be responsible for determining program eligibility, collection and verification and validity of collected documents.

b. All participants will be required to have a Basic Skills assessment conducted. Participants will be required to take the Test of Adult Basic Education (TABE 11-12) or Comprehensive Adult Student Assessment Systems (CASAS) assessment at the time of intake.

i. Prior to enrollment, each individual is assessed for eligibility abiding by WIOA rules and regulations. CSS has compiled a system of assessments to thoroughly gauge an individual's level of basic skills, job readiness, interest and aptitudes, occupational skills, barriers and challenges to employment and supportive service needs to help develop the ISS and Career Roadmap. These assessments include: Test of Adult Basic Education (TABE) testing to analyze educational functioning; Illinois workNet career interest surveys; a review of educational status including high school credits or GED test subjects passed; and develop a customer employability assessment used company-wide, identifying work-place and transferable skills. Participants also complete a bio-psycho-social assessment to review with the Career Coach to further investigate and discuss any barriers to education and employment and to create plan of resources and referrals.

ii. Participants will utilize I-pathways as a tool to increase math and reading scores. This tool is a self-pace with an on-line option to help participant work from home as well as in the office.

3) Individual Service Strategy

a. To assess all ISS components, CSS will use a range of proven methods and formalized assessments, including: TABE, Illinois workNet career interest surveys, the Career Roadmap, I-Pathways, a CSS-developed customer employability assessment, a bio-psycho-social assessment to further investigate and discuss any barriers to education and employment and to create a plan of resources and referrals.

The ISS plan is a fluid document (as unanticipated needs and new objectives may surface during the program participation) that will identify short and long-term objectives, with descriptive action steps including a defined timeline. The Career Coach will revisit and update the ISS plan as appropriate and keep close contact with all parties involved (internal & external) to ensure that the participants' needs are identified and addressed timely and effectively.

b. CSS' WIOA youth program will include the following career exploration activities:

- Talent tours to visit employers in high-demand industries and occupations;
- Hiring events, held both internally and attended externally (i.e., Career Expo events);
- Labor market information and activities that help youth prepare for careers in a desired field;
- Guest speakers (local and regional employers) to introduce youth to various in-demand industries, benefits, and opportunities for both personal and professional development;
- Tutoring, mentoring, and occupational skills training to develop relevant work-industry related competencies;
- Paid and unpaid work experiences, including internships, job shadowing, and summer employment opportunities; and,
- Follow-up services.

c. The CSS' service delivery system revolves around offering a comprehensive wrap-around, customer-centered approach to address youth psychosocial, academic, and professional development, as well as all the barriers and challenges that could prevent them from becoming functioning and contributing members of society. Acquiring a deep understanding of what barriers need to be mitigated will continue to be at the forefront of the CSS service delivery model. Focusing not only on equipping youth with the needed skill set to succeed in today's competitive

labor market but identifying and addressing any trauma- or substance abuse-related negative cognitions and empowering and guiding customers to embrace the change in behavior that will lead to a long-term self-sustainability will continue to be the focus of our customer-centered service delivery model. This is accomplished by engaging youth and leading them to embrace and activate the sense of 'purpose' in a safe and welcoming environment.

The initial intensive level of service provided to all customers is assess and developed from the Individual Service Strategy (ISS). This is a collaborative effort between the customer and staff to assess needs, goals, strengths and barriers to plan a strategy for employment/self-sufficiency. In providing guidance to both adults and youth, CSS staff will take a holistic case management approach that uses several multiple techniques to address the unique challenges each participant faces and propose and provide solutions to address barriers and assess other needs.

The Career Coach will be responsible for assessments of barriers and resolution, skills development and job preparedness, housing and transportation challenges, and responses to behavioral issues and connectedness to on-site and off-site resource partners.

d. With the program built around creating a strategy that keeps the youth participant moving in the right direction and stay on track, a customizable Career Roadmap is developed to help them visualize where they are today, what challenges and barriers they need to overcome and what steps they need to make to achieve the goals and objectives set in the Individual Service Strategy (ISS). This step is critical in ensuring that youth participants are fully aware of all the programming steps while at the same time giving an opportunity to CSS staff to validate youth's unique experiences and hardships, show empathy, and support them by creating and adhering to a plan that is broken down into smaller, attainable and realistic goals. Understanding that each youth participant faces a unique set of challenges and barriers to employment, CSS staff is well-trained in initiating, developing, and implementing a specific plan of action to address and resolve barriers preventing them from gaining access to education, training, and employment.

The Career Roadmap assessment and Career Pathway will be tailored to meet the needs of the identified industries in the WIOA Local Plan as well as any other career pathways program participants decide to choose. CSS will also use Illinois workNet Surveys to help participant identify their skills and interests, so they can move toward a career choice or career change.

4) Service Delivery

a. CSS understands that effective case management is one of the foundations for delivering effective services that will keep participants engaged. Our vision for successful participants' engagement and delivery of services evolves around offering a comprehensive wrap-around, customer-centered approach to address participants' psycho-social and emotional needs. The intent is to create a participant-centered model focusing on customers' experiences, instilling a sense of empathy for their needs and challenges, engaging in an interactive dialogue and having a better sense about how they feel about the services offered. CSS also strongly believes that providing exemplary workforce development service can only be done with well-qualified, professional and compassionate staff motivated to provide the highest level of services based on client's unique needs and requirements. Our staff are driven by the philosophy that the overarching quality of the workforce development service delivery system ultimately facilitates successful connection to education, trainings and employment opportunities that are vital for enhancing regional economic

growth and reducing socio-economic disparities. CSS also ensures that all program staff are extensively trained in youth development and mentoring themselves, focusing on development of effective and empathy driven customer-centered relationships with participants. Staff are trained to identify participants at risk of dropping off and are required to conduct home visits or schedule supervision meetings to engage participants if there have been any issues or lack of communication. Staff conduct weekly meetings to address youth progress, and engaging youth is a team effort.

b. An internal tracking to monitor program performance will be conducted on a daily basis so that timely adjustments can be made as needed to ensure that all reporting requirements are met. The Program Manager will be directly responsible for continued monitoring of Career Coaches and other staff to ensure required reporting and documentation is produced and submitted in a timely manner while working within the financial and operational parameters. The efficacy and timeliness of the submission of required reports will be routinely evaluated by the CSS management staff during weekly meetings. The team weekly meetings will be led by Co-Director/Program Manager. All staff will be fully trained on how to use relevant program data entry systems Illinois Workforce Development System (IWDS) and how to generate mandatory reports during the first 90 days of the contract execution date.

Under the management of the Co-Director, CSS will ensure that all contracted measures and reporting requirements are met by conducting:

- A weekly review of all contracted performance measures and additional service delivery expectations by the local funding contractor.
- Weekly regularly scheduled meetings with youth program staff led by the Co-Director or Program Manager to review contracted measures and other key information sources.
- A Quality Improvement analysis to ensure all required documents and performance measures are in place to ensure compliance with contractually obligated expectations.

The submission of required reports, including reporting frequencies, is carried out in accordance with the set reporting protocols and through the systems established by the funding source.

5) Training Description and Outline

The hours of programming, curricula, program length, customer flowchart, credentials and labor market information, will be coordinated with and provided by community colleges and schools that provide certified training and where the employment rate for training-related jobs is in demand. Participants will be required to visit training providers and conduct an interview to make an informed decision of their training of choice. The Career Coach will work with the school and customer to acquire the documentation needed for participant to start training.

6) Job Readiness Training

The soft skills and job readiness training will be conducted through Illinois WorkNet. The Career Coach and/or Business Service Representative (BSR) will cover the following topics: (a) Industry-specific vocabulary – terminology used in specific industries, (b) workplace communication – how to communicate effectively with supervisor and co-workers, (c) work ethics - how to prioritize tasks, meet deadlines, and be punctual, (d) contextualized math and writing – assess and improve

basic math and reading skill, (e) resume writing – teach students how to develop a strong resume that describes skills and experience, and (f) interview preparation – learn how to interview and talk about skills.

7) Program Elements

CSS incorporates all 14 WIOA elements into programming to ensure a holistic and all-encompassing WIOA youth programming.

See attached (Attachment 4) - WIOA 14 SERVICE ELEMENTS DELIVERY PLAN.

8) Partnerships

a. CSS will actively pursue input from multiple levels of governmental and non-governmental partners to integrate programs, services, and partnerships with a goal to maximize provision of 14 program elements. CSS has engaged several community partners, including training providers, employers, post-secondary institutions in preliminary discussion about potential partnerships, should CSS be selected as the contractor. The partnerships are expected to be finalized with first 30 days upon signing the contract award.

Some of the engaged organizations who have expressed creating a more formalized partnership, should the CSS be selected as the contract provider, are: include: (1) DuPage Foundation, (2) Fruitful Endeavors Charity, and (3) Loaves and Fishes Community Services. More than 25 other organizations serving DuPage County residents have been approached as well.

9) Work-based Learning

a. Describe in detail how your program is incorporating work-based learning.

i. CSS will provide 20 youth participants for 6 weeks of subsidized work experience at \$15 per hour with local employers willing to partner with CSS.

ii. CSS will seek guidance from the incumbent contractor and the County staff as to what employer relationships have already been put in place and deemed effective. In addition, the CSS' Business Service Representative and Program Manager will work on identifying employers in various industries, particularly in-demand industries, throughout the region willing to work to mentor and provide youth with learning opportunities in their fields as they gain transferrable work skills through work experience and/or on the job training. The CSS' Career Coach will compile a listing of careers youth are interested in exploring and share with the BSR for the purpose of recruiting employers from those fields willing to better prepare youth for employment in their industries.

iii. Participants will gain the following skills through participation in work-based learning activities: (1) technical skills need for a specific industry, (2) soft skills, (3) professional demeanor, (4) problem solving and critical thinking, (4) appropriate communication in the work place, (5) teamwork, and (6) good work habits.

10) Post-Exit Follow-Up Services

a. CSS staff will exit a participant when the participant successfully fulfills the service plan goal or goals; if it is determined that the participant can no longer benefit from services because of unilateral, non-participation in a qualifying service-although Service Plan goals have not been met,

the Career Coach and Program Manager will review the file and make a joint decision to exit the participant. All WIOA youth except, those with documented exclusion reasons such as health, death, institutionalization-will be provided follow-up services for no less than 12 months after the completion of participation as appropriate. Upon exit, all WIOA youth participants will still be contacted by CSS staff and assisted during the post exit term of 12 months to ensure that the customer continues to be successful in their place of employment. CSS staff will assist with immediate referrals, placements and other services that support the WIOA participant to remain gainfully employed. Follow-up communication may include, but will not be limited to face-to-face interaction with participants and employers and e-mail communication. The frequency of the contacts will be based on the need of each participant or on a monthly basis.

11) Physical Location

The CSS WIOA youth program will operate out of the workNet DuPage Career Center at 2525 Cabot Drive, Suite 302, Lisle, IL 60532, providing space for youth staff is available. If needed, CSS will work with the County on securing the appropriate facility to successfully manage and administer the program.

PAST AND PLANNED OUTCOMES

1) WIOA funding:

Description	WIOA YOUTH - RIVERSIDE						WIOA YOUTH - LVC					
	PY19		PY20		PY21		PY19		PY20		PY21	
	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target
WIOA Youth Entered Employment Q2 After Exit	63.33%	62%	69.33%	72.5-%	78.95%	72.50%	76.19%	62%	65.71%	72.50%	63.33%	72.50%
WIOA Youth Entered Employment Q4 After Exit	62.64%	58%	63.24%	70%	82.14%	70%	91.48%	58%	64.29%	70%	65.63%	70%
WIOA Youth Median Earnings Q2 after Exit			\$4,264	\$3,275	\$4,494	\$3,275			\$7,276	\$3,275	\$7,202	\$3,275
WIOA Youth Credential Rate	41.67%	60%	80%	67.5	80.00%	67.50%	62.50%	60%	86.67%	67.50%	77.78%	67.50%
WIOA Youth MSG			40%	33%	90.00%	33%			31.03%	33%	66.67%	33%

Non-WIOA funding:

YOUTH; NON-WIOA'S FUNDING PROGRAMS				
Program Name	2019	2020	2021	TOTAL
RECONNECTION HUB	173	170	157	500
PASSPORT TO SUCCESS	255	506	505	1266
RESTORING INDIVIDUALS THROUGH SUPPORTIVE ENGAGEMENT RISE	37	29	NA	66
Project Onward - Out of School TIME	45	43	39	127
Mayors Mentoring Initiative / MENTORING SOUTH LAWNDALE	NA	79	31	110
ONE SUMMER CHICAGO PROGRAMS	74	210	210	494
TOTAL	584	1037	942	2563

2) Please see the attached (Attachment 4) Proposed Planned Outcomes Form.

ORGANIZATION INFORMATION

1) Central States SER, Jobs for Progress, Inc. (“CSS”) was formed in 1987 with a vision to lead a dynamic regional economy through employment, economic development and an educated workforce in the Chicago area. CSS’ mission of “*Advancing People, Growing Businesses and Strengthening Communities through Education, Employment, Economic and Community*” through a market-driven, evidence-based approach that responds to the needs of employers and job seekers alike. CSS strongly believes in the core values of respect, integrity, competency and innovation and being part of the solution to the on-going challenges of economic and educational disparity facing Chicago jobseekers and families today.

As a part of the Unified SER Family: a network of nonprofit and for-profit companies led by its parent non-profit organization, SER Metro-Detroit, and the same executive leadership team, CSS has been at the forefront of designing and delivering youth and adults workforce development services, for more than 30 years. Currently, CSS operates a variety of education, training and employment-focused programs including the high-performing American Job Center, a Construction Works, two Department of Human Service programs, two Youth WIOA programs, and several programs focused on justice involved youth as well as an after school program in several elementary schools in the Chicagoland Area. CSS’ WIOA funded and non-WIOA funded programs operate collaboratively and share resources to maximize services to meet customers’ needs.

2) One of the guiding principles driving CSS’ vision of delivering unmatched services is forging productive partnerships with local organizations and employers with a common commitment to helping individuals reach self-sufficiency through gaining meaningful employment, and to providing employers with access to a qualified, well-trained and prepared workforce. In areas where CSS is present, collaboration with community organizations, training providers, public and private entities in place to assist clients in attaining education or employment objectives.

3) In all contracted programs, service and activities, CSS leverages and draws upon the skills and best practices acquired over the past three decades of being in business. With a human-centered case management approach in mind, services are consistently and strategically focused on contractual obligation and performance outcomes, while maintaining the highest degree of customer service for both the participants as well as employer partners. As a community leader in serving a multi-constituent audience and connecting employers with highly qualified talent, CSS consistently identifies and integrates evidence-based best practices into its programs and services to keep the American Job Centers relevant and competitive. CSS’ vision for successful integration and delivery of services evolves around offering a comprehensive wrap-around, human-centered approach to address customers where they are. This ensures a deeper level of engagement between staff and the residents seeking assistance allowing to focus on long-term outcomes and economic well-being while at the same time empowering the customers to embrace the change and take more proactive role in addressing and removing barriers to employment.

4) CSS is proposing a staffing plan that is cost-effective and based on the needs and demands of the program and targeted community. Clelia Gomez will provide direct program oversight. Clelia, a Co-Director of CSS, has more than 15 years of experience in managing workforce development programs. She is a bilingual professional holding a Master’s Degree in Community Counseling

with an enormous experience in a mental health clinic and workforce development settings. Her demonstrated knowledge of WIOA programming, staff management, monitoring and evaluation practices is only surpassed by her drive and commitment to making communities a better place to live and work. She is an indispensable asset and her expertise, passion, and proven record of success are invaluable to the success of the WIOA youth program.

The WIOA program in the County will be overseen by Program Manager, Jose Zambrano, who will supervise the day-to-day operations. Jose holds experience background with employment services and has more than 11 years of experience working with the most vulnerable and marginalized populations in Chicago.

All personnel that are employed by CSS are on boarded through a 4 hour orientation that includes: 1) History of CSS; 2) Specific Programs; 3) Locations; 4) Benefits; 5) Organizational Structure; 6) Key Personnel; and 7) Internal administrative paperwork and ADP training.

CSS leadership strongly believes that a well-structured staff development program leads to measurable and increased productivity. The CSS leadership team coordinates staff participation in outside training activities, state- and city-sponsored training seminars, and staff development activities offered by partnering organizations. This approach helps CSS retain employees over long term as those workers who experience career-ladder growth through staff development trainings are more likely to commit to and remain with CSS.

5) CSS' overall governance is determined by the Board of Directors, including setting the mission and purpose, selecting and appointing the CEO, governing the organization's long-term objectives, and evaluating the external environment that may impact the organization's ability to perform at the highest level. Business practices, decision making and corporate oversight areas are managed by the executive leadership team consisting of President/CEO, Vice President & Chief Operating Officer, Chief Financial Officer, and the Co- Directors for youth and adults services (based in Chicago, IL). The CSS highly experienced management and program staff effectively administer and manage all program components, including all regulatory and program compliance, reporting requirements and fiscal management.

Please see attached resumes and job descriptions for more information (Attachment 4).

FINANCIAL STRUCTURE AND COST EFFECTIVENESS

1) Total of the requested amount is based on total participant served, staff allocated to the program, program and operational costs, and a historical analysis of cost per participant for similar programs. The staff to participant ratio is 50 youth participants to each Career Coach. The cost per participant of \$5,026 is calculated based on the program needs and requirements to successfully execute the contract.

2) The accounting and financial management system of CSS has been established to ensure that assets are safeguarded and financial statements prepared in conformity with generally accepted accounting principles. Finances are managed with fiduciary responsibility and administration of workforce development contracts is proper. CSS maintains written policies and procedures developed from professional standards and which incorporate policies set forth in federal and state regulations and laws. Accounting records are maintained in accordance with GAAP and identify

all funding sources and materials. They also allow for cost tracking of the same. CSS financial systems have effective control and accountability for all grants and are designed to safeguard federal funds and organization owned assets. Every part of the system is designed to maintain strict control of expenditures. The Cost Allocation Plan governs all expenditures. Planned versus actual budget analysis is performed monthly by accounting personnel and collectively reviewed with senior management monthly. CSS strictly observes the OMB cost principles of reasonableness, allowable, necessary, allocable, authorized or not prohibited by regulations, adequately documented and ensuring consistent application.

CSS manages its finances on an accrual basis. The General Ledger are kept current and accountants reconcile it monthly. The Co-Director is responsible for monitoring expenses against the program budget. The Co-Director will not approve of purchase requests that exceed appropriate line items within the budget. CSS' fiscal department provides monthly financial reports for the policy board and program management. Significant variances are flagged in monthly reports. The Co-Director is responsible for noting flagged variances and when necessary, implementing corrective actions, including requests for appropriate budget modifications consistent with the needs of supporting all components of a quality program. CSS has an annual financial and compliance audit in accordance with the Single Audit Act. There is accurate and timely financial reporting to all management, grantors, state and federal agencies. Each person of the fiscal department has responsibility for separate functions including preparation of invoices, disbursement of funds, payroll and related activities.

CSS currently manages the following grants over \$100,000: (1) WIOA Youth Riverside – \$550,000 (2) WIOA Youth Little Village –\$300,000, (3) DFSS Chicago Youth Services Corps \$514,756, and (4) DFSS Summer Youth Employment Program - \$407,964. The FY 2023 CSS total organization's budget is \$4,963,563.

3) Contact person: Luz Ramirez. Address: 9301 Michigan Ave, Detroit, MI 48210. Phone: (313) 846-2240, Ext. 4233. Email: lramirez@sermetro.org.

4) Allowable work experience expenditures include:

- Wages/stipends paid for participation in a work experience;
- Staff time working to identify, evaluate and develop a work experience opportunity;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills/job readiness training to prepare youth for a work experience.

Program manager manages all critical information needed to track down and record eligible PWE expenses. Once the participant is paired-up with the employer and hired, an agreement is signed

between the participant, the employer and CSS agreeing to the specific terms of the employment. Timecards are signed off by both the participant and the immediate supervisor on a weekly basis and forwarded to CSS for processing. Participants are paid through the CSS' payroll vendor, ADP. The finance department monitors all PWE expenditures and ensures they are in line with the proposed budget.

5) Staff costs are allocated in compliance with the WIOA, State and Federal regulations, based on a work performed by each position, denoting the nature of the activities and how they related to the cost categories of Administration, Program Cost, Training Related/ Participant Support, Client Services, etc. Staff positions working in WIOA funded positions that require the segregation between WIOA youth activities and other non-WIOA programs will track their hours spent on these respective activities and note it as such on their timesheets.

6) Please see attached a copy of the current Cost Allocation Plan (CAP) – Attachment 4.

7) If the agency has received an approved indirect cost rate, attach a copy of the most current Indirect Cost Determination Letter from the cognizant agency. WIOA allows for a maximum Indirect Cost Rate of 10%.

N/A

8) Please see attached a copy of the CSS' audited financial statements – Attachment 4.

9) For audits, indicate what action has been taken regarding the following:

a. CSS is subject to an annual independent financial and single audit each fiscal year in addition to several financial monitoring reviews for each local area. It is the policy of CSS to resolve all audit issues in a timely and appropriate manner. Upon completion and acceptance of each review, audit issues identified by external or governmental auditors are addressed and corrected to maintain the systems integrity.

The Chief Financial Officer is responsible for the resolution of all audit findings. All audit findings identified will be addressed immediately and every effort will be put forth to resolve all outstanding issues. Audit findings will be discussed in-depth with the independent audit firm. Every effort will be made to resolve management findings prior to the issuance of the final audit report. If there are unresolved findings at the time the report is issued, a plan for addressing the unresolved audit issues will be brought before the Audit Committee for the CSS Board of Directors.

The resolution process and related timelines will be followed according to the process established by each funding source for local monitoring. CSS will also respond timely to granting agencies communications. CSS will resolve all audit issues with granting agencies within 180 days of audit submission and document the audit resolution process.

b. CSS is acutely aware of and makes every attempt to assure that all contract costs incurred and subsequently invoiced to our funding sources qualify as allowable expenses. This commitment to compliance is not just because we have and continue to operate with the highest degree and concern for maintaining our regulatory compliance, and because 95% of our contracts are cost reimbursement in nature.

Pursuant to the Uniform Guidance an allowable cost is an expense that is incurred that is 1) Reasonably anticipated to be necessary to carry out the purpose of the award and 2) Is originally determined to be reasonable and 3.) Allocable directly or indirectly to contract cost.

A disallowed cost can be incurred for many reasons 1) An invalid procurement, 2) Cost incurred for a disallowed cost i.e. interest, 3) Lack of or inadequate policies and/or voucher documentation 4) An audit exception. CSS maintains a set of internal controls to prevent disallowed costs from being incurred and certainly not reported against any of our contract costs. In the event that a disallowed cost is inadvertently expensed to contract expense posting (general ledger), then CSS' fiscal staff for contract reporting and compliance, Contract Accountant will, upon review of the contract expense report eliminate from the contract report/internal records and consequently exclude the costs before the invoice is prepared for the funding source.

Furthermore, all invoice reports are reviewed by Budget and Contracts Manager before they are submitted to the applicable funding source.

In response to audit costs disallowed this is something that has occurred once as a Significant deficiency and not a material weakness. CSS' response to this one-time occurrence (FY06 30 2017) was to follow the Recommendation to assure that CSS qualified as a low-risk auditee.

10) CSS will identify services for the DuPage Youth program that are valued in the community and could offset project expenses. Making connections with other like-minded social service agencies and businesses will leverage in-kind and direct dollar contributions to the program. We will also create a team and marketing plan to develop and market business alongside other CSS affiliated youth programs in existence in Chicago. The DuPage team will identify budget items that could be provided in-kind by partners, other stakeholders and will select and identify methods and teams for external grant opportunities and resource gathering for the year.

11) CSS prides itself on a long history nationwide of successfully engaging private stakeholders in supporting our work in the areas we operate. Our staff is highly skilled in engaging community and private foundations in providing additional funding to support our work, co-investment from business and other participating regional partners. The CSS' fund development team actively pursues opportunities outside of the realm of federal funding to support and broaden the scope of our services to youth. As we engage with local partners and become acquainted with the specific needs of youth and gaps in services, the fund development team utilizes a number of tools to identify local partners and stakeholders with capacity and the common mission of providing additional services to underprivileged and disengaged youth to close the gap. As CSS moves into the new area, the Fund Development Team becomes engaged in pursuing opportunities to diversify funding by engaging local, regional, state and national partners willing to commit additional resources to ensure long-term sustainability.

12) CSS complies with the Uniform Administrative Requirements and the Cost Principles as delineated in title 29 of the Code of the Federal Regulations Part 95 or Part 97 as the applicable Office Management Budget circulars.

DUPAGE COUNTY WORKFORCE DEVELOPMENT DIVISION
YOUTH BUDGET SUMMARY
WIOA PROGRAM

1-Budget Summary

A. Provider: Central States SER, Jobs for Progress, Inc.

B. FEIN #: 36-1211270

For WDD Use Only	
C. Vendor Code#:	F. Contract Period:
D. Program: <u>Out of School Youth</u>	G. Proposed Budget: <u>\$326,679.00</u>
E. CFDA#: <u>17.259 Youth Activities</u>	

H. Budget Summary for WIOA

(1) Item of Expenditure	(2) Total Program Cost (\$)	(3) Other Funding Share of Costs (\$)	(4)	(5)
			WIOA Youth In/Out of School Cost (\$)	WIOA % of Total Cost
OPERATING COSTS				
Personnel				
Fringe Benefit				
Operating/Technical				
DIRECT TRAINING COSTS				
Occupational Classroom Training				
Work-based Learning-Participant Wages				
SUPPORTIVE SERVICES				
Supportive Services				
INDIRECT COST RATE (approved NICRA)				
TOTAL				

1/18/2023
Date

Eva Garza Dewaelsche
Name of Organization Official

President and CEO
Title

**DuPage County Workforce Development Division
WIOA PROGRAM
PERSONNEL BUDGET**

A. Provider: Central States SER, Jobs for Progress, Inc. C. Contract Period: 0

B. Program: 17.259 Youth Activities D. FEIN#: 36-1211270

E.								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Position/Title	Employee Name	No. Months	Monthly Rate (\$)	% of Time Spent on WIOA	Total Program Cost	WIOA Program Cost (\$)	% of WIOA Time Spent on WBL	WBL Program Cost (\$)
President and CEO	Eva Garza Dewaelsche							
Chief Operations Officer	Manuela Zarate							
Co-Director	Clelia Gomez							
Program Manager	Jose Zambrano							
Career Coach	vacant							
Business Service Rep.	vacant							
IT Specialist	Federico Saldana							
Quality Assurance Spec.	Bertha Campos							
Business Manager	Delilah Medina							
Executive Secretary	Nora Gutierrez							
(9) Totals								
F. Fringe Benefits and Total Personnel Cost								
Type of fringe Benefit								
(10) a. Social Security								
b. Medicare								
(11) State Unemployment Insurance								
(12) Workers Compensation								
(13) Other (Please List)	Health, life, and disability ins.							
(14) Other Please List	Employee pension contribution							
(15) Total Fringe Benefits (Add Lines 10-14)								
(16) Total Personnel Costs (Line 9 plus Line 15)								

(10)
Brief Summary of Job Responsibilities (If not enough room include separate sheet)
Responsible for directing the overall operations of the corporation.
Oversees program operations.
Responsible for the operation and quality assurance of the program and oversees the day to day Work Based Learning operations.
Responsible for day to day operations, engages with funding source, ensures process is being implemented, assists program to meet goals and submit reports to funding source.
Performs eligibility, data entry and guides youth through the 14 elements and performs case management.
Connects youth with internships, develops job opportunities for youth, conducts job readiness workshops, and acts as a business resource.
Responsible for IT system and network support.
Performs program quality assurance by analyzing and reporting.
Responsible for HR duties, staff training, purchasing, and procurement compliance.
Assists CEO with her daily duties.

Please Show Calculations Below:

DUPAGE COUNTY WORKFORCE DEVELOPMENT DIVISION

WIOA PROGRAM

OPERATING/TECHNICAL COSTS

3-OperatingTech

A. Provide States SER, Jobs for Progress, Inc.

C. Contract Period: 0

B. Program 17.259 Youth Activities

D. FEIN#: 36-1211270

(1)	(2)	(3)	(4)	(5)
Item of Expenditure				
Accounting				
Auditing				
Rent of office space				
Rent of equipment				
Utilities				
Telephone				
Office supplies				
Tools and Materials for participants				
Equipment				
Liability Insurance				
Postage and FedEx				
Local and Out of Town Travel				
Staff development & Workshops				
Advertising and Outreach				
Misc. Expenses				
Total				

Line Item Description & Justification

Please show justification for Total Cost and WIOA Share, if not enough room include separate sheet.)

Audit, Administration, and Accounting – Auditing services and the finance department costs are included in this category. The company counts with a centralized accounting department which will maximize the department's resources and will generate savings. In addition the finance department counts with experienced staff that has been managing federal grants for over 50 years. The staff consists of the CFO, Director of Finance, Budget/AR Supervisor, Budget/Accounts Receivable Analysts, General Ledger/Financials Spec., AP Staff, Payroll and HR staff. In addition, it includes cost related to payroll processing (ADP), Accounting Software lease, and other costs related to the accounting department such as facility costs, liability insurance, etc. This cost is allocated based on a cost allocation plan (CAP). Amount budgeted represent 1.2721% of the total cost.

This cost was budgeted under the assumption that this program will be house at the One Stop Center and that Central States SER will be responsible to paid a share cost for the space used by this program. The cost for this line items were budgeted based on experience, but if we received this award, they will be updated to reflect actuals agreements.

Estimated cost for the purchase of desktop supplies, printer ink, copier paper, toner, cleaning supplies, and water dispenser service.

Material for participant used for job readiness workshops such as books, notebooks and pens.

To purchase 2 laptops for the program staff.

Cost budgeted based on experience.

Cost budgeted based on experience.

Local mileage reimbursement for the program staff reimbursed based on the IRS rate and out of own travel to attend conferences and staff trainings.

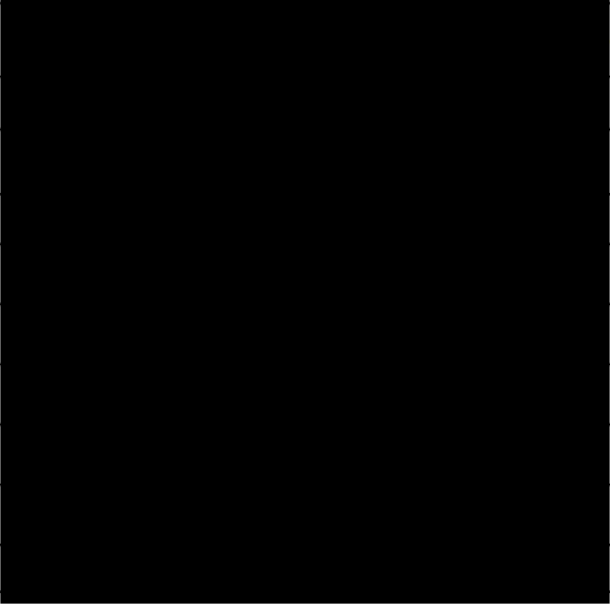
Cost base on experience for one staff member to attend Youth Symposium (NAWDP) and workshops.

Advertising to promote program to community and to recruit program staff.

Includes employment verifications services to track participant placements, memberships such as Chamber of Commerce, Society of Human Resources, NAWDP, and shred services.

**DUPAGE COUNTY WORKFORCE DEVELOPMENT DIVISION
WIOA PROGRAM
OCCUPATIONAL CLASSROOM TRAINING**

A.Provider: Central States SER, Jobs for Progress, Inc.C. Contract Period: 0B. Program 17.259 Youth ActivitiesD. FEIN#: 36-1211270

(1)	(2)	(3)	(4)	(5)
Item of Expenditure	Total Cost	% Allocated to Program	WIOA Share	Line Item Description & Justification (Please show justification for Total Cost and WIOA Share, if not enough room include separate sheet.)
Occupational Training (ITA'S)				cost will cover the cost of 2 participant to participate in training activities.
Total				

**DuPage County Workforce Development Division
WIOA PROGRAM
WORK - BASED LEARNING-PARTICIPANT WAGES**

A. Provider: Central States SER, Jobs for Progress, Inc.C. Contract Period: 0B. Program: 17.259 Youth ActivitiesD. FEIN#: 36-1211270

E.

(1) Position/Title	(2) Employee Name	(3) Total Hours	(4) Hourly Rate (\$)	(5) % of Time Spent on WIOA Program	(6) Total Program Cost	(7) WIOA Program Cost (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet)
Work Experience Wages	20 Participants	2400					
(9) Totals							

F. Fringe Benefits and Total Personnel Cost

Type of fringe Benefit	Total Cost (\$)	Please Show Calculations Below:
(10) a. Social Security		
b. Medicare		
(11) State Unemployment Insurance		
(12) Workers Compensation		
(13) Other (Please List)		
(14) Other Please List		
(15) Total Fringe Benefits (Add Lines 10-14)		
(16) Total Personnel Costs (Line 9 plus Line 15)		

(input description in highlighted cells)

**DUPAGE COUNTY WORKFORCE DEVELOPMENT DIVISION
WIOA PROGRAM
SUPPORTIVE SERVICES**

A.Provider: Central States SER, Jobs for Progress, Inc.

C. Contract Period: 0

B. Program 17.259 Youth Activities

D. FEIN#: 36-1211270

(1)	(2)	(3)	(4)	(5)
Item of Expenditure	Total Cost	% Allocated to Program	WIOA Share	Line Item Description & Justification (Please show justification for Total Cost and WIOA Share, if not enough room include separate sheet.)
Participant Transportation				
Background checks				
Interview Clothing				
Registration fees for post-secondary College				
GED Testing				
Incentives for Job Placement				
Incentives for Job Retention				
Total				

E. BUDGET NARRATIVE:

Please complete a detailed explanation of each line item included on the [Program Budget Forms](#). The description should include details on what will be paid for, any calculations that were used to determine the Total Program Cost and how the costs are Allowable, Necessary, Reasonable and Allocable. All calculations are to be rounded to the nearest whole dollar. (If necessary, expand the space allowed for each line item or table). Any questions regarding allowable expenses should be directed to procurement prior to submission.

Operating/Technical Costs - the proposed cost of each of the following items as applicable: accounting, auditing, legal, rental of office space, rental of equipment or services, repair/maintenance of property, repair/maintenance of equipment, utilities, telephone, local transportation, postage, advertising.

Item	Total Cost	Basis for Allocation	% Allocated to Program	Total Program Cost	WIOA Share
Accounting					
Auditing					
Rent of office space					
Rent of equipment					
Utilities					
Telephone					
Liability Insurance					
Postage and FedEx					
Local and Out of Town Travel					
Staff development & Workshops					
Advertising and Outreach					
Misc. Expenses					
Total					

Description:

- Accounting: the finance department costs are included in this category. The company counts with a centralized accounting department which will maximize the department's resources and will generate savings. In addition the finance department counts with experienced staff that has been managing federal grants for over 50 years. The staff consists of the CFO, Director of Finance, Budget/AR Supervisor, Budget/Accounts Receivable Analysts, General Ledger/Financials Spec., AP Staff, Payroll and HR staff. In addition, it includes cost related to payroll processing (ADP), Accounting Software lease, and other costs related to the accounting department such as facility costs, liability insurance, etc.
- Auditing: Auditing services are included in this cost category.
- Rent of office space and equipment, utilities, and telephone: Costs were budgeted under the assumption that this program will be housed at the One Stop Center and Central States SER will be responsible to paid a share cost for the space used by this program. The cost for this line items were budgeted based on experience.
- Liability insurance and postage are budgeted based on experience.
- Local travel consists of mileage reimbursements for program staff at the IRS rate. Out of town travel is travel to attend conferences and staff trainings.
- Staff development and workshops: cost for one staff member to attend the Youth Symposium (NAWDP) and workshops. Budgeted based on experience.
- Advertising and outreach: to promote program to community and to recruit program staff.
- Misc. expenses: include employment verification services to track participant placements; shredding services; and memberships including the Chamber of Commerce, Society of Human Resources, and NAWDP.

Materials and Supplies - stationery and office supplies, tools, materials and supplies, books and related material.

Item	Total Cost	Basis for Allocation	% Allocated to Program	Total Program Cost	WIOA Share
Tools and Materials for participants					
Office Supplies					
Totals					

Description:

Tools and Materials for participants: for participant use in job readiness workshops; such as books, notebooks and pens.

Office supplies: Estimated cost for the purchase of desktop supplies, printer ink, copier paper, toner, cleaning supplies, and water dispenser service.

Equipment Costs- office equipment, telephone
 Equipment purchases with a cost per single item of \$500 or greater requires prior approval.

Item	Total Cost	Basis for Allocation	% Allocated to Program	Total Program Cost	WIOA Share
Laptops					
Total					

Description:

Two laptops to be used by program staff

Training - Participant training costs

Item	Total Cost	Basis for Allocation	% Allocated to Program	Total Program Cost	WIOA Share
Occupational Training (ITA'S)					
Tota					

Description:

To cover the cost for two participants to participate in training activities.

Work-Based Learning -Participant Wages

Work Experience Wages -Proposed work experience costs calculations associated to the work/paid internship and the duration of the paid work experience. Expenses related to work experiences that are planned, structured learning experiences that take place in a workplace for a limited period.

Work Experience Taxes - Taxes paid on salary cost for WIOA participants that represent hours worked in work-based training, including internships.

Item	Total Cost	Basis for Allocation	% Allocated to Program	Total Program Cost	WIOA Share
Work Experience Wages					
Social Security					
Medicare					
Workers' Compensation					
Totals					

Description:

Wages and taxes for 20 participants. They will work 20 hours per week for 6 weeks, earning \$15 per hour.

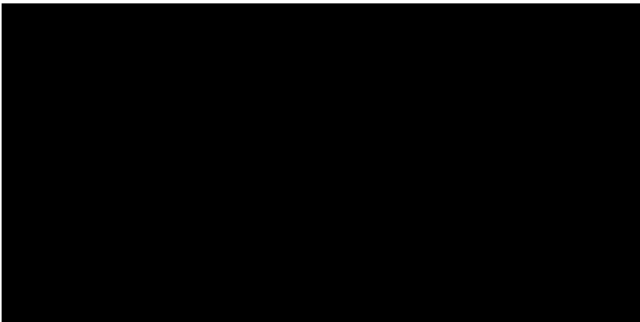
Supportive Services

Incentives- An incentive is a set amount given for successful program participation/completion of an activity, based on Incentive Policy.

Supportive Services - Cost of public transit passes, uniforms, physicals, childcare, etc. related to WIOA services.

Item	Total Cost	Basis for Allocation	% Allocated to Program	Total Program Cost	WIOA Share
Participant Transportation					
Background checks					
Interview Clothing					
Registration fees for post-secondary College					
GED Testing					
Incentives for Job Placement					
Incentives for Job Retention					
Total					

Description:



B. PROPOSAL COVER/YOUTH PROVIDER INFORMATION FORM:**Proposal Cover/Youth Provider Information Form**

Legal Name of Applicant Agency	Central States SER, Jobs for Progress, Inc.	
Number of Years in Business	36	
FEIN Number	36-1211270	
Type of Organization	☐ Educational Institution ☐ Private for Profit ☐ Community Agency ☒ Other (Describe) <u>Non-Profit Organization</u>	
Address – Administrative Office	Address	3948 W. 26th Street, Suite 213
	City, State ZIP	Chicago, IL 60623
	Web Site URL	http://www.centralstatesser.org/
Address of Program Location – This is the location where the services described in this application will be provided.	Address	2525 Cabot Drive
	City, State ZIP	Lisle, IL 60532
Principal of Agency –CEO/Executive Director/President	Name	Eva Garza Dewaelsche
	Title	President and CEO
	Email Address	edewaelsche@sermetro.org
	Phone	(313) 945-5200
Program Contact Person	Name	Clelia Gomez
	Title	Co-Director, CSS/SERCO
	Email Address	CleliaGomez@il.sercqh.com
	Phone	(708) 222-3200
Funding Amount Requested	\$326,679.00	
Primary Program Name and Target Population	CSS WIOA Youth DuPage County	
Number of Youth to be served	65	

Central States SER Youth Program Flow Chart

Outreach and Recruitment

- Referrals from Illinois Department of Juvenile Justice (IDJJ), Juvenile Justice Probation Department, Aftercare Specialists, etc.
- Community Partnerships / Referrals
- SER Referrals, Social Media & Grassroots Recruitments
- Local High Schools

Informational Sessions & Orientations

- Intake / Application / Eligibility Paperwork
- Review Program Flow and Expectations
- TABE Testing
- Initial Suitability Screening
- Assessments

Education Services

- Tutoring
- High School Reengagement
- Remediation
- Educational Outings (College/Vocational/University)

WorkShops

- Passport to Success Modules
- Job Readiness Training
- Financial Literacy
- Other workshops as needed

Official Enrollment

- File Folder Completion / Data Entry
- Assessment of Barriers & Challenges - Referrals
- Development of Individuals Service Strategy
- Multiple-pipeline entries customized for each youth

Outcomes & Follow Up

- Employment Placement
- Credential Attainment
- GED attainment
- Post-Secondary Enrollment
- Enter Long-Term Occupational Training or Apprenticeship

Follow up services for up to 12 months post-program completion

Workforce Career Services

- Career / Life Skills Coaching
- Job Placement Assistance
- Paid Work Experience / Internship Opportunities
- Pre-Apprenticeship Referrals

Additional Wrap Around Services

- *Mental Health Services, Referral*
- *Legal Workshops, (First Defense Legal Aide,*
- *Service Learning, (Community Engagement)*
- *Mentoring / Referrals*
- *Supportive Services, (Tattoo removal, transportation, documentation assistance, etc*

C. WIOA 14 SERVICE ELEMENTS DELIVERY PLAN:

Element	Check if your agency is directly providing this element.	If your agency is NOT directly providing this element, identify who you will be partnering with to provide this required element.	Check if formal linkage agreement is in place
1. Tutoring, study skills training, and evidence-based dropout prevention strategies that lead to completion of secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.	x		
2. Alternative secondary school offerings.	x		
3. Paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities.		Paid and unpaid work experiences will be provided in partnerships with local employers yet to be identified.	
4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations.		Occupational skill trainings will be provided by approved training providers and according with in demand industry sectors requirements and needs.	
5. Education offered concurrently with workforce preparation and training.	x		
6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, teamwork, and other activities.	x		
7. Supportive services.	x		
8. Adult mentoring for duration of at least twelve (12) months that may occur both during and after program participation.	x		
9. Follow-up services for a minimum 12-month period.	x		
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.		Comprehensive mental health, drug, and alcohol abuse counseling will be provided by a licensed entity, yet to be identified.	
11. Financial literacy education	x		
12. Entrepreneurial skills training	x		
13. Services that provide labor market and employment information about in-demand industry sectors and occupations	x		
14. Activities that help youth prepare for and transition to post-secondary education and training.	x		

D. PLANNED OUTCOME FORM:

WIOA YOUTH PROVIDER PROPOSED PLANNED OUTCOMES (to be achieved within duration of contract)	
Agency Name: Central States SER, Jobs for Progress, Inc.	
Benchmark	Number
Proposed Total of Youth Served	65
Proposed Capacity Level (number of active youth served at any point in time)	53
Proposed Number of Youth Carry Overs (if applicable)	20
Proposed Number of New Enrollments	12
Proposed Number of Youth Obtaining a High School Diploma/GED	5
Proposed Number of Youth Attaining an Industry Credential/Certificate	2
Proposed Number of Youth Participating in Work Experience (on-the-job training, internships, work experience, apprenticeships, as defined by WIOA)	20
Proposed Number of Youth Entering Post-Secondary Education/Training at exit	2
Proposed Number of Youth Placed into training-related Unsubsidized Employment	38
Proposed Number of Youth with Skills Gains (as defined by WIOA)	7
Proposed Number of Companies Participating in Work-based Learning	5
Overall Cost Per Total Youth Served (<i>Requested amount/total youth served</i>)	\$5,026

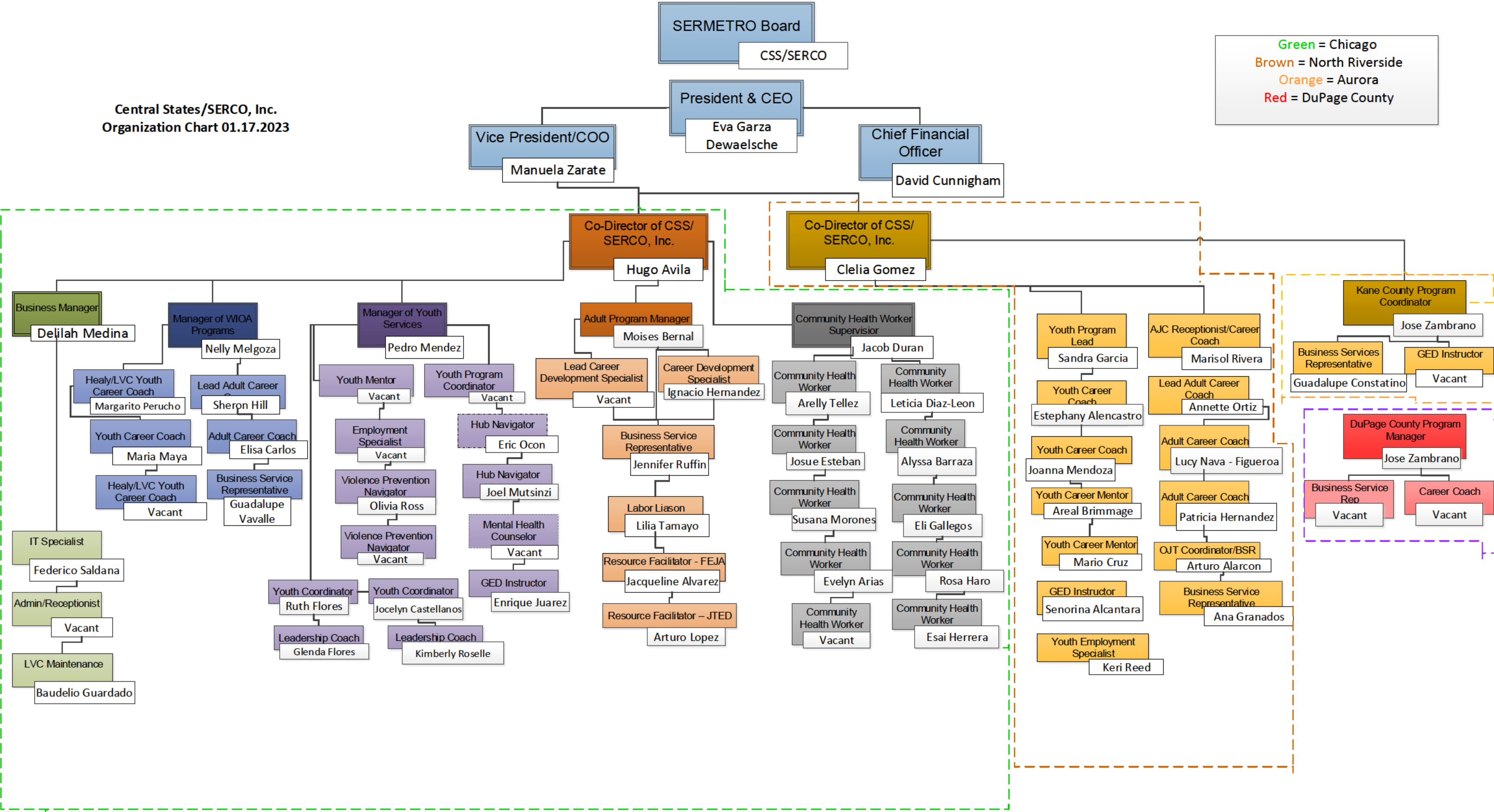
Central States/SERCO, Inc.
Organization Chart 01.17.2023

Green = Chicago

Brown = North Riverside

Orange = Aurora

Red = DuPage County



CLELIA GOMEZ

SOCIAL SERVICE PROFESSIONAL

15 year's experience in Workforce Development, involving career counseling, development, and advocacy.

Certified translator and interpreter via State of Illinois with the ability to work with diverse populations in addition to multi-faceted environments.

SUMMARY OF QUALIFICATIONS

Communication and Interpersonal Skills (Bilingual: Written/Verbal) ♦ Multitasking ♦ Critical Thinking ♦ Interviewing Skills ♦ Teaching ♦ Negotiation and Collaboration ♦ Group Facilitation ♦ Career Counseling Team Orientation ♦ Time Management ♦ People Skills ♦ Leadership ♦ MS Office ♦ Self Determination ♦ Cultural Diversity

EDUCATION

2010 - 2014

Argosy University: Chicago, IL

Master of Arts: Community Counseling

2011

Member of the National Association of Workforce Development

State of Illinois

Early Childhood Development/Certified Translator and Interpreter

2010

Northeastern University: Chicago, IL

Bachelor of Arts: Major: Psychology Minor: Social Work

2006

EMPLOYMENT HISTORY

CO- Director ←(Promoted to), SERCO / Central States SER: Chicago, IL *2022-Present*

Workforce Service Director ←(Promoted to), SERCO / Central States SER: Chicago, IL *2020-2022*

- Manage day to day operations for the Southwest Suburban Cook County American Job Center including managing the low-income adult and dislocated worker funded programs under the Workforce Innovation Opportunity Act (WIOA)
- Managed WIOA youth programs including Opportunity Works program along with Emergency Grants under WIOA
- Interview, hire, train staff, and provide on-going training and support to accomplish programmatic goals
- Establish administrative procedures to ensure to meet and exceed contractual goals set by funding requirements
- Perform file audits to ensure accuracy
- Prepare budgets, reports, and develop plans in accordance with funding requirements
- Prepares and put together Grant responses to enhance funding for the agency
- Works along the Executive Director to ensure agency operations and support

Center Manager ←(Promoted to), SERCO / Central States SER: Chicago, IL *2014-Present*

- Manage day to day operations for the Cicero Workforce Center including managing the low-income adult and dislocated worker funded programs under the Workforce Investment Act (WIA)
- Interview, hire, train staff, and provide on-going training and support to accomplish programmatic goals
- Establish administrative procedures to ensure to meet and exceed contractual goals set by funding requirements
- Perform file audits to ensure accuracy
- Prepare budgets, reports, and develop plans in accordance with funding requirements
- Facilitate weekly orientations for potential WIA customers explaining program guidelines and requirements for program entry
- Participate in coordinating referral process to provide service delivery with internal and external entities
- A profound ability to maintain program confidentiality, and treat each individual with dignity and respect
- Monitor programmatic processes for the accurate delivery of service provision
- Responsible to build and maintain partnerships with different social services centers, employers, and other organizations
- Collaborate in the implementation of other programs companywide
- Assist in developing marketing material to promote the agency and the different programs

Case Manager

2007 – 2009

- Maintain a caseload of 60 to 80 WIA customers and complete case management documentation via the Illinois Workforce Development System (IWDS)
- Interview applicants by determining suitability and eligibility requirements for acceptance into the WIA Program
- Complete assessments, pre-screenings and give one-on-one counseling relating to job search and employment
- Provide customers with advocacy and referrals to educational institutions for occupational training and supportive services
- Facilitate bi-weekly orientations for potential WIA customers explaining program guidelines and requirements for program entry
- Supervise and delegate assignments to Department of Human Service (DHS) staff
- Trained new staff and perform file audits to ensure accuracy
- Recognized for employee of the quarter for outstanding service and work ethic (2012)

Case Manager, Pilsen Little Village Community Mental Health Center: Chicago, IL

2007

- Provided support and advocacy to clients the suffered from depression, schizophrenia and substance abuse
- Maintained files and completed case management documentation within a database
- Interviewed applicants by determining requirements for acceptance into the mental health program

Office Manager, Dr. Leonard C. Schwartz: Chicago, IL

2003 – 2007

- Assigned and monitored clerical, administrative and secretarial responsibilities and tasks among office staff
- Prepared operational reports and schedules to ensure efficiency and record keeping
- Monitored and maintained office supplies inventory
- Ensured security and confidentiality of data and patient files

Jose L. Zambrano

Objective

Results-driven bilingual professional with a progressive career in the Customer Service, Administrative, Case Management and Placement field. Skilled at developing and executing targeted business initiatives that drive customer growth, achieve goal objectives, and enhance bottom-line profit. Highly effective communicator and team leader with proven ability to build long-term relationships with internal and external customers by establishing a high level of confidence and trust. Visionary leader with a keen understanding of business priorities and demonstrated expertise in rapidly advancing business goals to revenue-producing activities. I am very passionate in helping, empowering others and working with individuals. Strong knowledge of sales development with current and new customer relationships by studying and recommending alternatives to clients promoting a boost in future sales.

Skill Sets

- Strong Leadership Capabilities
- Productivity Improvements
- Financial Reporting
- Organization/Multi-Project Management
- Business Assessments
- Team Leadership
- Performance Management
- Effective Decision-Maker
- Relationship Building
- Technology Implementations
- Staff Development

Specialties

Hiring practices in a variety of job sectors. Able to identify transferable skills to assist individuals in creating a career plan that will make them successful in the current job market. To gain employment in the field of Workforce Development relevant to the professional skill set that I have acquired over the past 21 years in human resources, staffing, recruiting, career placement and planning.

Software knowledge

Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint and Microsoft Outlook Express. M.S. Works, Corel Graphics, Lotus, Q-pro, QuickBooks, Power Point, eEmpact dedicated staffing software program and COATS a staffing software program.

Employment Experience

Central States SER

Program Coordinator – Aurora, IL. 07/19 to Present

Responsible for overseeing the successful planning and completion of the WIOA Youth Program and fulfill grant outcomes as defined by the Kane County Office of Community Reinvestment (KCOCR). Duties include leading program staff, schedule program work, oversee daily operations, coordinate the activities of the program and set priorities for managing the program. Delegate tasks among staff, monitor program budgets and determine how to prioritize funds and performing outreach duties to engage with the local community and local government. Seek partnerships with local community organizations that support efforts to help grow and foster success of the youth that we serve. Manage marketing efforts to maximize recruitment and attend resource fairs to expand name recognition. Train, evaluate employee performance, and handle employee relations issues, hire, and discipline actions of assigned program personnel. Develop and implements departmental standards, systems, policies, and procedures; develop process improvements as needed for optimum success of the WIOA Youth Program. Establish and cultivate business relationships with funding partners, community agencies, corporations, educational institutions and other groups to promote and gather support for SER programs and strategically plan for future expansions. Manage a case load of youth participant and assist towards the achievement of education, employment or personal goals.

SERCO, Inc.

Lead Career Development Specialist- Cicero, IL 1/12 – Current

Enter and track report information, monthly performance and supporting documents for Chicago Cook Workforce Partnership (CCWP). Other duties include recruiting, training and placement of dislocated and low income adults in WIA employment programs. Responsible for Job Placement and the Verification of Employment once obtained. Implement prescribed program-related procedures and accurate case management. Document case note records onto the Illinois Workforce Development System (IWDS). Manage a comprehensive caseload and keep accurate count of individuals enrolled in WIA program and responsible for all file updates. Identify customer's barriers and Develop and implement service plans to meet customer needs. Work on ITA (Illinois Training Account) & enrollment in training. Contact schools for certificates of completion, monthly progress reports and attendance sheets. Maintain case reporting on various automated reporting systems used by the corporation and local Workforce System. Form partnerships with relevant agencies and community members to better service customers. Facilitate WIA orientation and workshops on various workforce topics for the Adult program. Provide ongoing case management and serve as a liaison between customers, and Chicago Cook Workforce Partnership (CCWP).

Safer Foundation

Sector Manager - Statewide, - Chicago, Illinois 9/10 – 9/11

Responsibilities include but are not limited to, successful development of long-term employer relationships that result in high numbers of career path placements, establishing complimentary strategies for recruiting employers and developing in-depth sector expertise including relationships with associations, unions, key training providers and employers. Identifying and recruiting employers that offer quality jobs and successfully selling them on the benefits of hiring employees through the Safer Foundation and the record keeping and reporting of client placements. Managed and developed the two largest employer contracts that Safer Foundation partnered with. These include hiring entities that are responsible for the placement of over 300 people in the last two years. References are available upon request.

Jacobson Companies

Operations Manager, (Regional Staffing) - Des Moines, Iowa 2/09-7/10

Accountable for the Administrative oversight and staffing needs of nine warehouses in three counties. Other duties included, but were not limited to: Assisting Vice President of the Staffing division with the development and implementation of organizational strategies, policies and practices; supervision of internal and external staff; coordination of staffing and operational functions as well as ensuring organizational effectiveness by providing leadership for the organization's financial functions. Developing and maintaining business relations with current and prospective clientele to include the expansion of sales levels. Coordinate with prospective clients in order to prepare efficient marketing policies and plans. Interact with management teams and other functions to guarantee end-to-end implementation of orders according to the customer needs; generated over one million dollars in new revenue by augmenting customary operational staffing structure by 75%. Identified and worked closely with outside organizations in an effort to develop and create new cost effective staffing strategies. Prepare and organize job fairs /seminars for large scale recruiting. I was also responsible for the successful placement of over 300 Safer Foundation clients and in the rewriting of Jacobson corporate hiring policies as it pertained to Safer.

Education

Major in Business Management, candidate for Bachelor's Degree, Moraine Valley Community College.
Recipient of *Certified Workforce Development Professional (CWDP)*

Position Title: Youth Career Coach

Reports to: Program Manager

Status: Non-exempt

Type: Full-time

JOB DESCRIPTION: Responsible for providing quality case management service for approximately 50 at-risk youth leading participants to self sufficiency. Responsible for developing and positively executing action plans with participants that include GED attainment, credentials, post-secondary placement, and employment retention.

DUTIES AND RESPONSIBILITIES

- Adheres to the mission and Core Values of SER.
- Maintains caseload of between 45 and 50 youth.
- Shows interest and concern for all youth, recognizes youth as “customers,” and treats them with respect
- Interviews customers or their authorized representatives to gather information to assess service needs and to complete intake process which includes data entry into Career Connect Data System.
- Completes weekly reports that include hires, placements, retention, GED attendance and testing to see service gaps and act accordingly to re-engage youth.
- Allocates equal time for individual participants as needed to assist with progress.
- Performs street/home/training provider/employment visits to all participants on caseload.
- Performs follow-up with youth and employers after placement and performs site visits
- Assures maintenance of case files on all participants, including eligibility documentation and information regarding assessment, referrals, training, education, employment and follow-up are accurate and complete.
- Works with partnerships with appropriate public and private agencies that provide services to the students and families, including outreach activities with schools, street, community- and faith-based organizations.
- Matches screened and qualified participants to job openings or relevant training and address any job barriers before referral to designated staff, along with assisting in job development and base learning activities.
- Assists in securing employment verifications.
- Provides guidance to counseling for participants in the decision making to a career path.
- Follows safety measures with youth indoors and outdoors.
- Responsible for communicating and documenting discipline issues with direct supervisor.
- Provides choices for youth and guides them in making positive decisions. Works for self-esteem building in all participants by implementing Life Skills workshops.
- Maintains working knowledge of all program statements of work and performance goals.
- Coordinates activities with the youth team to developed leadership opportunities and adult mentoring activities.
- Coordinates and facilitates field trips such as employer site visits and college tours.

- Assists in evaluating current procedures and practices for accomplishing objectives. Implements alternative methods for improvement of program.
- Collects data and information for periodic program evaluations.
- Maintains communication and a positive relationship with other team members.
- Must be willing to work occasional evening and weekend hours.
- Attends all staff meetings.
- Performs other duties as assigned.

Required Qualifications:

1. BA/BS degree in related field, and/or two years related work experience, academic or vocational training, including proof of in-house training and experience with at-risk youth
2. Must be willing to obtain official transcripts for all degrees and/or credits
3. Excellent communication skills
4. Access to a vehicle and valid Illinois driver's license
5. Willingness to travel locally
6. Proficiency in computer applications
7. Must be able to pass a criminal background check
8. Must be willing to become a mandated reporter
9. Must be bilingual (Spanish/English)

Desired Qualifications

- Experience with at-risk youth
- Social work experience
- Familiarity with Illinois Workforce Innovation Opportunity Act
- Experience working with juvenile justice

JOB DESCRIPTION

SER

POSITION TITLE: Business Service Representative, LVC

REPORTS TO: Program Manager

JOBS FOR PROGRESS, INC.

SUMMARY: Responsible for conducting career management activities and providing supportive services to eligible customers. Service being provided to clients who are eligible for assistance through the IL Department of Human Services (DHS) Work First, SNAP Job Placement programs, WIOA, and IL Tollway Construction Works.

DUTIES AND RESPONSIBILITIES

1. Adheres to the mission of the corporation.
2. Assist job seekers in exploring career opportunities; including informing them of job opportunities, and related job details.
3. Assist job seekers in matching their job qualifications and skills with potential employment opportunities.
4. Assist job seekers with completion of employment applications, resume development, internet-based job searches, accessing labor market information, and employment & training opportunities and other types of employment services.
5. Organize and facilitate the use of resources including text materials, videos, computer software and community information related to employment & training.
6. Conduct workshops/job clubs with job seekers to discuss how to conduct a job search, complete applications, time management, how to dress and act at an interview, learn soft skills, and other job readiness topics.
7. Coordinate, host and/or organize hiring events at corporation's office and off-site.
8. Attend community events and fairs to promote corporation's programs and recruit eligible candidates.
9. Develop a working knowledge of available resources, including internet sites, to assist job seekers in identifying employment opportunities.
10. Refer eligible job seekers to employers.
11. Maintain participant records/case files to document participants' progress.
12. Track the number and type of employment & training activities completed with job seeker.
13. Use computer to input information and maintain case reporting on various automated reporting systems used by the corporation and local Workforce System.
14. Performs other related duties as assigned.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of specific workforce performance requirements; community resources; of case management principles, objectives, standards, and methods; and of program policies and procedures.
2. Strong interpersonal skills, including experience working with diverse customer populations
3. Ability to effectively communicate in writing and to edit written materials
4. Ability to actively listen to and comprehend the needs, skills, and barriers of participants that are seeking employment and training services
5. Ability to motivate, develop and direct individuals as they identify and obtain the skills needed to become employed

**This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties and responsibilities that may be performed by a person so classified*

6. Proficiency in Microsoft Windows, Microsoft Office, WinWay Resume and in accessing and navigating the internet
7. Bi-lingual in Spanish/English is an additional benefit

EDUCATION AND EXPERIENCE:

1. Bachelors degree or training in Business, Education, Human Services or a related field
2. Two (2) years experience in business, human services, counseling or related occupational fields
3. An equivalent combination of experience and education may be substituted for degree.
4. Experience in social work, counseling, career planning, placement, or related field.

SPECIAL REQUIREMENTS:

1. Must possess a valid Driver's License.
2. Must have access to reliable transportation in order to make required home visits.

Equal Employment Opportunity Employer

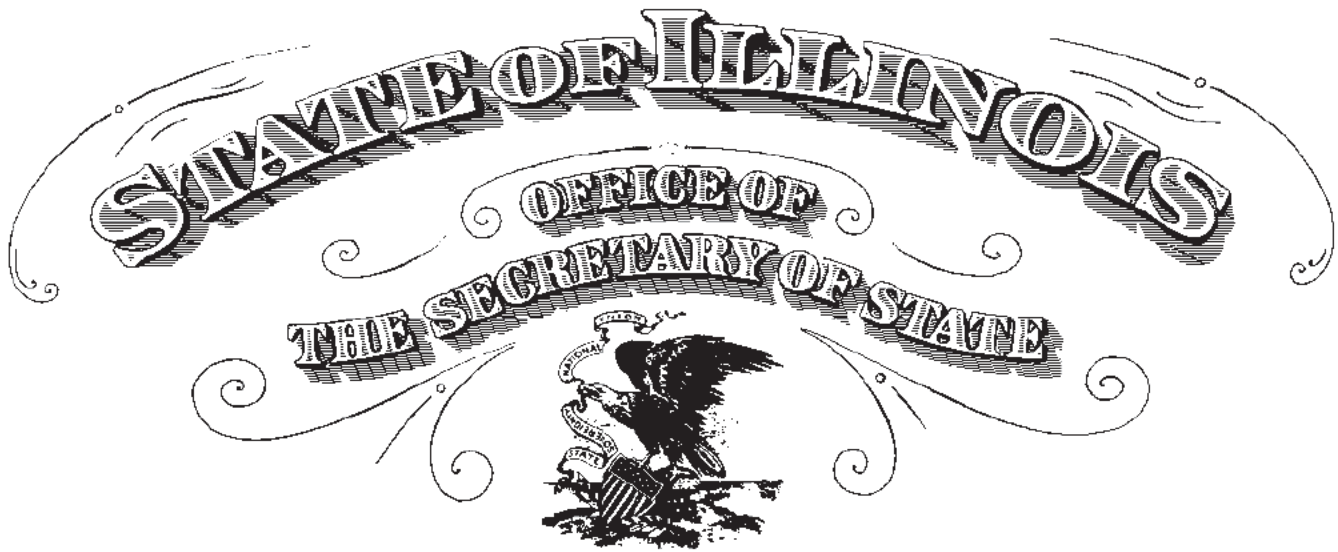
**This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties and responsibilities that may be performed by a person so classified*

F. FISCAL QUESTIONNAIRE:

Is the agency a for-profit entity?	Yes ☐	No ☒
Is the agency subject to the Single Audit Requirement? (Federal funding of \$750,000 or more effective with fiscal years starting January 1, 2015 and forward)?	Yes ☒	No ☐
Does the agency do its own accounting?	Yes ☒	No ☐

Policies and Procedures

Does the agency have a current financial procedures manual?	Yes ☒	No ☐
Does the agency have a written cost allocation plan?	Yes ☒	No ☐
Does the agency have a procurement policy?	Yes ☒	No ☐
Does the agency have a supportive services policy?	Yes ☒	No ☐
Does the agency have a incentive policy?	Yes ☒	No ☐
Does the agency have a conflict of interest policy?	Yes ☒	No ☐
Does the agency have an approved indirect cost rate? Note: Indirect cost rate cannot exceed 10% per WIOA law	Yes ☐	No ☒
Does the agency issue paychecks and take out taxes? which includes the ability to be an employer of record, for work experience participants?	Yes ☒	No ☐



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

CENTRAL STATES SER, JOBS FOR PROGRESS, INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON SEPTEMBER 09, 1987, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set
my hand and cause to be affixed the Great Seal of
the State of Illinois, this 14TH
day of SEPTEMBER A.D. 2022 .

Jesse White

SECRETARY OF STATE

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Purpose

SER Metro Detroit, Jobs for Progress, Inc. (SER), is a multi-service Michigan Corporation which in conjunction with its wholly owned subsidiary, SERCO, Inc. (SCO), and its affiliate Central States SER (CSS), is committed to the development and utilization of America's human resources for the nation's workforce. Celebrating over 50 years of service, SER strives to promote upward mobility and economic self-sufficiency through a comprehensive service delivery system in the areas of Literacy, Education, Community Development, and Business and Economic Opportunity.

SER is in operation to provide economically disadvantaged and the general public in the metropolitan Detroit, Chicago and the surrounding areas, and Texas Area with educational training to assist in job placement in order to promote community welfare.

SER is the parent company of the organization and provides management and fiscal oversight for SCO and CSS. Administrative costs are pooled and allocated in accordance with the plan detailed below. Therefore the cost of administration is shared by all entities noted above and their related funding sources noted below. SER complies with the provisions of all applicable state and federal policies, including OMB Circulars, Workforce Investment Act and the Federal Register. SER provides services primarily in the Detroit, Michigan, Chicago, Illinois, Laredo, Brazos Valley (Bryan), Abilene, Dallas, San Angelo, and San Antonio, Texas.

Definitions and Acronyms

DESC	Detroit Employment Solutions Corporation
PATH	Partnership Accountability Training Hope
DHHS	Department of Health and Human Services
CCWP	The Chicago Cook Workforce Partnership
DCEO	Department of Commerce and Economic Opportunity
IDHS	Illinois Department of Human Services
DFSS	Department of Family & Supportive Services
CSBG	Community Service Block Grant
IYF	International Youth Foundations
CDBG	Community development Block Grant
SEMCA	Southeast Michigan Community Alliance

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Description of Services

The Youth Services designed to provide youth with integrated services that meet their academic and training needs. Youth Services provides computer literacy classes, occupational training, job readiness training, and job placement.

The Skill Path Center provides food stamp recipients without dependents with assistance in obtaining employment and achieving self-sufficiency.

The ITA program administered by our One-Stops provides laid off workers with education and training, to enable them to return to the workforce in high-demand occupations which provide a standard of living comparable to their former occupations.

Operation of multiple One-Stop locations in MI, IL, and TX including allocating shared costs between co-located service providers via resource sharing agreements.

Identification of Direct Costs and All Other Costs

Direct costs include but are not limited to the following:

- Personnel costs and related fringe benefits
- Personnel training and travel related expenses
- Vehicle operation costs including insurance
- Program supplies
- Participant costs including ITAs, Work Experience, Support Services, and stipends where applicable

All other costs (facility and indirect costs) include but are not limited to the following:

- Rent
- Utilities including telephone
- Facility maintenance
- Common used equipment such as copiers
- Insurance (pertaining to space)
- Administrative salaries and related expenses
- Accounting (personnel) salaries and related expenses
- IT Costs
- Printed supplies and publication expenses
- Travel and business related expenses of administrative personnel

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- Insurance (pertaining to Administration personnel and Board of Directors)
 - Janitorial salaries & related expenses
 - Office supplies
 - Miscellaneous expenses, i.e. bank charges

Funding Sources

SER Metro Detroit, its subsidiaries and affiliates are operating the following programs:

- Detroit Employment Solutions Corporation:
 - Career Center Services (WIOA, TANF, Non-federal funding)
 - Career and Training Services for Justice-Involved Residents/Reentry
 - WIOA Youth Services
 - Bridge Career Opportunity (BCO)
 - FAE&T and FAE&T Plus
- City Connect:
 - Grow Detroit's Young Talent (GDYT)
- City of Detroit:
 - CDBG Adult Education
- SEMCA
 - PATH
 - PI
- Department of Labor:
 - YouthBuild
- AmeriCorps:
 - YouthBuild
- US Department of Agriculture/Forest Service:
 - Youth Conservation Corps
- Detroit Public Schools Community District:
 - SER Learning Academy
- State of Michigan:
 - WIOA Title II – Adult Education ABE Instruction
- Ford Motor Foundation:
 - Ford Resource and Engagement Center (FREC)
 - SYLA Services
- Community Foundation of Southeast Michigan:
 - Youth Financial Programing
- GM Foundation:
 - SYLA/RBD

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- DTE Foundation:
 - SYLA Alumni Engagement
 - Skillman Foundation:
 - Retention Programming – YouthBuild and BCO
 - Youth Wellness Programming
 - Fiat Chrysler (FCA) Foundation:
 - SYLA – Tutoring and supportive Services.
 - Ballmer Group:
 - SYLA/BCO support, staffing, stipends, credentials
 - Kellogg:
 - SYLA/BCO
 - Rocket Community fund/Quick and Loans:
 - Construction Talent Hub
 - Bank of America:
 - Neighborhood Builders
 - LISC:
 - MetLife
 - BCO - City Foundation
 - United Way for Southeastern Michigan:
 - Wraparound Services
 - Center for Working Families (CWF)
 - McGregor Foundation:
 - Youth and RBD Programming Stipends
 - SERRATO:
 - Job Corps, Detroit Job Corps Center
 - Job Corps, Flint Job Corps Center
 - Illinois Department of Human Services:
 - TANF
 - SNAP Job Placement
 - SNAP Special Project
 - DHS Immigrant and Refugee Housing Assistance
 - Chicago DFSS:
 - Mentoring
 - Project Onward
 - Summer Youth Employment Program
 - One Summer Chicago Plus
 - Chicago Youth Service Corps (CYSC)
 - The Chicago Cook Workforce Partnership:
 - American Job Center Services, Adult and Dislocated Workers
 - WIOA Youth Activities
 - Illinois Tollway Workforce
 - Opportunity Works
-

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- Chicago Sector Driven Internship
 - NEG Employment Recovery
 - NEG Disaster Recovery COVID-19
 - COVID Contact Tracers
 - Delegate Agency
 - Illinois State Board of Education:
 - 21st Century – After School Tutoring
 - Origami Works Foundation:
 - College student summer interns
 - Kane County:
 - WIOA Youth
 - IYF:
 - Youth Empower to Succeed HUB
 - THRIVE:
 - Little Village Reconnection Hub (LVRH)
 - McCormick Foundation:
 - Little Village Reconnection Hub (LVRH)
 - Pritzker Traubert:
 - Little Village Reconnection Hub (LVRH)
 - ENLACE:
 - Little Village Reconnection Hub (LVRH)
 - HIRE360:
 - CTA RPM
 - Workforce Solutions – Brazos Valley:
 - One-Stop Management
 - Workforce Solutions for South Texas- Laredo:
 - One-Stop Management
 - Childcare Services, & Texas Rising Star
 - Workforce Solutions Alamo:
 - Youth Services, IS & OS
 - Workforce Solutions – West Central Texas:
 - One-Stop Management

Methodology

SMD allocates all costs in a manner that reasonably reflect the benefits provided to each objective. The allocation plan has been implemented as of the first day of the fiscal year and will be in effect for the entire year.

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Personnel Time Reporting:

- Except when indicated otherwise, all personnel and related costs are allocated to the different cost centers (programs) based on time distribution records. Timesheet is completed daily by each employee and is submitted to Financial Operations' payroll department every two weeks through the ADP Workforce NOW (G&A WorkSight in TX) electronic timesheet software. Timesheet is approved on a bi-weekly basis by his/her supervisor.
- Staff costs are allocated in compliance with the WIOA, State and Federal regulations, based on a work performed by each position, denoting the nature of the activities and how they related to the cost categories of Administration or Program Cost. For example, staff positions working in WIOA funded positions that require the segregation between Adult and Dislocated Works activities will track their hours spent on these respective activities and note it as such on their timesheets. Additionally, those staff positions working with WIOA Youth will further segregate their hours worked between In-School and Out-of-School Youth.

Building Funds (pool)

- All leases and facility related expenses are allocated according to a floor plan which will be revised whenever changes of material importance occur.
- Included in this cost pool among others are:
 - Janitorial salaries & related expenses
 - Rent
 - Utilities
 - Facility Maintenance
 - Telephone
 - Common used equipment such as copiers
 - Insurance (pertaining to space)
 - IT Costs
- Cost categories-actual charges to the cost categories are made according to the user of the space allocation previously determined. For Example: Classroom 100% direct training; space occupied by Employment Specialists will be charged consistent with the Employment Specialist's time allocation based upon his/her time distribution report.

Purchase of Supplies

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- All purchases are made after a Purchase Order has been approved. The Purchase Order indicates the description of the items requested, the purpose and the users. Allocations are made based on the information provided in this form.

Indirect Costs (pool)

- Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. They consist mostly of administrative costs which are associated with the overall management and administration of our organizations' programs and which are not directly related to the provision of services to the participants.
 - Accounting (personnel) salaries and related expenses
 - Administrative salaries and related expenses
 - Miscellaneous fees, i.e. bank charges
 - Office supplies
 - Printed supplies and publication expenses
 - Travel and business related expenses of administrative personnel
 - Insurance (pertaining to Administration personnel and Board of Directors)
- Indirect cost percentages are determined on a monthly basis and computed for each program that we are operating for the same monthly period. The indirect cost percentages are computed by dividing the month's modified direct program (direct costs net of participants' costs and sub-recipients costs) costs of the specific program by the total modified direct (direct costs net of participants' costs and sub-recipients costs) costs of all programs. This ratio is then used as the portion of the indirect costs to allocate to the specified program.

Review and Modification Process

The cost allocation plan is reviewed periodically and/or as new funding sources are identified which will alter the allocations of building and indirect costs. The agency's Controller and Budget/Contract Supervisor meet to review the allocation plan and make any necessary revisions.

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Certification of Cost Allocation Plan

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

- SER maintains its accounting system in accordance with generally accepted accounting principles (GAAP) and has prepared this Cost Allocation Plan in accordance with applicable policies, procedures, laws and regulations.
- All costs included in this proposal dated July 1, 2022 to establish cost allocations, billings, or final indirect costs for July 1, 2022 to June 30, 2023 are allowable in accordance with the requirements of the Uniform Guidance Title 2 Code of Federal Regulations (2 CFR Part 200), entitled "Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards", "Cost Allocation" and the Federal award(s) to which they apply. Unallowable costs have been removed when allocating costs, as indicated in the cost allocation plan, central service plan, or indirect cost plan.
- All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal and State governments will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Signature: _____

Name of Official: _____ David Cunningham

Title: _____ Chief Financial Officer

Date of Execution: _____ 07/01/2022

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Procedures

As part of the month end closing process certain costs are allocated to programs in accordance with the Cost Allocation Plan. There are several systematic allocations that are made each month which must be performed and completed consecutively.

- 1) Floor plan allocations which are based on space or equipment utilized by the various programs.
- 2) Indirect cost allocations which are based on direct program costs including the costs allocated in floor plan costs see 1 above.

Posting Entries

Before the allocation process can begin it is imperative all journal entries are posted in the general ledger.

Change the business date to the current month end.

In MIP select General Ledger and Journal Entries.

Process 'Saved' and 'Imported' entries using the normal posting procedures.

Note – all accrual entries should be reversed with the exception of the 401k accrual and entries that are clearly marked "Do Not Reverse".

To reverse an entry change the business date to the date you want the entry to reverse [usually the 1st day of the following month]. Select General Ledger - Journal Entries - Posted and change the date range to the date the entry was originally posted. Select Find and choose the entry to be reversed and click Reverse.

Process "Reoccurring" journal entries, if applicable.

Note – these entries record items that occur every month.

Write up the journal entries following the normal procedures.

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When you are ready to begin the allocation procedures email all departments instructing them that no additional journal entries for the month end being closed can be made.

Floor Plan Allocation

Obtain the floor plan allocation listing from the Budget/AR Supervisor and update as necessary.

Fund 132 [SMD]	IT related expenses such as IT support, computer supplies, T-1 lines, etc. allocated based on number of user by programs
Fund 139 [SMD]	Facility costs for building 9301 for SMD operations only and not benefitting the tenants allocated based on space utilized
Fund 146 [CSS]	Facility costs for office located at 26 th Street for all operations and not benefitting tenants allocated based on space utilized
Fund 380 [CSS]	Facility costs for office located at 7222 Cermak for all operations allocated based on space utilized
Fund 390 [SCo]	Facility costs for office located at Northwest Activity Center for all operations allocated based on space utilized
Fund 150 [SMD]	Facility costs for Samaritan Center building for all operations allocated based on space utilized
Fund 157 [SMD]	Facility costs for Stecker building for all operations allocated based on space utilized

Print Trial Balance for each fund to be allocated – include only the 5XXXX series of accounts.

Print Account Detail for each allocated (POOLED) fund for the current month – include only the 5XXX series of accounts.

Verify that the total amount per the trial balance agrees with the amount per the account detail. Investigate and resolve any discrepancies.

Prep the journal entry package which will include:

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-
- Journal entry cover sheet
 - Floor plan
 - Trial balance
 - Account detail
 - System generated cost allocation list
 - Printed grid [Optional]
 - MIP journal entry report

Note – the journal entry cover sheet should be labeled with the fund number and month end date.

ALLOC ### MM/DD/YYYY, i.e. 146-073121

Save to Month End Closing directory in the appropriate month.

Allocation entries are reviewed and approved by Controller.

Preparing Allocation

In MIP select Accounting/Allocations/Allocation Codes

After selecting the fund to be allocated, update the percentage allocations on the *Method* tab, if necessary, by tracing to the floor plan allocation sheet for the period. (Change contract numbers if required.)

Note - the "Total Percent Allocated" must equal 100%. If the total is not 100% the fund will not be properly allocated an adjustment to the percentages is required.

In MIP select Accounting/Allocation/Process Allocation

From the pull down menu select the floor plan allocation to be made.

Note – floor plan allocations begin with actual number i.e. 146-073121.

Change the system date to the last date of the month being closed.

On the *Allocation Codes* tab select the fund to be allocated and move it into the processing column.

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Proceed to calculate the allocation.

Choose Print to Screen button to preview the allocation before posting. This preview step is required and necessary.

Run MIP TB report to confirm that Pool fund has been fully allocated. If adjustments are needed, update the allocation codes and recalculate the allocation.

In MIP allocation select Print and then print to excel and save in Allocation directory for specific month.

This report is saved for controller approval and for subsequent reference.

After all is correct, the Controller will post the Allocations as required. From the Allocations section click on Post Transactions and choose which allocation(s) to be posted.

Allocations – *Note: use this area for updating Texas*

Allocation costs pooled in Detroit centralized accounting and administration cost categories applicable to Texas are held in contract codes 124 and 125 only. These two funds must take into account Texas modified direct costs in order to compute appropriate percentages to allocate to all regions, including Texas.

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Indirect Allocations

Select the allocation entry to process, see list below;

The list of Indirect Funds is:

Fund 112	SMD [Detroit only]
Fund 113	SCO [Detroit only]
Fund 114	CSS - administrative
Fund 115, 123	SMD & SCO - administrative
Fund 116	CSS only
Fund 117	Detroit and Chicago - program
Fund 119	CSS & SCO IL - program
Fund 120	All companies - Administrative without Texas
Fund 123	SMD/SCO Detroit only programs
Fund 124	All companies including Texas - Expenses in this fund consist primarily of compensation and expenses [travel, lodging, per diem] related to President, CFO, Controller, Executive Secretary, AP Manage, legal and audit fees, bank fees, etc.
Fund 130	NWAC
Fund 125	Adm. Costs SCO including Texas
Fund 140	SEMCA
Fund 127	Adm. Costs All Companies

Save an excel version of Trial Balance (T/B) for each fund to be allocated – include only the 5XXXX series of accounts.

Verify that the total amount per the trial balance agrees with the amount per the account detail. Investigate and resolve any discrepancies.

Prep the journal entry package which will include:

- Journal entry cover sheet
- Indirect cost allocation sheet
- Trial balance
- Account detail
- System generated cost allocation list
- Printed grid [Optional]
- MIP journal entry report

The Unified SER Family

Financial Accounting Procedures

SECTION: Monthly Close/Financial Statements

Subject: Cost Allocations (Cost Allocation Plan)

0901

Note – the journal entry cover sheet should be labeled with the fund number and month end date.

ALLOC ### MM/DD/YYYY, i.e. 120-073121

Allocation entries are reviewed and approved by Controller.

Save to Month End Closing directory in the appropriate month.

Preparing Allocation

Verify that all the floor plan funds were properly allocated.

Note – the floor plan funds identified above should all be zeroed out before proceeding. If any of the funds have a remainder balance please correct prior to proceeding with the indirect allocations.

Select in MIP Accounting - Allocation to start the Indirect Allocation process.

Insert into the MIP allocation(s) model *Maintain Allocation Codes*, add contract numbers to the *Recipient* tab. This process will yield the appropriate posting of the specific pooled costs "Indirect Allocations" as shown above.

Use the contract numbers (only) from the Indirect Allocation (for the applicable month) report to get the program numbers which received benefit for the specific allocation pool, to which indirect costs will be allocated. The indirect cost percentages are computed by dividing the month's modified direct program (direct costs net of participants' costs) costs of the specific program by the total modified direct (direct costs net of participants' costs) costs of all programs. This ratio is then used as the portion of the indirect costs to allocate to the specified program.

After selecting the fund to be allocated update the programs to receive the indirect costs, for which benefits has been received from the pooled expenses.

Note - the "Total Percent Allocated" must equal 100%. If the total is not 100% the fund will not be properly allocated and post the remainder % to the default account. MIP performs this process of percentage calculation automatically for Indirect Allocations.

The Unified SER Family

Financial Accounting Procedures

SECTION: Monthly Close/Financial Statements

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The process for doing the indirect allocation in MIP is the same as the process used for the floor plan allocations.

After allocation has been generated the T/B should be re-run to confirm that the pooled indirect costs have been zeroed out.

Go to edit unposted allocations to enter/change Allocated Number for the appropriate fund/month.

ALLOC ### MM/DD/YYYY, i.e. 124-073121

After all is correct, the Controller will post the Allocations as required. From the Allocations section click on Post Transactions and choose which allocation(s) to be posted.



If an allocation is inadvertently posted you will need to reverse the entire entry.

Closing Statement

When the procedures described in this document are performed diligently, the end result will be fair and equitable distribution of expenses to all programs that have received benefits for the allowable, allocable and reasonable costs to accomplish their scope of work.

SER Metro's cognizant agency is the US Department of Labor. DOL's office of Cost & Price Determination Division reviews and approves our agency wide shared cost allocation methodology. [Certification of this approval can be provided upon request.](#)

REQUIRED FORMS AND ATTACHMENTS:

G. ASSURANCES AND CERTIFICATIONS

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Workforce Board, and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal. A resolution, motion or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.

Conflict of Interest

The undersigned applicant certifies that:

- 1) No manager, employee or paid consultant of the Bidder is a member of the DuPage Workforce Board of Directors, or an employee of the DuPage Workforce Board.
- 2) No manager or paid consultant of the Bidder(s) is married to a member of the DuPage Workforce Board, or an employee of the Workforce Board.
- 3) No member of the Board, or an employee of the Board owns or has any control in the Bidder's organization.
- 4) No spouse of a member of the Workforce Board, or employee of the Board receives compensation from Bidder for lobbying activities.
- 5) Bidder has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest.
- 6) Should Bidder fail to abide by the forgoing agreements and affirmations regarding conflict of interest, Bidder shall not be entitled to the recovery of any cost or expenses incurred in relation to any contract with the DuPage County Workforce Development Division and shall immediately refund the WDD any fees or expenses that may have been paid under the contract and shall further be liable for any other cost incurred or damages sustained by the WDD/Workforce Board relating to that contract.

Drug Free Workplace

This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85 668 and 682), Department of Human Services (45 CFR Part 76).

The undersigned applicant certifies that it shall provide a drug-free workplace by:

- 1) Publishing a policy statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession or use of controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee.
- 2) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace.
- 3) Providing each employee with a copy of the Contractor's policy statement.
- 4) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the contractor in writing within five (5) days after any conviction for violation by the employee of a criminal drug statute in the workplace.
- 5) Notifying the Commission within ten (10) days of the Contractor's receipt of a notice of conviction of an employee: and,
- 6) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are material representations of fact upon which reliance was placed when this transaction was made or entered. Submission of this certification is a prerequisite for making or entering this transaction.

WIOA Sec. 184 (f): Discrimination Against Participants

If the Secretary determines that any recipient under WIOA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA Title I, or has testified or is about to testify in any such proceedings or investigation under or related to WIOA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under provision of WIOA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

WIOA Sec. 188 (a)

- 1) **Federal Financial Assistance.** For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- 2) **Prohibition of discrimination regarding participation, benefits and employment.** No individual shall be excluded from participation in, denied the benefits of, subject to discrimination under, or denied employment in the administration of or about, any such program or activity because of race, color, religion, sex, (except as otherwise permitted under Title IX of the Education Amendment of 1972), national origin, age, disability, or political affiliation or belief.
- 3) **Prohibition on assistance for facilities for sectarian instruction or religious worship.** Participants shall not be employed under WIOA Title I to carry out the construction, operations, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).
- 4) **Prohibition on discrimination on basis of participant status.** No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIOA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- 5) **Prohibition on discrimination against certain non-citizens.** Participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylum seekers, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

By signing the applicant certifies that it will comply with all other regulations implementing the law cited above. The assurance applies to the applicant's operation of the WIOA Title – financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIOA Title I financially assisted program or activity. The applicant understands that the United States, Illinois Department of Commerce and DuPage County Workforce Development Division have the right to seek judicial enforcement of this assurance.

Documentation of Financial Stability

The undersigned applicant certifies that it shall comply with the Illinois Department of Commerce as it relates to documentation of financial stability. As part of their local application requirements, WDD is to specify its local protocol for documentation and submission requirements. WDD will conduct a fiscal assessment prior to the award of any contract(s) in accordance with DCEO guidelines.

Reporting Requirements

The undersigned applicant certifies that it shall comply with the provisions of Sec. 122 of the Workforce Innovation and Opportunity Act of 2014 and the reporting and procedures requirements issued by the Illinois Department of Commerce and DuPage County Workforce Development Division.

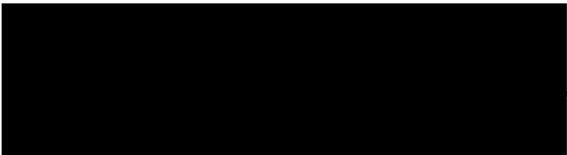
Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Conflict of Interest, Education Standards and Procedures, Documentation of Financial Stability and Reporting Requirements are true and correct as of the date of proposal submission. This does not preclude WDD from requiring additional assurances as part of the local application and agreement requirements.

Further, the Authorized Representative acknowledges that if the information given to WDD by the applicant causes harm to a third party, the applicant will be held liable for any WDD action resulting from reliance on that information.

The applicant must notify DuPage Workforce Development Division in writing if the authorized signatory changes.

Certified by:

	President &CEO	1/20/2023
	Title	Date

Central States SER, Jobs for Progress, Inc.

Name of Organization

H. STATEMENT OF COMPLIANCE:

As authorized signatory official for: Central States SER, Jobs for Progress, Inc.

I hereby certify:

- That the above-named applicant is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act; and
- That the above-named respondent does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, US Department of Labor, Illinois Department of Commerce, DuPage Workforce Board and DuPage County Workforce Development Division policies and guidelines, and other administrative requirements issued by the Governor of the State of Illinois. The provider shall notify WDD within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and
- That the above-named applicant will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and
- That the contents of the proposal are truthful and accurate and the above named respondent agrees to comply with the policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named respondent is in agreement that WDD reserves the right to accept or reject any proposal for funding; and that the above named respondent has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the respondent waives any right to claims against the members and staff of the DuPage Workforce Board and DuPage Workforce Development Division.

Eva Garza Dewaelsche

Typed Name of Authorized Representative

President & CEO

Title of Authorized Representative

1/20/2023

Date

I. AFFIRMATIVE ACTION AND NON- DISCRIMINATION POLICY:

The authorized representative assures, certifies and understands that: Workforce Innovation and Opportunity Act (WIOA) recipients are obligated to maintain the following assurances for the period during which WIOA Title I financial assistance is extended. Each request for proposal, proposal and application for financial assistance under WIOA Title I shall contain the following assurances:

“As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipients ensure that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

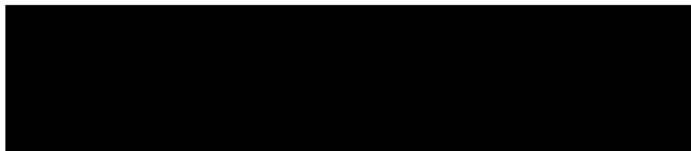
WIOA Section 188 , which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex national origin, age disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.”

The recipient also assures that it will comply with WIOA implementing regulations and all other regulations implementing the laws listed above. This assurance applies to the recipient's operation of the WIOA financially assisted program or activity, and all agreements the recipient makes to carry out the WIOA Title I financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

Nondiscrimination: The undersigned certifies that it shall comply with the nondiscrimination provisions outlined in WIOA Sec. 188.

Eva Garza Dewaelsche

Print Name and Title of Authorized Representative



1/20/2023

Date

J. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS:

This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).

The undersigned applicant certifies that neither it nor its principles:

- 1) The Bidder and/or any of your affiliates have not been, nor presently are, debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by any federal department or agency.
- 2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commissions of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in paragraph (2) of this section.
- 4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.
- 5) If there is any change in the Bidder's signature authority, notify DuPage Workforce Development immediately.

Sign and Date this Certification

Eva Garza Dewaelsche, President & CEO

Name and Title of Authorized Representative

1/20/2023

Date

K. CERTIFICATION REGARDING LOBBYING:

Certification for Contracts, Grants, Loans, and Cooperative Agreements; This certification required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, an employee of a member of Congress, or locally elected official in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, or locally elected official in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1362, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of no less than \$10,000 and no more than \$100,000 for each such failure.

Central States SER, Jobs for Progress, Inc.	President & CEO
Grantee/Contractor Organization	Title
Eva Garza Dewaelsche	1/20/2023
Name of Certifying Official	Date

H. STATEMENT OF COMPLIANCE:

As authorized signatory official for: Central States SER, Jobs for Progress, Inc.

I hereby certify:

- That the above-named applicant is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act; and
- That the above-named respondent does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, US Department of Labor, Illinois Department of Commerce, DuPage Workforce Board and DuPage County Workforce Development Division policies and guidelines, and other administrative requirements issued by the Governor of the State of Illinois. The provider shall notify WDD within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and
- That the above-named applicant will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and
- That the contents of the proposal are truthful and accurate and the above named respondent agrees to comply with the policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named respondent is in agreement that WDD reserves the right to accept or reject any proposal for funding; and that the above named respondent has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the respondent waives any right to claims against the members and staff of the DuPage Workforce Board and DuPage Workforce Development Division.

Eva Garza Dewaelsche

Typed Name of Authorized Representative

President & CEO

Title of Authorized Representative

1/20/2023

Date

SECTION 8 - PROPOSAL FORM
YOUTH SERVICES 23-010-WIOA
(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Offeror	Central States SER, Jobs for Progress, Inc.
Main Business Address	3948 W. 26th Street, Suite 213
City, State, Zip Code	Chicago, IL 60623
Telephone Number	(773) 542-9030
Fax Number	N/A
Proposal Contact Person	Clelia Gomez, Co-Director
Email Address	CleliaGomez@il.sercohq.com

The undersigned certifies that he is:

☐ the Owner/Sole Proprietor ☐ a Member of the Partnership ☒ an Officer of the Corporation ☐ a Member of the Joint Venture

herein after called the Offeror and that the members of the Partnership or Officers of the Corporation are as follows:

<u>Eva Garza Dewaelsche</u> (President or Partner)	<u>N/A</u> (Vice-President or Partner)
<u>Manuela Zarate</u> (Secretary or Partner)	<u>Rojelio Padilla</u> (Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Manager, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. N/A, N/A, and N/A issued thereto;

Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate.

Further, the undersigned certifies that the Offeror is not barred from proposing on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, proposal rigging or proposal-rotating or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

If a Corporation, the undersigned further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of

Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. (Offeror may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the offeror certifies that he has provided services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the offeror, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the cost schedule.

PROPOSAL AWARD CRITERIA

This proposal will be awarded to the most responsive, responsible vendor meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

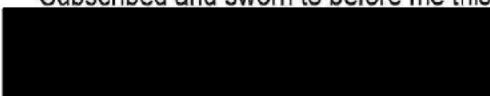
The Contractor agrees to provide the service described above and in the contract specifications under the conditions outlined in attached documents for the amount stated.

 President & CEO

CORPORATE SEAL
(If available)

PROPOSAL MUST BE SIGNED FOR CONSIDERATION

Subscribed and sworn to before me this 19 day of January AD, 2023


My Commission Expires: 12/1/2028
(Notary Public)

Marlene Velazquez
Notary Public State of Michigan
Wayne County
My Commission Expires 12/1/2028
acting in the County of Wayne

