



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
Room 3-400
Wheaton, Illinois 60187-3978

PROPOSAL FORM

Section I: Contact Information

Complete the contact information below.

RFP NUMBER:	24-084-WIOA
COMPANY NAME:	Leaders In Transformational Education
MAIN ADDRESS:	446 59th st
CITY, STATE, ZIP CODE:	Lisle, IL. 60532
TELEPHONE NO.:	708-227-0508
CONTACT PERSON:	Candace Thier
CONTACT EMAIL:	candacet@liteleaders.org

Section III: Certification

The undersigned certifies that they are:

- ☐ The Owner or Sole Proprietor ☐ A Member authorized to sign on behalf 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:

_____ (President or Partner)	_____ (Vice-President or Partner)
_____ (Secretary or Partner)	_____ (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 Officer, DuPage County, 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. _____, _____, and _____ 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 and at the price therein prescribed.

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

Legal Name of Applicant Agency	Leaders In Transformational Education	
Number of Years in Business	11 years	
FEIN Number		
Type of Organization	Educational Institution Private for Profit xCommunity Agency Other (Describe) ____	
Address – Administrative Office	Address	446 59th st
	City, State ZIP	Lisle, Illinois 60532
	Web Site URL	https://liteleaders.org
Address of Program Location – This is the location where the services described in this application will be provided.	Address	1323 Bond St.
	City, State ZIP	Naperville, IL 60563
Principal of Agency –CEO/Executive Director/President	Name	Candace Thier
	Title	CEO
	Email Address	candacet@liteleaders.org
	Phone	708-227-0508
Program Contact Person	Name	De'Chon Jones
	Title	Program Supervisor
	Email Address	dechonj@liteleaders.org
	Phone	331-228-0816
Funding Amount Requested	\$ 120,000.00	
Primary Program Name and Target Population	LITE Workforce 16 - 24 years old youth	
Number of Youth to be served	15	

Executive Summary

Leaders In Transformational Education (LITE) was established as a 501C3 organization in 2014 and began serving the communities of Aurora in 2016 with a grant from the Department of Human Services (IDHS). Since our initial award from IDHS, LITE has been granted awards from the department annually. Our organization was founded by four diverse women that worked in community based social service organizations with a collective of over fifty years of experience providing service and managing programming for teens, young adults and their families. Our experience delivering services to at-risk youth, involved with child welfare, and the justice system led to focusing on a specific population. LITE has delivered workforce programming in 2019 with vendor support services. These services were paid work experiences for youth following basic employability skills training and technical training for the work. In 2020 with the pandemic our workforce changed to virtual career exploration with twice per month professionals conducting presentations and Q&A sessions. Beginning 2021, LITE began programming to place youth in summer jobs and on career tracks. Youth are ages 16 – 24 who are either out of school or disengaged and are unable to gain a foothold in the workforce. Our programming and services have evolved from coordinating paid work experiences for summer, paid event support activities, job placements, and assisting with entry into post-secondary education to more formalized workforce development.

Summary of proposed program

The LITE youth workforce program is aligned with our mission to provide the services and programming to support 16 – 24 years old youth in gaining the experience, knowledge, and skills to obtain higher earnings and identify their career pathway. Our programming for high school age youth is focused on immersive career exploration, interactive life skill development, and hands-on work experiences. Our in-school youth cohort attend programming afterschool two days per week for two hours per session. Our out of school youth, alternative school, older youth's cohort attend early evening programming two days for two hours each day. Youth are assigned to a LITE coach who provides case management and facilitates programming. Each cohort is ten participants. This number of youths allows for more individualized attention toward building rapport and following up on post program placements. We anticipate serving one cohort of ten youth for this proposal.

This proposal is the first one LITE has submitted for a WIOA program. Although, LITE has provided programming to assist low-income at-risk youth with workforce development services. Since LITE's inception our organization has provided youth with hands on training to obtain paid work experiences through our own vendor support program. The vendor support program was yearlong facilitation of job readiness, interview skills, job search, and resume writing skills. Our LITE coaches would be on site observing youth conduct jobs to assist event organizers and vendors set up, breakdown, and aid with the entire time of the event. Youth would earn an incentive and debrief the tasks they completed and how those tasks would translate to resume

and interview response. LITE worked with Goodwill hiring managers to fill open positions by providing a bootcamp with full day skill building and job readiness for a two-week period. Goodwill hiring managers hired our youth to fill positions. LITE has worked with employers to build out special programs to prepare youth to fill positions and provide support services. Sha-Poppin Gourmet popcorn hired these youth. Currently, LITE has youth employed at the Maywood Park District and Sha-Poppin for the summer. Each summer LITE has worked with businesses and programs to place youth into paid internships with ten youth placed in summer jobs across Aurora in the summer of 2024.

As with all LITE programs we partner with organizations that provide equal reciprocal supports and service toward the common goal of supporting youth to achieve their goals. Our current partners for this proposal include R & R Trade school, Illinois Ready Mix Concrete Association, Menta alternative school group, Eternity World Community, and 360 Youth Services. We are continuing to develop relationships to support our programs and businesses.

Objectives of program

The LITE program is designed to assess youth competency and capacity to engage in workforce development. The target population has several factors that delay readiness to enter the workforce. These assessed factors include low academic performance, poor interpersonal skills, low comprehension of basic life skills, and low or limited awareness of how to acquire a job or advance to post-secondary education. Our focus is to build skills and knowledge of our participants to successfully navigate daily living, enter the workforce, and retain employment. Our top five objectives align with the LITE mission and the WIOA performance standards.

First objective: 100% of enrolled youth will be assessed to determine level of competency to successfully complete program objectives, this is completed with a formal Casey life skill and employability skill assessment, and informal observations made by the LITE coach.

Second objective: 100% of enrolled youth will participate in life skill development and Trade certification programs. We anticipate 100% of engaged youth will gain the life skills needed to manage themselves and the work environment to maintain employment. We anticipate 100% of these youth will complete all requirements for the concrete certification program.

Third objective: enroll youth who complete the skills and certification program into secondary Trade certification in preparation for on-the-job training, internship, pre-apprenticeship.

Fourth objective for youth 18 and older youth to secure an unsubsidized job placement. We anticipate 85%- 90% of older youth will obtain a job and remain continuously employed.

Fifth objective for youth 16-17 years old is to complete secondary or alternative education and the above objectives with exception to engage in career exploration and short-term work experiences.

Program Description

Outreach & Recruitment

LITE conducts year-round recruitment activities to serve our target population. This population is not easy to reach and engage into services on a volunteer basis, however we have employed several strategies that have proven to engage and enroll participants. LITE staff participate in community events where we promote programming. We meet with school administrators, community-based organizations who serve the population. LITE coaches go to the community spaces such as libraries, fairs, and youth group areas. LITE recruitment sources include youth in care residential programs, alternative education programs, local government youth service departments, police departments, high schools, shelters, and partner youth serving organizations.

The programming that we promote is based on assessments and interviews with youth groups helping us identify service needs and programmatic interests. One of the key tools for recruitment and retention is our learn and earn model.

LITE programs participants are voluntary and require continuous outreach and recruitment. Outreach efforts and marketing of our programs is a multi-layered process targeting the broader community with awareness, youth serving entity presentations, and peer to peer promotions.

Timeline of recruitment activities

- | | |
|--|--|
| August – September | Program supervisor, LITE coaches to table at back-to-school events and submit flyers about the program to community coalitions and at meeting. Distribute flyers and facilitate presentations to employer groups, schools, and youth serving organizations. Our partnership with 360 youth services is a primary referral source for this program and LITE has a relationship with The Bridge alternative school. CEO will outreach to The Bridge to discuss programming and referral process. |
| August 2 nd – August 15 th | Back to school events will be opportunity to distribute promotional materials, meet with parents and youth serving organizations. |
| August – September | LITE CEO and COO meetings with school administration at the Menta school group, employers, and directors of community-based organizations. Promotion through social media and tags announce program, CEO and communications consultant.
Program supervisor and LITE coaches to meet with youth and present the program and 1 st cohort start date. |
| September-October | Program supervisor, CEO, and COO continued outreach to schools and youth groups for on-going recruitment. |
| September – December | Recruitment for a second cohort for start mid-January. Outreach and recruitment will repeat throughout the year. |
| January – February | Additional recruitment activities if needed for this fiscal year. |

Communications and outreach plan

LITE program supervisor, coaches, and CEO present in person to youth groups at schools, community-based youth serving programs, and neighborhood groups. Participants will receive a QR code to access information about the program, hours and locations, the length of program, and the outcomes. The structure of the program with the continuum of service throughout the process and supports available for their success. LITE coaches will be available to answer questions and make connections to potential participants. A registration link will be available on the LITE website and on distributed flyers.

Intake – Eligibility

All youth must register for LITE programming. The registration form collects demographics, education level, work experience, and contact information including home address. Following the initial registration, LITE coaches contact the youth and begin the intake process. During the initial contact the LITE coach will verify the program and services of interest followed by determining eligibility for the workforce program. Coaches will obtain economic level through Medicaid verification, copy of social security card or birth certificate to determine ability to work, and school reports to aid in determining academic level. Most of our current target population is in foster care or about to age out of the system. Our target population are low-income individuals who live in poor communities. The Program supervisor and Chief Behavioral Officer will make final determinations of eligibility. All participant records are kept electronically within our Microsoft 365 enterprise software. LITE coaches upload documents into individualized participant files.

Youth that meet the general eligibility requirements will then complete a TABE assessment to determine competency level and additional literacy needs prior to placement into pre-apprenticeship. All eligible youth will participate in life skills development following the completion of the Casey Life Skills assessment. The initial phases of the program will identify academic capacity and service needs in addition to life skills service needs. Youth will be engaged in services to improve levels of reading and/or math along with life skills to improve social emotional regulation, financial literacy, and employability skills as identified through assessment.

The LITE coaches will administer the Casey life skills assessment and LITE will have youth complete the TABE assessment at the local community college. This initial stage of the intake process to be completed within the first 30 days of engagement. Youth identified as needing academic skill remediation will be referred to tutorial services available through the local community college or if needed private service.

Individual Service Strategy

All youth enrolled in programming with LITE have a Life Plan (individualized service strategy). LITE coaches begin the development of the Life Plan at the Intake phase. They gather

information informally through interview and rapport building. This followed by administering assessments and placing the identified need onto the Life Plan. The tools and methods of assessments used to evaluate the key areas for youth success are as follows.

Basic academic skills: LITE works with youth in secondary alternative education programs and works with the school to assist with obtaining formal assessment of basic academic skills. Out of school youth will complete the TABE assessment administered by the local community college. Upon receipt of academic competency reports, LITE coaches and youth will add to their Life plan action steps to improve any areas of deficit.

Employability readiness: LITE will administer the Illinois Worknet Self-evaluation of essential skills. This tool will provide insights about 10 essential skills to include computer literacy and 9 soft skills.

Interest and aptitudes: The CCI Quick Pic survey on the Illinois Worknet site will be completed with the assistance of a LITE coach to obtain a board area of potential career pathways the youth maybe interested in pursuing.

Prior Work Experience: Our registration forms gather prior work experience and if the participant knows their dream job. Work experience information is further gathered at intake through LITE coach interview.

Digital literacy: This information is obtained from the self-evaluation of essential employability skills tool.

Occupational skills: LITE will utilize the Occupational Sort tool from Illinois Worknet for youth to assess their likes and dislikes of tasks or factors.

Supportive service needs: Throughout the program, LITE coaches will assess supportive service needs to ensure barriers are mitigated or removed from hindering the youth from complete the program and obtaining work experience and/or employment.

Developmental needs: The Casey Life Skills assessment will provide a basis for LITE to identify basic and advance life skill needs. In the event a participant demonstrates developmental delays preventing them from fully participating in the program, LITE will contact community service providers to conduct an assessment and provide recommendations for appropriate referral.

Career Exploration Activities

LITE's formal interest assessment and informal information gathering about youth interests provides a base for identifying and coordinating career exploration activities. LITE career exploration is immersive with hands on activities to provide youth with an experience to fully understand the type of activity involved with career. LITE's concrete certification program has 8 learning modules with a tour of a concrete manufacturing company and a final project where youth create a mini skate park using concrete. Career exploration across other industries include

meeting with professionals for presentation and Q&A time. We take youth on tours to companies and colleges to experience career options. Each career exploration is planned and structured to ensure youth prepare for the experience and the industry has hands on activities to support greater understanding of the work.

Identifying and Addressing Barriers

Through the course of building relationship between the youth and LITE coach, informal and formal assessments are completed to gain a full understanding of barriers or challenges preventing youth from gaining or maintaining self-sufficient employment. LITE coaches are trained in motivational interviewing techniques to assess strengths and challenges. Coaches observe how youth are participating in services and engage in one-to-one sessions to identify barriers to completing any of the course activities and attendance. Based upon the barrier, LITE coaches contact community resources to address needs that LITE cannot mitigate. One of the most critical components of working with this population is to build trust between the LITE coach and youth. When trust is built, the youth and coach work together toward gaining and maintain self-sufficiency.

Approach to Integrating Career Pathways

LITE youth begin their self-sufficient journey with completion of assessment and exploration of interests and aptitudes. Our initial evaluation of academic capacity provides a starting point for needed skills for any career. LITE pairs up the initial academic capacity building with life skills development. While youth are building these skills, we explore interest and aptitudes with formal assessment from the Illinois Worknet system, in the career pathways that where we have partnerships for pre-apprenticeship, internships, and work experience placements. We focus our internal efforts on recruitment of youth interested in trades from construction, hospitality, and manufacturing.

Service Delivery

LITE coaches working with youth and provide case management as well as one-to-one sessions. Our coaches inform the youth of the expectations of the program at their orientation session. The orientation includes the requirement of attendance, participation, and documentation the client must submit. LITE's maintains contact with youth weekly and follows up on progress for each action and objective on the case plan. All documents required for submission weekly are housed electronically in our Microsoft 365 platform in each individual client file.

Training Description and Outline

- Total hours of instruction and programming: 80 hours of instruction & pre-apprentice 192
- Curriculum content and instructional tools or platforms used: evidence base curriculum life skills in person and virtual, Illinois Worknet materials and platform in person and virtual.

- Program duration, including anticipated start and end dates: Start date October 1st – March with pre-apprentice from February - June
- Customer flow chart illustrating the timeline and sequence of all program activities
- Industry-recognized credentials participants will have the opportunity to earn:
 - OSHA 10, CPA, IBHE -HVAC preparation for Universal EPA license, forklift
- Relevant labor market information that supports the training’s alignment with in-demand occupations: Depart of Labor review and local job market openings are used to identify in-demand occupations and opening for our age group.

Job Readiness Training

LITE coaches are experience job readiness trainers. The LITE coaches work with cohort groups of up to ten youth and conduct workshops and classroom style instruction for each of the job readiness components. They provide one -on -one additional assistance for youth to have a completed resume, interview preparation, and contextualized math and writing skills. LITE coaches set appointments to meet in person or virtually to ensure availability and flexibility to meet one-on-one. Group sessions are scheduled at least two days per week for two hours each day to work on components.

Soft skills and workplace preparation: Our soft skills training includes communication, conflict resolution, personal and professional ethics and teamwork. Each unit is one week in length at two days per week for two hours each session and is in person led by the LITE coach.

- A. Personal Ethic/Work Ethic Unit
 - a. Integrity- Respect, Perseverance, Positive attitude
 - b. Dependability, Regular Attendance
 - c. Commitment
 - d. Professionalism
- B. Communication Skills Unit
 - a. Active Listening
 - b. Clear Communication
- C. Teamwork Unit
 - a. Critical Thinking
 - b. Effective and Cooperative Work
- D. Life skills Unit (6 weeks)
 - a. Financial literacy- (4 weeks)
 - b. Conflict resolution- (2 weeks)

Each one-week unit listed below will be two hours twice per week in person followed by virtual sessions for youth needing additional assistance.

- **Resume writing:** LITE coaches provide youth with instruction about the resume and purpose. They are given examples and are instructed how to write their resume based on their personal history and tailoring the document to the desired job position.
- **Interview preparation:** LITE coaches will help the youth understand the interview process; they will provide a connection with the listed activities on their resume and job requirements with the type of question they may be asked to explain.
- **Job search skills:** LITE coaches introduce the job search resource available through Illinois Worknet and how to search job openings for the career exploration partners.
- **Industry-specific vocabulary:** While preparing youth for the job they will apply, vocabulary used for the industry and used on the job description will be defined and used during interview preparation.
- **Workplace communication:** This skill is a part of the soft skills training described above.
- **Work ethic:** This component is part of the soft skills training described above.
- **Contextualized math and writing:** The requirements for employment are reviewed by the LITE coach and youth, the specific needs for employment and type of job requirements such as carpentry math are identified and tutorial assistance provided.

Introduction to Trades with concrete certification program following life skills and employability. After the initial thirteen weeks, some youth will move directly into pre-apprenticeships however in-school youth will continue for five more weeks of the concrete certification program.

Program Elements

- A. The tutoring, study skills training will be done through the schools for our in-school population. LITE has partnerships with alternative school across our service area. In the event our out of school or at risk of out of school youth will be provided with tutorial assistance through partners including the Alive Center and local community colleges. LITE has an MOU with the Alive Center of which LITE has an established partnership. LITE works closely with the Alive Center and is present at the program. LITE will collect information about the grades and progress made by LITE participants in the tutoring program.
- B. LITE works closely with alternative education programs; Menta School Group, West 40, the Bridge program. LITE has an established relationship with Menta and West 40. Although we have been in discussion with the Bridge program, we are in planning. LITE has worked with community colleges to include Waubensee and the College of DuPage for academic testing, remedial educational services, and enrollments into the school. LITE will collect enrollment information and meet with partner agencies to assess progress of participants.
- C. LITE will provide several program elements any remaining elements not provided by LITE will be provided by partner organizations. The following program elements provided by

LITE are paid and unpaid work experiences that include placement and monitoring of summer employment opportunities, internships, pre-apprenticeships, job shadowing and on the job training. Our previous work with places such as Goodwill, Sams Club, Music Matters, and Concrete companies (Ozinga and Prairie) are places we will formalize this year. We will work toward acquiring the MOUs from the above partners over the course of the next few months.

- D.** LITE and R&R Trade have been working together since May 2025 and formalizing our relationship with an MOU this fall. LITE staff are onsite at the school while youth are receiving occupational training. Youth that complete will receive industry accepted certificates.
- E.** LITE is providing the workforce preparation and training utilizing the Illinois Worknet resources and LITE staff facilitating additional job readiness skills.
- F.** LITE is providing leadership development through our evidence based civic engagement and leadership curriculum and providing pro-social activities, community service opportunities, and specialized programming. All youth participate in soft skill and life skill sessions with our LITE coaches.
- G.** Supportive services that are tangible and impact youth ability to overcome barriers to successful outcomes will be attended to by LITE. Supportive services that LITE does not have access to will be coordinated by LITE as needed.
- H.** Our LITE coaches are engaged with youth throughout any program and beyond the program as a positive adult mentor. There will be a dedicated LITE coach for this program who will maintain relationship and provide during and after program mentorship.
- I.** Follow up services will be completed by LITE coaches.
- J.** Comprehensive guidance and counseling for youth is done through referral. Although LITE coaches will provide facilitation of life skills that present information about healthy lifestyles, local providers for substance abuse and mental health are on our list of providers for referral.
- K.** LITE facilitates financial literacy and partners with Chase and Fifth-Third Bank to present topics about money management to our youth.
- L.** Entrepreneurial skills training- LITE has worked with a local provider to present basic concepts and understanding about starting a business and will outreach for service to these youth.
- M.** LITE employees will utilize the IDES and Worknet resources for information about labor market and employment in formation and in-demand industry sectors. Although LITE is focus on the Trades that includes construction, additional occupations of interest to our youth have been hospitality and the arts.
- N.** LITE participants have gone on to post-secondary educational institutions. LITE has taken these youth on college tours, met with advisors, and met with professors and associates for Q & A sessions on campus. Our team all have degrees and help youth navigate the process.

Partnerships

LITE's partnership with R & R Trade schools will offer youth with training that leads to certifications in the Trades. LITE is in progress MOU with R & R Trade awaiting signed copy to be returned. LITE has worked with the Mid-American Carpentry Pre-Apprenticeship program over the years however does not have an MOU.

Work-based Learning

- Length and structure-youth participating in pre-apprenticeships for the average duration of 24 weeks will be paid \$15/hour. This rate of pay will be applicable for paid internships and job shadowing events, the length of time for these are based on employer structure.
- Employer partnerships-several years working with the Illinois Ready Mix Concrete Assoc. provides direct connection to all local companies for sponsorships to apprenticeship. Several years with Sha-Poppin youth job placements, local business for entry level positions. We have developed relationships to allow for youth to gain hands on work experience and a learning environment to advance employability skills.
- Skill Development-youth will demonstrate employability skills, technical skills of the business, demonstrate work etiquette and entrepreneurship, youth will build knowledge of the job duties and responsibilities to convert on their resumes and interview skills.
- Supervision and Mentorship-LITE coaches will maintain mentoring contact with youth and meet weekly along with check in to youth and employers. Employers will provide performance information to the coaches. Coaches and employers will work together to mitigate any concerns to support retention of youth.
- Alignment with Career Pathways-as described above, the alignment with the labor reports and local job openings.
- Assessment and Feedback-coaches will check in with employers to document youth performance on the job. Technical skills and employability skills will be assessed. Assessments will occur quarterly or mid work experience timeframe.
- Employer Engagement Plan-LITE contacts employers via chambers, events, and recommendations to discuss the program. We seek work experience employers that have a reputation for working with youth recognizing the entry level status and that the program is a skill building opportunity. Career path employers are approached to discuss their needs and how we work together to place a ready and capable youth. LITE keeps open communication and check ins.
- Participant Preparation-Throughout youth training, LITE assesses youth readiness, demonstrated skills, and work environment fit. Youth with a good fit are prepared with orientation, tours, and requirements of the job.
- Wage Management-LITE anticipates being the employer of record and manage the payroll of the participants.

Post-Exit Follow-Up Services

Follow-Up Strategy and Timeline: Coaches will check-in monthly to see if any barriers have developed and provide resource to mitigate if needed. The follow up of participants can be challenging due to youth changing phone numbers frequently. The youth we work with respond to texting well. Our coaches work with youth to have a professional email address and will contact youth using the email and social media.

Employment Retention Support: LITE coaches continuously assess youth readiness for employment and demonstrating basic employability skills. Youth that have not demonstrated these skills will continue to work with coaches to prepare for the work environment. Coaches provide opportunities for youth to fully explore a career path to determine their commitment to the work involved in for the positions they are most qualified to apply. The match for a job, type of work, work environment, and supervisory style. LITE guidance includes training youth an appropriate way to address on the job concerns to include communicating with supervisors and the human resources department.

Post-Secondary Support: Youth interested in pursuing post-secondary education for in-school youth are guided to their school counselors for assistance and support. LITE has scheduled on campus meetings with the college/university departments for presentations and meetings with students to gain a full understanding of the courses and what they needed to do to prepare and be successful students. All LITE coaches have college degrees from various institutions across the state and provide introductions and supports. Coaches check in with youth attending post-secondary education institutions via email, text, and on breaks.

Case Management and Documentation: Each LITE participant has an individual client file where case notes are maintained for every contact with youth. Their case plan of ISS will include follow up and track additional service needs.

Engagement Techniques: In addition to the follow up strategies described above, LITE will also reach out to parents in the event we are unable to contact the youth. Building a relationship with our employers, pre-apprentice programs, and schools allow us access to meet with youth on site.

Supportive Services: During our check in contacts with youth during the follow up period, coaches will inquire about any new or additional needs to maintain attendance and participation in education and training programs. Check ins with employed youth will include inquire about any support service needs. The initial support will be to connect youth to community resources and funding.

Outcome Tracking: Outcome tracking during and post program include tracking length of time youth constantly remains employed of which the evidence in the form of a copy of pay stub or letter from supervisor or human resources to verify retention and wage progression. Youth in educational programs or certifications will submit a copy of the transcript or certificate of completion.

Physical Location -EO/ADA: LITE programming is conducted at multiple sites. LITE coaches utilize spaces in communities such as Santori Library: 101 S River St Aurora, 360 Youth Service 1305 Oswego Rd, Naperville on site, Park District buildings. All the listed locations are ADA accessible. A new facility is being scouted currently to house training programs.

Past and Planned Outcomes

Program History: Although LITE has not operated a WIOA funded youth program, LITE has facilitated workforce development programs targeting youth. LITE began facilitating workforce development programs beginning 2018 with vendor support work experiences. Youth received employability skill training to include soft skill development, specific work experience technical training, safety training, and job readiness following the work experience. Youth vendor support involved all 16 – 24 years old participants. LITE coaches were on site and observed youth performance and processed their demonstrated skills. Coaches met with youth to help them translate the skills demonstrated into language for resume building and interview preparation. LITE college and university tours set up to meet youth interests in fields of study. LITE has conducted job readiness boot camps with hiring manager on site the last day, each summer following the end of COVID restrictions, LITE prepared and helped to place youth into summer employment with follow up and evaluation of demonstrated skills. LITE brought youth to Mid America pre- apprenticeship for carpentry tours and had two youth tests for the program. LITE trained and prepared youth for employment at Sha-Poppin, a marketing company, Sams Club, Goodwill, and local florist shops. Youth participants in all the above-mentioned training and education programs serve both in-school and out of school youth. Funding sources for the include Illinois Criminal Justice Information Authority, Dept. of Human Services, and fundraising.

Quantitative Data

Total number of youths enrolled: 255

Breakdown of services provided: paid summer work experience, academic assistance to include tutoring, career exploration with hand on learning and meeting with professionals and tours, life and employability skills training, job readiness workshops, pro-social skill development, and job placements.

Number of participants who completed the program: 181

Number and percentage of participants who:

- Entered employment: 157 working part time, 21 working full time
- Retained employment for at least 90 days: 135 or 75 % of those that entered employment remained for at least 90 days.
- Entered post-secondary education or training: attending college/university 36 or 20% of participants

- Earned a credential: forklift certification pre-apprenticeship completion 9 participants or 5%
- Achieved measurable skill gains: 145 or 80% youth demonstrated measurable skills gained

Documentation of Outcomes: LITE methodology for tracking outcomes of our employed youth was monthly contact with employers and collection of timesheets. LITE coaches would receive verification from youth entering post-secondary education through communication with parents, acceptance letters, and social media posts. Youth that completed certifications would provide a copy of the certification received. Documentation is kept on file in client files and reported on quarterly reports to funders. If there were any youth performance challenges the coaches would increase frequency of one-to-one sessions and reassess the current program compatibility.

Employer and Partner Collaboration: LITE partners include Trade companies, local business, and larger chain companies for summer work experiences and career pathway placements. LITE has worked with community partners to assist with education and certification program referrals. College and university partners have assisted with personalize tours and admissions counselor meetings.

Staffing and Capacity: LITE coaches involved with past performance and program delivery will participate in supporting this program. LITE has four coaches that delivered programming for the above youth outcomes. They will continue to facilitate aspects of the current proposed program. LITE will hire a full time LITE coach dedicated to the program for case management, facilitating aspects of the training, job placements, and follow up. LITE tracks performance through spreadsheets and client case files. Each staff member has specific key performance indicators of which their performance reviews are based. Formal reporting to funders is conducted by the administration team. The data is collected and reviewed prior to completing quarterly reports.

Organizational Information

Leaders In Transformational Education (LITE) is a community-based nonprofit with the mission to build creative pathways within low-income communities through education and training resulting in higher earning potential for Opportunity Youth. Our vision- all youth are self-sufficient. LITE has worked with this population for 10 years in Kane and Cook Counties. LITE programming is active year-round with cohorts of youth being served. LITE operations are Monday – Friday with each cohort meeting twice per week for two hours per meeting. Youth have an assigned LITE coach that conducts case management, facilitation of skill building, coordinates pro-social activities and immersive career exploration. LITE coaches conduct job readiness sessions, life skills sessions, and one-to-one mentoring. All LITE coaches maintain individualized client files completing case notes, assessments, Life or service plans, and required documentation of eligibility. LITE coaches have either a bachelor's or master's degree and have worked in various industries from Logistics to Social Services.



DuPage County
Finance Department
Procurement Division
421 North County Farm Road
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Wheaton, Illinois 60187-3978

PROPOSAL FORM

Section I: Contact Information

Complete the contact information below.

RFP NUMBER:	24-084-WIOA
COMPANY NAME:	Leaders In Transformational Education
MAIN ADDRESS:	446 59th st
CITY, STATE, ZIP CODE:	Lisle, IL. 60532
TELEPHONE NO.:	708-227-0508
CONTACT PERSON:	Candace Thier
CONTACT EMAIL:	candacet@liteleaders.org

Section III: Certification

The undersigned certifies that they are:

☐ The Owner or Sole
Proprietor

☐ A Member authorized to
sign on behalf of the
Partnership

☒ An Officer of the
Corporation

☐ A Member of the Joint
Venture

Herein after c

_____) _____

(Vice-President or Partner)

(Secretary or Partner)

(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 Officer, DuPage County, 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. _____, _____, and _____ 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 and at the price therein prescribed.