

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

Legal Name of Applicant Agency	Turning Pointe Autism Foundation	
Number of Years in Business	15	
FEIN Number	26-1286022	
Type of Organization	☐ Educational Institution ☐ Private for Profit ☐ Community Agency ☒ Other (Describe) <u>Non For Profit</u>	
Address – Administrative Office	Address	1500 W. Ogden Ave.
	City, State ZIP	Naperville, IL 60540
	Web Site URL	www.turningpointeautismfoundation.org
Address of Program Location – This is the location where the services described in this application will be provided.	Address	1500 W. Ogden Ave.
	City, State ZIP	Naperville, IL 60540
Principal of Agency –CEO/Executive Director/President	Name	Carrie Provenzale
	Title	Executive Director
	Email Address	Cprovenzale@turningpointeaf.org
	Phone	630-615-6027
Program Contact Person	Name	Carrie Provenzale
	Title	Executive Director
	Email Address	Cprovenzale@turningpointeaf.org
	Phone	630-615-6027
Funding Amount Requested	\$ 89,000.00	
Primary Program Name and Target Population	Young adult job seekers with autism	
Number of Youth to be served	10	

EXECUTIVE SUMMARY- maximum 2 pages

- 1) An overview of the organization's qualifications, including the number of years it has successfully provided services, types of customers served under WIOA or other employment training programs.
- 2) A concise description of the proposed program that identifies the type and number of customers to be served (explain how this number was determined), existing partnerships and, if applicable, the occupations in which training is planned or has been previously conducted.
- 3) State your program objectives concisely, emphasizing the type of training proposed and provide a summary description of the major outcomes of the program. Describe the proposed program activities that will serve to satisfy WIOA program requirements and how they will result in the achievement of WIOA Performance Standards.

PROGRAM DESCRIPTION- maximum 12 pages

Prepare a detailed description of your program activities, including the following:

1) Recruitment

- a. Outline proven recruitment strategies to effectively outreach, engage, enroll, and retain youth, including a description of recruitment sources and partner agencies/entities.
- b. Detailed timeline of recruitment activities

2) Intake – Eligibility

- a. All respondents will be required to determine eligibility for participants. Please describe the processes your organization will implement to determine eligibility and gather required documentation (Birth Cert, Social Security Card, Driver's License, etc.). Identify which staff member(s) will be responsible for this. (See [FILE RECORD RETENTION AND OWNERSHIP](#) section).
- 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. (See [WIOA ePolicy](#) in reference section for current policy)
 - i. Describe how your organization will administer the required assessments.
 - ii. Academic skills remediation for youth who test below 9th grade in reading and/or math will be required. Describe your organization's plan for skills remediation.
- c. See [ELIGIBILITY CRITERIA](#) section and/or for eligibility guidelines

3) Individual Service Strategy

An Individual Service Strategy is an agreement of skills and goals decided between a participant and case manager, that sets out a plan for the participant to make progress towards their educational and employment goals. Provide a detailed description of the following ISS/Assessment components:

- a. A description of **any tools, methods and formalized assessments** used to assess the following:
 - i. Basic Skills
 - ii. Employability
 - iii. Interest and Aptitudes
 - iv. Prior Work Experience
 - v. Digital Literacy
 - vi. Occupational Skills
 - vii. Supportive Service Needs
 - viii. Developmental Needs

- b. Conduct **career exploration** activities with structured opportunities to explore a range of career options in a specific industry, thereby developing work-readiness and industry-relevant competencies.
- c. Identify and address **barriers** that can impede the client's ability of obtaining suitable/self-sufficient employment. Barriers can include legal, physical limitations, children/childcare, lack of skills, financial barriers, reliable transportation, housing, disabilities, education, etc.
- d. The ISS must include the participant's **career pathway** and educational and employment goal. Describe your strategies for incorporating a career pathway approach into your service delivery system that will lead participants to self-sufficient employability. Describe how the identified industries in The WIOA Local Plan will be incorporated. Industries include: Transportation/Distribution/Logistics, Manufacturing, Healthcare, and Information Technology, as well as any other pathway/sector that can be tied directly to jobs in our local area.

4) **Service Delivery**

Respondents are required to maintain contact and active engagement with participants to ensure there are no gaps in services. Respondents will be required to submit (at minimum) monthly progress notes, timesheets, and other required documents to WDD.

- a. Describe your organizations methods and techniques for ensuring active participant engagement.
- b. Detail how your organization will facilitate the submission of required reporting and documentation.

5) **Training Description and Outline**

The proposal must outline all elements of the training and must contain a detailed curriculum. In addition, funds are available for post-secondary training through WIOA-approved providers in in-demand occupations. The maximum funding cap is \$10,000 per participant. Include specific details regarding:

- a. Hours of programming
- b. Curricula and tools used
- c. Program length and start/end dates
- d. Customer flow chart including timeline of all programmatic activities
- e. Industry recognized credentials to be obtained
- f. Labor market information

6) **Job Readiness Training**

Respondents are required to include a job readiness component into their programming. Job readiness includes, but is not limited to, the following:

- a. Soft skills and workplace preparation
- b. Industry-specific vocabulary
- c. Workplace communication
- d. Work ethic
- e. Contextualized math and writing
- f. Resume writing
- g. Interview preparation

7) **Program Elements**

- a. Describe how your program will provide directly and/or provide access to the WIOA required fourteen service elements. If you are not providing the services directly, describe your relationship with the organization providing the service. Describe how your organization will ensure the provision and quality of service. (Attach a copy of the WIOA 14 Elements Delivery Plan Form)

8) Partnerships

- a. Respondents will be required to demonstrate quality relationships with employers, post-secondary educational institutions, vocational training programs and/or other relevant community resources. Respondents must clearly outline the organizations with whom they will partner and explain how the mission and/or services of the named organization will benefit WIOA participants. This partnership shall be demonstrated through the written RFP response narrative and a formalized Memorandum of Understanding (MOU). Indicate the stage at which each of your partnerships currently stands (i.e., initial engagement/planning, underway, or established).

9) Work-based Learning

WIOA requires that no less than 20% of funds allocated to DuPage County be spent on work-based learning activities. Program expenditures for work-based learning can be more than just wages paid to youth in work experience. Allowable expenditures beyond wages can include staff time spent identifying potential work experience opportunities, staff time working with employers to develop the work experience, staff time spent working with employers to ensure a successful work experience, staff time spent evaluating the work experience, participant work experience orientation sessions, classroom training or the required academic education component directly related to the work experience, and orientations for employers.

Programs will be required to incorporate work-based learning in the form of paid internships, pre-apprenticeship or apprenticeship programs, on-the-job training/employment opportunities and job shadowing experiences, etc. Respondents will work with employers to develop work-experiences that match the skills and interests of youth participants as outlined in the ISS and address the specific needs of both the youth and employers. In most cases, the contractor will be required to serve as the employer of record and coordinate payroll.

- a. Describe in detail how your program is incorporating work-based learning. Include the following:
 - i. Length of work experience and rate of pay.
 - ii. Describe any existing partnerships with employers to offer work-based learning opportunities.
 - iii. Skills to be obtained by participants through participation in work-based learning activities.

10) Post-Exit Follow-Up Services

- a. Describe your follow-up processes after participants have been exited. Identify strategies used to ensure participants retain employment and/or achieve success in post-secondary schooling. Describe techniques you will use to maintain contact with youth and assist them during the follow up period.

11) Physical Location – EO/ADA

- a. Describe the physical facilities to be used to house all aspects of the program. Identify address, accessibility to persons with disabilities and any equipment or resources (not previously described) available to youth. The facility which houses the program must be ADA compliant and is subject to an EO and accessibility review at any time.

PAST AND PLANNED OUTCOMES

- 1) Please describe your experience implementing programs of similar nature over the past three years. Include a list of WIOA and non-WIOA grants along with the targeted key benchmarks and outcomes.
- 2) Complete the attached Proposed Planned Outcomes Form. Describe the specific outcomes to be achieved by proposed program and the measures that will be used to determine the degree to which outcomes are being accomplished. Explain your process for internally monitoring your performance on an on-going basis.

ORGANIZATION INFORMATION

- 1) Provide a concise description of your organization including mission and vision statements. Describe any special qualifications or expertise that may distinguish the entity's programs and services from other agencies.
- 2) Identify all the partners (if applicable) and briefly explain their services, roles provided, expertise and rationale for participating in the program.

- 3) Describe how the proposed program will integrate into your current structure and services through alignment of staff, physical and financial resources. Attach an organizational chart showing how this program fits into the organizational structure and a chart showing staff positions for this program.
- 4) Identify proposed staff and specify the educational levels for each staff member, their tenure and role in general with the organization. Explain your process for on-boarding new staff members on the regulations of WIOA and program requirements. Identify any special skills or certifications of staff and address the staff's ability to meet the psycho-social-emotional needs of youth participants.
- 5) Discuss your agency's overall staffing and management structure and the extent to which this effectively supports program operations and goal attainment. Attach resumes for proposed staff to be used in the program, including names, titles, job descriptions and whether the position is full or part-time. Documentation of specific qualifications for specialty staff positions should also be included in your submission.

FINANCIAL STRUCTURE AND COST EFFECTIVENESS

- 1) Describe the basis on which the requested amount was calculated. Identify an average unit cost per participant and provide an explanation to justify this unit cost. Identify the staff to participant ratio.
- 2) Describe the agency's fiscal capacity, including description of any other grants over \$100,000 and provide the organization's total annual budget.
- 3) Indicate the name, address, contact person, phone number and email address of the fiscal department.
- 4) Describe how the agency will administer and track expenses related to the 20% work-based learning requirement. Explain your capacity to operate as the "Employer of Record" for paid work experiences.
- 5) If staff or other costs charged to this budget will be shared between one or more funding sources, please detail the overall cost allocation plan for cost sharing, including the method of allocating shared costs.
- 6) Please attach a copy of the current Cost Allocation Plan (CAP). For guidance on preparing a cost allocation plan, please refer to the Omni Circular.
- 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%.
- 8) Attach a copy of the agency's most recent audited financial statements (including Single Audit if applicable), or management letter.
- 9) For audits, indicate what action has been taken regarding the following:
 - a. Auditor's opinions or recommendations regarding internal controls.
 - b. Cost disallowances and other changes the agency has undertaken in response to audits.
- 10) Describe leveraged funds that the agency will be able to contribute to the program. This can include, cash contributions, staff effort and in-kind contributions. In answering the question list each source of leveraged resources, the dollar value and function. Reflect resources that will contribute to the support of the WIOA program.
- 11) Describe the agency's sustainability plan if funding that supports this project is reduced. Describe the actions that will be taken to provide continuity of services to clients.
- 12) Comply 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.

TAX INFORMATION, IRS STATUS AND CERTIFICATES OF GOOD STANDING

- 1) All new respondents MUST provide the following:
 - a. A completed IRS W-9 Request for Taxpayer Identification Number & Certification.
 - b. The most recent financial audit completed by a certified public accountant.
- 2) Respondents must attach one of the following:
 - a. Entities that are incorporated as non-for-profit under the General Not for Profit Corporation Act of 1986 (805 ILCS 105/101.01 et seq.) are required to submit a certificate of good standing from the Illinois Secretary of State's Office.
 - b. Entities that are organized as a Charitable/Non-For-Profit entity, which includes any person, individual, group of individuals, association, non-for-profit corporation, or other legal entity under the Charitable Trust Act (760ILCS 55/1 et seq.) are required to submit a letter of good standing from the Charitable Trust Bureau, Office of the Illinois Attorney General.

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.		Career and Networking Center, College of DuPage, WorkNet Dupage, Parents Alliance	
2. Alternative secondary school offerings.		College of Dupage	
3. Paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities.	X	Turning Poitne Autism Foundation has partnerships and jobs for neurodiverse employees.	
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.		Referral to Worknet DuPage, College of DuPage.	
5. Education offered concurrently with workforce preparation and training.	X	Curriculum includes classrooms & mock training	
6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, teamwork, and other activities.	X	Includes onsite and offsite training and soical outings	
7. Supportive services.	X	Family Specialist	
8. Adult mentoring for duration of at least twelve (12) months that may occur both during and after program participation.	X	LBS1/ Instructor	
9. Follow-up services for a minimum 12-month period.	X	LBS1/ Instructor or Family Specialist	
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.		Edward Elmhurst, Linden Oaks	
11. Financial literacy education	X	Included in cariculum	
12. Entrepreneurial skills training			
13. Services that provide labor market and employment information about in-demand industry sectors and occupations	X	Curriculum	
14. Activities that help youth prepare for and transition to post-secondary education and training.		WorkNet DuPage, College of DuPage, Career and Networking Center.	

D. PLANNED OUTCOME FORM:

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

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/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
Personnel, PD, Inst, FC + Benefits					
Job Coach Support					
Occupancy					
Depreciation					
Transportation					
Meals and Meetings- Signing Ceremony					
Misc./ Overhead					
Totals					

Description:

Equipment Costs – office equipment, telephone networks, information technology equipment, and printing equipment.

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
Totals				0.00	0.00

Description:

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
Totals					0.00

Description:

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 ☐

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
Totals				0.00	0.00

Description:

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
5					
Totals					

Description:

Training – Participant training costs

Item	Total Cost	Basis for Allocation	% Allocated to Program	Total Program Cost	WIOA Share
Totals				0.00	0.00

Description: