



# DU PAGE COUNTY

## Economic Development Committee

### Final Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**Tuesday, April 18, 2023**

**8:30 AM**

**Room 3500A**

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**1. CALL TO ORDER**

8:30 AM meeting was called to order by Chair Lynn LaPlante at 8:33 AM.

**2. ROLL CALL**

Member Yoo arrived after the conclusion of the Judicial Public Safety meeting at 8:44 AM. Votes had already been taken for agenda items. Also present were Members Brian Krajewski, Dawn DeSart, and Paula Gustin.

|                |                                            |
|----------------|--------------------------------------------|
| <b>PRESENT</b> | Childress, Galassi, LaPlante, and Rutledge |
| <b>ABSENT</b>  | Covert                                     |
| <b>LATE</b>    | Yoo                                        |

**3. APPROVAL OF MINUTES**

|                |                                                 |
|----------------|-------------------------------------------------|
| <b>PRESENT</b> | Childress, Galassi, LaPlante, Rutledge, and Yoo |
| <b>ABSENT</b>  | Covert                                          |

**3.A. [23-1486](#)**

Economic Development Committee Minutes - Regular Meeting - Tuesday, March 21, 2023

**Attachments:**     [Economic Development Minutes - Regular Meeting - Tuesday March 21, 2023](#)

|                  |                 |
|------------------|-----------------|
| <b>RESULT:</b>   | APPROVED        |
| <b>MOVER:</b>    | Lynn LaPlante   |
| <b>SECONDER:</b> | Sheila Rutledge |
| <b>ABSENT:</b>   | Covert          |
| <b>LATE:</b>     | Yoo             |

**4. CHAIRWOMAN'S REMARKS - CHAIR LAPLANTE**

Chair LaPlante highlighted the work happening at workNet DuPage Career Center and stated, "April is nationally recognized as Second Chance Month to bring attention to the importance of helping the formerly incarcerated reenter society. Steady employment in a quality job is widely considered to be a key driver of reducing recidivism, and workNet DuPage has made this a strategic priority the past several years". Handouts were given to Committee Members and client success stories were shared.

**5. PUBLIC COMMENT****6. PROCUREMENT REQUISITIONS****6.A. [ED-P-0001-23](#)**

Awarding resolution issued to Central States SER, to provide youth training services, for the period of June 1, 2023 through May 31, 2024, for Workforce Development, for a contract total amount not to exceed \$310,434; per RFP 23-010-WIOA.

**Attachments:**     [Procurement Review Comprehensive ChecklistCentralStatesSER  
Final](#)  
[Central States SER \(CSS\)\\_Redacted](#)  
[Central States Required Vendor Ethics](#)  
[YOUTH SERVICES 23-010-WIOA RFP EVALUATION TAB](#)

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | APPROVED AND SENT TO FINANCE |
| <b>MOVER:</b>    | Lynn LaPlante                |
| <b>SECONDER:</b> | Kari Galassi                 |
| <b>ABSENT:</b>   | Covert                       |
| <b>LATE:</b>     | Yoo                          |

**6.B. [ED-P-0002-23](#)**

Awarding resolution issued to Turning Pointe Autism Foundation, to provide youth training services, for the period of June 1, 2023 through May 31, 2024, for Workforce Development, for a contract total amount not to exceed \$89,141; per RFP 23-010-WIOA.

**Attachments:**     [Procurement Review Comprehensive ChecklistTurningPointe\\_final](#)  
[County of DuPage Funding Pages WIOA \(2\)\\_Redacted](#)  
[County of DuPage Non Funding Pages WIOA\\_Redacted](#)  
[TPAF Attachments WIOA\\_Redacted](#)  
[Turning Pointe Autism Foundation Vendor Ethics\\_Redacted](#)  
[YOUTH SERVICES 23-010-WIOA RFP EVALUATION TAB](#)

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | APPROVED AND SENT TO FINANCE |
| <b>MOVER:</b>    | Lynn LaPlante                |
| <b>SECONDER:</b> | Kari Galassi                 |
| <b>ABSENT:</b>   | Covert                       |
| <b>LATE:</b>     | Yoo                          |

**7. CHANGE ORDERS****7.A. [ED-CO-0001-23](#)**

Amendment to County Contract 5234-0001 SERV, issued to Carol Stream Chamber of Commerce, for One-Stop Operator Services, for the Workforce Development Division, to increase the contract by \$41,254 and extend the contract through June 30, 2025.

**Attachments:**     [Change order signed Redacted](#)  
[DesicionMemoExtensionCarolStream-\\$82508](#)

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | APPROVED AND SENT TO FINANCE |
| <b>MOVER:</b>    | Lynn LaPlante                |
| <b>SECONDER:</b> | Michael Childress            |
| <b>ABSENT:</b>   | Covert                       |
| <b>LATE:</b>     | Yoo                          |

## 8. PRESENTATION

### 8. A. Choose DuPage - 2022 Year in Review

Greg Bedalov, President & CEO of Choose DuPage, presented the 2022 Year in Review. Mr. Bedalov updated on the goals of Choose DuPage, outcomes for the prior year, as well as the Connect DuPage collaboration. Questions were taken from Committee Members.

### 8. B. Discussion - DCVB Hosting & Bid Fee Funding Request

Beth Marchetti, Executive Director of the DuPage Convention & Visitor's Bureau, gave a presentation on upcoming tourism and sporting events the DCVB aims to host in DuPage County along with their proposal for funding. Questions were taken from Committee members.

## 9. OLD BUSINESS

No old business was discussed.

## 10. NEW BUSINESS

No new business was discussed.

## 11. ADJOURNMENT

With no further business, the meeting was adjourned at 9:25 AM.



## Minutes

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 23-1486

**Agenda Date:** 4/18/2023

**Agenda #:** 3.A.

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# DU PAGE COUNTY

## Economic Development Committee

### Final Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**Tuesday, March 21, 2023**

**8:30 AM**

**Room 3500A**

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**1. CALL TO ORDER**

8:30 AM meeting was called to order by Chair Lynn LaPlante at 8:31 AM.

**2. ROLL CALL**

Member Yeena Yoo arrived late due to Judicial Public Safety running behind, she arrived at 8:40AM.

Also present were Members Paula Deacon Garcia & Cindy Cronin Cahill and Assistant States Attorney Nicholas Alfonso.

|                |                                         |
|----------------|-----------------------------------------|
| <b>PRESENT</b> | Covert, Galassi, LaPlante, and Rutledge |
| <b>ABSENT</b>  | Childress                               |
| <b>LATE</b>    | Yoo                                     |

**3. APPROVAL OF MINUTES**

**3.A. [23-1212](#)**

Economic Development Committee Minutes - Regular Minutes -Tuesday February 21, 2023

**Attachments:**     [Economic Development Committee Minutes - Regular Meeting - Tuesday February 21, 2023](#)

|                  |                                         |
|------------------|-----------------------------------------|
| <b>RESULT:</b>   | APPROVED                                |
| <b>MOVER:</b>    | Lynn LaPlante                           |
| <b>SECONDER:</b> | Sadia Covert                            |
| <b>AYES:</b>     | Covert, Galassi, LaPlante, and Rutledge |
| <b>ABSENT:</b>   | Childress                               |
| <b>LATE:</b>     | Yoo                                     |

**4. CHAIRWOMAN'S REMARKS - CHAIR LAPLANTE**

Chair LaPlante welcomed the Committee Members and announced that she was appointed to the National Association of Counties, Arts & Culture Committee. The purpose of the Committee is to elevate the importance of the arts in local government and throughout our Country. The arts can be used by local government to promote economic development and provide solutions to the many challenges faced working to foster an environment where the arts can thrive to create more livable communities.

Chair LaPlante also will be sharing employment success stories in her County Board reports from the workNet DuPage Career Center. An article from the Daily Herald was shared with Committee Members on assistance from the Center to help Ukrainian refugees find stable employment and pursue new careers. The Chair will be working closely with staff to help share these stories and information on workNet Career Center services.

**5. PUBLIC COMMENT**

No public comments were offered.

**6. INCUMBENT WORKER TRAINING**

**6.A. [23-1213](#)**

Incumbent Worker Training Memo - Aqueity

**Attachments:**     [Board Memo Aqueity PY 2023](#)

|                  |                             |
|------------------|-----------------------------|
| <b>RESULT:</b>   | ACCEPTED AND PLACED ON FILE |
| <b>MOVER:</b>    | Lynn LaPlante               |
| <b>SECONDER:</b> | Sadia Covert                |

**6.B. [23-1214](#)**

Incumbent Worker Training Memo - Mindsight

**Attachments:**     [IWT Approval - Board Memo \(5K+\) - Mindsight](#)

|                  |                             |
|------------------|-----------------------------|
| <b>RESULT:</b>   | ACCEPTED AND PLACED ON FILE |
| <b>MOVER:</b>    | Lynn LaPlante               |
| <b>SECONDER:</b> | Sadia Covert                |

**6.C. [23-1215](#)**

Incumbent Worker Training Memo - Koi CComputers, Inc.

**Attachments:**     [IWT Approval - Board Memo \(5K+\) - Koi Computers Inc Final](#)

|                  |                             |
|------------------|-----------------------------|
| <b>RESULT:</b>   | ACCEPTED AND PLACED ON FILE |
| <b>MOVER:</b>    | Lynn LaPlante               |
| <b>SECONDER:</b> | Sadia Covert                |

**7. AUTHORIZATION TO TRAVEL**

**7.A. [23-1216](#)**

Authorization for the Director of Workforce Development to attend the Illinois Department of Commerce and Economic Opportunity Workforce Innovation and Opportunity Summit. Held in East Peoria, Illinois from May 11, 2023 to May 12, 2023. Expenses to include registration, transportation, lodging, and per diems for a total not to exceed \$705.08.

**Attachments:**     [Director, Workforce Development Travel Auth\\_Redacted](#)

**RESULT:**            APPROVED AT COMMITTEE

**MOVER:**             Lynn LaPlante

**SECONDER:**        Sadia Covert

7.B.     [23-1217](#)

Authorization for the Workforce Board Manager to attend the Illinois Department of Commerce and Economic Opportunity Workforce Innovation and Opportunity Summit. Held in East Peoria, Illinois from May 11, 2023 to May 12, 2023. Expenses to include registration, transportation, lodging, and per diems for a total not to exceed \$402.32.

**Attachments:**     [Workforce Board Manager Travel Auth\\_Redacted](#)

**RESULT:**            APPROVED AT COMMITTEE

**MOVER:**             Lynn LaPlante

**SECONDER:**        Sadia Covert

8.        **BUDGET TRANSFERS**

[23-1218](#)

Budget Transfer - Transfer funds from account 2840-53820, Grant Services, to account 2840-53806, Software Licenses, in the amount of \$20,000.

**Attachments:**     [Budget Transfer\\_redacted](#)

**RESULT:**            APPROVED

**MOVER:**             Lynn LaPlante

**SECONDER:**        Sadia Covert

9.        **PRESENTATIONS**

9.A.     [23-1219](#)

Hotel Relief Program Summary - Beth Marchetti, DuPage Convention & Visitors Bureau

Beth Marchetti, Director of the DuPage Convention & Visitors Bureau, provided outcomes for the Hotel Relief Program, funded through the American Rescue Plan Act (ARPA) to Committee members. Questions were taken from Committee Members.

9.B.     [23-1220](#)

ARPA Marketing Campaign Update - Greg Bedalov & Beth Marchetti

Beth Marchetti, DCVB, and Rita Haake, Choose DuPage, walked the Committee through their objectives to market DuPage County as a safe place to conduct and operate business and draw in tourism for sporting and leisure events. They spoke to their campaign concept, target audience, marketing strategies, budget, and timelines. Questions were taken from Committee Members.

9.C. [23-1221](#)

Hosting & Bid Fee Funding Request - Beth Marchetti, DCVB

Beth Marchetti, DCVB, presented on the economic impact to DuPage County from tourism. Ms. Marchetti also emphasized the role sporting events has on drawing tourism to DuPage and the launch of the DuPage Sports Commission. Ms. Marchetti highlighted the events from 2022, and their impact, and presented a funding request to the Committee Members. Questions were taken and it was decided that this item will be on the April agenda for more discussion.

**10. OLD BUSINESS**

No old business was discussed.

**11. NEW BUSINESS**

Member Sheila Rutledge informed the Committee of a recent meeting regarding heat pump adoption as a sustainable energy strategy and the barriers to wide implementation. It was noted that one of those barriers is a lack of training among area contractors, and Member Rutledge indicated this may be an issue for the Economic Development Committee to explore further.

**12. ADJOURNMENT**

With no further business, the meeting was adjourned. at 9:18 AM.



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**File #:** ED-P-0001-23

**Agenda Date:** 4/18/2023

**Agenda #:** 7.B.2.

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AWARDING RESOLUTION ISSUED TO  
CENTRAL STATES SER  
TO PROVIDE YOUTH TRAINING SERVICES  
FOR WORKFORCE DEVELOPMENT  
(CONTRACT TOTAL AMOUNT \$310,434)

WHEREAS, proposals have been taken and evaluated in accordance with County Board policy; and

WHEREAS, the Economic Development Committee recommends County Board approval for the issuance of a contract to Central States SER, to provide Youth Training Services, for the period of June 1, 2023 through May 31, 2024, for the Workforce Development Division.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide Youth Training Services, for the period of June 1, 2023 through May 31, 2024 for the Workforce Development Division per RFP 23-010-WIOA, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to Central States SER, 7222 W. Cermak Road, Suite 301, N. Riverside, IL 60546, for a contract total amount of \$310,343.

Enacted and approved this 25th day of April at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist  
Procurement Services Division  
This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

|                                                                                                                                                                                                                                                                                                                                                                                         |                                              |                                                             |                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------|-------------------------------------------------|
| <i>General Tracking</i>                                                                                                                                                                                                                                                                                                                                                                 |                                              | <i>Contract Terms</i>                                       |                                                 |
| FILE ID#:                                                                                                                                                                                                                                                                                                                                                                               | RFP, BID, QUOTE OR RENEWAL #:<br>23-010-WIOA | INITIAL TERM WITH RENEWALS:<br>1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST:<br>\$89,141.00         |
| COMMITTEE:<br>ECONOMIC DEVELOPMENT                                                                                                                                                                                                                                                                                                                                                      | TARGET COMMITTEE DATE:<br>04/18/2023         | PROMPT FOR RENEWAL:                                         | CONTRACT TOTAL COST WITH ALL RENEWALS:          |
|                                                                                                                                                                                                                                                                                                                                                                                         | CURRENT TERM TOTAL COST:<br>\$89,141.00      | MAX LENGTH WITH ALL RENEWALS:<br>FOUR YEARS                 | CURRENT TERM PERIOD:<br>INITIAL TERM            |
| <i>Vendor Information</i>                                                                                                                                                                                                                                                                                                                                                               |                                              | <i>Department Information</i>                               |                                                 |
| VENDOR:<br>Turning Pointe Autism Foundation                                                                                                                                                                                                                                                                                                                                             | VENDOR #:                                    | DEPT:<br>WDD                                                | DEPT CONTACT NAME:<br>Jamie Brown               |
| VENDOR CONTACT:<br>Carrie Provenzale                                                                                                                                                                                                                                                                                                                                                    | VENDOR CONTACT PHONE:<br>630.615.6027        | DEPT CONTACT PHONE #:<br>630.955.2033                       | DEPT CONTACT EMAIL:<br>jbrown@worknetdupage.org |
| VENDOR CONTACT EMAIL:<br>cprovenzale@turningpointeaf.org                                                                                                                                                                                                                                                                                                                                | VENDOR WEBSITE:                              | DEPT REQ #:                                                 |                                                 |
| <i>Overview</i>                                                                                                                                                                                                                                                                                                                                                                         |                                              |                                                             |                                                 |
| DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). The Workforce Innovation and Opportunity Act (WIOA) provides funding for job training and employment services to residents of DuPage County. An RFP, 23-010-WIOA, was issued to solicit bids to serve WIOA youth in DuPage County. |                                              |                                                             |                                                 |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>The WIOA program is designed to assist DuPage County residents achieve self-sufficient employment in in-demand occupations.                                                                                                                                                       |                                              |                                                             |                                                 |

### SECTION 2: DECISION MEMO REQUIREMENTS

|                            |                                                                                                              |
|----------------------------|--------------------------------------------------------------------------------------------------------------|
| DECISION MEMO NOT REQUIRED | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. |
| DECISION MEMO REQUIRED     | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.     |
| RFP (REQUEST FOR PROPOSAL) |                                                                                                              |

### SECTION 3: DECISION MEMO

|                                     |                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STRATEGIC IMPACT                    | Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.<br>ECONOMIC GROWTH                                                                                                                                                                                                                                                 |
| SOURCE SELECTION                    | Describe method used to select source.<br>A Request for Proposal was issued to secure contracts to serve WIOA youth in DuPage County.                                                                                                                                                                                                                                                  |
| RECOMMENDATION AND TWO ALTERNATIVES | Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).<br>1). Provide contract to Turning Pointe<br>2). Seek new bids through an RFP<br>The recommendation is to award a contract to Turning Pointe as they have extensive experience in serving youth in DuPage County. |

| SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION                                                                              |                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>JUSTIFICATION</b> Select an item from the following dropdown menu to justify why this is a sole source procurement. |                                                                                                                                                                                                                                                     |
| <b>NECESSITY AND UNIQUE FEATURES</b>                                                                                   | Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. |
| <b>MARKET TESTING</b>                                                                                                  | List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.                                                                             |
| <b>AVAILABILITY</b>                                                                                                    | Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.               |

| SECTION 5: Purchase Requisition Information |                                       |                                            |                                           |
|---------------------------------------------|---------------------------------------|--------------------------------------------|-------------------------------------------|
| <i>Send Purchase Order To:</i>              |                                       | <i>Send Invoices To:</i>                   |                                           |
| Vendor:<br>Turning Pointe                   | Vendor#:                              | Dept:<br>HR                                | Division:<br>WDD                          |
| Attn:<br>Carrie Provenzlae                  | Email:                                | Attn:<br>Thaddeus Zychowski                | Email:<br>tzychowski@worknetdupage.org    |
| Address:<br>1500 W. Ogden Avenue            | City:<br>Naperville                   | Address:<br>2525 Cabot Drive               | City:<br>Lisle                            |
| State:<br>IL                                | Zip:<br>60540                         | State:<br>IL                               | Zip:<br>60532                             |
| Phone:<br>630.615.6027                      | Fax:                                  | Phone:<br>630.955.2057                     | Fax:                                      |
| <i>Send Payments To:</i>                    |                                       | <i>Ship to:</i>                            |                                           |
| Vendor:<br>Turning Pointe                   | Vendor#:                              | Dept:                                      | Division:                                 |
| Attn:<br>Barb Brauer                        | Email:<br>bbrauer@turningpointeaf.org | Attn:                                      | Email:                                    |
| Address:<br>1500 W. Ogden Ave.              | City:<br>Naperville                   | Address:                                   | City:                                     |
| State:<br>IL                                | Zip:<br>60540                         | State:                                     | Zip:                                      |
| Phone:<br>630.615.6033                      | Fax:                                  | Phone:                                     | Fax:                                      |
| <b>Shipping</b>                             |                                       | <b>Contract Dates</b>                      |                                           |
| Payment Terms:<br>PER 50 ILCS 505/1         | FOB:<br>Destination                   | Contract Start Date (PO25):<br>Jun 1, 2023 | Contract End Date (PO25):<br>May 31, 2024 |
| Contract Administrator (PO25):              |                                       |                                            |                                           |

| Purchase Requisition Line Details                         |     |     |                            |                        |      |         |      |           |                             |                   |              |
|-----------------------------------------------------------|-----|-----|----------------------------|------------------------|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| LN                                                        | Qty | UOM | Item Detail<br>(Product #) | Description            | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension    |
| 1                                                         | 1   | EA  |                            | Youth training program | FY23 | 5000    | 2840 | 53820     | 22-681006                   | 44,500.00         | 44,500.00    |
| 2                                                         | 1   | EA  |                            | Youth training program | FY24 | 5000    | 2840 | 53820     | 22-681006                   | 44,641.00         | 44,641.00    |
| <b>FY is required, assure the correct FY is selected.</b> |     |     |                            |                        |      |         |      |           |                             | Requisition Total | \$ 89,141.00 |

| Comments             |                                                                                                            |
|----------------------|------------------------------------------------------------------------------------------------------------|
| HEADER COMMENTS      | Provide comments for P020 and P025.                                                                        |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.            |
| INTERNAL NOTES       | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.      |
| APPROVALS            | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |

The following documents have been attached: ☒ W-9 ☒ Vendor Ethics Disclosure Statement

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:

| <b>Proposed Outcomes for 2023-2024</b>                                                                                     |     |
|----------------------------------------------------------------------------------------------------------------------------|-----|
| 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**

- a. 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 are not 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)<br><br>Item of Expenditure         | (2)<br><br>Total Program Cost<br>(\$) | (3)<br><br>Other Funding<br>Share of Costs<br>(\$) | (4)                                            | (5)                     |
|----------------------------------------|---------------------------------------|----------------------------------------------------|------------------------------------------------|-------------------------|
|                                        |                                       |                                                    | WIOA Youth<br>In/Out of School<br>Cost<br>(\$) | WIOA % of Total<br>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<br>(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

| (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) <u>Health, life, and disability ins.</u> |
| (14) Other Please List <u>Employee pension contribution</u>       |
| (15) Total Fringe Benefits (Add Lines 10-14)                      |
| (16) Total Personnel Costs (Line 9 plus Line 15)                  |

| (10)                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Brief Summary of Job Responsibilities<br>(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

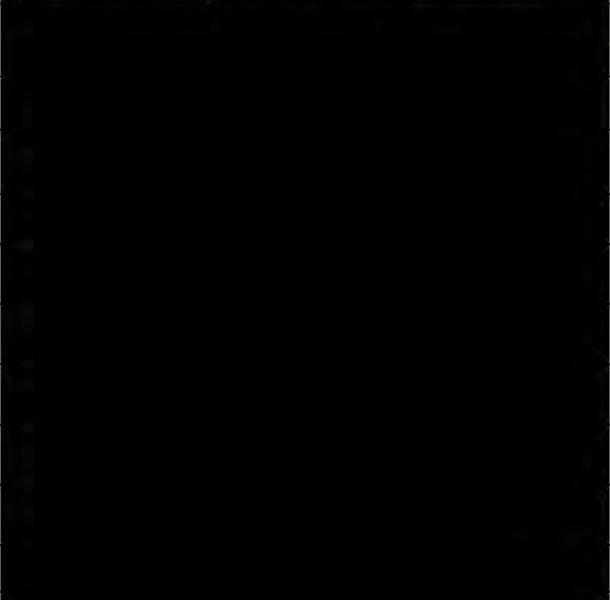
B. Program 17.259 Youth Activities

D. FEIN#: 36-1211270

| (1)                                  | (2) | (3) | (4) | (5)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------|-----|-----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item of Expenditure                  |     |     |     | Line Item Description & Justification<br>(Please show justification for Total Cost and WIOA Share, if not enough room include separate sheet.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Accounting                           |     |     |     | 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. |
| Auditing                             |     |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Rent of office space                 |     |     |     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Rent of equipment                    |     |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Utilities                            |     |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Telephone                            |     |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Office supplies                      |     |     |     | Estimated cost for the purchase of desktop supplies, printer ink, copier paper, toner, cleaning supplies, and water dispenser service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Tools and Materials for participants |     |     |     | Material for participant used for job readiness workshops such as books, notebooks and pens.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Equipment                            |     |     |     | To purchase 2 laptops for the program staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Liability Insurance                  |     |     |     | Cost budgeted based on experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Postage and FedEx                    |     |     |     | Cost budgeted based on experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Local and Out of Town Travel         |     |     |     | Local mileage reimbursement for the program staff reimbursed based on the IRS rate and out of own travel to attend conferences and staff trainings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Staff development & Workshops        |     |     |     | Cost base on experience for one staff member to attend Youth Symposium (NAWDP) and workshops.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Advertising and Outreach             |     |     |     | Advertising to promote program to community and to recruit program staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Misc. Expenses                       |     |     |     | Includes employment verifications services to track participant placements, memberships such as Chamber of Commerce, Society of Human Resources, NAWDP, and shred services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Total</b>                         |     |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**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<br>(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.                                                               |
|                               |                                                                                     |                        |            |                                                                                                                                                |
|                               |                                                                                     |                        |            |                                                                                                                                                |
|                               |                                                                                     |                        |            |                                                                                                                                                |
|                               |                                                                                     |                        |            |                                                                                                                                                |
|                               |                                                                                     |                        |            |                                                                                                                                                |
|                               |                                                                                     |                        |            |                                                                                                                                                |
|                               |                                                                                     |                        |            |                                                                                                                                                |
|                               |                                                                                     |                        |            |                                                                                                                                                |
|                               |                                                                                     |                        |            |                                                                                                                                                |
| <b>Total</b>                  |                                                                                     |                        |            |                                                                                                                                                |

**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)<br>Position/Title | (2)<br>Employee Name | (3)<br>Total Hours | (4)<br>Hourly Rate (\$) | (5)<br>% of Time Spent on WIOA Program | (6)<br>Total Program Cost | (7)<br>WIOA Program Cost (\$) | (8)<br>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) |                 |                                 |

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

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<br>(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                 |            |                        |            |                                                                                                                                                |
| <b>Total</b>                                 |            |                        |            |                                                                                                                                                |

**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 | %<br>Allocated to<br>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 | %<br>Allocated to<br>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 | %<br>Allocated to<br>Program | Total Program Cost | WIOA Share |
|-------------------------------|------------|----------------------|------------------------------|--------------------|------------|
| Occupational Training (ITA'S) |            |                      |                              |                    |            |
|                               |            |                      |                              |                    |            |
|                               |            |                      |                              |                    |            |
| Total                         |            |                      |                              |                    |            |

**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 | %<br>Allocated to<br>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.

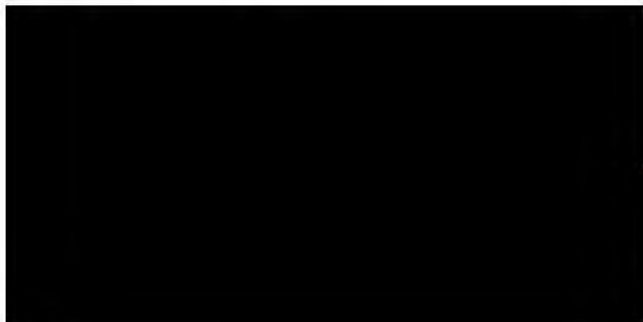
### Supportive Services

**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 | %<br>Allocated to<br>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                                        |            |                      |                              |                    |            |

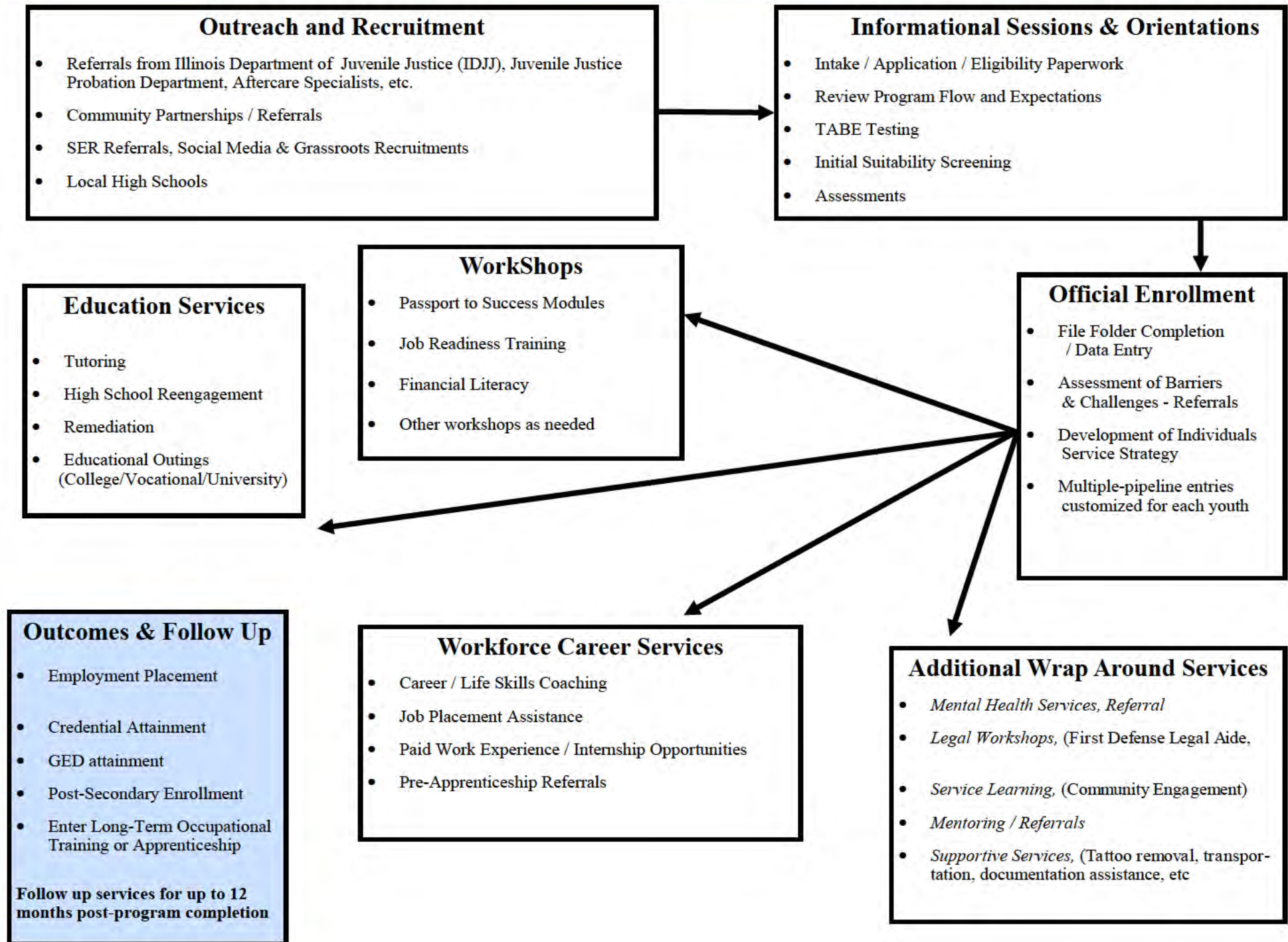
Description:



**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                                                                                                  | <input type="checkbox"/> Educational Institution<br><input type="checkbox"/> Private for Profit<br><input type="checkbox"/> Community Agency<br><input checked="" type="checkbox"/> 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                                                                                                                                                                                                                        | <a href="http://www.centralstatesser.org/">http://www.centralstatesser.org/</a> |
| 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.sercohq.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



**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<br>(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 |



# 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.

**SER is an Equal Employment Opportunity Employer**

- 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**

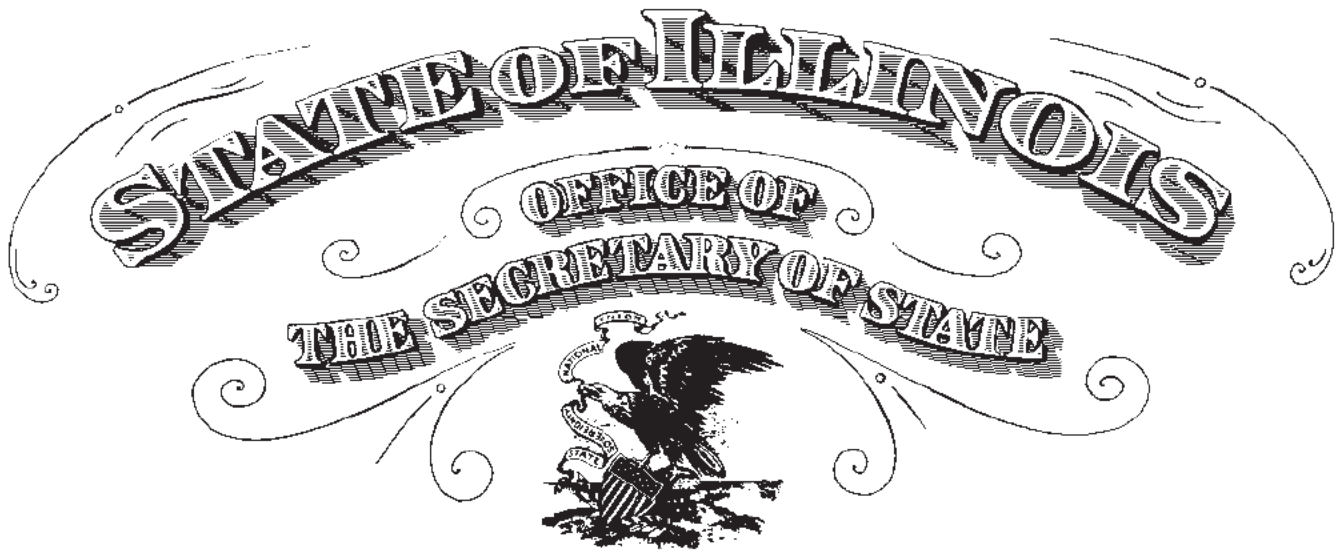
*\*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties and responsibilities that may be performed by a person so classified*

**F. FISCAL QUESTIONNAIRE:**

|                                                                                                                                                                       |                                         |                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| Is the agency a for-profit entity?                                                                                                                                    | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| Is the agency subject to the Single Audit Requirement?<br>(Federal funding of \$750,000 or more effective with fiscal<br>years starting January 1, 2015 and forward)? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Does the agency do its own accounting?                                                                                                                                | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |

**Policies and Procedures**

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



***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

# The Unified SER Family

## Financial Accounting Procedures

### SECTION: Monthly Close / Financial Statements

#### Subject: Cost Allocations (Cost Allocation Plan)

0901

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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           |

# The Unified SER Family

## Financial Accounting Procedures

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**0901**

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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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Updated July 2022  
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# The Unified SER Family

## Financial Accounting Procedures

### SECTION: Monthly Close / Financial Statements

#### Subject: Cost Allocations (Cost Allocation Plan)

0901

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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

# The Unified SER Family

## Financial Accounting Procedures

### SECTION: Monthly Close / Financial Statements

#### Subject: Cost Allocations (Cost Allocation Plan)

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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
- 

Updated July 2022  
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# The Unified SER Family

## Financial Accounting Procedures

### SECTION: Monthly Close / Financial Statements

#### Subject: Cost Allocations (Cost Allocation Plan)

0901

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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:
    - 21<sup>st</sup> 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.

# The Unified SER Family

## Financial Accounting Procedures

### SECTION: Monthly Close / Financial Statements

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0901

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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:
  - o Janitorial salaries & related expenses
  - o Rent
  - o Utilities
  - o Facility Maintenance
  - o Telephone
  - o Common used equipment such as copiers
  - o Insurance (pertaining to space)
  - o 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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Updated July 2022  
0900.6

# The Unified SER Family

## Financial Accounting Procedures

### SECTION: Monthly Close / Financial Statements

#### Subject: Cost Allocations (Cost Allocation Plan)

0901

- 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.
  - o Accounting (personnel) salaries and related expenses
  - o Administrative salaries and related expenses
  - o Miscellaneous fees, i.e. bank charges
  - o Office supplies
  - o Printed supplies and publication expenses
  - o Travel and business related expenses of administrative personnel
  - o 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.

# The Unified SER Family

## Financial Accounting Procedures

**SECTION: Monthly Close / Financial Statements**  
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**0901**

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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

# The Unified SER Family

## Financial Accounting Procedures

### SECTION: Monthly Close / Financial Statements

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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.

# The Unified SER Family

## Financial Accounting Procedures

**SECTION: Monthly Close / Financial Statements**  
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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 <sup>th</sup> 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:

# The Unified SER Family

## Financial Accounting Procedures

### SECTION: Monthly Close / Financial Statements

#### Subject: Cost Allocations (Cost Allocation Plan)

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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.

# The Unified SER Family

## Financial Accounting Procedures

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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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## Financial Accounting Procedures

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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

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*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

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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.

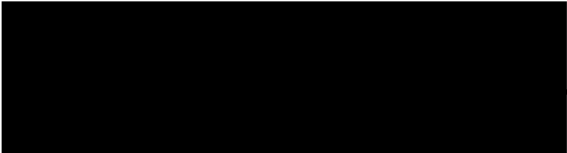
Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

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><br>(President or Partner) | <u>N/A</u><br>(Vice-President or Partner)        |
| <u>Manuela Zarate</u><br>(Secretary or Partner)       | <u>Rojelio Padilla</u><br>(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.

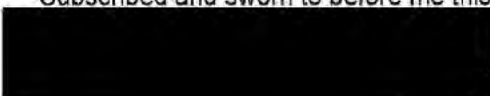
The Contractor agrees to provide the service described above and in the contract specifications under the conditions outlined in attached documents for the amount stated.

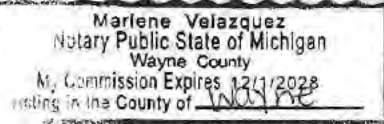
 President & CEO

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)





## Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: 4-7-23

Bid/Contract/PO #:

|                                         |                                                  |
|-----------------------------------------|--------------------------------------------------|
| Company Name: <u>Central States Ser</u> | Company Contact: <u>Clelia Gomez</u>             |
| Contact Phone: <u>773-968-8748</u>      | Contact Email: <u>cleliagomez@il.sercobq.com</u> |

### The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

☒ NONE (check here) - If no contributions have been made

| Recipient | Donor | Description (e.g. cash, type of item, in-kind services, etc.) | Amount/Value | Date Made |
|-----------|-------|---------------------------------------------------------------|--------------|-----------|
|           |       |                                                               |              |           |
|           |       |                                                               |              |           |
|           |       |                                                               |              |           |

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

☒ NONE (check here) - If no contacts have been made

| Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid | Telephone | Email |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|
|                                                                                                                                                                  |           |       |
|                                                                                                                                                                  |           |       |
|                                                                                                                                                                  |           |       |

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

### Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

<https://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

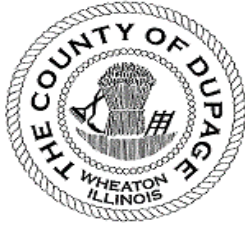
Printed Name

Title

Date

[Redacted Signature]  
Clelia Gomez  
Co-Director  
4-7-23

Attach additional sheets if necessary. Sign each sheet and number each page. PAGE 1 OF 1 (total number of pages)



THE COUNTY OF DUPAGE  
FINANCE - PROCUREMENT  
YOUTH SERVICES 23-010-WIOA  
BID TABULATION

|                       |                  | √                                     | √                                |
|-----------------------|------------------|---------------------------------------|----------------------------------|
| Criteria              | Available Points | Central States Ser, Jobs for Progress | Turning Pointe Autism Foundation |
| Firm Qualifications   | 15               | 16                                    | 11                               |
| Key Qualifications    | 15               | 23                                    | 15                               |
| Project Understanding | 50               | 25                                    | 18                               |
| Price                 | 20               | 5                                     | 20                               |
| Total                 | 100              | 69                                    | 64                               |

|                                              |               |              |
|----------------------------------------------|---------------|--------------|
| Fee and Rate Proposal                        | \$ 326,679.00 | \$ 89,000.00 |
| Percentage of points                         | 27%           | 100%         |
| Points awarded<br>(wtd against lowest price) | 5             | 20           |

|       |
|-------|
| NOTES |
|-------|

|                                         |        |
|-----------------------------------------|--------|
| RFP Posted on 12/14/2022                |        |
| Bid Opened On 1/20/2023, 2:30 PM CST by | NE, DW |
| Invitations Sent                        | 83     |
| Total Requesting Documents              | 0      |
| Total Bid Responses Received            | 2      |



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**File #:** ED-P-0002-23

**Agenda Date:** 4/18/2023

**Agenda #:** 7.B.3.

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AWARDING RESOLUTION ISSUED TO  
TURNING POINTE AUTISM FOUNDATION  
TO PROVIDE YOUTH TRAINING SERVICES  
FOR THE WORKFORCE DEVELOPMENT DIVISION  
(CONTRACT TOTAL AMOUNT \$89,141)

WHEREAS, proposals have been taken and evaluated in accordance with County Board policy; and

WHEREAS, the Economic Development Committee recommends County Board approval for the issuance of a contract to Turning Pointe Autism Foundation, to provide Youth Training Services, for the period of June 1, 2023 through May 31, 2024, for the Workforce Development Division.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide Youth Training Services, for the period of June 1, 2023 through May 31, 2024 for the Workforce Development Division per RFP 23-010-WIOA, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to Turning Pointe Autism Foundation, 15 W. Ogden Avenue, Naperville, IL, 60540, for a contract total amount of \$89,141.

Enacted and approved this 25th Day of April at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist  
Procurement Services Division  
This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

|                                                                                                                                                                                                                                                                                                                                                                                         |                                              |                                                             |                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------|-------------------------------------------------|
| <i>General Tracking</i>                                                                                                                                                                                                                                                                                                                                                                 |                                              | <i>Contract Terms</i>                                       |                                                 |
| FILE ID#:                                                                                                                                                                                                                                                                                                                                                                               | RFP, BID, QUOTE OR RENEWAL #:<br>23-010-WIOA | INITIAL TERM WITH RENEWALS:<br>1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST:<br>\$89,141.00         |
| COMMITTEE:<br>ECONOMIC DEVELOPMENT                                                                                                                                                                                                                                                                                                                                                      | TARGET COMMITTEE DATE:<br>04/18/2023         | PROMPT FOR RENEWAL:                                         | CONTRACT TOTAL COST WITH ALL RENEWALS:          |
|                                                                                                                                                                                                                                                                                                                                                                                         | CURRENT TERM TOTAL COST:<br>\$89,141.00      | MAX LENGTH WITH ALL RENEWALS:<br>FOUR YEARS                 | CURRENT TERM PERIOD:<br>INITIAL TERM            |
| <i>Vendor Information</i>                                                                                                                                                                                                                                                                                                                                                               |                                              | <i>Department Information</i>                               |                                                 |
| VENDOR:<br>Turning Pointe Autism Foundation                                                                                                                                                                                                                                                                                                                                             | VENDOR #:                                    | DEPT:<br>WDD                                                | DEPT CONTACT NAME:<br>Jamie Brown               |
| VENDOR CONTACT:<br>Carrie Provenzale                                                                                                                                                                                                                                                                                                                                                    | VENDOR CONTACT PHONE:<br>630.615.6027        | DEPT CONTACT PHONE #:<br>630.955.2033                       | DEPT CONTACT EMAIL:<br>jbrown@worknetdupage.org |
| VENDOR CONTACT EMAIL:<br>cprovenzale@turningpointeaf.org                                                                                                                                                                                                                                                                                                                                | VENDOR WEBSITE:                              | DEPT REQ #:                                                 |                                                 |
| <i>Overview</i>                                                                                                                                                                                                                                                                                                                                                                         |                                              |                                                             |                                                 |
| DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). The Workforce Innovation and Opportunity Act (WIOA) provides funding for job training and employment services to residents of DuPage County. An RFP, 23-010-WIOA, was issued to solicit bids to serve WIOA youth in DuPage County. |                                              |                                                             |                                                 |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>The WIOA program is designed to assist DuPage County residents achieve self-sufficient employment in in-demand occupations.                                                                                                                                                       |                                              |                                                             |                                                 |

### SECTION 2: DECISION MEMO REQUIREMENTS

|                            |                                                                                                              |
|----------------------------|--------------------------------------------------------------------------------------------------------------|
| DECISION MEMO NOT REQUIRED | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. |
| DECISION MEMO REQUIRED     | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.     |
| RFP (REQUEST FOR PROPOSAL) |                                                                                                              |

### SECTION 3: DECISION MEMO

|                                     |                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STRATEGIC IMPACT                    | Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.<br>ECONOMIC GROWTH                                                                                                                                                                                                                                                 |
| SOURCE SELECTION                    | Describe method used to select source.<br>A Request for Proposal was issued to secure contracts to serve WIOA youth in DuPage County.                                                                                                                                                                                                                                                  |
| RECOMMENDATION AND TWO ALTERNATIVES | Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).<br>1). Provide contract to Turning Pointe<br>2). Seek new bids through an RFP<br>The recommendation is to award a contract to Turning Pointe as they have extensive experience in serving youth in DuPage County. |

| SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION |                                                                                                                                                                                                                                                     |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JUSTIFICATION                             | Select an item from the following dropdown menu to justify why this is a sole source procurement.                                                                                                                                                   |
| NECESSITY AND UNIQUE FEATURES             | Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific. |
| MARKET TESTING                            | List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.                                                                             |
| AVAILABILITY                              | Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.               |

| SECTION 5: Purchase Requisition Information |                                       |                                            |                                           |
|---------------------------------------------|---------------------------------------|--------------------------------------------|-------------------------------------------|
| Send Purchase Order To:                     |                                       | Send Invoices To:                          |                                           |
| Vendor:<br>Turning Pointe                   | Vendor#:                              | Dept:<br>HR                                | Division:<br>WDD                          |
| Attn:<br>Carrie Provenzlae                  | Email:                                | Attn:<br>Thaddeus Zychowski                | Email:<br>tzychowski@worknetdupage.org    |
| Address:<br>1500 W. Ogden Avenue            | City:<br>Naperville                   | Address:<br>2525 Cabot Drive               | City:<br>Lisle                            |
| State:<br>IL                                | Zip:<br>60540                         | State:<br>IL                               | Zip:<br>60532                             |
| Phone:<br>630.615.6027                      | Fax:                                  | Phone:<br>630.955.2057                     | Fax:                                      |
| Send Payments To:                           |                                       | Ship to:                                   |                                           |
| Vendor:<br>Turning Pointe                   | Vendor#:                              | Dept:                                      | Division:                                 |
| Attn:<br>Barb Brauer                        | Email:<br>bbrauer@turningpointeaf.org | Attn:                                      | Email:                                    |
| Address:<br>1500 W. Ogden Ave.              | City:<br>Naperville                   | Address:                                   | City:                                     |
| State:<br>IL                                | Zip:<br>60540                         | State:                                     | Zip:                                      |
| Phone:<br>630.615.6033                      | Fax:                                  | Phone:                                     | Fax:                                      |
| Shipping                                    |                                       | Contract Dates                             |                                           |
| Payment Terms:<br>PER 50 ILCS 505/1         | FOB:<br>Destination                   | Contract Start Date (PO25):<br>Jun 1, 2023 | Contract End Date (PO25):<br>May 31, 2024 |
| Contract Administrator (PO25):              |                                       |                                            |                                           |

| Purchase Requisition Line Details                         |     |     |                            |                        |      |         |      |           |                             |                   |              |
|-----------------------------------------------------------|-----|-----|----------------------------|------------------------|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| LN                                                        | Qty | UOM | Item Detail<br>(Product #) | Description            | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension    |
| 1                                                         | 1   | EA  |                            | Youth training program | FY23 | 5000    | 2840 | 53820     | 22-681006                   | 44,500.00         | 44,500.00    |
| 2                                                         | 1   | EA  |                            | Youth training program | FY24 | 5000    | 2840 | 53820     | 22-681006                   | 44,641.00         | 44,641.00    |
| <b>FY is required, assure the correct FY is selected.</b> |     |     |                            |                        |      |         |      |           |                             | Requisition Total | \$ 89,141.00 |

| Comments             |                                                                                                            |
|----------------------|------------------------------------------------------------------------------------------------------------|
| HEADER COMMENTS      | Provide comments for P020 and P025.                                                                        |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.            |
| INTERNAL NOTES       | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.      |
| APPROVALS            | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |

The following documents have been attached: ☒ W-9 ☒ Vendor Ethics Disclosure Statement

**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                                                                                                  | <input type="checkbox"/> Educational Institution<br><input type="checkbox"/> Private for Profit<br><input type="checkbox"/> Community Agency<br><input checked="" type="checkbox"/> 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 9<sup>th</sup> 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<br>(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-<br>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 |
|--------|------------|----------------------|------------------------|--------------------|------------|
|        |            |                      |                        |                    |            |
|        |            |                      |                        |                    |            |
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|        |            |                      |                        |                    |            |
|        |            |                      |                        |                    |            |
|        |            |                      |                        |                    |            |
| 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 |
|--------|------------|----------------------|------------------------|--------------------|------------|
|        |            |                      |                        |                    |            |
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|        |            |                      |                        |                    |            |
|        |            |                      |                        |                    |            |
| Totals |            |                      |                        |                    | 0.00       |

**Description:**

## F. FISCAL QUESTIONNAIRE:

|                                                                                                                                                                    |                              |                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------|
| Is the agency a for-profit entity?                                                                                                                                 | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Is the agency subject to the Single Audit Requirement?<br>(Federal funding of \$750,000 or more effective with fiscal years starting January 1, 2015 and forward)? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Does the agency do its own accounting?                                                                                                                             | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

### Policies and Procedures

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

## 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 |
|--------|------------|----------------------|------------------------|--------------------|------------|
|        |            |                      |                        |                    |            |
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|        |            |                      |                        |                    |            |
| 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      |            |                      |                        |                    |            |
|        |            |                      |                        |                    |            |
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|        |            |                      |                        |                    |            |
|        |            |                      |                        |                    |            |
| Totals |            |                      |                        |                    |            |

**Description:**

**Training – Participant training costs**

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

**Description:**

## **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. 6101et 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. 1681et 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:



Marie Provenzale, Executive Director

January 20, 2023

Title

Date

Typed/Printed Name of Signatory

Turning Pointe Autism Foundation

Name of Organization

#### H. STATEMENT OF COMPLIANCE:

As authorized signatory official for: \_\_\_\_\_

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.

 \_\_\_\_\_  
Title of Authorized Representative

CARRIE PROVENZA  
Signature of Authorized Representative

1/20/23  
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.

Carrie Provenzale, Executive Director

Print Name and Title of Authorized Representative



January 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

Carrie Provenzale, Executive Director

Name and Title of Authorized Representative

January 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.

TURNING POINTE AUTISM FOUNDATION E.D.  
Grantee/Contractor Organization Title

1/20/23  
Date

CARRIE PROVENZALE

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

|                         |                                  |
|-------------------------|----------------------------------|
| Full Name of Offeror    | Turning Pointe Autism Foundation |
| Main Business Address   | 1500 W. Ogden Ave.               |
|                         |                                  |
| City, State, Zip Code   | Naperville, IL 60540             |
| Telephone Number        | 630-615-2027                     |
| Fax Number              | 630-615-6050                     |
| Proposal Contact Person | Carrie Provenzale                |
| Email Address           | cprovenzale@turningpointeaf.org  |

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:

|                                                             |                                                   |
|-------------------------------------------------------------|---------------------------------------------------|
| Howard Weiss<br>_____<br>(President or Partner)<br>Partner) | Jay Ferguson<br>_____<br>(Vice-President or       |
| Kim White<br>_____<br>(Secretary or Partner)                | Russ Romanelli<br>_____<br>(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. \_\_\_\_\_, \_\_\_\_\_, 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 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.

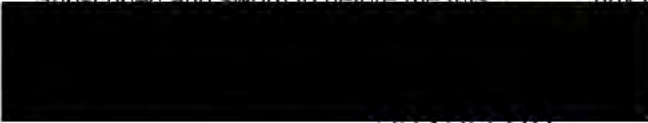


CARRIE PROVENZANO

CORPORATE SEAL  
(If available)

**PROPOSAL MUST BE SIGNED FOR CONSIDERATION**

Subscribed and sworn to before me this 20th day of January AD, 2023



My Commission Expires: 10/23/24  
(Notary Public)



## SECTION 9 – EVALUATION CRITERIA

All proposals submitted will be subject to the following review procedures:

- 1) Proposals will be evaluated by a team of reviewers, to be determined by DuPage County. An entity's failure to submit a complete proposal or to respond in whole or in part to RFP requirements may cause the County to deem the proposal non-responsive and thus ineligible for review.
- 2) DuPage County will conduct a fiscal review of all qualified proposals. We will review proposal budgets, agency audits. The County reserves the right to review and request further information regarding the respondent's financial situation, if not sufficiently outlined in the submitted audit(s).
- 3) Through this process, DuPage County will review a respondent's performance on any previous and/or existing grant agreement(s) as well as check references submitted from other grantors. Achievement of grant agreement outcomes (i.e. number of enrollments, job placements and retention of enrollees), along with compliance with programmatic and fiscal guidelines and timeliness will be evaluated.

The evaluation committee will perform an evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, the County reserves the right to:

- 1) Meet with representatives of the responding entity to discuss the proposed program and budget
- 2) Identify and/or negotiate program or budget changes the responding entity must make as a condition of funding
- 3) Identify other documentation the entity must provide as a condition of funding.
- 4) Contact References and share information with all selection Evaluation Committee members

The evaluation committee findings will comprise the final funding recommendations to the DuPage Workforce Board Executive Committee.

Final decisions on contract approval are made by the County of DuPage and the DuPage County Workforce Board.

Proposals that do not meet minimum standards will be considered non-responsive.

All proposals will be scored based upon the evaluation criteria and rank ordered from highest to lowest score.

A recommended funding level will be determined based on factors including overall ranking of proposal scores, the availability of funds, the number of applications submitted, reasonable cost per participant, the need for the proposed services and past performance.

### **Final Selection and Negotiation:**

The County of DuPage will attempt to negotiate a contract with the highest ranked Bidder based upon the information provided by the Bidder.

If the County of DuPage is unable to negotiate a satisfactory contract with the highest ranked Bidder, negotiation shall be terminated, and the County shall then begin to negotiate with the second highest ranked Bidder and so on.

If the County of DuPage is unable to negotiate a satisfactory contract with any of the selected Bidders, the County will re-evaluate its request, revise documents and resubmit its' request.

Proposals will be evaluated equally and fairly; no preference will be given to any Bidder based solely on previous experience with the County of DuPage or to an incumbent thereof.

The County reserves the right to make additional inquiries and may request the submission of additional information.

The Bidder's submitting the highest rankings may be invited for an oral interview to further elaborate on their proposals prior to final selection; however, the County of DuPage reserves the right to select the most highly ranked Bidder based solely on the contents of the proposals.

The County reserves the right to accept or reject any or all proposals and to waive any portions.

| <b>Evaluation Criteria</b>                                                                                                                                                      | <b>Point Value</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>FIRM QUALIFICATIONS</b><br>Organizational History, Experience, Staffing Plan and Qualifications, Past Performance and Planned Outcomes                                       | 20                 |
| <b>PROJECT UNDERSTANDING</b><br>Program Description – Including all program components and requirements; Identified collaborations with CBOs, employers and other organizations | 30                 |
| <b>KEY QUALIFICATIONS</b><br>Staffing Plan and Qualifications                                                                                                                   | 30                 |
| <b>PRICE</b><br>Fiscal                                                                                                                                                          | 20                 |
| <b>Total Points</b>                                                                                                                                                             | <b>100</b>         |

## Executive Summary

Turning Pointe Autism Foundation in partnership with the Career & Networking Center seeks WIOA funding to continue its mission to train and employ young adults with autism.

Certified via the International Board of Continuing Education and Credentialing, CARF accredited, and with its 5th consecutive highest rating by Charity Navigator, Turning Pointe utilizes proven interventions to support students with autism.

With employment partnerships - local and Fortune 500 companies - Turning Pointe and CNC are uniquely positioned to recruit, train and support into employment individuals with autism. With the support of WIOA, we can launch 10 individuals onto a career pathway.

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# Bianca Frost

## EDUCATION

### **Aurora University – Aurora**

M.S. Applied Behavior Analysis

GPA: 4.00/4.00 (Graduation date May 2016)

### **Northern Illinois University – DeKalb**

B.S. Communicative Disorders Minor: Family Child Studies

GPA: 3.822/4.00

## PROFESSIONAL EXPERIENCE

October 2018 -  
Current

### **Turning Pointe Autism Foundation**

*Program Director*

- Lead and coach teachers, clinicians, and direct care providers in the development and implementation of student programming related to academic and functional skill acquisition, behavior reduction, skill generalization, etc.
- Develop and monitor student outcomes across all programs quarterly and disseminate the result to inform training decisions and make data driven decisions of program development.
- Monitor program wide crisis data to ensure staff and student safety and best practice in restraint and time out as outlined by the Illinois State Board of Education (ISBE).
- Provide clinical mentorship related to IEP goals, program development, behavior programming, etc.
- Develop and maintain student intake procedures, coordinating district, family, and therapy team components.
- Facilitate and participate in student meetings: IEP, communication, behavior, etc.

August 2016 -  
October 2018

### **Turning Pointe Autism Foundation**

*Program Coordinator*

- Organized daily classrooms staffing program-wide to maximize student coverage, training, or assessment.
- Coordinated new staff training including online training platforms, related service overlap, classroom training, student specific programming, etc.
- Planned and implemented student transition procedures including classroom transitions, program transitions, staffing changes, etc.
- Provide direction to Lead IBIs to ensure program fidelity.
- Coordinated and participated in the crisis team to ensure staff and student safety related to maladaptive behavior.

August 2014 -  
August 2016

### **Turning Pointe Autism Foundation**

*Lead Intense Behavior Interventionist / Lead crisis team manager*

- Managed high intensity maladaptive behavior of students with Autism ages 11-21.
- Implemented treatment plans and collected data on goals put in place by classroom teacher, BCBA, SLP and OT.
- Trained classroom staff on organization wide and individual programming.
- Provided daily informal feedback and formal monthly evaluations to classroom staff.
- Attended all student meetings: IEP, communication, behavior, etc.
- Reviewed daily home notes and facilitate communication with parents and home staff.
- Coordinated intake of new students and managed integration into the classroom.

February 2014 -  
December 2014

### **Autism Home Support**

*Care Team Member / Line Therapist*

- Provided in home ABA services for clients with Autism.
- Implemented treatment plan and collect data on goals put in place by lead BCBA.
- Participated in monthly team meetings with BCBA and family members.

May 2013 -  
July 2014

### **Camelot Northwest Center for Autism**

*Speech/Language Paraprofessional*

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- Worked one-on-one with students with Autism and a variety of other Syndromes.
- Carried a speech and language caseload.
- Collected data, track, and document progress on student's goals.
- Completed monthly autism training modules and training sessions.
- Worked as a member of a treatment team with classroom teachers, paraprofessionals, social workers, Occupational Therapists, and BCBA to enhance the lives and learning experiences for students with Autism.

## **ACTIVITIES**

January 2015 - **Turning Pointe Autism Foundation**

December 2015

*Practicum Student*

- Implemented functional assessments under the supervision of BCBA.
- Developed behavior intervention plans under the supervision of the BCBA.
- Developed behavioral IEP goals under the supervision of the BCBA.
- Utilized excel to input and analyze behavior data.

## **CERTIFICATIONS**

- Basic Picture Exchange Communication System (PECS) Trained
- Prevention Crisis Management (PCM) Trained
- Substitute Teaching Certificate

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## LICENSURE

Professional Educator License, March 2022.

Licensed Behavior Specialist 1, K- 22, March 2022

Licensed Behavior Specialist 2, Transition Specialist, Expected June 2023.

## EDUCATION

National Louis University, Chicago, IL.

Endorsement, Transition Specialist, Expected June 2023.

DePaul University, Chicago, IL

Master's in Special Education, March 2022.

Northern Illinois University, DeKalb, IL

Bachelors in Science,

Health Sciences: Rehabilitation Services, May 2017.

## WORK EXPERIENCE

TURNING POINTE AUTISM FOUNDATION, Naperville, IL

Program Float Teacher, January 2020- Current

Adult Day Instructor, March 2020- Current

Professional Crisis Management, Certified Practitioner 2P

- Preparing, adapting and delivering instructional material
- Developing a suitable curriculum and utilizing effective teaching methods based on assessment of students' needs
- Evaluating student's academic and behavioral progress
- Supervising students in classrooms, school buildings and social-curricular activities
- Developing IEPs that reflect student needs, defining measurable benchmarks for goals and using data to measure goal progress
- Collaborating with the Related Service Team to ensure generalization of skills and consistent programming
- Developing curriculum and ensure fluid and consistent programming
- Creating and maintaining student records and preparing reports relative to the work
- Selecting appropriate tests, learning aids, materials and supplies
- Collaborating and supporting the family home teams by meeting with parents, communicating life and behavior skills programs and supporting generalization of skills to home and community environments
- Working well with the team in a collaborative manner
- Supervise and support student support staff and help organize schedules and oversee integrity of behavior support plans
- Provide overall support and commit to reducing maladaptive behaviors and addressing student's specific needs
- Helping students working with all modes of communication such as augmentative and alternative devices

MARKLUND DAY SCHOOL, Bloomingdale, IL

Paraprofessional, Oct 2017- January 2020

Long-Term Substitute, Transition Vocational Teacher, August 2018- June 2019

New Staff Trainer, May 2018- Present

Staff Engagement Committee, July 2018- July 2019

Professional Crisis Management, Certified Practitioner 2P

- Planning and attending community outings on a weekly basis
- Creating and tracking task analysis data for student vocational jobs
- Planning, creating, and teaching lessons
- Creating and collaborating with teachers to make thematic units
- Flexibility working with different classrooms and different age groups
- Assisting teachers with classwork and the daily care of students with special needs
- Working directly with the students one-on-one and in groups
- Documenting all goals/program which includes the daily participation records after completion of a task with a student
- Providing direct care, attend in-services, and other educational functions
- Helping students working with augmentative and alternative devices
- Providing assistance with speech therapy, physical therapy, occupational therapy, aqua therapy, pet therapy, recreational therapy, and music therapy
- Assisting escalated students in calming strategies
- Analyzing student data in collaborative meetings

JONAMAC ORCHARD, Malta, IL

Assistant Manager, Aug 2010 – December 2017

- Managing staff, preparing schedules, and assigning specific duties
- Instructing staff on how to handle difficult and complicated customer relations

CARTERS COTTAGE INTERIORS, DeKalb, IL

Customer Service Manager, Nov 2013 – June 2017

- Managing store operations from open to close
- Working with customers and problem solving

## **ADDITIONAL SKILLS**

- Adaptable to different work and social situations
- Manages time well with organization and completes tasks well in a timely manner
- Communicates to keep leadership and team informed in all situations
- Works well under pressure and has leadership skills
- Experience working with Microsoft Office

MARKLUND DAY SCHOOL, Bloomington, IL

Paraprofessional, Oct 2017- January 2020

Long-Term Substitute, Transition Vocational Teacher, August 2018- June 2019

New Staff Trainer, May 2018- Present

Staff Engagement Committee, July 2018- July 2019

Professional Crisis Management, Certified Practitioner 2P

- Planning and attending community outings on a weekly basis
- Creating and tracking task analysis data for student vocational jobs
- Planning, creating, and teaching lessons
- Creating and collaborating with teachers to make thematic units
- Flexibility working with different classrooms and different age groups
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- Working directly with the students one-on-one and in groups
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- Works well under pressure and has leadership skills
- Experience working with Microsoft Office

**PROFILE:**

An accomplished department leader possessing excellent organizational skills in problem solving, task coordination, communication, follow-up and documentation. Very detail oriented, self-directed and creative in stream-lining processes in all facets of business.

**SKILLS:**

- Interviewed prospective clients to assess their needs and assign them to an appropriate healthcare provider
- Served as the direct report to administrative, billing and marketing staff
- Acquired extensive experience and knowledge in the medical field including billing regulations and HIPPA
- Managed all in and out of network insurance providers with managed care accounts preparing detailed proposals requesting authorization for Applied Behavioral Analysis (ABA) Therapy defining services by newly piloted billing codes assigned by the AMA/ABAI for approval
- Fostered strong working relationships with insurance case managers and served as the liaison between the AHSS clinical/field staff and insurance administrative staff to secure authorizations to provide care
- Audited medical records for billing accuracy to submit in response to post-payment medical record requests.
- Managed hospice cases from beginning to end starting with benefits eligibility/verification through billing, collections, level of care changes to discharge (90% Medicare, 20% Medicaid primary & dual eligibility and 5% commercial insurance)
- Created and implemented all processes for billing in a very fast-paced hospice office (ADC of 180-200)
- Managed cases from beginning to end starting with benefits eligibility/verification through billing, collections, level of care changes to discharge (90% Medicare, 20% Medicaid primary & dual eligibility and 5% commercial insurance)
- Billing systems: Medicare/Palmetto intermediary DDE, batch transmission through Zirmed & Passport and Medicaid billing in Medi.com (MyHFS website) – primarily UB-04 billing (HCFA 1500 billing for physician billing for four hospice medical directors
- Wrote and presented the billing portion of the “new hire” orientation for all clinical and non-clinical new-hire staff
- Designed several forms, logs and data collection tools to gather and track accurate patient information for billing such as orders tracking, NOE posts to Medicare & Medicaid and invoicing to facilitate A/P payments to 9 intercompany Advocate hospitals and several nursing homes providing care to dual eligibility hospice patients
- Performed the company month end close process and reporting by the second working day of every month
- From 1991 to 2007 structured & managed the hospice department on my own. In 2007 a second employee was hired in anticipation of growth opening 2 additional offices. I served as her immediate supervisor responsible for her training

**EXPERIENCE:****Part-Time/Freelance/Extra Curricular/Marketable Skills**  
**Present****1991 to****Photography:** indoor & outdoor events including weddings, fundraisers, real estate & property insurance records and site portraits.**Volunteer:** serve regularly at my local mega church in guest services, coffee crew, VBS, special events and nursery. Missions trip to Oblong, IL - maintaining & repairing three temporary foster homes for boys & girls. Food preparation and packing at Chicago Food Depository and Feed My Starving Children.**Turning Pointe Autism Foundation, Naperville, IL**  
**Present**  
**Foundation Coordinator****6/2019 -****Fox Valley Institute, Naperville, IL**  
**2/2019**  
**Client Care Team Lead****12/2017 -****Autism Homes Support Services, Inc., Northbrook, IL**  
**10/2016**  
**(100 % remote from home)**  
**Managed Care Coordinator****10/2011 to****Advocate Hospice, Downers Grove, IL**  
**9/2009**  
**(50% remote from home 50% in office)**  
**Lead Reimbursement Specialist****1/1991 to****EDUCATION:**

- Thornton Community College, South Holland, IL ~ Business Courses
- Thornton Fractional South High School, Lansing, IL ~ GED/General Studies

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Dorothy Douglas

### **Professional Profile**

Employment Counselor, Recruiter, Hiring Manager and Sales Professional with over 20 years of experience in developing and cultivating strong client relationships

- Skilled in guiding clients through the career discernment process using the principles of trauma informed care, active listening techniques and behavioral interviewing skills
- Successful in collaborating with clients in identifying their strengths and the roles to which they may be best suited
- Able to coach candidates and hiring managers throughout the selection process
- Actively network with employers and recruiters

### **Education**

Master of Business Administration, Keller Graduate School  
Bachelor of Arts in Psychology, National-Louis University

### **Professional Experience**

Robert Half Talent Solutions  
**Remote Contract Recruiter**

November 2021 – March 2022

- Worked within a national food production and delivery organization to recruit and hire CDL drivers, sales professionals and merchandisers to serve the retail grocery industry.
- Built strong working relationships with Hiring Managers, candidates and other company Talent Acquisition team members in order to hire 26 new employees during a 4-month span.

Impact Advisors, Naperville, IL  
**Remote Contract Recruiter**

August 2021 – November 2021

- Worked within a large Regional Health System to recruit and hire operating room personnel in two major hospitals. Hires included RNs, technicians and other operating room support personnel.
- Built strong working relationships with Hiring Managers, candidates and other Talent Acquisition team members in order to hire 27 new employees within a 3-month span.

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Bridge Communities, Glen Ellyn, IL

2016-2021

**Employment Counselor**

Successfully collaborated with clients to support them in achieving their short and long-term career goals, resulting in increased earnings, benefits, job stability and marketability.

- Built trust-based relationships with clients to ensure their full engagement and collaboration in setting job search goals
- Counseled clients on all job search activities, including development of resumes, interviewing, networking skills, salary negotiation, and job retention
- Coached clients on identification of appropriate educational programs
- Facilitated employment workshops on a quarterly basis
- Collaborated with clients, case managers and mentor teams to support clients in completing educational and career goals
- Trained in the principles of Trauma Informed Care

Thrivent Financial, Downers Grove IL

2007-2017

**Human Resources Recruiting Specialist**

Responsible for sourcing, selecting, interviewing and hiring top sales and administrative talent for the Chicagoland Regional Office

- Successfully sourced talented professionals by developing consistent sources of referral and leveraging online resources
- Used online assessment tools and in-depth interview process to screen and select prospective hires
- Thoughtfully managed expectations of candidates and hiring managers throughout the interview process
- Focused on providing a great candidate and hiring manager experience

Blue Book Services, Carol Stream, IL

2004-2007

**Inside Sales Manager**

Developed and implemented sales and marketing strategies designed to exceed growth goals. Led a team of six inside sales representatives to achieve a significant and consistent increase in customer base. Worked with other team members on new product development.

- Conducted in-depth market segmentation and analysis, leading to a comprehensive sales and marketing strategy
- Created a standardized customer needs assessment that led to new business and value-added up-selling
- Developed and refined the sales and service skills of six inside sales representatives, leading to average annual new client growth of 5%

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## JODI J. FEGTER

### SUMMARY

A Human Resources Professional with over 20 years of experience in HR functions, including career transition, salaried personnel, labor relations, and compensation. Expertise with coaching individuals in career transition, specifically in resume development, networking, negotiating compensation, and interviewing. Strengths include building effective working relationships and motivating others to succeed while helping an organization achieve its business objectives.

### PROFESSIONAL EXPERIENCE

#### BRIDGE COMMUNITIES

2013 - Present

*Director, Employment & Adult Education* (Glen Ellyn, IL)

2021 - Present

*Employment Specialist* (Glen Ellyn, IL)

2013 - 2021

Supervise two Employment Counselors while carrying an average caseload of ten to twenty clients. Provide coaching to individuals in career transition. Identify programs and opportunities that will positively impact the self-sufficiency of clients and assist in the improvement of job readiness and job outcomes while also continuously improving the quality of the employment program.

- Developed a Job Search Reference Guide to assist clients and Employment Counselors in job search process.
- Developed and facilitated a 4-week Job Readiness Class which brought clients together to discuss all aspects of job searching, from preparing communication materials to negotiating offers. Within an 8-year period, client ratings were always positive in increasing job search knowledge and boosting self-confidence in the process.
- Created an Interviewing Guide for hiring managers while also assisting in the hiring process by timely posting open positions on Indeed during CFO's leave of absence.
- Facilitated and developed effective curriculum for initial mentor training, as well as on-going mentor trainings.

#### LEE HECHT HARRISON

2008 - 2016

*Career Management Consultant* (Dayton, OH & Chicago, IL)

Provided coaching to individuals in career transition. Worked individually with clients, as well as facilitate seminars, to prepare clients to successfully job search.

- Effectively facilitated workshops which better prepared clients for the job search process. Consistently received "Excellent" ratings from clients on the benefits of attending such seminars.

**VISTEON SYSTEMS** (Employed through Personnel Management, Inc.)

2006 - 2008

*Salaried Personnel Supervisor* (Connersville, IN)

Directed all salaried human resources activities at the Connersville Plant during its corporate restructuring and closure. Handled all salaried administration, as well as compensation and benefits, for 172 salaried employees.

- Successfully managed the reduction of the salaried workforce during a plant shutdown, including weekly communications to workforce, notification meetings, exit interviews, retention of key personnel, and analyzing potential replacements for key personnel.

**GRAND VEHICLE WORKS HOLDINGS (GVW)**

2004 - 2006

*HR Consultant - Contract* (Union City, IN)

Assisted GVW with hiring-related activities.

- Created and/or updated job descriptions for 125 salaried positions within Workhorse Custom Chassis and UpTime Parts to ensure both companies continued to comply with OFCCP regulations.
- Developed a four-hour behavioral and competency-based interviewing and selection workshop to assist hiring managers in the selection of A+ talent. Implemented the workshop within GVW's three manufacturing companies as well as its parts distribution business.

**UNIVERSITY OF PHOENIX**

2003 - 2004

*Adjunct Professor, Graduate Business School* (St. Louis, MO)

Taught three semesters of graduate-level courses in Human Relations and Organizational Behavior.

**FORD MOTOR COMPANY****1995 - 2002****Director, UAW-Ford Community Healthcare Initiative** (Kansas City, KS) 2002

Collaborated with community leaders and state agencies to improve area-wide healthcare systems, to address areas of healthcare deficiencies, and to improve public awareness of resources available to them.

- Established a coalition with area physicians to develop and implement "best practices" among local physician offices and hospitals. Developed action plans in order to communicate and assess the "best practices" developed for future replication in other area medical centers.

**Human Resources Associate, Ford Financial, Compensation Department** (Dearborn, MI)**2000 - 2001**

Assisted the Company's corporate compensation and benefits departments in ensuring the salaried compensation and benefits' practices of Ford Financial met Ford Motor Company's objectives.

- Completed a comprehensive compensation survey which encompassed all salaried levels of Ford Financial employees. The survey results led to Ford Financial's eventual 2002 salary merit plan design and administration.
- Revised Ford Financial's employee recognition program to make it more user friendly for employees to understand, as well as more efficient to administer.

**Human Resources Associate, Employment Security Programs** (Dearborn, MI)**1998 - 2000**

Coordinated the hiring of all Ford's hourly employees throughout Ford's 50 manufacturing plants and distribution centers in the United States.

- Developed and implemented a new web-based hourly requisition and hiring system and trained all of Ford's North American manufacturing and distribution sites on its use.
- Participated on Ford's 1999 national bargaining committee on Employment Security. Participated in developing the negotiating strategy, as well as writing the contract language for Ford's master agreement.

**Human Resources Associate, Rawsonville Plant** (Rawsonville, MI)**1996 - 1998**

Provided labor relations counsel on staffing, employee involvement initiatives, and grievance resolution to the plant's operating management regarding 550 unionized skilled trades employees.

- Developed and implemented a behavioral and competency-based selection system for hourly skilled trades workers in the plumber-pipe fitter and electrician classifications.

**Human Resources Associate, Scientific Research Laboratory** (Dearborn, MI)**1995 - 1996**

Managed all salaried administration for 350 of Ford's research employees. This included recruiting, selecting, compensating and training of these technical employees.

- Coordinated Ford's Summer Intern Program (80 interns): developed Preparation Checklist for supervisors, coordinated on-boarding activities, improved the existing communication process, developed intern and supervisor evaluation processes, and addressed several performance issues.

**MOTOROLA, LAND MOBILE PRODUCTS SECTOR****1993 - 1995****Senior Human Resources Associate, Radio Network Solutions Group** (Schaumburg, IL)**1994 - 1995**

Provided day-to-day human resources generalist support in benefits, compensation, recruitment, training and interpretation of Company policies for Motorola employees in eleven states.

- Investigated and resolved employee relations issues involving racial discrimination, internal theft, unemployment claims, performance issues, and Company policy violations.

**Human Resources Associate, Western Division** (San Diego, CA)**1993 - 1994**

Delivered day-to-day human resources generalist support in benefits, compensation, recruitment, training and interpretation of Company policies.

- Assisted in the development and successful implementation of Motorola's Individual Dignity Entitlement pilot program: created organizational mappings, communicated the program throughout the Division and trained management and employees throughout the Division.

**EDUCATION****Master of Arts in Labor and Industrial Relations****Bachelor of Science in Psychology**

University of Illinois at Urbana-Champaign

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**Job Title:** Long Term Substitute Special Education Teacher

**TPAF Role:** Teacher

**Reports to:** Faculty Supervisor

**FLSA Status:** Exempt

**ISBE Category:** Teacher

**Job Type:** Part-Time/Full-Time

**TPAF Calendar:** Academic

**Direct Reports:** None

**Qualifications:** Illinois Professional Educator License (PEL) with Learning Behavior Specialist (LBS1) endorsement or approval encompassing the grade levels and age ranges of the students served

**Position Summary:**

A Turning Pointe Substitute Special Education Teacher is expected to continue to develop and implement programs for a classroom that address and meet the needs and IEP goals during the designated interim period. The substitute teacher needs excellent interpersonal skills and a willingness to work as a collaborative member of a team.

**Essential Job Functions:**

- Prepare, adapt, and deliver instructional material
- Continue to provide suitable curricula and effective teaching methods based on assessment of students' needs
- Evaluate student's academic and behavioral progress
- Supervise students in classrooms, school buildings and social-curricular activities
- Develop educational plans for the individual student
- Teach desirable study, work and recreational habits by providing pupils with opportunities for which they are best suited
- Develop IEP's that reflect student needs, define measurable benchmarks for goals and use data to measure goal progress
- Collaborate with the Family Services, occupational therapy and Language and Communication therapies to ensure generalization of skills and consistent programming
- Meet regularly with Turning Pointe administration and consultants to develop TPAF curriculum and ensure fluid and consistent programming
- Create and maintain student records, and prepare reports relative to the work. Select appropriate texts, learning aids, materials, and supplies. Participate in teacher training, as required. Plan and participate in extracurricular student and staff activities
- Maintain records and prepare reports and correspondence related to the work
- Collaborate and support the Turning Pointe Family Support Services department by meeting with parents, communicating life and behavior skills programs and supporting generalization of skills to home and community environments
- Work well with the Turning Point team in a collaborative manner
- Share ideas and implement TP school program objective
- Mentor and support student support staff and help organize schedules and oversee integrity of behavior support plans
- Is able to support and feel comfortable with significant behavioral concerns and work towards reducing behaviors and addressing student specific needs
- Support the TPAF fundraising objectives providing information, collaborating on fundraising activities and reflecting the goals and objectives of the organization
- Perform other work and responsibilities as assigned

**Experience & Skills:**

- Experience working with middle/high school students impacted by autism or other developmentally disabling disorders
- Experience implementing behavior support plans and knowledge of the principles of Applied Behavior Analysis
- A proven track record working as a team member in a therapeutic and/or educational environment
- Patience and a calm organized approach to work

**Physical Demands:**

- May include lifting and supporting up to 50 pounds
- May be required to bend, stoop, and kneel
- Ability to work at a desk, conference table or in meetings of various configurations
- Ability to stand and circulate for extended periods of time
- Moderate to high stress levels
- Daily contact with students, teachers, and school staff
- Regular contact with parents, community members and outside agency personnel
- May be exposed to contact with individuals displaying physically aggressive, self-abusive, or socially undesirable behavior

**Core Competencies:**

1. Supports the Mission, Vision and Directions of Turning Pointe: Understands and supports the mission of Turning Pointe Autism Foundation; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to Turning Pointe Autism Foundation; conveys enthusiasm for Turning Pointe and his/her work.
2. Builds Community: Understands and embraces the role of the volunteers; helps families and others make connections to Turning Pointe; practices effective relationship-building techniques; supports the role of fundraising in achieving the Turning Pointe mission.
3. Provides a Quality Experience for Students, Families, Donors, Volunteers and Other: Must possess the ability to deliver an outstanding experience for everyone involved with Turning Pointe Autism Foundation.
4. Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies, and procedures; is reliable and is consistently punctual; actively participates in staff meetings, required trainings, and other work-related activities; uses good judgment; uses Turning Pointe resources appropriately and efficiently.

**Effect on End-Result:**

Turning Pointe Autism Foundation will be able to maximize its ability to create better opportunities for students. Students will be better prepared for life and career success. The reputation of Turning Pointe's student programs will be elevated and its ability to assist more students will be enhanced.

The general public will be better informed about the Turning Pointe mission, purpose, activities and opportunities. The desired outcome will be the growth of Turning Pointe Autism Foundation's ability to serve individuals and families as they navigate through the lifelong challenges of autism.

Rae Anne Rhule

Employee Printed Name

Employee Signature

Date

01/27/2020

Angela Williams

Supervisor Printed Name

Date

1/27/2020



**Job Title:** Foundation Coordinator

**TPAF Role:** Foundation Coordinator

**Reports to:** Executive Director

**FLSA Status:** Exempt

**ISBE Category:** Other Necessary Personnel

**Job Type:** Full-Time

**TPAF Calendar:** Year Around

**Direct Reports:** None

**Qualifications:** Bachelor's degree in related field preferred or equivalent experience. Minimum 3 years office experience coordinating proprietary or confidential documents and maintaining files or processes to keep growing organization systems operating

**Position Summary:**

The Foundation Coordinator will aid the Foundation Directors in necessary administrative functions to ensure best practice policies and procedures continue.

**Essential Job Functions:**

- Maintain spreadsheets for expiration of staff certifications for ISBE compliance
- Update and maintain staff HR files and records
- Coordinate with directors to create Staff Drive
- Coordinate with the Compliance Officer to develop and maintain standard operating procedures for foundation jobs
- Assist Human Resources Manager during open enrollment and with new hire enrollment of employee benefits
- Provide Human Resource support for Turning Pointe staff, which includes contractors
- Assist Executive Director in business and activities
- Assist with communication, correspondence and mailings to support Foundation activities
- Assist Operations Director to create and maintain a work order process
- Assist at reception desk and other areas of the organization as needed
- Collaborate with Directors of the organization to complete vital projects
- Update and maintain internal staff contact list and photo directory
- Assist with preparation for staff orientation and trainings
- Participate in organizational meetings and events as requested
- Work with and support board initiatives as needed
- Prepare, manage and maintain a capital expenditures list with strategic goals and timeline
- Provides administrative support for tasks such as photocopying documents, filing, filling in at the reception desk and making travel arrangements
- Assist in monitoring Turning Pointe Autism Foundation business performance and stated organizational objectives
- Perform other work and responsibilities as assigned

**Experience & Skills:**

- Experience or understanding of the needs of students & families impacted by autism preferred
- Knowledge of Turning Pointe programming
- Patient with a calm and organized approach
- Must be able to work a flexible schedule

**Physical Demands:**

- May include lifting and supporting up to 50 pounds
- May be required to bend, stoop, and kneel
- Ability to work at a desk, conference table or in meetings of various configurations

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- Ability to stand and circulate for extended periods of time
- Moderate to high stress levels
- Daily contact with students, teachers, and school staff
- Regular contact with parents, community members and outside agency personnel
- May be exposed to contact with individuals displaying physically aggressive, self-abusive, or socially undesirable behavior

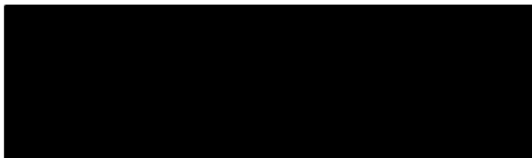
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**Effect on End-Result:**

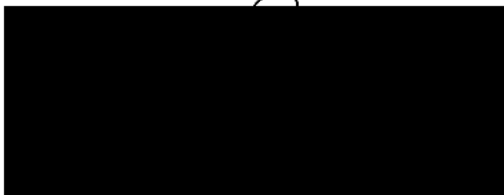
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*Carolyn A. Bonassa*  
Employee Signature

*1/6/2020*  
Date



*CARRIE PRINZALE*  
Supervisor Signature

*1/6/2020*  
Date

*The above job description is meant to describe the general nature and level of work performed and may not be inclusive of all assigned duties, responsibilities, or aspects of the job described. The scope of the job may change as necessitated by the organizations needs and may be amended at any time at the sole discretion of the employer. Other duties may be assigned by the supervisor. This job description does not constitute a contract of employment and the employer may exercise its at-will rights. Essential responsibilities are performed under the direction of the assigned supervisor, in collaboration with organizational leadership, and aligned with policies and procedures.*



**Job Title:** BCBA

**TPAF Role:** Program Director

**Reports to:** Executive Director

**FLSA Status:** Exempt

**ISBE Category:** Related Service

**Job Type:** Full-Time

**TPAF Calendar:** Academic

**Direct Reports:** Program Team

**Qualifications:** Master's Degree in a related field, General Administrative Endorsement or Board Certified Behavior Analyst (BCBA)

**Position Summary:**

The Program Director is responsible for creating and maintaining positive learning environments that utilize best practices. The Director leads programming decisions and the teams in conducting the research, writing protocols and any subsequent study of interventions.

**Essential Job Functions:**

- Lead organization in all activities related to the continuation and improvement of the best practice programs in the school, college or emerging programs.
- Supervise the Program Team
- Ensure program fidelity throughout TPAF programs
- Collaborate with administration on new research and evidence based practices for continuous quality improvement
- Monitor and analyze student and program outcomes
- Explore regularly opportunities for professional growth or program publication
- Lead, through coordination with team, the Therapeutic Day School intake process of new students
- Finalize IEP reports and attend meetings, as needed
- Observe, monitor and analyze student data as it relates to program outcomes for organization
- Manage pilot programs from concept to outcome analytics, as determined and approved by Board of Directors
- Maintain regular understanding of current student programming and needs
- Collaborate with Day School leadership to ensure teams have tools and training necessary to provide quality programming
- Perform other work and responsibilities as assigned

**Experience & Skills:**

- Minimum of 3-5 years' experience working with students impacted by autism or other developmentally disabling disorders
- A proven track record as a team leader in a therapeutic and/or educational environment
- Experience using basic computer software and ability to use electronic communications is essential
- The ability to work with public and private sector organizations, state and local regulators, school districts, parents and families, and educational leaders
- Have excellent writing skills and be able to build and sustain relationships with all Turning Pointe staff, organizational leaders and stakeholders in a student's home district
- Have the ability to take initiative, work independently and possess solid organizational skills
- Have a patient and calm approach to work; he/she will have the ability to provide and accept constructive criticism

**Physical Demands:**

- May include lifting and supporting up to 50 pounds
- May be required to bend, stoop, and kneel
- Ability to work at a desk, conference table or in meetings of various configurations
- Ability to stand and circulate for extended periods of time
- Moderate to high stress levels
- Daily contact with students, teachers, and school staff
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Bianca Frost

Employee Printed Name



2/27/2020

Date

CARRIE PROVENZALE

Supervisor Printed Name



2/27/2020

Date

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## Cultural Competency and Diversity Plan

### Introduction

Turning Pointe champions neurodiversity and all diversity. To best serve our students, we believe in their potential and work to create a kinder community that will recognize their talents and the value they inherently bring us all. This kindness - *to be authentic and powerful* - must extend to our other diversities among us and in our community.

Turning Pointe recognizes that the prevalence of autism is independent of race, country of origin, or economic status. Autism impacts all of us. As such, we are committed to serving our friends with autism from all races, countries of origin, or economic status. Furthermore, we acknowledge that people of color are less likely to receive an early diagnosis of autism than caucasian children. This stymies their ability to receive early intervention and experience greater early outcomes.

We know that our students make their best progress when our team is collaborating. Between experts in different fields and because we all bring our own perspective to their care and our mission. Our commitment to this cause binds us all. As a team and as a community of compassion making positive change in the world, we must and do respect as well as value one another.

Turning Pointe Autism Foundation (TPAF) embraces the opportunities of multiculturalism and inclusion in all aspects of business operations. This includes not only the direct provision of services to our students and their families, but also to our employees and stakeholders. The intent of this plan is to address how TPAF responds to the diversity of its stakeholders, as well as how the knowledge, skills, and behaviors will enable personnel to work effectively cross-culturally by understanding, appreciating, and respecting differences and similarities in beliefs, values, and practices within and between cultures.

### Definitions

We define *diversity* as; The mosaic of people who bring a variety of backgrounds, styles, perspectives, values, and beliefs as assets to the groups and organizations with which they interact.

We define *culture* as; An integrated pattern of human behavior which includes but is not limited to—thought, communication, languages, beliefs, values, practices, customs, courtesies, rituals, manners of interacting, roles, relationships, and expected behaviors of an ethnic group or social groups whose members are uniquely identifiable by that pattern of human behavior. (National Center for Cultural Competence – 2001).

We define *inclusion* as striving to engage all groups in meaningful ways and proactively removing barriers to participation.

This plan describes our current initiatives toward creating an environment that welcomes and embraces diversity in its many forms and identifies our plan which specifies a set of objectives that will enhance the cultural diversity of TPAF with plans on how to achieve those objectives.



Diversity in terms of culture, age, gender, sexual orientation, spiritual beliefs, socioeconomic status and language are addressed in this plan. The framework for our Cultural Competency and Diversity Plan is based on CARF's ASPIRE to Excellence® model and uses the CARF standards as a guide to ensure an ongoing process of continuous quality improvement:

- Assess the Environment
- Set Strategy
- Persons Served and Other Stakeholders - obtain input
- Implement the Plan
- Review Results
- Effect Change

### **What is Cultural Competency?**

An awareness of, respect for, and attention to the diversity of the people with whom it interacts (persons served, personnel, and other stakeholders) that are reflected in attitudes, organizational structures, policies and services.

### **Importance of Cultural Competency**

As TPAF continues to meet the needs and expectations of increasingly culturally and ethnically varied populations, a better understanding of cultural differences and their relationship to the hallmarks of quality service – respect, inclusiveness, and sensitivity – become essential. Serving diverse populations, after all, is not a “one size fits all” process. Diversity includes all differences, not just those that indicate racial or ethnic distinctions.

Turning Pointe Autism Foundation's mission, vision, values and purpose for creating this Cultural Competency and Diversity Plan (CCDP):

### **Mission, Vision, and Core Values**

**Mission:** To create and promote innovative opportunities that reveal the natural potential in each person we serve.

**Enduring Vision:** Connecting people, enriching lives

#### **Core Values:**

- Continuous quality improvement
- Collaborate with stakeholders
- Understand consumer choice
- Respect the worth of all people
- Cultivate every resource

#### **Purpose:**

- To ensure TPAF staff will have a greater awareness and knowledge to be able to successfully respond to the diversity of our stakeholders (including areas such as spiritual beliefs, holidays,



dietary regulations or preferences, clothing, attitudes toward impairments, language, how and when to use interpreters, etc.)

- The enhanced knowledge, skills, and behaviors from the implementation of this CCDP will enable our staff to work more effectively cross culturally by understanding, appreciating, and respecting differences and similarities in beliefs, values and practices within and between cultures
- To treat individuals receiving services, employees and all other stakeholders with respect
- To maintain and achieve the continuous satisfaction of individuals receiving services and all of our additional stakeholders
- To recruit and retain highly skilled and talented employees
- To provide a positive and dynamic work environment that is committed to maximizing the potential of persons served and employees while supporting them and having an awareness of and sensitivity to their beliefs and culture
- To provide enhanced resources and training for staff, persons served, and stakeholders

In addition, TPAF is committed to:

- The promotion of diversity and cultural competency in all organization's activities and associations
- The implementation of innovative and flexible services that produce meaningful outcomes in the lives of people receiving services
- Listening to persons receiving services and understanding the aspirations that they have for their lives, using this information as the foundation for service design and delivery
- Exceeding the expectations of all of our customers and stakeholders
- Working in collaboration with stakeholders and community organizations and partners

### Policy

Turning Pointe Autism Foundation is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age, race, color, national origin, citizenship status, ancestry, religion, sex, sexual orientation, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. Turning Pointe Autism Foundation is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination and all other terms, conditions and privileges of employment.

### Dissemination of Policy

- A copy of this document will be given to every employee
- The policy will be thoroughly discussed in employee orientation and included as a required annual training



**Grievances**

Any grievances or complaints should be directed to the Human Resources Director or member of the Leadership team. Any employee acting in a manner contrary to the plan will be counseled and/or disciplined according to the disciplinary policy and procedures.

**Time Frame for Implementation**

The Executive Director and Human Resources Director will review the plan annually.

## TPAF & CNC WIOA Applicants Organizational References

### Turning Pointe Autism Foundation

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Linda Helmold, Managing Broker  
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[lhelmold@mustangconstruction.com](mailto:lhelmold@mustangconstruction.com)  
630-355-8094

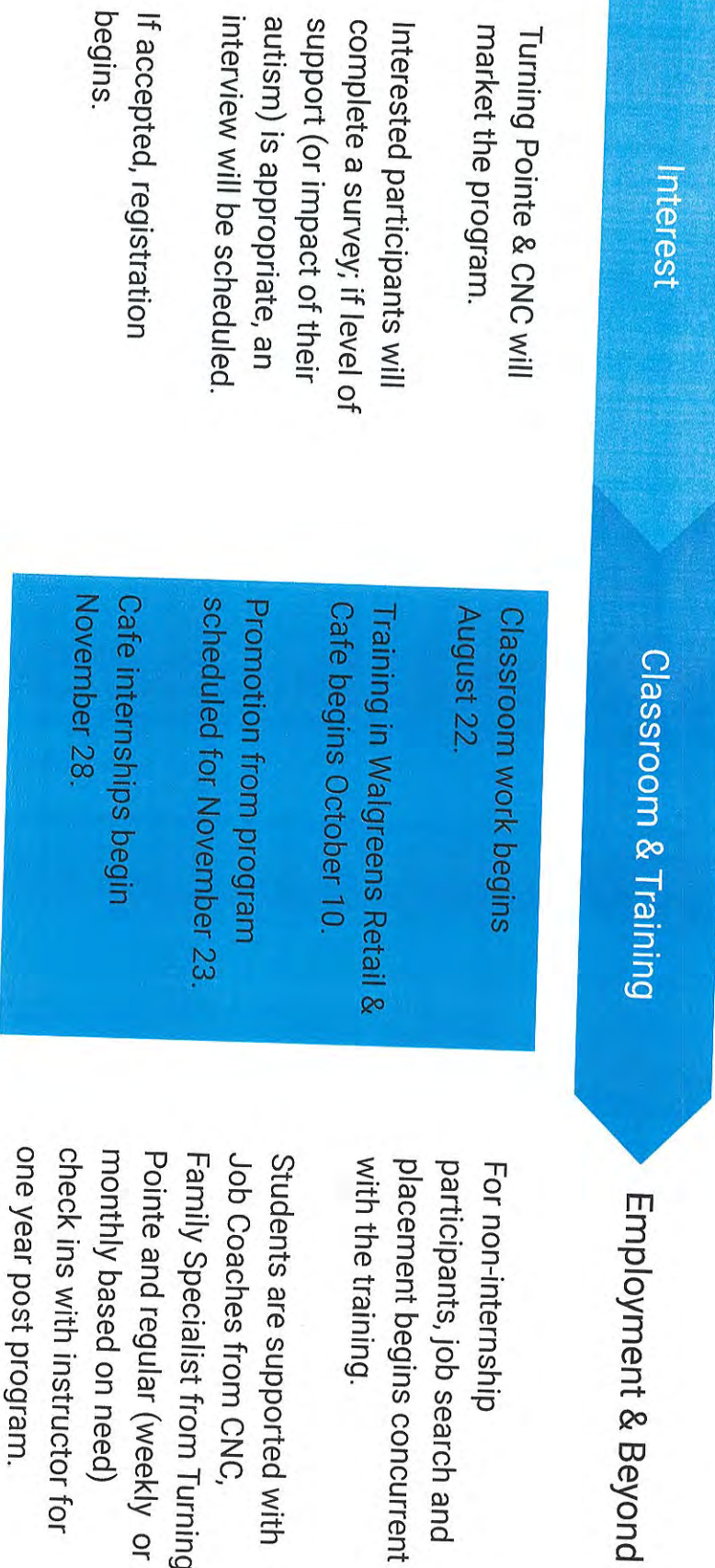
### Career & Networking Center

Bill Green, Senior Administrator Finance & Operations  
Wheatland Township  
630-392-0408

Eddie Bedford, Naperville Township Supervisor  
630-887-7281

# Customer Flow Chart

## ETP: Pathway to Work for Young Adults with Autism



## Turning Pointe Autism Foundation - Career & Networking Center Employment Training Program – Program Description

### History

In 2012 Turning Pointe Autism Foundation launched a pilot program called Career College with funding from the Coleman Foundation and in partnership with Walgreens and Office Max. Over the years, it successfully trained over 80 students in mock training environments, a cafe in the Lexus of Naperville dealership, classroom instruction, and camps. Now called our Employment Training Program (ETP), the focus remains to improve the lives of young adults with autism by providing skills and opportunities to work. The model is unique - clinically assess, train, and prepare for work sites, then connect individuals to positions and employers. Statistics persist that those with autism are under or unemployed. As a best-practice organization, Turning Pointe knows our students' capable, loyal, and loving nature makes them perfect candidates for successful employment. What they often lack, is simple social skills and the right pathway. Our ETP can provide the pathway in partnership with community collaborators and families.

### Mission

Turning Pointe Autism Foundation creates opportunities and programs to educate individuals with autism through proven interventions to increase independence, encourage meaningful lifelong pursuits and enrich the community at large.

### Purpose and Scope

Our program is designed to teach and develop a reliable communication system, organization, positive behavior supports, emotional regulation, social skills, and sensory regulation to individuals with autism spectrum disorder, social and communication challenges, and other learning differences. Students come from a wide range of backgrounds and ability levels.

Turning Pointe utilizes a 5-strategy interdisciplinary approach that supports the core deficits of autism spectrum disorder through Evidence-Based Practices (EBP) and assists students as they grow and learn to manage everyday challenges. ETP model uses the latest research and clinical expertise to help students develop new skills and enhance personal talents and strengths as they navigate towards independent, thriving futures.

### General Program Overview

Turning Pointe Employment Training Program (ETP) is an educational opportunity for individuals impacted by Autism Spectrum Disorder, social and communication challenges, and other learning differences. The program is open to post-secondary students. Students seek to improve their skills in independent living, social communication, and employability skills. Turning Pointe partners with local employment partners to provide students with hands-on training opportunities in real and mock work settings.

Turning Pointe Employment Training Program (ETP) operates from 9:00 am–1:00 pm Tuesday, Wednesday, and Thursday (for continuity) and offers additional social settings and practice each day from 1:00 pm - 3:00 pm (for generalizing classroom skills).

### *Admission Process*

The Turning Pointe Employment Training Program (ETP) Admissions Process is similar to a traditional college. Students and families tour the Employment Training Program (ETP), complete interest forms, and interview. Parents/guardians may or may not be present during the interview. If the student is an appropriate fit for the Employment Training Program (ETP) they receive an acceptance letter and then go through the registration process.

### *Classroom Structure*

The Employment Training Program (ETP) classroom is structured with a high staff-to-student ratio, typically 1:3 or 1:5, which fosters a learning environment conducive to individualized instruction for our students. It is anticipated that a candidate will be able to achieve a certificate of completion within one 12 week cycle.

All staff are certified or licensed according to their position and highly trained. Our multi-disciplinary team approach includes the following qualified professionals:

- Special Education Teachers hold a Professional Educator License (PEL) and a Learning Behavior Specialist 1 (LBS1) endorsement
- Board Certified Behavior Analyst (BCBA)
- IBCCES certifications
- RNs; OTs; SLPS on consult if needed

### *Behavior Intervention*

Behavior Interventions are founded on the principles of Applied Behavior Analysis (ABA). ABA is a treatment approach that applies principles of learning theory to produce positive and meaningful changes in behavior. Board Certified Behavior Analysts (BCBAs) utilize function-based interventions to decrease maladaptive behaviors, increase socially appropriate behaviors and promote skill acquisition. Replacement behaviors are taught proactively to increase student success. Interventions are customized, adjusted as needed, and created with evidence-based practices.

### Outcomes

Based on the best-practice interventions, clinicians organize skill banks and track all student progress. Actual outcomes from previous program cohorts are attached. In addition to skills gained, students are placed in jobs internally at Turning Pointe as interns or externally at partner agencies.

### *Curriculum Resources & Assessments*

Turning Pointe uses various materials to accommodate every student's individualized needs. Materials, lesson plans, and community-based instruction are all adapted to fit the needs of each student.

- *Essentials for Living (EFL)* – The Essential for Living assessment tool and curriculum is one of the resources used to determine current levels in the areas of communication, behavior, and functional skills.
- *The Assessment of Basic Language and Learning Skills (ABLLS-R)* – This assessment tool and curriculum guide assists in identifying language and other critical skills that are in need of

intervention in order to develop an educational program that helps the acquisition of new skills.

- *The Assessment of Functional Living Skills (AFLS)* – The AFLS assists in evaluating, tracking, and teaching functional skills to help individuals become more independent at home, school, and in the community. This system assesses the following skills: basic living, home, community participation, school, vocational, and independent living.
- *PEERS for Young Adults (PEERS)* – Social skills training for adults with autism spectrum disorder and other social challenges. This is used as an evaluating and teaching tool for individuals in the areas of social communication. Teaching strategies and step-by-step guides for students are provided by PEERS.
- *PEERS Curriculum for School-Based Professionals* – Social skills training for adolescents with an autism spectrum disorder. This is used as an evaluating and teaching tool for individuals in the areas of social communication. Teaching strategies and step-by-step guides for students are provided by PEERS.
- *TEACCH Transition Assessment Profile (T-TAP)* – Comprehensive formal assessment that assesses strengths, interests, and abilities in the areas of: vocational skills and behaviors, independent functioning, leisure skills, functional communication, and interpersonal behavior both in the home and school environment.
- *Social Skill Checklist* – Qualitative checklist completed by multiple communication partners to help evaluate social skills, such as conversation skills, problem solving, understanding emotions, complimenting, and flexibility.
- Skills to Pay Bills is also the primary organization of the lesson plans for the instructor.

Turning Pointe Employment Training Program (ETP) is committed to providing ongoing services to our students to assist them in reaching their goals for adulthood.

### *Evidence-Based Practices*

Evidence-based practices (EBPs) include empirically supported techniques found within research journals, textbooks and accredited education programs. EBPs utilized by Turning Pointe may include but are not limited to:

- Antecedent-based
- Differential Reinforcement
- Communication Systems
- Task Analysis
- Visual Supports
- Prompting
- Video Modeling
- Precision Teaching
- Functional Communication Training
- Structured Teaching
- Behavior Skills Training

### Programmatic Outcomes

All students that have attended Turning Pointe Employment Training Program (ETP) for one year will maximize independence by mastering 80% of skills trained. Independence will be measured based

on current level of performance and subsequent skill mastery in the following three areas: social communication, independent living, and employability skills based on the Employment Training Program (ETP)'s Course Outlines.

Student data will be collected bi-weekly and analyzed both program wide and per individual student quarterly.

#### Data Collection

Continuous student-specific data is taken for all Turning Pointe Employment Training Program (ETP) students on program outcomes and course objectives. Data collection procedures may be outlined by specific curriculum resources and/or assessments or created by Turning Pointe specialists. Data collected in all area is analyzed regularly to maximize instruction and behavioral interventions and also used to make adjustments to student programming as necessary.

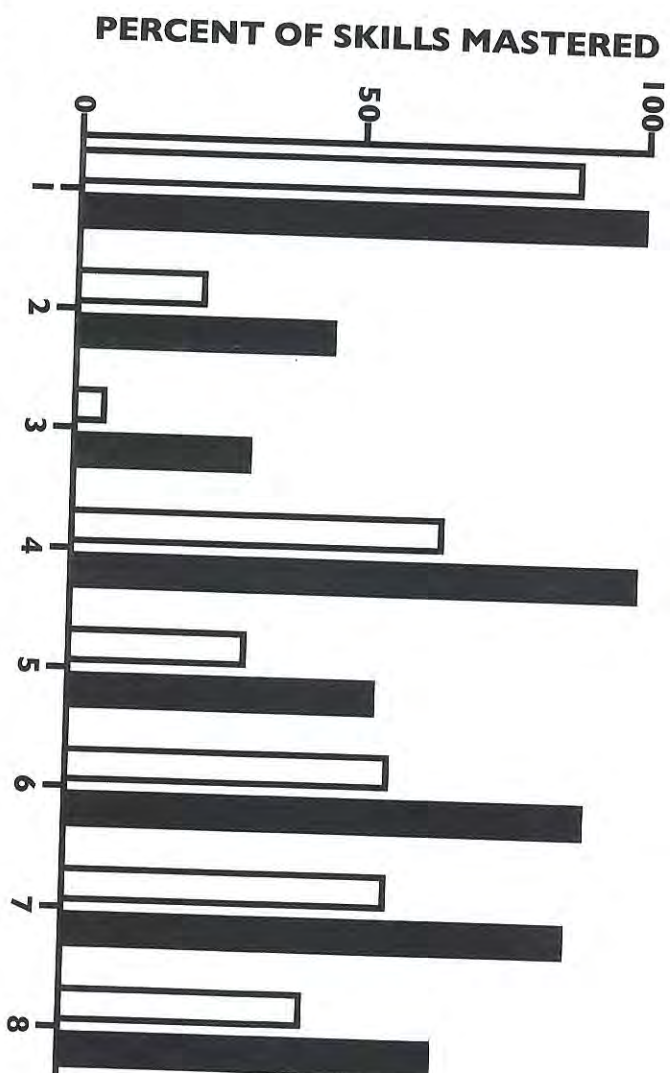
#### Post Classroom

After six weeks of classroom skill building, two training environments are used to generalize skills and prepare students for retail, cafe, or beyond! With a Walgreens onsite and a coffee shop in the Lexus of Naperville, instruction moves to these sites to practice cash register, customer services, stocking, and food safety certification. Should a student not wish to work in these environments after the program; the skills still benefit students. Career and Networking Center (CNC) will assist with additional placements for students not seeking cafe internships, of which some are available for interested students. Turning Pointe prides itself on relationships with multiple employment partners, along with the CNC connections and job coaching, and is confident student employment will follow the 12-week program. Weekly and monthly follow up/aftercare will be provided. Family Specialist will also continue to refer and support participants and families as they navigate work life.

#### Family Partnership

Family partnership is a key component of the Turning Pointe philosophy. Parents' and families' involvement in the education process is critical to students' success. Parents are active participants in their child's education through meetings, student conferences, and ongoing collaboration. Students communicate their progress to their parents on a bi-weekly basis via email. Staff facilitate and assist with these emails as needed for each student. Staff communicates with students and families via email and newsletters regularly. Remaining connected is essential to maintain program consistency and work together towards student progress and accomplishments.

**ACC 2020-2021**  
**SKILL INCREASE FROM PRE-POST ASSESSMENT**



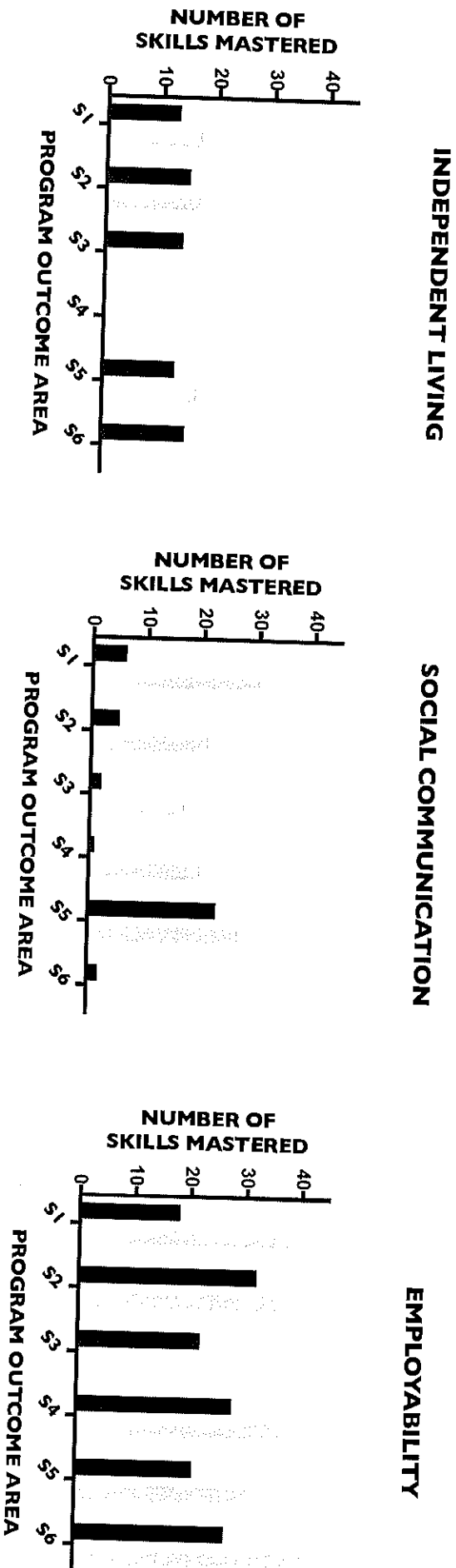
The figure above displays the skill improvement within the areas of independent living, social communication and employability skills from pre to post assessment for students attending the 2020-2021 ACC Class. Each gray bar represents the percentage of skills considered mastered for an individual student during the pre-assessment conducted prior to ACC instruction. Each black bar represents the percentage of mastered skills for an individual student during the post-assessment conducted after ACC instruction.

Average pre-assessment score = 46.4%  
Average post-assessment score = 72.1%  
Average percent improvement = 107%

It should be noted that through ACC programming seven of the eight students enrolled participated in formal on-site internships. To date, four students are employed, three continue on-site internships, one student is in the process of transitioning to an on-site internship.



# **CAREER DEVELOPMENT CAMP 2019** **SKILL INCREASE FROM PRE-POST ASSESSMENT**



The figure above displays the skill improvement within the areas of independent living, social communication and employability skills from pre to post assessment for students attending the 2019 Career Development Camp. Each black bar represents the number of mastered skills for an individual student during the pre-assessment conducted prior to Career Development Camp instruction. Each gray bar represents the number of mastered skills for an individual student during the post-assessment conducted after Career Development Camp instruction.

- Independent Living: program wide improvement, m = 3 skill increase
- Social Communication: program wide improvement, m = 15 skill increase
- Employability Skills: program wide improvement, m = 11 skill increase



## ETP Rubrics

| Unit:                                           | Skill:                                                        | 4                                                                                                                                                                                      | 3                                                                                                                                                                           | 2                                                                                                                                    | 1                                                                                          | Notes:<br>*if no criteria met<br>note students response |
|-------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Unit 1 -<br>Self Advocacy<br>&<br>Communication | AFLS JS 1 -<br>Identifies own<br>strengths and<br>weaknesses  | States at least 3<br>personal strengths<br>and 2 personal<br>weaknesses and 3<br>work related<br>strengths and<br>weaknesses                                                           | States 1 personal<br>strength and 1<br>personal weakness<br>and 2 work related<br>strengths and<br>weaknesses                                                               | States 2 work<br>related strengths<br>and weaknesses                                                                                 | States 1 work<br>related strength<br>and weakness                                          |                                                         |
|                                                 | AFLS JS 11 -<br>Searches for job<br>openings                  | Searches for<br>employment from 3<br>or more computer or<br>paper ads/ job search<br>locations and<br>identifies<br>employment<br>opportunities<br>appropriate for<br>learner's skills | Searches for<br>employment from 1<br>computer and 1 paper<br>ad/job search location<br>and identifies<br>employment<br>opportunities<br>appropriate for<br>learner's skills | Searches for<br>employment from<br>1 computer or<br>paper want ads/ job<br>search location                                           | States name of<br>computer job<br>search location or<br>finds want ads<br>section in paper |                                                         |
|                                                 | <i>Adapt for<br/>computer- not<br/>paper job search</i>       |                                                                                                                                                                                        |                                                                                                                                                                             |                                                                                                                                      |                                                                                            |                                                         |
| Job Search<br>& Job<br>Application              | AFLS JS 22 -<br>Fills out an<br>application for<br>employment | Neatly completes full<br>application without<br>assistance                                                                                                                             | Completes full<br>application with<br>verbal prompts                                                                                                                        | Completes<br>personal<br>information section<br>without assistance<br>but requires verbal<br>prompts to provide<br>other information | Requires verbal<br>prompts to provide<br>personal<br>information                           |                                                         |
|                                                 |                                                               |                                                                                                                                                                                        |                                                                                                                                                                             |                                                                                                                                      |                                                                                            |                                                         |

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|                                     |                                                                             |                                                                                                                                                                                 |                                                                                                              |                                                                                             |                                                                                                    |  |
|-------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--|
| Unit 2-<br>Attitude &<br>Enthusiasm | AFLS BS 3-<br>Pays attention during training                                | Attends to instructor for 30 minutes when there is at least a 1:4 instructor/ trainee ratio                                                                                     | Attends to instructor for 15 minutes when there is at least a 1:3 instructor training ratio                  | Attends to instructor for 15 minutes when there is at least a 1:2 instructor training ratio | Attends to instructor for 15 minutes when there is at least a 1:1 instructor training ratio        |  |
|                                     | AFLS JS 23-<br>Prepares a cover letter<br><i>What about content, Adapt?</i> | Prepares cover letter independently                                                                                                                                             | Provides all relevant information but requires verbal prompts to assist entering information into computer   | Provides most information but requires someone else to enter information into a computer    | Articulates the reasons why the job is sought                                                      |  |
| Unit 3-<br>Teamwork                 | AFLS CR 13-<br>Receives suggestions and corrective feedback                 | Remains calm when receiving suggestions and corrective feedback, evaluates the information, and demonstrates incorporation of that feedback in similar situations in the future | Remains calm and requires only verbal prompts to consider changes in actions                                 | Remains calm when provided with corrective feedback and suggestions                         | When presented very carefully, remains calm when provided with corrective feedback and suggestions |  |
|                                     | Resume<br>AFLS JS 19-<br>Prepares a resume<br><i>Adapt?</i>                 | Prepares and updates resume independently                                                                                                                                       | Provides all relevant information but requires verbal prompts to assist entering information into a computer | Provides personal information and job history for someone else to enter into a computer     | Provides personal information                                                                      |  |
| Cover Letter                        |                                                                             |                                                                                                                                                                                 |                                                                                                              |                                                                                             |                                                                                                    |  |

|                                                                    |                                                                                            |                                                                                                                                                                                    |                                                                                                                     |                                                                                                                                                                                         |                                                                |  |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|--|
| <b>Unit 4-</b><br>Networking/<br>Interview                         | See Mock Interview Rubric                                                                  |                                                                                                                                                                                    |                                                                                                                     |                                                                                                                                                                                         |                                                                |  |
| <b>Unit 5-</b><br><br>Problem<br>Solving &<br>Critical<br>Thinking | AFLS BS 21-<br><br>Solves problems<br>to overcome<br>barriers to task<br>completion        |                                                                                                                                                                                    |                                                                                                                     |                                                                                                                                                                                         |                                                                |  |
|                                                                    | AFLS CR 14-<br><br>Offers<br>suggestions                                                   |                                                                                                                                                                                    |                                                                                                                     |                                                                                                                                                                                         |                                                                |  |
| <b>Unit 6-</b><br><br>Professionalism                              | AFLS CR 6-<br><br>Uses appropriate<br>topics of<br>conversation for<br>work<br>environment | States at least 4<br>“safe” topics of<br>conversation and at<br>least 4 topics that<br>should be avoided at<br>work and maintains<br>appropriate topics of<br>conversation at work | States at least 4<br>“safe” topics of<br>conversation and at<br>least 2 topics that<br>should be avoided at<br>work | States at least 4<br>“safe” topics of<br>conversation                                                                                                                                   | States at least 2<br>safe topics of<br>conversation at<br>work |  |
| Onboarding &<br>Co-Worker<br>Relations                             |                                                                                            |                                                                                                                                                                                    |                                                                                                                     |                                                                                                                                                                                         |                                                                |  |
|                                                                    |                                                                                            | Consistently<br>identifies solutions<br>and workarounds<br>to overcome<br>obstacles when<br>faced with<br>problems during<br>tasks                                                 |                                                                                                                     | Notifies supervisor<br>when faced with<br>obstacle during<br>work, requires<br>assistance from<br>supervisor to<br>identify solutions<br>or workarounds to<br>overcome that<br>obstacle |                                                                |  |
|                                                                    |                                                                                            | Offers suggestions<br>to others to<br>possibly improve a<br>situation in a<br>tactful manner                                                                                       |                                                                                                                     | When ways of<br>presenting<br>suggestions are<br>discussed<br>beforehand, offers<br>suggestions to<br>others to possibly<br>improve a situation<br>in a tactful manner                  |                                                                |  |

|                  |                                        |  |                                                                 |                                                                |  |
|------------------|----------------------------------------|--|-----------------------------------------------------------------|----------------------------------------------------------------|--|
| Workplace Safety | AFLS WS 34-<br>Handles items with care |  | Handles fragile, expensive, or important items in a safe manner | Requires occasional reminders to handle items in a safe manner |  |
|------------------|----------------------------------------|--|-----------------------------------------------------------------|----------------------------------------------------------------|--|

### Unit 3

#### Assessment for Mock Interview:

| Skill:                                                                     | 4                                                                                   | 3 | 2                                                                                                         | 1                                                                                                               | Notes:<br>*if no criteria met note<br>students response |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| AFLS IN 8-<br><br>Displays adequate<br>hygiene for<br>interview            |  |   | Displays appropriate<br>hygiene for interview                                                             | Displays<br>appropriate hygiene<br>for interview with<br>verbal prompts as<br>learner prepares for<br>interview |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
| AFLS IN 9-<br><br>Answers variety of<br>questions during<br>mock interview |                                                                                     |   | Active listening and<br>answers specific<br>questions                                                     | Answers specific<br>questions                                                                                   |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   | Independently<br>answers specific<br>questions, asks<br>relevant questions<br>with only verbal<br>prompts | Active listening,<br>asks relevant<br>questions, answers<br>open ended<br>questions                             |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   | Freshly showered/clean, no foul odor?                                                                     | Yes                                                                                                             | No                                                      |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   | Fingernails clean and trimmed?                                                                            | Yes                                                                                                             | No                                                      |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   | Clean teeth?                                                                                              | Yes                                                                                                             | No                                                      |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   | Hair brushed/combed/styled?                                                                               | Yes                                                                                                             | No                                                      |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   | Hair clean?                                                                                               | Yes                                                                                                             | No                                                      |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |
|                                                                            |                                                                                     |   |                                                                                                           |                                                                                                                 |                                                         |

|                                                        |  |                                                                                                 |                                                                                                             |  |
|--------------------------------------------------------|--|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--|
| AFLS IN 11-<br>Dresses<br>professionally               |  | Describes professional dress for learner's gender and dresses professionally for job interview  | Dresses professionally for job interview with verbal prompts or assistance from caregiver                   |  |
| AFLS IN 12-<br>Describes relevant experience           |  | Describes past experiences to interviewer relevant for position sought in conversational manner | Describes past experiences only in response to direct questions from interviewer about specific experiences |  |
| AFLS IN 13-<br>Asks appropriate and relevant questions |  | Asks questions of interviewer relevant to gain position details                                 | Ask questions when verbally prompted by caregiver or when using a predetermined list of questions           |  |
| AFLS IN 14-<br>Answers interview questions             |  | Answers open ended questions using multiple details relevant to experience                      | Answers close-ended questions                                                                               |  |

|                                                                         |                                                                                                 |                                                                                                                                                 |                                                                                                                                       |                                                                                                                                                 |                                                                                                                                       |           |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <p>AFLS IN 10-<br/>Demonstrates “soft skills” during mock interview</p> | <p><i>ETP/AFLS IN 16- Pays attention during interview</i><br/><i>Adapt for no caregiver</i></p> | <p>Pays attention during a job interview for more than 30 minutes when caregiver is not present and demonstrates active listening behaviors</p> | <p>Pays attention during a job interview for 15 minutes when caregiver is not present and demonstrates active listening behaviors</p> | <p>Pays attention during job interview for more than 15 minutes when caregiver is present and providing only minimal and infrequent prompts</p> | <p>Pays attention during job interview for 10 minutes when caregiver is present and providing only minimal and infrequent prompts</p> |           |
|                                                                         |                                                                                                 |                                                                                                                                                 |                                                                                                                                       | <p>Uses a variety of “soft skills” when answering questions and participating in mock interview so as to appear relaxed and confident</p>       | <p>Appropriately greets and shakes hands with interviewer</p>                                                                         |           |
|                                                                         |                                                                                                 |                                                                                                                                                 |                                                                                                                                       | <p>Eye contact on greeting?</p>                                                                                                                 | <p>Yes</p>                                                                                                                            | <p>No</p> |
|                                                                         |                                                                                                 |                                                                                                                                                 |                                                                                                                                       | <p>Good posture?</p>                                                                                                                            | <p>Yes</p>                                                                                                                            | <p>No</p> |
|                                                                         |                                                                                                 |                                                                                                                                                 |                                                                                                                                       | <p>Thank you at the end of the interview?</p>                                                                                                   | <p>Yes</p>                                                                                                                            | <p>No</p> |
|                                                                         |                                                                                                 |                                                                                                                                                 |                                                                                                                                       | <p>Good manners?</p>                                                                                                                            | <p>Yes</p>                                                                                                                            | <p>No</p> |
|                                                                         |                                                                                                 |                                                                                                                                                 |                                                                                                                                       | <p>Positive?</p>                                                                                                                                | <p>Yes</p>                                                                                                                            | <p>No</p> |
|                                                                         |                                                                                                 |                                                                                                                                                 |                                                                                                                                       | <p>Smiled?</p>                                                                                                                                  | <p>Yes</p>                                                                                                                            | <p>No</p> |
|                                                                         |                                                                                                 |                                                                                                                                                 |                                                                                                                                       | <p>Handshake?</p>                                                                                                                               | <p>Yes</p>                                                                                                                            | <p>No</p> |
|                                                                         |                                                                                                 |                                                                                                                                                 |                                                                                                                                       |                                                                                                                                                 |                                                                                                                                       |           |

AFLS IN 6- Prepares list of questions to ask employers

|                                                             |            |           |
|-------------------------------------------------------------|------------|-----------|
| <p>Did student come with a list of interview questions?</p> | <p>Yes</p> | <p>No</p> |
|-------------------------------------------------------------|------------|-----------|

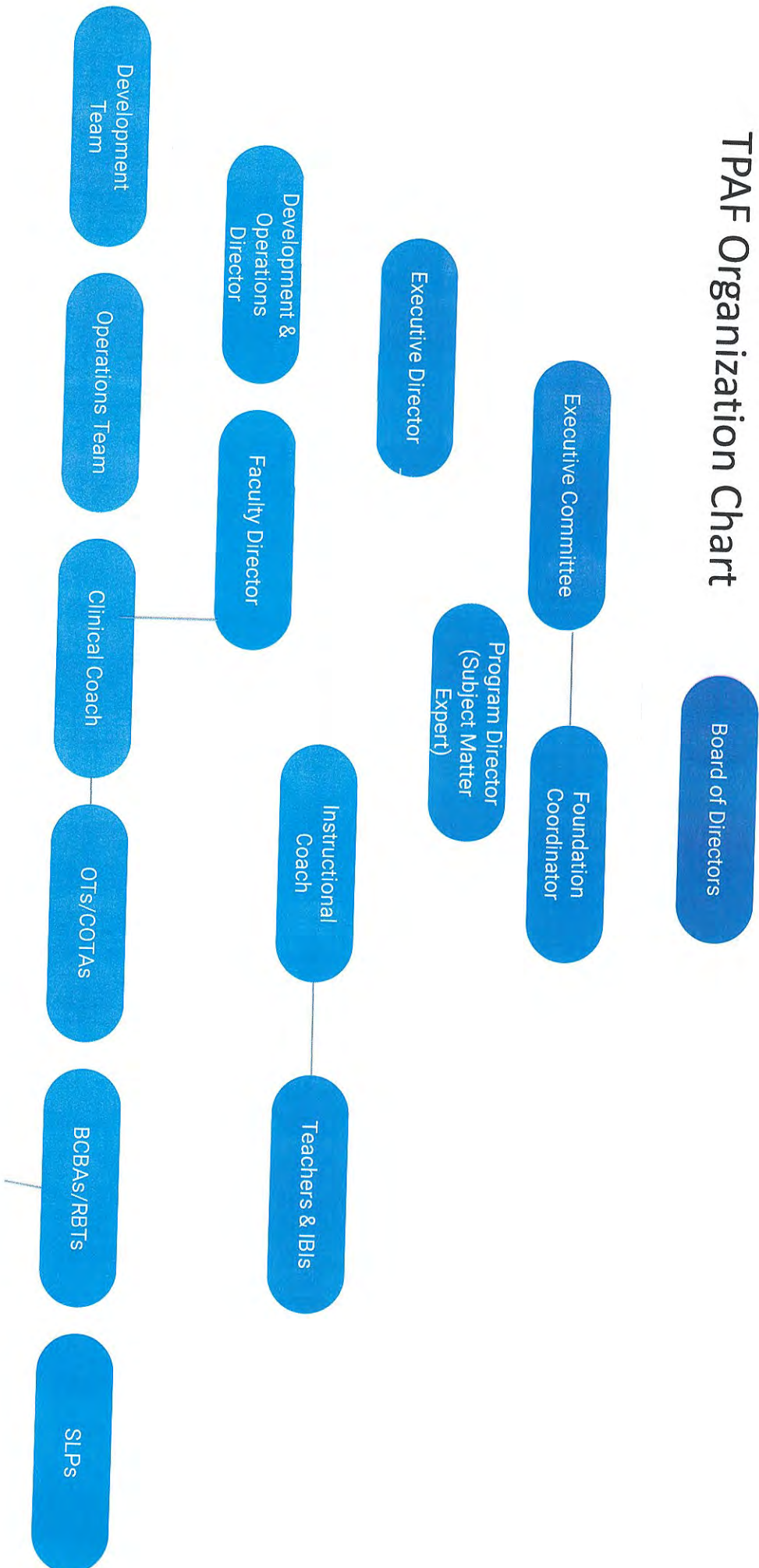
**Daily Classroom Management:**

| Skill:                                                                                                             | 4 | 3 | 2                                                                                                                                                                                                              | 1                                                                                                 | Notes:<br>*if no criteria met no<br>students response |
|--------------------------------------------------------------------------------------------------------------------|---|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| AFLS BS 12-<br>Demonstrates<br>consistent<br>attendance                                                            |   |   | Only misses work for illness<br>at a rate consistent with<br>coworkers                                                                                                                                         | Misses work no<br>more than twice a<br>month                                                      |                                                       |
| AFLS BS 13-<br>Demonstrates<br>punctual arrival and<br>departure                                                   |   |   | Consistently arrives early or<br>on time for work and<br>consistently stays for entire<br>shift                                                                                                                | Consistently arrives<br>early or on time for<br>work or<br>consistently stays<br>for entire shift |                                                       |
| AFLS BS 14-<br>Notifies employer<br>(teacher) when<br>work (or class) will<br>be missed or when<br>learner is late |   |   | Consistently notifies<br>employer in a timely manner<br>every time work will be<br>missed, when learner will be<br>late, and resolves the issue<br>that was causing the missed<br>or late shifts (if possible) | Notifies employer<br>prior to the start of<br>the assigned shift<br>when work will be<br>missed   |                                                       |

|                                                                                                     |  |                                                                                   |                                                                                         |  |
|-----------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--|
| ETP/AFLS BS 15-<br>Remains calm at<br>work ( <i>school</i> )                                        |  | Consistently reacts<br>appropriately, calmly, or as is<br>typical given situation | Reacts<br>inappropriately or<br>in a disruptive<br>manner no more<br>than once per week |  |
| ETP/AFLS BS 16-<br>Demonstrates<br>non-disruptive<br>behavior in while at<br>work ( <i>school</i> ) |  | Never disrupts work<br>environment                                                | Requires occasional<br>reminders to correct<br>disruptive behavior<br>while working     |  |



# TPAF Organization Chart





## Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: 4/6/2023

Bid/Contract/PO #:

|                                                |                                                |
|------------------------------------------------|------------------------------------------------|
| Company Name: Turning Pointe Autism Foundation | Company Contact: Carrie Provenzale             |
| Contact Phone: 630-615-6027                    | Contact Email: cprovencale@turningpointeaf.org |

### The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

☒ **NONE (check here) - If no contributions have been made**

| Recipient | Donor | Description (e.g. cash, type of item, in-kind services, etc.) | Amount/Value | Date Made |
|-----------|-------|---------------------------------------------------------------|--------------|-----------|
|           |       |                                                               |              |           |
|           |       |                                                               |              |           |
|           |       |                                                               |              |           |

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

☒ **NONE (check here) - If no contacts have been made**

| Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid | Telephone | Email |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|
|                                                                                                                                                                  |           |       |
|                                                                                                                                                                  |           |       |
|                                                                                                                                                                  |           |       |

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

### Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

<https://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

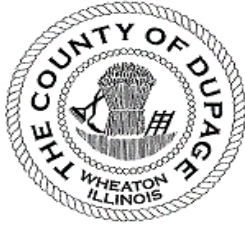
Authorized Signature

Printed Name Carrie Provenzale

Title Executive Director

Date 4/6/2023

Attach additional sheets if necessary. Sign each sheet and number each page. PAGE 1 OF 1 (total number of pages)



THE COUNTY OF DUPAGE  
FINANCE - PROCUREMENT  
YOUTH SERVICES 23-010-WIOA  
BID TABULATION

|                       |                  | √                                     | √                                |
|-----------------------|------------------|---------------------------------------|----------------------------------|
| Criteria              | Available Points | Central States Ser, Jobs for Progress | Turning Pointe Autism Foundation |
| Firm Qualifications   | 15               | 16                                    | 11                               |
| Key Qualifications    | 15               | 23                                    | 15                               |
| Project Understanding | 50               | 25                                    | 18                               |
| Price                 | 20               | 5                                     | 20                               |
| Total                 | 100              | 69                                    | 64                               |

|                                              |               |              |
|----------------------------------------------|---------------|--------------|
| Fee and Rate Proposal                        | \$ 326,679.00 | \$ 89,000.00 |
| Percentage of points                         | 27%           | 100%         |
| Points awarded<br>(wtd against lowest price) | 5             | 20           |

|       |
|-------|
| NOTES |
|-------|

|                                         |        |
|-----------------------------------------|--------|
| RFP Posted on 12/14/2022                |        |
| Bid Opened On 1/20/2023, 2:30 PM CST by | NE, DW |
| Invitations Sent                        | 83     |
| Total Requesting Documents              | 0      |
| Total Bid Responses Received            | 2      |



## Economic Development Change Order with Resolution

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**File #:** ED-CO-0001-23

**Agenda Date:** 4/18/2023

**Agenda #:** 7.B.1.

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AMENDMENT TO COUNTY CONTRACT 5234-0001 SERV  
ISSUED TO CAROL STREAM CHAMBER OF COMMERCE  
FOR ONE-STOP OPERATOR SERVICES  
FOR WORKFORCE DEVELOPMENT DIVISION  
(INCREASE ENCUMBRANCE \$82,508)

WHEREAS, County Contract 5234-001 SERV was approved by the County Board on April 27, 2021;  
and

WHEREAS, the Economic Development Committee recommends changes as stated in the Change Order Notice to County Contract 5234-0001 SERV, issued to Carol Stream Chamber of Commerce, for One-Stop Operator Services, for Workforce Development Division, to extend services through June 30, 2025 and increase the contract by \$41,254 resulting in an amended contract total of \$82,508, an increase of 100%.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to County Contract 5234-0001 SERV, issued to Carol Stream Chamber of Commerce, for One-Stop Operator Services for Workforce Development Division, for an extension of services through June 30, 2025 and increase the contract by \$41,254 resulting in an amended contract total of \$82,508, an increase of 100%.

Enacted and approved this 25th day of April at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK

EDC 4/18  
CB 4/25



# Request for Change Order

## Procurement Services Division

Attach copies of all prior Change Orders

Date: 3/30/23

MinuteTraq (IQM2) ID #:

|                                                    |                                                                      |                   |                                        |
|----------------------------------------------------|----------------------------------------------------------------------|-------------------|----------------------------------------|
| Purchase Order #: 5234                             | Original Purchase Order Date: Jul 1, 2021                            | Change Order #: 5 | Department: Human Resources-WOOD       |
| Vendor Name: Carol Stream Chamber of Commerce      |                                                                      | Vendor #: 33198   | Dept Contact: Lisa Schwach/Jamie Brown |
| Background and/or Reason for Change Order Request: | Increase Line 3 by \$41,254.00 and extend the contract to 6/30/2025. |                   |                                        |
| <b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>         |                                                                      |                   |                                        |

- ☐ (A) Were not reasonably foreseeable at the time the contract was signed.
- ☐ (B) The change is germane to the original contract as signed.
- ☒ (C) Is in the best interest for the County of DuPage and authorized by law.

| INCREASE/DECREASE |                                                                                                            |             |
|-------------------|------------------------------------------------------------------------------------------------------------|-------------|
| A                 | Starting contract value                                                                                    | \$41,254.00 |
| B                 | Net \$ change for previous Change Orders                                                                   |             |
| C                 | Current contract amount (A + B)                                                                            | \$41,254.00 |
| D                 | Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease | \$41,254.00 |
| E                 | New contract amount (C + D)                                                                                | \$82,508.00 |
| F                 | Percent of current contract value this Change Order represents (D / C)                                     | 100.00%     |
| G                 | Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)                   | 100.00%     |

### DECISION MEMO NOT REQUIRED

- ☐ Cancel entire order ☐ Close Contract ☐ Contract Extension (29 days) ☐ Consent Only
- ☐ Change budget code from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Increase/Decrease quantity from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Price shows: \_\_\_\_\_ should be: \_\_\_\_\_
- ☐ Decrease remaining encumbrance and close contract ☐ Increase encumbrance and close contract ☐ Decrease encumbrance ☐ Increase encumbrance

### DECISION MEMO REQUIRED

- ☒ Increase (greater than 29 days) contract expiration from: Jun 30, 2023 to: Jun 30, 2025
- ☒ Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount ☐ Funding Source 5000 2840
- ☐ OTHER - explain below:

|                                                        |           |                                                  |                                                    |
|--------------------------------------------------------|-----------|--------------------------------------------------|----------------------------------------------------|
| LS                                                     | 3/30/23   | [Redacted]                                       | 3/30/23                                            |
| Prepared By (Initials)                                 | Phone Ext | Date                                             | Recommended for Approval (Initials) Phone Ext Date |
| <b>REVIEWED BY (Initials Only)</b>                     |           |                                                  |                                                    |
| Buyer                                                  | Date      | Procurement Officer                              | Date                                               |
| Chief Financial Officer (Decision Memos Over \$25,000) | Date      | Chairman's Office (Decision Memos Over \$25,000) | Date                                               |



# Decision Memo

## Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: \_\_\_\_\_

MinuteTraq (IQM2) ID #: \_\_\_\_\_

Department Requisition #: \_\_\_\_\_

|                                               |                                  |
|-----------------------------------------------|----------------------------------|
| Requesting Department: Human Resources-WDD    | Department Contact: Lisa Schvach |
| Contact Email: lschvach@worknetdupage.org     | Contact Phone: (630) 955-2066    |
| Vendor Name: Carol Stream Chamber of Commerce | Vendor #: 33198                  |

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Approval of Workforce Innovation and Opportunity Act (WIOA) grant-funded contract extension and increase by \$41,254.00 for Carol Stream Chamber of Commerce to serve as the One Stop Operator. The current end date of the contract is 6/30/2023. The revised end date will be 6/30/2025.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

The Workforce Innovation and Opportunity Act (WIOA) provides funding for job training and employment services to residents of DuPage County. The monies utilized for the aforementioned grant are Federal dollars; DuPage County acts as the fiscal agent for the distribution of monies for WIOA program.

### Strategic Impact

Economic Growth

Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

The WIOA program is designed to assist DuPage County residents achieve self-sufficient employment in in-demand occupations.

**Source Selection/Vetting Information** - Describe method used to select source.

Request for Proposals were previously issued to secure the existing contract for Carol Stream Chamber of Commerce to serve as the One Stop Operator.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1) Extend and increase the Carol Stream Chamber of Commerce contract.

2) Seek new bids through a new RFP.

Our recommendation is to extend the end date of the Carol Stream Chamber of Commerce contract from 6/30/2023 to 6/30/2025 and increase the amount of the contract by \$41,254.00.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

This contract is grant-funded from Federal dollars thru WIOA Title 1 grant 5000-2840- 53820 for the period 7/1/21 to 6/30/25.

Financial Impact for FY2021 - \$ 8,141.71

Financial Impact for FY24 - \$ 20,622.00

Financial Impact for FY2022- \$ 21,108.67

Financial Impact for FY25 - \$ 12,106.32

Financial Impact for FY2023- \$ 20,529.30

Total contract amount - \$ 82,508.00