

Bid Document Checklist

The following documents must be included with the Respondent's Bid:

Document Description	Authority
Acknowledgment of Receipt of Addenda	N.J.S.A. 40A:11-23.2 (e)
Statement of Corporate Ownership	N.J.S.A. 52:25-24.2
Bid Proposal	N.J.S.A. 40A: 11-4
Standard Questionnaire	N.J.S.A. 40A:11-26

The following documents must be submitted to the County prior to the contract being executed:

Document Description	Authority
Disclosure of Investment Activities in Iran	P.L. 2012, c. 25
Non-Collusion Affidavit	N.J.S.A 52:34-15
MBE/WBE Program Certification Form (if applicable)	Resolution No. R20210933
Form W-9, Department of the Treasurer Internal Revenue Service	Internal
Business Registration Certificate	N.J.S.A. 52:32-44

Name of Bidder (Please Print): St. Paul's Community Development Corporation

Signature of Authorized Representative: 

Name (Please Print): Richard C. Williams

Title (Please Print): Executive Director **Date:** 6/8/2022

**All documents required for the bid submission and prior to the execution of Agreement to the winning bidder are appended hereto and labeled accordingly. If any of the documents stated herein are missing, please contact the Passaic County Purchasing Agent immediately.*

NOTE: BID DOCUMENT RETURN ENVELOPES MUST CLEARLY IDENTIFY THE BID NAME, BID NUMBER, AND BID OPENING DATE ON THE EXTERIOR OF THE COMMON CARRIER OR COMPANY MAILING ENVELOPE.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following addenda. If no addenda were issued, check the "No addenda were received" box.

Addenda Number	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

No addenda were received

Name of Bidder (Please Print): St. Paul's Community Development Corporation

Signature of Authorized Representative: _____

Name (Please Print): Richard C. Williams

Title (Please Print): Executive Director **Date:** _____

*Signature is required only if an addendum was issued.

Check here if willing to provide the goods or services herein bid upon to Registered Members in System #38-PCCP 07-1 who have submitted estimates without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that order will be placed directly by the registered members identified herein by separate contract, subject to the overall terms of the contract to be awarded by the County of Passaic, that no additional service or delivery charges will be allowed, except as permitted by these specifications.

STATEMENT OF CORPORATE OWNERSHIP
SIGNATURE REQUIRED ON PAGE 2

Check the applicable statement:

I certify that the list below contains the names and addresses of all stockholders holding ten percent (10%) or more of the issued and outstanding stock of the undersigned.

I certify that no one (1) stockholder owns ten percent (10%) or more of the issued and outstanding stock of the undersigned.

Legal Name of Bidder: _____

Check the applicable business entity in the space provided below:

Business Entity	Check the applicable business entity
Partnership	
Corporation	X
Sole Proprietorship	
Limited Partnership	
Limited Liability Partnership	
S Subchapter	
S Corporation	
Limited Liability Company	
Other:	

If the Bidder is either a Corporation, S Corporation, or Limited Liability Company, provide the date incorporated and the place of incorporation, if not, skip to next item:

Dated Incorporated: 11/01/1990 **Place of Incorporation:** New Jersey

Business Address (Please Print): 456 Van Houten Street, Paterson, NJ 07501

Telephone: (973) 710-3900 **Fax:** (973) 684-4106

In accordance with N.J.S.A. 52:25-24.2, list below the names and addresses of all stockholders, partners, or individuals who own ten percent (10%) or more of stock of any class, or who own ten percent (10%) or greater interest therein. The disclosure shall be continued until the names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the ten percent (10%) ownerships criteria has been listed.

Name (Please Print): _____

Address (Please Print): _____

Name (Please Print): _____

Address (Please Print): _____

STATEMENT OF CORPORATE OWNERSHIP *(continued)*

Name *(Please Print)*: _____

Address *(Please Print)*: _____

**Continue on additional sheet if necessary*

Publicly traded parent company disclosure. Submit the URL providing the last annual Security and Exchange Commission, or foreign equivalent filing:

Name of Bidder *(Please Print)*: St. Paul's Community Development Corporation

Signature of Authorized Representative: _____ 

Name *(Please Print)*: Richard C. Williams

Title *(Please Print)*: Executive Director **Date:** 6/8/2022

BID PROPOSAL

Name of Bidder (Please Print): St. Paul's Community Development Corporation

submits the following proposal for the

**Programs for Out of School Youth Funded Under Workforce Innovation and Opportunity Act
(WIOA)
Project RFP-22-019**

DELIVERY:

All articles shall be delivered to all Departments and Institutions specified with all charges prepaid, (F.O.B. Destination) in such quantities as ordered by the County of Passaic, which may be greater or lesser in amount than herein specified and in case no specific time for delivery is included by the County of Passaic when the order is given, then such goods must be delivered immediately.

No additional charges will be allowed for any transportation cost resulting from partial shipments made at the vendor's convenience.

Merchants who substitute commodities or deliver commodities not according to specifications, or who do not deliver at time specified in the proposal will be classified, as undesirable and their proposals will be refused in future bidding.

To the Passaic County Board of County Commissioners:

The undersigned hereby declares that he/she has carefully examined the Bid Documents and that he will contract to carry out and complete said Project at the following prices:

a. **Base Agreement.**

CONTRACT YEAR	START DATE	END DATE	COST
Year One	July 1, 2022	June 30, 2023	\$ 240,000.00
TOTAL	July 1, 2022	June 30, 2023	\$240,000.00

b. **County Options to Extend Agreement.**

OPTION YEAR	START DATE	END DATE	COST
Option One	July 1, 2023	June 30, 2024	\$ 240,000.00
Option Two	July 1, 2024	June 30, 2025	\$ 240,000.00

Name of Bidder (Please Print): St. Paul's Community Development Corporation

Signature of Authorized Representative: 

Name (Please Print): Richard C. Williams

Title (Please Print): Executive Director **Date:** 4/8/2022

STANDARD QUESTIONNAIRE

Name of Bidder: Richard C. Williams

Address of Bidder: 456 Van Houten Street, Paterson, NJ 07501

Telephone: (973) 710-3900, Ext. 433 **Fax:** (973) 684-4106

1. How many years have you been in business as a contractor as your present business name given above?

32 Year(s)

2. How many years have you been the Principal Officer of a general contracting firm under a different name?

0 Year(s)

3. List three (3) projects similar in nature previously completed by your organization:

Name of Owner	St. Paul's Community Development Corporation
Project Manager	Quayshaela Davis, MSW, Next Step Workforce Development Program
Project Manager Phone #	(973) 232-1339, Ext. 302
Project Type	WIOA-Yout (WIOA)
Project Location	301 Main Street, Paterson, NJ 07501
Amount of Contract	\$ 240,000.00
Date of Completion	06/30/2021

Name of Owner	St. Paul's Community Development Corporation
Project Manager	Quayshaela Davis, MSW, Next Step Workforce Development Program
Project Manager Phone #	(973) 232-1339, Ext. 302
Project Type	Adult Basic Education (ABE) - (WFNJ)
Project Location	301 Main Street, Paterson, NJ 07501
Amount of Contract	\$ 150,000.00
Date of Completion	09/30/2020

Name of Owner	St. Paul's Community Development Corporation
Project Manager	Quayshaela Davis, MSW, Next Step Workforce Development Program
Project Manager Phone #	(973) 232-1339, Ext. 302
Project Type	Adult Basic Education (ABE) - Special Learning Needs - (WFNJ)
Project Location	301 Main Street, Paterson, NJ 07501
Amount of Contract	\$ 150,000.00
Date of Completion	09/30/2020

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Part 1: Certification

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran.

The Chapter 25 list is found on the State of New Jersey Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review the list prior to completing the certification below. Failure to complete the certification will render a bidder's proposal non-responsive.

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed herein nor any of the bidder's parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the bidder and/or one of more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of Treasury's Chapter 25 list. I will provide a detailed, accurate, and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.

Part 2: Please provide further information related to investment activities in Iran.

Name _____ **Relationship to Bidder/Offeror** _____

Description of Activities _____

Duration of Engagement _____ **Anticipated Cessation Date** _____

Bidder/Offeror Contact Name _____ **Contact Phone Number** _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that Passaic County is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the County to notify the County in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Passaic County, New Jersey and that the County at its option may declare any contract(s) resulting from this certification void and unenforceable.

Name of Bidder (Please Print): St. Paul's Community Development Corporation

Signature of Authorized Representative: _____

Name (Please Print): Richard C. Williams

Title (Please Print): Executive Director **Date:** 6/8/2022

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of Passaic

ss:

I, Richard C. Williams residing in Lyndhurst in the County of Bergen and State of New Jersey of full age, being duly sworn according to law on my oath depose and say that:

I am Executive Director of the firm of St. Paul's CDC, the bidder making this proposal for the bid entitled **Programs for Out of School Youth Funded Under Workforce Innovation and Opportunity Act (WIOA)**, and that I executed the said proposal with full authority to do so, that said bidder has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named contract, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the County of Passaic relied upon the truth of the statements contained in said bid proposal and in this affidavit in awarding the Contract for the said bid proposal.

Name of Bidder (Please Print): St. Paul's Community Development Corporation

Signature of Authorized Representative: 

Name (Please Print): Richard C. Williams

Title (Please Print): Executive Director **Date:** 6/8/2022

Subscribed and sworn to before me on this
_____ day of _____, _____.

Signature of Notary Public

PLEASE CHECK HERE IF NOT APPLICABLE

PLEASE CHECK HERE IF NOT APPLICABLE

MBE/WBE PROGRAM CERTIFICATION FORM

In compliance with Resolution No. R20210933, dated October 26, 2021, "Resolution Establishing a Minority Business Enterprise and Women Business Enterprise Set-Aside and Joint Venture Program for the County of Passaic", and in compliance with the laws of the State of New Jersey, N.J.S.A. 40A:11-41 et seq., I, the undersigned, do hereby certify the following:

1. That all document(s) submitted by myself or my business, including the MBE/WBE/MWBE Certificate affixed hereto, if applicable, are valid and accurate. I understand that the County may reject my bid for failure to provide the MBE/WBE/MWBE Certificate prior to award of contract.
2. That I understand my qualifications for the program may be subject to audit.
3. That I understand the terms of this program as explained in Resolution No. R20210933 attached hereto as **Appendix A**.
4. That, pursuant to N.J.S.A. 40A:11-47, if the County determines that a business has been classified as an MBE/WBE/MWBE based on false information knowingly supplied by the business and has been awarded a contract to which it would not otherwise have been entitled under this program, the County may, after a hearing assess a fine, penalty, or render the business ineligible to further transact any business with the County for a predetermined time.

Name of Bidder *(Please Print)*: _____

Signature of Authorized Representative: _____

Name *(Please Print)*: _____

Title *(Please Print)*: _____ **Date**: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>St. Paul's Community Development Corporation</p> <p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input checked="" type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>456 Van Houten Street</p> <p>6 City, state, and ZIP code</p> <p>Paterson, NJ 07501</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
2	2	-	3	0	7	5	8	5	5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ Richard C. Williams</p>	Date ▶	<p><i>6/8/2022</i></p>
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Digitally signed by Richard C. Williams
DN: cn=Richard C. Williams, o=St. Paul's Community Development Corporation, ou=Administration, email=rwilliams@stpaulsdcn.org, c=US

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

Taxpayer Name: ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION
Trade Name:
Address: 456 VAN HOUTEN STREET
PATERSON, NJ 07501
Certificate Number: 0570879
Effective Date: March 12, 1991
Date of Issuance: September 30, 2021

For Office Use Only:
20210930130126771

WIOA Youth Proposal Package and Forms

Cover Sheet

WIOA OUT-OF-SCHOOL YOUTH PROGRAM PROPOSAL

Proposing Organization	St. Paul's Community Development Corporation (SPCDC)
Program Name	WIOA-Youth
Program Type	<p><i>* Select one program per proposal *</i></p> <p><input type="checkbox"/> WIOA Out of School Youth-Paterson</p> <p><input type="checkbox"/> WIOA Out of School Youth-Passaic</p> <p><input checked="" type="checkbox"/> WIOA Out of School Youth-County-Wide</p>

To complete the proposal as directed, please ensure all required information is included in the proposal and all questions are completely addressed.

NOTE: All sections must be completed in sequence and should be clearly marked and numbered.

Proposal Package and Forms

- Cover Sheet
- WIOA Youth Program Fact Sheet
- Organization and Accreditation Information
- A. Statement of Need
- B. Program Summary (1 page maximum)
- C. Program Narrative (6 to 8 pages)
- D. Organization Administration and Management (3 pages maximum)
- E. Budget (Program Budget, Administrative Budget Justification, and Program Costs Justification)
- F. Statement of Work
- G. Proposed Planned Outcomes
- H. Chart of Program Elements
- I. Proposal Checklist
- Attachment 1. NRS Chart
- Attachment 2. NJWIN 10-17 (A)
- Attachment 3. Glossary
- Attachment 4. Assurances and Certifications (signature required)
- Attachment 5. Certification Regarding Debarment (signature required)
- Attachment 6. Certification Regarding Lobbying (signature required)
- Attachment 7. Non-Discrimination and Equal Opportunity (no signature required)

WIOA YOUTH PROGRAM FACT SHEET

A. Provider/Agency Name	St. Paul's Community Development Corporation
B. Program Name	WIOA-Youth
C. Program Type:	WIOA Out of School Youth - County-Wide
D. Administrative Address	456 Van Houten Street Paterson, NJ 07501
E. Administrative Contact: Name Phone Number Fax Number E-Mail Address	Richard C. Williams, Executive Director (973) 710-3900, Ext. 433 (973) 684-4106 rcwilliams@stpaulscdcnj.org
F. Training Site Address	301 Main Street (Upper Level) Paterson, NJ 07501
G. Training Site Contact: Name Phone Number Fax Number E-Mail Address	Quayshaela Davis, MSW, Program Director (973) 232-1339, Ext. 302 (862) 239-1037 qdavis@stpaulscdcnj.org
H. Fiscal Contact: Name Phone Number Fax Number E-Mail Address	Laarni T. Berces, Director of Finance (973) 710-3900, Ext. 413 (973) 684-4106 lberces@stpaulscdcnj.org
I. Instructor Contact: Name Phone Number Fax Number E-Mail Address	Rosario Centeno, WIOA-Youth Instructor (973) 232-1339, Ext. 301 (862) 239-1037 rcenteno@stpaulscdcnj.org
J. Federal ID Number	22-3075855
K. Total training cost	\$240,000.00
L. Cost per participant	\$6,000.00
M. Total annual Level of Service	40
N. Class capacity (at one time)	20
O. Total instructional hours per participant	720
P. Total weeks of training per participant	24
Q. Total hours per week per participant	30
R. Teacher/student ratio	1:20

S. Program start date(s)	07/01/2022
T. Program completion date (s)	06/30/2023
U. Days of the week the program operates	Monday through Friday
V. Daily hours of operation (training)	9:00 AM to 4:00 PM
W. Holiday/vacation schedule	See Attached.

Organization and Accreditation Information

Type of Organization

<input checked="" type="checkbox"/> Private Non-Profit	<input type="checkbox"/> Private For-Profit
<input type="checkbox"/> Public/Government Agency	<input type="checkbox"/> Education Institution
<input type="checkbox"/> Community College	<input type="checkbox"/> Labor Organization
<input type="checkbox"/> Minority Owned Business	<input type="checkbox"/> Women's Organization
<input type="checkbox"/> Faith Based Organization	<input type="checkbox"/> Other (Identify)

SAM ID# (Formerly CCR)	5JH98
ETPL ID#	223075855000
DUNS ID#	167165328

Approval/Accreditation

NJ Department of Labor and Workforce Development Division of One-Stop Coordination and Support
Training Provider (formerly Chapter 531)

Date of Approval	Pending
Expiration Date	

NJ Department of Labor and Workforce Development Division of One-Stop Coordination and Support
Private Vocational Schools (formerly Chapter 18)

Date of Approval	
Expiration Date	



**St. Paul's Community Development Corporation
Holiday Schedule**

YEAR 2022

	Date	Day of the week	Holiday
1	January 1, 2022	Saturday	New Year's Day Observed on Friday, 12/31/2021
2	January 17, 2022	Monday	Birthday of Martin Luther King, Jr.
3	February 21, 2022	Monday	President's Day
4	April 15, 2022	Friday	Good Friday
5	May 30, 2022	Monday	Memorial Day
6	June 17, 2022	Friday	Juneteenth
7	July 4, 2022	Monday	Independence Day
8	September 5, 2022	Monday	Labor Day
9	November 11, 2022	Friday	Veteran's Day
10	November 24, 2022	Thursday	Thanksgiving Day
11	November 25, 2022	Friday	Day after Thanksgiving
12	December 25, 2022	Sunday	Christmas Day Observed on Monday 12/26/2022
13	December 26, 2022	Monday	Day after Christmas observed on Tuesday 12/27/2022
14			Employee's Birthday*

* Birthday holiday should be utilized within 2 pay periods (before or after) birthday.



ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION

456 Van Houten Street
Paterson, NJ 07501



The **SPCDC WIOA-Youth** program offers **HIGH SCHOOL DIPLOMA** test preparation and examination to participants via the HiSET Exam.¹ Built on the OCTAE College and Career Readiness Standards for Adult Education, the HiSET® exam gives out-of-school youth and adults the best opportunity to demonstrate their skills and knowledge and earn a state-issued high school equivalency (HSE) credential.

A. STATEMENT OF NEED

The city of Paterson, located within Passaic County, NJ, is an ethnically diverse inner-city with intense, compelling economic and social challenges. Twenty-seven percent (27%) of the population lives in poverty and over 39% of Paterson's children live at or below the poverty line. As of April 2022, Paterson's unemployment rate stood at 6.9%, as compared to 4.7% in Passaic County and 4.1% statewide. Additionally, Paterson's Annual Labor Force Participation rate is 61.9% (2016-2022), as compared to 65.9% in Passaic County and 65.6% statewide.²

As it relates to the largest population center of Passaic County, and the heart of where the majority of **SPCDC WIOA-Youth** enrollees would reside, 61% of Paterson's population is Hispanic or Latino, 27% African-American, 9% White, and 3% are made up of other ethnic groupings. There has been an increasing shift in the ethnic composition of Paterson and Passaic County with the Census reporting a disproportionate increase in the number of Hispanic residents. Paterson Public Schools report that of the 23,691 children enrolled, the majority are Hispanic/Latino and African-American. Due to the large immigrant population in Paterson schools, language barriers are an issue. Over half of Paterson's residents who have lived in the city for at least 5-years have English as their second language, and over ¼ of this group speak English less than "very well". There is also widespread illiteracy among the adult population. It is estimated that over 50% of Paterson residents are non-readers or read below the 6th grade level.

The Paterson School District has transitioned back to local control after 29 years of state control due to fiscal mismanagement and poor student achievement. Approximately 3,925 students receive special education services and 4,827 students are English Language Learners (ELL) who receives bilingual/ESL services.³ Paterson schools have an average math proficiency score of 16% versus 32% in Passaic County and 44% statewide. Paterson schools have a reading proficiency score of 25% versus the 46% in Passaic County and 57% statewide. Schools in Paterson and Passaic County have an average ranking of 1/10, which is in the bottom 50% of New Jersey public schools.^{4 5}

Based on the myriad of social, economic, and academic barriers, as outlined above, many Paterson and Passaic County students are not successfully completing their high school education. As such, St. Paul's Community Development Corporation (SPCDC) has proposed the intervention strategy known as the **SPCDC WIOA-Youth** program. The purpose of the **SPCDC WIOA-Youth** program is to provide instruction, test preparation and examination to 40 out of school youth, 16 to 24 years of age, who are basic skills deficient, without a high school diploma or equivalent, and presenting at a 5th grade level or above on the Passaic County Workforce Development Center's approved assessment tool. The **SPCDC WIOA-Youth** program aims to provide assistance to youth that are currently out of school due to issues including, but not limited to, homelessness, runaway status, ex-offender status, being a high school dropout, and/or pregnant or parenting. The goal of the program is to assist out of school youth with obtaining their state-issued high school equivalency (HSE) credential through the HiSET exam.

In regards to employer need, having a highly educated workforce, with a minimum high school equivalency certification rate of at least 50%, allows a community to raise its labor force participation and wage rates, while affording local businesses the opportunity to hire from a more diverse and locally-sourced employment base.

¹ HiSET - <https://hiset.ets.org/>

² United States Census Bureau, QuickFacts - <https://www.census.gov/quickfacts/fact/table/NJ.passaiccountynewjersey.patersoncitynewjersey/PST040221>

³ Paterson Public Schools, District Background - http://www.paterson.k12.nj.us/11_pages/background.php

⁴ Public School Review, Paterson School District, 2020 - <https://www.publicschoolreview.com/new-jersey/paterson-public-school-district/3412690-school-district>

⁵ Public School Review, Passaic County Public Schools, 2022 - <https://www.publicschoolreview.com/new-jersey/passaic-county>



B. PROGRAM SUMMARY

The purpose of the **SPCDC WIOA-Youth** program is to provide instruction, test preparation and examination to 40 out of school youth, 16 to 24 years of age, who are basic skills deficient, without a high school diploma or equivalent, and presenting at a 5th grade level or above on the Passaic County Workforce Development Center's approved assessment tool. The **SPCDC WIOA-Youth** program aims to provide assistance to youth that are currently out of school due to issues including, but not limited to, homelessness, runaway status, ex-offender status, being a high school dropout, and/or pregnant or parenting. The goal of the program is to assist out of school youth with obtaining their NJ High School Diploma through the HiSET exam. Testing and certification is available through a SPCDC partnership with the Essex Regional Educational Services Commission (ERESC).⁶ The agreement, as established with the ERESC, allows **SPCDC-WIOA-Youth** participants to be tested onsite at SPCDC's Next Step Workforce Development offices at Center City Mall (Upper Level), 301 Main Street, Paterson, NJ. Because of this agreement, SPCDC is able to convert the HiSET High School Equivalency certification into a HIGH SCHOOL DIPLOMA. Additionally, the SPCDC-WIOA-Youth program aims to provide career development and case management services. Successful program completion is defined as a student receiving their NJ High School Diploma and placement in either employment or post-secondary training. The annual cost for the **SPCDC WIOA-Youth** program is **\$240,000.00** with an annual **per trainee cost** of **\$6,000.00**.

C. PROGRAM NARRATIVE

- 1. Program Services:** The **SPCDC WIOA-Youth** Program provides high school equivalency and high school diploma preparation, HiSET testing, as well as career development and case management services. SPCDC prepares participants for employment by building their career portfolios, including resume development, cover letters, and establishing a LinkedIn profile to better network for employment opportunities. SPCDC also works with local community partners such as the United Way of Passaic County to provide financial literacy and financial aid assistance to participants so they may continue their academic pursuits and training after completing the program. The SPCDC-WIOA-Youth program also provides computer literacy and soft skills development training. Services are to be delivered Monday to Friday, 9 a.m. to 4:30 p.m., at Center City Mall (Upper Level), 301 Main Street, Paterson, NJ 07501.

A. Outline, Schedule, and Instructional Hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 a.m.	Tutoring/ Computer Lab	Tutoring/ Computer Lab	Tutoring/ Computer Lab	Tutoring/ Computer Lab	Tutoring/ Computer Lab
10:00 a.m.	Home Room	Home Room	Home Room	Home Room	Home Room
10:10 a.m.	Writing & Grammar	Writing & Grammar	Writing & Grammar	Writing & Grammar	Writing & Grammar
11:10 a.m.	Reading & Literacy	Reading & Literacy	Reading & Literacy	Reading & Literacy	Reading & Literacy
12:00 p.m.	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:10 p.m.	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
2:10 p.m.	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
3:10 p.m.	Science	Science	Science	Science	Science
4:10 p.m.	Computer Literacy	Computer Literacy	Computer Literacy	Computer Literacy	Computer Literacy

⁶ Essex Regional Educational Services Commission - <https://www.eresc.org/>



ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION

456 Van Houten Street
Paterson, NJ 07501



B. Implementation/Project Timeline:

	Training Cohort 1 07/01/2022 – 12/31/2022	Training Cohort 2 01/01/2023 – 06/30/2023	Follow-Up 12-month Period – Post Training Cohort
Staff Hire/Evaluation(s)			
Secure Updated/Revised Partner Memoranda of Understanding/ Letters of Support			
Program Advertising, Recruitment, Outreach, Intake			
Participant Orientation			
Academic, Occupational, Soft Skills Training			
Follow-Up & Transitional Services			

C. Outline, Instructional Hours, Course Content, and Daily Activities: The Comprehensive Adult Student Assessment System (CASAS) is a secure, reliable and valid assessment approved by the New Jersey Department of Education used to assess the achievement of examinees on core content areas taught and assessed as part of typical high school curricula. The Comprehensive Adult Student Assessment System (CASAS) measures high school equivalency and college and career readiness in five subjects: Reading, Writing, Mathematics, Science, and Social Studies. The CASAS was written to align to the Common Core State Standards. Foundational skills or memorization of facts are not measured. Reasoning and problem solving are measured.

Competency (Course Content & Objective)	Cumulative Hours	Instructional Method	Books, Materials, Equipment	Evaluation
Writing: By the end of the course, 90% of participants will be able to write a well-developed essay containing about 250 words, using standard American English.	20 hours/month	Computer-based instruction; Small group work; Individual tutoring; Textbooks; Lectures; Demonstrations	GED Essays by Steck-Vaughn; GED Language Arts/Writing by Steck-Vaughn; Complete GED software by McGraw Hill; Computers	Comprehensive Adult Student Assessment Systems (CASAS) - Pre-Assessment prior to placement; Post-test administered every 200 hours of instruction
Reading: By the end of the course, 90% of participants will be able to read, comprehend, summarize and evaluate a variety of literary and non-fiction prose.	20 hours/month	Computer-based instruction; Small group work; Individual tutoring; Textbooks; Lectures; Demonstrations	English, Yes! Learning English Through Literature by Jamestown Education; Complete GED software by McGraw Hill; Computers	Comprehensive Adult Student Assessment Systems (CASAS) - Pre-Assessment prior to placement; Post-test administered every 200 hours of instruction
Arithmetic/Mathematics: By the end of the course, 90% of participants will develop high school graduate level skills in arithmetic and mathematics to effectively solve multiple step problems to perform task in the workplace and home.	20 hours/month	Computer-based instruction; Small group work; Individual tutoring; Textbooks; Lectures; Demonstrations	GED Mathematics by Steck-Vaughn; Complete GED software by McGraw Hill; Computers	Comprehensive Adult Student Assessment Systems (CASAS) - Pre-Assessment prior to placement; Post-test administered every 200 hours of instruction
Social Studies: By the end of the course, 90% of participants will be able to understand and interpret information about social studies.	20 hours/month	Computer-based instruction; Small group work; Individual tutoring; Textbooks; Lectures; Demonstrations	GED Social Studies by Steck-Vaughn; Complete GED software by McGraw Hill; Computers	Comprehensive Adult Student Assessment Systems (CASAS) - Pre-Assessment prior to placement; Post-test administered every 200 hours of instruction
Science: By the end of the course, 90% of participants will be able to interpret information about physical science, life science, Earth and space science.	20 hours/month	Computer-based instruction; Small group work; Individual tutoring; Textbooks; Lectures; Demonstrations	Complete GED Textbook by McGraw Hill; Complete GED software by McGraw Hill; Computers	Comprehensive Adult Student Assessment Systems (CASAS) - Pre-Assessment prior to placement; Post-test administered every 200 hours of instruction



ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION

456 Van Houten Street
Paterson, NJ 07501



I. Performance Objectives, Levels of Service, Outcomes:

GOAL: To recruit and serve 40 out of school youth who are basic skills deficient

- I. **Implementation:** SPCDC's recruitment strategy is focused on our community partnerships. SPCDC has built a referral relationship with the Paterson Public School District, specifically school counseling staff at the local high schools. SPCDC has established referral relationships with Passaic County Probation and Drug Court, as well as case managers and counselors at the Passaic County Board of Social Services.
- II. **Outcome:** SPCDC continues to work with community partners to ensure levels of service are met. By serving these 40 youth, SPCDC will be able to make a difference by providing the academic and vocational training, as well as the supportive services this vulnerable population needs. Furthermore, a case file will be created to track participants throughout the program.

GOAL: Assist out of school youth with obtaining their NJ High School Diploma with a score greater than 500 on each of five subject areas via the HiSET exam.

- III. **Implementation:** SPCDC currently employs a state certified, full-time instructor to teach innovative and "out of the box" techniques to increase participants' academic performance. Additionally, SPCDC uses the Comprehensive Adult Student Assessment System (CASAS) to monitor and evaluate student progress to ensure participants are progressing academically. SPCDC will continue its work with the Essex Regional Educational Services Commission to provide the onsite HiSET exam. This allows SPCDC WIOA-Youth participants to feel more comfortable in their testing environment and decreases anxiety when taking the HiSET.
- IV. **Outcome:** 60% of youth who complete the program will earn their high school diploma, as recognized by the State of New Jersey Board of Education.

GOAL: Assist participants with obtaining employment, attending further vocational training or attending secondary education.

- V. **Implementation:** SPCDC's Career Development Specialist will recruit employer partners. SPCDC will continue to build employer partnerships to ensure participants have opportunities for employment. Furthermore, to help participants with job retention, SPCDC will provide graduate services and continue to provide case management and other needed supportive services. SPCDC seeks to engage graduates of the program to return to serve as guest speakers and host graduate dinner events.
- VI. **Outcome:** 50% of youth who complete the program will obtain employment, attend further vocational training or attend secondary education. Additionally, 70% of youth who are employed will retain said employment for 90 days.

J. Requirements for Successful Completion: The SPCDC-WIOA-Youth program defines successful program completion as a student receiving their NJ High School Diploma and a placement in either employment or post-secondary training. Accelerated participants are able to complete the program early, per the Comprehensive Adult Student Assessment Systems (CASAS) followed by the HiSET exam. Participants who require additional training will be able to rollover into Training Cohort 2 of the contract cycle.

K. Skills Youth Will Acquire: Please see *Statement of Work...*

L. Tests, Frequency of Assessments, Evaluation & Reporting: Please reference *Outline, Instructional Hours, Course Content, Daily Activities*

M. Individual Service Strategy (ISS): The SPCDC WIOA-Youth program will continue working with the Passaic County Workforce Development Center (PCWDC) and out of school youth participants to establish Individual Service Plans, which will be reviewed and updated on a bi-monthly basis or as need and circumstances dictate.

N. Type of Tests: Please Reference L. Tests, Frequency of Assessments, Evaluation & Reporting



ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION

456 Van Houten Street
Paterson, NJ 07501



- O. **Underperforming Customers:** SPCDC WIOA-Youth participants that are underperforming will be assigned an AmeriCorps Classroom Aide for individual instruction. Underperforming participants will also be encouraged to attend the optional tutoring sessions available during the 9 AM hour each class day. Case management support will also be increased. Participants who are underperforming due to behavior will be given warnings and placed on a re-compliance contract to specifically outline a plan for improvement in the program.
- P. **Out of the Box Techniques:** The SPCDC Next Step Workforce Development Program has had great success with utilizing different types of teaching methods to meet the needs of participants. The SPCDC WIOA-Youth Instructor will use appropriately researched intervention strategies to meet the needs of the individual learner. Activities will involve a variety of learning modalities, such as auditory, oral, visual, and kinesthetic/tactile. The SPCDC WIOA-Youth program will use "out of the box" techniques to engage participants in classroom discussions by bringing in guest speakers and different programs like Rutgers' Nutrition and Hyacinth HIV/AIDS Foundation Sisterhood Program. In addition, SPCDC will use its Dell Smart Board technology to make learning a more engaging experience. The smartboard technology provides interactive software packages designed around different subjects with the goal of keeping participants engaged in lessons. Participants and instructors can write directly on the projected image using an interactive pen. Users also interact with projected content from up to 30 feet away. The software, Interwrite Workspace, has resources available for Language Arts, Math and Grammar. By using this software, the SPCDC WIOA-Youth program will be able to give grammar and spelling exercises a shot of excitement that participants sometimes desperately need by allowing an opportunity to manipulate words and sentences. This will involve all participants in class by using these interactive activities as daily assessments, new topic pre-tests, individual games, team games or just a fun addition to the usual curriculum. Well-trained AmeriCorps members will work with small groups or individual participants who need additional assistance.
2. **Outreach & Recruitment Strategy:** The SPCDC WIOA-Youth program has a goal to recruit and enroll 40 out of school youth who are basic skills deficient. SPCDC's recruitment strategy is focused on our community partnerships. SPCDC currently maintains a robust relationship with the Paterson Public School District, in large measure due to the SPCDC's involvement with the District's Full Service Community Schools Initiative. SPCDC is leveraging that relationship to establish new referral pipelines with the District's local high schools and Department of Guidance and Counseling to identify students who have dropped out of school or are in danger of dropping out of school. SPCDC will continue working with said high school counselors and administrative staff to provide information about the SPCDC WIOA-Youth program.

SPCDC also recruits potential participants via Passaic County Probation and Drug Court. SPCDC will continue to use its Next Step Workforce Development Program Director and Case Manager to actively recruit during juvenile reporting days. Lastly, SPCDC has established a 30+ year relationship with the Passaic County Board of Social Services and will actively keep case managers and counselors informed of the SPCDC WIOA-Youth program and work in-tandem to ensure clients are referred to the program. The program's recruitment timeline can be referenced under ***Implementation/Project Timeline***.

3. **Specific Accommodations:** Working with participants with disabilities - individuals are identified via self-reporting or direct instructor observations. SPCDC is committed to creating a non-limiting and fully inclusive learning and training environment for all program participants to achieve their goals. This principle motivates all SPCDC instructors to adjust their methodology to accommodate all learners including those with disabilities. These accommodations can be heralded through modified assignments (e.g. abbreviated, rewritten in easier ways), dictation for those individuals who may suffer with dysgraphia, special computer software, modified teaching styles inclusive of visual and auditory clues, coupled with individual and small group tutoring. This tutoring approach may also include buddy or peer to peer tutoring, where applicable. WIOA participants who have persistent challenges will be referred back to the Passaic County Workforce Development Center (PCWDC) with recommendations for further evaluation at the Division of Vocational Rehabilitation (DVR) for physically challenged individuals.

The SPCDC WIOA-Youth program is housed within SPCDC's Next Step Workforce Development program located at Center City Mall (Upper Level), 301 Main Street, Paterson, NJ 07505. This facility is ADA accessible with central air in all rooms and an elevator to provide ease of access. Prospective clients are screened during the intake process to ensure that all special needs are met. If a client presents with a disability that SPCDC is not equipped to accommodate, they will be referred back to the Passaic County Workforce Development Center (PCWDC) for a more appropriate program suitable to said client's needs.



ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION

456 Van Houten Street
Paterson, NJ 07501



4. **Intake Procedures:** SPCDC will accept referrals from all entities serving or with access to out of school youth, including, but not limited to the Passaic County Board of Social Services (PCBSS), Passaic County Workforce Development Center (PCWDC), Paterson Public Schools, Passaic County Parole/Probation, Drug Court, and local nonprofit organizations. Upon seeking entry to the program, all prospective SPCDC WIOA-Youth participants undergo an intensive intake procedure that involves in-depth assessments that collect information on medical, psychological, education and employment history, as disclosed by participants. All of this information is entered into SPCDC's Efforts to Outcomes Data Management system (ETO, Social Solutions, Inc.) upon enrollment. ETO allows SPCDC to capture information at the point of service, as well as realistic and specific efforts toward the desired outcomes set to be achieved. The ETO system allows SPCDC to clearly view the effectiveness of services toward participant outcomes. Participant attendance, test scores and case notes are also logged into this system.

This initial assessment provides SPCDC program staff with a foundation for developing a rapport with participants and a greater understanding of their overall needs. During the personal interview with potential participants, the SPCDC Case Manager identifies concerns, such as mental illness, substance abuse, and/or learning disabilities that may interfere with the learning/working process. After this interview, the participant and the SPCDC Case Manager prepare an Individualized Service Plan (ISP) and set goals to be achieved over the six month training period. All collected information will be recorded in progress notes that will be updated monthly during subsequent meetings. Progress notes as well other confidential information will be kept in a secure electronic database and in locked file cabinets. Progress reports will also be conducted monthly by the SPCDC Case Manager and WIOA-Youth Instructor. This information will be forwarded to PCWDC monthly.

Before starting classroom-based instruction, all participants will attend an orientation in which they will receive a Student Handbook that details information about the program, such as rules and regulations, grievance policies, entry eligibility, exit policy, skills and competencies to be learned, expected outcomes, support services available, code of conduct, legal holidays, dismissal policy, dispute resolution policy, and signed participant agreement.

5. **Participation in the Passaic County One Stop System:** Over its 30+ year history, St. Paul's Community Development Corporation (SPCDC) is proud of the strong partnership it has built with the Passaic County One-Stop Career Center, as well as the Passaic County Board of Social Services (PCBSS). Both are central to the effective operations of SPCDC's workforce development programs. In response to this RFP, the SPCDC CAREER DEVELOPMENT SPECIALIST will regularly contact the One Stop to sign-up WIOA-Youth participants for employment activities. Participants will also be referred to the One Stop for employment information and other support services. WIOA-Youth participants will also be encouraged to attend One Stop sponsored job fairs. SPCDC's CAREER DEVELOPMENT SPECIALIST will also schedule participants for One Stop workshops. The SPCDC Next Step Workforce Development program also maintains a Job Board that is updated regularly with information from various employment listings, as well as listings forwarded by the One Stop Career Center.

6. **WIOA Youth Program Elements:**

SPCDC over a number of years has developed program services and relationships with local nonprofit and social service organizations. Based on these program services and external relationships, SPCDC is able to offer services with entities such as SPCDC's Emergency Men's Shelter and Food Pantry to aid clients when required. In addition, SPCDC's relationship with the Passaic County Board of Social Services enables the organization to serve as a liaison and help clients navigate the workforce development system. Below is an abbreviated list of some of SPCDC's existing referral relationships:

- a. Passaic County One Stop Career Center – provides job readiness training and career advancement services
- b. Passaic County Employment Network - provides employment and job readiness training opportunities, updates on Passaic County and NJ statewide career opportunities
- c. Suits for Success (Morris County) - provides interview attire, basic needs clothing, and interview preparation with their Mobile Suits Program
- d. Eva's Village – provides housing assistance
- e. WAFAA, Inc. – provides court assistance, counseling on parental issues, support for domestic violence victims, translation services, crisis intervention and child therapy services



ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION
 456 Van Houten Street
 Paterson, NJ 07501



- f. CUMAC – provides food assistance
- g. North Jersey Federal Credit Union - provides financial literacy workshops
- h. City National Bank – provides Financial Literacy to clients
- i. Neighborhood Alliance – provides housing and job listing assistance
- j. North East Legal Aid Society – provides legal aid to clients (e.g. Tenant's Rights issues)
- k. Father English Community Center – provides clothing assistance and child care
- l. North Porch Women and Infant Center – provides emergency diapers and formula for new mothers
- m. Oasis: A Haven for Women & Children – provides clothing and hot meals for women and children in need
- n. Furniture Assist. Inc. – provides furniture assistance

7. Entry Level Criteria:

Testing and Grade Levels	Name of Test: Comprehensive Adult Student Assessment Systems (CASAS) Entry Grade Level: 5.0 grade level or above NRS Educational Functioning Level (EFL)
Physical Abilities and Requirements	None
Training Prerequisites	None
Work History Prerequisites	None
Language Requirements	Must be able to speak English and score 541 or higher on the BEST Plus (Basic English Skills Test PLUS) - exam based on exit criteria from NRF.
Aptitudes and Abilities	Willing to work. Must have a positive attitude towards skills improvement
Other (describe)	Approval from the Passaic County Workforce Development Center (PCWDC) 16 to 24 years of age

8. Exit Criteria:

Testing and Grade Levels	Name of Test: HiSET - 500+ in five subject areas Grade Level: State of New Jersey High School Equivalency (High School Diploma via ERESC relationship)
Training Credentials	High School Equivalency Certification (High School Diploma via ERESC relationship)
Job Placement Goals/Job Titles	50% of enrolled participants obtaining employment or further vocational training or post-secondary training. 70% of participants who are employed will retain employment for 90 days.
Other (describe)	12 months of follow-up services post training completion



ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION
456 Van Houten Street
Paterson, NJ 07501



9. Statement of Work:

Training Organization: St. Paul's Community Development Corporation

Program Name: WIOA-Youth Program

Goals	Objectives	Outcomes	Timeframe
Service Components	Knowledge/Skill Attainment	Minimum Required Performance (include testing and evaluation tools)	Instructional Hours
Reading	The ability to comprehend and understand written passages, analyze and examine how and why details are used, apply and transfer ideas from one context to another, synthesis and put ideas together to understand a larger meaning	500+ on HiSET Exam	90
Writing	The ability to organize ideas, topic sentences, relevance, and paragraphing; The ability to have proper sentence structure and understand run on sentences, fragments, parallel structure; The ability to understand usage such as subject-verb agreement, pronoun agreement and tense; The ability to understand mechanics, such as capitalization, punctuation and spelling; The ability to understand context, informative writing and work place correspondence.	500+ on HiSET Exam	90
Mathematics	The ability to perform algebraic expression, specifically addition, subtraction, multiplying polynomials; To use systems of equations; To use geometric formulas to analyze graphs; To determine unites of measurement and its application; The ability to use statistics and probability by understanding quantitative reason.	500+ on HiSET Exam	90
Social Studies	The ability to understand, restate and summarize what is read, transferring ideas from one context to another, examining the logical structure of ideas, drawing conclusions from various types of dates. The ability to judge fact vs. opinion and the reliability of information.	500+ on HiSET Exam	90
Science	The ability to understand what is read in text or seen on a graph and using information in a concrete situation. The ability to explore relationships among ideas and judging the soundness of scientific information or methods	500+ on HiSET Exam	90
Computer Literacy	The ability to type at an average typing speed of 40 WPM and the ability to utilize a mouse. The ability to understand the parts of the computer and navigate the internet for job search purposes. Ability to write professional E-mails.	Outcome will be measured by quizzes and observations in progress notes that will be stored in each client's file	75
Employability Skills	Work Readiness: Special emphasis is placed on work readiness skills and job retention. Typical activities include application completion, interview skills, and ways to locate job openings, general workplace expectations, and the behaviors and attitudes necessary to compete successfully in the labor market. Financial Literacy: The ability to manage money, budget, maintain savings, and make investments. Life skills: The ability to identify and manage resources such as community materials and time; the ability to work with others, communicate properly, solve problems, think critically, and practice parenting skills; and planning and overall healthy living.	All clients will leave the program with a career Portfolio that includes a Cover Letter, Resume, and List of References. SPCDC will be able to track outcomes with job tracking sheets that will be stored in each client's file.	75



ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION

456 Van Houten Street
Paterson, NJ 07501



- 10. **Supportive Services:** The SPCDC WIOA-Youth program will incentivize training with the implementation of a stipend for program participation. The stipend will include \$10/day (\$50/week) per participant for classroom instruction. The stipend is meant to facilitate active participation and retention in programming, including, but not limited to public transport to and from the training site, as well as the payment for meals during the training day.
- 11. **Tracking, Reporting, Follow-Up:** All tracking and reporting will be captured using SPCDC's Efforts to Outcomes Data Management System (ETO, Social Solutions, Inc.), as well as Google Docs, to track participant activity in the program and follow-up after completion. All paperwork regarding each participant (i.e. timesheets, status forms, attendance logs, progress notes) will be kept in secured client files in a locked cabinet.

Tracking Contact Person	Case Manager - TBH	973-232-1339 ext. 304	Fax: 862-239-1037	
Reporting Contact Person	Quayshaela Davis, MSW Program Director	973-232-1339 ext. 302	Fax: 862-239-1037	gdavis@stpaulscdcnj.org
Follow-Up Contact Person	Career Development Specialist - TBH	973-232-1339 ext. 306	Fax: 862-239-1037	

- 12. **Customer Files:** The record keeping process at St. Paul's Community Development Corporation (SPCDC) follows the legal and ethical standards of the Privacy Act of 1974. All records of SPCDC WIOA-Youth participants are kept in locked cabinets and secured electronic databases. Access to records is limited to those whose official duties require such access. Persons certified to have access to these records are the SPCDC Executive Director, Next Step Workforce Development Program Director, Case Manager and Career Development Specialist.

Records are retained for seven years; then, they are destroyed. Participants may request in writing a copy of their records during this period. Participants may authorize SPCDC to release their academic records to third parties. The list of documents in each participant file, include, at a minimum:

- Participant's name, social security number, other student identification on intake/assessment forms
- Attendance and progress reports (e.g. Timesheets)
- Grievance Policy
- Signed Student Agreement (receipt of participant copy of student handbook)
- Test/Quiz scores
- Enrollment, withdrawal and/or completion dates
- Placement Data
- Individual Service Strategy (ISS), Progress Notes
- Records of meetings, appeals, disciplinary actions and dismissals
- Medical Records (where applicable)
- Employer, date of hire, job title, if the job reflects the training received and starting salary
- Participant status forms (where applicable)

SPCDC communicates with the Passaic County Board of Social Services (PCBSS) and the One Stop Career Center (OSCC) via e-mails, telephone and faxes (when appropriate).



ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION
 456 Van Houten Street
 Paterson, NJ 07501



13. **Staff Qualifications:** The SPCDC WIOA-Youth program is overseen by an MSW level program director, BSW level support staff, in the form of a case manager and career development specialist. Program instruction is administered by a New Jersey state certified educator with over 13 years of in-class teaching experience. For additional information on currently filled positions, credentials and experience please see the attached **Job Descriptions** and **Resumes**. For positions that are not currently filled, SPCDC commits that personnel hired will satisfy, and most likely surpass, the minimum hiring requirements set forth by this RFP.
14. **Collaborative Efforts:** St. Paul's Community Development Corporation (SPCDC) has developed numerous relationships with local entities, nonprofits and social service providers within Paterson and Passaic County. SPCDC leverages those relationships to provide the most comprehensive array of services to the organization's client population. These relationships include, but are not limited to:
- Passaic County One Stop Career Center – provides job readiness training and career advancement
 - Passaic County Employment Network - provides employment and job readiness training opportunities, updates on Passaic County and NJ statewide career opportunities
 - Suits for Success (Morris County) - provides interview attire, basic needs clothing, and interview preparation with their Mobile Suits Program
 - Eva's Village – provides housing assistance
 - WAFAA, Inc. – provides court assistance, counseling on parental issues, support for domestic violence victims, translation services, crisis intervention and child therapy
 - CUMAC – provides food assistance
 - North Jersey Federal Credit Union - provides financial literacy workshops
 - Neighborhood Alliance – provides housing and job listing assistance
 - North East Legal Aid Society – provides legal aid to clients (e.g. Tenant's Rights)
 - Father English Community Center – provides clothing assistance and child care
 - North Porch Women and Infant Center – provides emergency diapers and formula for new mothers
 - Oasis: A Haven for Women & Children – provides clothing and hot meals for women and children in need
 - Furniture Assist, Inc. – provides furniture assistance

15. **Program Effectiveness Summary:**

Outcomes	Period 1 (07/01/2019 – 6/30/2020)	Period 2 (07/01/2020 – 6/30/2021)	Period 3 (07/01/2021 – Present)
Number of participants enrolled/referred	31	18	22
Number of participants served	17	16	11
Number of participants terminated	13	17	11
Number of participants who dropped out	2	1	1
Number of participants who increased NRS EFL	7	4	2
Number of participants who received a credential through the program	2	1	0
Number of participants who attained HSE	13	9	2
Number of participants who moved on to Higher Education	2	2	0
Number of participants who entered employment	4	5	2
Average placement wage	\$9.50	\$10.10	\$12.25



ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION

456 Van Houten Street
Paterson, NJ 07501



St. Paul's Community Development Corporation has served the Out of School Youth population (16-24) over the past 11 years with the last six years under the auspices of the WIOA-Youth program, as administered by the Workforce Development Board of Passaic County. SPCDC's work product over the last three program cycles, including through the depths of the novel coronavirus (Covid-19) is demonstrated in the chart above.

D. ORGANIZATION ADMINISTRATION & MANAGEMENT

- Brief Description:** Incorporated in 1990, St. Paul's Community Development Corporation (SPCDC) is a 501(c)(3) non-profit organization based in Paterson, NJ. SPCDC operates direct service programs to youth and adults across Passaic County, NJ. These programs and services provide education and emergency services to over 3,500 low to moderate income Passaic County residents annually. In addition, SPCDC has developed over 30 units of affordable housing for low- and very low-income individuals and families, and has managed one of the largest AmeriCorps programs in the State of New Jersey for over 25 years.
- Administrative Controls:** St. Paul's Community Development Corporation operates with an annual budget of approximately \$1.9 million dollars, which is managed by experienced leadership that ensures that each program operates efficiently and effectively. The Executive Director, Richard C. Williams, has more than 20 years of experience in workforce development, community development and organizational management. The Fiscal Officer, Ms. Laarni T. Berces, has worked with SPCDC for 23 years and provides the organization with sound fiscal accounting and internal controls to maintain the organization's fiscal integrity. SPCDC utilizes software programs such as QuickBooks and Fund E-Z to effectively track and report financial transactions and to assist with high-quality accounting and internal monitoring.
- Procurement:** St. Paul's Community Development Corporation's procurement process is consistent with all provisions of the Workforce Innovation and Opportunity Act of 2014 and State of New Jersey regulations. All cost parameters associated with this RFP are within regularly accepted boundaries for cost effectiveness and appropriateness. Staff salaries are indexed to existing wage scale. All equipment and vendor services are approved through an invoicing process in which any costs over \$2,500.00 requires three quotes and approval by senior management.
- Budget, Cost Effectiveness and Financial Status:** Please reference **Program Budget Forms (E.)**.
- Audit/Certified Financial Statement:** *Please see attachment.*
- Financial and Program Records:** SPCDC confirms that all financial and program records, including supporting documents, will be retained and available for review for a period of seven years following contract closeout.
- Financial Sustainability:** St. Paul's Community Development Corporation operates with an annual budget of approximately \$1.9 million dollars. It also maintains a sufficient line of business credit with local banking institutions that allows the organization to adequately manage its cash flow, as well as ongoing grant and budget obligations.
- Additional Resources:** St. Paul's Community Development Corporation retains the services of a Grant Writer who assists the Executive Director in securing grants funds outside of those to be provided within the confines of this RFP. The organization's grant schedule contains over 75 written solicitation annually and calculates to over what is necessary to support the organization's annual operating budget.
- Program Sustainability:** The SPCDC Next Step Workforce Development Program, which houses the SPCDC WIOA-Youth program, has been in operation since 1990. The SPCDC WIOA-Youth program and its prior Out of School Youth iterations have been in operation since 2012. Both the SPCDC Next Step Workforce Development Program and the SPCDC WIOA-Youth program are seen as mainstay community support programs in Paterson and Passaic County, NJ. With a track record for quality support services, it is well-assured that these programs will be available to Paterson and Passaic County residents for years to come.



ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION

456 Van Houten Street
Paterson, NJ 07501



E. PROGRAM BUDGET FORMS

- a. *See attached Program Budget.*

###

E - Program Budget

Training Organization	St. Paul's Community Development Corporation			
Program	WIOA Youth			
Program Type	WIOA Out of School Youth - County-Wide			
Annual Level of Service 40	Total Budget	\$240,000.00	Per Person Cost	\$6,000.00

CATEGORY	ADMINISTRATION	PROGRAM COSTS	TOTAL	IN-KIND/ MATCHING
SALARIES	\$ 5,000.00	\$ 108,480.00	\$ 113,480.00	
FRINGE		\$ 36,148.00	\$ 36,148.00	
CONSUMABLE MATERIALS		\$ 2,150.00	\$ 2,150.00	
NON-CONSUMABLE MATERIALS				
EQUIPMENT RENTAL		\$ 1,838.00	\$ 1,838.00	
EQUIPMENT PURCHASE			\$ -	
RENT		\$ 29,230.00	\$ 29,230.00	
UTILITIES		\$ 1,440.00	\$ 1,440.00	
BUILDING MAINTENANCE		\$ 2,576.00	\$ 2,576.00	
TELEPHONE		\$ 1,920.00	\$ 1,920.00	
POSTAGE			\$ -	
ADVERTISING			\$ -	
INSURANCE		\$ 1,202.00	\$ 1,202.00	
PAYROLL SERVICES			\$ -	
CONSULTANTS			\$ -	
TRAVEL		\$ 2,016.00	\$ 2,016.00	
TEST/EXAM FEES			\$ -	
INDIRECT COSTS			\$ -	
FEES			\$ -	
PROFITS			\$ -	
OTHER : STUDENTS' STIPENDS		\$ 24,000.00	\$ 24,000.00	
SPECIFIC AID TO CLIENTS			\$ -	
SUBCONTRACTS			\$ -	
10% PERFORMANCE BENCHMARKS		\$ 24,000.00	\$ 24,000.00	
TOTAL BUDGET	\$ 5,000.00	\$ 235,000.00	\$ 240,000.00	

Administrative costs may not exceed 10% of budget total

E - Program Costs Justification

For each line item, explain the charges for Administration. Clearly indicate how staff time will be utilized in the specific delivery of services. Include a complete list of all materials requested and how these are essential to the program.

Note: For purposes of this budget, *consumable materials* are those that may be used and discarded; *non-consumable materials* may be used more than once.

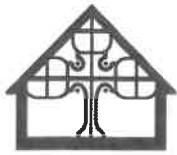
1. Program Costs Staff Salaries

JOB TITLE	HOURLY RATE	HOURS CHARGED PER WEEK	# WEEKS	TOTAL SALARY
Program Director	\$ 39.23	12	52	\$ 24,480.00
ABE Instructor	\$ 27.47	35	52	\$ 50,000.00
Case Manager	\$ 29.67	12	52	\$ 18,000.00
Career Development Specialist	\$ 26.37	12	52	\$ 16,000.00
TOTAL SALARIES				\$ 108,480.00
FRINGE BENEFITS	RATE	COST		
F.I.C.A.	7.65%	\$ 8,299.00		
NJ SUI/DBL	3.25%	\$ 3,526.00		
WORKER'S COMPENSATION	2.55%	\$ 2,766.00		
HEALTH INSURANCE	10%	\$ 18,853.00		
OTHER:Pension @ 3% of salary; Life Insurance @ \$28/month		\$ 2,704.00		
TOTAL FRINGE		\$ 36,148.00		

2. Program Costs Budget Line Items

Each line item must have a complete listing of materials, services, etc. requested and an explanation of the applicability and use for the program. Additional pages may be added to describe these expenditures. Line items include: consumable materials, non-consumable materials, equipment rental, equipment purchase, rent, utilities, building maintenance, telephone, postage, advertising, dues/subscriptions/memberships, insurance, payroll services, consultants, travel, training tools, uniforms, test/exam fees, indirect costs, fees, profits, and other items as required.

LINE ITEM	Amount	EXPLANATION
Consumable Materials	\$ 2,150.00	Office supplies including but not limited to copy papers, writing instruments, file folders, etc. estimated at \$179/month, more or less = \$2,150
Equipment Rental	\$ 1,838.00	Shared costs of copier @ \$153/month x 12 months = \$1,838
Rent	\$ 29,230.00	Shared costs of rent at Center City at 40% of total annual rental cost of \$73,076 = \$29,230
Utilities	\$ 1,440.00	Shared costs of utilities bills at Center City estimated at 40% of \$3,600 = \$1,440
Building Maintenance	\$ 2,576.00	Janitorial services @ \$200/m = \$2,400; HVAC maintenance @ \$500/qtr = \$2,000 cleaning supplies and miscellaneous expenses, \$1,189 = \$5,589 x 46% = \$2,576
Telephone	\$ 1,920.00	Internet and landline services @ \$400/month = \$4,800 x 40% = \$1,920
Insurance	\$ 1,202.00	Shared costs of Directors, Property and Liability Insurance estimated @ \$5,700 annually x 21%, more or less, = \$1,202
Travel	\$ 2,016.00	Shared costs of monthly parking booklet costs at Center City Mall estimated @ \$168/month = \$2,016
Other - Student Stipends	\$ 24,000.00	20 students x 5 days x \$10/day = \$1,000 x 24 weeks = \$24,000



ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION

456 Van Houten Street
Paterson, NJ 07501



9. Statement of Work:

Training Organization: St. Paul's Community Development Corporation

Program Name: WIOA-Youth Program

Goals	Objectives	Outcomes	Timeframe
Service Components	Knowledge/Skill Attainment	Minimum Required Performance (include testing and evaluation tools)	Instructional Hours
Reading	The ability to comprehend and understand written passages, analyze and examine how and why details are used, apply and transfer ideas from one context to another, synthesis and put ideas together to understand a larger meaning	500+ on HiSET Exam	90
Writing	The ability to organize ideas, topic sentences, relevance, and paragraphing; The ability to have proper sentence structure and understand run on sentences, fragments, parallel structure; The ability to understand usage such as subject-verb agreement, pronoun agreement and tense; The ability to understand mechanics, such as capitalization, punctuation and spelling; The ability to understand context, informative writing and work place correspondence.	500+ on HiSET Exam	90
Mathematics	The ability to perform algebraic expression, specifically addition, subtraction, multiplying polynomials; To use systems of equations; To use geometric formulas to analyze graphs; To determine unites of measurement and its application; The ability to use statistics and probability by understanding quantitative reason.	500+ on HiSET Exam	90
Social Studies	The ability to understand, restate and summarize what is read, transferring ideas from one context to another, examining the logical structure of ideas, drawing conclusions from various types of dates. The ability to judge fact vs. opinion and the reliability of information.	500+ on HiSET Exam	90
Science	The ability to understand what is read in text or seen on a graph and using information in a concrete situation. The ability to explore relationships among ideas and judging the soundness of scientific information or methods	500+ on HiSET Exam	90
Computer Literacy	The ability to type at an average typing speed of 40 WPM and the ability to utilize a mouse. The ability to understand the parts of the computer and navigate the internet for job search purposes. Ability to write professional E-mails.	Outcome will be measured by quizzes and observations in progress notes that will be stored in each client's file	75
Employability Skills	Work Readiness: Special emphasis is placed on work readiness skills and job retention. Typical activities include application completion, interview skills, and ways to locate job openings, general workplace expectations, and the behaviors and attitudes necessary to compete successfully in the labor market. Financial Literacy: The ability to manage money, budget, maintain savings, and make investments. Life skills: The ability to identify and manage resources such as community materials and time; the ability to work with others, communicate properly, solve problems, think critically, and practice parenting skills; and planning and overall healthy living.	All clients will leave the program with a career Portfolio that includes a Cover Letter, Resume, and List of References. SPCDC will be able to track outcomes with job tracking sheets that will be stored in each client's file.	75

G. Proposed Planned Outcomes

7/1/22 to 6/30/23

Organization St. Paul's CDC Program WIOA - Youth

Planned Outcomes	Number
Proposed Total Youth Served-Program Year	40
Proposed Capacity Level (# of active youth served at any point in time)	20
Proposed Number of Youth Carry Overs (if applicable)	TBD
Proposed Number of New Enrollments	20
Proposed Number of Youth obtaining High School Equivalency	25
Proposed Number of Youth increasing one or more NRS Educational Functioning Levels (EFL)	25
Proposed Number of Youth participating in Work Experience/Work-Based Learning	40
Proposed Number of Youth entering Post-Secondary Education/Training	20
Proposed Number of Youth placed into Unsubsidized Employment	20
Overall cost per Youth Served	\$6,000.00

H. Chart of Youth Program Elements

WIOA required program elements for youth:

1. Tutoring, study skills training, instruction and evidence-based instruction and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;

3. Paid or unpaid work experiences that have as a component academic or occupational education, which may include summer employment opportunities and other employment opportunities available through the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities.
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 in the local area involved;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services;
8. Adult mentoring for a period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow-up services for not less than 12 months after the completion of participation;
10. Comprehensive guidance and counseling, which may include drug, alcohol abuse counseling and referral, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services;
14. Activities that help youth prepare for and transition to postsecondary training education and training.

List all elements that pertain to this proposal, the list of partners and the source of funds for each. If a proposer does not directly provide any of the required elements, it must demonstrate the ability to link youth to providers of such services and must attach a formal agreement linking service.

NOTE: It Is Not Required That All Fourteen Elements Are Included In Each Program Proposed.

PROGRAM ELEMENTS

Partners	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Fund Source
SPCDC WIOA-Youth	X	X	X	X	X	X	X	X	X	X	X		X	X	PCWDC
Oasis: A Haven for Women & Children		X					X								Various Sources
United Way of Passaic County											X				Various Sources
New Destiny Family Success Center							X								Various Sources
Project COPE (Montclair State University)							X								Various Sources

I. Proposal Checklist

- Proposals submitted on the forms supplied, in paper format with all original signatures, along with (4) paper copies plus 1 copy (Word format) on a USB Flash Drive.
- Registered SAM ID number (formerly CCR)
- Registered DUNS number
- Documentation of most recent approval by the New Jersey Department of Labor and Workforce Development, New Jersey Department of Education or appropriate State or Federal agency authorized to approve such training (attach documentation as necessary)
- Registered on NJ Eligible Training Provider List (ETPL) (see NJWIN 10-17(A) attached)
- Attached curriculum and curriculum synopsis
- Attached calendar/timeline for program components
- Attached Participant Handbook
- Completed Program Fact Sheet
- Completed Statement of Need
- Completed Program Summary
- Completed Program Narrative
- Completed Organization Commitment and Capacity
- Completed Program Budget Attachments (Program Budget, Administration Costs and Program Costs Justification)
- Completed Statement of Work
- Completed Chart of Youth Program Elements
- Documentation of Partnerships/Collaborative Agreements
- Resumes and job descriptions for program personnel identified within budget
- Program Effectiveness Summary (complete chart - duplicate as necessary)
- Current Organization Chart
- Incorporation documents
- Proof of Tax-Exempt Status (if applicable)
- Audit/Certified Financial Statement
- Assurances and Certifications (signature required)
- Certification Regarding Suspension/Debarment (signature required)
- Certification Regarding Lobbying (signature required)
- Acknowledgement: Non-Discrimination and Equal Opportunity
- Attached NJ Teacher's Certification. (If no instructor selected yet, checking this box confirms the understanding that proof of Teacher's Certification will be required prior to start of program)

WIOA YOUTH SCIENCE SYLLABUS

Created by Rosario Centeno

PHYSICAL SCIENCES

Weeks 1 and 2

MATTER AND ITS INTERACTION

The Atom and Its Structure; The Periodic Table of Elements; Compounds and Mixtures; Atoms and Molecules; Chemical Bonding; Chemical Equilibrium; Chemical Energy;

Weeks 3 and 4

MOTION AND STABILITY

Gravitational Forces; Electrostatic Forces; Magnetism;

ENERGY: Kinetic and Potential; Heat and Temperature

WAVES AND THEIR APPLICATIONS

Electromagnetic Radiation; Frequency and Wavelengths of Radiation; Uses of radiation; Wave-Particle Dual nature of Light.

LIFE SCIENCES

Weeks 5 and 6

FROM MOLECULES TO ORGANISMS: STRUCTURES AND PROCESSES

DNA Structure and Function; Homeostasis; Levels of Organization (Cells. Tissues. Organs. Systems)

ECOSYSTEMS: INTERACTIONS, ENERGY, AND DYNAMICS

Autotrophs vs. Heterotrophs; Energy Flow in an Ecosystem; Food Chain vs. Food Web; Energy Pyramid

Cellular Respiration vs. Photosynthesis; anaerobic vs. aerobic respiration

Weeks 7 and 8

HEREDITY INHERITANCE AND VARIATION OF TRAITS

Mitosis and Stages; Meiosis; Genetic Variation; Phenotype and Genotype; Mutation, deletion, and replacement of DNA Bases; Punnett Square and Application.

BIOLOGICAL EVOLUTION; UNITY AND DIVERSITY

Common Ancestry; Natural Selection

EARTH AND SPACE SCIENCES

Week 9 and 10

EARTH'S PLACE IN THE UNIVERSE

The Big Bang Theory; Orbital Motions; Forces in the Earth-Moon System; The Expanding Universe

EARTH'S SYSTEM

Determining Earth's Age; Structure of Earth; Plate Tectonics; Weather and climate; Water Cycle; Rock Cycle; Carbon Cycle Earth's Seasons; Human Impact (Greenhouse Gases)

Weeks 11 and 12

REVIEW, PRACTICE TESTS, And READINESS TEST

WIOA-YOUTH MATH SYLLABUS

Created by Rosario Centeno

WEEKS 1 and 2

NUMBER and QUANTITY BASICS

Rational and Irrational Numbers; The Number Line; Order of Operation; Fundamental Operations in Signed Number; Factorization; Power and Roots; Fraction Basics; Fraction Operations; Decimal Operations; Decimal and Fraction Equivalents; Logarithms; Ratio and Proportion; Percent Applications

WEEKS 3, 4

ALGEBRAIC EXPRESSIONS

Algebraic Expressions; Understanding Monomials and Polynomials; Simplifying Polynomials: Adding and Subtracting Polynomials and Multiplying and Dividing Polynomials; Creating and Solving Equation Word Problems; Creating Equations and Inequalities; Solving Linear Equations and Inequalities. Rearranging Formula to Highlight a Quantity of Interest.

WEEKS 5, 6, and 7

FUNCTIONS

Graphing a Line; Solving for the X and Y Intercepts: Graphically Identifying the X and Y intercepts of a Line; Solving for/ or Identifying the Slope of a Line; Finding the Equation of a Line; Finding an Equation Whose Graph is Parallel to or Perpendicular to a Given Equation; Solving Equation Problems in Functions; Quadratic Functions; Identifying Which Graph Shows a Function; Properties of Functions; Input and Output in Functions; The Domain and Range in Functions; Evaluating Functions for Inputs in their Domain; Understanding the Graph of an Equation in Two Variables; Solving Systems of Equation; Solving Quadratic Equations by Factorization; Creating Equations in Two or More Variables to Represent Relationship Between Quantities; Distinguishing Among Linear, Exponential and Quadratic Functions;

WEEKS 8 and 9

GEOMETRY

Identifying Points, Lines, and Angles and Parallel Lines and Transversal; Differentiating Plane and Solid Figures; Solving for Areas of Circles, Triangles, Squares, and Rectangles; Solving for Volume of a Cube, Rectangular Prism, Cylinder, Cone, and Sphere; Congruent and Similar Triangles and Their Applications; Using the Pythagorean Theorem to Solve Geometry Problems; Applying Concept of Density on Area and Volume.

WEEK 10

STATISTICS AND PROBABILITY

Interpreting Categorical and Quantitative Data; Making Inferences and Justifying Conclusions; Tables. Pictographs, Bar and Line Graphs, Box Plots, Histograms; Conditional Probability and Rules of Probability; Combinations.

WEEKS 11 and 12

REVIEW, PRACTICE TEST, and READINESS TEST

SOCIAL STUDIES SYLLABUS

WEEK 1

DEVELOPING SOCIAL STUDIES SKILLS

Determine Central Idea and Draw Conclusions; Interpret Words and Ideas; Analyze Author's Purpose and Point of view; Evaluate Author's Reasoning; Analyze Relationship between Materials; Interpret Data and Statistic.

WEEKS 2,3, and 4

CIVICS and GOVERNMENT

Types of Historical and Modern Government; Foundations of the American Political System; Basic Principles of American Constitutional Democracy; Structure and Design of the US Federal Government; The US Constitution; The Preamble; Amending the Constitution; The Bill of Rights; Popular Sovereignty; Natural Rights Philosophy; The Electoral System; The Role of a Citizen; Civic Life, Politics; Government; Contemporary Issues in American Politics

WEEKS 5, 6, and 7

UNITED STATES HISTORY

Political Conflict that led to the American Revolution; Causes, Effect, and Course of Westward Expansion; Causes, Major Events, and Outcome of the Civil War; Causes, Course and Effect of Reconstruction; How US Became a Major Industrial Nation in the Late Nineteenth Century; How the US Became a World Power in the Early Twentieth Century; Causes and Effect of the Great Depression; US Role in World War II; US Role in Cold the War

WEEK 8

WORLD HISTORY

Early Civilizations, Feudalism to Nation States; Exploration and Colonialism; The Age of Revolutions; The Twentieth Century

WEEK 9

ECONOMICS

Basic economic Concepts; Microeconomics; Macroeconomics; Government and Economics

WEEK 10

GEOGRAPHY

Basic Geography Concepts; Humans and the Environment; Using Resources Wisely

WEEKS 11 and 12

REVIEW and PRACTICE TESTS

WIOA-YOUTH READING SYLLABUS

Created by Rosario Centeno

WEEKS 1 and 2

INTERPRETING NONFICTIONAL TEXT

Basic Critical Reading Skills: Identifying the Main Idea in a Text; Finding Details in a Text ; Analyzing Implicit Main Ideas; Rephrasing and Summary; Application of Ideas: Cause and Effects

Reading Practice Exercise

WEEKS 3 and 4

INTERPRETING INFORMATIONAL TEXT

Making Inferences; Comparison and Contrast; Drawing Conclusions and Generalizations. Word Choice; Defining a Word Using Context

Interpreting Informational Text Practice Question

WEEKS 5 and 6

ANALYZING INFORMATIONAL TEXT

Sequence of Events; Purpose of Text; Structural Relationship; Transition Words; Tone; Effectiveness of Argument; Validity of Arguments; Text Related by Theme or Topic

Practice on Reading Comprehension

WEEKS 7 and 8

ANALYZING INFORMATIONAL TEXT

Text with Opposing Arguments; Text with Related Graphic Information; Parallel Ideas; Fact vs. Opinion;

Evaluating Claims; Analyzing Informational Text Practice Questions

WEEKS 9 and 10

READING LITERATURE

Analyzing Elements of Fiction; Interpreting Relationship Between Ideas; Cause and Effect; Compare and Contrast; Inferences; Character: Theme: Style and Point of View; Figurative Language

Literary Text with Related Image; Reading Literature Practice Question

WEEKS 11 and 12

REVIEW AND PRACTICE TESTS; READINESS TEST

WIOA-YOUTH WRITING SYLLABUS

Created by Rosario Centeno

WEEKS 1, 2, and 3

CONVENTIONS OF STANDARD ENGLISH GRAMMAR AND USAGE

Parts of Speech; Subject-Verb Agreement; Verb Forms and Tenses; Mood Verbs; Verb Voices and Verbals; Phrases, Clauses, and Sentences; Noun vs. Adjective vs. Adverbial Phrases; Subject and Predicate; Active and Passive Voices; Using Grammar Correctly Practice Questions

WEEKS 4 and 5

CONVENTIONS OF STANDARD ENGLISH CAPITALIZATION, PUNCTUATION, AND SPELLING

Comma Usage; Colon and Semi-colons; Capitalization Rules; Hyphens; Possessive's and Contractions; Writing Mechanics Practice Questions

WEEKS 6 and 7

WRITING EFFECTIVE SENTENCES

Simple Sentences; Compound and Complex Sentences; Subordinate Ideas; Modify Ideas; Parallel Structure; Correcting Run-ons and Fragments ; Writing Effective Sentences Practice Questions

WEEK 8

CONNECTING IDEAS

Organizing Ideas into Paragraphs; Using Logical Order and Relevant Ideas; Relating Sentences and Paragraphs; Connecting Ideas Practice Questions

WEEKS 9 and 10

WRITING THE ESSAY

Unpacking the Prompt; Developing a Thesis Statement; Revising and Editing Response; Informational Essay vs. Argumentative Essay; Practice Writing Informational and Argumentative Essays

WEEKS 11 and 12

Review, Practice and Readiness Test



**ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION
NEXT STEP WORKFORCE
DEVELOPMENT PROGRAM**

**STUDENT
HANDBOOK**



"These programs are made possible with funds provided under the auspices of the Passaic County Board of Chosen Freeholders, the Workforce Development Board of Passaic County and WorkFirst New Jersey undergrants from the State of New Jersey Department of Labor and Workforce Development."

**WIOA Youth
Program**

Hours of Operation

**Monday – Friday
8:30 AM to 4:30 PM**

***"SPCDC serves
7,000 families
and individuals
annually"***

***Like us on
Facebook!***



**SPCDC NEXT STEP WORKFORCE
DEVELOPMENT PROGRAM**

Center City Mall, Upper Level
301 Main Street
Paterson, NJ 07505

www.stpaulscdcnj.org

P: 973-232-1339
F: 862-239-1037

HISTORY OF SPCDC

St. Paul's Community Development Corporation (SPCDC) has its roots in St. Paul's Episcopal Church, which has served Paterson, New Jersey for almost 200 years.

St. Paul's was home to the city's first Head Start classroom in 1966. It established the Food Pantry in 1970 and the Emergency Men's Shelter in 1984. In the fall of 1990, it incorporated St. Paul's Community Development Corporation as a separate, nonprofit, 501(C)(3), tax-exempt entity to consolidate and enhance its outreach efforts.

SPCDC's initial objective was to improve service delivery, expand funding possibilities, and increase volunteer leadership beyond the Vestry of St. Paul's Church. Today, SPCDC provides various human service programs to more than 7,000 families and individuals annually, including adult basic education, workforce literacy, welfare-to-work programs, and affordable housing. Over 300 volunteers per year support our full-time staff of 24. The ethnic and socioeconomic mix of our board of directors and staff reflects the diversity of the community we serve.

MISSION

The mission of St. Paul's Community Development Corporation is to serve as an agent of hope, partnering with others to provide needs driven services that improve the quality of life and encourage greater self-sufficiency.

STAFF OF SPCDC

Richard C. Williams, Executive Director

Laarni Berces, Director of Finance

Quayshaela Davis, MSW, Program Director

Victoria Spencer, Case Manager

Chelsea Johnson, Career Development Specialist

Lawrence LaRocca, EEBM Instructor

Charles Santangelo, Culinary Instructor

Rosemary Pino SOAR-ABE Instructor

Rosario Centeno, HSE/TASC Instructor

Christopher York, Beginner-ABE Instructor

Keitchea Martin, AmeriCorps Case Manager Aide

TBA, AmeriCorps Career Development Specialist Aide

TBA, AmeriCorps Teacher's Aide

This program is made possible under the auspices of Passaic County Board of Chosen Freeholders, the Passaic County Workforce Investment Board (WIB), Work First NJ and a grant from the NJ Department of Labor (LWD). Only individuals referred by the One-Stop Career Center and its Partners can attend/enroll in the Training Provider Programs.

PROGRAM INFORMATION

SPCDC WIOA-Youth Program will provide high school equivalency preparation and TASC testing as well as occupational training in the fields of Culinary Arts and Building Maintenance/Construction industry. In addition, to preparing for these in demand job skills SPCDC will prepare students for employment by building their career portfolio which includes a resumes and cover letters. In addition, we will provide computer literacy training and this vital for employment as well as for the TASC exam.

ENTRANCE REQUIREMENTS

All clients must be referred must be approved by Passaic County One Stop Career Center (PCBSS) to be admitted to the program. The following requirements are needed for the SPCDC WIOA-Youth Program.

Testing and Grade Levels	Name of Test: TABE (Test of Adult Basic Education) Entry Grade Level: Above 6.0 NRS
Physical Abilities and Requirements	Ability to lift 30-50lbs and remain active on their feet for extended periods of time.
Training Prerequisites	
Work History Prerequisites	
Language Requirements	Must be able to speak English and score 541 or higher on the BEST Plus (Basic English Skills Test PLUS) exam based on exit criteria from NRF.
Aptitudes and Abilities	-be willing to work. -have a positive attitude towards skills improvement
Other (describe)	-Approval from the Passaic County One Stop Career Center -Ages 16-24 years old

WORK SKILLS TO BE ACQUIRED

Workplace Competencies

Resources Management - the ability to plan, organize and distribute personal and employment resources.

Information Management - the ability to process and apply verbal and written information that relate to job performance

Social Interaction - the ability to interact with fellow employees, supervisors, subordinates, clients and customers in a proper and professional manner.

System Behavior and Performance Skills – the ability to understand how social and technical systems are applied in the working setting, and how to function effectively within those systems.

Technology Utilization – the ability to select and use the technology of the work system, such as the computer, to monitor and perform assigned tasks.

Foundation Skills

Reading – the ability to locate, understand and interpret written information in documents, including manuals, graphics and schedules.

Writing – the ability to communicate thoughts, ideas, information and messages in writing; create documents for the correct information, appropriate grammar and correct spelling.

Mathematics – the ability to perform the four basic operations (addition, subtraction, multiplication and division) with whole numbers and decimals in practical situations; use tables, graphics, and diagrams to obtain or communicate quality information. Be able to approach practical problems by choosing appropriately from a variety of mathematical techniques.

GRADING

Grading will be done on a pass or fail basis. If a student is complying with the programming and continuing their efforts to improve, they will receive a passing grade. Non-compliance and poor attendance is considered a failing grade and the student will be terminated from the program.

CONSEQUENCES OF UNSATISFACTORY PROGRESS

A committee formed by the Program Director, Case Manager and the Instructor will review the work of any student who fails to make any significant progress within the established time frame. The committee may resolve to provide extra help to student, or refer the student back to the PCBSS with the appropriate documentation.

MAINTENANCE OF ACADEMIC RECORDS

In addition to taking a placement test, all students entering the program will be required to complete an intake form and survey. This information will be stored in a computer database. A hard copy of these documents will be kept in a file cabinet. Persons certified to have access to these records are the Program Director, Case Managers and Instructors. SPCDC will maintain student records for a period of seven years. These records are as follows:

- Attendance Records (Timesheets)
- Case Notes
- Test Scores
- Placement Data
- Intake information
- Records of meetings, appeals, disciplinary actions and dismissal
- Medical records (where applicable)

Student records are maintained by the Case Managers and are available for review by the students at any time. Students are encouraged to submit updates to their records such as contact information. All records are private and are handled with confidentiality.

ATTENDANCE POLICIES

Students are expected to attend all classes regularly. Students must notify SPCDC's Next Step Workforce Development Program if they are unable to attend school as well as provide documentation for an excused absence to occur. The following are acceptable excuses:

- Medical Appointments
- Legal Appointments
- PCBSS and PCOSCC Appointments

Other documentation will be left up to the Program Director's discretion and must follow the guidelines set by PCBSS.



ABSENCES

Students will be terminated for excessive absenteeism from the school and referred back to the Passaic County Board of Social Services or Passaic County One Stop Career Center

TARDINESS

Students who are often late for school, (2 days out of any week) will receive a written warning from the program. Any tardiness without proper excuses notes after the written warning has been issued could result in termination from the program.

CLASS CUTS

Any student who signs into class and leaves will receive an unexcused absence for the day and the student will receive a written warning from the program. Any cut after the written warning is issued could result in termination.

LEAVE OF ABSENCE

Students who need to take leave of absences will be temporarily removed from the program and referred back to the PCBSS. Once their personal issues have been resolved, they can apply for re-admission.

MAKE-UP WORK

Students who are unable to complete their hours in class for just causes will be requested to negotiate with their teachers for extra work. The outcome of these negotiations will be drafted in an agreement signed by both parties. These students may also request assistance from tutors available in the program.

STUDENT CODE OF CONDUCT

- Students must refrain from bringing children and personal items to school.
- Students must refrain from eating in areas not designated as eating areas.
- Student must have full participation during class. Any student using a cell phone during class will be given a warning. After the first warning, any student caught using a cell phone during class will be asked to leave for the day and counted as unexcused.
- Students are expected to complete their work in a timely fashion. Students must refrain from engaging in behavior that causes emotional and physical harm to others.
- Students are expected to cooperate with fellow students, teachers and administrators.
- Students are expected to dress appropriately for school and the workplace. Inappropriate attire will be reason for dismissal for the day and will be considered unexcused.

DRESS CODE

Students are required to dress appropriately at all times. This policy prohibits the wearing of:

Female Participants

- Spring/Summer dresses with spaghetti straps or halter/crop-tops without an undershirt or over shirt/jacket
- Excessively short shorts, skirts, or shirts
- Excessively form fitting garments (biker shorts, tube tops, etc.)

Male Participants

- Excessively short shorts
- Excessively form fitting garments (spandex, biker shorts, muscle shirts, tank tops, and fish nets)
- Pants, jeans, or shorts below the waist

All Participants

- Hat, Bonnet, and Du-rags
- Transparent shirts, pants, shorts, or skirts.
- Any clothing that exposes inappropriate body parts.
- Clothing with derogatory statements against any person or group or anything that directly conflicts with the mission and philosophy of SPCDC and the Next Step Workforce Development Program.
- Headphones, earplugs, iPods, CD players, and cellphones.



SAFETY

Weapons of all sorts including, and not limited to, knives, box cutters, Swiss army knives, and firearms are strictly prohibited from school grounds. Any participant found with a weapon will be immediately dismissed from the program and referred back to the PCBSS. The police will automatically be called. Fighting is firmly prohibited. All parties involved will be immediately dismissed from the program and referred back to the PCBSS.

DRUGS AND ALCOHOL

Student involvement with drugs and alcohol can unfavorably affect student participation and confidence and jeopardize the safety of the Next Step staff and participants. The use, consumption, sale, transportation, possession, or distribution of alcohol or drugs, other than in agreement with a doctor's prescription is prohibited on school grounds. Violators of this policy are subject to disciplinary action up to and including termination from the program.

SPCDC and the Next Step program encourage any participant with a drug or alcohol problem to contact a staff member for assistance. SPCDC is eager to help participants and can refer him/her to an appropriate agency or clinic for professional assistance.

CONDITIONS FOR DISMISSAL AND REENTRY

Students who fail to comply with the code of conduct will be dismissed from the program. Students are advised and provided with a "Student Agreement", in which the code of conduct is clearly outlined in an agreement form between SPCDC and the student. Students who have been terminated from the program may appeal their termination to a three-person committee containing Program Director, Case Manager and an instructor. If the committee votes in their favor, they will be allowed to continue in the program. Students may also be reinstated into the program as the result of negotiations between SPCDC Next Step Workforce Development Program and the PCBSS or other referring agency. No student will be re-admitted for a third time.

DISPUTE RESOLUTION POLICY

Students that have encountered an incident/issue while in the program may present their dispute to a three-person committee containing the Program Director, Case Manager and an Instructor. The committee will develop a motion and vote to resolve the incident/issue and discuss with student. If necessary, the committee will develop a corrective action plan to be implemented by the student immediately or vote to terminate student from the program.

HOLIDAYS/EMERGENCY CLOSING

SPCDC observes the following holidays and classes are not held on these days. Snow emergency closings will be announced according to the Passaic County Board of Education emergency notification.

JANUARY

New Year's Day
Martin Luther King Day

FEBRUARY

President's Day

MARCH OR APRIL

Good Friday

MAY

Memorial Day

JULY

Independence Day

SEPTEMBER

Labor Day

OCTOBER

Columbus Day

NOVEMBER

Veteran's Day
Thanksgiving Day
Day after Thanksgiving

DECEMBER

Christmas Day
Day after Christmas



ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION
NEXT STEP WORKFORCE DEVELOPMENT PROGRAM

WIOA-YOUTH PROGRAM



- › TASC Preparation & Onsite Testing
- › Culinary Arts Training
- › Building Maintenance/Construction Training
- › Computer Skills Training
- › Case Management
- › College Prep & Vocational Assistance
- › Job Search Assistance
- › Stipends

REQUIREMENTS

- Eligible students are youth & young adults, ages 16-24, who are no longer enrolled in high school
- Resident of Passaic County
- Score 6.0 or higher on the CASAS Test

TO LEARN MORE CONTACT US AT:

Center City Mall, Upper Level

301 Main Street • Paterson, NJ 07505

P: 973-232-1339 • F: 862-239-1037

Monday to Friday, 8:30 AM to 4:30 PM

"Hope for Today...Building for Tomorrow"

This program is made possible under the auspices of Passaic County Board of Chosen Freeholders, the Passaic County Workforce Investment Board (WIB), Work First NJ and a grant from the NJ Department of Labor (LWD). Only individuals referred by the Passaic County One Stop Career Center and its Partners can attend/enroll in the Training Provider Programs.

ACADEMIC SKILLS

- Writing
- Reading
- Mathematics
- Social Studies
- Science

VOCATIONAL TRAINING

Culinary Arts: ServSafe Food Handlers, Safety & Sanitation, Knife Skills, Stocks & Sauces, Salads & Dressings, Vegetables & Starches, Meat, Poultry, Fish, Sandwiches & Wraps, and Basic Baking.

Building Maintenance/ Construction: OSHA-10 Hour Construction Certification, Construction Math, General Repairs, Basic Electrical and Plumbing, and Energy Efficiency.

CAREER DEVELOPMENT

- Career Exploration
- Cover Letter
- Resume Building
- Goal Setting
- Career & Education Planning
- Computer Literacy
- Job Search Skills
- Workplace Etiquette
- Networking Skills

In each section, please check all appropriate boxes.

Sex: Male Female

Marital Status: Single Married Divorced Widowed

Ethnicity:

Are you Hispanic and/or Latino? Yes No Not Specified

Race:

Black or African American

American Indian/Alaskan Native

White

Hawaiian Native or other Pacific Islander

Asian

Not Specific

Living Situation:

With Family/Friends

Halfway House

Own Residence

Homeless Shelter

Work Release Program

Other: _____

Are you currently employed? Yes No

Do you reside in low income/subsidized housing? Yes No

Do you receive TRA? Yes No

Is English the main language spoken in your home? Yes No

If no, what is the primary language spoken in your home? _____

Will communicating in English cause a problem at work or school? Yes No

Have you served in the U.S. Military? Yes No

If yes, what branch of the military? _____

Do you have a NJ Driver's License? Yes No

Are you currently in foster care? Yes No

Do you have a physical or learning disability? Yes No

How were you informed about WIOA-Youth Program? (Check all that Apply)

St. Paul's Staff If yes, please name: _____

Guidance Counselor If yes, please name: _____

Social Service Agency If yes, please name: _____

Referral from Organization If yes, please name: _____

Parole/Probation Officer If yes, please name: _____

TV/Radio/Advertisement If yes, please name: _____

Friend/ Family Member Other: _____

EDUCATION (Circle one)

Do you have a GED? Yes No

Do you have a High School Diploma? Yes No

When you were in school, did you have an IEP (Individual Evaluation Plan) or where you were diagnosed with a learning disability? Yes No

What was the last public/private school you attended? _____
City, State _____

What was the highest grade you completed? _____ Number of years out of school _____

How Many Credits Completed? _____ Which Classes Completed? _____

What was your favorite subject? _____

Have you ever taken the GED examination? Yes No

If yes, what areas did you pass? (Circle all that apply.)

Math Reading Social Studies Writing Science

If you did not receive a GED or high school diploma, why did you leave school?

Did you take any shop courses in school? Yes No

If yes, what courses did you take? _____

Do you plan to go to college? Yes No Undecided

HEALTH

Do you:

Need eyeglasses Smoke cigarettes Have asthma Use illegal drugs Have allergies

Have prescribed medication Have Diabetes

Do you have any other physical, medical, mental or other health issues? Yes No

If yes, please specify: _____

When was the date of your last physical exam? _____

ARRESTS AND CONVICTIONS

Have you ever been arrested? Yes No

Have you ever been convicted/adjudicated of a crime? Yes No (Answer "yes" if you plead guilty to any charge.)

If yes, please list charges: _____

Case Outcome (Circle all that apply)

Probation

Fines

Detention/Incarceration

Other: _____

If you have ever been detained and/or incarcerated in a correctional facility, list name: _____

Are you currently on probation or parole? Yes _____ No _____

If yes, please list Probation/Parole Officer Name: _____

Address: _____

Contact Number: _____ Reporting Day/Time: _____

TRAINING AND WORK HISTORY

Have you participated in any other work training program? Yes No

If yes, please specify program: _____

Do you have any construction experience? Yes No

If yes, please describe:

Have you ever held a job before? Yes No

If yes, what was the last company you worked for? _____

When did you start there? _____ When did you leave? _____

What was your hourly pay? _____ Supervisor's Name: _____

What were your job responsibilities? _____

By signing below, I state that the information provided on this application is accurate to fullest extent of my knowledge. I understand that completion of this application does not guarantee admittance into a WIOA-Youth Program.

Signature

Date

PCWDC Use Only:

Date: _____

Initials: _____

Benchmark: _____

Youth Participant Checklist

Documentation must be provided

Participant Name: _____

Program Name: St. Paul's CDC WIOA – Youth Program

Participant File Checklist

- Participant Intake/Enrollment Form
- Partner Referral Form
- Participant Time and Attendance Records
- Participant Evaluation Form
- Individual Service Strategy (Signed and Updated Monthly)
- Customer Service Plan and Progress Notes
- Marketable Resume and Cover Letter
- Financial Literacy
- Initial Testing:
 - CASAS Test Date: _____ Scores: R _____ / _____ M _____ / _____
 - HiSet Test Date: _____ Scores: R _____ W _____ M _____ S _____ SS _____
- Interim Testing: (As Needed)
 - CASAS Test Date: _____ Scores: R _____ / _____ M _____ / _____
 - HiSet Test Date: _____ Scores: R _____ W _____ M _____ S _____ SS _____
- Final Testing:
 - CASAS Test Date: _____ Scores: R _____ / _____ M _____ / _____
 - HiSet Test Date: _____ Scores: R _____ W _____ M _____ S _____ SS _____

Benchmark Outcomes

- For Individuals without a High School Diploma or Equivalent:
Attainment of a H.S. Diploma or equivalent OR an increase of a minimum of one NRS EFL
AND EITHER
Employment, 25 hours per week or more for a minimum of 30 days
OR
Enrollment into Educational, Vocational or Occupational training leading to a nationally recognized credential
- For Individuals with a High School Diploma or Equivalent:
Attainment of sufficient skills gain to qualify for further vocational or occupational training AND an increase of a minimum of one NRS EFL
AND EITHER
Employment, 25 hours per week or more for a minimum of 30 days
OR
Enrollment into Educational, Vocational or Occupational training leading to a nationally recognized credential

Note: After program exit, there is a required monthly follow-up for a minimum of 12 months.
This must be documented in the file and on the ISS.



St. Paul's Community Development Corporation

456 Van Houten Street

Paterson, NJ 07501

Tel. 973.710.3900 Fax. 973.684.0686

"Hope for Today ... Building for Tomorrow"

Richard C. Williams
Executive Director

SPCDC Next Step Workforce Development Program

I, _____, as a participant of SPCDC Next Step Workforce Development Program have attend the orientation session and received a copy of the Student Handbook and agree to the following:

- To attend classes regularly and on time. Excused absences require prior approval permission and documentation. **Excessive excused absences will result in termination from the program. If I have any questions about the attendance policy I will speak with the Program Director or Case Manager.**
- I will provide proof of acceptable absences to my instructor on the following day of any absence/s. **NO documentation will be accepted after 10:00 AM on Monday for absences for the week prior.**
- I will report to my classes on time and excessive tardiness will result in a written warning. Continued lateness will result in termination from the program. **Being 5 minutes late is considered late. But if you are late 15 minutes or more, you will not be allowed to attend class and will receive an unexcused absence.**
- **I will come prepared to class with my required supplies.** Failure to purchase supplies and come prepared to class will result in an unexcused absence and possible termination from the program.
- To participate and cooperate in classroom activities to the best of my ability.
- **To not use or answer my cell phone during class time.** Failure to follow these rules could result in removal from the classroom and unexcused absence.
- **To follow the rules and regulations outlined in the SPCDC Next Step Workforce Development Program's Student Handbook.** This includes but is not limited to:
 - To refrain from possessing illegal substances or weapons.
 - To refrain from engaging in behaviors that cause emotional and/or physical harm to others; including disrespecting and/or towards SPCDC staff.
 - To refrain from bringing children to class.

Should I fail to comply with the aforementioned conditions of admission, I will be terminated from the SPCDC Next Step Workforce Development Program WIOA-Youth Program.

I also understand that SPCDC reserves the right to immediately terminate any student who engages in ill behaviors such as, fighting, usage of foul language, sexual harassment, disrespectful behavior towards any instructor/staff and the usage and possession of illegal substances or weapons without any warning.

X _____
STUDENT'S SIGNATURE

DATE

X _____
SPCDC STAFF'S SIGNATURE

DATE





St. Paul's Community Development Corporation

456 Van Houten Street

Paterson, NJ 07501

Tel: 973-710-3900 Fax: 973.684.0686

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Richard C. Williams
Executive Director

Grievance Policy for Students

Purpose

Any student who believes that he or she has been unjustly treated is encouraged to seek resolution of the issue through policies and procedures established by the St. Paul's Community Development Corporation (SPCDC), for that purpose. The SPCDC has adopted a policy which addresses unjust treatment.

Statement of the Policy

1. Each student with a grievance against SPCDC should seek first to discuss the situation and problem directly with the Program Director. Each student with a grievance against employee(s) should seek first to discuss the situation and problem directly with the Program Director.
2. Employees and supervisors are expected to provide a supportive environment that fosters open communication and are encouraged to resolve grievances in an informal manner, if possible. It is the expectations of SPCDC that both students, and employees will treat one another with respect and civility at all times during the process.
3. Under this step of the process, it is the responsibility of the student to file a report with the Program Director for student development using the grievance policy form. This form is located in the lobby and can be requested at any time from any SPCDC staff member.

Signature of Student

Date Signed

Signature of SPCDC Staff

Date Signed

Updated: 9/6/2016

Visit us online at www.stpaulscdcnj.org.

See photographs of recent events, volunteer opportunities and upcoming activities.





St. Paul's Community Development Corporation

456 Van Houten Street

Paterson, NJ 07501

Tel: 973-710-3900 Fax: 973.684.0686

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Executive Director

Consent to Release/Receive Information

I, _____, do hereby consent to and authorize St. Paul's Community Development Corporation to release/obtain any and all information about me, including but not limited to, information regarding my physical and/or emotional status or condition that is deemed necessary to assist in the development and provision of care and/or service to me. In accordance with New Jersey State Law and the Privacy of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand that:

1. The information described in this authorization may be shared among various governmental and non-governmental agencies including but not limited to, Passaic County Sheriff's Department, Passaic County Probation and Parole offices, the Passaic County Board of Social Services, Passaic County Workforce Investment Board, Passaic County One Stop Career Center, Paterson Board of Education, and Passaic Board of Education.
 - a. **Other:** _____
2. I understand that signing this authorization is voluntary. I further understand, that St. Paul's Community Development Corporation may not share any information that they received under this consent with a third party without my written consent, and that any third part that receives information from St. Paul's Community Development Corporation, under a written consent is bound by the same rule.
3. In addition, I hereby release St. Paul's Community Development Corporation and its officers, directors, employees, volunteers, from any claims arising out of the release of information, photos, news releases, films or videos, described herein.
4. This consent is subject to revocation any time, by notifying my case manager in writing, otherwise will expire one (1) year from the date signed: _____.

All items on this form have been completed and my questions about this form have been answered. In addition, I have been provided a copy of the form.

Participants Signature

Date of Signature

Staff Signature

Date of Signature

Visit us online at www.stpaulscdcnj.org.
See photographs of recent events, volunteer opportunities and upcoming activities.





SUPPORTIVE SERVICE NEEDS CHECKLIST

Name: _____

Date: _____

Check any issues listed below for which you have a need at this time.

Health

- Get an eye exam/eye glasses
- Quit smoking
- Lose weight – 50 lbs. or more
- See a doctor for myself
- See a doctor for my child
- Reduce my alcohol use
- Reduce my drug use
- Get help for a family member who uses alcohol/drugs
- Get my teeth fixed, go to a dentist
- Get personal grooming/hygiene items (makeup, toothpaste, soap, deodorant, etc.)
- Get health/dental insurance for me and my family
- Get birth control
- Needs special adaptations for work skills because of disability

(Case Manager Notes)

Housing

- To live in my own place
- Pay past due utilities
- Get a telephone
- Reduce housing costs
- Move/relocate
- Emergency/temporary housing

Legal

- Collect child support
- Take care of my legal problems
- Get protection from a violent person
- Complete community service hours

Family

- Improve my parenting skills
- Improve my relationship with my child
- Improve my relationship with my spouse/significant other
- Learn how to control my anger
- Provide a safe home for my children
- Send children to college or training
- Pay family bills/debts
- Provide basic essentials for family (food, shelter, clothing)
- Get children to attend/stay in school
- Needs child care for children

Personal

- _____ Feel less depressed/stressed
- _____ Develop confidence
- _____ Be able to manage my moods/feelings
- _____ Feel less frustrated or confused
- _____ Resolve my own past issues with abuse
- _____ Stop having feelings of wanting to die
- _____ Get counseling for loss of a child/spouse
- _____ Get counseling for a past sexual abuse
- _____ Learn money management skills

Transportation

- _____ Obtain driver's license
- _____ Get auto insurance, tag, etc.
- _____ Get help with gas money

Safety

- _____ Get some help for quitting alcohol/drugs
- _____ Make friends who don't drink or use drugs
- _____ Get myself or my child out of a gang
- _____ Provide a safe environment for my child
- _____ Protect my child from child abuse
- _____ Find nearby childcare that is good
- _____ Have backup childcare for emergency situations
- _____ Get out of a violent relationship

Please indicate any special concerns not addressed in the above list.

Student's Signature

Date

Name: _____ Case #: _____

SPCDC
INDIVIDUAL SERVICE PLAN (ISP)

My Goals & Objectives for the next 3 months are:	Things I will do to meet my goals & objectives:	Date	Things my case manager will help me with:	Date	Progress on my goals & objectives during the last 3 mos. Date & Initial
Health (self):					
Health (child):					
Education:					
Employment & Finances:					
Miscellaneous :					

Comments:

Client Signature _____

Date _____

Case Manager's Signature _____

Date _____



SPCDC'S NEXT STEP WORKFORCE DEVELOPMENT PROGRAM WIOA-Youth Program SUPPLY LIST

FAILURE TO PURCHASE THESE SUPPLIES AND COME PREPARED TO CLASS WILL
RESULT IN UNEXCUSED ABSENCES FROM CLASS.



- 3 1-Subject Notebooks
(REQUIRED)



- Pens **(REQUIRED)**



- Pencils **(REQUIRED)**



Where can I purchase these supplies?

99 Cent/Dollar Wonder

292 Main St

Dollar Tree

37 W Broadway

Family Dollar

181 Straight St

Family Dollar

355 Market St

- Pocket Expanding Folder or 3
Pocket Folder or 3-Ring Binder
(REQUIRED)



- Facial tissue box (optional)



- Hand Sanitizer (optional)





PATERSON PUBLIC SCHOOLS



Academic Support Services
90 Delaware Avenue, Paterson NJ 07503
Office: (973) 321-2366 Fax: (973) 321-0704

Mrs. Tamisha McKoy
Director of Guidance & Counseling K-12
Email: tmckoy@paterson.k12.nj.us

Eileen Shafer
Schools Superintendent

June 7, 2022

Re: Letter of Support

To Whom It May Concern:

It is with great pleasure that I am writing to support The Next Step Workforce Development Program Out -Of- School WIOA Youth Program, which St. Paul's Community Development Corporation administers so well within the community.

On behalf of Department of Guidance & Counseling, I am writing to convey support of St. Paul's Community Development Corporation proposal for the Out -Of- School WIOA Youth Program. We strongly support St. Paul's efforts to provide youth as well as young adults within Passaic County with academic skills, educational training, and employment opportunities.

It is without hesitation that we support, St. Paul's Community Development Corporation continue the great work that has proven to be successful.

Sincerely,

Tamisha McKoy
Director of Guidance & Counseling K-12



Changing Lives One Woman and Child at a Time



59 Mill Street, Paterson, NJ 07501 • Phone 973-881-8307 • Fax 973-881-1755 • www.oasisnj.org

June 3, 2022

Re: Letter of Support

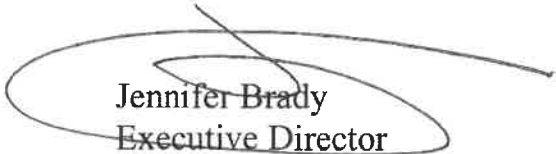
To Whom It May Concern:

It is with great pleasure that I am writing to support The Next Step Workforce Development Program Out -Of- School WIOA Youth Program, which St. Paul's Community Development Corporation administers so well within the community.

On behalf of Oasis – A Haven for Women and Children, I am writing to convey support of St. Paul's Community Development Corporation proposal for the Out -Of- School WIOA Youth Program. We strongly support St. Paul's efforts to provide youth as well as young adults within Passaic County with academic skills, educational training, and employment opportunities.

It is without hesitation that we support, St. Paul's Community Development Corporation continue the great work that has proven to be successful.

Sincerely,



Jennifer Brady
Executive Director

Oasis – A Haven for Women and Children

Board of Directors

Susan Buchanan, President

Christy Bisgrove • Phyllis Chernalis • Mary Conway • John D. Cromie, Esq. • Alfonso Daloisio, Jr. • Deborah Duffy • Keri Lynn Fleming
Joanna Gagis • Jani Hegarty • Victor Hernandez • Anthony Labozzetta • William D. McLaughlin • Paul Onderdonk • Susan LaMonica Pash
James Sullivan • Marty Ann Sutphin • Aleta E. Taylor

Jennifer Brady, Executive Director



ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION
456 Van Houten Street
Paterson, NJ 07501



JOB DESCRIPTION

Job Title: Next Step Workforce Development Program Director
Program: Next Step Workforce Development Program
Reports To: Executive Director

The purpose of this position is to manage the Next Step Workforce Development Program, which provides career and adult education, encompassing Community Work Experience training, financial literacy and job readiness training, as well as soft skills development, to a predominately low income adult population. The goal of the Next Step Workforce Development Program is to help economically disadvantaged individuals improve their socio-economic circumstances through career development, increased access to economic opportunities and overall financial stability.

Responsibilities include:

- *Budgeting* - Working with and monitoring program budgets under the direction of senior agency personnel
- *Curriculum and Program Development* - Implementing and/or adjusting new or existing program initiatives, as desired or required, as well as evaluating program effectiveness
- *Supervision & Administration* - Managing all relevant program licensure circumstances, evaluating program staff, supervising program sites and site visits, developing accurate and timely program reports, grant proposals, program materials, and contract submissions
- *Client Management* -- Ensuring that all client information is accurately maintained at all times and readily accessible for review when requested
- *Resource Development* -- Ensuring that the program operates with adequate resources to best serve the needs of adult learners, which includes in-class supplies, sufficient facility space for instruction, participation incentives, and access to supportive services
- *Public Relations* -- Promoting the program and St. Paul's Community Development Corporation (SPCDC) while maintaining a positive and productive relationship with individuals and officials in public and private stakeholder institutions

Qualifications and Requirements:

- BA or higher in adult education, non-profit management, social work or related field
- 2 or more years in workforce development, teaching or curriculum development
- Significant managerial experience working in a diverse ethnic setting
- Strong organizational skills and excellent verbal, written communication skills
- Broad knowledge in the field of adult education, career training, second language acquisition, workforce development
- Understanding of culturally relevant issues impacting low-income communities
- Familiarity with the One-Stop Career System, Board of Social Services, and Work First NJ population
- Computer literate, including knowledge of basic Microsoft Office applications (i.e. Word, Excel, PowerPoint, etc.), as well as data base management
- Valid Driver's License required

(Signature)

7/2/18

(Date)

EDUCATION

Rutgers University, School of Social Work; May 2016
Master of Social Work; Clinical Social Work concentration

Montclair State University, The College of Education and Human Services; January 2013
Bachelor of Arts; Family and Child Studies, Family Services concentration

PROFESSIONAL EXPERIENCE

St. Paul's Community Development Corporation; July 2018-Present

Program Director

- Supervise and oversee instructors, case managers, and career developers as well as program licensure in order to develop accurate and timely program reports, grant proposals, and contract submissions.
- Train and facilitate weekly supervision for all staff to increase staff performance and morale as well as program outcomes.
- Implement new and existing program initiatives as well as evaluate each program's effectiveness.
- Plan program operations with adequate resources and supportive services to best serve the needs of staff and program participants.
- Monitor the program budgets under the direction of senior agency personnel.
- Build partnership within the community by promoting the program and agency while maintain a positive and productive relationship with individuals and officials in public and private stakeholder institutions.

St. Paul's Community Development Corporation; July 2016- July 2018

Case Manager

- Supervised staff, AmeriCorps members, and higher education interns in order teach case management skills and ethical practices in the field of social work and human services
- Conducted intake and assessments for clients as well as complete weekly case management sessions and crisis intervention.
- Managed a caseload of clients; monitor their progress toward meeting goals established in their individual service plans and supportive service needs checklist.
- Collaborated with clients in order to provide assistance in goal setting and self-development
- Maintained accurate documentation of the clients' progress and goals in software database and program reports.
- Interacted with Passaic County Board of Social Services, Passaic County Workforce Investment Board, Passaic County Parole and Passaic County Probation to address and support the needs of clients.

Passaic County Women's Center- New Jersey Association on Correction; October 2018- July 2018

Facility Monitor

- Supervised the residents and program activities during the day, evening, and weekends as required
- Monitored the property, cameras, medicine, and shelter supplies.
- Communicated with the Senior Case Manager and Program Manager in emergency situations.
- Documented phone calls and resident contact in order to make appropriate entries in the log book

New Jersey Community Development Corporation; September 2014 – July 2016

Youth Development Specialist at a 21st CCLC afterschool program at John F. Kennedy Educational Complex

- Implement specialized after school programming in areas such as academic enrichment, positive youth development, and health and fitness.
- Infuse social, emotional, and character development into the program as a means to impact positive student behavior.
- Organize and designed programs for youth and parents, including those to be operated after-school, evenings, on Saturdays, and during the summer.
- Maintain program documents and files while assisting in data collection for evaluation purposes for over 208 students.

AmeriCorps Member at the John F. Kennedy Educational Complex; September 2014 – August 2015

- Managed and mentored a caseload of 10 students in grades 9th-12th, providing academic, behavior, and social support.

- Provided individual support to students requiring additional assistance in areas such as personal development, homework, college applications, and job preparation.
- Conducted academic, youth development, and community service events for students and their families.

4CS of Passaic County, Inc.; April 2013 - September 2013

Parent Counselor

- Conducted client intake by collecting client information, documents, and reviewing their records to confirm their eligibility for childcare in Passaic County.
- Maintained and organized clients file and documents by reviewing electronic case notes and hardcopy case records.
- Worked diligently to meet and follow state mandates, policies, and regulations regarding childcare eligibility.
- Provided counseling and additional information to clients regarding childcare options, benefits, services, and referrals

ADDITIONAL HONORS AND EXPERIENCE

Certified Child Advocate; January 2013-Present

Efforts To Outcomes Case Management Software Training; January 2014-Present

Microsoft Office (Word, PowerPoint, Excel, Publisher)



St. Paul's Community Development Corporation

456 Van Houten Street

Paterson, NJ 07501

Tel. 973.310.3900 Fax. 973.684.0686

"Hope for Today ... Building for Tomorrow"

Job Title: WIOA-Youth Instructor (HiSET)

Program: Next Step Workforce Development Program

Reports to: Next Step Workforce Development Program Director

PURPOSE:

The purpose of this position is to provide educational instruction to the WIOA Youth Program operated by St. Paul's Community Development Corporation, which provides basic education and HiSET preparation to young adults (ages 16-24).

RESPONSIBILITIES:

- Teaching basic skills to students with varying academic levels while integrating HiSET preparation skills in the subject areas of Mathematics, Reading Comprehension, Language Arts, Social Studies and Science
- Assessing individual student progress and adapting curriculum and lesson plans to the needs of the individual student
- Assessing student readiness to take the HiSET exam while coordinating with test providers around testing dates and the receipt of test scores
- Keeping records in accordance with funding requirements and program needs
- Assisting with the recruitment and intake assessment of prospective students
- Attending all staff meetings and participating in program activities, as instructed and required

TRAINING & EVALUATION:

- Attend meetings and in-service training sessions identified by SPCDC Next Step Workforce Development Program
- Assist internal and external evaluators in gathering information related to program development and improvement

QUALIFICATIONS:

- BA or higher in education or related field, valid teaching certification in related subjects
- Minimum of 2 years' experience in teaching basic skills and adult literacy
- Familiarity with CASAS*, HiSET* and BEST Plus 2.0* assessments
- Experience with creative and innovative curriculum planning and development for non-traditional students
- A respect for the ideals and intelligence of young adults, and a strong commitment to helping young adults succeed academically
- Strong interpersonal skills and adaptive communication skills, including the ability to collaborate with others around program issues and teach teams
- Understanding of socially relevant issues impacting at-risk young adults from low-income urban communities
- Computer literacy, including knowledge of Microsoft Office applications, internet and e-mail communications
- A valid Driver's License is required

Visit us online at www.stpaulscdcnj.org and see photographs of recent events, Volunteer opportunities and upcoming activities.



Getting Things Done for St. Paul's CDC

Rosario R. Centeno
(AKA: Rosario R. Oliveros)

31 William Street
Belleville, New Jersey 07109
Phone: (201) 598-6961
e-mail:centenorosario092@gmail.com

Objective:

A teaching position where I can utilize my educational background, training, and experience to positively impact student learning.

Educational Attainment:

M.A. Urban Ed. Maj. ESL	Jersey City State College	1995
M.P.A. (21 credits)	Centro Escolar University	1987
Bachelor of Science, General (Graduated Cum Laude)	Centro Escolar University (Manila, Philippines)	1973

Certifications:

Elementary School Teacher	Certificate #785210	The State of New Jersey	10/09
Teacher of English as a Second Language	Certificate # 785212	The State of New Jersey	10/09

Work Experience:

1. WIOA Youth Instructor St. Paul's Community Dev. Corp. Paterson, NJ (2018-Date)

- Provides basic education and HISET preparation to students (ages 16-24) with varying academic levels
- Integrates HISET preparation skills in the subject areas of Mathematics, Reading, Writing, Social Studies and Science
- Assesses student progress and readiness to take the HISET exam
- Adapts curriculum and lesson plans to the needs of the individual student
- Coordinates with test providers around testing dates and the receipt of test scores
- Keeps records in accordance with funding requirements and program needs

2. GED Instructor/Career Counselor Catapult Career Starters Program Clifton, NJ (2009-2018)

- Guided, helped, encouraged, and prepared out of school youth to pass the HISET exam
- Conducted job readiness training workshops
- Assisted/counseled clients with regards to their career options
- Made sure program was compliant with the county's requirements

3. Adjunct Faculty Hudson County Community College, ESL Dept. Jersey City, NJ (1996-2017)

- Taught Reading, Writing, Academic Discussions, and Grammar to non-native speakers of English
- Held individualized tutorial sessions for poorly performing students

4. ESL Teacher ICST/Sylvan/Educate, Inc/Catapult Learning Jersey City, NJ (1990-2009)

- Screened qualifiers to the program using the MAC test
- Created Individualized Student Plans for every student
- Made daily lesson plans weekly and carried out plans
- Wrote student progress reports on a monthly basis
- Communicated with parents on a regular basis and as needed

5. Comp. Ed Teacher ICST/Sylvan/Educate Inc./Catapult Learning Jersey City, NJ (1990-2009)

- Taught reading, writing, and mathematics to high-risk grammar school students
- Carried out educational objectives for the NJ Chapters 192-193 students
- Held conferences with parents on a timely basis

References:

1. Davidene Alpert (973) 742-9226 Extension 7113
2. Peter Quattrocchi (973) 742-9226 Extension 7111



St. Paul's Community Development Corporation

456 Van Houten Street

Paterson, NJ 07501

Tel: 973.710.3900 Fax: 973.684.0686

"Hope for Today ... Building for Tomorrow"

Richard C. Williams
Executive Director

Job Title: Case Manager
Program: Next Step Workforce Development Program
Reports to: Next Step Workforce Development Program Director

PURPOSE:

The purpose of this position is to assist the Next Step Workforce Development Program in the implementation of a comprehensive educational program encompassing career counseling, job development, job training, Employer Customized Workplace Literacy, adult basic education, and case management support services. The program's goal is to enhance its student's academic skills and strengthen their self-sufficiency and access to gainful employment.

RESPONSIBILITIES:

- Manage a caseload of clients and monitor their progress toward meeting goals established in their individual service plans
- Complete client intake and assessment in order to maintain accurate records and reports.
- Research and coordinate access to outside referral sources
- Collaboratively work with clients providing assistance in goal-setting and self-development; work as a team with other staff to achieve program wide participation, graduation and retention goals
- Assist Program Director with monitoring visits, recruitment for programs, staff trainings, and community outreach.
- Organize and facilitate trainings and groups on various topics
- Maintain current, accurate, complete and timely documentation of trainee progress in charts and databases
- Provide crisis intervention to clients in order to resolve any issues or concerns that may arise
- Supervise AmeriCorps Case Manager Aides and teach them case management skills
- Interact with Passaic County Board of Social Services and Passaic County One Stop Career Center
- Other duties as assigned

QUALIFICATIONS:

- BA or higher in Social Work
- At minimum, two years' experience in social services and working with hard to serve populations
- Strong interpersonal and written/verbal communication skills
- Independent self-starter with ability to multitask
- Proficient in MS Word, Excel, PowerPoint and Outlook

TRAINING AND EVALUATION:

- Attend meetings and in-service training sessions identified by SPCDC Next Step Workforce Development Program
- Assist internal and external evaluators in gathering information related to program development and improvement

Visit us online at www.stpaulscdcnj.org.
See photographs of recent events, volunteer opportunities and upcoming activities.





St. Paul's Community Development Corporation

456 Van Houten Street

Paterson, NJ 07501

Tel: 973-710-3900 Fax: 973.684.0686

“Hope for Today ... Building for Tomorrow”

Job Title: Career Development Specialist
Program: Next Step Workforce Development Program
Reports to: Next Step Workforce Development Program Director

RESPONSIBILITIES:

Teaching/Other - 40%

- Supervise AmeriCorps Career Development Specialist Aides and teach them career development skills
- Organize and conduct monthly on-site Career Development workshops and program orientation
- Facilitate or schedule financial literacy workshops and events
- Plan college and university tours for clients interested in higher education and vocational training
- Teach basic computer literacy skills that clients can use in the workforce
- Aid in planning and facilitating quarterly mock interviews with community and employer partners
- Participate in staff and team meetings

Coaching and Training - 30%

- Meet regularly with assigned case load of clients to deliver one-on-one and group coaching in: Resume and cover letter preparation, Job search strategy and tactics, Interview preparation and practice, difficult questions and employment gaps, as well as ongoing job search efforts.
- Interact in person and via email with Program Directors, Case Managers and AmeriCorps members to refine understanding of applicants' needs and identify targeted job development efforts
- Maintain up-to-date records on client efforts, progress, and development needs

Job/CWEP Development - 30%

- Conduct extensive outreach to potential employers to market trainees and increase pool of employers, increase job bank listing, and develop new job orders
- Maintain regular contact with employers to monitor employment satisfaction and to suggest accommodation of requirements for hard-to-fill positions
- Maintain up-to-date records on employer outreach efforts for tracking and follow up
- Develop CWEP sites for WFNJ-TANF clients and monitor sites monthly
- Perform other duties as assigned

QUALIFICATIONS:

- Bachelor's degree preferred
- A passionate desire to motivate participants to secure and retain employment
- Two to four years of experience working with workforce and re-entry population, particularly those individuals with significant re-entry barriers (e.g. homeless individuals with conviction histories)
- Excellent interpersonal skills necessary to work effectively with and in a culturally diverse environment
- Strong oral and written communication, presentation and networking skills
- Excellent organizational skills: Manage multiple agendas effectively, Ability to follow-up and multi-task, Ability to work independently, be a team player
- Flexible, creative and solution-oriented approach to issues
- Proficiency in all Microsoft Office programs, including Excel and Word
- Strong work ethic
- Able to work on average one evening per week
- Willingness to travel throughout the city of Paterson and surrounding communities

Visit us online at www.stpaulscdcnj.org.

See photographs of recent events, volunteer opportunities and upcoming activities.



AmeriCorps
New Jersey



St. Paul's Community Development Corporation

451 Van Houten Street

Paterson, NJ 07501

Tel. 973.710.3900 Fax. 973.684.0686

"Hope for Today ... Building for Tomorrow"

Position: Director of Finance/Human Resources

Reports to the: Executive Director

Job Description

Basic Responsibility:

To develop and maintain an accounting system according to generally accepted accounting principles; maintain all books of accounts; develop and maintain internal control; prepare financial statements for internal and external reporting; perform any and all tasks that may be assigned or required by immediate supervisors.

Duties and Responsibilities:

I – Accounting and Finance

1. Identify sources and record deposits.
2. Process accounts payable, payroll, expense reimbursements and other check disbursements.
3. Prepare monthly bank reconciliations.
4. Maintain complete and accurate financial files.
5. Prepare periodic financial reports for Board Meetings, for the President and/or other officers, for Program Directors, etc.
6. Prepare financial reports to government agencies/grantors and private funding sources.
7. Prepare reports/working papers and assist in the annual audit.
8. Prepare Annual Budget and monitor budget versus actual.
9. Negotiate and maintain equipment maintenance.
10. Participate in the Finance Committee for special projects and/or all matters regarding finance.

II – Personnel

1. Maintain complete and accurate files of employees.
2. Review, develop and maintain employees' benefits package.
3. Maintain time tracking for vacation, sick and other personnel leaves.
4. Complete employment/salary verification for present and past employees as requested.
5. Review and observe applicable employees federal and state law regulations.
6. Participate in the Personnel Committee for special projects and/or all matters regarding all employees.

Visit us online at www.stpaulscdenj.org.

See photographs of recent events, volunteer opportunities and upcoming activities.



Getting Things Done for St. Paul's CDC

LAARNI S. BERCES

517 Clifton Avenue, #1 • Clifton, NJ 07011
E-mail address: akitaipster@gmail.com
973-670-6698 (cell) • 973-815-9950 (H)

PROFESSIONAL EXPERIENCE

St. Paul's Community Development Corporation
www.stpaulscdcnj.org**October 2007 to date**
May 1998 to Sept. 2006

Director of Finance and Human Resources. Maintain cash transactions, accounts payable, payroll, and bank reconciliations for all books of accounts. Prepare periodic reports for the Board meetings, for the President and other officers. Prepare Budgets for Proposals and Funding applications. Prepare financial reports to private funders. Prepare financial reports for federal, state, county and city grants. Prepare reports and assists in the annual audit. Prepare annual budget and monitors budget vs. actual on a periodic basis. Maintain accurate and complete file for all employees. Review, develop and maintain employees' benefits package. Participate in the Personnel Committee for special projects and other matters concerning the staff. Participate in the Finance Committee for special projects concerning finance and internal control.

Legal Information for Families Today (LIFT)
New York, New York ; www.LIFTonline.org**November 2006 to Oct. 2007**

Director of Finance and Human Resources. Maintain cash transactions, accounts payable, payroll, and bank reconciliations for all books of accounts. Prepare periodic reports for the Board meetings, for the President and other officers. Prepare Budgets for Proposals and Funding applications. Prepare financial reports to private funders. Prepare financial reports for federal, state, and city grants. Prepare reports and assists in the annual audit. Prepare annual budget and monitors budget vs. actual on a periodic basis. Maintain accurate and complete file for all employees. Review, develop and maintain employees' benefits package. Participate in the Governance Committee for special projects and other matters concerning the staff. Participate in the Audit/Finance Committee for special projects concerning finance and internal control.

Tri-County Scholarship Fund
Paterson, New Jersey**February 1995 to April 1998**

Office Manager / Systems Operator. Manages over-all operations of the office, clerical or administrative in nature. Handles bookkeeping functions from data entry to bank reconciliation to financial statements preparation. Mail merge for annual and special events mailing. Maintains database of donors and students. Assists in annual audit of books of accounts. Supervises and delegates work assignments to other personnel. Provides training to clerical staff for various computer related job.

Soros Foundations
New York, New York**November 1994 to January 1995**

Accounting Clerk. Process payments to grant awards, data entry of grants and expenses, prepare monthly bank reconciliation, process invoices for payments, typing, filing and performed all other tasks that were assigned from time to time.

BASF Corporation
Clifton, New Jersey -- moved to Mount Olive, New Jersey**August 1993 to October 1994**

Chief Accounting Clerk. Process expense reports of employees, audit expense reports, reconcile disbursements control transactions, reconcile and input bank travel drafts, reconcile outstanding accounts of employees, send out delinquent letters to employees with outstanding balances, entertain telephone inquiries regarding accounts, send out action letters for incomplete expense reports, prepare daily progress reports. Performed all other duties and responsibilities assigned from time to time.

Freelance Bookkeeper / Accountant
Various Business Establishments, Manila, Philippines**1988 to 1993**

Prepared accounting records of real estate companies, retailers, construction and service companies. Prepared financial statements for internal and tax use. Certified financial statements for tax purposes. Handle entire bookkeeping cycle including bank reconciliation and other related jobs.

Laarni S. Berces

-page 2-

Standard Investment Corporation
Manila, Philippines

1978 to 1988

Accountant/Office Manager. Handles accounts payable, accounts receivable, cash books, payroll, bank reconciliation, financial statements and income tax returns. Prepared reports and/or documents for government and management purposes. Supervised, motivated and trained clerical staff.

University of Northeastern Philippines/Divine Word College
Philippines

1972 to 1978

College Instructor. Handled basic accounting subjects, practical accounting, taxation, finance and advance course in the Business Administration department of the University/College.

EDUCATION

Divine Word College, Legazpi City, Philippines

Bachelor of Science in Commerce, Accounting, Graduated cum laude.

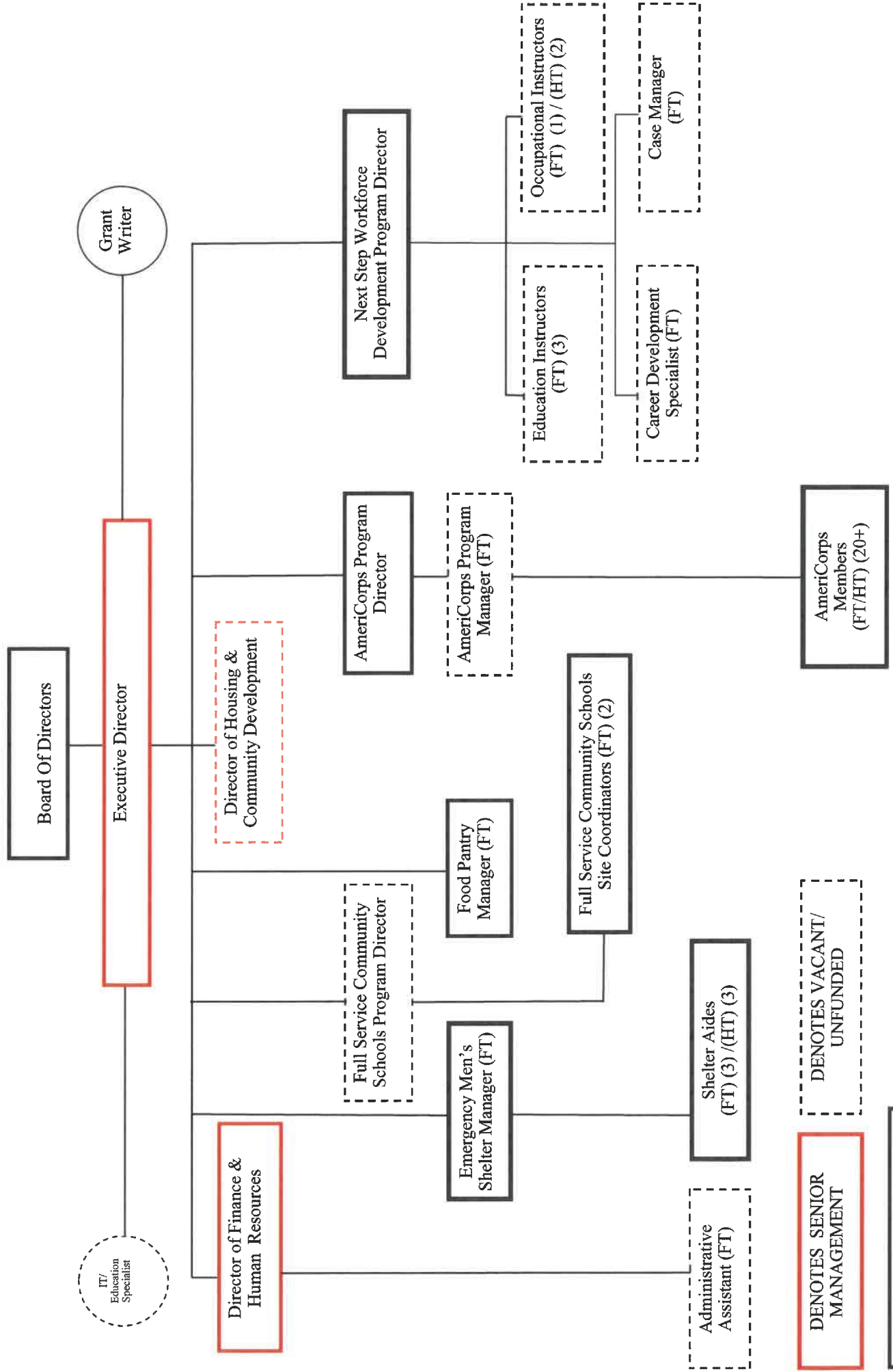
SKILLS

Windows* Microsoft Word* Excel* Raiser's Edge* Quickbooks* Church Windows*ETO Software*Fund E-Z

15. Program Effectiveness Summary:

Outcomes	Period 1 (07/01/2019 – 6/30/2020)	Period 2 (07/01/2020 – 6/30/2021)	Period 3 (07/01/2021 – Present)
Number of participants enrolled/referred	31	18	22
Number of participants served	17	16	11
Number of participants terminated	13	17	11
Number of participants who dropped out	2	1	1
Number of participants who increased – NRS EFL	7	4	2
Number of participants who received a credential through the program	2	1	0
Number of participants who attained HSE	13	9	2
Number of participants who moved on to Higher Education	2	2	0
Number of participants who entered employment	4	5	2
Average placement wage	\$9.50	\$10.10	\$12.25

St. Paul's Community Development Corporation Organizational Chart



DENOTES VACANT/
UNFUNDED

DENOTES SENIOR
MANAGEMENT

Full Time Employees - 11
Part Time Employees - 05
Total Employees - 16

Revised 04/11/2022

Mail to: Secretary of State, CN-308, Trenton, NJ 08625

TYPE ALL INFORMATION EXCEPT SIGNATURE.

FILED

Title 15A:9-4 New Jersey Nonprofit Corporation Act

CERTIFICATE OF AMENDMENT TO THE CERTIFICATE OF INCORPORATION
(For Use by Domestic Nonprofit Corporations)
(Must be filed in TRIPPLICATE)

DEC 7 1993
12-7-93
DANIEL J. DALTON
Secretary of State

Pursuant to the provisions of the above cited Statute, the undersigned corporation executes the following Certificate of Amendment to its Certificate of Incorporation.

1. Name of Corporation: St. Paul's Community Services, Inc. 0888446

2. Corporation Number: 22-3075855

3. Article One of the Certificate of Incorporation is hereby amended to read as follows:

The Name of the corporation is ST. PAUL'S COMMUNITY DEVELOPMENT CORPORATION

4. The Corporation has does not have members.

A. For Corporations WITH members

Number entitled to vote Voting FOR Voting AGAINST

If any class or classes of members are entitled to vote as a class, set forth the number of members of each class, the series of votes of each class voting for and against, and the number of members present at the meeting, OR

 Adoption was by unanimous written consent without meeting.

Date of Adoption

B. For Corporation WITHOUT members

Number of Trustees 22 Voting FOR 22 Voting AGAINST 0
Trustees present at meeting , OR

 Adoption was by unanimous written consent without meeting.

Date of Adoption September 18, 1993

5. Effective Date of Amendment, if subsequent to date of filing:

Signature: Tracey Lind Title: President
(Must be Ch. of Bd. Pres. or Vice Pres.)

Name: Tracey Lind, President Date: November 29, 1993
Type Name and Title

The purpose of this form is to simplify the filing requirements of the Secretary of State and does not replace the need for competent legal advice.

C-102B Rev. 11/88

0100466678

CERTIFICATE OF AMENDMENT
OF THE
CERTIFICATE OF INCORPORATION
OF

ST. PAUL'S COMMUNITY SERVICES, INC.

Pursuant to N.J.S.A. 15A:9-4, the undersigned, being the President and Secretary of St. Paul's Community Services, Inc., do hereby certify and set forth:

FIRST: The name of the corporation is ST. PAUL'S COMMUNITY SERVICES, INC.

SECOND: The Certificate of Incorporation of St. Paul's Community Services, Inc. was filed in the office of the Secretary of State of New Jersey on the 1st day of November, 1990.

THIRD: The original Article First of the Certificate of Incorporation is amended to read as follows: The name by which this corporation shall be known in law shall be St. Paul's Community Development Corporation

FOURTH: St. Paul's Community Services, Inc. has no members entitled to vote on amendments to the Certificate of Incorporation.

IN WITNESS WHEREOF, the undersigned have executed and signed this Certificate this *15th* day of *October*, 1993.

ATTEST:

Alan W. Bowen
Secretary

Tracey Lind
President

STATE OF NEW JERSEY:
:SS.
COUNTY OF PASSAIC :

BE IT REMEMBERED, that on this *15th* day of *October* in the year of Our Lord One Thousand Nine Hundred and Ninety-Three, before me, the subscriber, a Notary Public of New Jersey, personally appeared *Alan W. Bowen*, who, being by me duly sworn on his oath, does depose and make proof to my satisfaction, that *he* is the Secretary of ST. PAUL'S COMMUNITY SERVICES, INC., that *Tracey Lind* is the President of said Corporation; that the execution, as well as the making of this Certificate of Amendment has been duly authorized in the manner provided by N.J.S.A. 15A:9-2, by the affirmative vote of more than two thirds of the Trustees present at a meeting of said Corporation, duly called and held on the 18th day of September, 1993; that deponent well

knows the corporate seal of said Corporation; and that the seal affixed to this Instrument is such corporate seal and was thereto affixed, and this Instrument signed and delivered by said President, as and for her voluntary act and deed of said Corporation, in presence of deponent, who thereupon subscribed her name thereto as witness.

Patricia M. Allen

Sworn and subscribed before me at Paterson, N.J. the date aforesaid.

Patricia M. Allen

BRIGIDA M. ALLEN
Notary Public of New Jersey
My Commission Expires Dec. 31, 2011

FILED

NOV 1 1990

CERTIFICATE OF INCORPORATION
OF

JOAN HABERLE
Secretary of State

ST. PAUL'S COMMUNITY SERVICES, INC.

This instrument is to certify that the undersigned do hereby associate ourselves into a corporation under and by virtue of the provisions of an Act of Legislature of the State of New Jersey, entitled Title 15A of the Revised Statutes and the amendments thereof and supplements thereto, for a lawful purpose other than pecuniary profit as hereinafter stated, and to that end, we do by this instrument certify:

FIRST. The name by which this corporation shall be known in law shall be ST. PAUL'S COMMUNITY SERVICES, INC.

SECOND. The purposes for which this corporation is formed are as follows:

A. The specific and primary purpose for which this corporation is formed is to provide outreach and social services to persons in need within the City of Paterson, New Jersey on a non-profit basis.

B. For those purposes:

(1) To engage in any kind of activity, and to enter into, perform, and carry out contracts of any kind, necessary or in connection with, or incidental to the accomplishment of any one or more of the nonprofit purposes of the corporation.

(2) To exercise any, all, and every power for which a nonprofit corporation organized under the provisions of The Corporations and Associations Not for Profit Act of the State of New Jersey now or hereafter can be authorized to exercise.

(3) To do all other acts necessary or expedient for the administration of the affairs and the attainment of the purposes of the corporation.

The foregoing statement of purposes shall be construed as a statement of both purposes and powers, and the purposes and powers stated in each clause shall, except where otherwise expressed, be in nowise limited or restricted by reference to or inference from the terms or provisions of any other clause, but shall be regarded as independent purposes and powers.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law).

THIRD. The corporation is organized and exists as a nonprofit corporation without capital stock pursuant to Title 15A of the Revised Statutes of the State of New Jersey. The corporation shall not, as a substantial part of its activities carry on propoganda, or otherwise attempt to influence legislation and it shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office. No part of the net earnings of the corporation shall inure to the benefit of any individual.

FOURTH. The corporation shall be located and its activities shall be conducted primarily in Paterson, Passaic County, New Jersey. The principal office of the corporation shall be located at 451 Van Houten Street, Paterson, New Jersey 07501.

FIFTH. The corporation shall be a membership corporation. The qualifications of the members of the corporation shall be as set forth in its By-Laws.

The powers of this corporation shall be exercised, its properties controlled, and its affairs conducted by a board to be known as the Board of Trustees. The number of trustees of this corporation shall be five (5), unless and until changed by an amendment to this Certificate of Incorporation or by a duly adopted By-Law.

By-Laws of the Corporation may be adopted by the Trustees at any regular meeting or any special meeting called for that purpose, so long as they are not inconsistent with the provisions of these Articles.

The qualifications of the trustees, together with their terms of office, manner of election, removal, change of number, filling of vacancies and of newly created trusteeships, powers, duties, and liabilities shall, except as otherwise provided herein or by the Laws of the State of New Jersey, be as prescribed by the By-Laws. The trustees shall elect the officers of the corporation in the manner provided in the By-Laws. The trustees and officers shall serve without compensation.

SIXTH. The names and post-office addresses of the incorporators, who shall act as the trustees of the corporation for its first year of existence, or until their successors are elected and qualified, are:

John Zinn, 84 Hillside Avenue, Verona, New Jersey 07044
The Rev. Tracey Lind, 451 Van Houten Avenue, Paterson, NJ 07501
George Solomon, 420 East 41st Street, Paterson, NJ 07504
Patricia L. Yankus, 358 Evergreen Place, Ridgewood, NJ 07450
Alan Bowen, 65 Lake Trail East, Wayne, NJ 07470

SEVENTH. The name and post-office address of the resident agent of the corporation, upon whom process against the corporation may be served is Tracey Lind, 451 Van Houten Street, Paterson, New Jersey 07501.

EIGHTH. Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law); as the Board of Trustees shall determine.

ACKNOWLEDGEMENT

STATE OF NEW JERSEY:

: ss.:

COUNTY OF PASSAIC :

BE IT REMEMBERED that on the 25th of October, 1990 before me, the subscriber, personally appeared John Zinn, the Rev. Tracey Lind, George Solomon, Patricia L. Yankus and Alan Bowen, who I am satisfied are the persons named in and who executed the within Instrument, and thereupon they acknowledged that they signed, sealed and delivered the same as their act and deed, for the uses and purposes therein expressed.

Patricia M. Allen

IN WITNESS WHEREOF, for the purpose of forming this non-profit corporation under the laws of the State of New Jersey, we, the undersigned, constituting the incorporators of this corporation, and including all the persons named herein as the first trustees, have executed this Certificate of Incorporation this 21st day of October, 1990.

Signed, sealed and delivered on this 21st day of October, 1990, in the presence of

James M. Aflon

John Zinn (L.S.)
JOHN ZINN

Tracey Lind (L.S.)
TRACEY LIND

George M. Solomon (L.S.)
GEORGE SOLOMON

Patricia L. Yankus (L.S.)
PATRICIA L. YANKUS

Alan Bowen (L.S.)
ALAN BOWEN



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248674151
Apr. 18, 2011 LTR 4168C E0
22-3075855 000000 00

00018550
BODC: TE

ST PAULS COMMUNITY DEVELOPMENT
CORPORATION
451 VAN HOUTEN ST
PATERSON NJ 07501-2119



036744

Employer Identification Number: 22-3075855
Person to Contact: MS. HANK
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Apr. 07, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in JANUARY 1992.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248674151
Apr. 18, 2011 LTR 4168C E0
22-3075855 000000 00
00018551

ST PAULS COMMUNITY DEVELOPMENT
CORPORATION
451 VAN HOUTEN ST
PATERSON NJ 07501-2119

If you have any questions, please call us at the telephone number
shown in the heading of this letter.

Sincerely yours,



S. A. Martin, Operations Manager
Accounts Management Operations



Department of Treasury
Internal Revenue Service
Cincinnati OH 45999-0038

Notice	CP148A
Notice date	July 27, 2015
Employer ID number	22-3075855
To contact us	Phone 1-800-829-0115
Page 1 of 1	

050054.578542.15156.22846 1 AT 0.416 370



ST PAULS COMMUNITY DEVELOPMENT
CORPORATION
456 VAN HOUTEN ST
PATERSON NJ 07501-2118



050054

RECEIVED
JUL 20 2015

BY:

We changed your mailing address

We processed a request to change your address to the address shown above. If you didn't authorize an address change, please contact us immediately.

What you need to do

If the address change is correct, you don't need to do anything. If you didn't authorize a change of address, contact us immediately by calling the number listed above. If you prefer, you can write us at the address listed above; however, we can process your information more quickly if you call. Please include a copy of this notice with any written communication.

What you need to know

If we find any issues with an account, we send a letter or notice to your address of record. We strongly caution any employer against changing the address of record to that of a payroll service provider or other third party as it may significantly limit the employer's ability to be informed of tax matters involving the business. The employer is ultimately responsible for depositing and paying all federal employment tax liabilities. For more information, visit www.irs.gov and search keywords, "Change of Address" or "Outsourcing Payroll Duties."

Additional information

- Visit www.irs.gov/cp148a.
- For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).
- Keep this notice for your records.

If you need assistance, please don't hesitate to contact us.

St. Paul's Community Development Corporation

***Reports on Audit of Financial Statements
For the Years Ended December 31, 2020 and 2019***

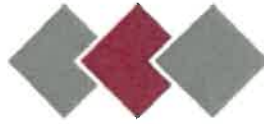


McIntee Fusaro Del Corral, LLC
Certified Public Accountants & Forensic Consultants

St. Paul's Community Development Corporation, Inc.

Table of Contents

	Page
Independent Auditors' Report	1 - 3
Financial Statements:	
Statements of Financial Position	4
Statements of Activities and Changes in Net Assets	5
Statements of Functional Expenses	6
Statements of Cash Flows	7
Notes to Financial Statements	8 - 14
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	15 - 16
Schedule of Expenditures of Federal Awards	17
Schedule of Expenditures of State Awards	18
Notes to the Schedules of Expenditures of Federal and State Awards	19
Schedule of Findings and Responses	20



McIntee Fusaro Del Corral, LLC
Certified Public Accountants & Forensic Consultants

Independent Auditors' Report

To the Board of Directors
St. Paul's Community Development Corporation
Paterson, New Jersey

Report on the Financial Statements

We have audited the accompanying financial statements of St. Paul's Community Development Corporation (a nonprofit organization), which comprise the statement of financial position as of December 31, 2020, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of St. Paul's Community Development Corporation as of December 31, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Report on Summarized Comparative Information

We have previously audited St. Paul's Community Development Corporation's December 31, 2019 financial statements, and we have expressed an unmodified audit opinion on those audited financial statements in our report dated June 11, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2019 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedules of expenditures of federal and state awards on Pages 17 and 18 and other information such as the notes to the schedules of federal and state awards, and the schedule of findings and responses are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.



Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 18, 2021 on our consideration of St. Paul's Community Development Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to solely describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of St. Paul's Community Development Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering St. Paul's Community Development Corporation's internal control over financial reporting and compliance.

McIntee Fusaro Del Corral, LLC

McIntee Fusaro Del Corral, LLC

Fairfield, New Jersey
June 18, 2021



St. Paul's Community Development Corporation
Statements of Financial Position
December 31, 2020 and 2019

ASSETS

Current Assets:			
Cash	\$	227,290	\$ 24,659
Grants Receivable		94,962	212,815
Contributions Receivable		11,979	110,440
Other Receivables		18,262	3,845
Total Current Assets		<u>352,493</u>	<u>351,759</u>
Property and Equipment, Net (Note C)		<u>508,348</u>	<u>484,328</u>
Other Assets:			
Security Deposits		10,020	10,020
Funds Held in Escrow		10,465	10,465
Total Other Assets		<u>20,485</u>	<u>20,485</u>
Total Assets	\$	<u>881,326</u>	\$ <u>856,572</u>

LIABILITIES AND NET ASSETS

Current Liabilities:			
Accounts Payable and Accrued Expenses	\$	24,705	\$ 96,241
Refundable Advances		57,539	43,956
Accrued Vacation Payable		20,988	11,499
Line of Credit		-	400,000
Loan Payable - Paycheck Protection Program (Note G)		264,500	-
Loan Payable - Current Maturities		-	20,656
Loan Payable - WLI Project - Current Maturities (Note G)		8,419	8,250
Total Current Liabilities		<u>376,151</u>	<u>580,602</u>
Long Term Liabilities:			
Loan Payable - Net of Current Maturities		-	17,668
Loan Payable - WLI Project - Net of Current Maturities (Note G)		187,260	195,679
Total Long Term Liabilities		<u>187,260</u>	<u>213,347</u>
Total Liabilities		<u>563,411</u>	<u>793,949</u>
Net Assets:			
Without Donor Restrictions			
Operations (Deficit)		58,097	(195,662)
Property		259,818	258,285
Total Net Assets		<u>317,915</u>	<u>62,623</u>
Total Liabilities and Net Assets	\$	<u>881,326</u>	\$ <u>856,572</u>

See Independent Auditors' Report and Notes to Financial Statements

St. Paul's Community Development Corporation
Statements of Activities and Changes in Net Assets
For the Year Ended December 31 2020
(With Summarized Comparative Totals for the Year Ended December 31, 2019)

	Without Donor Restrictions			
	Operations	Property and Equipment	2020 Total	2019 Total
Revenues:				
Grants and Contracts	\$ 1,677,058	\$ -	\$ 1,677,058	\$ 1,500,526
Contributions	155,966	-	155,966	92,034
Program Service Revenue	121,865	-	121,865	269,324
	<u>1,954,889</u>	<u>-</u>	<u>1,954,889</u>	<u>1,861,884</u>
Special Events	17,761	-	17,761	34,710
Less Cost of Direct Benefits to Donors	-	-	-	(6,185)
Net Special Event Revenue	<u>17,761</u>	<u>-</u>	<u>17,761</u>	<u>28,525</u>
Total Revenues	<u>1,972,650</u>	<u>-</u>	<u>1,972,650</u>	<u>1,890,409</u>
Expenses:				
Program Services	1,521,028	6,717	1,527,745	1,772,028
Management and General	162,166	-	162,166	178,278
Fundraising and Development	27,447	-	27,447	28,820
Total Expenses	<u>1,710,641</u>	<u>6,717</u>	<u>1,717,358</u>	<u>1,979,126</u>
Change in Net Assets	262,009	(6,717)	255,292	(88,717)
Net Assets (Deficit), Beginning of Year	(195,662)	258,285	62,623	151,340
Other Changes:				
Loan Payments	(8,250)	8,250	-	-
Net Assets, End of Year	<u>\$ 58,097</u>	<u>\$ 259,818</u>	<u>\$ 317,915</u>	<u>\$ 62,623</u>

See Independent Auditors' Report and Notes to Financial Statements

St. Paul's Community Development Corporation
Statements of Functional Expenses
For the Years Ended December 31, 2020
(With Summarized Comparative Totals for the Year Ended December 31, 2019)

	Program Services							Total Program Expenses	Management and General	Fundraising and Development	2020 Total Expenses	2019 Total Expenses
	Food Pantry	Emergency Men's Shelter	Adult Education	Americorps	Paterson Public Schools	Home Improvement	WLI Program					
Salaries	\$ 56,397	\$ 168,785	\$ 330,088	\$ 77,178	\$ 135,606	\$ 51,450	\$ 3,542	\$ 823,046	\$ 55,972	\$ 11,534	\$ 890,552	\$ 874,114
Payroll Taxes and Benefits	11,035	24,227	69,339	37,607	22,432	18,877	-	183,517	41,890	4,271	229,678	212,894
Telephone	1,046	1,192	4,266	3,585	-	749	-	10,838	3,585	-	14,423	14,796
Food	12,279	-	735	-	-	-	-	13,014	-	-	13,014	14,076
Occupancy	37,662	56,355	83,392	3,861	-	8,439	-	189,709	16,109	-	205,818	228,684
Supplies and Equipment	8,724	15,256	5,655	2,682	1,462	220	-	33,979	4,292	1,422	39,693	52,429
Professional Fees	-	-	-	-	19,652	15,980	-	35,632	18,650	-	54,282	176,386
Insurance	1,781	10,525	10,583	1,781	4,819	1,781	-	30,870	5,343	1,781	37,994	59,371
Postage and Printing	2,705	2,746	5,070	5,212	4,952	15	-	20,698	5,091	2,876	28,665	30,056
Travel	2,344	6	900	71	5,831	61	-	9,213	104	-	9,317	25,247
Interest	511	1,020	1,720	590	1,085	53	4,004	8,983	656	-	9,639	28,027
Direct Fundraising Expenses	-	-	-	-	-	-	-	-	-	4,678	4,678	6,707
Meals and Entertainment	-	-	-	-	-	-	-	-	-	-	-	6,185
Program Expenses	485	536	6,610	1,394	9,555	760	11,288	30,628	-	-	30,628	77,473
Other	320	834	1,516	1,776	581	1,055	-	6,062	2,094	885	9,041	13,781
Depreciation	2,476	-	-	-	-	-	6,717	9,193	8,380	-	17,573	16,076
Stipends	-	-	-	122,363	-	-	-	122,363	-	-	122,363	171,029
Total Expenses by Function	137,765	281,262	519,674	258,100	205,975	99,418	25,551	1,527,745	162,166	27,447	1,717,358	1,985,311
Less Expenses Included With Revenues on the Statement of Activities	-	-	-	-	-	-	-	-	-	-	-	(6,185)
Total Expenses Included in the Expense Section on the Statement of Activities	\$ 137,765	\$ 281,262	\$ 519,674	\$ 258,100	\$ 205,975	\$ 99,418	\$ 25,551	\$ 1,527,745	\$ 162,166	\$ 27,447	\$ 1,717,358	\$ 1,979,126

See Independent Auditors' Report and Notes to Financial Statements

St. Paul's Community Development Corporation
Statements of Cash Flows
For the Years Ended December 31, 2020 and 2019

	2020	2019
Cash Flows from Operating Activities:		
Change in Net Assets	\$ 255,292	\$ (88,717)
Adjustments to Reconcile Change in Net Assets to		
Net Cash Flows from Operating Activities:		
Depreciation	17,573	16,076
Changes in Operating Assets and Liabilities:		
Grants Receivable	117,853	(72,476)
Contributions Receivable	98,461	(52,967)
Other Receivables	(14,417)	1,113
Accounts Payable and Accrued Expenses	(71,536)	28,224
Refundable Advances	13,583	5,873
Accrued Vacation Payable	9,489	2,425
Net Cash Flows from Operating Activities	<u>426,298</u>	<u>(160,449)</u>
Cash Flows from Investing Activity:		
Property and Equipment Additions	<u>(41,593)</u>	<u>-</u>
Net Cash Flows from Investing Activities	<u>(41,593)</u>	<u>-</u>
Cash Flows from Financing Activities:		
Payment of Loans/Capital Lease	(46,574)	482
Proceeds from Issuance of Loan Payable -		
Paycheck Protection Program	264,500	-
Borrowings on the Line of Credit	200,000	335,000
Payment on the Line of Credit	<u>(600,000)</u>	<u>(235,000)</u>
Net Cash Flows from Financing Activities	<u>(182,074)</u>	<u>100,482</u>
Net Change in Cash	202,631	(59,967)
Cash, Beginning of Year	<u>24,659</u>	<u>84,626</u>
Cash, End of Year	<u>\$ 227,290</u>	<u>\$ 24,659</u>
Supplemental Cash Flow Information:		
Interest Paid	<u>\$ 9,639</u>	<u>\$ 30,360</u>

See Independent Auditors' Report and Notes to Financial Statements

St. Paul's Community Development Corporation
Notes to Financial Statements
December 31, 2020 and 2019

A - Nature of Activities and Significant Accounting Policies

1. Nature of Activities

St. Paul's Community Development Corporation ("Organization") was incorporated on November 1, 1990 as a not-for-profit organization to alleviate the conditions of hunger, poverty, illiteracy and unemployment in the City of Paterson, New Jersey. The Organization was founded by St. Paul's Episcopal Church. The Organization provides emergency services to persons in need and by designing long-term approaches to achieving social and economic improvement at a grassroots level. The general programs are: Food Pantry, Emergency Men's Shelter, Workforce Development, Outreach Programs, Paterson Public Schools Initiative and AMERICORPS.

2. Basis of Accounting

The financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Accordingly, these financial statements reflect all significant receivables, payables, and other liabilities.

3. Comparative Financial Information

The accompanying financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with our audited financial statements for the year ended December 31, 2019 from which the summarized information was derived.

4. Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified as follows:

Net Assets Without Donor Restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the board of directors.

Net Assets With Donor Restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. Donor restricted contributions are reported under the caption net assets with donor restrictions. When a restriction is met or expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

5. **Grants Receivable**

Grants receivable, all due within one year, represent amounts due from grantors, based on the terms of the related grant agreements. The Organization determines the need for an allowance based on history of write-offs, levels of past due accounts and its relationship with, and economic status of its grantors. No provision is made for uncollectible amounts since management expects to collect the entire grants receivable balance.

6. **Contributions Receivable**

Contributions receivable are unconditional promises to give that are recognized as contributions when the promise is received. Contributions receivable are recorded at net realizable value. The allowance for uncollectible contributions receivable is determined based on management's evaluation of the collectability of individual promises. Based on contributor's history, collections, ability to pay and current credit conditions, accounts are written off when deemed uncollectible.

7. **Support and Revenues**

Contribution Revenue

Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until conditions on which they depend have been substantially met.

Grant Revenue and Refundable Advances

A portion of the Organization's revenue is derived from federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when expenditures in compliance with specific contract or grant provisions have been incurred. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the statement of financial position. The Organization received cost reimbursable grants of \$582,125 and \$567,205 that have not been recognized at December 31, 2020 and 2019 because qualifying expenditures have not yet been incurred. As of December 31, 2020 and 2019, \$57,539 and \$43,956 have been received in advance under a federal contract.

Contributed Services

In the normal course of business, the Organization receives contributed services from volunteers, including officers and directors, to support fundraising and other activities. In accordance with authoritative guidance, the value of these contributed services is not reflected in the accompanying financial statements.

Special Events, net

Contributions made for special events are recognized in the year the contribution is made, regardless of when the event takes place based upon the unconditional nature of the contributions. In cases where there is a benefit received by the donor, the fair market value of the value to be received by the donor is recognized as deferred revenue until the year the event occurs. Special event revenue of \$17,761 and \$28,525 is net of direct benefit to donor costs consisting of meals and entertainment for the years ended December 31, 2020 and 2019, respectively. The Organization held its special event virtually in 2020.

8. Newly Adopted Accounting Pronouncements

In May 2014, the Financial Accounting Standards Board (“FASB”) issued Accounting Standards Update (“ASU”) No. 2014-19, “Revenue from Contracts (Topic 606),” requiring an entity to recognize the amount of revenue to which it expects to be entitled for the transfer of promised goods or services to customers. The updated standard replaces most existing revenue recognition guidance in U.S. GAAP and permits the use of either a full retrospective or modified retrospective approach. This ASU is effective for annual periods beginning after December 15, 2019. The ASU has been applied and had no material impact on the Organization.

In June 2018, FASB issued ASU No. 2018-08, “Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made Topic 605.” The amendments in this standard clarifies and improves guidance concerning 1) evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) within the Topic 958, not-for-profit entities or as exchanges (reciprocal) transactions subject to other guidance and 2) determining whether the contribution is conditional. This ASU is effective for annual periods beginning after December 15, 2019. The ASU has been applied and had no material impact on the Organization.

9. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates, and those differences could be material.

10. **Concentration of Credit Risk**

The Organization maintains its cash in financial institutions which are insured by Federal Deposit Insurance Corporation (FDIC) up to \$250,000 each. At times, such balances may be in excess of the FDIC insurance limit.

11. **Property and Equipment**

The Organization records property and equipment additions over \$1,000 at cost, or if donated, at fair value on the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 5 to 40 years. When assets are sold or otherwise disposed of, the cost and related depreciation is removed from the accounts, and any resulting gain or loss is included in the statement of activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed currently.

The Organization reviews the carrying values of property and equipment for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flow expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of assets impairment during the year ended December 31, 2020.

12. **Functional Allocation of Expenses**

The costs of providing the various programs and other activities of the Organization have been allocated among the programs and supporting services benefited based on methods considered by management to be reasonable. All salaries and benefits expense allocations are driven by a time and effort allocation method. Management considers this to be a reasonable basis due to the fact that salaries and benefits are the largest expense. Expenses directly attributable to specific functional areas of the Organization are reported as expenses of those functional areas while indirect costs that benefit multiple functional areas have been allocated among the various functional areas based on the number of employees involved or the amount of time and effort spent.

13. **Income Taxes**

The Organization is organized as a New Jersey nonprofit corporation and has been recognized by the IRS as exempt from federal income taxes under IRC Section 501(a) as an organization described in IRC Section 501(c)(3), qualifies for the charitable contribution deduction, and has been determined not to be a private foundation. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, the Organization is subject to income tax on net income that is derived from business activities that are unrelated to the Organization's exempt purposes. Management has determined that the Organization is not subject to unrelated business income tax and has not filed an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS. Management also believes that the Organization is no longer subject to federal or state income tax examinations for the year prior to 2018.

14. **Recent Accounting Guidance**

In February 2016, the FASB issued ASU No. 2016-02, *Leases* (Topic 842), which requires lessees to recognize leases on the balance sheet and disclose key information about leasing arrangements. The new standard established the right-of-use (ROU) model that requires a lessee to recognize a ROU asset and lease liability on the statement of financial position for most leases with a term longer than 12 months. Leases will be classified as finance or operating, with classification affecting the pattern and classification of the expense recognition in the statement of activities. The effective date for this standard has been delayed to annual reporting periods beginning after December 15, 2021.

15. **Subsequent Events**

The Organization has evaluated subsequent events through June 18, 2021, the date that the financial statements are available for issuance. Based on this evaluation, the Organization has determined that no subsequent events have occurred that require adjustment to or disclosure in the financial statements.

B - Availability and Liquidity

The following represents the Organization's financial assets at December 31, 2020 and 2019:

	2020	2019
Financial Assets at Year End:		
Cash	\$ 227,290	\$ 24,659
Accounts Receivable	<u>115,295</u>	<u>327,100</u>
Total Financial Assets	<u>342,585</u>	<u>351,759</u>
Less Amounts Not Available to be Used		
Within One Year:	<u>-0-</u>	<u>-0-</u>
Financial Assets Available to Meet General		
Expenditures Over the Next Twelve Months	<u>\$ 342,585</u>	<u>\$ 351,759</u>

The Organization monitors its cash flow on a regular basis and works to ensure that its financial assets are available to meet general expenditures, liabilities, and other obligations as they become due. In addition, as described in Note F, the Organization has a line of credit in the amount of \$400,000, which it could draw upon in the event of an unanticipated liquidity level.

C - Property and Equipment

Property and Equipment are summarized as follows:

	2020	2019
Land	\$ 186,536	\$ 186,536
Buildings and Improvements	530,320	530,320
Vehicles	<u>100,032</u>	<u>58,439</u>
	816,888	775,295
Less: Accumulated Depreciation	<u>(308,540)</u>	<u>(290,967)</u>
	<u>\$ 508,348</u>	<u>\$ 484,328</u>

Depreciation expense was \$17,573 and \$16,076 for the years ended December 31, 2020 and 2019, respectively.

D - Operating Leases

The Organization has various month-to-month leases for office space. Rent expense for the years ended December 31, 2020 and 2019 totaled \$143,304 and \$152,217, respectively.

E - Employee Benefits

The Organization has a 401(k) plan that covers substantially all full-time employees who have completed one year of service. Employees may elect to defer up to the maximum allowable deferral limit permitted by the Internal Revenue Code. The Organization may make discretionary matching contributions of the employee's base salary not to exceed the employee's contribution. Employer contribution expense for the years ended December 31, 2020 and 2019 was \$11,895 and \$13,735, respectively.

F - Line of Credit

The Organization has a \$400,000 line of credit with a bank secured by substantially all assets of the Organization. Borrowings under this line bear interest at the bank's prime rate plus 1%.

G - Loans Payable

WLI Project

The Organization purchased land located at 447-449 Van Houten Street, Paterson, New Jersey on June 30, 2006 to house the WLI Project – Women Living Independently Project. In February 2007, the Organization entered into a financing agreement with the New Jersey Housing and Mortgage Finance Agency (NJHMFA) for a construction and permanent loan of \$276,278. The loan had an interest rate of 0% during the construction period, and 2% per annum during the mortgage term of 30 years. The loan requires monthly principal and interest payments of \$1,021 until its maturity on March 31, 2040. In addition, NJHMFA is holding escrow funds of \$10,465 for taxes, working capital, and insurance. This loan matures as follows:

Year Ending December 31,

2021	\$ 8,419
2022	8,588
2023	8,761
2024	8,937
2025	9,119
2026 and Thereafter	<u>151,855</u>
	195,679
Less: Current Maturity	<u>(8,419)</u>
	<u>\$ 187,260</u>

Paycheck Protection Program

On April 19, 2020, the Organization was granted a loan from PNC Bank in the aggregate amount of \$264,500, pursuant to the Paycheck Protection Program (“PPP”) under Division A, Title I of the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”), which was enacted March 27, 2020. The CARES Act provides for loans to qualify businesses up to 2.5 times of the average monthly payroll expenses. The loan and accrued interest are forgivable after 24 weeks as long as the Organization uses the loan proceeds for eligible purposes including payroll, benefits, and maintaining its payroll levels. The amount of loan forgiveness will be reduced if the borrower terminates employees or reduces salaries during the 24 week period.

The unforgiven portion of the PPP loan is payable over five years at an interest rate of 1% with a deferral of payments for the first six months. The Organization intends to use the proceeds for purposes consistent with the PPP. The Organization currently believes that its use of the loan proceeds will meet the conditions for forgiveness of the loan. However, it may be determined that the Organization may not be eligible for forgiveness of the loan in whole or in part.

H - Risks and Uncertainties

The COVID-19 pandemic developed rapidly in 2020, with a significant number of cases. Measures taken by the government to contain the virus affected economic activity. Depending on the duration of the COVID-19 crisis and continued negative impact on economic activity, the Organization might experience negative results and liquidity restraints. The Organization has considered the consequences of the COVID-19 pandemic and other events and conditions, and it has determined that they do not create a material uncertainty that casts significant doubt upon the Organization’s ability to continue as a going concern.



McIntee Fusaro Del Corral, LLC
Certified Public Accountants & Forensic Consultants

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Board of Directors
St. Paul's Community Development Corporation

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of St. Paul's Community Development Corporation (a nonprofit organization), which comprise the statement of financial position as of December 31, 2020, and the related statements of activities and changes in net assets, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 18, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered St. Paul's Community Development Corporation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of St. Paul's Community Development Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of St. Paul's Community Development Corporation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

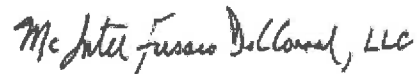
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether St. Paul's Community Development Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



McIntee Fusaro Del Corral, LLC

Fairfield, New Jersey
June 18, 2021



St. Paul's Community Development Corporation
Supplementary Information
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2020

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Grant Number	Grant Award Period	Award Amount	Expenditures
United States Corporation for National and Community Services/Passed through the State of New Jersey/Department of State - Americorps	94.006	AC21 Form-014	1/1/20 - 12/31/20	280,695	\$ 143,930
United States Department of Homeland Security/ Passed through the United Way of Passaic County					
- Emergency Food and Shelter Program	97.024	N/A	10/1/18 - 5/31/20	38,443	5,000
- Emergency Food and Shelter Program	97.024	N/A	1/1/20 - 5/31/21	28,856	14,428
- Emergency Food and Shelter Program	97.024	N/A	1/1/20 - 10/31/21	52,878	26,439
					<u>45,867</u>
United States Department of Education Office of Innovation and Improvement/ Pass through Paterson Public Schools					
- Full Service Community	84.215J	N/A	10/1/19 - 9/30/20	112,675	13,526
- Full Service Community	84.215J	N/A	10/1/20 - 9/30/21	112,675	47,546
					<u>61,072</u>
United States Department of Housing and Urban Development/Passed through City of Paterson Division of Housing					
- Emergency Solutions Grant Program	14.231	N/A	7/1/19 - 6/30/20	25,000	3,814
- Emergency Solutions Grant Program	14.231	N/A	7/1/20 - 6/30/21	25,000	7,096
					<u>10,910</u>
United States Department of Health and Human Services/Passed through the County of Passaic/ Department of Human Services Workfirst New Jersey					
- WIOA	17.255	19072	7/1/19 - 6/30/20	240,000	76,285
- WIOA	17.255	19072	7/1/20 - 6/30/21	240,000	91,879
					<u>168,164</u>
Total Expenditures of Federal Awards					\$ 429,943

N/A = Not available

**St. Paul's Community Development Corporation
Supplementary Information
Schedule of Expenditures of State Awards
For the Year Ended December 31, 2020**

State Grantor/Program Title	Number	Award Period	Amount	Expenditures
State of New Jersey, Department of State, Administrative Office of the Courts - Intensive Supervision Program	N/A	7/1/19 - 6/30/20	6,250	\$ 6,250
United States Department of Health and Human Services/Passed through the County of Passaic/ Department of Human Services Workfirst New Jersey				
- Adult Literacy - Beginner ABE	19040	7/1/19 - 6/30/20	150,000	69,735
- Adult Literacy - Beginner ABE	20040	7/1/20 - 6/30/21	150,000	14,798
- Adult Basic Education	19041	7/1/19 - 6/30/20	150,000	62,587
- Adult Basic Education	20041	7/1/20 - 6/30/21	150,000	33,166
- Culinary	19042	7/1/19 - 6/30/20	225,000	87,244
- Culinary	20042	7/1/20 - 6/30/21	225,000	<u>33,756</u>
				<u>301,286</u>
United States Department of Education Office of Innovation and Improvement/ Pass through Paterson Public Schools				
- Title I	N/A	7/1/19 - 6/30/20	73,600	68,107
- Title I	N/A	7/1/20 - 6/30/21	70,800	<u>26,249</u>
				<u>94,356</u>
State of New Jersey, Passaic County Human Services Department				
- Food Pantry and Men's Shelter	SH19016	1/1/20 - 12/31/20	78,000	<u>78,000</u>
Total Expenditures of State Awards				<u>\$ 479,892</u>

N/A- Not available

** - The grant is on a per client reimbursement with no limit on clients serviced.

St. Paul's Community Development Corporation
Notes to the Schedules of Expenditures of Federal and State Awards
For the Year Ended December 31, 2020

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal and state awards ("Schedules") includes federal and state award activities of St. Paul's Community Development Corporation under programs of the federal and state government for the year ended December 31, 2020. The information in these Schedules is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirement of Federal Awards* (Uniform Guidance). Because these Schedules present only a selected portion of the operations of St. Paul's Community Development Corporation, it is not intended to and does not present the financial position, changes in net assets or cash flows of St. Paul's Community Development Corporation.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported on these Schedules are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles in OMB Circular A-122, *Cost Principles for Non-Profit Organizations*, or the cost principles contained in Title 2 U.S. Code of Federal Regulations art 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. St. Paul's Community Development Corporation has elected to use the 10% de minimus cost rate as allowed under the Uniform Guidance.

Note 3 - Subrecipient Pass Through

No entities received pass through federal awards from the Organization during 2020.

St. Paul's Community Development Corporation
Schedule of Findings and Responses
For the Year Ended December 31, 2020

Summary of Auditors' Results

An unmodified report was issued on the Organization's financial statements.

The audit did not disclose any significant deficiencies in the internal controls of the Organization.

The audit did not disclose noncompliance which is material in relation to the financial statements of the Organization.

Findings relating to the financial statements which are required to be reported in accordance with Generally Accepted Government Auditing Standards

The audit did not disclose any findings required to be reported under Generally Accepted Government Auditing Standards.

Findings and Questioned Costs for Federal and State Awards

None noted

Attachment 1. – NRS Educational Functioning Levels



National Reporting System
for Adult Education

A Project of the U.S. Department of Education

Test Benchmarks for NRS Educational Functioning Levels Updated August 2019 Adult Basic Education (ABE)

Educational Functioning Level (EFL)	Test Benchmarks
<p>Beginning ABE Literacy (ABE Level 1-all subjects)</p>	<p>TABE¹ (11–12) scale scores (grade level 0–1):</p> <p>Reading: 300–441 Mathematics: 300–448 Language: 300–457</p> <p>CASAS² Reading GOALS scale scores:</p> <p>Reading: 203 and below</p> <p>CASAS Math GOALS scale scores:</p> <p>Mathematics: 193 and below</p>
<p>Beginning Basic Education (ABE Level 2—all subjects)</p>	<p>TABE (11–12) scale scores (grade level 2–3):</p> <p>Reading: 442–500 Mathematics: 449–495 Language: 458–510</p> <p>CASAS Reading GOALS scale scores:</p> <p>Reading: 204-216</p> <p>CASAS Math GOALS scale scores:</p> <p>Mathematics: 194-203</p> <p>MAPT³ scale scores: All tests: 200–299</p>

¹ TABE = Tests of Adult Basic Education

² CASAS = Comprehensive Adult Student Assessment System

Educational Functioning Level (EFL)	Test Benchmarks
<p>Low Intermediate Basic Education (ABE Level 3—all subjects)</p>	<p>TABE (11–12) scale scores (grade level 4–5): Reading: 501–535 Mathematics: 496–536 Language: 511–546</p> <p>CASAS Reading GOALS scale scores: Reading: 217-227</p> <p>CASAS Math GOALS scale scores: Mathematics: 204-214</p> <p>MAPT scale scores: All tests: 300–399</p>
<p>High Intermediate Basic Education (ABE Level 4-ELA)</p>	<p>TABE (11–12) scale scores (grade level 6–8): Reading: 536–575 Mathematics: 537–595 Language: 547–583</p>
<p>Middle Intermediate Basic Education (ABE Level 4--Mathematics)⁴</p>	<p>CASAS Reading GOALS scale scores: Reading: 228-238</p> <p>CASAS Math GOALS scale scores: Mathematics: 215-225</p> <p>MAPT scale scores: All tests: 400–499</p>

³ MAPT = Massachusetts Adult Proficiency Test

⁴ For mathematics, there is an additional intermediate level, Middle Intermediate (level 4), in addition to High Intermediate (level 5), and only one secondary level (level 6), due to the complexity of the mathematics descriptors. When reporting on NRS tables, use the level number.

Educational Functioning Level (EFL)	Test Benchmarks
<p data-bbox="321 323 699 384">Low Adult Secondary Education (ABE Level 5-ELA)</p> <p data-bbox="305 537 716 598">High Intermediate Basic Education (ABE Level 5-Mathematics)</p>	<p data-bbox="883 323 1211 478">TABE (11–12) scale scores (grade level 9–10): Reading: 576–616 Language: 584–630 Mathematics: 596–656</p> <p data-bbox="883 516 1312 577">CASAS Reading GOALS scale scores: Reading: 239 – 248</p> <p data-bbox="883 615 1284 676">CASAS Math GOALS scale scores: Mathematics: 226-235</p> <p data-bbox="883 714 1110 774">MAPT scale scores: All tests: 500–599</p>
<p data-bbox="315 884 699 945">High Adult Secondary Education (ABE Level 6-ELA)</p> <p data-bbox="347 1098 670 1159">Adult Secondary Education (ABE Mathematics Level 6)</p>	<p data-bbox="883 884 1211 1039">TABE (11–12) scale scores (grade level 11–12): Reading: 617–800 Language: 631–800 Mathematics: 657–800</p> <p data-bbox="883 1098 1312 1159">CASAS Reading GOALS scale scores: Reading: 249 and above</p> <p data-bbox="883 1197 1284 1257">CASAS Math GOALS scale scores: Mathematics: 236 and above</p> <p data-bbox="883 1295 1110 1356">MAPT scale scores: All tests: 600–700</p>

English as a Second Language (ESL)

Educational Functioning Level (EFL)	Test Benchmarks
<p>Beginning ESL Literacy (ESL Level 1—all subjects)</p>	<p>CASAS Life and Work Reading scale scores: Reading: 180 and below L&W Listening: 162–180</p> <p>BEST⁵ Plus 2.0: 88–361 BEST Literacy: 0–20 (SPL 0–1)</p> <p>TABE CLAS-E⁶ scale scores⁷: Total Reading and Writing: 225–394 Total Listening and Speaking: 230–407</p>
<p>Low Beginning ESL (ESL Level 2—all subjects)</p>	<p>CASAS Life and Work Reading scale scores: Reading: 181–190 L&W Listening: 181–189</p> <p>BEST Plus 2.0: 362–427 BEST Literacy: 21–52 (SPL 2)</p> <p>TABE CLAS-E scale scores: Total Reading and Writing: 395–441 Total Listening and Speaking: 408–449</p>
<p>High Beginning ESL (ESL Level 3—all subjects)</p>	<p>CASAS Life and Work Reading scale scores: Reading: 191–200 L&W Listening: 190–199</p> <p>BEST Plus 2.0: 428–452 BEST Literacy: 53–63 (SPL 3)</p> <p>TABE CLAS-E scale scores: Total Reading and Writing: 442–482 Total Listening and Speaking: 450–485</p>

⁵ BEST = Basic English Skills Test

⁶ TABE CLAS-E = Test of Adult Basic Education Complete Language Assessment System – English

⁷ Refer to the TABE CLAS-E Technical Manual for score ranges for individual reading, writing, listening and speaking tests. Table shows only total scores.

Educational Functioning Level (EFL)	Test Benchmarks
Low Intermediate ESL (ESL Level 4—all subjects)	CASAS Life and Work Reading scale scores: Reading: 201–210 L&W Listening: 200–209 BEST Plus 2.0: 453–484 BEST Literacy: 64–67 (SPL 4) TABE CLAS-E scale scores: Total Reading and Writing: 483–514 Total Listening and Speaking: 486–525
High Intermediate ESL (ESL Level 5—all subjects)	CASAS Life and Work Reading scale scores: Reading: 211–220 L&W Listening: 210–218 BEST Plus 2.0: 485–524 BEST Literacy: 68–75 (SPL 5) TABE CLAS-E scale scores: Total Reading and Writing: 515–556 Total Listening and Speaking: 526–558
Advanced ESL (ESL Level 6—all subjects)	CASAS Life and Work Reading scale scores: Reading: 221–235 L&W Listening: 219–227 BEST Plus: 525–564 (exit 565 and higher) BEST Literacy⁸: 76–78 (SPL 6) TABE CLAS-E scale scores: Total Reading and Writing: 557–600 Total Listening and Speaking: 559–600

⁸ Students can be placed into advanced ESL using Best Literacy but the test does not assess skills beyond this level so students cannot exit Advanced ESL with this test. Retesting of students who enter this level with another assessment is recommended.

**Low Intermediate Basic Education
(Level 3)**

**TABE (9–10) scale scores
(grade level 4–5.9):**
Reading: 461–517
Total Math: 442–505
Language: 491–523

Wonderlic GAIN scale scores:
English: 526–661
Math: 523–669

MAPT scale scores:
All tests: 300–399

CASAS Life and Work Reading scale scores:
Reading: 211–220
Math: 211–220

Tests Aligned to New ABE EFL Descriptors

**TABE (11–12) scale scores
(grade level 4–5):**
Reading: 501–535
Mathematics: 496–536
Language: 511–546

CASAS Reading GOALS scale scores:
Reading: 217–227

**High Intermediate Basic Education
(Level 4)**

**TABE (9–10) scale scores
(grade level 6–8.9):**
Reading: 518–566
Total Math: 506–565
Language: 524–559

CASAS Life and Work Reading scale scores:
Reading: 221–235
Math: 221–235

Wonderlic GAIN scale scores:
English: 662–746
Math: 670–775

MAPT scale scores:
All tests: 400–499

Tests Aligned to New ABE EFL Descriptors

**TABE (11–12) scale scores
(grade level 6–8):**
Reading: 536–575
Mathematics: 537–595
Language: 547–583

CASAS Reading GOALS scale scores:
Reading: 228–238

High Intermediate ESL	CASAS Life and Work Reading scale scores: Reading: 211–220 L&W Listening: 210–218 BEST Plus 2.0: 485–524 BEST Literacy: 68–75 (SPL 5) TABE CLAS-E scale scores: Total Reading and Writing: 515–556 Total Listening and Speaking: 526–558
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Advanced ESL	CASAS Life and Work Reading scale scores: Reading: 221–235 L&W Listening: 219–227 BEST Plus: 525–564 (exit 565 and higher) BEST Literacy⁹: 76–78 (SPL 6) TABE CLAS-E scale scores: Total Reading and Writing: 557–600 Total Listening and Speaking: 559–600
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⁹ Students can be placed into advanced ESL using Best Literacy but the test does not assess skills beyond this level so students cannot exit Advanced ESL with this test. Retesting of students who enter this level with another assessment is recommended.

Attachment 2. – New Jersey Workforce Innovation Notice 10-17 (A)

TO: Workforce Development System
FROM: John Bicica, Chief,
Office of WDB Coordination and Support

SUBJECT: Eligible Training Provider List procedures for competitively procured programs
DATE: March 28, 2018

PURPOSE: To inform the workforce development system of new procedures related to the Eligible Training Provider List (ETPL).

Background

Workforce development service providers who are contracted by local workforce development boards through a competitive process (i.e. a request for proposal) will have new procedures for being placed on the ETPL. This applies to competitively procured providers of WIOA Title I Youth services and WorkFirst New Jersey services. The following procedures are to be followed upon the award of such a contract:

1. The local board will inform the provider they must complete a *New Jersey Eligible Training Provider List WIOA Youth/WFNJ Initial Provider Application Packet*. The packet must then be submitted to Stephanie Zacniewski of the Occupational Employment Information (COEI) upon completion at stephanie.zacniewski@dol.nj.gov
2. The local board must forward the following documentation to COEI:
 - a. A copy of the summary scoring rubric used by the proposal evaluators
 - b. A copy of the executed contract

COEI will enter the information from the Application Packet into the Eligible Training List. The programs will be identified as **WFNJ Only** or **WIOA Youth Only** as appropriate. These specified programs will not be eligible to receive referrals for individual training accounts. Providers do not have to wait for placement on the ETPL to begin services. The providers will not be responsible for providing performance information to COEI; however, local boards must ensure that participant records, including outcomes, are kept current in America’s One-Stop Operating System. This allows local areas to accurately factor past performance for any subsequent proposal evaluations.

Documentation related to procurement will be shared with the Monitoring Performance Unit for the purposes of the annual procurement review. The Monitoring Performance Unit will only request documents not part of this approval process (such as the notice of availability) during their review.

Please note that no action is required of any proposers before or during the proposal evaluation process. Only the organizations that are awarded contracts will be subject to these procedures.

Programs that are placed on the ETPL through this process will remain for the duration of their contract. If a local board terminates a contract with a provider before the expiration date, the local board must notify COEI so that the corresponding program can be removed from the ETPL.

References

None

Rescissions

None

Action Required

Local workforce development boards should ensure that these procedures are shared with all relevant contracting staff.

Authority

New Jersey Department of Labor and Workforce Development	X
State Employment And Training Commission	

Questions For questions regarding these procedures, contact Stephanie Zacniewski, COEI, at stephanie.zacniewski@dol.nj.gov of whom State or local government payments are made

Attachment 3. - Glossary

Basic Literacy Skills Deficient: The level that an individual computes and/or solves problems, reads, writes or speaks English at or below grade level 8.9 or is unable to compute and/or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family, or in society.

Basic Skills Goal: The measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.

Career Pathway Model: Career pathways are an integrated collection of programs and services intended to develop students' core academic, technical and employability skills; provide them with continuous education, training; and place them in high-demand, high-opportunity jobs.

Case Management: The provision of customer-centered approach in the delivery of services, designed to prepare and coordinate comprehensive services strategies for youth and to provide job and career counseling during program participation and after job placement.

Collaborative Partner: The entity/organization/individual who delivers allowable services/activities to eligible individuals for entry into training or subsidized employment along with and under the direction, supervision and license (where relevant) of the Subgrantee and is identified as a collaborative partner at the time of proposal submission.

Common Measures: Participants who are not employed at the date of participation; employment retention – those who are employed in the second quarter and fourth quarter after the exit; median earnings and credential attainment.

Credential: Nationally recognized degree or certificate or/locally recognized credential. Credentials include but are not limited to a high school diploma; High School Equivalency (HSE) or other recognized equivalents, post-secondary degrees/certificate, recognized skills standards and licensure industry-recognized certificates.

Educational Functioning Levels (EFL): The National Reporting System approach to measuring educational gain is to define a set of educational functioning levels (EFL) in which students are initially placed when they enter the program based on their abilities to perform literacy-related tasks in content areas.

Eligible Service Provider: A provider of a program, training, service or activity that has been approved by the State Employment and Training Commission (SETC) and is on the Eligible Training Provider List.

Employment: Obtainment of employment for at least 30 hours per week or employment of less than 30 hours per week but earning a wage that is sufficient to exclude the participant from receiving cash public assistance.

Follow-up Services: Services may include, but are not limited to: leadership development and supportive services activities; regular contact with the participant and/or his employer; assistance in securing better paying jobs, career development, and further education; work-related peer support groups; adult mentoring; tracking participant's progress in employment after training.

Hard-to-Serve Individual: Person with barriers to employment which include one or more of the following categories but not limited to: basic skills deficient; school dropout; recipient of cash welfare payments including recipients under the WFNJ program; ex-offender; individual with disabilities; homeless individual.

Individual Service Strategy (ISS): An ongoing strategy jointly developed by the youth and the counselor that identifies the youth's employment goals, the appropriate achievement objective, and the appropriate combination of services for the individual to achieve the employment goals and is directly linked to one or more of the performance indicators based on the objective assessment.

In-kind/other sources: Services and resources that are provided at no cost to the proposal.

Instructional Costs: The cost involved in providing any program for eligible participants, including tuition, entrance and student assistance fees that represent instructional costs which have a direct and immediate impact on the

participants' ability to successfully complete their activities. Such costs may include books, uniforms, materials or other supplies needed by the participant to enter into a program or course.

Labor Market Area: Geographic area in which individuals reside and may find employment within a reasonable distance from their residences, or, to which they can readily change employment without changing place of residency, as determined by the New Jersey Department of Labor and Workforce Development.

Level of Service: The level of service refers to the total number of unduplicated participants that will be served during this proposed contract period.

Literacy: An individual's ability to read, write and speak in English, and to compute and solve problems, at levels of proficiency necessary to function on the job, in the family and in society; includes basic computers and financial literacy.

Local Area: Local workforce investment area designated under the provisions of WIOA and approved by the Governor. For the purpose of this RFP, the Local Area refers to Passaic County.

Memorandum of Understanding (MOU): For the purpose of this RFP, a written agreement between two or more entities that defines specific terms or arrangements between the entities for providing services. Generally, no costs are provided for in the MOU as the exchange of services can take place as 'in-kind' costs.

National Reporting System: The National Reporting System for Adult Education (NRS) is an outcome-based reporting system for the State-administered, federally funded adult education program.

Objective Assessment: A review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and developmental needs for the purpose of identifying career pathways and appropriate services for each youth.

Occupational Skills Goal: Proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and material and breakdown and cleanup routines.

Offender: Any adult or juvenile who is or has been subject to any stage of the criminal justice process, for whom services under WIOA may be beneficial, or, any individual who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

One-Stop Career Center: As designated by the Workforce Development Board, consortia of organizations that are able to provide multiple workforce services and activities, as allowable under WIOA in a centralized location.

One-Stop Operator: Coordinates required One-Stop Partners and Service Providers across the One-Stop delivery system.

Open Entry: Referral of participants by the Local Area Operating Entity to service providers on an individual basis. Service is designed to accept participants at various stages throughout the activity.

Performance Based Contract: As designated in this RFP, Performance Based Contracts are those wherein payments to service providers are made at established intervals following the attainment of significant segments of skills attainment and job placement, if applicable.

Performance Measures: Core program metrics established by the US Department of Labor that form the basis for outcome attainments...

Skills Attainment: The level of achievement or performance that a participant is expected to achieve through classroom training. Skills must have a measurable level of achievement.

Subcontractor: An entity/organization/individual who delivers allowable services/activities to eligible individuals for entry into training or subsidized employment in place of the Subgrantee.

Supportive Services: Those activities or services that are designed to contribute to the training and employability of participants. Services may include, but are not limited to, outreach; development of job openings; referrals to

other service organizations; assistance with child care costs; assistance with transportation costs; legal services; referrals to medical services; assistance with uniforms and other appropriate work attire and work-related tool costs; financial counseling and assistance; special services and materials for disabled individuals.

Training: A planned, systematic sequence of instruction or other learning experience on an individual or group basis under competent supervision, which is designed to impart skills, knowledge, or abilities to prepare individuals for suitable employment.

Unsubsidized Employment: Full-time or part-time employment not financed from funds provided under WIOA or other government based and funded projects.

Work Readiness Skills: Proficiency in world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, job search techniques, survival/daily living skills, positive work habits, attitudes and behaviors, development of motivation and adaptability and obtainment of effective coping and problem solving skills.

Workforce Innovation and Opportunity Act of 2014 (WIOA): (Public Law 113-128) Law to consolidate, coordinate and improve employment, training, literacy and vocational rehabilitation programs in the United States.

Workforce Development Board (WDB): Local partnerships of private and public sector organizations that will provide coordinated planning, policy guidance and oversight for all workforce readiness programs in a designated Local Area.

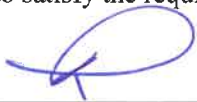
Youth: WIOA (Public Law 113-128) defines In-School Youth as 14-21 years old, attending compulsory school, low income and having at least one criterion as defined; Out-of-School Youth 16-24 years old and not attending compulsory school and meeting at least one criterion as defined.

Attachment 4. – Assurances and Certifications

I certify that I am the Chief Executive Officer of the Agency/Cooperation authorized to sign this proposal:

Furthermore:

- 1) This proposal is a firm offer until June 30, 2023. All service costs included in the proposal are accurate, complete and current and will be in effect through June 30, 2023.
- 2) There exists no potential for organizational conflict of interest related to individuals within the Agency/Corporation and individuals within Passaic County, the Workforce Development Board of Passaic County and the Passaic County One-Stop Career Center.
- 3) The program will be conducted in accordance with the Workforce Innovations and Opportunity Act of 2014, all applicable federal, state and local regulations, and the Workforce Development Board Plan.
- 4) Any facility to be utilized in performance of any proposed contract has not been listed on the Environmental Protection Agency (EPA) List of Violating Facilities. The Agency/Cooperation will promptly notify Passaic County, prior to award of the receipt of any communication from the Director, Office of Federal Activities, EPA that any facility which is proposed for use for the performance of the contract is under consideration for the EPA List of Violating Facilities.
- 5) Prior to the receipt of funding, the Agency/Cooperation will obtain bonding for anyone who handles funds. The amount of bonding for each appropriate worker will be for a minimum of \$100,000. An insurance statement of coverage for persons handling funds will be providing.
- 6) If the Agency/Cooperation has a Board of Directors, then the signature of the authorized representative of the Board on this document specifies the Board's awareness of this application and assurance that the Board will make periodic checks (monitor) to determine and ensure adequate program operation.
- 7) The undersigned recognizes and accepts the fact that all funding is contingent upon the availability of federal/state funds and the continued federal/state authorization for program activities and the proposal is subject to amendment or termination due to lack of funds or authorization.
- 8) Any facility to be utilized in the performance of this contract satisfies all regulations concerning health and safety conditions.
- 9) We recognize and accept the fact that the County of Passaic, the Workforce Development Board of Passaic County and Workforce Development Board of Passaic County can and may institute a ceiling on the cost in order to satisfy the requirements for the Workforce Innovations and Opportunity Act of 2014.



Richard C. Williams, Executive Director

Signature

Name/Title

St. Paul's Community Development Corporation

Organization

6/8/2022

Date

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549. Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The revised regulations were published on July 1, 1997.

(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION.)

The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

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

Richard C. Williams, Executive Director

Name and Title of Training Agent's Authorized Representative



AUTHORIZED SIGNATURE

6/8/2022
Date

Attachment 6.

**CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND
COOPERATIVE AGREEMENTS**

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

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, or an employee of a Member of Congress in connection with the awarding 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.

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, or an employee of a Member of Congress 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.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material presentation representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

St. Paul's Community Development Corporation

Grantee/Contractor Organization

Richard C. Williams, Executive Director

Name of Certifying Official – Title

Signature

Date

NOTE: In these instances "All" in the Final Rule is expected to be clarified to show that it applies to covered contract grant transactions over \$100,000 (per OMB).

Attachment 7.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

As a condition to the award of financial assistance under the Workforce Opportunity and Investment Act (WIOA) from the Department of Labor and the local Workforce Development Board, the applicant assures with respect to the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program that it will fully comply with the following provisions:

Section 188. Nondiscrimination

a) In General -

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 the 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. 2000 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 benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

In cases in which the training provider receives awards from other funding sources such as the U.S. Department of Labor Welfare-to-Work program, the New Jersey Work First Program, the Rehabilitation Agency, etc., the applicant agrees to comply with the nondiscrimination provisions relating to those programs.

XXX-XX-5995
Tr# 45667

The State of New Jersey

Cert# 785210

Department of Education
State Board of Examiners
Standard Certificate

Issued Expires
10/09

This is to certify that
ROSARIO R OLIVEROS

County District
00 0000

Has met all of the requirements established by the State Board of Education and is authorized to serve in the public schools of New Jersey as indicated below:

Elementary School Teacher

Bret Schundler
Commissioner of Education

Robert R. Higgins
Secretary, Board of Examiners

XXX-XX-5995
Tr# 45667

The State of New Jersey

Cert# 785212

Department of Education
State Board of Examiners
Standard Certificate

Issued Expires
10/09

This is to certify that
ROSARIO R OLIVEROS

County District
00 0000

Has met all of the requirements established by the State Board of Education and is authorized to serve in the public schools of New Jersey as indicated below:

Teacher of English as a Second Language

Bret Schundler
Commissioner of Education

Robert R. Higgins
Secretary, Board of Examiners