

**AGREEMENT #26153-1  
FOR PROFESSIONAL SERVICES  
For LAKE COUNTY**

This Agreement for Professional Services (“**Agreement**”) is between the County of Lake (“**County**”) and Cristo Rey St. Margin College Prep (“**Consultant**”), whose principal business address is 3106 Belvidere Rd. Waukegan, IL 60085.

**RECITALS**

1. Lake County issued an RFP seeking WIOA In-School Youth Career Readiness and Work-Based Learning.
2. Consultant responded timely with a proposal dated March 23, 2026.
3. Based on Consultant’s Proposal, the County and Consultant have negotiated terms under which Consultant will perform the Services.
4. To memorialize the terms and conditions under which Consultant will perform the Services, the parties have drafted this Agreement.

In light of the foregoing, Lake County and Consultant agree as follows:

**SECTION 1. AGREEMENT DOCUMENTS**

The documents that encompass the parties’ understanding are listed below and shall be considered in the following order of precedence, with the Consultant’s proposal or the RFP supplying terms or specifications only where not superseded by the terms or specifications contained in this Agreement.

1. This Agreement and its Exhibits A-B.
  - a. Exhibit A: Executive Summary, dated March 23, 2026
  - b. Exhibit B: Budget Narrative, dated March 23, 2026
2. Consultant’s proposal dated March 23, 2026.
3. The County’s RFP (including any addenda to it).

**SECTION 2. SCOPE OF WORK**

The scope of work that Consultant agrees to perform is set forth in Exhibit A.

**SECTION 3. EFFECTIVE DATE; TERM**

This Agreement shall be in effect upon execution through June 30, 2027. Lake County reserves the right to renew this contract for four (4) additional one (1)-year period(s), subject to

acceptable performance by the contractor. At the end of any contract term, Lake County reserves the right to extend this contract for a period of sixty (60) days for the purpose of getting a new contract in place. For any year beyond the initial year, this contract is contingent on acceptable performance by the contractor and appropriation of sufficient funds; no charges shall be assessed for failure of the County to appropriate funds in future contract years.

**Effective Date.** Unless a different effective date is provided above, this Agreement will become effective when all of the parties have signed it, and the date this Agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature) will be deemed the "Effective Date" of this Agreement. If a party signs but fails to date a signature, the date that the other party receives the signing party's signature will be deemed to be the date that the signing party signed this agreement, and the other party may inscribe that date as the date associated with the signing party's signature.

#### **SECTION 4. AGREEMENT PRICE**

The County will pay Consultant not-to-exceed fee of \$138,000 for deliverables identified in the Scope of Work in Section 2 above, at the proposed prices denoted in Exhibit B, and will invoice the County not more than once per month based upon the actual expense reimbursement.

#### **SECTION 5. INVOICES & PAYMENT**

- A. At the start of this Agreement, the County will issue a purchase order for the work and Consultant shall submit invoices detailing the products and services provided and identify the purchase order number on all invoices.
- B. Consultant shall maintain records showing the actual time its employees and agents devoted to the project, and the costs incurred. Consultant shall permit a representative from Lake County to inspect and audit all of Consultant's data and records for the work and services provided under this Agreement. Consultant shall make these records available at reasonable times during the Agreement period and for one year after the end of the Agreement.
- C. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act, which generally requires approval of a Consultant's bill within 30 days of receiving the invoice for the services contained in it, and payment within an additional 30 days (50 ILCS 505/1 *et seq.*).
- D. Lake County's fiscal year ends on November 30. Invoices for services the Consultant has rendered up until November 30 of each year must be received by Lake County on or before January 15 of the subsequent calendar year.

Other than the timeframe for payments related to the end of Lake County's fiscal year, as stated above, Lake County shall not be held financially liable for payment of any

services rendered if the invoice for such services is not sent to the County within 90 days from the date the services were provided.

If this Agreement is terminated prior to its expected expiration date, the Consultant must submit all invoices to Lake County no later than 30 days after the effective date of the termination.

Payment for invoices received beyond the time periods in this subsection will be denied, absent an agreement to the contrary. Failure of the Consultant to invoice the County in the timeframes noted in this section shall constitute the Consultant's waiver of the Consultant's right to payment.

## **SECTION 6. CONTRACT MODIFICATIONS**

In the event changes to the scope of the project or additional work become necessary or desired (a "Modification"), the parties shall follow the procedures set forth in this Section to memorialize the modification (a "Contract Modification"). A Contract Modification shall be effective only if documented in writing, dated and signed by both parties, and expressly referencing this Agreement. The Contract Modification shall set forth in detail: (i) the Modification requested, (ii) the reason for the proposed Modification; (iii) the cost of the Modification; and (iv) the Modification's impact on the time for completing the project.

In the event either party desires a Modification, the Project Manager for such party shall submit to the other party's Project Manager a proposed Contract Modification. If the receiving party does not accept the Contract Modification in writing within 10 business days, the receiving party shall be deemed to have rejected the Contract Modification. If the parties cannot reach agreement on a proposed Modification, Consultant shall nevertheless continue to render performance under this Agreement in accordance with its (unmodified) terms and conditions.

Modifications that involve or increase in the amounts payable by the County may require execution by the County Purchasing Agent. Some increases may also require approval by the County Board. In cases where the Purchasing Agent's signature is required, or where County Board approval is needed, the Contract Modification shall not be deemed rejected by County after 10 days if the County's Project Manager has indicated in writing within the 10-day period an intent to present the Contract Modification for appropriate signature or approval.

## **SECTION 7. INDEMNIFICATION**

Consultant agrees to indemnify and defend Lake County (its employees, elected officials, executives, and agents) from all claims, actions, demands, judgments or liabilities, fines, penalties, and expenses, including without limitation reasonable legal fees and expert costs, arising out of this Agreement and arising from the Consultant's (its employees', executives', and agents') actions, whether negligent, reckless, or intentional. Lake County shall provide notice to

Consultant promptly of any such claim, suit, or proceeding, and will assist Consultant, at Consultant's expense, in defending any such claim, suit, or proceeding.

## **SECTION 8. INSURANCE**

The Consultant must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A and provide the County with a Certificate of Insurance 15 days before the start of the project, and thereafter annually upon each renewal date for contracts/projects that will last more than one year. Insurance in the following types and amounts is necessary:

### Commercial General Liability Insurance

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- Independent Contractors
- Products/Completed Operations
- Liability assumed under an Insured Contract/ Contractual Liability
- Personal Injury and Advertising Injury

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the Consultant's projects away from premises owned or rented to Consultant.

### Excess/ Umbrella Liability

The Consultant's Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage, limits of insurance will be based on size of project:

\$ 2,000,000 per occurrence limit (*minimum*)

### Automobile Liability Insurance

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The Consultant's auto liability insurance, as required above, shall be written with limits of insurance not less than the following:

\$ 1,000,000 Combined single Limit (Each Accident)

Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Workers Compensation Insurance covering all liability of the Consultant arising under the Worker's Compensation Act and Worker's Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers' Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the Consultant's employees, with limits listed below:

Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000
- c) Disease-Each Employee \$1,000,000

Such Insurance shall contain a waiver of subrogation in favor of Lake County.

County, acting at its sole option, may waive any of the foregoing insurance requirements upon a request to do so, but no waiver shall be effective unless made in writing. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by County's risk manager taking into account the nature of the work and other factors relevant to County's exposure, if any, under this agreement.

Liability Insurance Conditions

Consultant agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
- b) The Consultant's insurance shall be primary & non-contributory over Lake County's insurance in the event of a claim.
- c) Consultant agrees that with respect to the above required insurance, Lake County shall be named as additional insured, including its agents, officers, and employees and volunteers and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change. A blanket additional insured ISO endorsement is preferred for Consultants who have multiple projects with the County.
- d) Lake County shall be provided with Certificates of Insurance and should include the appropriate corresponding ISO form endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies. No manuscript endorsements will be accepted. Any hard copies of said Notices and Certificates of Insurance and Endorsements shall be provided to:

**Lake County**

**Purchasing Division  
18 N. County 9th Floor  
Waukegan, Illinois 60085**

- e) **Electronic copies of Notices, Certificates of Insurance and Endorsements can be emailed to [Purchasing@lakecountyil.gov](mailto:Purchasing@lakecountyil.gov) in place of hard copies.**

Failure to Comply: In the event the Consultant fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Consultant.

#### **SECTION 9. INDEPENDENT CONTRACTOR; LICENSURE OR CERTIFICATIONS; KEY PERSONNEL**

- A. **Independent Contractor Status.** The parties intend that the Consultant will be an independent contractor.
- B. **Licensure or Certifications.** If required by law, the Consultant must at all times be and remain licensed or certified as a qualified provider of the services provided in this Agreement. Consultant shall submit copies of the required licenses or certifications upon the County's request. Consultant shall promptly notify County in writing of any citation Consultant receives from any licensing or certification authority, including all responses and correction plans.
- C. Where the parties have identified particular individuals as being critical to a project ("Key Employees"), then Consultant shall not replace Key Employees without the County's prior written consent, which shall not be unreasonably withheld. Should Key Employees be reassigned, become incapacitated, separate from the Consultant, or be otherwise unable to perform the functions assigned to them, Consultant shall (i) within 10 business days, temporarily replace the person with another properly qualified employee and (ii) within 30 calendar days, permanently replace the person.

Lake County shall have the right to request that Consultant replace Key Employees from the project by setting forth in writing the grounds for the request. Consultant shall have a reasonable time period in which to address the grounds or make a substitution.

- D. Consultant shall complete its obligations under this Agreement in a sound, economical and efficient manner and in accordance with this Agreement and all applicable laws. Consultant agrees to notify Lake County immediately whenever it is unable to comply with applicable State, Federal, or local laws, rules and regulations. Where non-compliance materially impairs the Consultant from performing the services under this Agreement, the County may terminate the Agreement for cause.

#### **SECTION 10. DISPUTE RESOLUTION**

All issues, claims, or disputes that the Consultant raises or makes related to this Agreement shall, if not satisfied through less formal means, first be resolved in accordance with the Contract Disputes provision of the Lake County Purchasing Ordinance, § 33.097. The Consultant agrees that it may seek additional remedies only after the process set forth in § 33.097 is complete.

#### **SECTION 11. NO IMPLIED WAIVERS**

Waivers of a term or condition of this Agreement shall be in writing, and that writing must describe the circumstances giving rise to the waiver. The parties intend that no waiver of any term or condition shall be deemed or construed as a waiver of any other term or condition of this Agreement, and waiver of any breach shall not be deemed to be a waiver of any subsequent breach, whether of the same or a different provision of this Agreement.

#### **SECTION 12. SEVERABILITY**

If any provision of this Agreement is unenforceable to any extent, the remainder of this Agreement (or application of that provision to any persons or circumstances other than those as to which it is held unenforceable) will not be affected by that unenforceability and will be enforceable to the fullest extent permitted by law.

#### **SECTION 13. JURISDICTION, VENUE, CHOICE OF LAW AND PROFESSIONAL STANDARDS**

This Agreement shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19th Judicial Circuit Court of Lake County, Illinois.

#### **SECTION 14. NOTICES AND COMMUNICATIONS**

All notices and communications which may be given by Lake County to Consultant relative to this Agreement shall be addressed to the Consultant at the address shown herein below:

3106 Belvidere Rd. Waukegan, IL 60085

Copies of any notices and communications which propose to modify or terminate this Agreement shall be provided to: Lake County Purchasing Division, 18 North County Street, 9<sup>th</sup> Floor, Waukegan, Illinois 60085-4350; Attention: Purchasing Agent.

#### **SECTION 15. ASSIGNMENT, ALTERATIONS AND MODIFICATIONS**

This Agreement shall not be assigned, delegated, or modified without the express written consent of both parties. This Agreement supersedes all other agreements, oral or written, between the parties with respect to the subject matter of this Agreement.

If Lake County agrees that the Consultant may assign, delegate, or subcontract the work under

this Agreement, Consultant shall remain contractually liable to Lake County unless otherwise agreed in writing.

## **SECTION 16. TERMINATION**

Lake County reserves the right to terminate this Agreement as set forth below.

a. Termination for Convenience:

Lake County reserves the right to terminate this Agreement, or any part of this Agreement, with or without cause, upon 30 days' written notice. In case of such termination, Consultant shall be entitled to receive payment from Lake County for work completed to the date of termination in accordance with the terms and conditions of this Agreement.

b. Termination Due to Material Breach:

In the event that this Agreement is terminated due to the Consultant's material breach, Lake County shall be entitled to purchase substitute items or services elsewhere and charge Consultant with losses the County incurs, including attorney's fees and expenses, notwithstanding any damage limitations the parties may agree to elsewhere.

c. Termination Due to Lack of Appropriations:

If sufficient funds are not appropriated by the Lake County Board to continue the services under this Agreement, then Lake County may terminate this Agreement. Lake County agrees to give written notice of termination to Consultant at least 30 days prior to the end of the last fiscal year for which appropriations were made. Lake County shall remit payment for all work completed and approved or accepted by the County, to the date of termination. Termination under this subsection shall not entitle the Consultant to contractual damages of any kind.

d. Termination Due to Force Majeure Events:

(i) If a Force Majeure Event prevents a party from complying with any one or more obligations under this agreement, that inability to comply will not constitute breach if (1) that party uses reasonable efforts to perform those obligations, (2) that party's inability to perform those obligations is not due to its failure to (A) take reasonable measures to protect itself against events or circumstances of the same type as that Force Majeure Event or (B) develop and maintain a reasonable contingency plan to respond to events or circumstances of the same type as that Force Majeure Event, and (3) that party complies with its obligations under section 16(d)(iii), below.

(ii) For purposes of this agreement, "Force Majeure Event" means, with respect to a party, any event or circumstance, whether or not foreseeable, that was not caused by that party and any consequences of that event or circumstance.

(iii) If a Force Majeure Event occurs, the noncomplying party shall promptly notify the other party of occurrence of that Force Majeure Event and may terminate the Agreement based on it, with an obligation to pay only for services performed prior to the Force Majeure Event.

#### **SECTION 17. APPLICABILITY OF “SUNSHINE” LAWS**

Both parties acknowledge that Consultant’s documents and dealings related to this Agreement are subject to the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*) and the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*). Consultant agrees to comply with all pertinent federal and state statutes, rules and regulations and County ordinances related to confidentiality.

#### **SECTION 18. WORK PRODUCT**

All work product prepared by Consultant pursuant to this Agreement, including, but not limited to, policies, reports, analysis, plans, designs, calculations, work drawings, studies, photographs, models, and recommendations shall be the property of Lake County. Consultant shall deliver the work product to Lake County upon completion of Consultant’s work, or termination of the Agreement, whichever comes first. Consultant may retain copies of such work product for its records; however, Consultant may not use, print, share, disseminate, or publish any work product related to this Agreement without the consent of Lake County.

#### **SECTION 19. PRESS/NEWS RELEASES**

Consultant may not issue any press or news releases regarding this Agreement without prior approval from Lake County. Consultant shall provide notice to Lake County’s Chief Communications Officer if contacted by the media regarding the services set forth in this Agreement.

#### **SECTION 20. DEBARMENT AND SUSPENSION**

The Lake County Purchasing Ordinance § 33.125 through 33.126 defines the County’s Authority and Decision to Debar.

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

- A. Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
- B. Has not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of

embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;

- C. Is not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- D. Has not, within a three-year period preceding this contract, had one or more public transactions (Federal, State, or local) terminated for cause or default.

Consultant agrees that, during the term of this Agreement, Consultant shall report to the County's contract administrator, within 10 days, any allegations to or findings by the National Labor Relations Board (NLRB) or Illinois Labor Relations Board (ILRB) that Consultant has violated a statute or regulation regarding labor standards or relations. If an investigation by the County results in a final determination that the matter adversely affects Consultant's responsibilities under this Agreement, then the County may terminate this contract.

**SECTION 21. NON-DISCRIMINATION**

During the term of this agreement, Consultant agrees to and shall comply with (1) the Equal Opportunity Employer provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order Number 11246, as amended by Executive Order 11375, and (2) Chapter 33 of Title III of the Lake County Code of Ordinances (titled "Purchasing").

**Signed:**

**COUNTY OF LAKE**

By: \_\_\_\_\_  
Its Purchasing Agent

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

**CRISTO REY ST. MARTIN COLLEGE PREP**

By: \_\_\_\_\_  
Its

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

**Exhibit A**  
Executive Summary

DRAFT

## EXECUTIVE SUMMARY

### Cristo Rey St. Martin College Prep (CRSM)

#### WIOA In-School Youth Career Readiness and Work-Based Learning Program

RFP #26153 | Lake County Workforce Development Board

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**Cristo Rey St. Martin College Prep (CRSM)** is a Catholic, college-preparatory high school founded in 2004 and located in Waukegan, Illinois. CRSM exclusively serves students from low-income families in Lake County's most underserved communities — 95% Hispanic, 97% first-generation college-bound, and 80% qualifying for federal Free or Reduced Lunch. CRSM proposes to enroll **17 WIOA-eligible rising seniors** in a rigorous, year-long In-School Youth Career Readiness and Work-Based Learning program beginning September 2026, with 12 months of post-graduation follow-up services extending through June 2028.

CRSM's proposed WIOA program is built on its nationally recognized **Corporate Work Study Program (CWSP)**, which has placed every CRSM student — currently approximately 410 annually — in a structured, supervised professional work environment five days per month throughout their entire four-year high school career. Rising seniors entering this WIOA program will bring three full years of documented work experience, career assessments, and professional development. This depth of preparation is unmatched among comparable WIOA programs.

CRSM's WIOA program will deliver all 14 required program elements, the majority directly through CWSP infrastructure. Participants will receive paid work-based learning placements, case management with monthly documented contact, financial literacy education, career pathway development, comprehensive guidance and counseling, and 12-month post-graduation follow-up. Work placements are drawn from CRSM's network of **over 350 employer partners** spanning healthcare, finance, information technology, manufacturing, and professional services — all sectors prioritized by the Lake County Workforce Development Board. Many partners have participated in CWSP for a decade or more. All placements include worksite agreements, individualized training plans, daily supervisor feedback, and formal semester evaluations.

All 17 enrolled participants will be WIOA-eligible rising seniors whose eligibility is documented prior to program entry. WIOA barriers routinely present in CRSM's student body include English Language Learner status and residence in high-poverty census tracts in Waukegan and North Chicago. CRSM will complete eligibility verification and IWDS enrollment for all participants prior to the September 2026 program start date. Because CWSP Coordinators have known these students for three years, recruitment requires identification — not cold outreach — a significant structural advantage for a new WIOA applicant.

Although CRSM is a new applicant for WIOA In-School Youth funding, its 20+ year record of operating a demanding, fully compliant work-based learning program for 100% of its student body demonstrates institutional capacity that far exceeds that of most first-time applicants. CRSM does not simply offer a work-based learning program. ***It offers a proven, 20-year institutional commitment to the exact population, the exact outcomes, and the exact mission the Lake County Workforce Development Board seeks to advance.*** CRSM is grateful for the opportunity to present this proposal.

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## Section C: Program Design

**Cristo Rey St. Martin College Prep (CRSM)** is a Catholic, college-preparatory high school founded in 2004 and located in Waukegan, Illinois, serving students from low-income families in Lake County's most underserved communities. As a member of the 41-school Cristo Rey Network, CRSM operates one of the most rigorously evaluated work-based learning programs in the country, the **Corporate Work Study Program (CWSP)**, which places every enrolled student in a structured, supervised professional work environment for 5 days per month throughout their 4-year high school career.

CRSM proposes to incorporate our proven model with Lake County's WIOA program to serve 17 rising CRSM seniors who are WIOA-eligible. This partnership will provide an intensive capstone work experience with career coaching, financial literacy, leadership development, and a 12-month post-graduation follow-up that aligns fully with the Lake County Workforce Development Board's goals for the WIOA In-School Youth Career Readiness and Work-Based Learning program.

### Program Overview, Enrollment Goals, and Outcomes

CRSM proposes to enroll **17 WIOA-eligible rising seniors** in the WIOA In-School Youth program beginning in the fall of 2026 (September). All participating students will be on track to graduate in June 2027.

CRSM's Corporate Work Study Program (CWSP) will be the foundation for the WIOA project. CWSP is a nationally recognized program for its excellence. The program has received national recognition from organizations including the Cassin Education Initiative Foundation and the Gates Foundation. Because of its 20 years of providing comprehensive work-study experiences for all its students, CRSM will recruit and enroll all WIOA-eligible rising seniors in the program by September 2026.

The primary criteria for rising seniors enrolling in Lake County's WIOA project will be English Language Learner status or residence in high-poverty census tracts.

Projected outcome goals for the program period:

- 100% of enrolled participants complete work-based learning (WBL) placements
- 100% of enrolled participants will receive a high school diploma by June 2027
- 90% of participants enter employment, post-secondary education, or training within 90 days of graduation
- 90% of participants are retained in employment or education at the 2nd quarter after program exit
- 80% of participants are retained at the 4th quarter after program exit
- 100% of participants receive 12 months of post-graduation follow-up services

### Service Location, Schedule, and Timeline

Program services will be delivered at CRSM's campus at 3106 Belvidere Road, Waukegan, IL 60085, and at corporate and nonprofit work sites across Lake County and the greater Chicago metropolitan area. The CRSM campus is fully ADA-compliant in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1974.

Work-based learning experiences will take place at employer sites one day per week (approximately 45 days per academic year), consistent with the established CWSP model. Career coaching, case management, assessments, financial literacy, and leadership development activities are integrated into the school day and scheduled in coordination with students' academic coursework.

Program timeline:

- August – September 2026: WIOA eligibility verification, enrollment, pre-placement job readiness training and assessments
- September 2026 – May 2027: Active work-based learning placements, weekly case management, and monthly business parter supervisor contact
- May – June 2027: Senior capstone activities, graduation, and transition planning; documented post-graduation plan for every participant
- July 2027 – June 2028: 12-month post-graduation follow-up, including quarterly check-ins. The primary staff who provide post-graduation follow-up are CRSM's two Alumni Counselors. For students in Lake County's WIOA program, Alumni Counselors will conduct monthly check-ins and provide counseling and resources as needed.

CWSP engages seniors in mentoring younger CRSM students, especially Freshmen and Sophomores, in training opportunities. Seniors will have the opportunity to provide training during the Summer Business Institute for freshmen and other freshmen professional development days during the academic year. Within the larger school environment, seniors may participate in a wide range of leadership opportunities through volunteer opportunities, school clubs, campus ministry activities, athletics, and other extracurricular activities.

## High School Diploma Attainment and Industry Credentials

All WIOA participants in this program will be rising seniors who are on track to graduate. CRSM's four-year academic model is specifically designed to ensure every student earns a high school diploma. CRSM has achieved 100% college acceptance for seven consecutive years and a 98% four-year retention rate — the highest among all 41 Cristo Rey Network schools — demonstrating its exceptional capacity to retain and graduate students facing significant socioeconomic barriers.

Senior-year CWSP participants are actively supported in pursuing industry-recognized credentials aligned with their work placements and post-graduation goals. In Summer 2025, CRSM began collaborating with Dominican University to provide rising juniors and seniors the opportunity to earn a Certified Nursing Assistant (CNA) certification on CRSM's campus. This program continues in Summer 2026. Additionally, the Dominican University partnership continues to grow with an agreement that CRSM, over the next three years, will build-out the unfinished portion of its campus to create the Dominican University Waukegan Campus, which will provide the only comprehensive Associate 's-to-Bachelor's degree pathway in Waukegan. As part of this exciting partnership, CRSM will add two additional summer certification programs—to be determined—for CRSM students.

## Career Pathways and Assessments

CRSM's Work-Study Program is a 4-year program that provides career pathways information and assessment across all four years of high school, culminating in seniors who are poised, excel at professional networking, and have received individualized planning. Students graduate with a sense of

self-confidence about how their career interests align with their skills, as well as additional education that they require to achieve their dreams.

**Career and Self-Assessments:** Every CRSM student completes the National Career Clusters Framework assessment, identifying conformity with one or more of the 16 national career cluster pathways. This assessment is completed in the freshman year and repeated in the junior year, allowing CWSP coordinators to track evolving student interests and match them to appropriate work placements. Additional assessments include typing/keyboarding proficiency, attention to detail, customer service scenarios, and public speaking evaluations.

**Labor Market Research:** Juniors participate in three preparatory workshops culminating in the annual Career Conversations event, where over 50 professional volunteers from finance, law, healthcare, information technology, manufacturing, and other sectors lead roundtable discussions. Students research careers within their assigned industry clusters — including salary, outlook, required training, and daily responsibilities — prior to the event, developing substantive knowledge of Lake County's labor market landscape.

**Senior-Year Industry Exposure:** Seniors receive focused professional development, including LinkedIn profile development, alumni panels, interview preparation, and workshops on college majors and career exploration. They enter their WIOA program year having already completed three years of structured career awareness and work experience, placing them in an exceptional position to make informed post-graduation decisions.

## Case Management

CWSP coordinators serve as primary case managers for all CRSM students. Each coordinator carries a caseload of students and maintains consistent weekly contact through school-day check-ins, site visits to employer locations, and review of daily workday reports submitted by students and their supervisors. Retired executives who volunteer through the Ignatian Volunteer Corps review daily workday reports and inform CWSP coordinators if any student seems to struggle. Coordinators and the volunteers provide additional coaching to struggling students. The coordinators also contact workplace supervisors to gather additional feedback and strategize ways to help the student succeed. Coordinators are responsible for:

- Monitoring academic progress and guaranteeing participants remain on the path to graduation
- Reviewing supervisor feedback and daily workday reports to identify students who may need additional support
- Initiating Performance Improvement Plans or Retraining Contracts for students who are struggling, including parent or guardian meetings and engagement of volunteer coaches

Giselle Baca and Celia Cambray-Hernandez are the two CWSP Coordinators responsible for documenting monthly contact with the 17 participants and maintaining records in the Illinois Workforce Development System (IWDS).

## Participant Population

CRSM serves students exclusively from low-income families in Lake County, predominantly from Waukegan and North Chicago — two of the most economically distressed communities in northern Illinois.

**Average CRSM household income:** \$47,674 for a family of 4.2 with a per capita income of \$11,350. (FY26)

**Federal Free or Reduced Lunch:** 80% of students qualify

**Ethnicity:** 95% Hispanic, 2% Black, 3% other

**First-generation college-bound:** 97% are the first in their families to aspire to college

**Single-parent households:** 18%

All WIOA participants will meet at least one WIOA barrier to employment. Given the demographics of CRSM's student body, barriers routinely present in this population include: Basic Skills Deficiency (addressed through CRSM's academic support programs), English Language Learner status (CRSM provides ELL support services), and/or residence in a high-poverty community.

The majority of CRSM students reside in Waukegan and North Chicago. In Waukegan, Census Tracts **17097842600, 17097842700, 17097842800, 17097842900, and 17097843000** meet or exceed the federal poverty threshold of **25 percent** based on American Community Survey (ACS) 2020-2025 5-Year Estimates and therefore qualify as high-poverty areas for WIOA eligibility purposes. These tracts form a contiguous geographic area with documented concentrated poverty.

North Chicago also contains multiple census tracts that meet the federal high-poverty threshold. In addition, the city's overall poverty rate approaches 25 percent, and child poverty exceeds one-third of residents, reinforcing the presence of tract-level high-poverty areas eligible under WIOA.

Consistent with federal and state guidance, youth who reside in these census tracts are automatically considered low-income for WIOA Title I Youth eligibility and do not require individual income documentation, provided residency within a qualifying census tract is verified. CRSM will verify student WIOA-eligibility before enrollment in the Lake County's WIOA program.

### **Experience with WIOA-Eligible In-School Youth**

CRSM has served the identical population described in this RFP — low-income, WIOA-eligible high school students from Lake County — for over 20 years through the Corporate Work Study Program. CWSP has placed thousands of students in structured, supervised professional work environments aligned with regional labor market demand. The discipline, rigor, and outcome focus of the CWSP model exceed those of most work-based learning programs funded under WIOA, making CRSM uniquely qualified to deliver these services.

### **Supportive Services**

CWSP Coordinators assess each student's need for supportive services at enrollment and throughout the program year. CRSM's existing student support infrastructure includes academic tutoring, counseling, transportation guidance, and referral to external community services. For WIOA participants, budgeted supportive services may include transportation assistance, supplies necessary for work placements, and referrals to partner agencies for additional support (e.g., childcare for parenting students, mental health counseling through community partners).

For students with disabilities, CRSM coordinates work placements and on-site support to ensure full access and participation. All work sites are evaluated for accessibility, and supervisors receive guidance on accommodating students with individualized education plans.

## Partnerships and Collaborations

CRSM's most critical partnership for this program is its network of over 350 employer contacts associated with active CWSP work placements. These business partners span healthcare, finance, information technology, manufacturing, nonprofit, and professional services, all sectors prioritized by the Lake County Workforce Development Board. Many employers in this network have participated in CWSP for multiple years, many for a decade or more, and are strongly committed in student success.

Additional key partnerships include:

- Dominican University: CNA certification programming for rising juniors and seniors, conducted on CRSM's campus.
- YouthBuild Lake County, Catholic Charities of Lake County, A Safe Place, Mano a Mano, Chicago Botanic Gardens, and other nonprofit partners offer CWSP work placements for students in mission-aligned environments.
- Lake County Workforce Development: CRSM will work closely with Workforce Development staff to ensure IWDS data entry, technical assistance participation, and alignment of follow-up services. Designated roles are outlined in the Administration section.

## The 14 WIOA Elements

CRSM's program design incorporates all 14 required WIOA elements, either directly through CWSP programming or through referral to partnering organizations. Elements provided directly by CRSM include:

- **Tutoring, Study Skills Training, and Secondary School Completion:** CRSM's full academic curriculum, credit recovery support, an Academic Assistance Program that provides push-in classroom and study hall support, and college-preparatory instruction ensure all participants graduate in their senior year.
- **Paid and Unpaid Work Experiences:** The CWSP model is the centerpiece of service delivery (detailed in Section D). Work placements are both paid and nonprofit/unpaid, structured, and supervised.
- **Occupational Skills Training:** CNA certification (Dominican University partnership).
- **Leadership Development Opportunities:** Student ambassadors and peer mentors are identified and developed through CWSP; student council, community service hours, career-focused events (Career Conversations), and Campus Ministry activities provide numerous leadership and community service opportunities to develop civic and professional leadership.
- **Supportive Services:** Transportation, supplies, and individualized support provided through CWSP Coordinators.
- **Adult Mentoring:** Each student is matched with a workplace supervisor who mentors and trains their student(s) throughout the year. CWSP also engages retired business executives and alumni volunteers as coaches, meeting WIOA's requirement for formal mentoring relationships lasting at least 12 months.
- **Follow-Up Services:** A 12-month follow-up is embedded in the program model (see Section F).
- **Comprehensive Guidance and Counseling:** CRSM has six campus counselors: two social-emotional counselors, two college counselors, and two alumni counselors. CRSM also has one

school nurse position filled through a job-sharing arrangement with two R.N.s. For the last three years, CRSM has also partnered with the Josselyn Center, which provides an on-site licensed therapist twice a week during the academic year. Additionally, a **Student Support Team** consisting of the Assistant Principal, one social-emotional worker, one school nurse, the Dean of Students, the Director of the Academic Assistance program, and Corporate Work Study meets weekly to discuss students who are struggling, either emotionally, academically, or on the job. Strategies are developed for each student, who is then mentored, and progress is consistently tracked throughout the year.

- **Financial Literacy Education:** Senior-year workshops include credit card management, budgeting, saving, and financial decision-making.
- **Labor Market and Employment Information:** Career Conversations, Lunch and Learn sessions, labor market research integrated into junior-year curriculum, and, under this RFP, engagement with Lake County Workforce Development.
- **Activities to Prepare for Transition to Post-Secondary Education and Training:** College application support, FAFSA assistance, college tours, alumni panels, and individual transition planning by two college counselors.

Elements provided through referral to partner organizations:

- **Alternative Secondary School Services:** Students who need credit recovery or alternative pathways are referred to appropriate Lake County resources in coordination with their school counselor.
- **Integrated Education and Training (IET)/ICAPS:** Students pursuing specific career pathways (e.g., healthcare) are referred to dual enrollment and certification programs where available.
- **Entrepreneurial Skills Training:** CWSP's Shark Tank presentation activity provides entrepreneurial concepts in the freshman year; students with entrepreneurial interests are referred to Lake County resources. Four years ago, CRSM began a student led coffee shop, La Mesita de Martin, that provides eight students annually with entrepreneurial experience. This coffee shop is student led and, unlike many other high school coffee shops, generated over \$80,000 in revenue in FY25.

## Parent and Caregiver Engagement

CRSM involves parents and guardians as active partners in students' work-study experience. Parents receive orientation to the CWSP model at the start of each school year. When a student requires a Performance Improvement Plan or Retraining Contract, a parent or guardian meeting is required prior to implementation, and parents co-sign the improvement plan. CWSP Coordinators communicate with families as needed throughout the year, including during report-card pickup evenings. CRSM will develop additional parent engagement touchpoints specific to the WIOA program, including a transition planning session for families of seniors in the spring semester.

## Youth Leadership and Peer Mentoring

CRSM cultivates student leadership as a core program value. Junior and senior students who have demonstrated professionalism and dependability in their CWSP placements are recruited as peer mentors for incoming freshman cohorts. These student leaders participate in formal mentoring sessions in October, during which they meet one-on-one with freshmen to share advice on work, answer questions,

and model professional behavior. Seniors who serve as peer mentors are identified as WIOA program ambassadors and receive structured preparation for this role through CWSP.

## Section D: Work-Based Learning

Work-based learning is not a supplemental activity at CRSM . It is a core foundation **of the entire educational model**. Every CRSM student works in a real professional environment for 5 days per month throughout their 4-year high school career, accumulating approximately 45 days of supervised workplace experience per academic year. For rising seniors participating in this WIOA program, the model results in a fourth consecutive year of increasingly sophisticated professional responsibility, a depth of practical preparation unmatched by comparable programs.

### Types of Work-Based Learning Experiences

CRSM offers both paid and nonprofit (unpaid) work placements, with a goal of maximizing paid placements. Students work in entry-level professional roles across a wide range of sectors, including:

- Healthcare, finance, marketing, information technology, logistics, sales, legal support, and Human Resources in corporate settings
- Direct service, administrative, and program support roles at nonprofit organizations

All placements, regardless of sector, are structured, supervised, and focused on documented skill development. Students submit a workday report in Salesforce every day they work, providing a daily record of tasks, skills practiced, and supervisor feedback. This is not general labor or unstructured volunteer activity; it is a purposeful, evaluated professional learning experience with defined skill competencies and regular performance review.

### Student Matching Process

CRSM uses a multi-factor matching process to place students in work experiences aligned with their strengths, interests, and career goals:

- National Career Clusters Framework assessment results (completed in freshman year and again in junior year)
- CWSP Coordinator input based on direct knowledge of student skills, temperament, and academic profile
- Student interest and preference surveys are administered at the end of each school year
- Employer job descriptions, supervisory capacity, and industry alignment
- For seniors with 2+ years at a placement, the option to return to their existing employer when the relationship is mutually beneficial provides continuity, deepens skill development, and strengthens professional relationships.

For students with a new senior-year placement, CWSP Coordinators conduct individualized consultations to identify appropriate matches. Coordinators rely more heavily on assessed strengths than self-reported preferences, particularly for students who have limited awareness of professional roles beyond those portrayed in popular media (e.g., few 14-year-olds know what supply chain management or human resources looks like as a career). This intentional approach has been successful in building student confidence and expanding their sense of career possibilities.

## Pre-Placement Job Readiness Training

All CRSM students complete an extensive job-readiness curriculum that begins in the freshman year and continues through the senior year. For rising seniors entering the WIOA program, this means they have already completed three years of professional preparation. Their foundation includes, but is not limited to:

- Professional communication: email etiquette, phone skills, elevator pitch, public speaking, and Speed Networking
- Workplace conduct: first impressions, professionalism and dress code, harassment prevention training (ICEV platform), safe workplaces, and ownership/growth mindset
- Technical skills: Microsoft Office Suite , Google Sheets, keyboarding, data entry, filing, attention to detail, and office equipment use
- Career development: career cluster assessments, resume writing, LinkedIn profile development, informational interviewing, and the Career Conversations event
- Professional accountability: time management, project updates, workday report completion, and performance review process

Senior-year WIOA participants will complete additional pre-placement readiness activities specific to their WIOA enrollment, including: WIOA program orientation, eligibility documentation, IWDS enrollment, and a senior-year capstone job readiness session focused on post-graduation planning, including interview preparation and post-secondary transition.

## Readiness Determination for WBL Placement

Before beginning or continuing a work-based learning placement, each student is assessed for readiness through:

- Completion of required assessments (Career Clusters, keyboarding, attention to detail, customer service scenarios)
- Satisfactory academic standing — students who are academically at risk are flagged for additional support before placement begins
- CWSP Coordinator review of prior-year supervisor evaluations and workday report history
- For new placements: completion of pre-placement orientation and any employer-required onboarding (e.g., safety training, industry-specific protocols)

## Paid vs. Unpaid Work Experiences

CRSM's goal is to maximize paid placements for all students, including WIOA participants. In FY26, CWSP acquired 60.75 paid FTE positions across the full student body. Paid placements compensate students through the CWSP payroll system, where CRSM serves as the employer of record, managing payroll taxes, workers' compensation, and compliance with the Fair Labor Standards Act and applicable student labor laws. These payments are applied to the student's tuition.

Nonprofit placements are unpaid to the business partner but are structured identically to paid placements: the same job readiness preparation, daily workday reports, semester evaluations, site visits, and coaching protocols apply. These placements provide documented, structured learning and skill

development that fully meet WIOA definitions of work-based learning and are not volunteer work or unstructured labor. All students enrolled in Lake County's WIOA program will receive wages regardless of whether they are placed with a paid corporation or a nonprofit agency.

## Employer Partnerships and Engagement

CRSM has developed an employer partnership network of over 350 contacts across Lake County and the greater Chicago region, many of whom have been active CWSP partners for 5, 10, 15, or 20 years. CWSP's annual Business Partner Appreciation Event recognizes partners who have sustained commitments of 5, 10, 15, and 20 years — demonstrating the exceptional depth of these relationships. Employer partners aligned with Lake County Workforce Development Board priority industries include:

- Healthcare: Hospitals, nursing homes, healthcare systems (expanded through the CNA certification partnership with Dominican University)
- Finance: Banking, insurance, and financial services firms
- Manufacturing and logistics: Industrial and supply chain employers
- Information technology: Corporate IT departments and technology firms
- Education and nonprofit: YouthBuild Lake County, Catholic Charities, Chicago Botanic Gardens, A Safe Place, Mano a Mano, Roberti House, and others

Employer roles in the CWSP/WIOA model:

- Supervision: Every student has a designated supervisor who provides daily oversight and mentorship at the worksite
- Evaluation: Supervisors complete formal performance evaluations twice per year (fall and spring semesters), rating students on Work Productivity Habits, Communication Skills, and Ownership/Responsibility
- Daily feedback: Supervisors provide a rating (Exceptional Performer through Did Not Meet Expectations) on each student's daily workday report, creating a real-time accountability and coaching loop
- Semester Feedback: CWSP business partner supervisors complete a more extensive performance review twice a year, once in the fall and once in the spring, to rate overall performance for that semester. The ratings are the same as for the Daily Feedback, but they capture work over the semester rather than a single day. The supervisor explains their rating, describes what the student does well, and identifies areas for growth.
- Voluntary engagement: Many supervisors volunteer for résumé workshops, Speed Networking events, Career Conversations, Lunch and Learn sessions, and informational interviews, extending their coaching well beyond the immediate work placement.

## Supervisor Preparation and Ongoing Support

CWSP invests substantially in preparing and sustaining employer supervisors. All supervisors — experienced and new — receive:

- Pre-year Kickoff: An orientation meeting (virtual or in-person) reviewing program expectations, updates on the student cohort, and peer sharing among experienced supervisors
- Supervisor Handbook: A comprehensive written resource covering program policies, workday report procedures, performance evaluation protocols, and contact information for CWSP staff

- **New Supervisor Orientation:** A dedicated onboarding session for supervisors working with CWSP students for the first time
- **Mid-year Check-In:** A mid-year touchpoint providing program updates and professional development relevant to working with youth (past topics have included AI, adolescent brain development, and DEI). **For CRSM students enrolled in Lake County's WIOA program, CWSP will communicate monthly with each of the 17 students' supervisors. Results of these meetings will be documented.**
- **Site Visits:** CWSP Coordinators conduct a minimum of two site visits per year at each employer location, providing in-person relationship management, student accountability, and troubleshooting
- **Offboarding Support:** A dedicated call to guide supervisors through the end-of-year transition, including student offboarding procedures and preparation for the following year

### **Partnership with Lake County Workforce Development Business Services Team**

CRSM will actively collaborate with the Lake County Workforce Development Business Services Team to expand and strengthen employer partnerships for WIOA participants. CWSP's Associate Director of Corporate Work Study will serve as the primary liaison for this collaboration, coordinating outreach to employers in high-demand sectors, sharing information on WIOA work-based learning requirements with current and prospective partners, and aligning CRSM's employer engagement strategy with the Board's countywide employer priorities.

### **Work Experience Budget and Documentation**

CRSM tracks all work experience activity using a robust documentation system:

- **Workday Reports:** Students submit a report every day they work, capturing time, tasks, and supervisor ratings. Supervisors add their own written and numerical feedback. These records serve as daily timesheets and are stored in Salesforce.
- **Worksite Agreements:** Formal agreements are executed with each employer partner prior to student placement, defining supervisory responsibilities, confidentiality expectations, evaluation timelines, and WIOA compliance requirements.
- **On-the-Job Training Plans:** Each student's placement is documented with defined learning objectives, expected skill development milestones, and evaluation criteria.
- **Payroll Processing:** CRSM serves as the employer of record for paid placements. Payroll is processed through established systems that guarantee compliance with the Fair Labor Standards Act, Illinois student labor laws, and all applicable school district policies.
- **IWDS Data Entry:** All participant activities, work experience hours, and outcome data will be entered into the Illinois Workforce Development System in compliance with WIOA data requirements. CWSP's designated data coordinator will be responsible for timely and accurate data entry.

As described in more detail in the budget sheets and budget narrative included with this proposal, 63.3% (\$87,422) of the \$138,000 proposed budget will be allocated to eligible work experience activities.

## Section E: Outreach, Recruitment, and Enrollment

### Recruitment Timeline and Strategies

CRSM's WIOA recruitment pool is, by definition, the school's own rising senior class — a population already known to CWSP Coordinators through three years of direct relationship and documented performance history. This is a substantial structural advantage: recruitment does not require cold outreach or community canvassing. It requires identifying which rising seniors are WIOA-eligible and enrolling them in the program.

Recruitment and enrollment timeline:

- April – June 2026: CWSP Coordinators identify all rising seniors who are potentially WIOA-eligible based on existing school records (Free/Reduced Lunch status, disability documentation, ELL designation, etc.). CWSP works with CRSM's administrative team to begin WIOA eligibility screening.
- July – August 2026: Eligibility verification and documentation completed. WIOA enrollment forms, IWDS registration, and program agreements were executed for all eligible seniors prior to the start of the school year.
- September 2026: All enrolled participants begin the program. Work placements are already established from prior CWSP matching (seniors returning to existing placements) or are finalized during the summer matching cycle.

Outreach strategies include direct communication with rising seniors and their families through CRSM's established school communications channels (email, parent portal, and in-school announcements), one-on-one conversations with CWSP Coordinators, and a dedicated WIOA program information session for eligible seniors and their parents held in the spring of 2026.

### Intake, Assessment, and Enrollment Process

For WIOA enrollment, CWSP Coordinators will:

- Review each student's existing school records to identify eligibility indicators.
- Conduct an intake meeting with each eligible student and, where possible, a parent or guardian, to review program expectations, collect required WIOA documentation, and obtain signatures on program enrollment forms.
- Complete IWDS registration for each enrolled participant
- Administer or review existing career and skills assessments to establish a baseline for measurable skill gains tracking
- Finalize individualized service plans in coordination with Lake County Workforce Development staff.

CRSM is a new applicant for WIOA In-School Youth funding. However, the organization's 20+ year history of successfully recruiting, enrolling, and retaining 100% of its student body in a demanding work-study program offers compelling evidence of institutional capacity to meet and exceed enrollment goals.

## Section F: Program Outcomes

### Participant Progression from Entry to Exit

CRSM's program is designed to move each WIOA participant through a clear, supported progression:

- Entry (September 2026): WIOA eligibility verified; IWDS enrollment completed; individual service plan established; work placement confirmed; pre-placement job readiness orientation delivered.
- Active participation (September 2026 – May 2027): Weekly work placement; monthly documented case management contact; quarterly progress reporting; ongoing skills assessment through workday reports and semester evaluations; senior-year professional development workshops.
- Pre-exit transition planning (April – June 2027): Individualized post-graduation plan documented for every participant, identifying whether they will enter employment, post-secondary education, military service, or be referred to Lake County Workforce Development for continued services. No senior exits the program without a documented next step.
- Program exit (June 2027 at graduation).
- Post-exit follow-up (July 2027 – June 2028): Monthly contact for the first 90 days post-graduation, then quarterly contact through June 2028. Follow-up includes verifying employment and education status, problem-solving for students who have lost employment or are not enrolled in education, referring to Workforce Development or community services as needed, and documenting in IWDS.

## Relevant Prior Performance

CRSM is a new applicant for WIOA funding. The following outcomes from the Corporate Work Study Program over the past three years reflect performance relevant to WIOA measures:

**Work-based learning participation:** 100% of CRSM students (approximately 410 annually) are deployed to work-study placements each year. CRSM achieves 100% student deployment each year.

**Employer satisfaction:** CWSP's goal is 95% of business partner supervisors report that their student worker(s) met or exceeded expectations. Formal semester supervisor evaluations document this performance annually. CWSP has a consistent record of achieving or surpassing this 95% goal.

**High school diploma attainment:** CRSM has achieved 100% college acceptance for seven consecutive years.

**Post-secondary entry:** For the Class of 2025, 91% of graduates enrolled in college, with 68% attending select institutions (as defined by Barrons).

**Post-secondary retention:** 58% six-year college completion rate — more than double the rate of Pell-eligible peers nationwide.

**Community re-investment:** 40% of college-educated CRSM alumni return to work in their home community, and over 40% of alumni work full-time at current or former CRSM business partners.

## Projected Enrollment Goals

CRSM projects 100% of enrolled participants will be actively placed in work-based learning by September 2026, given that seniors have been in the CWSP system since their freshman year.

## Follow-Up Services

CRSM is committed to 12 months of post-graduation follow-up for every WIOA participant. Monthly contact in the first 90 days post-graduation and quarterly contact thereafter will be conducted by

CRSM's two Alumni Counselors or a designated follow-up staff member via phone, email, or in-person meeting. Contact will be documented in the IWDS. Follow-up activities will include:

- Verification of employment, education, or training status
- Problem-solving for students who are unemployed, have left school, or have not enrolled in post-secondary education
- Referral to Lake County Workforce Development for continued services as needed
- Referral to community supportive services (housing, mental health, childcare) as needed
- Encouragement and motivational support from trusted CRSM staff who have known students for four years

## Section G: Administration

### Organizational Overview and Mission

Cristo Rey St. Martin College Prep (CRSM) was founded in 2004 with a mission to transform educational opportunities for young people from low-income families in Lake County's underserved communities. Through a rigorous college-preparatory curriculum integrated with relevant work-study experience, students graduate ready to succeed in college and life. CRSM was incorporated as a nonprofit in 2003 and began its first academic year in 2004 to address the inadequate academic preparation available to students from low-income families in Waukegan and North Chicago. As a member of the 41-school Cristo Rey Network, CRSM empowers students of limited economic means to become men and women of faith, purpose, and service through a proven integration of academic excellence, professional work experience, and community service.

CRSM's Corporate Work Study Program has operated as a self-sustaining, professionally managed division of the school since its founding, developing the institutional infrastructure — staffing, employer relationships, student assessment systems, and performance tracking — that enables successful delivery of the proposed WIOA program.

CRSM is located at 3106 Belvidere Road, Waukegan, IL 60085. The campus is a state-of-the-art facility developed in 2017 through the Cornerstone Project, which transformed a previously vacant commercial property into a modern educational environment. The campus includes modern classrooms, a gymnasium, a performance stage, a chapel, fitness facilities, and dedicated spaces for CWSP programming. As a result of this renovation, the facility is accessible to individuals with disabilities and complies with the **ADA Standards for Accessible Design**, including accessible entrances, routes, restrooms, and required accessibility features, such as Braille signage, consistent with ADA requirements.

### Organizational Staffing

The WIOA program will be staffed by existing CWSP personnel, supplemented as needed. Key roles include:

- **CWSP Assistant Director/Account Representative:** Provides overall program leadership and is the primary point of contact with Lake County Workforce Development's Business Services Team. Lori Oportobell joined CRSM in 2019 as a CWSP Coordinator and has consistently taken on increasing levels of responsibility in CRSM's work-study program.
- **CWSP Coordinator & Operations Lead/Career Readiness Coordinator:** Provide direct case management, student coaching, site visits, and monthly participant contact. Serves as the day-to-

day relationship manager for students. Giselle Baca is a Class of 2016 CRSM Alumna. She has been working in the CWSP Program since 2021.

- CWSP Coordinator/Employer Partnership Coordinator: Will lead employer outreach and partnership development for partners with students in Lake County's WIOA program. Celia Cambray-Hernandez joined CRSM's CWSP program in 2024. Before that, she worked at Medline Industries as an Account Manager.
- CWSP Admin Support: The individual for this position has not been identified. CRSM has not participated in the WIOA program in the past and is unclear as to all the requirements for this position. CRSM will name this individual upon notification of an award. A Job description for this position is included, but may change as CRSM moves forward with the grant.
- CRSM has uploaded resumes for Lori, Giselle, and Celia. Lori has worked in the Work-Study Program for over five years; Giselle for almost five years. A current job description for their roles are not available, but they updated their resumes listing all their current responsibilities. CRSM has also uploaded a current job description for the role of CWSP Work-Study Coordinator.

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**Exhibit B**  
Budget Narrative

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# BUDGET NARRATIVE

## Cristo Rey St. Martin College Prep

Lake County RFP #26153

WIOA In-School Youth Career Readiness and Work-Based Learning

**Total Proposed Budget: \$138,000 | Work Experience Budget: \$87,422 (63.3%)**

### Work-Based Learning Budget Compliance

This budget demonstrates strong compliance with the WIOA requirement that at least 30% of total program costs be directed to work-based learning activities. Of the total proposed budget of \$138,000, Cristo Rey St. Martin College Prep (CRSM) has allocated \$87,422—or 63.3%—to work experience activities. This includes work experience wages and fringe benefits for youth participants, work experience-related personnel costs, and work-tied participant stipends. The remaining 30.1% covers essential non-work experience program operations including career readiness instruction, administrative support, supplies, and supportive services.

Budget Category	Proposed Budget	% of Total
<b>Personnel &amp; Operations</b>	\$55,900	40.5%
Youth Direct Services (Stipends, Wages, Fringe, Training, Supportive Services)	\$82,100	59.5%
Indirect Costs	\$0	0%
<b>TOTAL</b>	<b>\$138,000</b>	<b>100%</b>
<b>Total Work Experience Budget</b>	<b>\$87,422</b>	<b>63.3%</b>

### SECTION I: PERSONNEL & OPERATIONS BUDGET

Total Personnel & Operations: \$55,900

#### A. Personnel Wages — \$28,450 Total

Personnel wages are divided between work experience (WE) and non-work experience (Non-WE) activities, reflecting each staff member's proportionate time dedicated to work-based learning versus broader program administration and career readiness instruction.

- **Non-Work Experience Personnel: \$12,632 (44% of total wages)**

Reflects 44% of each staff member's hours devoted to activities that support the program but are not directly tied to work-based learning placements—including career readiness curriculum delivery, case management, intake and enrollment, reporting, and general program coordination.

- **Work Experience Personnel: \$15,818 (56% of total wages)**

Reflects 56% of each staff member's hours directly dedicated to work-based learning activities, including employer outreach and relationship management, student placement and supervision, worksite visits, and coordination of internship and employment experiences.

The following staff members carry out the work of this program:

Position	Staff Member	Hourly Rate	WE Hrs/Wk	Non-WE Hrs/Wk	Total Hrs/Wk
Program Director	Lori Oportobell	\$60.00	2	2	4
Career Readiness Coordinator	Giselle Baca	\$40.00	6	4	10

Employer Partnership Coordinator	Celia Cambray-Hernandez	\$38.00	4	2	6
Administrative Support	TBD	\$30.00	1	2	3

**Program Director — Lori Opertobell**

Lori Opertobell provides overall leadership and accountability for the WIOA In-School Youth program. She oversees all staff, maintains compliance with WIOA regulations and Lake County requirements, supervises program data collection and reporting, and serves as the primary liaison to Lake County Workforce Development. Her 4 hours per week are split evenly between WE and Non-WE activities.

**Career Readiness Coordinator — Giselle Baca**

Giselle Baca serves as the primary point of contact for enrolled youth participants, delivering career readiness workshops, supporting academic goal-setting, facilitating individual and group sessions, and tracking participant progress toward program milestones. Of her 10 hours per week, 6 hours are devoted to work experience activities including direct student support during placements, and 4 hours to non-work experience activities such as curriculum instruction and case management.

**Employer Partnership Coordinator — Celia Cambray-Hernandez**

Celia Cambray-Hernandez is responsible for cultivating and managing employer relationships, recruiting new work-based learning sites, coordinating student-employer matching, conducting worksite visits, and supporting employer compliance with program standards. Of her 6 hours per week, 4 are directed to work experience activities—making her role central to CRSM’s ability to deliver high-quality, supported work placements.

**Administrative Support — TBD**

An Administrative Support staff member will provide essential clerical and data management support for the program, including maintaining participant files, entering enrollment and outcomes data, scheduling program activities, and supporting compliance documentation. Of 3 hours per week, 1 hour supports work experience tracking and 2 hours support general program administration. This position will be filled by a current CRSM employee; the specific individual has not yet been determined.

**B. Fringe Benefits — \$5,800 Total**

Fringe benefits are calculated as a percentage of personnel wages and follow the same WE/Non-WE allocation as staff wages.

- Non-Work Experience Fringe: \$2,552
- Work Experience Fringe: \$3,248

Benefits include FICA (Social Security and Medicare taxes), health insurance contributions, and applicable retirement contributions, consistent with CRSM’s standard employee benefit structure.

**C. Staff Travel — \$1,400**

Travel funds support staff mileage and transportation costs associated with: visiting employer work sites to monitor student placements; supporting students in the field; attending required Lake County Workforce Development meetings, training sessions, and convenings; and coordinating with employer partners across Lake County.

**D. Rent — N/A**

No rent costs are being requested. The WIOA program will be housed within CRSM’s existing campus facilities in Waukegan, Illinois at no additional cost to this contract.

**E. Facilities — N/A**

No additional facilities costs are being requested. CRSM’s existing classrooms, meeting spaces, and computer labs will be used to deliver program activities.

## F. Supplies — \$550

Funds will be used to purchase office and program supplies needed by staff to carry out their duties, including printed materials for career readiness workshops, folders and organizational tools for participant files, and general office consumables. These costs are modest and reflect efficient use of existing resources.

## G. Communications — N/A

Communications costs are absorbed within CRSM's existing operational infrastructure and are not being charged to this contract.

## H. Other Operations — \$19,700

This line covers essential program administrative and operational costs required to support full program implementation, compliance, and reporting. Costs include:

- Technology and software used for participant tracking, data management, and reporting
- Program coordination tools and platforms
- Compliance and monitoring requirements including background checks, liability, and audit support
- Printing, postage, and administrative overhead necessary to maintain program operations throughout the contract period

## SECTION II: YOUTH DIRECT SERVICES BUDGET

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Total Youth Direct Services: \$82,100

### A. Youth Stipends — \$35,500 Total

Stipends are participation-based incentive payments provided to eligible youth for completing defined program activities and milestones. These are not hourly wages but are structured to reinforce engagement and reward achievement.

- **Non-Work Experience Stipends: \$9,124**

These stipends are provided to students for career readiness workshops, leadership development sessions, and program orientation requirements—activities not directly tied to employer work placements.

- **Work Experience Stipends: \$26,376**

These stipends are provided to youth for completing structured work-based learning activities, including internship participation, employer site engagement, and work-readiness milestones directly tied to their work experience placements.

### B. Youth Wages — \$38,640 (Work Experience)

Wages will be paid directly to youth participants engaged in structured, employer-supervised work-based learning experiences, including internships and employer site placements. These are hourly wages—not stipends—paid for actual hours worked under employer supervision. Youth wages represent the single largest component of the work experience budget and reflect CRSM's deep commitment to providing authentic, compensated employment experiences for program participants. Wage rates will be consistent with applicable minimum wage standards.

### C. Youth Fringe Benefits — \$3,360 (Work Experience)

Youth fringe costs cover required payroll taxes (FICA) and any applicable payroll-related expenses associated with student wages. These costs are calculated as a percentage of youth wages and are necessary to legally employ youth participants in work-based learning activities.

### D. Training / Tuition — \$2,000

Funds support costs associated with career-related training, industry-recognized certifications, and workforce readiness coursework that build participants' employability skills and credentials. This may include fees for certificate programs, occupational skills training, or recognized credentialing exams aligned with participants' career goals.

### E. Supportive Services — \$2,600

Supportive services are designed to remove barriers to program participation and ensure that all enrolled youth can fully engage in both career readiness instruction and work-based learning. Allowable expenditures include:

- Transportation assistance (bus passes, gas cards, ride-share) for students commuting to employer work sites
- Work attire, uniforms, or professional clothing required for workplace participation
- Other participant-specific resources identified by case managers as necessary to support successful program completion

### SECTION III: INDIRECT COSTS

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CRSM is not requesting reimbursement for indirect costs under this contract. All program-related costs are directly charged and fully described above. This reflects CRSM's commitment to maximizing the proportion of contract funds directed to direct participant services and program operations.

### SECTION IV: WORK-BASED LEARNING BUDGET SUMMARY

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The following table summarizes how CRSM's proposed budget exceeds the minimum 30% work experience requirement:

Work Experience Budget Component	Amount	Category
Work Experience Personnel Wages	\$15,818	Personnel
Work Experience Fringe Benefits	\$3,248	Personnel
Youth Work Experience Wages	\$38,640	Youth Wages
Youth Work Experience Fringe	\$3,360	Youth Wages
Work Experience Stipends	\$26,376	Youth Stipends
Remaining Non-WE Budget	\$41,569	Operations/Services
<b>TOTAL PROPOSED BUDGET</b>	<b>\$138,000</b>	
<b>TOTAL WORK EXPERIENCE BUDGET</b>	<b>\$87,422</b>	<b>63.3% of Total</b>

*CRSM's proposed work experience allocation of 63.3% significantly exceeds the required minimum of 30%, demonstrating the organization's commitment to providing substantive, compensated work-based learning as a core program component.*