# CITY OF CHICAGO DEPARTMENT OF PROCUREMENT SERVICES ROOM 403, CITY HALL, 121 N. LASALLE STREET

INCP	Form	Rev	

# JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTR	<u>ACT</u>	
For contract(s) in this request, answer applicable questions in each of <u>Preparation of Non-Competitive Procurement Form</u> on the reverse side	the 4 major subject areas below in accordance with the Ir	nstructions for
Request that negotiations be conducted only with Uptown United  (Name of P.)	for the product and/or services described herei	n.
This is a request for (One-Time Contractor Requisition #	, copy attached) or	Term Agreement or
Delegate Agency (Check one). If Delegate Agency, this rec	quest is for "blanket approval" for all contracts within the	
Wilson Yards Initiative Program (Attach List)	re-Assigned Specification No.	
(Program Name)	Pre-Assigned Contract No.	
COMPLETE THIS SECTION IF AMENDMENT OR	MODIFICATION TO CONTRACT	
COMPLETE THIS SECTION IF AMENDMENT OR Describe in detail the change in terms of dollars, time period, scope of the change. Indicate both the original and the adjusted contract amount supporting documents. Request approval for a contract amendment or	services, etc., its relationship to the original contract and at and/or expiration date with this change as applicable	the specific reasons for Attach copy of all
Contract #:	Company or Agency Name:	
Specification #	Company of an Duranum D	
Modification #:	Contract or Program Description:	
	(Attach List, if multiple)	
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Will Edwards 746-7479	Mul (dwarc Mown	2/4/07
Originator Name Telephone	Signature Department	Date
Indicate SEE ATTACHED in each box below if additional space neede	ad:	
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# DELEGATE AGENCY CHECKLIST

This form is for delegate agency projects only. Please use the standard CPAC checklist for any other type of procurement. Attach all required materials and submit for handling to Department of Procurement Services. Attn: CPAC Delegate Agency, Room 403, City Hall, 121 N. LaSalle, Chicago, Illinois 60602.

Date: February 10, 2007  Department: Mayor's Office of Workforce Deve	Contact Person:elopment Tel: 6-7479	
Contract No. (if known)		Fax: 6-7879  : Will Edwards
Estimated Value \$: 200,000	Tel:	Fax:
Program Name: Wilson Yards Initiative		
Description: The Wilson Yards Initiative is a wo	orkforce development project created	to maximize local hires resulting from the
ictan and general economic development occurri	ng in the Untown community. The	goal of the project is to train amminuted and
retain local residents in retail and construction opp	portunities within the Wilson Yards of	levelopment.
TYPE OF REQUEST		
The items with asterisks are reviewed by the Dele	gate Advisory Board (DAB). Use th	is form not the DAAC Executive Summan
If you need a schedule of DAB meetings and dead	ines, please Lisa Butts at 4-4925.	- ye m not me Dilic Executive Bummary.
Attach: Award Checklist and amendment amending a non-competitive contract you must	rocurement e.g. unique capacity, narnt(s), services to be provided and timent**  Impetitive procurement, justification funct to Roundtable you do not have a larguired supporting documents.  The contract of	med in grant award, etc. Include name of me line.  For amendment.  Time
Recommendation for Award  Attach: Memorandum addressed to Chief F	Procurement Officer from your Con	mmissioner with the name of agency(s)
recommended for award and a list of all applie	cants and their ratings.	
FUNDING INFORMATION Funding Source(s) (City, Stat, Federal):TIF FUNDING Strip(s):#006-0914-0132005-9005-220 Funding Distribution for Delegates (list here or sepandament of Organization Uptown United	0140-TF05	Change in Amount  \$ \$ \$ \$
TIME FRAME Date Needed:	Contract Term (current):Mac Change in Term:	arch 1, 2007 – March 1, 2008

# **WILSON YARDS INITIATIVE**

### PROCUREMENT HISTORY

The UPCORP led Wilson Yards project brings together a strong group of public and private agencies with proven track records to provide outreach, recruitment and job training services to a diverse Chicago neighborhood. The Wilson Yards Project was developed out of the need for a collaborative in the Uptown community to spearhead the TIF funded development of the Wilson Yards shopping center. Many of the advocate groups and local residents were concerned that this development would not take into account the needs of the community. In many such projects the inability of the employer to locate job ready applicants through traditional means equates to missed opportunities for new jobs created to employ local residents.

The agencies and their responsibilities involved in this initiative are: Uptown United (formerly UPCORP), which will be the lead agency/fiscal agent and the primary contractor of the project. Heartland Human Care Services (HHCS) which will act as the Training Coordinator and partner with a network of 25 partner organizations including Organization of Northeast, (ONE), Holsten Real Estate Development, Dawson Technical Institute, and Truman College to serve residents of the Uptown, Edgewater, Lakeview, and Rogers Park communities.

**ONE** will be responsible for providing:

- 1. Outreach
- 2. Recruitment of community residents.

# Truman College will provide:

- 1. Testing services
- 2. Assistance with community college system registration
- 3. Remedial math classes to the project

### Dawson will provide:

- 1. Trades classes
- 2. Financial aid
- 3. WIA services and job placement assistance

### HHCS will coordinate:

- 1. Training activities
- 2. Project coordination
- 3. Assistance with job placement
- 4. Retention services. Uptown United will serve as the fiscal agent and lead agency for the Wilson Yard project.

This initiative was prepared in cooperation with UPCORP, Heartland Alliance, Dawson Technical Institute, Truman College, the Mayor's Office of Workforce Development, Holsten Real Estate Development and the local elected official.

This is the first time that a non-competitive request has been made for this project and there is a possibility that the project would be extended into 2008 as the construction and phased permanent hiring occurs for this project.

### **ESTIMATED COST**

The initial funding set aside for the first stage of this project is \$200,000. This funding will cover the initial recruitment, assessment and some training of local residents for construction and retail employment at the Wilson Yards worksite.

SPECIAL REQUIREMENTS: Not applicable.

## **EXCLUSIVE OR UNIQUE CAPABILITY**

Under the leadership of UPCORP the unique capabilities of this collaborative include the broad range of community interaction and support obtained from educational institutions, community leaders and the developer of the Wilson Yards project. The agencies involved bring together a brain trust around how to bridge the gap between job seekers and available employment opportunities. The complexity of local hiring initiatives demands that a strong organization such as UPCORP takes the lead to foster solid relationships and maintain focus to bind the public/private partners involved.



February 26, 2007

Mr. Will Edwards Mayor's Office of Workforce Development 1615 West Chicago Avenue Chicago, IL 60622

Re:

Wilson Yard

Join Us to Market People in Uptown (JUMP UP)

Dear Mr. Edwards:

I am writing to request funding for the JUMP UP program to train local residents for construction and permanent jobs at Wilson Yard.

As you are aware, Uptown United (formerly Uptown Community Development Corporation) worked with Harry S Truman College, Dawson Tech, Heartland Alliance, Inspiration Corporation, and a number of other Uptown organizations regarding procedures for outreach, recruitment, assessment, training and placement. Dawson Tech will serve as the technical trainer and Truman College will assist with math and other skills training as well as COMPASS and specialized testing. Uptown United will act as the fiscal agent for the program.

We will maximize this program through the inclusion of a Project Coordinator who will track folks entering the program from the initial recruitment phase. This coordinator will stay in contact with trainees to be sure they are making use of all the benefits of the program, and also keep the trainees connected to any case managers or other support necessary to complete their training.

We are confident that this program will provide training for local people to obtain jobs within the Wilson Yard TIF and to obtain skills for long-term employment.

Please call me if you have any further concerns.

Sincerely yours,

Joyce Dugan
President/CEO

4753 North Broadway Suite 822 Chicago, IL 60640 T 773-878-1064 F 773-878-3678 www.uptownunited.org

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\*Office . ract Director



City of Chicago Richard M. Daley, Mayor

Mayor's Office of **Workforce Development** 

David Hanson Commissioner

1615 West Chicago Avenue Chicago, Illinois 60622 (312) 746-7777 (312) 746-7879 (FAX) (312) 746-7769 (TTY)

http://www.cityofchicago.org

TO:

Lori Healy

Commissioner

Department of Planning and Development

FROM:

Dávid Hanson

Commissioner

Mayor's Office of Workforce Development

DATE:

September 12, 2006

RE:

Job Training Services for the Wilson Yards Project

This Memorandum of Understanding sets forth the duties and responsibilities of the Mayor's Office of Workforce Development (MOWD) and the Department of Planning and Development (DPD) regarding activities to be undertaken by MOWD with respect to its development and implementation of job training programs. These programs are located in the tax increment redevelopment project areas created pursuant to the Illinois Tax Increment Allocation Redevelopment Act, as amended (65 ILCS 5/11-74.4-1 et seq.) (1996 State bar Edition) (the "Act") The act is further described in Attachment A, as amended from time to time.

# 1. Job Training Program

MOWD shall perform all activities necessary to develop and implement the job-training program described in Attachment A, including:

> a. tying the Program to the redevelopment project area specified in Attachment A. (the TIF Area);

b. designing the Program to meet the objectives of the TIF Area's Redevelopment Plan and Project, as jointly agreed and acknowledged by MOWD and DPD;

c. making an assessment of the job opportunities anticipated to be created as a result of the implementation of the TIF Area's Redevelopment Plan and project the number of candidates to be trained and placed:

d. working with businesses in the TIF Area to place the program participants;

e. developing a program budget, the total of which shall be set forth on Item 10 of Attachment A.





# 2. Allocation of TIF Funds

**MOWD** shall receive an amount equal to the total of the TIF eligible costs set forth in Item 10 of <u>Attachment A</u> (the "TIF-Eligible Costs) from the Special Tax Allocation Fund for the TIF Area (the "TIF Funds").

**MOWD** and **DPD** acknowledge that the program information submitted in Attachment A will be general in nature. After an agency is selected and the program begins, MOWD shall submit an amended Attachment A with a more defined scope and detailed description of the program.

Funding for the TIF-Eligible Costs shall be made as follows:

The Office of Budget and Management (OBM) shall establish a budget of TIF Funds for MOWD upon approval of MOWD's requisition for funding by DPD and OBM. The additional attachment, Attachment A, will be included with a requisition submitted to DPD and OBM. With respect to this requisition for funding, MOWD certifies that the TIF-Eligible costs:

- a.) are reasonable and necessary job training and placement costs incurred or estimated to be incurred in accordance with the Act;
- b.) are incidental to the TIF Area's Redevelopment Plan and Project, as jointly agreed and acknowledged by **DPD** and **MOWD**.

Upon establishment of the budget of TIF funds, **OBM** shall provide **MOWD** a copy of the fund letter setting forth the account number for the budget.

**MOWD** shall not be obligated to commence implementation of the Program prior to receipt of such notice.

# 3. Books and Records

For the duration of the TIF Area, **MOWD** shall keep and maintain, or cause third parties performing Program activities as a result of an agreement with **MOWD** to keep and maintain any books, records and other documents that will reflect and disclose:

- a.) the amount of TIF Eligible costs;
- b.) the disposition of the TIF Funds;
- c.) the total or partial cost of the Program activities paid for by TIF funds.

# 4. Progress Reports

**MOWD** shall submit to **DPD** progress reports with respect to the Program, including the expenditure of TIF Funds, in narrative form on a quarterly basis.

Acknowledged:

David Hanson – Commissioner, MOWD

Lori Healy - Commissioner DPD

# ATTACHMENT A

Request for TIF Fund assistance for Job Matching and Placement Services

1. TIF Area: Wilson Yards Project

- 2. Proposed Project: Request for Services (RFS) for Wilson Yards Project
- Scope of Services: Please see attachment A-1
  - <u>Summary</u>: The Request for Services (RFS) released by MOWD seeks proposals that will provide services to businesses in this TIF as well as assistance to the job seeker. The ultimate goal is to identify an agency that can create a job matching and placement relationship between the businesses of the Wilson Yards Project and the local residents. This is a general scope. The deliverables that are listed below will be the minimum outcomes required for this project. In addition, the residents that will be served will include ex-offenders, people with disabilities and other target populations.

4.	Recruitment:	350 residents
5.	Assessment:	250 residents
6.	Interviews	200 residents
7.	Placements:	150 residents
8.	Program Start Date:	TBD
9.	Program End Date:	TBD
10.	Amount of TIF assistance requested:	\$200,000
11.	MOWD Contact:	Will Edwards
12.	DPD Contact:	Robert Kunze
13.	Approval:	
13p	DPD: Jou J. Chally	Date: 10/24/06
	MOWD: A day	Date: 9/14/n
	OBM:	/ Date:

# Attachment A-1

Wilson Yards Request for Services (RFS)

# **Scope of Service**

# A. Project Overview

MOWD seeks to fund an agency that will be able to serve businesses involved in the Wilson Yards Project. In addition, the agency must be able to provide employment services to residents in, but not limited to, the wards included in the TIF.

The selected agency will demonstrate their proficiency in forming successful and significant relationships with businesses in the Wilson Yards redevelopment agreements and will display valiant efforts in enhancing the development of the project. In addition, the agency will have demonstrated its proficiency in obtaining workforce information from the employers of the Wilson Yards project that is not publicly published. Also, the applicant's response will exemplify the agency's experience in providing services to those same businesses.

The applicant's proposals should take the relationship formed with the Wilson Yards redevelopment agreement businesses, and, if applicable, develop a workforce component that will link those same companies to Chicago residents specifically from, but not limited to, the uptown community and connected wards. Through this process, the agency will be able to create an assessment, training, job matching and placement scenario between the businesses and the residents.

# B. Project Location

As stated in the aforementioned section, the project will be located in the Uptown community. The targeted employers for this project must be located within the area of the Wilson Yards redevelopment agreement area.

# C. Services to Businesses

In order to meet private sector needs, the designated agency will have proven experience providing the Wilson Yard project area employers with, but not limited to, the following types of services:

- Outreach to identify businesses interested in general recruiting and customized workforce services in the Wilson Yards project area
- Assessment and consultation to profile a business' workforce needs in the project area
- Development and implementation of a plan to address these workforce needs
- Creation of an industry-specific curriculum, with employer input
- Staff development activities
- Retention strategies for employers to keep employees on the job such as industrial skills training or workshops for employers, and
- Other resources that would benefit businesses, such as, assistance in applying for tax credits

# D. Services to Job Seekers

In addition, the designated agency will demonstrate previous experience in preparing, placing, and maintaining Ward residents in employment. The services will include, but are not limited to:

# 1. Recruitment

- Develop and implement a comprehensive recruitment strategy prioritizing, but not limited to the identification of Ward and community residents
- Developing appropriate marketing/ recruitment materials, subject to MOWD approval, and
- Conducting outreach and giving presentations to other partnering organizations that specifically assist ward and community residents, in addition to all Chicago residents

## 2. Assessment

- Testing or evaluation of:
  - o Basic reading, math, and language skills
  - Attitude and soft skills
  - o Industry/ business skills
  - Career Interest
  - o Barriers to employment
  - Appropriate evaluation of any disabilities that might impact employment opportunities, i.e. vision, hearing, criminal background, or mobility limitations, and
  - Support service needs, such as, transportation and childcare
- Eligibility determination for program-specific purposes, and
- Development of an Individual Employment Plan (IEP) for each participant

# 3. Job Placements and Retention

- Placing job candidates into jobs with the business members of the Wilson Yards Project. It is likely that in order to satisfy the priority population targeted in this RFS, multiple employers will be used for placements
- Ensuring that businesses are accessible to and match the skills of the employment candidates
- Providing surveys for feedback from the job-seekers
- Assisting recruited candidates in securing other employment if they are not hired by the primary business customer
- Ongoing case management and assessment before and after placement
- Mentoring/ Coaching
- Provision for support services, such as, child care, transportation (in particular individuals with mobility limitations), substance abuse counseling, mental health services and services targeting specific populations (Ward and community residents), and
- Follow-up activity to ensure retention and career advancement

# 4. Training Services

Depending on the business customers' needs, contractors qualified for this component will deliver the following types of training:

- Basic Skills Training
- Customized training deemed appropriate for specific business located in the project area
- Apprenticeship training through Dawson technical institute
- Industry/ business specific training through a customized curriculum or OJT, and
- Skills enhancement training for incumbent workers, such as, special skills required by evolving technologies, market trends, or business cycles

# 5. Marketing and Non-Placement Activities

- Provide information about benefits pertaining to programs such as TIFWorks and the Empowerment Zone
- Referring unprepared candidates to other support organizations
- Provide seminars/ workshops to job-seekers
- Provide seminars for businesses in the project area where appropriate
- Conduct retention surveys, and
- Conduct job seeker satisfaction surveys

# E. Reporting

MOWD expects contractors to comply with all City, State, and Federal reporting requirements, including the documentation of customer progress in regular reports (monthly) using Microsoft Excel Spreadsheets provided by MOWD. Participant data, at a minimum, must include:

- 1. Social Security Number
- 2. Application Date
- 3. Funding Source
- 4. Name
- 5. Address
- 6. City
- 7. State
- 8. Zip Code
- 9. Ethnicity
- 10. Gender
- 11. Birth Date, and
- 12. Ward

# For Program Budget, Please See Page 4 of the Scope of Services

# Wilson Yard Development Scope of Services

Uptown United (UpCorp), will operate as the lead and fiscal agent for this initiative. Heartland Human Care Services (HHCS) will act as the Project Training Coordinator of Wilson Yard and partner with a network of 25 partner organizations including Organization of Northeast, (ONE), Holsten Real Estate Development, Dawson Technical Institute, and Truman College to serve residents of Uptown, Edgewater, Lakeview, and Rogers Park community. ONE will be responsible for providing outreach and recruitment of community residents. HHCS, as the Project Coordinator, will coordinate training activities, job placement, and retentions services. UpCorp will serve as the fiscal agent for the Wilson Yard project.

This initiative was prepared in cooperation with Alderman Shiller, UPCORP, the Mayor's Office of Workforce Development, and Holsten Real Estate Development.

The partnership agreement between HHCS and participating agencies will be for one year and provide for the following:

## I. Roles and Responsibilities

### A. Recruitment:

ONE will conduct recruitment and outreach to more than 350 residents of Uptown, Edgewater, Lakeview, and Rogers Park community.

#### B. Orientation:

HHCS, ONE, Dawson Institute and Truman College representatives will jointly conduct orientation sessions for community residents. These sessions will provide residents with an overview of the pre-apprentice training and job placement process, including program requirements, benefits, alcohol/drug testing; TABE and COMPASS testing, employability assessment, resume, and other documentation as required.

HHCS will be responsible for administering the TABE test and those who pass the TABE test will be referred to Truman for COMPASS testing, financial aid and WIA registration.

### C. Initial Assessment:

HHCS will identify and assess residents who are already in a trade union, apprenticeship program or qualified to enter union employment and directly refer selected individuals to the Holsten Development Representative for interviewing

and job placement at Wilson Yard. Residents who are selected from this category are considered job ready.

- 1. Job Ready Clients—HHCS and ONE will directly refer 20 job ready residents to Holsten Development for job placement during the first year of the project.
- 2. Non-Job Ready Clients—Residents that are non-job-ready for construction and retail jobs will be divided into the following three (3) groups for training activities and or services:

### Group I

Residents whose screening indicates that they are appropriate candidates to begin construction career training will be referred to Truman for COMPASS Testing, and processed for financial aid and WIA registration.

## Group II

Residents who passed the COMPASS test will be referred to Dawson for drug testing. Those who pass both the COMPASS and drug test will be registered for 12 weeks of training in one selected trade of plumbing, bricklaying, welding, or cement masonry.

## Group III

Residents whose screening indicates that they are not appropriate candidates to begin construction training will be referred to Truman College for short-term training, i.e., Bridge programs for retail jobs and/or neighborhood service agencies for other training opportunities.

## D. <u>Transportation and Supportive Services:</u>

Through TIF funding residents will provided the necessary transportation, uniforms, and tools as needed for job training activities.

# E. Referral Process:

HHCS will provide on a quarterly basis 10 screened and assessed residents to Dawson for pre-apprentice training. HHCS will provide to Dawson for each resident a completed employability assessment, copy of TABE and COMPASS test results, resume, and other required documentation. Dawson will receive from HHCS a list of referred residents one day prior to the arrival of the residents themselves.

HHCS will also refer at least 100 residents whose screening indicates that they are not appropriate candidates for construction training to Truman College for short-

term training, i.e., Bridge programs for retail jobs and/or neighborhood services for other training opportunities.

# I. Roles and Responsibilities (Continued)

#### A. Dawson Enrollment:

Qualified residents who select construction trades in any one of the fields of plumbing, bricklaying, welding, and cement masonry will be enrolled by Dawson into the 12 week pre-apprenticeship training. If residents fail to show for their scheduled assessment, Dawson will notify HHCS (via email) on the same day resident failed client to show.

### B. Follow-Up:

Both HHCS and ONE will have daily contact with each other in tracking clients' performance and job training outcomes. HHCS will provide a bi-weekly resident activity report delineating residents served, training activities, and job placement and retention outcomes.

JUMP UP will report monthly to MOWD, involved organizations, as well as to Alderman Shiller on all activities related to the Wilson Yard project.

## **II. Training Outcomes**

HHCS anticipates the following outcomes during the first year of the project:

350 residents will be recruited from the Uptown, Edgewater, Lakeview, and Rogers Park community for construction and retail training.

Of the 350 recruited residents, 250 will be assessed and 200 will be trained

- 180 will be trained for retail & service employment
- 60 will be sent to Dawson for drug screening

### Retail training

- → 180 will be enrolled at Truman for retail training
- 160 will be training completers
- → 140 will be placed in employment in the Wilson Yard service or retail employment

### Pre-Apprentice Construction Training

- Of 60 sent to Dawson for pre-screening for construction training
- 50 will pass the drug screening and of these 45 will enroll at Dawson
- 40 will complete the training

- 30 will receive a sponsorship letter from contractor
- 10 will be employed in the construction trades at Wilson Yard

## III. Job Placement Outcomes

It is expected during the second year that 150 community residents will receive job placements in the retail industry and construction trades.

- ✓ 140 residents will be placed in jobs in the retail industry
- 10 residents will be placed in jobs in the construction trades

### IV. Evaluation

HHCS will evaluate the flow of services and measure project outcomes after the first six months of operation to ensure training activities are being met as agreed.

### V. Funding Needs--\$200,000

## A. Resident Support Services: \$3,000

It is anticipated that resident supportive services for transportation, uniforms, and tools are as follows:

- **→** Transportation--\$1,000
- ✓ Uniforms/Tools--\$2,000

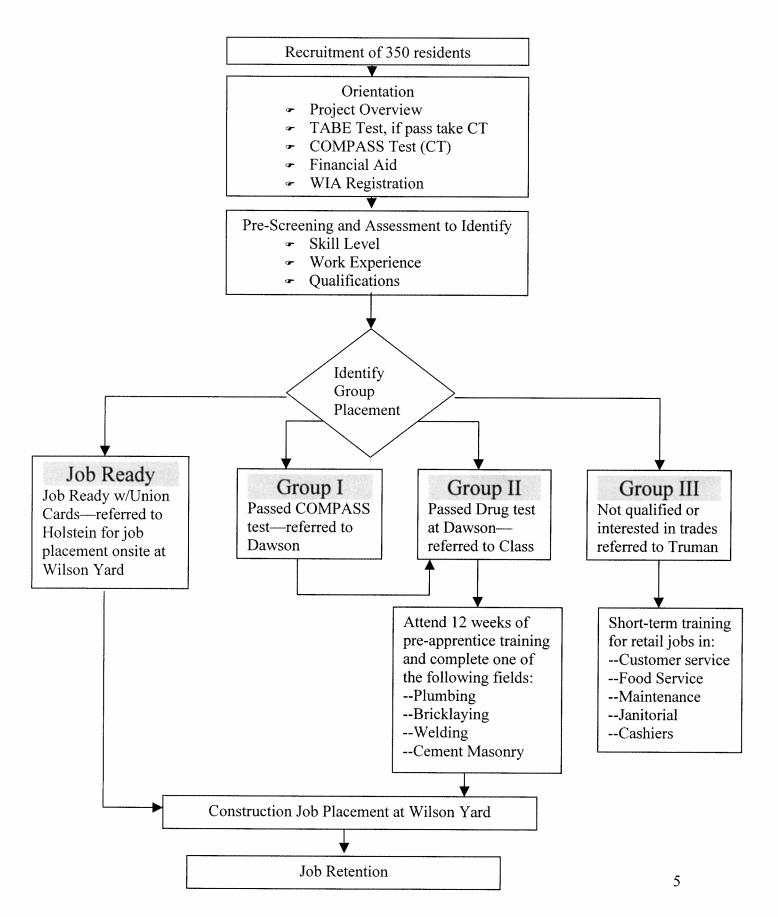
## B. Staff Cost: \$57,000

Requested funds are \$57,000 for staff cost of one quarter time Project Coordinator and one (1) Career Coach to serve 350 community residents in job training activities and job placements.

### C. Customized Training: \$140,000

A customized training program will be developed to profile the job opportunities within the retail stores to open on the Wilson Yards site. This customized training will include but not limited to: Outreach and Recruitment, Assessment, Training, Placement, Retention, Case Management and Reporting.

# Wilson Yard Project—Flow Chart of Training Activities 2006



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