

# CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL SUMMARY SHEET

Date April 8, 2026

## Contact Information

Organization Name: Chester County Opportunities Industrialization Center (CCOIC)

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Website: www.ccoic.org

Year Incorporated: 1980

FEIN: 23-2122709

ED/CEO Name: Javonna Wylie

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Board Chair Name: Michael Duncan

Board Chair Approval (check here): X

Primary Contact Name: Javonna Wylie

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## Organization Information:

### Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

**Mission:** CCOIC's mission is to open opportunities for individuals to prepare for sustainable employment and financial independence through education, training and support services.

**Geographic Area Served:** Chester County

**Describe Population Served & Annual Number of People Served:** CCOIC serves approximately 1,000 individuals per year through a variety of workforce training and adult education programs. Students come from all walks of life, but all are seeking opportunities to develop the skills they need to enter or re-enter the workforce and obtain a livable wage.

**Annual Budget** \$ 1,768,531 15.5 # of Full-Time Equivalent Paid Staff

88 % of budget for program expenses 10 # of Board Volunteers

6.5 % of budget for administrative expenses 91 # of Active Non-Board Volunteers

5.5 % of budget for fundraising expenses 4,157 # of Volunteer Hours  
*100 % total*

**Top 3-5 funding sources:** PA Department of Education, ARPA, CC Department of Workforce Development, OIC America, William Penn Foundation

**Is this grant proposal for:** Capacity Building  or General Operating  ?

**Grant Amount Requested from the Community Foundation:** \$ \$10,000

**Proposal Summary:** CCOIC has historically depended on a large percentage of its funding from government sources. This funding is currently in flux, and it has become imperative that the organization

invest in the development a more robust pipeline of funding opportunities. Part of that initiative involves reorganizing our accounting framework. Most government funds are on a reimbursement basis and CCOIC currently has a very complicated mechanism to track its funding and corresponding restrictions. This proposal seeks funding to support an accounting audit from an outside source and the initial stages of framework re-design.

## **Chester County Opportunities Industrialization Center (CCOIC)**

### **Grant Narrative 2026 – Capacity Building**

**Organization’s history, goals, key achievements, and distinctiveness:** In 1979, Chester County OIC was founded on the same principles and objectives as the Philadelphia organization started in 1964 by Rev. Leon H. Sullivan in response to the need to prepare minority workers for jobs that were finally accessible to them. His motto was that if we can support the most vulnerable or those impoverished in our communities through educational and workforce opportunities, people will set themselves up for success and change the trajectory of the next generation.

CCOIC began as a job placement agency without any educational component and has since evolved to provide comprehensive Adult Education (GED, ESL, Tutoring), Workforce training for livable wage jobs, and support services such as driver's education or clothes for work. Each year, CCOIC serves nearly 1,000 people in Chester County.

**Description of Key Organizational Initiatives:** CCOIC has two major tracks of programming for individuals with high barriers to gain the skills and resources they need for career advancement – the Workforce Reintegration Program (WRP) and Adult Education. WRP provides community members with training opportunities, mentorship, certifications, job search guidance, and continued coaching in order to gain employment and advance their careers. The goal is to enable individuals to obtain opportunity jobs that provide a living wage, access to health care, and offer a path for growth. Adult Education Programs include English as a Second Language (ESL) and General Education Development (GED) programming. CCOIC is headquartered in Coatesville, PA but serves individuals throughout Chester County. Many of the courses, certifications, and classes offered take place at the office in Coatesville, however, with the increase in need for services, more opportunities are being undertaken in a variety of locations throughout the county. Adult Education programs assist participants with work advancement, can lead to new and better jobs, provide essential education, or simply help a person achieve their personal goals. Each student’s goal varies depending on their career trajectory and needed support. CCOIC builds relationships with employers throughout the county and region and strives to match individuals with employment opportunities that are easily accessible to not only their geographic location, but their personal career interests. CCOIC’s goal is for all participants to reach their potential and become self-sufficient by accessing opportunity jobs that pay a living wage and provide essential healthcare and advancement opportunities.

**Specific Needs & Issues to be Addressed:** In Chester County and across the state and nation, too many adults lack the training, education, experience, language skills, and social capital needed to obtain and maintain a job that pays a living wage. CCOIC's programs serve Chester County residents who are unemployed and underemployed and those defined by the Chester County United Way as Asset Limited, Income Constrained, Employed (ALICE) by providing adult education and workforce training relevant to high priority occupations in our region. The population of Chester County, Pennsylvania in 2022 was 545,823, up 9.2% from the 499,935 who lived in Chester County in 2010. In addition to being one of Pennsylvania's fastest growing counties, it is its most affluent and has a comparatively high cost of living. Residents need to earn \$3,833/month in order to maintain a modest standard of living. Those who are not in the middle or upper income levels find it especially difficult to pay for adequate housing, childcare, and household expenses. The need for living-wage jobs here has become more important than ever as gentrification and overall rising costs make it exceedingly difficult for individuals to thrive.

At CCOIC, an additional emphasis is placed on residents of Coatesville because of its disproportionate indicators in the County. The Work Enclave project (part of the WRP Program) specifically targets residents/job seekers of the Greater Coatesville community (19320) who face significant challenges achieving self-sufficiency in a space where more than 1 of 5 adults live in poverty. Most are challenged with multiple social and economic barriers. Across all WRP programs, an estimated 70% of our participants come from Coatesville and an estimated 90% from across the county are ALICE constrained.

There are significant disparities between the prosperity experienced in Chester County and the plight of families in the greater Coatesville community as the cost of living continues to outpace wages, self-sufficiency and meeting basic needs remain a struggle. The poverty rate in Coatesville is an astounding 20.4% and its median household income is \$57, 323 compared to a 5.9% poverty rate and a \$123,000 median income for all of Chester County. It should also be noted that Coatesville has the highest ALICE population in the County as well, at over 60% of the population. Coatesville has a significantly higher than average imprisonment rate with nearly one out of every 100 residents being held in state prison. (Source: Prison Policy Initiative.) The unemployment rate in Chester County hovers around 4%, while in Coatesville it is above 7.8%.

#### **FUNDING REQUEST:**

CCOIC has historically been reliant on government funding to support its annual revenue and organizational operations. In 2024 and 2025, it became clear that a shift needed to be made. With the ongoing shifts in government policy, economic uncertainty, and cultural unrest, it is imperative that CCOIC develop a robust and diversified pipeline of funding in order to continue with its current level of services for Chester County. As the largest provider of adult education programs, the organization is providing a vital and very much needed service to the county.

As the organization moves forward with acquiring private foundation funding, corporate funding, and building a foundation of individual donor support, it has become clear that accounting practices are aligned heavily with needs related to government grant reimbursement. It has been difficult and cumbersome to navigate for development/fundraising purposes. This grant will provide funding for CCOIC to engage an outside accounting firm (attached quotes from RKL Virtual Management Solutions and Your Part Time Controller however, no contract has been signed) to audit accounting practices and current frameworks and make a recommendation for how to move forward.

**Why is it important to fund this now:** With the delay in PA state funding from June 2025 to December 2025, CCOIC was limited in its capacity to deliver services in a productive and plentiful way. Staff time that is needed for program delivery, fundraising, evaluation, and impact, are sidetracked by being forced into survival mode for six months. The organization cannot continue to operate under these conditions, as economic uncertainty creates an environment that is less than ideal. CCOIC has hired an FTE tasked with developing corporate partnerships, which is one area of fundraising that is of particular interest. This is new to the organization as historically all fundraising has been done by the Executive Director. In order to create a successful development plan and eventually department, CCOIC needs to fully be able to track, account for, and budget revenue sources and cash flow in a dynamic manner that internal staff can utilize and understand easily.

**How the impact and results will be demonstrated:** At the culmination of the project, CCOIC will have a complete accounting/financial management audit and a clear recommendation for moving forward with the next steps of implementation. The recommendations will be presented to the Board of Directors for review and then a decision by leadership will be made. CEO, Javonna Wylie, is looking at all options for accounting firms to fulfill this work. The attached quotes are two options. A \$10,000 grant would cover all start-up services and reviews and cover the implementation of changes.

**Current Strategic Plan Update:** The organization has a Strategic Planning Board committee that is working to develop the plan to move forward with the process in 2026.