

PROXIMITY PARTNERS DBA ASUTRA – IWTS EXAMPLE

1. PROJECT DETAILS

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Proximity Capital Partners LLC dba Asutra (#4209)

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[Click for instructions on completing the Basic Project Information Page](#)

[Add an Additional Project for this Grant](#)

Project Details

Project Number 4209

Title* Proximity Capital Partners LLC dba Asutra

Project Grant 19651007 - Chicago Cook Workforce Partnership

Project Cost (this grant) 4989.00

Layoff Aversion At-Risk Documentation Form has been submitted and Approved Via It was approved as part of the application Select Date of Approval

Description

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Description

At Asutra, they believe in active self care. By taking care of yourself on purpose, you'll feel better both physically and mentally, allowing you to take on anything. Also, Asutra is women-owned and women-led. They are able to create products that help women because we're made up of amazing women. Venus Williams, global tennis champion, is part owner and their Chief Brand Officer. Venus started as a customer and once she learned more about Asutra and its passion and focus on natural ingredients, she wanted to become part of the team.

The propose training include three courses

- 1) How to use Fortis, our new inventory software
- 2) How to create and manage shipments
- 3) How to use Microsoft Word and Excel, and shipping and operations via online courses on LinkedIn

Employees will learn new skills including: managing inventory; using new inventory and shipping software; creating shipments; using Microsoft

Grantee Chicago Cook Workforce Partnership - LWIA 7 Business Services Team (BST)

DCEO Project contact Lorraine Wareham [Click for more details.](#)

Status Completed

Accepted Date Apr 28, 2021

Project Start Date 1/1/2021

Project End Date 6/30/2021

Is Green Initiative Yes No

Project Type Formula

Does this project have occupation Upgrades? Yes No

Is this project affected by an Emergency or Natural Disaster?* Yes No

Project Plan - Illinois workNet

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectPlan?rowId=5bca8bd5-22c0-44bf-af49-dfd4c81...

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Is this project affected by an Emergency or Natural Disaster?: Yes No

Incumbent Worker Grant Amount:

Funds Use

The total cost for this project will be \$9,220.00.
 The breakdown of the training is as follows:
 -How to use Fortis - cost \$2,373.50
 -How to create and manage shipments - cost \$1,627.50
 -How to use Word and Excel, and shipment operations - cost \$2,519.16
 -Training materials - cost \$2,700.00
 The employer match will be provided in the form of employee wages while training.

Needs And Benefits

For Asutra to succeed, they must excel at: (1) making excellent products that work; (2) managing our inventory; and (3) providing excellent customer service. To execute these initiatives, the business is investing in new inventory software, skilling up employees and experimenting with new marketing strategies. The training will help our employees build skills, so they can use our new inventory software, and overall help us excel in these 3 areas. In turn, employees will become more efficient, reduce errors, better understand how much inventory we should have on hand as we manage our cash flow, and grow our business sustainably.
 If Asutra do not train their staff, they will not have the skills to execute the strategies described above. Since Asutra is a small business with limited capacity to hire many more people - and given their commitment to creating good jobs and job advancement for people who need those opportunities most - Asutra would not be successful in growing their business and thus would not be able to keep its staff employed. Or, it would be forced to outsource these tasks instead of retaining employees.
 As noted above, Asutra is committed to creating jobs and job advancement for people who need those opportunities most; however, those individuals have not had chances to build necessary skills prior to being employed at Asutra so they do not have in-demand skills. Asutra is

History Created: 11/17/2020 - Victor Vizuela
 Last Updated: 1/19/2022 - Samantha Doak

2. LAYOFF AVERSION

Layoff Aversion - Illinois workNet

https://apps.illinoisworknet.com/wnTools/IWTS/LayoffAversion?id=4209

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Layoff Aversion

Click here for instructions on completing the Layoff Aversion page

Actions	ID	At Risk Indicator	Indicator Information
	1	Declining Sales	
Edit	2	Supply Chain Issues	With COVID-19, our supply chain has experienced issues. Asutra suppliers have experienced disruption in their manufacturing with COVID-19-related shutdowns. It is difficult to receive items timely since sea and air shipping routes have also been disrupted. So, training their staff to manage the inventory closely is more critical now than ever.
	3	Adverse Industry Market Trends	
	4	Changes in Management Philosophy or Ownership	
Edit	5	Worker Does Not Have In-Demand Skills	Asutra is committed to creating jobs and job advancement for people who need those opportunities most; however, those individuals have not had chances to build necessary skills prior to being employed at Asutra so they do not have in-demand skills. We are committed to training them to build those skills.
	6	Strong Possibility of a Job if Worker Attains New Skills	
	7	Other "At-Risk" Indicators	

3. PROJECT INDUSTRIES

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Proximity Capital Partners LLC dba Asutra (#4209)

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[Click for instructions on completing the Project Industries Page](#)

Existing Project Industries

Remove	Code	Title
	325	Chemical Manufacturing

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4. GRANTEE INFORMATION

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Current Organization: Chicago Cook Workforce Partnership - LWIA 7 Business Services Team (BST)

Organization | Contacts

Add/Edit Grantee

[Why can't I edit locked fields?](#)
Complete all required fields below, and then click Save.

Record Id 2736

Is this Organization an employer? :
 Yes No

Name: Chicago Cook Workforce Partnership - LWIA 7 Business Services Team (BST)

Street Address: 69 W. Washington, Suite 2860

Street Address 2:

City: Chicago

State: IL

ZIP Code: 60602 3046

Phone: 312-603-0200 **Ext.:**

Phone must be in format ###-###-####.

Fax:

Fax must be in format ###-###-####.

Agency Type: Government Entity

NOTE: 4 INCLUDES CONTACTS

Project Grantee - Illinois workNet x +

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectGrantee?id=4209

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Proximity Capital Partners LLC dba Asutra (#4209) Completed

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Review the grantee organization and Contacts

Current Organization: Chicago Cook Workforce Partnership - LWIA 7 Business Services Team (BST)

Organization **Contacts**

Contact List

Grantee Contact Instructions Found 1 records. Page Size 15

Select	Remove	Name	Type	Email	Added
Select		Vizueta, Victor	primary	vvizueta@chicookworks.org	11-17-2020

Refresh

5. HARD TO SERVE GROUPS

Hard to Serve Groups - Illinois workNet x +

https://apps.illinoisworknet.com/wnTools/IWTS/HardToServeGroups?id=4209

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Proximity Capital Partners LLC dba Asutra (#4209) Completed

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Click for instructions on completing the Hard-To-Serve Page

Existing Project Hard-to-Serve Groups

Remove Code	Title
4	Minorities

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6. PROJECT CREDENTIALS

Project Credentials - Illinois workNet

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectCredentials?id=4209

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Proximity Capital Partners LLC dba Asutra (#4209) **Completed**

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Click for instructions on completing the Project Credentials Page

Existing Project Credentials

Remove	Code	Title
	13	Course Completed, No Credential Expected

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7. PROJECT SECTORS

Project Sectors - Illinois workNet

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectSectors?id=4209

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Proximity Capital Partners LLC dba Asutra (#4209) **Completed**

Project Navigator Menu Previous Next

Click for instructions on completing the Project Sectors Page

Existing Project Sectors

Remove	Code	Title
	13	Manufacturing

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8. EMPLOYEE OCCUPATIONS

Project Employee Occupations - x

https://apps.illinoisworknet.com/wnTools/IWTS/EmployeeOccupations?id=4209

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Proximity Capital Partners LLC dba Asutra (#4209)

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[Click for instructions on completing the Employee Occupations Page](#)

Employee Occupations

Remove	Code	Title
	51-1011	First-Line Supervisors of Production and Operating Workers
	51-2099	Assemblers and Fabricators, All Other
	51-9199	Production Workers, All Other

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9. EMPLOYERS

Illinois workNet victorvizueta1 Log off

Organization Contacts Work Site(s)

Add/Edit Employers

Complete all required fields below, and then click Save.

Record ID 39625

Name: Proximity Capital Partners, LLC dba Asutra

Street Address: 4159 W. Montrose Ave.

Street Address 2:

City: Chicago

State: IL

ZIP Code: 60641

Phone: 312-497-7467 Ext.:

Phone must be in format ###-###-####.

Fax:

Fax must be in format ###-###-####.

Agency Type: Business

Employer Industry (select all that apply):

Chemical Manufacturing

Federal Employer ID Number (FEIN): FEIN must be in the format ##-####

UI Account Number: UI Account Number must be in the format #####-# or #####-

Project Employees - Illinois work: x +
 https://apps.illinoisworknet.com/wnTools/IWTS/ProjectEmployers?id=4209

Illinois workNet victorvizueta1 Log off

Is this location a Work Site? Yes No

Owner's Ethnicity (Check all that apply):
 White Black
 Hispanic American Indian or Alaskan Native
 Asian Prefer not to answer
 Hawaiian or Pacific Island Female Owned

Enter the match as a dollar amount contributed by the employer (or leave as 0.00 if there is no match amount):
 \$ 2305.00

How the employer match will be provided:
 Employee wages during training.

Enter the total number of employees at this location*:
 10

Enter the total number of employees at this location that will receive training*:
 7

Provide a meaningful description of the impact of this training at this job site*:

Project Employees - Illinois work: x +
 https://apps.illinoisworknet.com/wnTools/IWTS/ProjectEmployers?id=4209

Illinois workNet victorvizueta1 Log off

Enter the total number of employees at this location*:
 10

Enter the total number of employees at this location that will receive training*:
 7

Provide a meaningful description of the impact of this training at this job site*:
 Because Asutra have not had enough staff with the proper skills to manage inventory tightly, the company have seen approximately \$1500 per month of product waste. With more effective inventory management, it can reduce this waste significantly to less than \$500/month, saving at least \$12,000 annually.
 Asutra have a 4-year growth plan that calls for 15-20% growth annually. Asutra expect to achieve 15% growth in 2020 vs. 2019 and training will build our employees' skills in implementing the new strategies and designing compliant and attractive product packaging for new products.
 Asutra employees will be eligible for increases in responsibility and salary if they learn and maintain new skills

History Created: 11/17/2020 - Victor Vizuela
 Last Updated: 1/20/2021 - Victor Vizuela

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NOTE: 9 INCLUDES CONTACTS

Project Employees - Illinois work: x +
 https://apps.illinoisworknet.com/wnTools/IWTS/ProjectEmployers?id=4209

Illinois workNet victorvzuet1 Log off

Proximity Capital Partners LLC dba Asutra (#4209)

Completed

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[Click for instructions on completing the Project Employers Page - updated](#)

Current Organization: *Proximity Capital Partners, LLC dba Asutra*

Organization **Contacts** Work Site(s)

Contact List

[Employer Contact Instructions](#)
Found 1 records.

Page Size 15

Select	Remove	Name	Type	Email	Added
Select		Morimoto, Stephanie	primary	stephanie@asutra.com	11-17-2020

Refresh

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NOTE: 9 INCLUDES WORK SITES

Project Employees - Illinois work: x +
 https://apps.illinoisworknet.com/wnTools/IWTS/ProjectEmployers?id=4209

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Proximity Capital Partners LLC dba Asutra (#4209)

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[Click for instructions on completing the Project Employers Page - updated](#)

Current Organization: *Proximity Capital Partners, LLC dba Asutra*

Organization **Work Site(s)**

Add/Edit Work Site

[Worksite Instructions](#)

Select A Work Site:

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10. TRAINING COURSES

Project Training - Illinois workNe x +

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectTraining?id=4209

Illinois workNet victorvizueta1 Log off

Current Courses

Select	Delete	Course Id	Course Title	Provider Name
Select		8096	How to create and manage shipments (4)	Asutra Operations Manager
Select		8095	How to use Fortis (3)	Cobalt Packaging
Select		8097	How to use Microsoft Word and Excel, and shipping and operations via LinkedIn Learning (0)	LinkedIn Learning

Page Size 200

How to create and manage shipments

Course Parts

- Step 1 - Course
- Step 2 - Course Credentials
- Step 3 - Course CIP Details
- Step 4 - Course Sessions

Course

Course Id 8096

Course Title

Provider Name

Course Description

These trainings will be conducted in-person by Ms. Smith in our Chicago warehouse with staff who will be responsible for picking, packing and shipping customer orders. Over 16-20 sessions, Ms. Smith will train our employees on how to create and read pick slips, how to pick items for different types of customer orders, how to set up packing stations, how to pack the items for each order safely and cost effectively, and how to quality control packed orders before they ship to ensure accuracy.

During each session, Ms. Smith will employ an "I do, we do, you do" approach. First she will show employees how to do each step in the process. Next she will have employees do the steps together with her. Finally she will have employees do the steps on their own, and then review

History Created: 11/17/2020 - Victor Vizuela
Last Updated: 11/17/2020 - Victor Vizuela

NOTE: TRAINING COURSES INCLUDE COURSE CREDENTIALS, COURSE CIP DETAILS, COURSE SESSIONS

Project Training - Illinois workNe x +

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectTraining?id=4209

Illinois workNet victorvizueta1 Log off

[Click for instructions on completing the Project Employers Page - updated](#)

Current Courses

Select	Delete	Course Id	Course Title	Provider Name
Select		8096	How to create and manage shipments (4)	Asutra Operations Manager
Select		8095	How to use Fortis (3)	Cobalt Packaging
Select		8097	How to use Microsoft Word and Excel, and shipping and operations via LinkedIn Learning (0)	LinkedIn Learning

Page Size 200

How to create and manage shipments

Course Parts

- Step 1 - Course
- Step 2 - Course Credentials
- Step 3 - Course CIP Details
- Step 4 - Course Sessions

Credentials for this Course

[Click for instructions on identifying Credential\(s\) for the current Course](#)

Existing Course Credential Codes

Remove Code	Title
13	Course Completed, No Credential Expected

Project Training - Illinois workNet x +
 https://apps.illinoisworknet.com/wnTools/IWTS/ProjectTraining?id=4209

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Current Courses

Page Size 200

Select	Delete	Course Id	Course Title	Provider Name
Select		8096	How to create and manage shipments (4)	Asutra Operations Manager
Select		8095	How to use Fortis (3)	Cobalt Packaging
Select		8097	How to use Microsoft Word and Excel, and shipping and operations via LinkedIn Learning (0)	LinkedIn Learning

How to create and manage shipments

Course Parts

- Step 1 - Course
- Step 2 - Course Credentials
- Step 3 - Course CIP Details
- Step 4 - Course Sessions

CIP Codes for this Course

[Click for instructions on identifying CIP Code\(s\) for the current Course](#)

Existing Course CIP Codes

Remove	Code	Title
	52.0409	Parts, Warehousing, and Inventory Management Operations. A program that prepares individuals to provide administrative, technical, and managerial support in the operation of warehouses, control of inventory, parts identification, and the performance of counter services for customers. Includes instruction in record-keeping, equipment operation, database entry, supply logistics, shop operations and math, and customer and supplier relations.

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Project Training - Illinois workNet x +
 https://apps.illinoisworknet.com/wnTools/IWTS/ProjectTraining?id=4209

Illinois workNet victorvzueta1 Log off

How to create and manage shipments

Course Parts

- Step 1 - Course
- Step 2 - Course Credentials
- Step 3 - Course CIP Details
- Step 4 - Course Sessions

Course Sessions

Select	Delete	Start Date	Session Title / Instructor	Location/Address
Select		2021-01-01	How to create and manage shipments Shanika Smith	Asutra 4159 W. Montrose Ave., Chicago, IL 60641

Session Information

Session Start Date: 1/1/2021

Session End Date: 6/30/2021

Session Title: How to create and manage shipments

Instructions:

These trainings will be conducted in-person by Ms. Smith in our Chicago warehouse with staff who will be responsible for picking, packing and shipping customer orders. Over 16-20 sessions, Ms. Smith will train our employees on how to create and read pick slips, how to pick items for different types of customer orders, how to set up packing stations, how to pack the items for each order safely and cost effectively, and how to quality control packed orders before they ship to ensure accuracy. During each session, Ms. Smith will employ an "I do, we do, you do" approach. First she will show employees how to do each step in the process. Next she will have employees do the steps together with her. Finally, she will have employees do the steps on their own.

Instructor

Type here to search | 100% | 62°F | 11:33 AM 9/30/2022

Project Training - Illinois workNet

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectTraining?id=4209

Illinois workNet victorvizueta1 Log off

how to create and read pick slips, how to pick items for different types of customer orders, how to set up packing stations, how to pack the items for each order safely and cost effectively, and how to quality control packed orders before they ship to ensure accuracy. During each session, Ms. Smith will employ an "I do, we do, you do" approach. First she will show employees how to do each step in the process. Next she will have employees do the steps together with her. Finally she will have employees do the steps on their own.

Instructor

First Name Shanika
Last Name Smith
Title
Phone (ex: ###-###-####) 773-628-7751 **Extension**
Fax (ex: ###-###-####)
Instructor Email shanika@asutra.com

Location

Location Name Asutra
Address* 4159 W. Montrose Ave.
Address2*
City* Chicago
State* IL
Zipcode* 60641

History Created: 11/17/2020 - Victor Vizueta
 Last Updated: 11/17/2020 - Victor Vizueta

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Project Employees - Illinois workNet

https://apps.illinoisworknet.com/wnTools/IWTS/ProjectEmployees?id=4919

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Proximity Capital Partners LLC dba Asutra - NetSuite Training (#4919)

On Hold

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Click for instructions on completing the Project Employees Page - updated

Current Organization: Proximity Capital Partners, LLC dba Asutra

Organization Work Site(s)

Add/Edit Work Site

Worksite Instructions

Your project has been put on hold pending approval from Commerce. You will not be able to proceed until the approval is granted. You will be notified when Commerce has granted or denied approval.

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