

PROFESSIONAL SERVICES AGREEMENT

For

RECIDIVISM REDUCTION DEMONSTRATION GRANTS

CONTRACT NO. 13-53-073B

BETWEEN



COOK COUNTY GOVERNMENT

COOK COUNTY JUSTICE ADVISORY COUNCIL

AND

INSPIRATION CORPORATION

Toni Preckwinkle
Cook County Board President

Shannon E. Andrews
Chief Procurement Officer

PROFESSIONAL SERVICES AGREEMENT

TABLE OF CONTENTS

TERMS AND CONDITIONS	1
ARTICLE 1) INCORPORATION OF BACKGROUND	1
ARTICLE 2) DEFINITIONS.....	1
a) Definitions.....	1
b) Interpretation.....	2
c) Incorporation of Exhibits	3
ARTICLE 3) DUTIES AND RESPONSIBILITIES OF CONTRACTOR	3
a) Scope of Services.....	3
b) Deliverables	3
c) Standard of Performance.....	4
d) Personnel.....	4
e) Insurance	5
f) Indemnification	8
g) Confidentiality and Ownership of Documents	8
h) Patents, Copyrights and Licenses	9
i) Examination of Records and Audits	9
j) Subcontract Subcontracting or Assignment of Contract or Contract Funds.....	10
ARTICLE 4) TERM OF PERFORMANCE.....	11
a) Term of Performance	11
b) Timeliness of Performance	11
ARTICLE 5) COMPENSATION	12
a) Basis of Payment.....	12
b) Method of Payment.....	12
c) Funding	12
d) Non-Appropriation.....	12
e) Taxes	12
f) Price Reduction	13
g) Contractor Credits.....	13

ARTICLE 6)	DISPUTES	13
ARTICLE 7)	COMPLIANCE WITH ALL LAWS	13
ARTICLE 8)	SPECIAL CONDITIONS	14
a)	Warranties and Representations.....	14
b)	Ethics.....	15
c)	Joint and Several Liability	15
d)	Business Documents	15
e)	Conflicts of Interest.....	16
f)	Non-Liability of Public Officials	17
ARTICLE 9)	.EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION AND RIGHT TO OFFSET	17
a)	Events of Default Defined	17
b)	Remedies.....	18
c)	Early Termination	19
d)	Suspension	20
e)	Right to Offset.....	20
f.)	Delays	21
g.)	Prepaid Fees	21
ARTICLE 10)	GENERAL CONDITIONS	22
a)	Entire Agreement	22
b)	Counterparts.....	22
c)	Modifications and Amendments	23
d)	Governing Law and Jurisdiction.....	23
e)	Severability	24
f)	Assigns.....	24
g)	Cooperation.....	24
h)	Waiver.....	24
i)	Independent Contractor.....	24
j)	Governmental Joint Purchasing Agreement	25
ARTICLE 11)	NOTICES.....	25
ARTICLE 12)	AUTHORITY	26

Economic Disclosure Statement

List of Exhibits

- Exhibit 1: Scope of Services
- Exhibit 2: Schedule of Compensation
- Exhibit 3 Evidence of Insurance

AGREEMENT

This Agreement is made and entered into by and between the County of Cook, a public body corporate of the State of Illinois, on behalf of Office of the Chief Procurement Officer hereinafter referred to as "County" and Inspiration Corporation, doing business as a Corporation of the State of Illinois, hereinafter referred to as "Contractor."

BACKGROUND

The County of Cook issued a Request for Proposals "RFP" for Recidivism Reduction Demonstration Grants. Proposals were evaluated in accordance with the evaluation criteria published in the RFP. The Contractor was selected based on the proposal submitted and evaluated by the County representatives. Contractor represents that it has the professional experience and expertise to provide the necessary services and further warrants that it is ready, willing and able to perform in accordance with the terms and conditions as set forth in this Agreement.

NOW, THEREFORE, the County and Contractor agree as follows:

TERMS AND CONDITIONS

ARTICLE 1) INCORPORATION OF BACKGROUND

The Background information set forth above is incorporated by reference as if fully set forth here.

ARTICLE 2) DEFINITIONS

a) Definitions

The following words and phrases have the following meanings for purposes of this Agreement:

"Additional Services" means those services which are within the general scope of Services of this Agreement, but beyond the description of services required under Article 3, and all services reasonably necessary to complete the Additional Services to the standards of performance required by this Agreement. Any Additional Services requested by the Department require the approval of the Chief Procurement Officer in a written modification to this Agreement before Contractor is obligated to perform those Additional Services and before the County becomes obligated to pay for those Additional Services.

"Agreement" means this Professional Services Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications or revisions made in accordance with its terms.

"Chief Procurement Officer" means the Chief Procurement Officer for the County of Cook and any representative duly authorized in writing to act on his behalf.

"Department" means the Cook County Justice Advisory Council.

"Services" means, collectively, the services, duties and responsibilities described in Article 3 of this Agreement and any and all work necessary to complete them or carry them out fully and to the standard of performance required in this Agreement.

"Subcontractor" means any person or entity with whom Contractor contracts to provide any part of the Services, including subcontractors of any tier, suppliers and materials providers, whether or not in privity with Contractor.

b) Interpretation

- i) The term **"include"** (in all its forms) means "include, without limitation" unless the context clearly states otherwise.
- ii) All references in this Agreement to Articles, Sections or Exhibits, unless otherwise expressed or indicated are to the Articles, Sections or Exhibits of this Agreement.
- iii) Words importing persons include firms, associations, partnerships, trusts, corporations and other legal entities, including public bodies, as well as natural persons.
- iv) Any headings preceding the text of the Articles and Sections of this Agreement, and any table of contents or marginal notes appended to it, are solely for convenience or reference and do not constitute a part of this Agreement, nor do they affect the meaning, construction or effect of this Agreement.
- v) Words importing the singular include the plural and vice versa. Words of the masculine gender include the correlative words of the feminine and neuter genders.
- vi) All references to a number of days mean calendar days, unless expressly indicated otherwise.

c) Incorporation of Exhibits

The following attached Exhibits are made a part of this Agreement:

- Exhibit 1 Scope of Services
- Exhibit 2 Schedule of Compensation
- Exhibit 3 Evidence of Insurance

ARTICLE 3) DUTIES AND RESPONSIBILITIES OF CONTRACTOR

a) Scope of Services

This description of Services is intended to be general in nature and is neither a complete description of Contractor's Services nor a limitation on the Services that Contractor is to provide under this Agreement. Contractor must provide the Services in accordance with the standards of performance set forth in Section 3c. The Services that Contractor must provide include, but are not limited to, those described in Exhibit 1, Scope of Services and Time Limits for Performance, which is attached to this Agreement and incorporated by reference as if fully set forth here.

b) Deliverables

In carrying out its Services, Contractor must prepare or provide to the County various Deliverables. "**Deliverables**" include work product, such as written reviews, recommendations, reports and analyses, produced by Contractor for the County.

The County may reject Deliverables that do not include relevant information or data, or do not include all documents or other materials specified in this Agreement or reasonably necessary for the purpose for which the County made this Agreement or for which the County intends to use the Deliverables. If the County determines that Contractor has failed to comply with the foregoing standards, it has 30 days from the discovery to notify Contractor of its failure. If Contractor does not correct the failure, if it is possible to do so, within 30 days after receipt of notice from the County specifying the failure, then the County, by written notice, may treat the failure as a default of this Agreement under Article 9.

Partial or incomplete Deliverables may be accepted for review only when required for a specific and well-defined purpose and when consented to in advance by the County. Such Deliverables will not be considered as satisfying the requirements of this Agreement and partial or incomplete Deliverables in no way relieve Contractor of its commitments under this Agreement.

c) Standard of Performance

Contractor must perform all Services required of it under this Agreement with that degree of skill, care and diligence normally shown by a Contractor performing services of a scope and purpose and magnitude comparable with the nature of the Services to be provided under this Agreement. Contractor acknowledges that it is entrusted with or has access to valuable and confidential information and records of the County and with respect to that information, Contractor agrees to be held to the standard of care of a fiduciary.

Contractor must assure that all Services that require the exercise of professional skills or judgment are accomplished by professionals qualified and competent in the applicable discipline and appropriately licensed, if required by law. Contractor must provide copies of any such licenses. Contractor remains responsible for the professional and technical accuracy of all Services or Deliverables furnished, whether by Contractor or its Subcontractors or others on its behalf. All Deliverables must be prepared in a form and content satisfactory to the Department and delivered in a timely manner consistent with the requirements of this Agreement.

If Contractor fails to comply with the foregoing standards, Contractor must perform again, at its own expense, all Services required to be re-performed as a direct or indirect result of that failure. Any review, approval, acceptance or payment for any of the Services by the County does not relieve Contractor of its responsibility for the professional skill and care and technical accuracy of its Services and Deliverables. This provision in no way limits the County's rights against Contractor either under this Agreement, at law or in equity.

d) Personnel

i) Adequate Staffing

Contractor must, upon receiving a fully executed copy of this Agreement, assign and maintain during the term of this Agreement and any extension of it an adequate staff of competent personnel that is fully equipped, licensed as appropriate, available as needed, qualified and assigned exclusively to perform the Services. Contractor must include among its staff the Key Personnel and positions as identified below. The level of staffing may be revised from time to time by notice in writing from Contractor to the County and with written consent of the County, which consent the County will not withhold unreasonably. If the County fails to object to the revision within 14 days after receiving the notice, then the revision will be considered accepted by the County.

ii) **Key Personnel**

Contractor must not reassign or replace Key Personnel without the written consent of the County, which consent the County will not unreasonably withhold. "**Key Personnel**" means those job titles and the persons assigned to those positions in accordance with the provisions of this Section 3.d(ii). The Department may at any time in writing notify Contractor that the County will no longer accept performance of Services under this Agreement by one or more Key Personnel listed. Upon that notice Contractor must immediately suspend the services of the key person or persons and must replace him or them in accordance with the terms of this Agreement. A list of Key Personnel is found in Exhibit 1, Scope of Services.

iii) **Salaries and Wages**

Contractor and Subcontractors must pay all salaries and wages due all employees performing Services under this Agreement unconditionally and at least once a month without deduction or rebate on any account, except only for those payroll deductions that are mandatory by law or are permitted under applicable law and regulations. If in the performance of this Agreement Contractor underpays any such salaries or wages, the Comptroller for the County may withhold, out of payments due to Contractor, an amount sufficient to pay to employees underpaid the difference between the salaries or wages required to be paid under this Agreement and the salaries or wages actually paid these employees for the total number of hours worked. The amounts withheld may be disbursed by the Comptroller for and on account of Contractor to the respective employees to whom they are due. The parties acknowledge that this Section 3.4(c) is solely for the benefit of the County and that it does not grant any third party beneficiary rights.

e) **Insurance**

Contractor must provide and maintain at Contractor's own expense, during the term of this Agreement and any time period following expiration if Contractor is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverages and requirements specified below, insuring all operations related to this Agreement.

i) **Insurance To Be Provided**

(1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law, covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident or illness.

(2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense and contractual liability (with no limitation endorsement). Cook County is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the Services.

Subcontractors performing Services for Contractor must maintain limits of not less than \$1,000,000 with the same terms in this Section 3.6(a)(ii).

(3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with Services to be performed, Contractor must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence limit, for bodily injury and property damage. The County is to be named as an additional insured on a primary, non-contributory basis.

(4) Professional Liability

When any professional Contractors perform Services in connection with this Agreement, Professional Liability Insurance covering acts, errors or omissions must be maintained with limits of not less than \$2,000,000. Coverage must include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of Services on this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of 2 years.

Subcontractors performing Services for Contractor must maintain limits of not less than \$1,000,000 with the same terms in this Section 3.6(a)(iv).

(5) Valuable Papers

When any designs, drawings, specifications and documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.

ii) **Additional Requirements**

(1) Contractor must furnish the County of Cook, Cook County, Office of the Chief Procurement Officer, 118 N, Clark St., Room 1018, Chicago, IL 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Contractor must submit evidence of insurance on the County Insurance Certificate Form (copy attached as Exhibit 3) or equivalent prior to Agreement award. The receipt of any certificate does not constitute agreement by the County that the insurance requirements in this Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the County to obtain certificates or other insurance evidence from Contractor is not a waiver by the County of any requirements for Contractor to obtain and maintain the specified coverages. Contractor must advise all insurers of the provisions in this Agreement regarding insurance. Non-conforming insurance does not relieve Contractor of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of this Agreement, and the County retains the right to terminate this Agreement or to suspend this Agreement until proper evidence of insurance is provided.

(1) The insurance must provide for 60 days prior written notice to be given to the County in the event coverage is substantially changed, canceled or non-renewed. All deductibles or self-insured retentions on referenced insurance coverages must be borne by Contractor. Contractor agrees that insurers waive their rights of subrogation against the County of Cook, its employees, elected officials, agents or representatives.

(2) The coverages and limits furnished by Contractor in no way limit Contractor's liabilities and responsibilities specified within this Agreement or by law. Any insurance or self-insurance programs maintained by the County of Cook apply in excess of and do not contribute with insurance provided by Contractor under this Agreement.

(3) The required insurance is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

(4) Contractor must require all Subcontractors to provide the insurance required in this Agreement, or Contractor may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements as Contractor unless otherwise specified in this Agreement. If Contractor or Subcontractor desires additional coverages, the party desiring the additional coverages is responsible for its acquisition and cost.

(5) The County's Risk Management Office maintains the right to modify, delete, alter or change these requirements. "Risk Management Office" means the Risk Management Office, which is under the direction of the Director of Risk Management and is charged with reviewing and analyzing insurance and related liability matters for the County.

f) Indemnification

The Contractor covenants and agrees to indemnify and save harmless the County and its commissioners, officials, employees, agents and representatives, and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of the Contract by the Contractor, or the acts or omissions of the officers, agents, employees, contractors, subcontractors, licensees or invitees of the Contractor. The Contractor expressly understands and agrees that any Performance Bond or insurance protection required of the Contractor, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

g) Confidentiality and Ownership of Documents

Contractor acknowledges and agrees that information regarding this Contract is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Contractor in any way, whether during the term of this Contract or at any time thereafter, except solely as required in the course of Contractor's performance hereunder. Contractor shall comply with the applicable privacy laws and regulations affecting County and will not disclose any of County's records, materials, or other data to any third party. Contractor shall not have the right to compile and distribute statistical analyses and reports utilizing data derived from information or data obtained from County without the prior written approval of County. In the event such approval is given, any such reports published and distributed by Contractor shall be furnished to County without charge.

All documents, data, studies, reports, work product or product created as a result of the performance of the Contract (the "Documents") shall be included in the Deliverables and shall be the property of the County of Cook. It shall be a breach of this Contract for the Contractor to reproduce or use any documents, data, studies, reports, work product or product obtained from the County of Cook or any Documents created hereby, whether such reproduction or use is for Contractor's own purposes or for those of any third party. During the performance of the Contract Contractor shall be responsible of any loss or damage to the Documents while they are in Contractor's possession, and any such loss or damage shall be restored at the expense of the Contractor. The County and its designees shall be afforded full access to the Documents and the work at all times.

h) Patents, Copyrights and Licenses

If applicable, Contractor shall furnish the Chief Procurement Officer with all licenses required for the County to utilize any software, including firmware or middleware, provided by Contractor as part of the Deliverables. Such licenses shall be clearly marked with a reference to the number of this County Contract. Contractor shall also furnish a copy of such licenses to the Chief Procurement Officer. Unless otherwise stated in these Contract documents, such licenses shall be perpetual and shall not limit the number of persons who may utilize the software on behalf of the County.

Contractor agrees to hold harmless and indemnify the County, its officers, agents, employees and affiliates from and defend, at its own expense (including reasonable attorneys', accountants' and Contractors' fees), any suit or proceeding brought against County based upon a claim that the ownership and/or use of equipment, hardware and software or any part thereof provided to the County or utilized in performing Contractor's services constitutes an infringement of any patent, copyright or license or any other property right.

In the event the use of any equipment, hardware or software or any part thereof is enjoined, Contractor with all reasonable speed and due diligence shall provide or otherwise secure for County, at the Contractor's election, one of the following: the right to continue use of the equipment, hardware or software; an equivalent system having the Specifications as provided in this Contract; or Contractor shall modify the system or its component parts so that they become non-infringing while performing in a substantially similar manner to the original system, meeting the requirements of this Contract.

i) Examination of Records and Audits

The Contractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after the final payment under the Contract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices, and records of the Contractor related to the Contract, or to Contractor's compliance with any term, condition or provision thereof. The Contractor shall be responsible for establishing and maintaining records sufficient to document the costs associated with performance under the terms of this Contract.

The Contractor further agrees that it shall include in all of its subcontracts hereunder a provision to the effect that the subcontractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after final payment under the subcontract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices and records of such subcontractor involving transactions relating to the subcontract, or to such subcontractor's compliance with any term, condition or provision thereunder or under the Contract.

In the event the Contractor receives payment under the Contract, reimbursement for which is later

disallowed by the County, the Contractor shall promptly refund the disallowed amount to the County on request, or at the County's option, the County may credit the amount disallowed from the next payment due or to become due to the Contractor under any contract with the County.

To the extent this Contract pertains to Deliverables which may be reimbursable under the Medicaid or Medicare Programs, Contractor shall retain and make available upon request, for a period of four (4) years after furnishing services pursuant to this Agreement, the contract, books, documents and records which are necessary to certify the nature and extent of the costs of such services if requested by the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives. If Contractor carries out any of its duties under the Agreement through a subcontract with a related organization involving a value of cost of \$10,000.00 or more over a 12 month period, Contractor will cause such subcontract to contain a clause to the effect that, until the expiration of four years after the furnishing of any service pursuant to said subcontract, the related organization will make available upon request of the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives, copies of said subcontract and any books, documents, records and other data of said related organization that

are necessary to certify the nature and extent of such costs. This paragraph relating to the retention and production of documents is included because of possible application of Section 1861(v)(1)(I) of the Social Security Act to this Agreement; if this Section should be found to be inapplicable, then this paragraph shall be deemed inoperative and without force and effect.

j) Subcontract Subcontracting or Assignment of Contract or Contract Funds

Once awarded, this Contract shall not be subcontracted or assigned, in whole or in part, without the advance written approval of the Chief Procurement Officer, which approval shall be granted or withheld at the sole discretion of the Chief Procurement Officer. In no case, however, shall such approval relieve the Contractor from its obligations or change the terms of the Contract. The Contractor shall not transfer or assign any Contract funds or any interest therein due or to become due without the advance written approval of the Chief Procurement Officer. The unauthorized subcontracting or assignment of the Contract, in whole or in part, or the unauthorized transfer or assignment of any Contract funds, either in whole or in part, or any interest therein, which shall be due or are to become due the Contractor shall have no effect on the County and are null and void.

Prior to the commencement of the Contract, the Contractor shall identify in writing to the Chief Procurement Officer the names of any and all subcontractors it intends to use in the performance of the Contract. The Chief Procurement Officer shall have the right to disapprove any subcontractor. Identification of subcontractors to the Chief Procurement Officer shall be in addition to any communications with County offices other than the Chief Procurement Officer. All subcontractors shall be subject to the terms of this Contract. Contractor shall incorporate into all subcontracts all of the provisions of the Contract which affect such subcontract. Copies of subcontracts shall be provided to the Chief Procurement Officer upon request.

The Contractor must disclose the name and business address of each subcontractor, attorney,

lobbyist, accountant, Contractor and any other person or entity whom the Contractor has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total amount of the fees paid or estimated to be paid. The Contractor is not required to disclose employees who are paid or estimated to be paid. The Contractor is not required to disclose employees who are paid solely through the contractor's regular payroll. "Lobbyist" means any person or entity who undertakes to influence any legislation or administrative action on behalf of any person or entity other than: (1) a not-for-profit entity, on an unpaid basis, or (2), himself. "Lobbyist" also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action. If the Contractor is uncertain whether a disclosure is required under this Section, the Contractor must either ask the County, whether disclosure is required or make the disclosure.

The County reserves the right to prohibit any person from entering any County facility for any reason. All contractors and subcontractors of the Contractor shall be accountable to the Chief Procurement Officer or his designee while on any County property and shall abide by all rules and regulations imposed by the County.

ARTICLE 4) TERM OF PERFORMANCE

a) Term of Performance

This Agreement takes effect when approved by the Cook County Board and its term shall begin on July 1, 2013 ("**Effective Date**") and continue until June 30, 2014 or until this Agreement is terminated in accordance with its terms, whichever occurs first.

b) Timeliness of Performance

- i) Contractor must provide the Services and Deliverables within the term and within the time limits required under this Agreement, pursuant to the provisions of Section 4.a and Exhibit 1. Further, Contractor acknowledges that TIME IS OF THE ESSENCE and that the failure of Contractor to comply with the time limits described in this Section 4.2 may result in economic or other losses to the County.
- ii) Neither Contractor nor Contractor's agents, employees or Subcontractors are entitled to any damages from the County, nor is any party entitled to be reimbursed by the County, for damages, charges or other losses or expenses incurred by Contractor by reason of delays or hindrances in the performance of the Services, whether or not caused by the County.

ARTICLE 5) COMPENSATION

a) Basis of Payment

The County will pay Contractor \$80,000.00 for the services listed in Exhibit 1, Scope of Services.

b) Method of Payment

Contractor shall submit all invoices to the Justice Advisory Council for payment. The invoices shall contain a detailed description of the Deliverables for which payment is requested. All invoices shall reflect the amounts invoiced by and the amounts paid to the Contractor as of the date of the invoice, and shall be submitted together with a properly completed County Voucher form (29A). Invoices for new charges shall not include "past due" amounts, if any, which amounts must be set forth on a separate invoice. No payments shall be made with respect to invoices which do not include the County Voucher form or which otherwise fail to comply with the requirements of this paragraph. Contractor shall not be entitled to invoice the County for any late fees or other penalties.

c) Funding

Payments under this Agreement must not exceed \$80,000.00 without a written amendment in accordance with Section 10.c.

d) Non-Appropriation

If no funds or insufficient funds are appropriated and budgeted in any fiscal period of the County for payments to be made under this Agreement, then the County will notify Contractor in writing of that occurrence, and this Agreement will terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. Payments for Services completed to the date of notification will be made to Contractor. No payments will be made or due to Contractor and under this Agreement beyond those amounts appropriated and budgeted by the County to fund payments under this Agreement.

e) Taxes

Federal Excise Tax does not apply to materials purchased by the County by virtue of Exemption Certificate No. 36-75-0038K. Illinois Retailers' Occupation Tax, Use Tax and Municipal Retailers' Occupation Tax do not apply to deliverables, materials or services purchased by the County by virtue of statute. The price or prices quoted herein shall include any and all other federal and/or state, direct and/or indirect taxes which apply to this Contract. The County's State of Illinois Sales Tax Exemption Identification No. is E-9998-2013-05.

f) Price Reduction

If at any time after the contract award, Contractor makes a general price reduction in the price of any of the Deliverables, the equivalent price reduction based on similar quantities and/or considerations shall apply to this Contract for the duration of the Contract period. For purposes of this Section 5.f., Price Reduction, a general price reduction shall include reductions in the effective price charged by Contractor by reason of rebates, financial incentives, discounts, value points or other benefits with respect to the purchase of the Deliverables. Such price reductions shall be effective at the same time and in the same manner as the reduction Contractor makes in the price of the Deliverables to its prospective customers generally.

g) Contractor Credits

To the extent the Contractor gives credits toward future purchases of goods or services, financial incentives, discounts, value points or other benefits based on the purchase of the materials or services provided for under this Contract, such credits belong to the County and not any specific using department. Contractor shall reflect any such credits on its invoices and in the amounts it invoices the County.

ARTICLE 6) DISPUTES

Any dispute arising under the Contract between the County and Contractor shall be decided by the Chief Procurement Officer. The complaining party shall submit a written statement detailing the dispute and specifying the specific relevant Contract provision(s) to the Chief Procurement Officer. Upon request of the Chief Procurement Officer, the party complained against shall respond to the complaint in writing within five days of such request. The Chief Procurement Officer will reduce her decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Chief Procurement Officer will be final and binding. Dispute resolution as provided herein shall be a condition precedent to any other action at law or in equity. However, unless a notice is issued by the Chief Procurement Officer indicating that additional time is required to review a dispute, the parties may exercise their contractual remedies, if any, if no decision is made within sixty (60) days following notification to the Chief Procurement Officer of a dispute. No inference shall be drawn from the absence of a decision by the Chief Procurement Officer. Notwithstanding a dispute, Contractor shall continue to discharge all its obligations, duties and responsibilities set forth in the Contract during any dispute resolution proceeding unless otherwise agreed to by the County in writing.

ARTICLE 7) COMPLIANCE WITH ALL LAWS

The Contractor shall observe and comply with the laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies which may in any manner affect the performance of the Contract including, but not limited to, those County Ordinances set forth in the Certifications attached hereto and incorporated herein. Assurance of compliance with this

requirement by the Contractor's employees, agents or subcontractors shall be the responsibility of the Contractor.

The Contractor shall secure and pay for all federal, state and local licenses, permits and fees required hereunder.

ARTICLE 8) SPECIAL CONDITIONS

a) Warranties and Representations

In connection with signing and carrying out this Agreement, Contractor:

- i) warrants that Contractor is appropriately licensed under Illinois law to perform the Services required under this Agreement and will perform no Services for which a professional license is required by law and for which Contractor is not appropriately licensed;
- ii) warrants it is financially solvent; it and each of its employees, agents and Subcontractors of any tier are competent to perform the Services required under this Agreement; and Contractor is legally authorized to execute and perform or cause to be performed this Agreement under the terms and conditions stated in this Agreement;
- iii) warrants that it will not knowingly use the services of any ineligible Contractor or Subcontractor for any purpose in the performance of its Services under this Agreement;
- iv) warrants that Contractor and its Subcontractors are not in default at the time this Agreement is signed, and have not been considered by the Chief Procurement Officer to have, within 5 years immediately preceding the date of this Agreement, been found to be in default on any contract awarded by the County ;
- v) represents that it has carefully examined and analyzed the provisions and requirements of this Agreement; it understands the nature of the Services required; from its own analysis it has satisfied itself as to the nature of all things needed for the performance of this Agreement; this Agreement is feasible of performance in accordance with all of its provisions and requirements, and Contractor warrants it can and will perform, or cause to be performed, the Services in strict accordance with the provisions and requirements of this Agreement;

- vi) represents that Contractor and, to the best of its knowledge, its Subcontractors are not in violation of the provisions of the Illinois Criminal Code, 720 ILCS 5/33E as amended, and the Illinois Municipal Code, 65 ILCS 5/11-42.1-1; and
- vii) acknowledges that any certification, affidavit or acknowledgment made under oath in connection with this Agreement is made under penalty of perjury and, if false, is also cause for termination under Sections 9.1 and 9.3.

b) Ethics

In addition to the foregoing warranties and representations, Contractor warrants:

- i. no officer, agent or employee of the County is employed by Contractor or has a financial interest directly or indirectly in this Agreement or the compensation to be paid under this Agreement except as may be permitted in writing by the Board of Ethics.
- ii. no payment, gratuity or offer of employment will be made in connection with this Agreement by or on behalf of any Subcontractors to the prime Contractor or higher tier Subcontractors or anyone associated with them, as an inducement for the award of a subcontract or order.

c) Joint and Several Liability

If Contractor, or its successors or assigns, if any, is comprised of more than one individual or other legal entity (or a combination of them), then under this Agreement, each and without limitation every obligation or undertaking in this Agreement to be fulfilled or performed by Contractor is the joint and several obligation or undertaking of each such individual or other legal entity.

d) Business Documents

At the request of the County, Contractor must provide copies of its latest articles of incorporation, by-laws and resolutions, or partnership or joint venture agreement, as applicable.

e) **Conflicts of Interest**

- i) No member of the governing body of the County or other unit of government and no other officer, employee or agent of the County or other unit of government who exercises any functions or responsibilities in connection with the Services to which this Agreement pertains is permitted to have any personal interest, direct or indirect, in this Agreement. No member of or delegate to the Congress of the United States or the Illinois General Assembly and no Commissioner of the Cook County Board or County employee is allowed to be admitted to any share or part of this Agreement or to any financial benefit to arise from it.
- ii) Contractor covenants that it, and to the best of its knowledge, its Subcontractors if any (collectively, "**Consulting Parties**"), presently have no direct or indirect interest and will not acquire any interest, direct or indirect, in any project or contract that would conflict in any manner or degree with the performance of its Services under this Agreement.
- iii) Upon the request of the County, Contractor must disclose to the County its past client list and the names of any clients with whom it has an ongoing relationship. Contractor is not permitted to perform any Services for the County on applications or other documents submitted to the County by any of Contractor's past or present clients. If Contractor becomes aware of a conflict, it must immediately stop work on the assignment causing the conflict and notify the County.
- iv) Without limiting the foregoing, if the Consulting Parties assist the County in determining the advisability or feasibility of a project or in recommending, researching, preparing, drafting or issuing a request for proposals or bid specifications for a project, the Consulting Parties must not participate, directly or indirectly, as a prime, subcontractor or joint venturer in that project or in the preparation of a proposal or bid for that project during the term of this Agreement or afterwards. The Consulting Parties may, however, assist the County in reviewing the proposals or bids for the project if none of the Consulting Parties have a relationship with the persons or entities that submitted the proposals or bids for that project.
- v) The Contractor further covenants that, in the performance of this Agreement, no person having any conflicting interest will be assigned to perform any Services or have access to any confidential information, as defined in Section 3.11 of this Agreement. If the County, by the Chief Procurement Officer in his reasonable judgment, determines that any of Contractor's Services for others conflict with the Services Contractor is to render for the County under this Agreement, Contractor must terminate such other services immediately upon request of the County.

- vi) Furthermore, if any federal funds are to be used to compensate or reimburse Contractor under this Agreement, Contractor represents that it is and will remain in compliance with federal restrictions on lobbying set forth in Section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal year 1990, 31 U.S.C. § 1352, and related rules and regulations set forth at 54 Fed. Reg. 52,309 ff. (1989), as amended. If federal funds are to be used, Contractor must execute a Certification Regarding Lobbying, which will be attached as an exhibit and incorporated by reference as if fully set forth here.

f) Non-Liability of Public Officials

Contractor and any assignee or Subcontractor of Contractor must not charge any official, employee or agent of the County personally with any liability or expenses of defense or hold any official, employee or agent of the County personally liable to them under any term or provision of this Agreement or because of the County's execution, attempted execution or any breach of this Agreement.

ARTICLE 9) EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION AND RIGHT TO OFFSET

a) Events of Default Defined

The following constitute events of default:

- i) Any material misrepresentation, whether negligent or willful and whether in the inducement or in the performance, made by Contractor to the County.
- ii) Contractor's material failure to perform any of its obligations under this Agreement including the following:
 - (a) Failure due to a reason or circumstances within Contractor's reasonable control to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the performance of the Services;
 - (b) Failure to perform the Services in a manner reasonably satisfactory to the Chief Procurement Officer or inability to perform the Services satisfactorily as a result of insolvency, filing for bankruptcy or assignment for the benefit of creditors;
 - (c) Failure to promptly re-perform within a reasonable time Services that were rejected as erroneous or unsatisfactory;
 - (d) Discontinuance of the Services for reasons within Contractor's reasonable control; and

- (e) Failure to comply with any other material term of this Agreement, including the provisions concerning insurance and nondiscrimination.
- iii) Any change in ownership or control of Contractor without the prior written approval of the Chief Procurement Officer, which approval the Chief Procurement Officer will not unreasonably withhold.
- iv) Contractor's default under any other agreement it may presently have or may enter into with the County during the life of this Agreement. Contractor acknowledges and agrees that in the event of a default under this Agreement the County may also declare a default under any such other Agreements.
- (v) Failure to comply with Section 7a. in the performance of the Agreement.
- (vi) Contractor's repeated or continued violations of County ordinances unrelated to performance under the Agreement that in the opinion of the Chief Procurement Officer indicate a willful or reckless disregard for County laws and regulations.

b) Remedies

The occurrence of any event of default permits the County, at the County's sole option, to declare Contractor in default. The Chief Procurement Officer may in his sole discretion give Contractor an opportunity to cure the default within a certain period of time, which period of time must not exceed 30 days, unless extended by the Chief Procurement Officer. Whether to declare Contractor in default is within the sole discretion of the Chief Procurement Officer and neither that decision nor the factual basis for it is subject to review or challenge under the Disputes provision of this Agreement.

The Chief Procurement Officer will give Contractor written notice of the default, either in the form of a cure notice ("**Cure Notice**"), or, if no opportunity to cure will be granted, a default notice ("**Default Notice**"). If the Chief Procurement Officer gives a Default Notice, he will also indicate any present intent he may have to terminate this Agreement, and the decision to terminate (but not the decision not to terminate) is final and effective upon giving the notice. The Chief Procurement Officer may give a Default Notice if Contractor fails to effect a cure within the cure period given in a Cure Notice. When a Default Notice with intent to terminate is given as provided in this Section 9.b and Article 11, Contractor must discontinue any Services, unless otherwise directed in the notice, and deliver all materials accumulated in the performance of this Agreement, whether completed or in the process, to the County. After giving a Default Notice, the County may invoke any or all of the following remedies:

- i) The right to take over and complete the Services, or any part of them, at Contractor's expense and as agent for Contractor, either directly or through others, and bill Contractor for the cost of the Services, and Contractor must pay the difference between the total amount of this bill and the amount the County

would have paid Contractor under the terms and conditions of this Agreement for the Services that were assumed by the County as agent for the Contractor under this Section 9.2;

- ii) The right to terminate this Agreement as to any or all of the Services yet to be performed effective at a time specified by the County;
- iii) The right of specific performance, an injunction or any other appropriate equitable remedy;
- iv) The right to money damages;
- v) The right to withhold all or any part of Contractor's compensation under this Agreement;
- vi) The right to consider Contractor non-responsible in future contracts to be awarded by the County.

If the Chief Procurement Officer considers it to be in the County's best interests, he may elect not to declare default or to terminate this Agreement. The parties acknowledge that this provision is solely for the benefit of the County and that if the County permits Contractor to continue to provide the Services despite one or more events of default, Contractor is in no way relieved of any of its responsibilities, duties or obligations under this Agreement, nor does the County waive or relinquish any of its rights.

The remedies under the terms of this Agreement are not intended to be exclusive of any other remedies provided, but each and every such remedy is cumulative and is in addition to any other remedies, existing now or later, at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any event of default impairs any such right or power, nor is it a waiver of any event of default nor acquiescence in it, and every such right and power may be exercised from time to time and as often as the County considers expedient.

c) Early Termination

In addition to termination under Sections 9.1 and 9.2 of this Agreement, the County may terminate this Agreement, or all or any portion of the Services to be performed under it, at any time by a notice in writing from the County to Contractor. The County will give notice to Contractor in accordance with the provisions of Article 11. The effective date of termination will be the date the notice is received by Contractor or the date stated in the notice, whichever is later. If the County elects to terminate this Agreement in full, all Services to be provided under it must cease and all materials that may have been accumulated in performing this Agreement, whether completed or in the process, must be delivered to the County effective 10 days after the date the notice is considered received as provided under Article 11 of this Agreement (if no date is given) or upon the effective date stated in the notice.

After the notice is received, Contractor must restrict its activities, and those of its Subcontractors, to winding down any reports, analyses, or other activities previously begun. No costs incurred after the effective date of the termination are allowed. Payment for any Services actually and satisfactorily performed before the effective date of the termination is on the same basis as set forth in Article 5, but if any compensation is described or provided for on the basis of a period longer than 10 days, then the compensation must be prorated accordingly. No amount of compensation, however, is permitted for anticipated profits on unperformed Services. The County and Contractor must attempt to agree on the amount of compensation to be paid to Contractor, but if not agreed on, the dispute must be settled in accordance with Article 6 of this Agreement. The payment so made to Contractor is in full settlement for all Services satisfactorily performed under this Agreement.

Contractor must include in its contracts with Subcontractors an early termination provision in form and substance equivalent to this early termination provision to prevent claims against the County arising from termination of subcontracts after the early termination. Contractor will not be entitled to make any early termination claims against the County resulting from any Subcontractor's claims against Contractor or the County to the extent inconsistent with this provision.

If the County's election to terminate this Agreement for default under Sections 9.1 and 9.2 is determined in a court of competent jurisdiction to have been wrongful, then in that case the termination is to be considered to be an early termination under this Section 9.3.

d) Suspension

The County may at any time request that Contractor suspend its Services, or any part of them, by giving 15 days prior written notice to Contractor or upon informal oral, or even no notice, in the event of emergency. No costs incurred after the effective date of such suspension are allowed. Contractor must promptly resume its performance of the Services under the same terms and conditions as stated in this Agreement upon written notice by the Chief Procurement Officer and such equitable extension of time as may be mutually agreed upon by the Chief Procurement Officer and Contractor when necessary for continuation or completion of Services. Any additional costs or expenses actually incurred by Contractor as a result of recommencing the Services must be treated in accordance with the compensation provisions under Article 5 of this Agreement.

No suspension of this Agreement is permitted in the aggregate to exceed a period of 45 days within any one year of this Agreement. If the total number of days of suspension exceeds 45 days, Contractor by written notice may treat the suspension as an early termination of this Agreement under Section 9.3.

e) Right to Offset

i) In connection with performance under this Agreement:

The County may offset any excess costs incurred:

- (i) if the County terminates this Agreement for default or any other reason resulting from Contractor's performance or non-performance;
- (ii) if the County exercises any of its remedies under Section 9.2 of this Agreement; or
- (iii) if the County has any credits due or has made any overpayments under this Agreement.

The County may offset these excess costs by use of any payment due for Services completed before the County terminated this Agreement or before the County exercised any remedies. If the amount offset is insufficient to cover those excess costs, Contractor is liable for and must promptly remit to the County the balance upon written demand for it. This right to offset is in addition to and not a limitation of any other remedies available to the County.

f.) Delays

Contractor agrees that no charges or claims for damages shall be made by Contractor for any delays or hindrances from any cause whatsoever during the progress of any portion of this Contract.

g.) Prepaid Fees

In the event this Contract is terminated by either party, for cause or otherwise, and the County has prepaid for any Deliverables, Contractor shall refund to the County, on a prorated basis to the effective date of termination, all amounts prepaid for Deliverables not actually provided as of the effective date of the termination. The refund shall be made within fourteen (14) days of the effective date of termination.

ARTICLE 10) GENERAL CONDITIONS

a) Entire Agreement

i) General

This Agreement, and the exhibits attached to it and incorporated in it, constitute the entire agreement between the parties and no other warranties, inducements, considerations, promises or interpretations are implied or impressed upon this Agreement that are not expressly addressed in this Agreement.

ii) No Collateral Agreements

Contractor acknowledges that, except only for those representations, statements or promises expressly contained in this Agreement and any exhibits attached to it and incorporated by reference in it, no representation, statement or promise, oral or in writing, of any kind whatsoever, by the County, its officials, agents or employees, has induced Contractor to enter into this Agreement or has been relied upon by Contractor, including any with reference to: (i) the meaning, correctness, suitability or completeness of any provisions or requirements of this Agreement; (ii) the nature of the Services to be performed; (iii) the nature, quantity, quality or volume of any materials, equipment, labor and other facilities needed for the performance of this Agreement; (iv) the general conditions which may in any way affect this Agreement or its performance; (v) the compensation provisions of this Agreement; or (vi) any other matters, whether similar to or different from those referred to in (i) through (vi) immediately above, affecting or having any connection with this Agreement, its negotiation, any discussions of its performance or those employed or connected or concerned with it.

iii) No Omissions

Contractor acknowledges that Contractor was given an opportunity to review all documents forming this Agreement before signing this Agreement in order that it might request inclusion in this Agreement of any statement, representation, promise or provision that it desired or on that it wished to place reliance. Contractor did so review those documents, and either every such statement, representation, promise or provision has been included in this Agreement or else, if omitted, Contractor relinquishes the benefit of any such omitted statement, representation, promise or provision and is willing to perform this Agreement in its entirety without claiming reliance on it or making any other claim on account of its omission.

b) Counterparts

This Agreement is comprised of several identical counterparts, each to be fully signed by the parties and each to be considered an original having identical legal effect.

c) Modifications and Amendments

The parties may during the term of the Contract make modifications and amendments to the Contract but only as provided in this section. Such modifications and amendments shall only be made by mutual agreement in writing.

In the case of Contracts not approved by the Board, the Chief Procurement Officer may amend a contract provided that any such amendment does not extend the Contract by more than one (1) year, and further provided that the total cost of all such amendments does not increase the total amount of the Contract beyond \$150,000. Such action may only be made with the advance written approval of the Chief Procurement Officer. If the amendment extends the Contract beyond one (1) year or increases the total award amount beyond \$150,000, then Board approval will be required.

No County department or employee thereof has authority to make any modifications or amendments to this Contract. Any modifications or amendments to this Contract made without the express written approval of the Chief Procurement Officer is void and unenforceable.

Contractor is hereby notified that, except for modifications and amendments which are made in accordance with this Section 10.c., Modifications and Amendments, no County department or employee thereof has authority to make any modification or amendment to this Contract.

d) Governing Law and Jurisdiction

This Contract shall be governed by and construed under the laws of the State of Illinois. The Contractor irrevocably agrees that, subject to the County's sole and absolute election to the contrary, any action or proceeding in any way, manner or respect arising out of the Contract, or arising from any dispute or controversy arising in connection with or related to the Contract, shall be litigated only in courts within the Circuit Court of Cook County, State of Illinois, and the Contractor consents and submits to the jurisdiction thereof. In accordance with these provisions, Contractor waives any right it may have to transfer or change the venue of any litigation brought against it by the County pursuant to this Contract.

e) Severability

If any provision of this Agreement is held or considered to be or is in fact invalid, illegal, inoperative or unenforceable as applied in any particular case in any jurisdiction or in all cases because it conflicts with any other provision or provisions of this Agreement or of any constitution, statute, ordinance, rule of law or public policy, or for any other reason, those circumstances do not have the effect of rendering the provision in question invalid, illegal, inoperative or unenforceable in any other case or circumstances, or of rendering any other provision or provisions in this Agreement invalid, illegal, inoperative or unenforceable to any extent whatsoever. The invalidity, illegality, inoperativeness or unenforceability of any one or more phrases, sentences, clauses or sections in this Agreement does not affect the remaining portions of this Agreement or any part of it.

f) Assigns

All of the terms and conditions of this Agreement are binding upon and inure to the benefit of the parties and their respective legal representatives, successors and assigns.

g) Cooperation

Contractor must at all times cooperate fully with the County and act in the County's best interests. If this Agreement is terminated for any reason, or if it is to expire on its own terms, Contractor must make every effort to assure an orderly transition to another provider of the Services, if any, orderly demobilization of its own operations in connection with the Services, uninterrupted provision of Services during any transition period and must otherwise comply with the reasonable requests and requirements of the Department in connection with the termination or expiration.

h) Waiver

Nothing in this Agreement authorizes the waiver of a requirement or condition contrary to law or ordinance or that would result in or promote the violation of any federal, state or local law or ordinance.

Whenever under this Agreement the County by a proper authority waives Contractor's performance in any respect or waives a requirement or condition to either the County's or Contractor's performance, the waiver so granted, whether express or implied, only applies to the particular instance and is not a waiver forever or for subsequent instances of the performance, requirement or condition. No such waiver is a modification of this Agreement regardless of the number of times the County may have waived the performance, requirement or condition. Such waivers must be provided to Contractor in writing.

i) Independent Contractor

This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, corporation or other formal business association or organization of any kind between Contractor and the County. The rights and the obligations of the parties are only those expressly set forth in this Agreement. Contractor must perform under this Agreement as an independent contractor and not as a representative, employee, agent, or partner of the County.

This Agreement is between the County and an independent contractor and, if Contractor is an individual, nothing provided for under this Agreement constitutes or implies an employer-employee relationship such that:

- i) The County will not be liable under or by reason of this Agreement for the payment of any compensation award or damages in connection with the Contractor performing the Services required under this Agreement.
- ii) Contractor is not entitled to membership in the County Pension Fund, Group Medical Insurance Program, Group Dental Program, Group Vision Care, Group Life Insurance Program, Deferred Income Program, vacation, sick leave, extended sick leave, or any other benefits ordinarily provided to individuals employed and paid through the regular payrolls of the County.
- iii) The County is not required to deduct or withhold any taxes, FICA or other deductions from any compensation provided to the Contractor.

j) Governmental Joint Purchasing Agreement

Pursuant to Section 4 of the Illinois Governmental Joint Purchasing Act (30 ILCS 525) and the Joint Purchase Agreement approved by the Cook County Board of Commissioners (April 9, 1965), other units of government may purchase goods or services under this contract.

ARTICLE 11) NOTICES

All notices required pursuant to this Contract shall be in writing and addressed to the parties at their respective addresses set forth below. All such notices shall be deemed duly given if hand delivered or if deposited in the United States mail, postage prepaid, registered or certified, return receipt requested. Notice as provided herein does not waive service of summons or process.

If to the County: Justice Advisory Council
69 West Washington, Room 1110
Chicago, Illinois 60602
Attention: Department Director

and

Cook County Chief Procurement Officer
118 North Clark Street. Room 1018
Chicago, Illinois 60602
(Include County Contract Number on all notices)

If to Contractor: Inspiration Corporation
4554 N. Broadway, Suite 207
Chicago, IL 60640

Changes in these addresses must be in writing and delivered in accordance with the provisions of this Article 11. Notices delivered by mail are considered received three days after mailing in accordance with this Article 11. Notices delivered personally are considered effective upon receipt. Refusal to accept delivery has the same effect as receipt.

ARTICLE 12) AUTHORITY

Execution of this Agreement by Contractor is authorized by a resolution of its Board of Directors, if a corporation, or similar governing document, and the signature(s) of each person signing on behalf of Contractor have been made with complete and full authority to commit Contractor to all terms and conditions of this Agreement, including each and every representation, certification and warranty contained in it, including the representations, certifications and warranties collectively incorporated by reference in it.

EXHIBIT 1

Scope of Services



inspiration
corporation

CATALYST FOR
SELF-RELIANCE

4554 N. Broadway
Suite 207

Chicago, IL 60640
www.InspirationCorp.org

tel 773-878-0981
fax 773-878-3114

Executive Summary

Inspiration Corporation (IC) is pleased to submit to the Cook County Justice Advisory Council a request for \$80,000 to deliver training and employment services to 80 individuals that have been involved with the criminal justice system.

In an atmosphere of dignity and respect, Inspiration Corporation helps people who are affected by homelessness and poverty to improve their lives and increase self-sufficiency through the provision of social services, employment training and housing. Each year, the agency works with more than 3,000 Chicagoans who are characterized by chronic homelessness, unemployment or underemployment, mental illness or substance abuse, and social isolation. These individuals all share the strength to move forward out of their current situation and toward self-sufficiency.

Inspiration Corporation is seeking funding to support the services provided by our two workforce development programs, Inspiration Kitchens and The Employment Project. The Employment Project includes employment preparation training, career counseling, job placement and retention services, and opportunities such as Career Club and financial literacy seminars. Those enrolled in Inspiration Kitchens receive hands-on and classroom food service training, a state-certified foodservice sanitation course, restaurant internships, and job placement and retention services. Participants in both programs have access to further vocational training and education, as well as to other wraparound supports available at Inspiration Corporation such as direct support grants, free voicemail, phone and computer access, and meals. Inspiration Kitchens is located in Chicago's Uptown and East Garfield Park neighborhoods; with offices in the Uptown neighborhood, The Employment Project offers employment preparation training on-site at agencies throughout the city.

Support from the Cook County Justice Advisory Council would be used to fund a project leadership and direct line staff, such as training and case management, training workbooks, rent, and office supplies, in addition to helping provide small grant assistance to participants for items such as transportation assistance, eyeglasses, identification and work uniforms.

The following staff will play a key role in implementing the program:

Jennifer Miller Rehfeldt, Chief Program Officer, joined the staff of IC in August 2004. Jennifer graduated from the University of Kansas with a bachelor's degree in Sociology and has over thirteen years of experience in workforce development.

Margaret Haywood, Director of Workforce Development has been with IC since March 2002. Margaret graduated from Lawrence University with a bachelor's degree in Anthropology and French. Margaret studied public service at DePaul University. She has 27 years of experience in the workforce development field.

Jason Gerig, Career Services Manager has been with IC since November 2010. He has a bachelor's degree in Social Work from Eastern Mennonite University and a MSW from the University of Kansas. Jason became an LSW in 2012.



inspiration
corporation

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Chicago, IL 60640
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fax 773-878-3114

Angela Morrison, Business Services Manager has been with IC since September 2007. She had six years of employment services experience before coming to IC. She has a bachelor's degree in Human Development and Social Welfare from DePaul University.

Sharon Ako, Head Chef Trainer has been with IC since December 2001. Sharon has a bachelor's degree from Northern Illinois University and an associate's degree from The Cooking and Hospitality Institute of Chicago (CHIC).

An organizational chart with all of the proposed staff is enclosed.

Inspiration Corporation has the financial capacity to manage an award, including strong internal fiscal controls and oversight by the Board of Director's. Inspiration Corporation has past experience administering government awards, including awards from the U.S. Department of Housing & Urban Development, Illinois Department of Human Services, and the City of Chicago's Department of Family & Support Services. In FY13, Inspiration Corporation has received \$1,642,911 in government funding with \$861,055 dedicated to its workforce development programs.

Submitted by:
Inspiration Corporation
March 8, 2013

Shannon Stewart
Executive Director & CEO



Inspiration Corporation

Question 7.2.3 - Proposed Plan of Action/Program Plan

Agency Overview

In an atmosphere of dignity and respect, Inspiration Corporation helps people who are affected by homelessness and poverty to improve their lives and increase self-sufficiency through the provision of social services, employment training and housing.

Each year, Inspiration Corporation works with more than 3,000 Chicagoans who are characterized by chronic homelessness, history of incarceration, unemployment or underemployment, mental illness or substance use, and social isolation. These individuals all share the strength to move forward out of their current situation and toward self-sufficiency.

Inspiration Corporation's 2011-2015 strategic plan envisions the organization becoming Chicago's "leading facilitator of personal transformation, helping the most vulnerable exit homelessness and poverty." The four strategic directions articulated in the plan are: expansion of both hard skill and soft skill employment training; job creation to expand opportunities; housing solutions to address critical unmet needs; and building capacity to support the mission.

Services

Housing Services: *The Housing program* offers rent subsidies and case management with wraparound supportive services for 154 units of supportive housing citywide. Eviction prevention services include counseling and financial assistance for people in situations where a cash grant can avert crisis. The program also operates the eight-unit apartment building in Washington Park, with four units of affordable housing and four units of supportive housing, all of which are designed for families.

Training and Employment Services: *The Employment Project* offers employment preparation training, career counseling, employer outreach, and job placement and retention services throughout Chicago. *Career Connections* provides scholarships and linkages to vocational education that will lead directly to employment. *Inspiration Kitchens* is a 13-week food service training program which operates two social enterprise restaurants and a catering business; *Community Voice Mail* provides free voicemail for phoneless, homeless and low-income individuals. *The Resource Center* offers access to computers, the Internet, a printer, fax machine, phone and a small library for all job seekers.

Supportive Services: *Inspiration Cafe* and *The Living Room Cafe* serve meals in restaurant-style settings and provide comprehensive supportive services in communities designed to help individuals on their journeys toward self-sufficiency. Guests and alumni of the cafes receive case management. In addition, the cafes offer counseling, referrals and direct financial support to any community member, typically to address a temporary crisis or transition.

Description of Training and Employment Services Programs

Inspiration Corporation serves communities in Chicago with high concentrations of extreme poverty (below 50% of federal poverty levels). Workforce Development programs provide two pathways to employment. The Employment Project offers Chicago's only employment preparation training and placement program that works collaboratively on-site with social service providers, providing a

continuity of support that creates results. Inspiration Kitchens offers skill-specific food service training and job placement services in the hospitality industry, one of the few high-growth career tracks accessible to individuals with multiple barriers to employment. These programs are augmented by linkages to further vocational training and education, as well as to the housing and supportive services available at Inspiration Corporation.

Employment Preparation Training, the first step for participants enrolled in The Employment Project, is offered on-site at several agencies throughout the city, including St. Leonard's Ministries, Lincoln Park Community Shelter, Near West Side Community Development Corporation, Deborah's Place, Community Builders, Inc., Cornerstone Community Outreach, and Chicago Lights, in addition to trainings held at Inspiration Corporation sites. The four-week, 60-hour training supports participant efforts to undertake transformative change, addressing barriers that have prevented them from becoming employed. The training increases emotional competence and encourages greater psychological self-sufficiency by using techniques such as storytelling and feedback. The course covers such topics as conflict resolution, using affirmations, breaking the victim mentality, and understanding body language. The workbook includes self-assessment exercises, worksheets, inspiring quotes and relevant readings. Participants manage a personal calendar, report on self-care practices, participate in breathing and mindfulness practices, and complete homework. Course design and class size (typically no more than 15) help to foster a positive and supportive environment. During the last two weeks of the course, participants practice interviewing and receive an introduction to resume, cover and thank you letter writing and to job search strategies and filling out a job application appropriately; these skills are further developed through one-on-one training with a career specialist after graduation. Eighty percent of enrollees are expected to graduate.

After participants complete employment preparation training, they access *Career Services* at Inspiration Corporation sites in Uptown and Woodlawn. Each graduate works with staff to create a work plan that identifies barriers to employment, establishes goals toward overcoming these barriers, and sets target dates by which to achieve goals. Work plans are revised monthly to reflect progress. Together, participants and career services staff outline realistic employment and career goals, create resumes and cover letters, practice interviewing, and search for employment. Staff help participants to address the needs associated with the job search such as transportation and interview clothing. In fiscal year 2011 the employment services program added a resource specialist to provide support for non-employment related goals, such as housing and health related issues, allowing for greater specialization and effectiveness amongst direct support staff.

Career Club builds upon the lessons learned during workshop sessions (interview skills, goal setting, etc.) and provides practical skills such as setting up an e-mail account, attaching a resume to an e-mail and posting a resume on a job board. The *Resource Center* offers access to computers, the Internet, a printer, fax machine, and a phone for all job seekers.

The *Business Services* staff network with businesses to develop partnerships that move participants into the workplace and on to career advancement. Staff contact businesses to explain the program, learn more about the employers' needs and determine the best way to partner with each business. Eager, work-ready, pre-screened applicants are then sent for interviews with the employer. If the employer hires program graduates, Inspiration Corporation offers ongoing support to both employer and participant to help ensure retention and identify training opportunities for participants to enhance their work skills.

Inspiration Corporation is a founding member of Workforce Employer Resource Collaborative (WERC), a consortium of 41 workforce development organizations that work together to assist local employers in obtaining a qualified and diverse workforce. The collaborative has successfully placed over 1,000 participants into employment since its inception in 2004, providing high-quality screening, planning and coordination of high-volume hiring events, and the availability of over 20,000 diverse individuals to employers at no cost. In July 2012, Inspiration Corporation took over fiscal and administrative management and program facilitation responsibility for WERC, including such functions as dues collections, program evaluation and meeting facilitation, while working to expand the number of employer and agency partners, further developing best practice standards, creating a data tracking system, and developing a sector-based approach to expansion.

Career Connections links participants who are interested in further vocational training or education to programs at City Colleges of Chicago and other institutions. Inspiration Corporation helps participants to access public funds and provides limited scholarships and financial support for textbooks, entrance exams and other related expenses. The initiative educates participants about career opportunities in high-growth fields and provides case management to help participants enroll, complete training, and gain skilled employment.

Through *Inspiration Kitchens*, students receive hands-on food preparation training, kitchen demonstrations, classroom culinary instruction, nutrition education, employment and life skills classes, and a state-approved foodservice sanitation course, after which participants test to receive certification as a food service sanitation manager. Students gain hands-on restaurant and catering experience through one of two Inspiration Kitchens restaurants located in Uptown and in East Garfield Park. Training is supported by individualized case management, providing assistance to address barriers to success and providing resources such as referrals, direct support grants, and transportation passes. Following graduation, case managers work with graduates to obtain and retain employment and continue to provide support, including identifying opportunities for continued education.

Short- and Long-Term Outcome Objectives

Activities	Short-Term Objectives	Long-Term Objectives
The Employment Project		
<ul style="list-style-type: none"> - Enroll 50 formerly incarcerated participants in employment preparation training - Enroll 5 new Career Connections participants 	<ul style="list-style-type: none"> - 35 enrollees will graduate - 25 graduates will become employed in skill-appropriate employment - 3 Career Connections students will graduate from training or education 	<ul style="list-style-type: none"> - 20 of those placed in employment will remain employed for a minimum of 90 days - 15 of those placed in employment will retain employment for a minimum of 180 consecutive days - 12 of those placed in employment will retain employment for a minimum of 365 consecutive days

Activities	Short-Term Objectives	Long-Term Objectives
Inspiration Kitchens		
- Enroll 30 formerly incarcerated participants in food service training	- 15 enrollees will graduate - 10 graduates will become employed in skill-appropriate employment (includes duplicated individuals)	- 8 of those placed in employment will retain employment for a minimum of 90 consecutive days - 6 of those placed in employment will retain employment for a minimum of 180 consecutive days - 5 of those placed in employment will retain employment for a minimum of 365 consecutive days

Inspiration Corporation has also included a budget for the program in the Other section of the application.



Inspiration Corporation

Question 7.2.4-Qualifications of the Proposer

Organization History

Number of Years in Business

When Lisa Nigro founded Inspiration Cafe in 1989, she borrowed her nephew's red wagon and filled it with coffee and sandwiches. A former police officer, Lisa pulled that wagon around the Uptown neighborhood of Chicago offering a little dignity and respect to the people she encountered. Over time, Lisa and other early supporters grew the Cafe beyond that red wagon, first turning a van into a kitchen on wheels, then converting a bus into a travelling cafe and eventually moving into a donated space in Uptown.

The Cafe moved into the new space and became a restaurant for the homeless, where men and women could sit down, order off a menu and be served. In the years that followed, Inspiration Cafe expanded its services beyond simply meals, to include case management, supportive services, housing, and our food skills training program Inspiration Kitchens.

Meanwhile, in other parts of the city, The Living Room Cafe and The Employment Project were founded to serve Chicagoans affected by homelessness and poverty. The Employment Project, begun in 1994 by Luke Weisberg and a group of professionals serving the homeless, provided homeless and low-income Chicagoans with employment training, career counseling and job placement. The Living Room Cafe was created in 1995 by Jennifer Kihm, a former intern at Inspiration Cafe. The Living Room Cafe offered meals and supportive services to the Woodlawn community on Chicago's south side. In 1998, Inspiration Cafe moved to the site at 4554 N Broadway, which remains our organization's headquarters.

In 2003, The Living Room Cafe and Inspiration Cafe merged to become Inspiration Corporation, with the goal of providing meals and supportive services with streamlined and efficient administration. Two years later, in 2005, Inspiration Corporation and The Employment Project merged to create an organization that provides holistic services to better serve the needs of participants. By saving on administrative and fundraising costs, Inspiration Corporation could focus more resources on our mission: helping homeless men and women increase self-sufficiency.

Later in 2005, Inspiration Corporation celebrated the opening of the Inspiration Kitchens (formerly Cafe Too) restaurant and training center in Uptown. At Inspiration Kitchens, culinary students could hone their skills in a real restaurant and enter the workforce with the experience and confidence needed to succeed. With Inspiration Kitchens, we focus on two of our core values – great food and a commitment to improving lives.

In 2011, Inspiration Corporation made another leap forward, opening Inspiration Kitchens – Garfield Park, a second site for food service training and our social enterprise restaurant. Inspiration Kitchens – Garfield Park includes capacity for large-scale catering and is piloting many best practices.

Number of Employees

Inspiration Corporation currently employs 54 full-time staff, 40 part-time staff and has nine interns working across our sites. Inspiration Corporation also has over 1,500 volunteers who work in our kitchens, help with fundraisers, provide legal and medical services and much more.

Organization Track Record

In FY12 (July 1, 2011-June 30, 2012) Inspiration Corporation’s training and employment services programs met all performance measures proposed to its private and public funders and had the following outcomes:

The Employment Project	
Enrollments in Employment Preparation Training	227
Graduates from Employment Preparation Training	174
Graduation Rate	77%
Total Job Placements	133
90-day Job Retention Rate (Percentage)	80%
180-day Job Retention Rate (Percentage)	72%
1 year Job Retention Rate (Percentage)	53%
Enrollments in Career Connections (Vocational Training)	33
Graduates from Career Connections (Vocational Training)	24
Percentage Career Connections Graduates Employed in Field Trained in	92%
Inspiration Kitchens	
Enrollments	150
Graduates	67
Graduation Rate	51%
Transitional Jobs	27
Total Job placements	43
90-day Job Retention Rate (Percentage)	77%
180-day Job Retention Rate (Percentage)	51%
1 Year Job Retention Rate (Percentage)	40%

List of Projects Relevant to this RFP

Inspiration Corporation is currently operating the following workforce development projects through government funders:

Funder	Amount/Timeframe	Purpose
City of Chicago, Department of Family & Support Services-Homeless Services	\$35,000/annually Funded since 2009	To provide employment preparation and placement to homeless individuals.
City of Chicago, Department of Family & Support Services-Community	\$159,715/annually	To provide employment preparation and placement to low-income individuals.



Development Block Grant	Funded since 2000.	
City of Chicago, Department of Family & Support Services-Community Services Block Grant	\$132,660/annually	To provide transitional jobs and employment services to low-income individuals.
	Funded since 2009.	
U.S. Department of Housing & Urban Development-Inspiration Kitchens	\$315,347	To provide food service training and employment services to homeless individuals.
	Funded since 2005.	
U.S. Department of Housing & Urban Development-The Employment Project	\$113,300	To provide employment preparation and placement to homeless individuals.
	Funded since 1996.	

Three Agency References

John Pfeiffer, First Deputy Commissioner
Chicago Department of Family & Support Services
1615 West Chicago Avenue, Chicago, Illinois 60622
Phone: 312.746.8534, E-mail: john.pfeiffer@cityofchicago.org
Dollar value of the projects: \$436,620, \$327,375 in workforce development funding

Tom Galassini, Director
United Way of Metropolitan Chicago
560 W. Lake Street, Chicago, Illinois 60661
Phone: 312.906.2360, E-mail: Tom.Galassini@uw-mc.org
Dollar value of the projects: \$184,000

Sharon Bush, Senior Program Officer
Lloyd A. Fry Foundation
120 S. LaSalle Street, Suite 1950, Chicago, Illinois 60603
Phone: 312.580.0310, E-mail: sbush@fryfoundation.org
Dollar value of the projects: \$48,000

Demonstrated Experience with the Populations to be Served

Inspiration Corporation was founded and continues to serve individuals who are homeless or at-risk of homelessness. However, in FY12, Inspiration Corporation's employment and training programs enrolled 260 (69%) participants who self-reported that they had been involved in the criminal justice system and had a felony conviction. Inspiration Corporation is experienced with the barriers that formerly incarcerated individuals face and understand that they require special services within the workforce development system because of the nature and scale of the barriers they face.

A majority of the men and women who walk through our doors each year have limited work experience or have a work history of lateral job movement, primarily in entry-level, low wage jobs.



Additionally our participants face numerous barriers to employment, including, but not limited to: breaking the cycle of substance use (54%); never completed high school or obtained a GED (42%), and having a mental or physical disability (16%). Participants are referred to us from housing and social service providers, word of mouth, and Incarceration, like homelessness, destroys stability and our participants face a job search without the resources that most of us take for granted. Two-thirds of all job seekers find employment through networking, but people who have been incarcerated may come out of incarceration without a healthy support network. They may have no stable address to put on a resume, nor a reliable phone number to leave prospective employers. Their access to computers, copiers, and the Internet is extremely limited.

Inspiration Corporation understands the need to provide a menu of services to all participants including a number of support services. The participant in conjunction with their Case Manager or Career Specialist will determine if support services are needed based on their initial assessment or if new barriers to employment are identified during subsequent meetings. Supportive service needs will either be met in-house, through referral to other agencies, or through purchase of tangible support items. No payments for supportive services will be made directly to participants. \$5,248 is budgeted for tangible items such as transportation passes, identification necessary for work or employment-related clothing and tools.

In-house, participants who require intensive case management can become part of the Supportive Services program at Inspiration Cafe and Living Room Cafe, which allows them to eat meals and obtain more in-depth counseling and support. Both sites also have a food pantry available to participants. The agency has a housing program with more than 150 subsidized units for which participants are eligible to apply. Through The Emergency Fund and the State of Illinois Homeless Prevention Funds, the agency is able to assist people with rental assistance and emergency utility payments. A physician from Heartland Health Outreach comes to Inspiration Corporation at least twice a month, to meet participants without an appointment. The organization is also the city-wide administrator for Community Voice Mail, so participants who do not have a working phone number can get a free voicemail account to use for job search or other needs.

Participants are assigned to a Case Manager to help with resources and referrals, outside of employment, for housing, medical, dental, clothing, optical, etc. through a wide array of connections to help participants address common barriers to employment in the following areas: childcare, clothing, dental, eye care, expungement and sealing, food pantries and emergency food, financial literacy and credit counseling, housing, legal assistance, literacy, medical, mental health, rental assistance, transportation, substance use counseling. An attachment of the agencies that staff partner with can be found in the Other section of this application.

Our Business Services staff is aware of the many employment challenges that participants with felony convictions face and specifically target and retain employers that have flexible hiring criteria. The Business Services staff reaches out to businesses in a variety of industries, marketing the training that participants receive to increase the number of job orders directly related to training. Business Services staff ensures that businesses see the agency as a valuable resource for recruitment, placement, retention, and advancement. Inspiration Corporation earns repeat business by successfully supporting the HR function of each company that we work with specifically by assisting businesses in matching their open positions with the skills and experiences of the job seekers we serve on a daily basis, providing support services that assist in the retention of highly qualified workers, and by



providing valuable workforce development resources and tools. Once we have established this relationship, potential employers can simply call, fax, or e-mail information on current job openings to the Business Services staff for hiring support. Even if IC does not have a qualified candidate to refer, the Business Services staff works with the Workforce Employer Resource Collaborative (WERC) and the Chicagoland Provider Leadership Network (CPLN), to share job leads and ensure that our business customer's hiring needs are met in a timely manner. The repeat business and professionalism of staff increases the potential for employers to hire participants with multiple barriers to employment.

Demonstrated Experience Serving the Proposed Community Areas

Inspiration Corporation encompasses four program sites in Chicago: Inspiration Cafe and The Employment Project located at 4554 N. Broadway and Inspiration Kitchens – Uptown located at 4715 N. Sheridan, all in the Uptown neighborhood; The Living Room Cafe at 806 E. 64th in the Woodlawn community on the south side of Chicago; and Inspiration Kitchens – Garfield Park located at 3504 W. Lake, in East Garfield Park. The organization focuses on residents of these communities and surrounding areas and also draws participants from throughout Chicago. The agency has strategically chosen its office locations to be accessible and convenient to individuals that are the most in need. For example, in the process of looking for a location for our second Inspiration Kitchens restaurant and program site we considered the fact that in Illinois, 51 percent of ex-offenders returned to Chicago, with six neighborhoods—Austin, Humboldt Park, North Lawndale, Englewood, West Englewood, and East Garfield Park—receiving 34 percent of the Chicago ex-offender cohort (Urban Institute).

Philosophy of Service

Inspiration Corporation staff utilizes harm reduction principles and motivational interviewing when working with all participants, but most notably with participants who are actively using drugs or alcohol. Harm reduction's goal is to reduce the negative consequences of drug use, incorporating a wide range of strategies from safer use, to managed use to abstinence. Harm reduction strategies meet drug users "where they're at," addressing conditions of use along with the use itself. All of Inspiration Corporation's programming places an emphasis on the following:

- Developing and offering a wide range of options to facilitate positive change and seeking to expand access to such options;
- Exploring with participants the benefit of changing, reducing or eliminating high-risk behaviors; and
- Establishing and maintaining a relationship with participants who continue to engage in high-risk behaviors

Staff is trained in the stages of change model and in motivational interviewing. Motivational interviewing is a directive client-centered counseling style aimed at eliciting behavior change by helping the client explore and resolve ambivalence, while respecting the client's autonomy. The benefits of this approach are:

- Honest, open, productive relationships between staff and participants
- Principles are consistent with social work core personal and professional beliefs
- Empowers participants that have often been disempowered



To prepare and inform staff on best practices when working with vulnerable populations, Inspiration Corporation (IC) provides training on issues relating to the population we serve such as Therapeutic Milieu, Maintaining Professional Boundaries, Communication Skills, Diversity, and Crisis Intervention. Through trainings, previous experience, and regular supervision, staff is able to address the specific needs of participants and make appropriate interventions when necessary.

Inspiration Corporation is also committed to maintaining a low threshold for entry into all of our programs. To enroll in our workforce development programs, participants must be low-income, 18 years or older and willing and committed to seeking and maintaining a positive lifestyle that will be supported through employment. Furthermore, the programs accept all participants: regardless of length of sobriety and history of substance use; regardless of criminal history or background, including sexual offenses; regardless of poor rental history or past evictions; without regard to lack of financial resources; with past non-violent rule infractions; and regardless of mental illness.

Program Evaluation Tools and Processes

Inspiration Corporation utilizes a participant database, CHANG, which enables extensive tracking of participant progress throughout all programs. The CHANG database provides staff with detailed reports on employment, retention, and education outcomes. Inspiration staff is able to create customized reports to document a variety of different outcomes and characteristics resulting in the ability to extract a full range of statistics for internal and external stakeholders. There are extensive policies and procedures in place that dictate how staff enters and maintain data in CHANG. All staff is trained in these policies and procedures at time of hire and all existing staff is retrained annually.

The Associate Director of Employment Services is responsible for ensuring data quality. The Training and Employment Services programs have established quarterly benchmarks based on program objectives (i.e., enrollment, graduation, placement, retention). Program staff meets regularly to assess progress toward objectives and submit monthly reports to administrative staff. The Associate Director of Employment Services reports on all program objectives to the Director of Workforce Development bi-weekly. A monthly report shows goals versus actual achievement of enrollments, graduation, placements, and retentions. This allows the organization to identify and address problems quickly.

Inspiration Corporation recognizes the importance of participant, volunteer, and business evaluation of our program. Participants' evaluations provide insight into areas where the agency should improve or expand. Volunteers are asked to provide feedback on IC programs and requested to suggest new programs or areas of expansion. Participant and volunteer suggestions help shape future programs of IC. The Writer's Workshop and Community Voice Mail are examples of services that were developed from the suggestions and support of volunteers and participants. Additionally, Business Services staff solicits feedback from businesses regarding our services and the need for changes and modifications to service delivery. Further evaluation comes from the agency's Program Advisory Committee, which includes agency Board members, senior management and funders, who meet quarterly to evaluate program outcomes and make recommendations for improvements.

The Employment Project staff have recently (August 2012) started working with Dr. Philip Young P. Hong, an Associate Professor at Loyola University, on measuring the Psychological Self-Sufficiency of low-income job seekers. Dr. Hong has created a survey tool as part of our participant assessment to monitor positive changes in their employment hope and perceived employment barriers.

Participants enrolled in The Employment Project take the survey on the first day of Employment Preparation Training and then again on the last day (4 weeks later). Participants will then be surveyed again three months into their relationship with a Career Specialist. Inspiration Corporation feels that these intermediary benchmarks will be instrumental in terms of capturing the participants' internal strength and capacity as they move toward their goals while participating in our program, and then finding jobs and maintaining those jobs. Initial findings have shown that:

- Participants showed statistically significant increases in their confidence in using skills and resources and their goal orientation, as part of the Employment Hope (EH) measure. Overall, the participants EH went up by 5.85%.
- Participants didn't see the external community (characterized by Dr. Hong as the measure that includes, "there aren't any jobs for me") as such an Employment Barrier (EB) to them finding employment success. Overall, the participants EB went down by 12.95%.

Participants in the Inspiration Kitchens program will start participating in the study in the summer of 2013. A copy of the survey tool and the most recent findings has been included in the Other section of the application.

***Evidence of a Strong Track Record of Service Provision and Administration
Achievements in Fiscal Year 2012***

- Inspiration Kitchens and The Employment Project achieved a record number of 176 job placements, a 17% increase over last year.
- The Employment Project provided \$64,471 in tuition and training grants to help 76 graduates upgrade their job skills; 92% of people who completed their program became employed in the field for which they trained.
- Inspiration Corporation's social enterprise restaurants continued to increase their revenue: Inspiration Kitchens – Garfield Park earned \$253,759 in sales (180% of goal) and Inspiration Kitchens – Uptown earned \$206,613 (103% of goal).
- Volunteers and staff served 36,455 nutritious meals at Inspiration Cafe and The Living Room Cafe, a 15% increase over last year.
- Housing Services provided permanent housing and counseling for 308 formerly homeless individuals and families, many of whom live with mental illness and who actively use substances; overall, 88% of households remain permanently housed after two years.
- The Supportive Services team provided 687 one-on-one sessions to members of the community in crisis and seeking housing and general assistance.
- Participants received \$284,674 in direct support grants in support of goals to obtain and maintain employment and permanent housing.
- Fundraising for the Catalyst Campaign was completed, raising \$6.5 million to create a new program site (Inspiration Kitchens-Garfield Park) and an operating reserve fund.
- Inspiration Corporation retained its Charity Navigator 4 star rating for the third consecutive year; only 9% of rated charities meet this standard.



Inspiration Corporation

Question 7.2.5 - Key Personnel

Please see the following resumes and references for the proposed staff that will play an integral role in the success of the project:

Jennifer Miller Rehfeldt, Chief Program Officer
Margaret Haywood, Director of Workforce Development
Angela Morrison, Business Services Manager
Elizabeth Porporato, Business Services Representative-Inspiration Kitchens
Sharon Ako, Head Chef Trainer-Inspiration Kitchens
Jacqueline Caradine, Case Manager-Inspiration Kitchens
Kristin Waltz, Case Manager-Inspiration Kitchens
Michael Webb, Case Manager-Inspiration Kitchens
Gregory Darrah, Chef Trainer-Inspiration Kitchens
Katherine Klein, Training Manager-The Employment Project
Jason Gerig, Career Services Manager-The Employment Project
Eleanor Mulshine, Case Manager-The Employment Project
Abigail Weber, Career Specialist-The Employment Project

Immediately following the staff resumes and references is a table that provides brief job descriptions and details the time commitment of the key personnel.

Jennifer Miller Rehfeldt

6337 W. School Street
Chicago, Illinois 60634

Phone: 773.678.1055

E-mail: jmrhfeldt@yahoo.com

Work Experience

08/2004-Present **Inspiration Corporation** **Chicago, Illinois**

Director of Employment Services, 12/2006-Present

- Operate The Employment Project, a program of Inspiration Corporation that serves over 600 participants annually providing employment preparation training, career services, and business services in an atmosphere of dignity and respect.
- Oversee the development of a team of thirteen employment services staff ensuring adequate and appropriate supervision and professional development opportunities.
- Create and effectively manage a budget of \$900,000 including fee-for-service or earned income.
- Complete reports, application renewals and proposals for government contracts including: Workforce Investment Act, U.S. Department of Housing and Urban Development, and the Chicago Department of Family and Support Services.
- Manage relationships with key agency partners including the Chicago Jobs Council and the Chicago Alliance to End Homelessness and fee-for-service partners including Chicago House & Social Service Agency, Broadway Youth Center, and Mercy Housing Lakefront.
- Actively explore new funding opportunities for the program and agency.
- Ensure appropriate data collection in agency database, Chang, as required by the agency, funders, and government entities. Prepare for and oversee all program audits conducted by government entities resulting in 100% program compliance in the last two audits.

Business Services Coordinator, 10/2005-12/2006

- Promoted and marketed the services available through the Business Services Department to employers in the Chicagoland area in an effort to assist participants in accessing employment, internships, and volunteer opportunities.

Career Services Coordinator, 08/2004-10/2005

- Met with program participants who are homeless, or at risk of becoming homeless, and assisted them in identifying personal and career goals and the steps necessary to achieve those goals.
- Provided career counseling, job search assistance, interview skills and training, resume and cover letter writing skill development.
- Educated participants and provided referrals to community resources including substance abuse treatment, mental health treatment, stable housing, and education/training programs.

06/2001-08/2004 **Jewish Vocational Service** **Kansas City, Missouri**

Interim Program Manager, 05/2004-08/2004

- Processed referrals from Vocational Rehabilitation to the Employment Services program and supervised seven Employment Specialists.

Employment Specialist, 06/2001-08/2004

- Provided individualized job placement training, assistance, and case management to

individuals with disabilities.

- Networked and engaged area businesses to secure employment opportunities for clients of JVS.
- Educated employers about services at JVS, various disabilities and resulting vocational implications, assistive devices, job accommodations, and legislation affecting the employer.
- Performed job coaching and on-site support during the initial employer contact, application, and interview process.

Professional Affiliations/Additional Experience

Chicago Alliance to End Homelessness

Chair, Wraparound Supportive Services Constituency Group 05/2011-Present

Member, Wraparound Supportive Services Constituency Group 03/2010-05/2011

Elected Member, Evaluation Tool Sub-committee

Chicago Jobs Council

Frontline Focus Facilitator, Skills & Strategies for Working with Employers 04/2008-11/2008

Education

The University of Kansas

Bachelor of General Studies, Sociology

Lawrence, Kansas

Jennifer Miller Rehfeldt

6337 W. School Street
Chicago, Illinois 60634

Phone: 773.678.1055

E-mail: jmrehfeldt@yahoo.com

References

Ellen Johnson
Director of Frontline Focus
Chicago Jobs Council
29 East Madison Street, Suite 1700
Chicago, Illinois 60602
Phone: 312.252.0460 Ext. 310
E-mail: ellen@cj.net

Mack Martin
Project Coordinator
City of Chicago, Department of Family and Support Services
1615 West Chicago Avenue, 3rd Floor
Chicago, Illinois 60622
Phone: 312.746.8725
E-mail: mack.martin@cityofchicago.org

Alberto Ortega
Founder
Workforce Employer Resource Collaborative
Phone: 312.771.9022
E-mail: alberto@wercchicago.com

Joyce Warren Dugan
Former President/CEO
Uptown United
Phone: 312.339.6091
E-mail: joycewdugan@hotmail.com

Anne Margaret Haywood

4406 N. Paulina
Chicago, IL 60640
773-914-8609

mhaywood@inspirationcorp.org

WORK EXPERIENCE

Inspiration Corporation, Chicago, Illinois

Director of Workforce Development. April 2012 to present.

Responsible for two workforce development programs serving over 400 individuals annually. Write proposals and make reports to government funders. Oversee food service training program, including the operation of two restaurants and successfully balance the demands of business with the social mission. Manage staff of 30 and budget of \$2.5 million.

Director of Training and Social Enterprise. March 2002 to April 2012.

Oversee food service training program, including the operation of two restaurants.

Supervise professional staff of sixteen and successfully balance the demands of business with the social mission. Write proposals and make reports to government funders.

Represent organization to committees and coalitions. Evaluate program. Manage \$1.9 million budget.

Jane Addams Resource Corporation, Chicago, Illinois

Director of Training. February 2000 to March 2002.

Oversaw manufacturing skills training programs for incumbent workers and economically disadvantaged job seekers. Developed and maintained relationships with community based organizations and employers. Wrote proposals and reports to private and government funding sources. Evaluated programs and participated in national workforce development bench-marking project with Annie E. Casey Foundation. Supervised instructional staff. Managed \$400,000 budget.

Program Director, Opportunities in Metalworking. April 1998 to January 2000.

Started new training program for unemployed job seekers. Wrote grant proposals and reports to funders. Developed relationships with community based organizations for recruitment. Supervised instructional staff. Created program policies and systems for tracking clients and funding.

Project JOBS, Chicago, Illinois

Project Coordinator. March 1996 to April 1998.

Coordinated the negotiation of hiring agreements with businesses; working with community residents and community based organizations in Uptown to develop systems for job referral and supportive services. Co-managed start-up of a Certified Nursing Assistant program.

Cambodian Association of Illinois, Chicago, Illinois

Associate Director. November 1992 to March 1996.

Oversaw agency programs and operations. Managed budget of \$500,000. Responsible

for all fundraising and reporting for private and government sources.

Vietnamese Association of Illinois, Chicago, Illinois

Assistant to the Director. November 1989 to April 1991.

Assisted Executive Director and program directors with program planning and proposal writing. Responsible for general operations fundraising and agency communications.

Job Developer. January 1987 to November 1989.

Administrative Assistant, Community Economic Development Program. December 1985 to December 1986.

BOARDS AND COMMITTEES

Catalyst Kitchens. National Advisory Council member, June, 2011 to present.

Jane Addams Resource Corporation. Board member, January, 2009 to present. Board President since August, 2011.

Chicago Alliance to End Homelessness. Advocacy committee member, October 2007 to present, serving as Committee Chair since 2010.

Special Service Area #34, Uptown United. Commissioner and Secretary, 2006 to 2012 .

Organization of the NorthEast. Chair, Leadership Strategy team, 1999 to 2007 - Included teaching leadership classes. President, 1997 to 1999. Chair, Jobs and Economic Strategy Team, 1996 to 1997. Board member, 1995 to 1996, 2003-2005.

Project JOBS. Steering Committee member, 1998 to 2001. Chair, 1999 to 2001.

Illinois Coalition for Immigrant and Refugee Protection. Board Secretary, 1995 to 1997. Board member, 1994 to 1995. Chair, International Policy Committee, 1994 to 1996, 1989 to 1991.

National Association for the Education and Advancement of Cambodian, Laotian and Vietnamese Americans. Board Secretary, 1994 to 1996.

TRAINING

Axelson Center for Nonprofit Management, Aspiring CEO Training. Series of six webinars in nonprofit management, including board-CEO relationship, program evaluation and leadership. November, 2009 – April, 2010.

Community Counseling Centers of Chicago. Two day training in Mental Health First Aid. February, 2009.

Midwest Harm Reduction Institute. Training in harm reduction, January to October, 2008.

Industrial Areas Foundation. Ten day training in community organizing. October, 1996

EDUCATION

DePaul University, Chicago, Illinois.

January, 1991 to September, 1992.

Masters level course work toward a degree in public service, including public administration, organizational development, financial management and policy analysis.

Lawrence University, Appleton, Wisconsin. 1985.

Bachelors Degree in Anthropology and French.

References for Anne Margaret Haywood

Guy Loudon
Executive Director
Jane Addams Resource Corporation
4432 N. Ravenswood
Chicago, IL 60640
(773) 728-9769

Jayne Vellinga
Executive Director
Chicago Women in Trades
2444 W. 16th Street, #16
Chicago, IL 60608
(773) 376-1450

Christopher Persons
Executive Director
Capitol Hill Housing
1402 Third Avenue, Suite 200
Seattle, WA 98101
(206) 329-7303

MAXIMUS, Inc.

Chicago, Illinois

06/00 – 10/02

Employment Services Specialist

Guided participants through activities designed to provide real life applications for problem resolution. Assessed individual barriers to self-sufficiency and employment, developed customized service plans incorporating participants' steps towards self-sufficiency, goals and resolutions to barriers.

Facilitated the hiring and retention of qualified clients, developed employment contacts and partnerships.

Employment Services Assistant

Provided technical and administrative support to clients and staff.

Lead member of Welfare to Work satellite office, set-up all office services, ordered and maintained all supplies, work orders and vendor accounts.

EDUCATION

DePaul University

Bachelor of Arts

Human Development and Social Welfare

Chicago, Illinois

2013

Chicago Metropolitan Battered Women's Network

40-hour Domestic Violence Advocate Certificate

Chicago, Illinois

June 2004

Angela Morrison
Email: amorrison.am@gmail.com **(312) 241-0262**

Betty Powell
Employment Services Manager
Christian Community Health Center
(773)233-5850

Nicolette Stanton
Human Resources Consultant
(773) 562-3551

Jocelyn Ritchie
Dept. Manager/Macy's
(31) 259-9801

Elizabeth Porporato

440 W. Barry, # 510, Chicago, IL 60657

+1 847 471 2094 - elizabeth.por@gmail.com

<http://www.linkedin.com/in/elizabethporporato>

5+ Years of experience in project management, food service, sustainability, and event planning
M.A. in Project Management, M.A. in Environmental Economics and Territorial Development

Present and past positions:

- | | |
|---------------------------------|---|
| October 2012 - Present | Business Services Representative, <i>Inspiration Corporation</i>, Chicago, IL <ul style="list-style-type: none">▲ Train participants of Inspiration Kitchens Culinary Arts Training program in employment soft skills - including understanding of self, interview preparation, job search skills, and resume and cover letter writing;▲ Assist participants with job placement in the food service industry;▲ Create durable relationships with restaurants and food service companies interested in hiring the program graduates;▲ Work in collaboration with other agencies and providers on workforce development initiatives;▲ Represent Inspiration Corporation to funders, stakeholders, and constituents. |
| June 2011 - October 2012 | VP of Operations, <i>Beyond Green: Sustainable Food Partners</i>, Chicago, IL <ul style="list-style-type: none">▲ Designed sustainable and healthy food strategies for food service operations;▲ Assisted organizations in implementing the strategies by providing solutions in food procurement and preparation, staff training, consumer education, waste/water/energy management;▲ Oversaw company's operations: relationship with clients and partners; services development and processes creation; staff management;▲ Managed Niles Township High School District 219 account: contributed to creation of request for proposals to seek new food service provider; oversaw contract with food service provider; organized student outreach on sustainability; created monthly reports to track and demonstrate progress.▲ Results include: secured 2-year contract with major client; secured 1-year contract with another client; developed relationship with nationally recognized food service consultants; concluded partnership agreements with two companies. |
| March - June 2011;
June 2012 | Staff Coordinator, <i>Custer Street Fair</i>, Evanston, IL <ul style="list-style-type: none">▲ Managed staff (20+) during the Fair; organized positions and shifts. |
| September 2010 - April 2011 | Sustainability Coordinator, <i>Energy Recovery Technologies</i>, Evanston, IL <ul style="list-style-type: none">▲ Managed environmental and social projects (internal environmental policy, staff incentives);▲ Developed calculation system to show product's environmental and economic benefits;▲ Researched funding opportunities with investment firms; prepared presentations; wrote grant proposals. |
| June - August 2010 | Project Assistant, <i>American Renewable Energy</i>, Evanston, IL <ul style="list-style-type: none">▲ Consulted on energy efficiency projects and LEED for Homes certifications; conducted project cost/benefit analysis. |
| February - May 2010 | Project Assistant, <i>Italian American Chamber of Commerce Midwest</i>, Chicago, IL <ul style="list-style-type: none">▲ Organized trade missions, business to business meetings and events to facilitate commercial relations between Italy and the U.S. Midwest. |
| January - February 2010 | Project Manager, internship, <i>City of Evanston, Sustainability Office</i>, Evanston, IL <ul style="list-style-type: none">▲ Managed ENERGY STAR partnership, ENERGY STAR Portfolio Manager, "Green Office" policy; audited City's facilities. |
| February - May 2009 | Conference Organizer, <i>Université Paris 12 Val de Marne</i>, Créteil (France). <ul style="list-style-type: none">▲ Conducted research on sustainable urban planning;▲ Planned event (logistics, budget and promotion) on the subject of "Grand Paris", Paris metropolitan project. |
-

Elizabeth Porporato

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<http://www.linkedin.com/in/elizabethporporato>

- 2008 - 2009 **Project Manager**, internship, *ID Conseils*, Paris (France).
 ^ Conducted research on waste treatment and industrial ecology;
 ^ Wrote a proposal to seek European Union funding to establish a network between technology and industrial parks;
 ^ Contributed to the planning phase of an industrial area rehabilitation project.
- 2007 - 2008 **Project Manager and Event Organizer**, *MSOI*, Turin (Italy).
 ^ Organized environmental conferences for university and public attendees.

Education:

- 2009 **Master of Arts in Project Management**; *summa cum laude*
University of Paris 12 Val de Marne (now Université Paris Est-Créteil), France.
- 2009 **Master of Arts in Environmental Economics and Territorial Development**; *summa cum laude*. University of Turin, Italy.
- 2007 **Bachelor of Arts in Development and International Cooperation**
University of Turin, Italy.

Languages:

Italian (*mother tongue*); English (*fluent*); French (*fluent*).

Certifications:

LEED Green Associate, USGBC, September 2010, renewed September 2012.

Food Service Sanitation Manager Certificate, July 2012.

Computer skills:

MS Windows, MS Office Suite, Social Media, Wordpress site development, GIS MapInfo 7.0, Windows Movie Maker.

Elizabeth Porporato

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REFERENCES

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1233 Hartrey Avenue

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John Szostek

Director

Custer's Last Stand

600 Main Street

Evanston, IL 60202

847-328-2204

SHARON AKO

6043 S. Dearborn
Chicago, IL 60642
708/488-7802 (H)
708/977-7710 (C)

OBJECTIVE: To obtain a position in the field of culinary arts that will enable me to utilize and expand my current knowledge.

QUALIFICATIONS

I possess a clear concise understanding and level of knowledge about budgeting and managing a small business. I have acquired an excellent ability to manage over employees. I work well under pressure and possess an innate ability to solve problems efficiently and effectively. I am capable of handling large amounts of responsibility with little to no recourse.

EDUCATION

6/03	Certified Food Service Sanitation Instructor
2/01	Certified Food Service Sanitation Manager
12/98	Bachelor of Science Degree in Psychology, Northern Illinois University
12/01	Associates Degree, The Cooking and Hospitality Institute of Chicago

EMPLOYMENT

5/03-Present Head Chef Trainer, Inspiration Corporation

Develop and cost out menus. Coordinate & administer catering events. Establish new and current curriculum for culinary portion of training program. Instruct cooking and basic culinary skills classes. Instruct sanitation classes. Supervise current chef trainer/s. Ensure training kitchens are in compliance with City codes. Manage over general kitchen functions. Assisting with new restaurant set up. Establish kitchen staff job descriptions for restaurant. Manage over Employment skills instructors. Managed over outside culinary training classes.

12/01-5/03 Chef Trainer, Inspiration Cafe

Developed and cost out all menu and specials. Coordinate & administer catering events. Establish new and current curriculum for job training program. Instruct all cooking and basic culinary skills classes. Organize kitchen in order to achieve time efficient meals. Worked as active Sous chef during public lunches.

10/97-12/01 Unit Clerk, Louis A. Weiss Hospital

Insured patient care satisfaction. Served as resource person for post surgical, medical, ICU, Rehab and maternity floors. Updated all patients diets electronically based on health restrictions. Submitted all diet orders written by physician or dietician.

5/97-9/97 Summer Intern, Robert Morris College

Electronically entered student data, Scheduled classes for enrolled students, organized and maintained student files, expedite student grade reports.

5/96-9/96 Summer Intern, Little Brothers Friends of the Elderly

Reported any and all unacceptable living conditions senior visits. Assisted in food purchasing for elderly population. Served food at special event dinners.

5/95-8/95 Day Care Assistant, A Step Ahead Day Care

Assisted day care owner with food preparation. Served children their daily meals and snacks. Ensured proper clean up and sanitation practices. Assisted teachers in everyday instruction.

*3/94-10/94 Volunteer, Hope Haven Emergency Shelter
Served food to homeless population. Prepared and served meals donated to shelter.*

*5/94-8/92 Day Care Assistant, A Step Ahead Day Care
Assisted day care owner with food preparation. Served children their daily meals and snacks. Ensured proper clean up and sanitation practices.*

VOLUNTEER WORK

2006 –Present Rome's Joy Catering

Assist with preparation and cooking of meals for catering events.

2005 –Present Harvest Christian Center

Prepare and cook meals for special events serving up to 400 guests.

MEMBERSHIP & AFFILIATIONS

5/05 - 5/07 National Restaurant Association Member

SHARON AKO

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References

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Inspiration Corporation
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Kristin Waltz
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JACQUELINE CARADINE, C.A.D.C. ▶
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jacqueline.caradine@yahoo.com

Summary

Professional with over 16 years' experience providing education and counseling to at-risk populations seeks employment with a company who values punctuality and an eagerness to learn and meet new challenges

Experience

Case Manager, Inspiration Corporation

3/11 to Present

Provide resources for clients experiencing barriers to employment

Job Duties:

Use motivational interviewing to inspire change.

Participate in collaborative networks to promote resource sharing.

Intervene in crises and negotiate resolutions to promote recourse sharing.

Partner with clients to develop and implement service plan.

Advocate on behalf of clients seeking mainstream benefits or services.

Take Part in in strategic planning of agency for input on setting goals and obtaining outcomes.

Utilize satisfactions surveys as a tool for program evaluation and improvement.

Assess clients and input information for city –wide Homeless Management Information System.

Address substance abuse issues with Harm Reduction framework.

Case Manager, Christian Community Health Centers- Footprints

4/10- 12/10

Work with women involved in the sex trade.

Work with women with Domestic Violence issues

Work with women with Mental Health Issues

Work with women that are homeless

Provide Case management services, Treatment Planning and realistic goal setting.

Provide Case management services to women that are court mandated to Footprints by the Cook County Courts System.

Advocate on behalf of clients seeking mainstream benefits.

Case Manager, Deborah's Place

09/07- 04/10

Worked with homeless & formerly homeless women

Provided counseling & harm reduction as well as provided harm reduction training

Recommended, Implemented and revised treatment plans as required

Ensured patients kept appointments and followed the appropriate treatment plans

Set realistic goals and followed up monthly to increase client self-sufficiency

JACQUELINE CARADINE, C.A.D.C. ▶
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References

1.) Denise McMullen
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2) Joseph Stewart
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773-251-2043

3) Margo Caradine
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312-388-9922

Kristin Waltz

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kwaltz22@hotmail.com

PROFILE

Social Service Specialist with eight years of working with adolescents and adults in therapeutic environments. Strengths working with community groups in planning and developing educational and recreational programs for youth. Proven ability in logistics planning. Known for developing relationships by being approachable and accessible. Thrives in culturally diverse environments. Conversational Spanish skills. Works well in a direct service role and representing agencies at formal events.

PROFESSIONAL EXPERIENCE

INSPIRATION CORPORATION Chicago, Illinois

2008-Present

An agency that helps people affected by homelessness and poverty to improve their lives and increase self-sufficiency through the provision of social services, employment training and placement and housing.

CASE MANAGER, Inspiration Kitchens

In a job training program in a challenging neighborhood, provide resources and referrals for clients experiencing barriers to employment

Job Duties:

- Use motivational interviewing to inspire change.
- Participate in collaborative networks to promote resource sharing.
- Intervene in crises and negotiate resolutions to conflicts. Address trauma, grief and loss.
- Partner with clients to develop and implement service plan.
- Advocate on behalf of clients seeking mainstream benefits or services.
- Take part in strategic planning of agency for input on setting goals and obtaining outcomes.
- Utilize satisfaction surveys as a tool for program evaluation and improvement.
- Assess clients and input information into the city-wide Homeless Management Information Systems (HMIS).
- Address substance abuse issues within a harm reduction framework.

Accomplishments:

- Aided 14 clients to move from an emergency shelter to permanent housing by working with them on employment goals and removing barriers to employment.
- Developed data base for contacts and resources that are pertinent to the needs of clients including medical and mental health services, educational support, childcare, food and clothing.
- Proactively develop and maintain relationships with staff at other agencies in order to ensure a warm and appropriate referral.

TEEN LIVING PROGRAMS Chicago, Illinois

2005-2008

Transitional housing for young people who have experienced trauma. Youth and staff design plans for health, relationships, education, work and home.

RECREATION SPECIALIST (2005-2008)

Plan and direct recreational activities for young adults (age 18-21) in a transitional residential program for homeless youth.

Job Duties:

- Assist in setting goals and planning for long-term housing.
- Support clients as they seek employment with interview preparation.
- Build clients' self-esteem and confidence through participation and teambuilding activities.
- Lead activities, including art projects.
- Advocate on behalf of clients when seeking support from community resources.
- Administer conflict resolution and crisis intervention.
- Teach life skills classes.
- Provide leisure counseling to encourage youth to make healthy lifestyle choices.

Accomplishments:

- Collaborated on mural projects, spoken word events and community gardening with schools and other youth work organizations.
- Organized and led wilderness experiential learning activities that included hiking, camping, canoeing, rock climbing, and horseback riding in North Carolina, Wisconsin, and Michigan. Ensured that all activities were carried out with attention to safety.

- Motivated youth to try new experiences through encouragement, praise and modeling behaviors.
- Within a small budget found resources to provide back packs and school supplies for all residents and after care participants.

COORDINATOR OF VOLUNTEER PROJECTS (2007-2008)

Recruited volunteers through outreach to corporate and community groups.

Job Duties:

- Planned and scheduled projects.
- Oversaw volunteers during projects.
- Promoted the agency and clients it served.
- Partnered with human resources regarding in-kind donations.
- Collaborated with program associates in fundraising. Responsible for volunteer recognition.

Accomplishments:

- Worked with volunteers to build a recording studio which allowed students to record their own music.
- Earned a certificate on Managing Volunteers.

LEUKEMIA AND LYMPHOMA SOCIETY Chicago, Illinois

(2007-2010, seasonal)

World's largest voluntary health organization dedicated to funding blood cancer research, education and patient services.

HIKE COACH

Led weekly trainings for individuals preparing for endurance hike.

Duties:

- Educated participants on hike related topics including gear, hydration, technique and safety.
- Created fitness plan for hikers to follow for building endurance and stamina.
- Promoted program to assist with recruiting by attending informational meetings within community.
- Supported fundraising efforts.

Accomplishments:

- Led 3 teams of hikers to events at Rocky Mountains, Porcupine Mountains and Smokey Mountains.

EDUCATION

M.A., Rehabilitation Counseling, Illinois Institute of Technology, Chicago, IL 2013

B.S., Recreation Studies (major, Therapeutic Recreation), Ohio University, Athens, OH, 1999

PROFESSIONAL DEVELOPMENT

- Harm Reduction
- Group Facilitation
- SOAR (SSI/SSDI Outreach, Access and Recovery) Trained
- Art Therapy Techniques and Purpose

COMPUTER SKILLS

Word, Excel

LANGUAGE

Spanish (advanced)

Kristin Waltz

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References

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Tania Morawiec
IPS Trainer
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Nicole Heimdel
QIDP/Coordinator
Quest, INC.
312-730-0361

Michael T. Webb
3919 W. Fullerton Ave, #406
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773 844-8142

Work History

Inspiration Corporation
Case Manager

September 07 to Present
Chicago, Illinois

Responsible for providing ongoing case management and supportive services to a caseload of approximately 30 clients. Develop relationships with organizations who provide resources that support our clients needs and objectives. Conduct site visits for the purpose of enrolling students into the culinary arts training. Maintain monthly reports to support needs of funders, government agencies and our own analysis. Maintain case notes on individual clients. Teach a communication development class geared toward assisting students in examining their priorities and create strategies to manage themselves, their relationships, and the obstacles they face.

Kennicott Brothers
Internet Sales

April 07 to August 07
Chicago, Illinois

Responsible for the administration of the Kennicott Blooming Connection website. Responsible for prospecting customers and enrolling them as members with user access. Worked with 12 to 14 suppliers to ensure product delivery, inventory, troubleshooting.

Dearborn Wholesale Grocers
Warehouse Picker

June 01 to June 06
Chicago, Illinois

Responsible for picking groceries while driving a double pallet jack and delivering them to the loading dock.

Paternal Involvement Project (Kennedy-King College)
Employment Coordinator

June 96 to May 00
Chicago, Illinois

Paternal Involvement Project (CIED/WBDC)
Employment Specialist

March 95 to June 96
Chicago, Illinois

Conducted 12, one hour training sessions instructing clients in every aspect of interviewing and job development. Coordinated regular job search workshops. Met with employers, encouraging them to hire our clients. Tracked 30 day employment verifications. Recruited clients for the Project. Responsible for all monies/tokens given to the clients. Maintained a caseload of 20 clients. Wrote the employment manual and materials for project. Developed the database for the Project (MS Access) Worked with several team members to develop training seminars to train the trainers.

Education

Truman College

Associates of Art Degree/4.0 GPA
Certificate in Occupational skills

Chicago, Illinois

Communication Major/June 94

Skills: MS Word, Excel, Outlook, Email communication (Eudora), Explorer

Michael T. Webb
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773 844-8142

Reference List

Laurence Brandon
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Larlin Group of Companies
Larlin Employment Agency d/b/a Larlin HomeCare Services
Larlin Health Care Inc
Larlin Medical Staffing and Training Center
Larlin Private HomeCare Inc.
6912 Main St.
Downers Grove, Il 60516

Marvin D. Coklow II
President
312-505-0056
VRW Corporation
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Lisa Hampton, Resource Development
Illinois Department of Juvenile Justice- Aftercare
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312-633-5219 ext. 2013
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Chicago, Illinois 60618

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gdarra@sbglobal.net

Gregory Darrah

Experience

July 2011-April 2012 Mariano's Fresh Market Chicago, IL
Specialty Cheese Department Lead

- Inventory management, ordering and production
- Specialty item sales and catering
- Merchandising and in store promotions

February 2009-February 2011 Rhapsody Chicago, IL
Executive Sous Chef with Daniel Romero

- Executive sous chef; development of lunch/dinner menus and specials
- High volume catering and banquet production/preparation (Chicago Symphony)
- Assisted in The Symphony Club, private patron club
- Achieved goals for food and labor costs

January 2005—January 2009 Sage Grille Highwood, IL
Executive Chef

- Opening chef of a midsize neighborhood restaurant
- Planned and developed menus, design, flow and all kitchen procedures
- Hired and developed, mentored kitchen staff
- Responsible for product ordering, inventory and cost control
- Received many favorable reviews in various Chicagoland publications
- April-May 2005 London, England, worked at various restaurants and pubs, including Le Gavroche, Moro, The Pigs Ear

May 2004—December 2004 Acqualina Chicago, IL
Executive Chef

- Opening chef of small neighborhood restaurant
- Planned and developed menus, kitchen staff, design and flow
- Achieved goals for food and labor costs as well as many favorable reviews

October 2003 –May 2004 The Park Grill Chicago, IL
Executive Sous Chef under Executive Chef Bernie Laskowski

- Opening Sous chef in high volume restaurant
- Implemented restaurant service and operations format
- Assisted in menu developments, kitchen design, flow and procedures
- Assembled, developed and mentored staff

April 2003 –October 2003 The Pump Room Chicago, IL
Executive Sous Chef under Executive Chef Bernie Laskowski

- Mentor and develop kitchen staff
- Manage restaurant room service and banquet operations
- Responsible for design of the seasonally changing menu
- Leading of staff, product ordering and inventory

December 2001 –April 2003 Napa Valley Grille Chicago, IL
Executive Sous Chef under Executive Chef Pete Manfredini

- Supervise and delegate to all kitchen staff, and work all stations as needed
- Assist with menu development, presentation, and daily specials
- Responsible for food ordering, cost analysis, and labor costs

November 1999–November 2001 BIN 36 Chicago, IL
Executive Sous Chef under Executive Chef Bernie Laskowski

- Opening sous chef of fine dining, wine focused restaurant
- Responsible for specials/tasting menu creation, pricing and presentation
- Executed numerous large banquet parties in restaurant and adjacent hotel
- Responsible for day to day kitchen operations

Education

1996-1997 Cooking and Hospitality Institute of Chicago Chicago, IL

- President's List

1987-1992 University of Toledo Toledo, OH

- Bachelor of Arts, major in Sociology

Gregory Darrah

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References

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Jordan Beverine
Executive Sous Chef, Sage
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KATHERINE KLEIN

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EXPERIENCE

INSPIRATION CORPORATION-THE EMPLOYMENT PROJECT

Training Manager

- Collaboratively created Diversity and Communication trainings for Inspiration Corp. staff with training team
- Supervised Trainers and Training Assistants knowledge of materials and presentation skills while working to increase participant engagement and retention
- Networked with outside agencies on a regular basis to improve for fee service trainings while also conducting on-going needs assessment to keep training relevant to participants needs
- Developed and revised four week Employment Preparation Training curriculum to enhance experiential learning for participants focusing on: Self Reflection/Conflict/Communication/Perception/Interviewing Skills/Workplace Culture -ongoing
- Dynamically presented trainings with emphasis on individual/group participation to create dialogue while continually evaluating participants needs and development
- Recorded accurate and timely case notes on individuals progress and administered assessment tools to assure curriculum refinement

Volunteer Coordinator

- Interviewed, trained and networked with incoming volunteers to create multiple levels of understanding of at risk populations and across varied constituencies
- Established and renewed contact with existing volunteer base while simultaneously establishing new volunteer program
- Effectively organized and managed volunteer program using personal, electronic and phone communications

From March 2004 thru present

CHICAGO METROPOLITAN BATTERED WOMEN'S NETWORK

Training Consultant

- Successfully facilitated and presented one day trainings focusing on *Dynamics of Domestic Violence 101, Train the Trainer, Safety Planning and Lethality Assessment, Gay, Lesbian, Bisexual and Transgender DV (LGBT DV), Feminist Counseling and Taking Care of Yourself* for the Network and:
 - Loyola University students
 - Northwestern University Law School students
 - Chicago Police Department Officers
 - Public Defenders of the Cook County Juvenile Court

From February 1999 thru present

CHICAGO METROPOLITAN BATTERED WOMEN'S NETWORK

Facilitator Consultant

- Facilitated and successfully handled all logistics for training sessions of 40-hour Domestic Violence Advocate Training – Spring/Fall 2000, Spring 2001, Winter 2003, August 2003 and Winter 2004.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Training Consultant

- Presented the training *Taking Care of Yourself* – December 2003

STATE OF ILLINOIS CIRCUIT COURT OF COOK COUNTY SOCIAL SERVICE

Training Consultant

- Presented trainings for Cook County Department of Social Services Case Manager Domestic Violence Training including segments covering *DV-101, and Gay, Lesbian, Bisexual and Transgender DV (LGBT DV)* Sept 2002, May and June 2001, March 2002 and June/July 2003

CHICAGO METROPOLITAN BATTERED WOMEN'S NETWORK

Victim Information Referral Advocate and Per Diem Supervisor for the City of Chicago Domestic Violence Help Line, 9/99-2004

- Per Diem Supervisor responsible for supervision of VIRA staff
- Assist callers with appropriate Domestic Violence and non Domestic Violence referrals
- Engaged in limited crisis counseling and problem solving on a case by case basis
- Maintained confidentiality at all times

THE YOUNG WOMEN'S LEADERSHIP CHARTER SCHOOL

Teacher

- Seventh and Eighth grade Humanities teacher–Summer School 2003
- Seventh grade Communication Arts Teacher responsible for creating and implementing a Whole Language program at the seventh grade level. Advisor to 15 students acting as main contact person for parents/guardians/teachers. Taught Drama at the 6th and 7th grade level through intensive workshop format –Aug 2001-June 2002
- Substitute teacher for seventh through twelfth grade curriculum covering science, math, humanities, communication arts, art, physical education and Spanish – Fall 2001-March 2004

EASTERN MICHIGAN UNIVERSITY

Graduate Assistant, 9/89-4/90

- Taught Speech and Communication (Six courses over two semesters)

EDUCATION

ILLINOIS CERTIFIED DOMESTIC VIOLENCE PROFESSIONAL

September 2003-2012

CHICAGO METROPOLITAN BATTERED WOMEN'S NETWORK

40-hour Domestic Violence Advocate Certificate, October 1998

CO-ACTIVE SPACE

Year long Leadership Intensive, May 1999-Feb 2000

Explored co-active leadership skills with emphasis on creating workshops to enhance the learning experience

THE COACHES TRAINING INSTITUTE

96-hour training in personal/professional coaching June-December 1998. Acquired skill sets necessary to become a personal coach. The main approach focused on exploring and actualizing the concepts of fulfillment, balance and process

EASTERN MICHIGAN UNIVERSITY

B.S. in Theatre Arts, 1986.

M.A. in Communication-completed course work up until thesis project, 1990.

Recipient of Communications Department scholarship 1984, 1985 and 1986; performed in ten theatre productions, member Alpha Phi Omega Theatre Fraternity, member Eastern Michigan University Players, organized Eastern Michigan University's first "*Take Back the Night*" rally and march

BULMERSHE COLLEGE OF HIGHER EDUCATION, ENGLAND

Exchange Student, Fall 1983

Studied theatre and performed the lead role in *The Trojan Women*

KATHERINE KLEIN

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References

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JASON GERIG, LSW

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Work History

Inspiration Corporation, Chicago, Illinois

Career Services Manager, July 2012 – Present

Career Specialist, November 2011 – July 2012

- Supervise five Career Services staff members and function as Field Instructor for two social work interns
- Present services to the community, track program outcomes, and prepare regular reports
- Provide career services to individuals experiencing homelessness and poverty, including assistance with writing resumes and cover letters, preparing for interviews, job searching, networking, and job retention
- Maintain accurate and orderly case notes and participant files

Synergy Services, Parkville, Missouri

Client Advocate, Safehaven Program, January 2009 – July 2010

- Built relationships with and provided a safe, structured, and therapeutic environment, including crisis intervention and de-escalation, for children residing in an emergency placement shelter
- Completed intakes and discharges at the children's center and domestic violence shelter and documented intake assessments, daily progress notes, and incident reports
- Received and responded to hotline calls from victims of abuse, providing support and making referrals to community resources

Jewish Vocational Service, Kansas City, Missouri

Family Advocate, May 2007 – August 2009, May 2006 – August 2006

- Partnered with low-income families receiving TANF to increase supports, remove sanctions, and both obtain and retain employment
- Assisted in the refugee resettlement process, providing case management services to refugee families seeking emergency assistance and psychological support

Mennonite Voluntary Service Volunteer, September 2004 – August 2005

- Worked cooperatively and independently as a full-time volunteer in all agency operations including vocational rehabilitation, refugee resettlement, immigration counseling, senior community employment, a sheltered workshop, and agency administration
-

Education

The University of Kansas, School of Social Welfare, Lawrence, Kansas

Master of Social Work, May 2010

- Studied advanced policy analysis, community organizing and advocacy practice, outcomes and data measurement, financial management, human resources, and program design
- MSW Curriculum Committee student member

Internship: Administration for Children and Families (Region VII), Kansas City, Missouri

- Conducted research and analysis on federal social welfare policy, practice, and outcomes, including Child Welfare, Runaway and Homeless Youth, Temporary Assistance for Needy Families (TANF), Child Support Enforcement, and Head Start
- Contributed to and participated in federal and state conferences and meetings to analyze child welfare programs and policies

Eastern Mennonite University, Harrisonburg, Virginia

Bachelor of Science, Social Work, April 2007

Internship: National Coalition for the Homeless, Washington, DC

Social Work/Policy Intern, January 2007 – April 2007

- Wrote for agency publications on hate crimes and civil rights issues affecting the homeless
 - Lobbied for progressive social policies with and on behalf of the homeless by calling, writing, and visiting members of the US and state congresses
 - Presented at conferences and Homeless Speakers' Bureau engagements
-

Volunteer Activities

- Church Council Chair, Chicago Community Mennonite Church, 2013 – Present
- Peace, Justice, and Service Committee, Chicago Community Mennonite Church, 2011 – 2012
- Volunteer Tax Preparer, Center for Economic Progress, 2011 & 2012

JASON GERIG, LSW

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References

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ELEANOR MULSHINE

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202.746.9205 · eleanor.mulshine@gmail.com

Work History

Inspiration Corporation, Chicago, Illinois

Resource Specialist, The Employment Project, August 2012-present

- Connect participants in employment training program to housing, medical, dental, clothing, government benefits and other needs
- Document case notes and housing outcomes in client database
- Share resources with case managers at other social service agencies through monthly meetings and email listserv

Housing and Supportive Services Assistant, September 2011–July 2012

- Provided resources and referrals to over 400 individuals experiencing homelessness and poverty
- Completed applications for State Homeless Prevention Funds to prevent eviction and to obtain rental assistance
- Maintained updated directory of Chicago social service providers

Colorado College, Colorado Springs, Colorado

Resident Advisor, August 2010-May 2011

- Monitored and developed communities in French and Spanish houses
- Collaborated with French and Spanish Cultural Program Coordinators in planning activities
- Trained in health, safety, crisis management and leadership skills

Leader, March 2008-March 2010

- Led five direct service trips to organizations in Colorado and New Mexico
 - Coordinated travel plans and host sites for groups of 10-12 students on 4-10 day trips
 - Led nightly reflection discussions with students
-

Education

Colorado College, Colorado Springs, Colorado

Bachelor of Arts, Business and Economics, May 2011

- Wrote thesis examining roles of board members in non-profit mergers and strategic alliances

Associated Colleges of the Midwest, Chicago, Illinois

September 2009-December 2009

- Studied business and entrepreneurship in the context of the city of Chicago

University of Montpellier III, Montpellier, France

September 2006-May 2007

- Partook in intensive year of service-learning and study of French language and culture
-

Volunteer Activities

Back on My Feet, Chicago, Illinois

January 2012-Present

- Provide one-on-one support to individuals fundraising through local races
 - Run weekly with team of individuals in transitional living facility at 5:45 am
-

Internships

- Chicago United, Chicago, Illinois, 2009
- League of Conservation Voters, Washington, DC, 2009
- Lutheran Family Services, Colorado Springs, Colorado, 2009
- Working Families Party, New York City, New York, 2008
- L'APF (Association of Handicapped People of France), Montpellier, France, 2006-2007
- L'Avitarelle (Soup Kitchen and Homeless Shelter), Montpellier, France, 2007
- L'Institut Saint Pierre (Children's Hospital), Montpellier, France, 2006

ELEANOR MULSHINE

722 West Aldine · Chicago, Illinois 60657
202.746.9205 · eleanor.mulshine@gmail.com

References

- Miriam Grossman, Former Program Director, AVODAH: The Jewish Service Corps. 609-273-4932.
- Mario Garibay, Former Residential Life Coordinator, Colorado College. 626-665-4936.
- Jason Gerig, Career Services Manager, Inspiration Corporation. 773-878-0981 ext. 234.

ABIGAIL WEBER
722 W Aldine ♦ Chicago, Illinois 60657
(847) 331-7416 ♦ aweber@inspirationcorp.org

EXPERIENCE

Career Specialist 8/2012 – Present

Inspiration Corporation, Chicago, Illinois

- Assist participants with job search, interview, resume and cover letter writing skill development
- Assist participants in the establishment of a job search plan, informational interviews, and long term support systems
- Meet with participants to assess their level of job readiness, provide career counseling and assist in the development of short/long term employment goals
- Maintain record-keeping procedures which includes writing daily case notes on participants' progress/employment status and completing monthly reports

Communication and Technology Coordinator 9/2011 – 8/2012

Inspiration Corporation, Chicago, Illinois

- Coordinated Chicago Community Voice Mail (CVM), a city-wide communication tool for people experiencing homelessness and poverty
- Worked one-on-one with participants enrolling in program
- Oversaw the enrollment of 470+ new clients
- Wrote and broadcast weekly messages to over 700 people with information on employment, housing, and community events
- Maintained relationships with 28 partner agencies and recruit new agencies to participate in CVM

Teacher 1/2008 – 5/2011

Hillel Hebrew School, Claremont, California

- Designed and implemented curricula on language and culture
- Provided mentorship for 3 assistant teachers

Program Coordinator 2008 – 2011 (Summers)

Challenge Teamwork Course, Camp Ramah in the Poconos, Lakewood, Pennsylvania

- Designed educational programming on teamwork and motivation
- Guided groups of campers and staff members through team-building course
- Supervised Challenge Teamwork staff

ACTIVITIES

Service Corps Member 8/2011 – 8/2012

AVODAH: The Jewish Service Corps, Chicago, Illinois

- Attend weekly programming on the causes and effects of poverty in Chicago
- Work with 13 fellow corps members to build a sustainable intentional community
- Assist in planning educational programming about issues of race, class, gender, and Judaism

Participant 1/2010 – 5/2010

School for International Training: Social Pluralism and Development, Yaounde, Cameroon

- Studied the social dynamics of a developing country in central Africa
- Used participant observation and extensive interviewing to complete a research paper on women's rights and polygamous marriages

EDUCATION

Bachelor of Arts, Anthropology 9/2007 – 5/2011

Pomona College, Claremont, California

- National Merit Scholar, Pomona College Scholar, Cum Laude
- GPA: 3.9/4.0
- Relevant coursework: social psychology, sociocultural anthropology, methods of anthropology

ABIGAIL WEBER

722 W Aldine ♦ Chicago, Illinois 60657
(847) 331-7416 ♦ aweber@inspirationcorp.org

References

Miriam Grossman
Former Program Director, AVODAH: The Jewish Service Corps
Chicago, Illinois
miriamlevia.grossman@gmail.com
(609) 273-4932
Former Supervisor

Erica Tyron
Director, KSPC Claremont 88.7FM
Claremont, California
director@kspc.org
(909) 621-8157
Former Supervisor

Todd Zeff
Former Director, Camp Ramah in the Poconos
Philadelphia, Pennsylvania
toddz@ramahpoconos.org
(215) 885-8556
Former Supervisor



inspiration
corporation

CATALYST FOR
SELF-RELIANCE

4554 N. Broadway
Suite 207

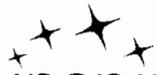
Chicago, IL 60640
www.InspirationCorp.org

tel 773-878-0981
fax 773-878-3114

Inspiration Corporation

Question 7.2.8-Legal Actions

Inspiration Corporation is not aware of any pending litigation that may result in a significant financial settlement.



inspiration
corporation

CATALYST FOR
SELF-RELIANCE

4554 N. Broadway
Suite 207

Chicago, IL 60640
www.InspirationCorp.org

tel 773-878-0981
fax 773-878-3114

Inspiration Corporation

Question 7.2.9-Conflict of Interest

Inspiration Corporation is not aware of any real or potential conflict of interest with the agency operating a grant through the Cook County Judicial Advisory Council.

EXHIBIT 2

Schedule of Compensation

Cook County Government
Recidivism Reduction Demonstration Grant

Budget Summary Sheet

A. Applicant: Inspiration Corporation

B. Program: Training and Employment Services

Item of Expenditure	Total Program Cost (\$)
Personnel	\$55,525
Fringe Benefit	\$10,292
Operating/Technical	\$8,321
Professional and Technical Services	\$0
Materials and Supplies	\$615
Equipment	\$0
Support Services	\$5,248
TOTAL	\$ 80,000

Applicant Authorization

[Signature] Date 3/8/13

Signature of Organization Official

Shannon K. Stewart

Name

Executive Director & CEO

Title

**Cook County Government
Recidivism Reduction Demonstration Grant**

Personnel Budget (Form 1 of 2)

A. Applicant:

Inspiration Corporation

B. Program:

Training and Employment Services

Position/Title	Employee Name	No. Mos.	Monthly Rate (\$)	% of Time Spent on Program	Total Program Cost	Brief Summary of Job Responsibilities
Business Services Manager	Angela Morrison	12	\$2,812	20%	\$6,749	job development, business services
Business Services Representative	Elizabeth Porporato	12	\$2,508	25%	\$7,524	job development, business services
Career Services Manager	Jason Gerig	12	\$2,917	20%	\$7,001	job search, resumes, cover letters
Career Specialist	Abi Weber	12	\$2,508	20%	\$6,019	job search, resumes, cover letters
Trainer	Katherine Klein	12	\$3,667	5%	\$2,200	employment preparation training
Case Manager	Eleanor Mulshine	12	\$2,500	10%	\$3,000	support services
Case Manager	Michael Webb	12	\$2,500	25%	\$7,500	support services, job search support
Case Manager	Kristin Waltz	12	\$2,774	5%	\$1,664	support services, job search support
Total From Form 2					\$13,867	
Totals					\$55,525	

Fringe Benefits and Total Personnel Costs

Type of Fringe Benefit	Total Cost (\$)	Please Show Calculations Below:
a. Social Security	\$3,443	= .0620 x Line 9
b. Medicare	\$805	= .0145 x Line 9
State Unemployment Insurance	\$1,179	0.021238 x line 9
Workers Compensation	\$1,034	0.018618 x line 9
Other (Health Insurance)	\$3,831	0.069 x line 9
Other		
Total Fringe Benefits	\$10,292	
Total Personnel Costs	\$65,816	

Cook County Government
Recidivism Reduction Demonstration Grant

Personnel Budget (Form 2 of 2)

A. Applicant: Inspiration Corporation

B. Program: Training and Employment Services

Position/Title	Employee Name	No. Mos.	Monthly Rate (\$)	% of Time Spent on Program	Total Program Cost	Brief Summary of Job Responsibilities
Case Manager	Jacqueline Caradine	12	\$ 2,500	5.00%	\$1,500	support services, job search support
Head Chef Trainer	Sharon Ako	12	\$ 3,901	20.00%	\$9,362	food service training
Chef Trainer	Gregory Darrah	12	\$ 2,500	25.00%	\$7,500	food service training
Chief Program Officer	Jennifer Miller Rehfeldt	12	\$ 5,917	10.00%	\$7,100	agency oversight
Director of Workforce Development	Margaret Haywood	12	\$ 5,639	10.00%	\$6,767	program oversight
Totals					\$13,867	

Cook County Government
Recidivism Reduction Demonstration Grant

Non-Personnel Budget

A. Applicant: Inspiration Corporation

B. Program: Training and Employment Services

Item of Expenditure	Total Program Cost	Brief Line Item Description & Justification (Please show justification for Total Costs in the Budget Narrative)
Operating/Technical	\$8,321	Occupancy, utilities, commercial liability, telephone, audit
Professional and Technical Services	\$0	
Materials and Supplies	\$615	Office supplies, workbooks
Equipment	\$0	
Other (please specify in narrative)	\$0	
Fixed Fee	\$0	
Supportive Services	\$5,248	Participant transportation, identification, uniforms, tools
Total Costs	\$ 14,184	

EXHIBIT 3

Evidence of Insurance

APPENDIX I

Economic Disclosure Statement

**ECONOMIC DISCLOSURE STATEMENT
AND EXECUTION DOCUMENT
INDEX**

Section	Description	Pages
Instructions	Instructions for Completion of EDS	EDS i - ii
1	Certifications	EDS 1, 2
2	Economic and Other Disclosures, Affidavit of Child Support Obligations and Disclosure of Ownership Interest	EDS 3 – 9
3	Sole Proprietor Signature Page	EDS 10a/b/c
4	Partnership Signature Page	EDS 11/a/b/c
5	Limited Liability Corporation Signature Page	EDS 12a/b/c
6	Corporation Signature Page	EDS 13a/b/c
7	Cook County Signature Page	EDS 14

**INSTRUCTIONS FOR COMPLETION OF
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

This Economic Disclosure Statement and Execution Document ("EDS") is to be completed and executed by every Bidder on a County contract, every party responding to a Request for Proposals or Request for Qualifications ("Proposer"), and others as required by the Chief Procurement Officer. If the Undersigned is awarded a contract pursuant to the procurement process for which this EDS was submitted (the "Contract"), this Economic Disclosure Statement and Execution Document shall stand as the Undersigned's execution of the Contract.

Definitions. Capitalized terms used in this EDS and not otherwise defined herein shall have the meanings given to such terms in the Instructions to Bidders, General Conditions, Request for Proposals, Request for Qualifications, or other documents, as applicable.

"Affiliated Entity" means a person or entity that, directly or indirectly: controls the Bidder, is controlled by the Bidder, or is, with the Bidder, under common control of another person or entity. Indicia of control include, without limitation, interlocking management or ownership; identity of interests among family members; shared facilities and equipment; common use of employees; and organization of a business entity following the ineligibility of a business entity to do business with the County under the standards set forth in the Certifications included in this EDS, using substantially the same management, ownership or principals as the ineligible entity.

"Bidder," "Proposer," "Undersigned," or "Applicant," is the person or entity executing this EDS. Upon award and execution of a Contract by the County, the Bidder, Proposer, Undersigned or Applicant, as the case may be, shall become the Contractor or Contracting Party.

"Proposal," for purposes of this EDS, is the Undersigned's complete response to an RFP/RFQ, or if no RFQ/RFP was issued by the County, the "Proposal" is such other proposal, quote or offer submitted by the Undersigned, and in any event a "Proposal" includes this EDS .

"Code" means the Code of Ordinances, Cook County, Illinois available through the Cook County Clerk's Office website (<http://www.cookctyclerk.com/sub/ordinances.asp>). This page can also be accessed by going to www.cookctyclerk.com, clicking on the tab labeled "County Board Proceedings," and then clicking on the link to "Cook County Ordinances."

"Contractor" or "Contracting Party" means the Bidder, Proposer or Applicant with whom the County has entered into a Contract.

"EDS" means this complete Economic Disclosure Statement and Execution Document, including all sections listed in the Index and any attachments.

"Lobby" or "lobbying" means to, for compensation, attempt to influence a County official or County employee with respect to any County matter.

"Lobbyist" means any person or entity who lobbies.

"Prohibited Acts" means any of the actions or occurrences which form the basis for disqualification under the Code, or under the Certifications hereinafter set forth.

Sections 1 through 3: MBE/WBE Documentation. Sections 1 and 2 must be completed in order to satisfy the requirements of the County's MBE/WBE Ordinance, as set forth in the Contract Documents, if applicable. If the Undersigned believes a waiver is appropriate and necessary, Section 3, the Petition for Waiver of MBE/WBE Participation must be completed.

Section 4: Certifications. Section 4 sets forth certifications that are required for contracting parties under the Code. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

Section 5: Economic and Other Disclosures Statement. Section 5 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Undersigned to the warranties, representations, agreements and acknowledgements contained therein.

**INSTRUCTIONS FOR COMPLETION OF
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

Sections 6, 7, 8, 9: Execution Forms. The Bidder executes this EDS, and the Contract, by completing and signing three copies of the appropriate Signature Page. Section 6 is the form for a sole proprietor; Section 7 is the form for a partnership or joint venture; Section 8 is the form for a Limited Liability Corporation, and Section 9 is the form for a corporation. Proper execution requires **THREE ORIGINALS**; therefore, the appropriate Signature Page must be filled in, three copies made, and all three copies must be properly signed, notarized and submitted. The forms may be printed and completed by typing or hand writing the information required.

Required Updates. The information provided in this EDS will be kept current. In the event of any change in any information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Undersigned will supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is requested.

Additional Information. The County's Governmental Ethics and Campaign Financing Ordinances, impose certain duties and obligations on persons or entities seeking County contracts, work, business, or transactions. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit our web-site at www.cookcountygov.com and go to the Ethics Department link. The Bidder must comply fully with the applicable ordinances.

CERTIFICATIONS (SECTION 1)

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE UNDERSIGNED IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE UNDERSIGNED THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE UNDERSIGNED IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE UNDERSIGNED SHALL BE SUBJECT TO TERMINATION.

A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or sub-contract, for a period of five (5) years from the date of conviction or entry of a plea or admission of guilt, civil or criminal, if that person or business entity:

- 1) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;
- 2) Has been convicted by federal, state or local government of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act. Act. 15 U.S.C. Section 1 *et seq.*;
- 3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;
- 4) Has been convicted of an act committed, within the State, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act. 15 U.S.C. Section 1, *et seq.*;
- 5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;
- 6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;
- 7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to; or
- 8) Has entered a plea of *nolo contendere* to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in sub-paragraphs (1) through (6) above.

In the case of bribery or attempting to bribe, a business entity may not be awarded a contract if an official, agent or employee of such business entity committed the Prohibited Act on behalf of the business entity and pursuant to the direction or authorization of an officer, director or other responsible official of the business entity, and such Prohibited Act occurred within three years prior to the award of the contract. In addition, a business entity shall be disqualified if an owner, partner or shareholder controlling, directly or indirectly, 20 % or more of the business entity, or an officer of the business entity has performed any Prohibited Act within five years prior to the award of the Contract.

THE UNDERSIGNED HEREBY CERTIFIES THAT: The Undersigned has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Undersigned has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Undersigned would not violate the provisions of such Section or of the Code.

B. BID-RIGGING OR BID ROTATING

THE UNDERSIGNED HEREBY CERTIFIES THAT: *In accordance with 720 ILCS 5/33 E-11, neither the Undersigned nor any Affiliated Entity is barred from award of this Contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid rotating.*

C. DRUG FREE WORKPLACE ACT

THE UNDERSIGNED HEREBY CERTIFIES THAT: The Undersigned will provide a drug free workplace, as required by Public Act 86-1459 (30 ILCS 580/2-11).

D. DELINQUENCY IN PAYMENT OF TAXES

THE UNDERSIGNED HEREBY CERTIFIES THAT: *The Undersigned is not an owner or a party responsible for the payment of any tax or fee administered by Cook County, by a local municipality, or by the Illinois Department of Revenue, which such tax or fee is delinquent, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-129.*

E. HUMAN RIGHTS ORDINANCE

No person who is a party to a contract with Cook County ("County") shall engage in unlawful discrimination or sexual harassment against any individual in the terms or conditions of employment, credit, public accommodations, housing, or provision of County facilities, services or programs (Code Chapter 42, Section 42-30 *et seq.*).

F. ILLINOIS HUMAN RIGHTS ACT

THE UNDERSIGNED HEREBY CERTIFIES THAT: *It is in compliance with the the Illinois Human Rights Act (775 ILCS 5/2-105), and agrees to abide by the requirements of the Act as part of its contractual obligations.*

G. MACBRIDE PRINCIPLES, CODE CHAPTER 34, SECTION 34-132

If the primary contractor currently conducts business operations in Northern Ireland, or will conduct business during the projected duration of a County contract, the primary contractor shall make all reasonable and good faith efforts to conduct any such business operations in Northern Ireland in accordance with the MacBride Principles for Northern Ireland as defined in Illinois Public Act 85-1390.

H. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-127;

The Code requires that a living wage must be paid to individuals employed by a Contractor which has a County Contract and by all subcontractors of such Contractor under a County Contract, throughout the duration of such County Contract. The amount of such living wage is determined from time to time by, and is available from, the Chief Financial Officer of the County.

For purposes of this EDS Section 4, H, "Contract" means any written agreement whereby the County is committed to or does expend funds in connection with the agreement or subcontract thereof. The term "Contract" as used in this EDS, Section 4, I, specifically excludes contracts with the following:

- 1) Not-For Profit Organizations (defined as a corporation having tax exempt status under Section 501(C)(3) of the United State Internal Revenue Code and recognized under the Illinois State not-for-profit law);
- 2) Community Development Block Grants;
- 3) Cook County Works Department;
- 4) Sheriff's Work Alternative Program; and
- 5) Department of Correction inmates.

4. REAL ESTATE OWNERSHIP DISCLOSURES.

The Undersigned must indicate by checking the appropriate provision below and providing all required information that either:

- a) The following is a complete list of all real estate owned by the Undersigned in Cook County:

PERMANENT INDEX NUMBER(S): 16-11-409-032-0000

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

- b) _____ The Undersigned owns no real estate in Cook County.

5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.

If the Undersigned is unable to certify to any of the Certifications or any other statements contained in this EDS and not explained elsewhere in this EDS, the Undersigned must explain below:

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the Undersigned certified to all Certifications and other statements contained in this EDS.

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT

The Cook County Code of Ordinances (§2-610 *et seq.*) requires that any Applicant for any County Action must disclose information concerning ownership interests in the Applicant. This Disclosure of Ownership Interest Statement must be completed with all information current as of the date this Statement is signed. Furthermore, this Statement must be kept current, by filing an amended Statement, until such time as the County Board or County Agency shall take action on the application. The information contained in this Statement will be maintained in a database and made available for public viewing.

If you are asked to list names, but there are no applicable names to list, you must state NONE. An incomplete Statement will be returned and any action regarding this contract will be delayed. A failure to fully comply with the ordinance may result in the action taken by the County Board or County Agency being voided.

"Applicant" means any Entity or person making an application to the County for any County Action.

"County Action" means any action by a County Agency, a County Department, or the County Board regarding an ordinance or ordinance amendment, a County Board approval, or other County agency approval, with respect to contracts, leases, or sale or purchase of real estate.

"Entity" or "Legal Entity" means a sole proprietorship, corporation, partnership, association, business trust, estate, two or more persons having a joint or common interest, trustee of a land trust, other commercial or legal entity or any beneficiary or beneficiaries thereof.

This Disclosure of Ownership Interest Statement must be submitted by :

1. An Applicant for County Action and
2. An individual or Legal Entity that holds stock or a beneficial interest in the Applicant and is listed on the Applicant's Statement (a "Holder") must file a Statement and complete #1 only under **Ownership Interest Declaration**.

Please print or type responses clearly and legibly. Add additional pages if needed, being careful to identify each portion of the form to which each additional page refers.

This Statement is being made by the Applicant or Stock/Beneficial Interest Holder

This Statement is an: Original Statement or Amended Statement

Identifying Information:

Name Inspiration Corporation D/B/A: Inspiration Corporation EIN NO.: 36-3673980

Street Address: 4554 N. Broadway, Suite 207,

City: Chicago State: Illinois Zip Code: 60640

Phone No.: 773-878-0981

Form of Legal Entity:

- Sole Proprietor Partnership Corporation Trustee of Land Trust
- Business Trust Estate Association Joint Venture
- Other (describe) Non Profit 501c3

Ownership Interest Declaration:

1. List the name(s), address, and percent ownership of each individual and each Entity having a legal or beneficial interest (including ownership) of more than five percent (5%) in the Applicant/Holder.

Name	Address	Percentage Interest in Applicant/Holder
N/A		

2. If the interest of any individual or any Entity listed in (1) above is held as an agent or agents, or a nominee or nominees, list the name and address of the principal on whose behalf the interest is held.

Name of Agent/Nominee	Name of Principal	Principal's Address
N/A		

3. Is the Applicant constructively controlled by another person or Legal Entity? [] Yes [X] No
If yes, state the name, address and percentage of beneficial interest of such person or legal entity, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship

Declaration (check the applicable box):

- [X] I state under oath that the Applicant has withheld no disclosure as to ownership interest in the Applicant nor reserved any information, data or plan as to the intended use or purpose for which the Applicant seeks County Board or other County Agency action.
- [X] I state under oath that the Holder has withheld no disclosure as to ownership interest nor reserved any information required to be disclosed.

Shannon K. Stewart
Name of Authorized Applicant/Holder Representative (please print or type)

Shannon K. Stewart
Signature

sstewart@inspirationcorp.org
E-mail address

Executive Director & CEO
Title

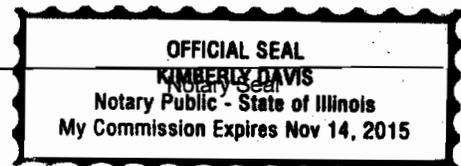
3/8/13
Date

773-878-0981 x224
Phone Number

Subscribed to and sworn before me
this 8 day of March, 2013

My commission expires:

x *Kimberly Davis*
Notary Public Signature





COOK COUNTY BOARD OF ETHICS

69 W. WASHINGTON STREET, SUITE 3040

CHICAGO, ILLINOIS 60602

312/603-4304

312/603-9988 FAX 312/603-1011 TT/TDD

FAMILIAL RELATIONSHIP DISCLOSURE PROVISION:

Section 2-582 of the Cook County Ethics Ordinance requires any person or persons doing business with Cook County, upon execution of a contract with Cook County, to disclose to the Cook County Board of Ethics the existence of familial relationships they may have with all persons holding elective office in the State of Illinois, the County of Cook, or in any municipality within the County of Cook.

The disclosure required by this section shall be filed by January 1 of each calendar year or within thirty (30) days of the execution of any contract or lease. Any person filing a late disclosure statement after January 31 shall be assessed a late filing fee of \$100.00 per day that the disclosure is late. Any person found guilty of violating any provision of this section or knowingly filing a false, misleading, or incomplete disclosure to the Cook County Board of Ethics shall be prohibited, for a period of three (3) years, from engaging, directly or indirectly, in any business with Cook County. *Note:* Please see Chapter 2 Administration, Article VII Ethics, Section 2-582 of the Cook County Code to view the full provisions of this section.

If you have questions concerning this disclosure requirement, please call the Cook County Board of Ethics at (312) 603-4304.

Note: A current list of contractors doing business with Cook County is available via the Cook County Board of Ethics' website at:

http://www.cookcountygov.com/taxonomy/ethics/Listings/cc_ethics_VendorList_.pdf

DEFINITIONS:

"Calendar year" means January 1 to December 31 of each year.

"Doing business" for this Ordinance provision means any one or any combination of leases, contracts, or purchases to or with Cook County or any Cook County agency in excess of \$25,000 in any calendar year.

"Familial relationship" means a person who is related to an official or employee as spouse or any of the following, whether by blood, marriage or adoption:

- | | | |
|-----------|-------------------|----------------|
| ▪ Parent | ▪ Grandparent | ▪ Stepfather |
| ▪ Child | ▪ Grandchild | ▪ Stepmother |
| ▪ Brother | ▪ Father-in-law | ▪ Stepson |
| ▪ Sister | ▪ Mother-in-law | ▪ Stepdaughter |
| ▪ Aunt | ▪ Son-in-law | ▪ Stepbrother |
| ▪ Uncle | ▪ Daughter-in-law | ▪ Stepsister |
| ▪ Niece | ▪ Brother-in-law | ▪ Half-brother |
| ▪ Nephew | ▪ Sister-in-law | ▪ Half-sister |

"Person" means any individual, entity, corporation, partnership, firm, association, union, trust, estate, as well as any parent or subsidiary of any of the foregoing, and whether or not operated for profit.

SWORN FAMILIAL RELATIONSHIP DISCLOSURE FORM

Pursuant to Section 2-582 of the Cook County Ethics Ordinance, any *person* doing business** with Cook County must disclose, to the Cook County Board of Ethics, the existence of *familial relationships** to any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County. Please print your responses.

Name of Owner/Employee: Shannon K. Stewart Title: Executive Director & CEO

Business Entity Name: Inspiration Corporation Phone: 773-878-0981

Business Entity Address: 4554 N. Broadway, Suite 207, Chicago, IL 60640

_____ The following familial relationship exists between the owner or any employee of the business entity contracted to do business with Cook County **and** any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County.

Owner/Employee Name:	Related to:	Relationship:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

If more space is needed, attach an additional sheet following the above format.

X There is **no** familial relationship that exists between the owner or any employee of the business entity contracted to do business with Cook County and any person holding elective office in the State of Illinois, Cook County, or in any municipality within Cook County.

To the best of my knowledge and belief, the information provided above is true and complete.

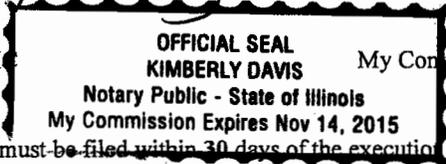
Shannon K. Stewart _____
Owner/Employee's Signature Date 3/8/13

Subscribe and sworn before me this 8 Day of March, 2013

a Notary Public in and for Cook County

Kimberly Davis
(Signature)

NOTARY PUBLIC
SEAL



My Commission expires Nov 14 2015

Completed forms must be filed within 30 days of the execution of any contract or lease with Cook County and should be mailed to:

Cook County Board of Ethics
69 West Washington Street,
Suite 3040
Chicago, Illinois 60602

SIGNATURE BY A SOLE PROPRIETOR
(SECTION 3)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

FEIN/SSN: _____

COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SOLE PROPRIETOR'S SIGNATURE: _____

PRINT NAME: _____

DATE: _____

Subscribed to and sworn before me this

_____ day of _____, 20____.

My commission expires:

X _____
Notary Public Signature

Notary Seal

SIGNATURE BY A PARTNERSHIP (AND/OR A JOINT VENTURE)
(SECTION 4)

The Undersigned hereby certifies and warrants: that all of the statements, certifications, and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all of the facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____ FEIN/SSN: _____

*COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SIGNATURE OF PARTNER AUTHORIZED TO EXECUTE CONTRACTS ON BEHALF OF PARTNERSHIP:

*BY: _____

Date: _____

Subscribed to and sworn before me this

_____ day of _____, 20__.

My commission expires:

X _____
Notary Public Signature

Notary Seal

* **Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.**

SIGNATURE BY A LIMITED LIABILITY CORPORATION
(SECTION 5)

The Undersigned hereby certifies and warrants: that all of the statements, certifications, and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all of the facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Procurement Director in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____

FEIN: _____ * CORPORATE FILE NUMBER: _____

MANAGING MEMBER: _____ MANAGING MEMBER: _____

**SIGNATURE OF MANAGER: _____

ATTEST: _____

Subscribed and sworn to before me this

_____ day of _____, 20_____.

X _____
Notary Public Signature

Notary Seal

* **If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.**

** **Attach either a certified copy of the by-laws, articles, resolution or other authorization demonstrating such persons to sign the Signature Page on behalf of the LLC.**

SIGNATURE BY A CORPORATION
(SECTION 9)

The Undersigned hereby certifies and warrants: that all of the statements, certifications, and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all of the facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: Inspiration Corporation

BUSINESS ADDRESS: 4554 N. Broadway Suite 207
Chicago, IL 60640

BUSINESS TELEPHONE: 773-878-0981 FAX NUMBER: 773-878-3114

CONTACT PERSON: Shannon K. Stewart

FEIN: 36-3673980 *IL CORPORATE FILE NUMBER: 5562-400-3

LIST THE FOLLOWING CORPORATE OFFICERS:

PRESIDENT: Neal Kulick VICE PRESIDENT: Lisa Hampton

SECRETARY: Karen Goldstein TREASURER: Gabriel Goodman

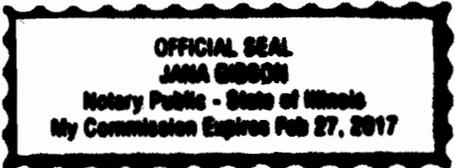
**SIGNATURE OF PRESIDENT: *Neal Kulick*

ATTEST: *Karen Goldstein* (CORPORATE SECRETARY)

Subscribed and sworn to before me this
29th day of May, 2013

x *Jana Gibbon*
Notary Public Signature

My commission expires:
2/27/17
Notary Seal



* If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

** In the event that this Signature Page is signed by any persons than the President and Secretary, attach either a certified copy of the corporate by-laws, resolution or other authorization by the corporation, authorizing such persons to sign the Signature Page on behalf of the corporation.

COOK COUNTY SIGNATURE PAGE
(SECTION 7)

ON BEHALF OF THE COUNTY OF COOK, A BODY POLITIC AND CORPORATE OF THE STATE OF ILLINOIS, THIS CONTRACT IS HEREBY EXECUTED BY:



COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 3 DAY OF July, 2013

IN THE CASE OF A BID PROPOSAL, THE COUNTY HEREBY ACCEPTS:

THE FOREGOING BID/PROPOSAL AS IDENTIFIED IN THE CONTRACT DOCUMENTS FOR CONTRACT NUMBER

13-53-073B

OR

ITEM(S), SECTION(S), PART(S): _____

TOTAL AMOUNT OF CONTRACT: \$ 80,000⁰⁰
(DOLLARS AND CENTS)

FUND CHARGEABLE: _____

APPROVED AS TO FORM:

Not required

ASSISTANT STATE'S ATTORNEY
(Required on contracts over \$1,000,000.00)