

**PROFESSIONAL SERVICES AGREEMENT**

**For**

**VIOLENCE PREVENTION, INTERVENTION AND REDUCTION GRANTS**

**CONTRACT NO. 13-53-090A**

**BETWEEN**



**COOK COUNTY GOVERNMENT**

**COOK COUNTY JUSTICE ADVISORY COUNCIL**

**AND**

**ALTERNATIVES, INC.**

**APPROVED BY THE BOARD OF  
COOK COUNTY COMMISSIONERS**

**JUN 17 2013**

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**Toni Preckwinkle  
Cook County Board President**

**Shannon E. Andrews  
Chief Procurement Officer**

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# PROFESSIONAL SERVICES AGREEMENT

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- 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 Alternatives, Inc., 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 Violence Prevention, Intervention and Reduction 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 June 1, 2013 ("**Effective Date**") and continue until May 31, 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 \$240,000.00 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 \$240,000.00 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  
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: Alternatives, Inc.  
4730 North Sheridan Road  
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**

Scope of Work

Contractor shall provide services and/or programs in one or more of the targeted areas of behavioral health, education, skill building, community building, balanced and restorative justice, civic engagement, youth engagement, employment, or mentoring. The Contractor shall define the number of individuals that it intends to serve within the proposal.

Program Methodology

Contractor must understand the impact of violence on victims, perpetrators, people who are both victims and perpetrators, families, and the community as whole and the intersection between environment, criminal justice, education, employment, interpersonal and intrapersonal skills, community involvement, and violence and the challenges for obtaining services and meaningful programming in the community.

The model shall be based on an integrated team approach (this may include staff cooperation and communication, community collaboration, multiple service provider collaboration, etc.) and be adaptable and based on current realities. The proposed model shall specifically recognize and assess the roles of: history of trauma and violence; co-occurring disorders; family relationships; parenthood; peer supports; community stability and socialization; connectedness with societal values; education; income and employment; and ancillary services. Programs should utilize a strength and asset-based, motivational approach to treatment and skill building and selection of staff that have embraced this approach.

Programming shall focus on enhancing participants' functioning and behavior, developing skills for living a productive life within the community and engaging in behaviors that contribute to positive outcomes through job training, mentoring, balanced and restorative justice practices or other needed services. All with the overarching goal of reducing factors that put the individual at a higher risk of violence involvement. The goal should be to build off of these individual services to strengthen communities and reduce violence.

The Contractor shall offer a safe, supportive and encouraging environment that encourages trust, bonding, and connection. Staff selection should take into account the population being served with consideration to parity, economic challenges and cultural values. All programs shall work to reduce risk factors for violence and improve outcomes. Strategies may include cognitive-behavioral strategies that shall promote critical thinking and healthy decision-making. The overall focus shall be on enhancing participants' functioning and behavior, developing skills for living a productive life within the community and engaging in behaviors that contribute to positive outcomes in society.

The providers shall offer a safe, supportive and encouraging environment that encourages trust, bonding, and connection. Staff selection should take into account the population being served with consideration to parity, economic challenges and cultural values.

Program needs for clients may include, but are not limited to the following list:

- Homelessness
- Life skills
- Problem-solving skills
- Employment
- Education
- Criminality, criminal thinking, criminal identity, and the criminal code (shared values)
- Participant manipulateness
- Denial
- Resistance
- Guilt, stigma, and shame
- Anger and hostility
- Domestic violence
- Exposure to violence
- Cultural identity (cultural background and race)
- Immigration Services
- Language needs (translation services, etc.)
- Role as family member and/or parent
- Motivation
- Creating therapeutic alliances
- Striving for counselor credibility
- Striving for cultural competence
- Designing treatment to reflect stages of change
- Self-management skills (relapse prevention)
- Peer support and feedback
- Pro-social activities
- Reentry services
- Healthy Lifestyle issues
- Support Healthy/Pro-social choices
- Early childhood prevention and intervention
- Conflict Resolution skills
- Gang intervention/prevention
- Individualized mentoring
- Community building
- Balanced and Restorative Justice Practices

The above list is provided to show the need for comprehensive, integrated and holistic thinking when designing programs for clients at risk of violence involvement. The Contractor shall address these issues either internally or through linkages in the local human service system. This list does not preclude the Contractor from addressing additional issues and the Contractor is encouraged to expand areas of topical issues in its service delivery.

Contractor's staff shall show equitable treatment by staff towards all participants throughout their course of treatment.

Project Component

The JAC is looking for a creative, but evidence based approach to reducing violence. The expectation is that programs will provide innovative programming in a community friendly manner. The program shall maintain continuous focus on planning and implementation of services that support individuals and communities and shall work collaboratively with the initiatives that support services to reduce violence.

The grant recipient shall be required to ensure confidentiality and shall agree that all information about its work and the work performed by the JAC shall remain confidential. This includes, and is not limited to, all information about the programs supplied to the grant recipient by the JAC and the County.

Record Keeping Procedure

The JAC requires the grant recipient to create and retain participant files service plans and records, when applicable. The participant record information shall include the participants' names, addresses and services provided.

Quarterly Reports and Site Visits

Grant recipients will be required to submit quarterly narrative reports for the duration of the grant. The last quarterly report may be considered a final report and may be used for a summation in the categories requested. The quarterly narrative report for the 2013 Violence Reduction Grants shall indicate the following:

- The grant recipients accomplishments in the quarter,
- The number of people enrolled, admitted or who otherwise entered the program,
- Number of people retained in the program, if applicable,
- Number of people who successfully completed the program, if applicable,
- All other metrics given in the program proposal,
- The challenges faced in the quarter,
- Any other information/data the grant recipient can share with Cook County from the quarter(s) that will help us to better understand the factors contributing to violence and the work being done to reduce violence.

Additionally, the Justice Advisory Council will conduct a site visit with the grant recipient at a mutually agreed upon time and place. At the site visit, the JAC will want to meet anyone working under the grant and/or tasked with overseeing its implementation, meet with and hear from any client(s)/constituency participating in program(s) supported by the grant and see the facilities used in the implementation of the grant (e.g. offices, classrooms, meeting areas etc.)

Upon award of a contract the grant recipient will meet with the JAC to discuss quarterly report forms and procedures.

Key Personnel

Contractor must identify the key personnel/volunteers that will be committed to the project. The Chief Procurement Officer reserves the right to reject any key personnel proposed if it is determined in the County's best interest. The evaluation of proposals includes the qualifications of the personnel proposed; therefore, Contractors will name key personnel as part of their submission. Key Personnel must not be replaced during the project without the approval of the Chief Procurement Officer.

For example years, requirements for specific experience, specific credentials, certifications, background of Contractor and/or Key Personnel.

The selected grant recipient must provide sufficient staff and volunteers to cover project needs. The grant recipient must take into account appropriate staff coverage for vacation days, long-term disabilities, sick days and vacant positions.

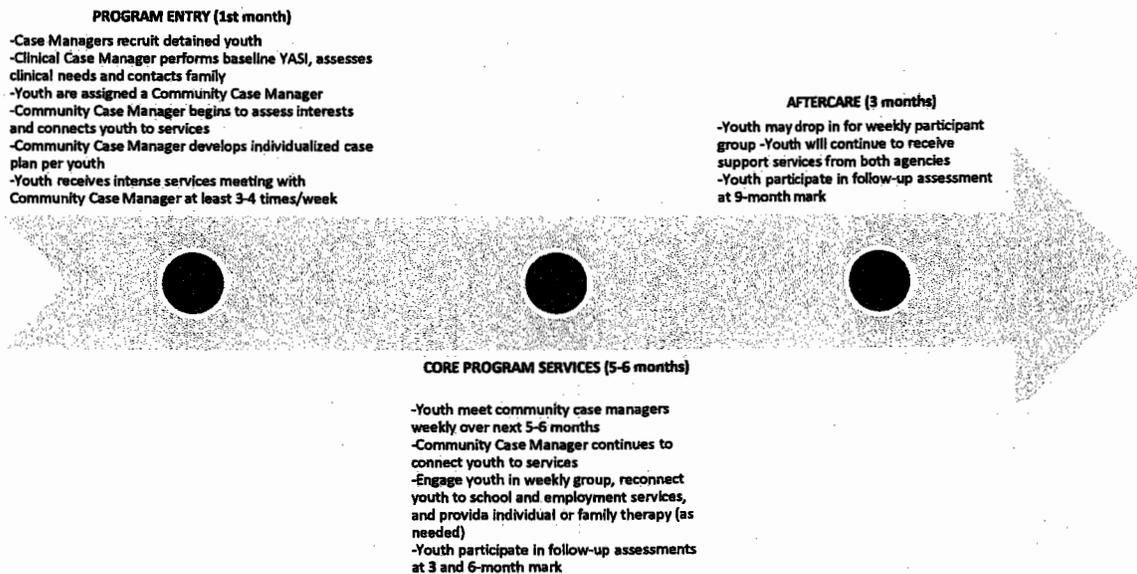
Subcontracting or teaming

The Contractor may be comprised of one or more organizations as to assure the overall success of the project. The Contractor shall identify each collaborative member organization and specify their role. The Chief Procurement Officer reserves the right to accept or reject any of the collaborative member organizations if in the Chief Procurement Officer's sole opinion replacement of the organization, based on skills and knowledge, is in the best interest of the County.

## 7.2.2 Executive Summary

Alternatives, Inc., in partnership with Howard Area Community Center (subcontractor), proposes to provide comprehensive re-entry services to 50 juvenile ex-offenders exiting incarceration or detainment through the Cook County Request for Proposal, RFP No. 13-53-090, *Violence Prevention, Intervention, and Reduction Grants for Cook County Justice Advisory Council*. Alternatives will begin this year-long contract the day that the grant is awarded or by June 1, 2013, at which time youth will be recruited and enrolled in a six-month violence prevention, intervention, and reduction program with the option of three-month aftercare. One Clinical Case Manager will work with two Community Case Managers to recruit currently detained or recently released youth and young adults returning to their homes or living spaces located in the area from Diversey to the Chicago City limits north and from the lake to the Chicago City limits west.

Participants in the program will be juvenile ex-offenders, up to 24 years old, who will receive re-entry services to build protective factors, decrease criminal involvement and unhealthy behaviors, decrease issues related to substance abuse and mental health, improve personal and familial relationships, obtain a diploma or GED, and increase skills that allow them to be placed in and maintain successful employment. Approximately 50 youth will receive these supports within one year from the date of contract. Youth, primarily located in Rogers Park and Uptown, will work with the case managers to generate a comprehensive and coordinated case plan. To reconnect youth with their family, peers, and community, this plan offers individualized case management, mental health and substance abuse treatment, a weekly peer group, and connections to local schools, career and employment services, and youth development programming.



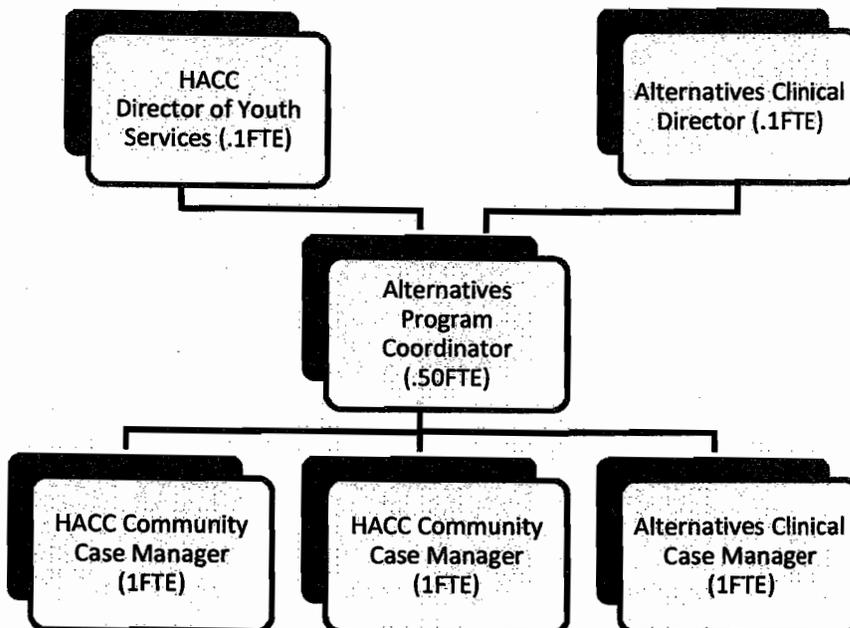
Building upon Alternatives' extensive youth/young adult clinical services and restorative justice experience and Howard Area Community Center (HACC)'s extensive experience with re-entry

programming, case management services, and job placement services, we anticipate meeting or exceeding all proposed outcomes for the program.

Both agencies were established in direct response to the needs of the community and have long histories of serving youth and families in the proposed communities. Alternatives has stood as a model for Chicago's youth services field since 1971, and HACC has served as a pillar of the Rogers Park community since 1967.

Alternatives has an extensive history of providing clinical services for young people in Uptown and throughout Chicago. Alternatives is licensed through the Illinois Division of Alcoholism and Substance Abuse as an outpatient substance abuse provider and as a Child Welfare Agency by the Illinois Department of Children and Family Services. Over the past 45 years, HACC has grown to offer a variety of supports to Rogers Park residents most in need of services, including at-risk youth, through re-entry programs and job placement services. By collaborating on this program, Alternatives and HACC will use their expertise to equip the population with the tools and supports they need to transform themselves to successful, healthy adults.

The key personnel for this contract are Andrea Kuebbeler (Alternatives) and Robert Conlon (HACC). The primary contact for this proposal is Andrea Kuebbeler, Alternatives' Clinical Director. Ms. Kuebbeler will oversee the Violence Prevention, Intervention, and Reduction program and can be reached at (773)506-7474 x211 or [akuebbeler@alternativesyouth.org](mailto:akuebbeler@alternativesyouth.org). Ms. Kuebbeler can receive mail communication at Alternatives' administrative office, 4730 N. Sheridan Road, Chicago, IL 60640. The secondary contact for this proposal is Robert Conlon, Director of Youth Services. Mr. Conlon can be reached at (773)262-6622 or [rconlon@howardarea.org](mailto:rconlon@howardarea.org). Mr. Conlon can receive mail communication at Howard Area Community Center's administrative office, 7648 N. Paulina Street, Chicago, IL 60626. The organization chart for this proposed violence prevention, intervention, and reduction program follows.



### **7.2.3 Proposed Plan of Action/Program Plan:**

Alternatives, Inc. and Howard Area Community Center will partner to provide an intensive, coordinated, and trauma informed community approach to working with high-risk youth and young adults (up to age 24) who have been detained at the Cook County Juvenile Temporary Detention Center (JTDC) and/or have been adjudicated to an Illinois Youth Center/IDOC placement and are now re-entering their communities.

This program will be based in Rogers Park and focus on youth from that community as well as Uptown, but will take in high-risk youth from communities on the North side of Chicago, from Lake Michigan to the city limits west and from Diversey Road to the city limits north. The goal of the program is to reduce recidivism and maximize positive outcomes for youth and young adults having experienced detainment in the juvenile or adult corrections system. Outcomes will be improved for these high-risk youth and young adults through the provision of individualized, youth-tailored service planning that has family and community input and service provision by staff trained in trauma-informed care and restorative justice practices.

#### **Statement of Need**

Chicago crime statistics have been the focus of national news reporting for many years now. With 506 murders in 2012, the City and Cook County have recognized a growing need for violence prevention and intervention services specifically designed to decrease recidivism and increase opportunities for success among juvenile offenders. Despite these efforts, crime rates remain high, particularly throughout the South and West sides of Chicago.

While the focus has been removed from the northern neighborhoods, young people recently released from custody and returning to homes and care facilities on the North side of the city -- specifically in the Rogers Park, Uptown, West Ridge, Edgewater, and Albany Park communities -- still face seemingly insurmountable challenges to reintegrating in society. These youth often have low protective and high risk factors: a disproportionate number of incarcerated youth are of color; come from low-income homes; strain in traditional school environments, experience concurrent family, psychiatric, and substance abuse issues; and struggle to access services to increase protective factors, provide positive employment and mentor opportunities, and prevent repeat incarceration.

In the face of these challenges, re-integrating successfully in society can prove a long and daunting road. In fact, in a study of 3,052 juveniles released from the Illinois Department of Juvenile Justice between fiscal years 2005-2007, 68% were re-incarcerated within three years of release.

Despite this bleak outlook, youth are resilient and able to overcome odds to position them on paths to successful futures. However, drastic measures must be taken to offer these young people a real chance to repair relationships with friends and family, increase their own resiliency and self-care, address and treat substance abuse and mental health disorders, and create positive futures for themselves.

### ***Racial and Gender Disparity of Incarcerated or Detained Youth:***

While race itself is not a risk factor, it is well-documented that the majority of those incarcerated are men and that a disproportionate number of those incarcerated or detained are people of color, despite a divergent racial profile of the overall population. Per a Child Trends 2012 report of U.S. incarcerated youth:

“Among the estimated 717,800 men ages 18 to 29 who were incarcerated at midyear 2010, 37% (290,100) were black and 23% (180,400) were Hispanic. Among men, a higher proportion of blacks are incarcerated at any age than are men of other races. For example, in 2010, among men ages 20 to 24, 8.0 percent of blacks were incarcerated, followed by 3.3% of Hispanics and 1.3% of whites.”

In the 2010-11 school year, 29 Chicago Public School students were arrested on school property every single day; 73% of these arrests were of male students and 97% were of African-American and Latino students. Our services will most likely serve only males, specifically those of color. Both agencies pride themselves on cultural competence serving these communities and target population.

### ***Poverty Indicators:***

Low-income status is another documented risk factor for incarcerated or detained youth. Poverty has negative long-term effects on the cognitive, social, and emotional development of children. It leads to multiple barriers that hinder one's ability to lead a healthy, productive life. These barriers include poor academic performance, limited employment skills, and lack of access to primary and preventive care. Those with lower family incomes often cannot afford the educational opportunities of families with higher combined incomes, such as college or trade/technical schools.

On average, one in five community members in Rogers Park live at or below the poverty level, and nearly one in ten residents live in extreme poverty (50% below poverty level.) Neighborhoods representative of those from which program youth are anticipated to be recruited report the following rates for populations at or exceeding at least 100% of the federal poverty level between 2006 and 2010: Rogers Park: 25.9%, Uptown: 26.0%, West Ridge: 17.5%, and Edgewater: 17.3%. The percentage of residents living at 50% below the poverty rate (i.e., extreme poverty) in representative North side Chicago communities were 10.4% (Rogers Park), 10.3% (Uptown), 8.1% (Edgewater), and 6.0% (West Ridge).

In Rogers Park, nearly 30% of all children under the age of 18 live below the federal poverty level. Statistics about the local public high school, Sullivan High School, suggest the negative impact of poverty on cognitive development and academic success. At Sullivan, 90.9% of students are low-income. In 2012, only 15.7% of its students met or exceeded standards on state tests, compared to a district average of 31.5%. The school also falls significantly below district-wide graduation rates (58% compared with 70%). Of 11,489 individuals ages 16 to 24 in Rogers Park, 46% dropped out of high school and 56% are jobless.

An average of 87% of the students at three elementary public schools with which HACC partners are low-income, and the majority are of color (92% of students are either Hispanic or African American). Struggling to make ends meet can be difficult, even without an arrest, detention, or incarceration history; the additional poverty experienced by these communities and specifically this population only further narrows the field of available educational and employment opportunities that give ex-offenders a shot at financial stability as they mature into adulthood.

### ***Community Crime:***

As youth who have been incarcerated or detained re-enter their communities, the prevalence of violent crime in their neighborhoods can act as a risk factor, influencing youth to return to negative behaviors. In the face of such community violence exposure, youth that lack protective factors and psychosocial supports are ill-equipped to avoid illegal behavior and are likely to re-enter the criminal justice system.

At first glance, crime on Chicago's North side appears universally lower than that in neighborhoods on the South and West sides. This might suggest that local need is lower than in other parts of the city. Indeed in 2012, while Rogers Park ranked in the top 50% for violent crime rates citywide, Uptown, Edgewater, and West Ridge all saw violent crime rates in the bottom 50% of the city. Unfortunately, this macro-level assessment ignores the nuanced differences within the neighborhoods themselves. Our focus areas, Uptown and Rogers Park, have vast demographic and socio-economic diversity. Although the more affluent parts of these neighborhoods do enjoy lower crime rates, the high poverty and predominantly minority census tracts of these community areas suffer from extremely *high* rates of violence. These rates of violence are high not only as compared with other areas of the North side, but also as compared with some of the overall most violent neighborhoods in Chicago.

For example, in 2012 the high-poverty Census Tract 101 in Rogers Park (as bounded by Sheridan Road, Howard Street, and Chicago Avenue), where Howard Area Community Center is located, had an overall per-capita violent crime rate of 7,334 per 100,000, a figure comparable to the neighborhood-wide violent crime rates in Woodlawn (6,819 per 100,000), Austin (6,773 per 100,000), and South Shore (7,884 per 100,000).

Similarly, in 2012 Census Tract 8307 in Uptown (the area surrounding Truman College and bordered by Lawrence Avenue, Sheridan Road, Montrose Avenue, and Racine Avenue), where Alternatives, Inc. is headquartered, had an even higher violent crime rate: 8,326 per 100,000. North side tracts such as 101 and 8307 make up a disproportionate amount of neighborhood crime. Of all the violent crime in the entire Rogers Park neighborhood, 23% occurred in Tract 101 alone, an area comprising only 8% of the entire community's population. This ratio was even worse in Uptown's Tract 8307, representing 25% of all Uptown violence in an area with just 6% of the area's population.

Youth who live on North side blocks like this experience daily violence exposure far beyond that which is experienced just down the street in higher-income parts of the community. Neighborhood-wide rates may not match those in more violent parts of the city, but the focus

neighborhoods, and many other communities on the North side, contain areas with comparably high violence and need.

Additional information indicates that a high number of juveniles detained or incarcerated are from Rogers Park. In 2009, there were 546 arrests of youth aged 10 to 16 reported in the 24th District, with 16 year-olds making up the largest share of these arrests (245). The vast majority of these 546 arrests were black youth (401). Despite a decline in total youth population in Rogers Park over the same time period in 2010, the numbers of arrests increased. In 2010, 706 youth under the age of 17 were arrested, 77% of whom were African-American (543). Again, youth ages 16 and 17 years old made up the majority of arrestees. Although more youth are arrested for misdemeanor charges than for felony offenses, roughly 25% of all 24th District youth arrests are for serious felonies such as burglary, aggravated assault, and robbery. By increasing the number of protective factors, we can equip youth with the tools needed to avoid risky behaviors that could result in re-arrest, re-conviction, or re-incarceration.

### ***School Re-engagement and Employment Opportunities:***

Youth who regularly attend school and obtain a diploma decrease their risk factors for negative behaviors by taking part in pro-social activities, engaging with their peers and adults in a structured environment, and avoiding dangerous street violence and crime. Additionally, youth with high school diplomas are more likely to be placed in jobs after graduation and to be more financially stable and independent than dropouts. Unfortunately, many at-risk youth struggle with traditional school environments, drop out of school, or are frequently truant. In 2009, the Chicago Department of Family and Support services reported that between 15% and 20% of all youth in Rogers Park ages 16 to 19 were not attending school or working. Of 11,489 individuals ages 16 to 24 in Rogers Park, 46% dropped out of high school and 56% are jobless. These statistics indicate a need for youth to receive case management services connecting them with supportive personnel within area public schools. If traditional school environments are not an option, alternative schools would still offer the opportunity for youth to re-engage with their peers and obtain a GED. Older youth could also benefit from case managers' connections to employment skill-building programs and workforce placement services in lieu of returning to school.

### ***Case Management Services:***

Youth exiting detention and incarceration require additional support services to transition them into healthy behaviors and environments. Without referrals to supportive services, most youth are not equipped to navigate the transition on their own. The Illinois Juvenile Justice Commission Youth Reentry Improvement Report (November 2011) found only 3% of the 386 youth tracked by the Commission were linked to mandated community-based services by their parole agent, thus indicating a lack of support for recently released parolees. Of these recently released youth, the conditions of parole, referred, and linked youth follow:

- Substance abuse (282 youth): 111 youth referred; 19 youth linked.
- Mental health treatment (134 youth): 40 youth were referred; 8 youth linked
- Employment (288 youth): 28 youth referred; 2 youth linked.
- School (GED/high school/college; 332 youth): 51 youth referred; 6 youth linked.

- Anger management program (33 youth): 1 youth referred; 0 youth linked.
- Sex offender counseling (34 youth): 6 youth referred; 1 youth linked.

As demonstrated above, even mandated services are often grossly underprovided, and nonprofits must be able to close the gap in these services. Both agencies have hundreds of relationships with area schools, organizations, police districts, and hospital and treatment care facilities to provide youth with an additional safety net of providers and linkages to critical services.

***Disorders and Related Risk Factors:***

Previously incarcerated or detained juveniles who are re-entering society face numerous challenges. As supported by findings from the Northwestern Juvenile Project (NJP), the majority of these youth have at least one disorder (psychiatric and/or substance abuse), face multiple barriers to treatment, and have marked global impairment requiring intensive interventions from multiple supports. The innovative program proposed by Alternatives and HACC will address these critical issues, supporting youth as they successfully integrate with and become positively functioning members of society.

These youth must overcome disadvantages and challenges that increase their chance of failure and even death. Based on data from the NJP, the majority of previously incarcerated or detained youth suffer at least one psychiatric disorder and nearly half had at least one substance abuse disorder at baseline. Youth enter incarceration or detention with these factors, and few, if any, receive treatment within six months after their detainment (<23% total, 15% in detainment and 8% in community). Clearly, a gap exists between the number of youth requiring treatment and the number receiving it. When additional factors are considered -- the presence of multiple disorders in nearly half the youth, the rate of PTSD and those exposed to violence and trauma, past history of child abuse or maltreatment, and high number of risky behaviors -- these youth face great challenges reintegrating to society successfully. Previously incarcerated or detained youth have an overall mortality rate nearly four times as large as the general population just 7.1 years after release, and within three years, 17% of detained youth develop antisocial personality disorder. These factors all indicate an urgency to address unmet needs of the previously detained-recently released juvenile population.

***Barriers to Mental Health and Substance Abuse Treatment:***

NJP results reported that 85% of youth reported at least one barrier to treatment. The majority of youth believed their problems would go away or they could solve the problem on their own. By integrating a clinical case manager into our staffing pattern, the proposed program will holistically provide an accessible worker trained as a therapist as well as a case manager to work directly in the community with youth identified as having mental health and/or substance abuse issues. Through this staffing pattern we hope to decrease the stigma associated with treatment services and provide crucial, high-quality care. By decreasing other barriers related to behavioral health services (out-of-pocket cost, lack of insurance, ease of access, and location), we increase the likelihood of young people benefiting from these services.

## **Plan of Action**

While this population faces numerous challenges, youth are resilient and capable of overcoming the odds they face, given the right support and care. By addressing multiple factors -- mental health and substance abuse issues, family and trauma-related issues, case management, employability skill-building, and restorative justice -- youth will be better educated in making healthier life choices, will increase their number and quality of protective factors, and be better equipped to navigate the transition to society and become successful, valued members of their communities. Through our united efforts, Alternatives and HACC staff will address these numerous issues using evidence-based strategies, offering comprehensive services, and removing barriers to treatment during a critical time in young people's transition back into their communities.

### ***Staff Training:***

All staff involved in the program will receive specialized training in trauma-informed care provided by an experienced licensed clinician who worked directly with juvenile justice-involved youth and young adults. Alternatives, Inc. has provided trauma-informed care for many years as a part of our counseling department and has the expertise to provide project staff with trauma-informed care training. In addition, all project staff will receive an in-depth training on Balanced and Restorative Justice (BARJ) practices such as peace/talking circles and peer conferencing which will be integrated into the service provision.

Through these trainings, the culture of the program will be set from the start to be restorative rather than punitive, strengths-based rather than deficit-focused, and driven by the youth in terms of their individual needs within their community.

### ***Assessment:***

For optimum long-term results, program services will begin before a youth is discharged from the detention center or jail. The case managers will work with juvenile detention centers, parole officers, and other juvenile offender support groups to identify youth returning to the North side of Chicago who would be eligible for this program. The Clinical Case Manager, who specializes in assessing behavioral health needs as well as past trauma, will evaluate all youth coming into the program using a standardized tool, the Youth Assessment and Screening Instrument (YASI). Areas of focus on the assessment tool include legal history, family environment, school, community and peers, alcohol/drugs, health/mental health, employment, use of free time, attitudes/behaviors, and skills. The YASI assesses the risk level and protective factors of youth involved in the program. It is a case management instrument that helps staff to assess and implement services for youth as well as maintain outcomes/improvements in the youth's functioning over time.

The Clinical Case Manager will also contact family members and/or supportive others who are a part of the youth's network within the community in order to gather a comprehensive picture of the youth's environment in terms of protective and risk factors. Once all of this assessment

information is obtained, the youth will be assigned to a Community Case Manager who will oversee the development of an individualized case plan and movement toward the youth's goals.

***Service Provision:***

All services in the project will be individualized to the youth and their family's needs. The YASI assessment tool also includes a case planning tool that the Community Case Managers will use to help define areas of need surrounding increasing protective factors and decreasing risk factors. Case planning will be done to establish goals and appropriate activities and interventions to achieve these goals. A strong focus will be on the strengths, assets, and resources of the youth, their family, and the community in order to achieve the best outcomes. The Community Case manager will work with the youth and family in a steady progression to meet the goals on the young person's case plan. Caseloads for the Community Case Managers will be small, numbering approximately 10 youth, in order for them to spend multiple hours per week with each participant. The length of stay in the program will be approximately six months, dependent on progress and connections to the community for each youth.

The following areas can be targeted for service provision depending on each youth's assessed needs:

***Comprehensive Case Management Services:***

Once a youth has gone through the initial assessment, they will be assigned to a community case manager who will meet with them 3 to 4 times per week at minimum for the first month their program participation. In the following months, depending on the youth's progress, the Community Case Manager may reduce their contact time if the youth is sufficiently involved in community pro-social activities. The Community Case Managers will serve as the organizing entity for each youth and their family/caregiver in terms of connections to the community and meeting the needs of the family in order to stabilize the youth's behavior and reduce risk factors related to further criminal involvement.

***Mental Health/Substance Abuse Services:***

All youth identified on the initial risk assessment as having high risk areas in mental health/substance use will meet with the Clinical Case manager to complete the Global Appraisal of Individual Needs-Quick (GAIN-Q), a research-based, standardized assessment which specializes in identifying behavioral problems.

Program participants will have receive comprehensive mental health and substance abuse counseling services to address their emotional and behavioral difficulties related to past traumatic experiences with community violence, child abuse, gang involvement, and/or other traumatic incidents that impair their ability to fully function as a healthy adult. In addition, substance abuse counseling will be offered to help reduce substance use and help participants move toward abstinence so that they can maintain employment and/or schooling.

Cognitive Behavioral Treatment (CBT), an empirically-supported treatment, will be used to focus on patterns of thinking that are maladaptive and the beliefs that underlie such thinking. This intervention method is ideal for a community setting in that it is short term, focused and goal-oriented. CBT has been shown to be successful with urban adolescents and young adults.

For participants struggling with trauma symptoms, the Clinical Case Manager will utilize Trauma Focused Cognitive Behavioral Therapy (TF-CBT). TF-CBT has been proven successful in working with youth who have significant emotional problems related to traumatic life events. TF-CBT is listed on the Substance Abuse and Mental Health Services Administration (SAMHSA)'s National Registry of Evidence-based Program and Practices (NREPP).

For treatment surrounding substance use and co-dependency issues, the Adolescent Community Reinforcement Approach (A-CRA) will be used to work with youth and their caregivers with the goal of reducing substance use, increasing pro-social activities and decreasing family conflict. A-CRA works on building skills surrounding problem-solving, communication skills, and refusal skills surrounding substance use. The model has been proven to work well with youth as it is very concrete and behavioral in its approach. A-CRA is listed on the Substance Abuse and Mental Health Services Administration (SAMHSA)'s National Registry of Evidence-based Program and Practices (NREPP).

#### *Family Connections:*

Research has shown that helping the family develop skills to work with the youth and involving the family in planning has a strong impact on the youth's success in programming. During the assessment phase, the Clinical Case Manager will assess the young person's family connections and areas of protective and risk factors in the home. If needed, family counseling services will be provided by the Clinical Case Manager in collaboration with the Community Case Manager.

Both case managers will work on increasing the young person's protective factors which means increasing the number of positive adults in their lives and improving positive adult connections. Many youth returning from confinement feel isolated and disconnected from their families or have significant conflict with their parent(s)/caregivers. When possible, repairing these familial relationships may provide youth with a stronger sense of belonging in the home. Re-connecting youth to positive family members is an important component to re-connecting previously detained youth to their community. For those youth who have difficulty with the parental figures in their lives, the Clinical Case Manager will also work on increasing positive parenting skills with parents/guardians and also serve as a role model for dealing with conflict and strong emotions.

#### *School Connections:*

If the youth is still eligible for high school, it will be a priority to get them re-enrolled in their local high school or alternative high school. Assessing the best educational placement for the youth will involve looking at past academic records, Individualized Education Plans (IEPs), and safety issues surrounding returning to school where many gang factions may be present. Enrollment in Howard Area Leadership Academy, an alternative high school housed at Howard Area Community Center, would be an option for most of the program youth depending on testing and number of credits prior to detainment.

For older youth, the Community Case Manager will work with the youth to determine what is needed to finish a high school degree or to move on to secondary education if that is the desired course of action by the youth.

#### *Career and Employment Training:*

This project will utilize Howard Area Community Center's Employment Resource Center (ERC) program which has a long history of working with ex-offenders through contracted re-entry and gang intervention services funded in part by IDOC and the City of Chicago. Project participants will be able to attend four weeks of extensive employment training for a minimum of 48 training hours. This program is facilitated by the ERC employment manager who is an ex-offender. A basic computer skills course and a resume writing workshop are co-facilitated by a job counselor and computer skills instructor. Employability topics such as interviewing, work culture, and expungement are addressed, along with barriers to keeping employment such as child care or conflicting mandatory appointments. Clients brainstorm solutions to these barriers such as back-up child care and role play appropriate employer/employee dialogues. Individuals engage in hands-on, interactive activities designed to help them master the skills and knowledge they need to become employable. Classes are small in size to make sure enough attention is given to each participant. The program youth's Community Case Manager will work directly with the ERC program staff surrounding appropriate job placements and support with job retention.

Howard Area's Employment Resource Center is the North side location for the Community Support Advisory Council (CSAC). CSAC provides an opportunity for recently released individuals to find support, learn about community resources, and rebuild their lives. At weekly support meetings, individuals receive services such as free haircuts, coat vouchers, transportation assistance, case management, and referrals to re-entry programming, computer, and adult education classes. The CSAC also facilitates monthly meetings with other social service agencies in the community to improve provision of cohesive re-entry services.

#### *Positive Peer Connections:*

The program will offer a Weekly Peer Group for participants that will focus on positive youth development programming and restorative practices that are of interest and are defined by the youth in the project. Case managers will work within the weekly group to

draw out the interests and skills of the group members, encouraging the youth to tell their stories in creative and meaningful ways such as social media, film, video, storytelling, and spoken word. This group will serve as a peer support group for the participants, and also a place to meet other youth who may share similar experiences. The program will also work with local youth development programs to integrate other types of activities to ensure the sustainability of these groups through the year.

***Aftercare:***

Although the program's length of stay is generally six months, all participants will be welcome to drop back into the Weekly Peer Group and continue to use the youth and adult services at HACC and Alternatives. If needed, youth can receive up to three months of aftercare services to help solidify the gains made in the first six months of the program. In addition, in doing follow-up assessments for evaluation purposes, the case managers will check in with participants to ensure that they continue to be involved in pro-social activities.

***Staffing:***

The program will be staffed by two full-time Community Case Managers, one full-time Clinical Case Manager, and a part-time Program Coordinator. The two Community Case Managers will have past experience working with a juvenile justice involved population, an understanding of adolescent development, and a strength-based approach to working with youth and young adults.

The Clinical Case Manager will have a master's degree in social work/psychology or a bachelor's degree plus five years past experience working clinically with juvenile justice involved youth. The program will be overseen by a Program Coordinator who is knowledgeable in the area of adolescent development, trauma-informed care, and restorative practices within a community-based project. All program staff will gather weekly for a team meeting to discuss new participants in the program and to update each other on the successes and struggles within their case loads.

***Cultural Competence:***

All program services will be tailored to meet the individual needs of the youth and young adults referred for services. All program staff will be attentive to the young person's race, ethnicity, nationality, religion, gender, and sexual orientation in order to best identify what is most important and meaningful in the young person's life. There will be an emphasis on hiring staff members who possess knowledge and experience with the criminal justice system in order to better support connections between the case managers and program participants.

***Goals/Outcomes/Evaluation:***

To better understand and evaluate the impact of our programming and staffing model on our program participants, we will work collaboratively with The Center for Urban Research and Learning (CURL) at Loyola University Chicago on outcome measures and program impact. Through its research and partnerships, CURL creates innovative solutions that promote equity

and opportunity in communities throughout the Chicago metropolitan region. Both Alternatives, Inc. and Howard Area Community Center have actively participated in collaborative research projects in our communities with CURL and found CURL to be a strong partner, respectful of youth participants, and truly interested in increasing the agencies' and communities' capacity to better evaluate programming for at-risk and hard-to-reach populations.

Through both quantitative and qualitative methods, data will be collected on the following goals and outcomes. Every young person in the program will receive a baseline assessment and then follow-up assessments at three, six, and nine months post-baseline. In addition, focus groups will be conducted with the young people to gather more specific and face-to-face feedback on the program's structure, goals, and impact.

The overarching goals for this program are:

1. Reduce recidivism in previously detained youth and young adults in the communities on the North side of Chicago with a particular emphasis on Rogers Park and Uptown therefore reducing the incidence of violence and crime in these communities.
2. Increase community-based opportunities for previously detained youth to experience a comprehensive and coordinated system of care within their community.

The following outcomes will be accomplished by the program:

1. 50 unduplicated youth and young adults will be served over the course of one year.
2. 100% of youth enrolled in the program will have a comprehensive and coordinated case plan that addresses their needs in terms of re-connection to their family, peers, and the community and also addresses behavioral health and other special needs.
3. 100% of participating youth will receive a baseline assessment at enrollment in the program and then at the three-month, six-month and nine-month mark to assess their recidivism, legal involvement, and connections to their community.
4. 60% of participants will have no further secure confinement for one year after entrance into the program.
5. 60% of participants will have no further arrests while participating in the program.
6. 70% of participants will increase their overall protective factors on the YASI assessment at program completion.
7. 60% of program participants will reduce their risk factors in the Skills domain area of the YASI assessment at program completion.

#### **7.2.4 Qualifications of the Proposer**

##### **Alternatives, Inc.**

***History and Background:*** Established in direct response to the needs of area youth, Alternatives has stood as a model for Chicago's youth services field since 1971. Since its inception more than 42 years ago, the agency's programs have focused on engaging youth in community issues and meeting community needs. Alternatives was created to address increasing drug and alcohol use by neighborhood teens in Chicago's northeast communities. In 2000, Alternatives purchased a building in the heart of Uptown, at 4730 N Sheridan Rd, Chicago, IL 60640, accessible by public transportation and recognizable by the youth-created bricolage mosaic covering the façade. Today, our agency employs a robust staff, including 35 full- and part-time staff members and 10 interns. The Youth Center has established itself as a community hub where we provide a comprehensive range of innovative and effective services for high-risk youth.

The mission of Alternatives is to facilitate personal development, strengthen family relationships, and enhance the community's well-being. To achieve this mission, Alternatives offers Youth Development programs and Clinical Services focusing on four key areas: violence and substance abuse prevention, counseling, leadership development, and academic enrichment. Through Alternatives' array of programs and services, youth ages 10 to 24 build on their individual strengths to develop the connections, confidence, and knowledge they need to succeed in all facets of their lives.

Working from the Youth Center, in schools throughout Chicago and with dozens of aligned organizations including Howard Area Community Center, Alternatives provides a comprehensive combination of behavioral health counseling and youth development programs designed to respond to the dynamic needs of young people, supporting them in making healthy choices and developing healthy relationships; succeeding academically; and building strong communication and conflict resolution skills while contributing to their communities.

***Projects Relevant to the RFP:*** Alternatives has a strong commitment to and proven track record in providing the proposed services and administering similar contracts.

Clinical Services staff members are highly qualified professionals with extensive training related to meeting the cultural, emotional, and developmental needs of the youth with whom we work. All staff members are DCFS-mandated reporters and trained in positive youth development and trauma-informed practices. Licensed, certified therapists and case managers work with young people and their families to address a range of issues, thus increasing protective factors and decreasing risk factors. Alternatives is licensed through the Illinois Division of Alcoholism and Substance Abuse as an outpatient substance abuse provider and as a Child Welfare Agency by the Illinois Department of Children and Family Services.

From 2002 through 2010, Alternatives' Clinical Services department offered The Juvenile Justice Diversion Program (JJDP) to young people ages 11 to 17. JJDP provided services for young people referred by the juvenile justice system after their first arrest. Over the course of six months, young people received individual and/or family counseling and case management

support to address personal challenges, engaged in positive activities and built life skills aimed at preventing further involvement with law enforcement and improving overall community safety. Over the course of eight years, Alternatives' JJDP program reached 400 young people, many of whom had been arrested for violent crimes, such as assault and battery, aggravated assault, aggravated battery, and domestic battery. Many of these young people turned to violence in response to a number of other stressors in their life, including poverty, substance abuse, or violence at home or within the community.

JJDP helped to address the root causes of juvenile justice involvement through a combination of behavioral health services and youth development activities, providing critical interventions that helped youth avoid violence and choose a more positive path. The program was extremely effective; as a snapshot of this effectiveness, from January to June 2010, 80% of youth who completed JJDP at Alternatives did not have any further involvement with the legal system, and 100% were enrolled in school, alternative education programs, and/or vocational training. Due to elimination of its funding by the State of Illinois, JJDP was closed as a formal referral-based initiative and Alternatives blended its crucial services into our general behavioral health services program, allowing services to continue for youth currently engaged in the JJDP program.

Alternatives offers a range of behavioral health services for youth and families, using evidence-based strategies to deliver Cognitive Behavioral Therapy (CBT) to youth dealing with personal and familial issues. In recent years, clinical services have expanded to offer trauma-informed CBT interventions to the number of youth presenting with trauma-related issues (such as PTSD). For youth with substance abuse and codependency problems, the evidenced-based therapy model, Adolescent Community Reinforcement Approach (A-CRA), has been used to reduce substance use, increase prosocial skills, and decrease family conflict.

By providing access to crucial behavioral health support services in schools and at our Youth Center, we reach more than 800 youth and their families annually with services that range from prevention to skill-building to crisis response. At Alternatives, youth and families work with professional counselors to identify and address risk factors including mental health issues, substance abuse, family issues, homelessness, and violence.

Individual and Group Counseling reaches hundreds of youth and families each year at Alternatives' Uptown youth center and through school-based health centers at Nicholas Senn, Theodore Roosevelt, Uplift, and Northside Prep High Schools. In the schools, Alternatives provides individual and family counseling, case management, and collaboration/advocacy services; increases immigrant integration into the school environment by increasing social functioning and decreasing adjustment issues; increases students' knowledge of healthy relationships and reduces at-risk behavior related to substance abuse and unsafe sexual activity; and enables Student Health Club members to educate their peers about health-related topics with a special focus on high risk adolescent behavior.

Individual and family therapy, including bilingual therapy for Spanish-speaking youth and families, is offered on-site at Alternatives' Youth Center to nearly 100 families each year, emphasizing family communication, discipline structures, and life skills development. These services use a strength-based approach to provide short- and long-term therapy, case

management, and consultation. Therapists work with young people and their families to build resilience, improving family functioning and to address challenges both before and as they occur.

The Family Intervention Services (FIS) Program provides intensive crisis intervention and therapeutic services for youth experiencing homelessness due to family conflict and dysfunction. Each year, the crisis team, which is on call 24 hours a day, accepts referrals of adolescents and families from the Chicago Police Area 3 Youth Division. In response to these calls, Alternatives' crisis therapists provide case management services to meet each youth's immediate health and safety needs.

FIS staff members provide broad and extensive counseling and case management services, transportation, and temporary housing. In the days and weeks following the crisis, Alternatives staff members continue to work intensively with the youth and family members to address the multitude of issues affecting the youth and their family, with the goal of repairing the relationship, building skills, and safely reunifying the family. Even when the family conflict has been reduced to a level that allows for a youth's safe return to the home, Alternatives' services continue, providing counseling and case management services for the entire family to prevent a future crisis. Eighty-six percent of families receiving follow-up services avoid further crisis placement situations during their time in after-care.

Through Alternatives' Substance Abuse Treatment Program, young people ages 12 to 24 and their families get the help and support they need to confront, manage, and resolve their challenges related to drug and alcohol use and/or co-dependency. Substance abuse treatment programming consists of intensive evidence-based behavioral health services including Level 1 outpatient substance abuse treatment, toxicology testing, case management support, psychiatric services, and recovery planning services. This program engages clients in a three to six-month treatment program which includes a number of sessions involving the youth alone and others engaging the family or caregivers as appropriate. Therapists work with youth to address individual needs through a series of sessions which include encouragement of pro-social behaviors, analysis of substance use, training in communication and problem-solving skills.

As a pioneer in implementing Restorative Justice work in Chicago, and a top Restorative Justice training and technical assistance provider to organizations and individuals citywide, Alternatives has exhibited a strong commitment to reducing conflict and building skills among youth. Restorative justice is a philosophy that addresses harm that results from conflict and determines how best to repair it. It is founded on the belief that when someone violates a rule or law, it is also a violation of the relationships we have with one another. As a result, justice is best served when those who committed the harm come together with those who were affected and members of the community to address the situation, repair the relationship, and build skills to avoid future harm.

Started at Nicholas A. Senn High School in 1996, Alternatives' restorative justice program was the first of its kind in Chicago Public Schools. In the past two years alone, the Restorative Justice Program has delivered innovative trainings and technical assistance practices developed in-house at Alternatives to prepare 1,877 students, teachers, administrators, and student teachers from 61

middle and high schools in neighborhoods across the city to implement restorative practices including talking circles, peer jury, and peer mediation.

Alternatives is Chicago Public Schools' preferred provider for citywide training and technical assistance. Day-long citywide trainings are offered several times each year to student and staff representatives from multiple schools that are using or plan to implement restorative justice practices; schools contract with Alternatives for additional training or on-site technical support as they implement their programs.

As evidenced above, Alternatives has a long history of working with the proposed youth population in the proposed community areas, and has a strong track record of service provision and administration. Alternatives has the programmatic, fiscal, and administrative capacity needed to operate and manage the proposed program; for most of our more than 40 years of operation, we have successfully provided behavioral health and restorative justice services through contracts with agencies at the city, state, and federal level, as well as through a range of private grants and contracts.

### **Howard Area Community Center**

***History and Background:*** Howard Area Community Center (HACC) was established by St. Jerome's Church in 1967 in response to the growing need for a community center to serve Rogers Park area residents; the organization has changed over the years to include supportive re-entry and employment services to assist the community. For more than 45 years, HACC has demonstrated a strong commitment to serving the needs of disadvantaged youth, adults, and families in Rogers Park.

HACC's mission is to assist low-income individuals and families to stabilize their lives and develop the skills necessary to become effective community members. HACC provides childhood education, health and human services, adult education and employment, an alternative high school and out-of-school time programs to almost 9,000 individuals annually. Housed within HACC's Youth Development Services Department, the proposed Violence, Prevention, Intervention, and Reduction Program will be a key component of meeting our mission. These services greatly contribute to helping youth stabilize their lives and become effective members of their families and greater community. HACC has a strong commitment to and proven track record in providing the requested services.

HACC is located at 7648 N Paulina St, Chicago, IL 60626, in the heart of the Howard Community in Rogers Park near the CTA El Red line Howard stop, making the center easily accessible by public transportation. HACC staff includes 140 full- and part-time employees. HACC currently offers the following programs: The Early Childhood and Home Visiting Program, an NAEYC-accredited full-day Early Head Start, Head Start and pre-kindergarten classrooms serving 240 children ages zero to 5 and their families. The Youth Department delivers year-round after school and summer programming to 400 youth ages 6 to 19 annually. HACC's accredited alternative high school, Howard Area Leadership Academy, gives 120 youth each year a second chance to earn a diploma. The Adult Education and Employment Program offers basic literacy, GED, and English-as-a-Second-Language (ESL) classes, job readiness

training, job placement, and retention services to 5,000 individuals annually. The Health and Human Services Program serves as a neighborhood resource and provides case management and emergency food, financial aid for rent or utilities for families, education programs, and support for domestic violence survivors, health education, medications access, HIV prevention services, and affordable dental services through an onsite dental clinic. Together, these programs create a comprehensive, integrated network designed to build self-sufficiency and directly impact the lives of more than 9,000 individuals each year. In addition, more than 30,000 people are reached through community health outreach (28,000) and walk-in employment and case management services (2,000).

**Projects Relevant to the RFP:** Howard Area Community Center's Ex-Offender Employment Project, the Fresh Start Program, is part of the organization's Employment Resource Center (ERC) located at 1623 W. Howard Street in Rogers Park. The Fresh Start Program began in 2004 and serves youth and adult ex-offenders, most of whom are low income and lack the education and employment skills necessary for today's workforce. Many of the ex-offenders are referred by parole, probation officers, and Sheriff Furlough. Furthermore, prison outreach is conducted at Dwight and Statesville to create connections with inmates who are on track to be released. This outreach provides inmates with a name and a face connected to Fresh Start and helps them feel more comfortable and confident on day one. The project is uniquely qualified to serve this population because the employment manager is an ex-offender and serves as a powerful role model for individuals with criminal backgrounds who are motivated to turn their lives around.

Typically, these individuals cannot even obtain a job interview because of their past convictions. Other concerns, such as substance abuse or mental health issues, contribute to and often exacerbate the situation. These factors make it extremely difficult for them to secure and maintain stable employment. Last fiscal year, 2010, the program served a total of 127 participants, 76 of whom successfully completed the workshop, and 28 of whom secured employment. Successful completion is defined by being on time, not missing more than two workshops, and adequately completing all the assignments.

Currently, Fresh Start is comprised of four weeks extensive training for a minimum of 48 training hours per cycle. A basic computer skills course and a resume writing workshop are co-facilitated by a job counselor and computer skills instructor. Employability topics such as interviewing, work culture, expungement are addressed, as are barriers to keeping employment such as child care or conflicting mandatory appointments. Clients brainstorm solutions to these barriers such as back-up child care and role play appropriate employer/employee dialogues. Individuals engage in hands-on, interactive activities designed to help them master the skills and knowledge they need to become employable. Participants also receive intensive case management which continues after job placement to support job retention. Supportive services, such as transportation cards, are also provided.

In 2010, the Employment Resource Center was awarded an additional contract from the Illinois Department of Corrections, enabling it to provide more comprehensive re-entry services. HACC is now the north side location for the Community Support Advisory Council (CSAC), which provides an opportunity for recently released individuals to find support, learn about community resources, and rebuild their lives. Through weekly support meetings individuals receive services

such as free haircuts, coat vouchers, transportation assistance, case management, and referrals to the Fresh Start program, computer, and adult education classes. HACC also facilitates monthly meetings with other social service agencies in the community to better be able to provide cohesive re-entry services.

Since 1967, Howard Area Community Center (HACC) has been a primary social service agency serving at-risk children, youth, and families living in poverty in the Rogers Park community. HACC began offering wrap-around case management services to community youth in 2011. Case managers provide on-going, in-depth services for youth including assessment; service planning; linkage and referral for youth ages 10 to 24 at a medium to high risk for violence. A caseload of 20 clients is maintained by each case manager with goal of 80 per year.

Through the Neighborhood Recovery Initiative (NRI), in 2011 HACC began providing youth ex-offenders (age 17 to 24) with comprehensive services upon reentering the community from the Department of Juvenile Justice or Department of Corrections. Services include case management, individual counseling, family support, educational support, healthcare, life skills training, employability/ job readiness trainings, community service, and restorative justice and substance abuse services. A caseload of 20 clients is maintained. HACC also conducts regularly scheduled peace circles with beat-officers of the 24th and other gang affiliated youth for the purpose of breaking down barriers and creating understanding in the community.

In response to the many shootings and killings in Rogers Park, HACC staff work with CeaseFire to provide gang prevention services at Chicago Math and Science Academy (CMSA); HACC served as CeaseFire's entry into CMSA when they had difficulty connecting with administration. Youth participants created and distributed to other youth in Rogers Park a resource guide known as A Student's Guide to Surviving Gangs.

### **The Center for Urban Research and Learning (CURL)**

The Center opened in January, 1996, with a \$1.5 million grant and endowment from the McCormick Tribune Foundation. In 2000, the Foundation awarded a \$2.5 million challenge grant to guarantee that CURL will be a permanent part of Loyola's research, education, and linkage with Chicago communities. The University has raised the matching endowment support. CURL now has a \$7 million endowment that is used to support faculty, student, and community fellowships along with other general research activities. CURL is one of the most vibrant collaborative research centers in the United States.

In addition to this core support, CURL routinely receives grants and contracts from foundations, government agencies, and non-profit organizations to support community-based research. As a vital part of Loyola University Chicago, the Center accesses the vast resources of this major urban university, nationally recognized for its centuries-old Jesuit tradition of excellence in scholarship and commitment to service.

Through its research and partnerships, CURL creates innovative solutions that promote equity and opportunity in communities throughout the Chicago metropolitan region. CURL provides links to regional, national, and international networks in pursuit of new ideas and approaches that

address grassroots needs. CURL pursues this goal by building and supporting collaborative research and educational efforts. These partnerships connect Loyola faculty and students with community and nonprofit organizations, civic groups, and government agencies. Such collaborations effectively link knowledge in the community with knowledge in the university. This helps to build sustainable communities that enhance the quality of life for all citizens.

### ***References***

(1)

Contact: Douglas C. Smith, Ph.D, LISW

Organization: School of Social Work, University of Illinois

Dollar value and description of the project: Provided evaluation for Alternatives' Substance Abuse and Mental Health Services Administration (SAMHSA) \$300,000/year contract.

Address: 1010 W. Nevada Street, M/C 082, Urbana, IL 61801

Telephone: (217) 333-5308

Email: smithdc@illinois.edu

(2)

Contact: Colleen Cicchetti, M.Ed., Ph.D.

Organization: Department of Child and Adolescent Psychiatry, Ann & Robert H. Lurie Children's Hospital of Chicago

Dollar value and description of the project: They provided Alternatives staff with training and technical assistance on two \$150,000 contracts for CPS and Neighborhood Recovery Initiative (NRI).

Address: 225 East Chicago Avenue, Box 10-B, Chicago, Illinois 60611-2605

Telephone: 312-227-6035

Email: Ccicchetti@luriechildrens.org

(3)

Contact: Chris Patterson, NRI Manager/ONE Organizer

Organization: Organization of the North East (ONE) partnership with HACC

Dollar value and description of the project: Re-entry work with youth and young adults on the NRI contract (\$70,000) and case management work on the Safety Net Works contract (\$59,000).

Address: 4648 N. Racine, Chicago, IL 60640

Telephone: (773)769-3232

Email: cpatterson@onechicago.org

(4)

Contact: Angie Lobo, Interim Executive Director

Organization: ONE partnership with Alternatives, Inc.

Dollar value and description of the project: Relationship/partnership is 30 years-old. ONE was the lead agency for NRI contract (\$98,500) and Safety Networks contract (\$59,500). Partnered on various project throughout the years such as restorative justice training, building/reclaiming parks, violence prevention programing, and community projects.

Address: 4648 N. Racine, Chicago, IL 60640

Telephone: (773)769-3232

Email: [alobo@onechicago.org](mailto:alobo@onechicago.org)

(5)

Contact: Rev. Wesley Dorr, Deacon

Organization: United Church of Rogers Park

Dollar value of the project: Partner for more than 30 years; recent partnerships include WIA, Governor's summer jobs initiative, and City of Chicago Summer Youth Employment Program, and after-school programming, summer camp, and CDBG grants.

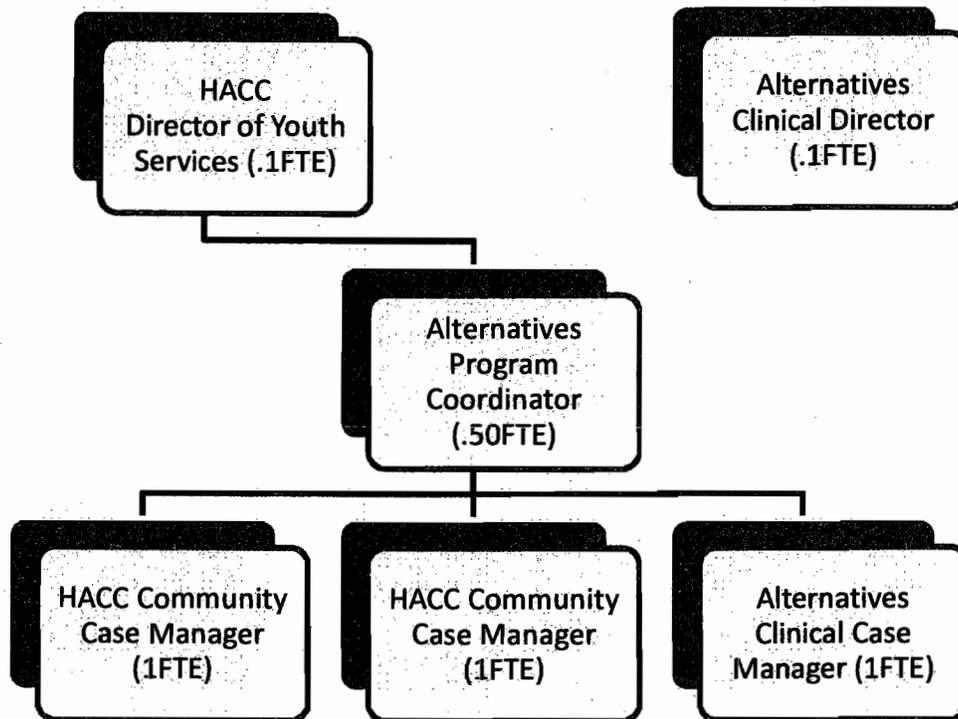
Address: 1545 W. Morse, Chicago, Illinois 60626

Telephone: (847)840-7778

Email: [deaconwes@gmail.com](mailto:deaconwes@gmail.com)

### 7.2.5 Key Personnel

Two directors (staffed), one Program Coordinator (to be hired), two Community Case Managers (to be hired), and one Clinical Case Manager (to be hired) will staff this program. Both agencies will be responsible for hiring well-qualified applicants to fill the currently open positions. The proposed program staffing structure follows.



The two Community Case Managers will have past experience working with a juvenile justice involved population, an understanding of adolescent development, and a strength-based approach to working with youth and young adults. The Clinical Case Manager will have a master's degree in social work/psychology or a bachelor's degree plus five years past experience working clinically with juvenile justice involved youth. This position will provide a clinical assessment for each youth and counseling services to the youth and their families when indicated. The program will be overseen by a Coordinator who is knowledgeable in the area of adolescent development, trauma-informed care, and restorative practices within a community-based project.

Because only two positions are currently filled, only two résumés are included with this proposal. Job descriptions are included for the open positions. (Please see attached documents.)

The two Directors (10% FTE each) will provide overall program oversight and program staff supervision; the directors will also be responsible for overseeing program outcomes and ensuring the necessary procedures are followed to meet reporting requirements stated in the contract. The part-time program coordinator (50% FTE) will supervise three full-time case managers and offer caseload management support, coordinate the regularly scheduled evaluations with Center for

Urban Research and Learning (CURL), and provide service delivery oversight and coordination of services between the case managers, the third-party evaluator, and the other staff onsite at HACC and Alternatives. This coordinator may be staffed full-time and devote 50% of his/her time to this program and 50% of his/her time to other contracts. At this time, the position is vacant, and is presumed to be a part-time position, up to 20 hours per week. The three case managers (all 100% FTEs) will provide direct service implementation, record-keeping, and recording of the program. The community case managers will be responsible for each managing approximately 10 youth at a time (6 month program length), totaling 50 youth over the course of the year.

Alternatives, Inc. and HACC are governed by Boards of Directors. Please find attached the list of each Board of Directors, including member names and affiliations. Also included are the résumés for the two directors and job descripts for all open positions.

ALTERNATIVES, INC. BOARD OF DIRECTORS w/HOME ADDRESSES  
FY 2013

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Fax: 312-541-0089  
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Partner, Bain and Company

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Principal, The SMB Help Desk, Inc.

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Professor, Lake Forest College

**Andrea J. Kuebbeler MA, LCSW**

917 Madison  
Evanston, IL 60202  
(847)859-6112

**EXPERIENCE**

**Alternatives, Inc.**

Clinical Director

Chicago, IL  
December 2000-Present

- Oversee clinical department functions involving six programs and eighteen staff.
- Supervise Program Coordinators surrounding therapeutic work with culturally diverse youth and families.
- Meet weekly as part of the senior management staff of the agency to make agency-wide decisions.
- Design yearly budget and maintain this budget over the course of the year.
- Monitor all program contracts and ensure meeting contract requirements.
- Co-convene the Local Area Network involving community-based services in 10 communities.
- Serve on statewide youth committee for the Division of Alcoholism and Substance Abuse.
- Lead Statewide Steering Committee for IL Coalition for School Health Centers.
- Prepare for and supervise audits and licensing reviews for state contracts.
- Maintain quality assurance system for client charts.

**Jane Addams Hull House Association - Advocate Program**

Clinical Supervisor

Chicago, IL  
December 1999-June 2000

- Supervised masters-level therapists treating emotionally disturbed adolescents in a strength-based independent living program.
- Supervised lead case manager responsible for 24-hour staffing team and a caseload of clients.
- Oversaw 24-hour supervised living apartment site of 12 clients.
- Monitored duties of Registered Nurse.
- Facilitated weekly clinical team meetings.
- Reviewed all referrals for intake into the program.
- Interviewed prospective clients to determine appropriateness for the program.
- Acted as liaison to DCFS and POS agencies concerning intake of clients.
- Collaborated with clinical consultants to design SACY programming and to staff problematic cases.
- Worked with contract reviewer on meeting contract standards and instituting corrections.
- Met weekly with other senior management staff to discuss and plan all program functions.
- Served on agency-wide Continuous Quality Improvement Committee.

**Jane Addams Hull House Association - Advocate Program**

Case Management Supervisor

Chicago, IL  
August 1998-December 1999

- Supervised staff of eight case managers/advocates working with adolescent wards of the state in a community-based independent living program.
- Assisted staff in managing crisis situations with clinically complex and multi-problem youth.
- Conducted weekly team meetings to review individual client cases.
- Provided individual supervision to ensure quality of client care.
- Monitored all internal and external reports by staff.
- Ensured quality of case record through file review process.
- Maintained database to complete monthly agency-wide and DCFS statistical reports.
- Hired and trained new employees.
- Coordinated with other management staff to develop standard operating procedures for the program.
- Managed program in Director's absence.
- Served on Continuous Quality Improvement Committee and Child Welfare Software Selection Task Force.

**The Center - Posttraumatic Disorders Program**

Social Work Supervisor

Washington, DC  
June 1997-April 1998

- Supervised masters-level social work staff within a psychiatric inpatient program for adults suffering from acute posttraumatic and dissociative disorders.
- Managed multiple tasks in a fast-paced, short-term managed care environment.

# Robert Patrick Conlon

7241 N. Claremont, Chicago Illinois 60645, USA 773. 230. 0875 [rconlon@howardarea.org](mailto:rconlon@howardarea.org)

An experienced and results oriented program administrator with proven writing, operational, direct-service and managerial abilities. Consistently focused on developing innovative programs, to ensure that participant's benefits are maximized with minimum funds. Forged a solid career history with non profit organizations and have the ability to work under pressure, meet deadlines show a demonstrated commitment to organizational growth

2004 ~ present HOWARD AREA COMMUNITY CENTER Chicago IL

## **Director of Youth Development Services**

Howard Area is a comprehensive health and human services agency, which has served families in and near Rogers Park for over 45 years. The Youth Development Services department serves over 350 school-aged youth each year in out-of-school-time programs, which include: Case Management for youth at medium to high risk, Career & College Readiness, Academic Enrichment & Tutoring, Summer-Camp, Healthy Lifestyle education and Computer, Arts & Technology training. Our programs and services are focused upon inspiring authentic Youth Voice with the goal of youth initiating and directing their own projects while sharing decision making with adults.

Manage a staff of 16 employees and budget of \$700K. Serve as a liaison to community partners.

## **Coordinator- OST (Out of School Time) Programs**

Oversee operations of after school programming which was the 2008-09 recipient of The Youth Division Award for Outstanding Performance in Youth Development given by the Chicago Department of Family & Support Services for high quality CDBG programming

Foster and maintain open relationship with CPS partner school's staff and administration. Collaborate with school counselors and parents to address emotional and behavioral needs of children

Supervise, train and collaborate with 8 staff members, 5 support personnel, 1 BSW intern and 30 volunteers while reporting directly to and maintaining open relationship with Youth Programs Director

Conduct home visits with participants' families and connect them with HACC services and other community partners. Write and distribute monthly newsletters, calendars and other communications

Collaborate in the writing of grant proposals and develop grant-funded after school programming to fit work plans and other requirements. Meet with representatives of funding sources to work out final details of proposal. Assist Development staff with interpreting/ shaping information for grant proposals, reports and scheduled audits.

Assist in planning/ implementation of 6 week summer camp for 80-100 participants/ ages 7-13

## **ESL Teacher/ GED Tutor- Adult Education and Employment**

Develop and implement curriculum for low level ESL/ Literacy and teach immigrant/ refugee populations for 12 instructional hours/ week. Supervise and train volunteer tutors in my classroom and assess their performances. Organize registrations/ intakes, administer & score assessments (BEST, CELSA), evaluate student gains and performances and make recommendations for student placement

1993 ~ 1998 C & A MEETING PLANNING

## **Director of Trade Show Operations/ Owner**

Managed the sales and operations for exhibit and sponsorships sales for the **American Car Rental Association's (ACRA)** annual Conference. Over the three year contract, exhibit and sponsorship sales increased 400% for the Association. This was done by:

- Re-establishing relationships with the "Big Three" and getting their commitment to this market segment
- Developing relationships with new "after market" suppliers ( i.e. security and transportation)

1996 CHICAGO PUBLIC SCHOOLS

## **Substitute Teacher K - 6**

EDUCATION: Michigan State University, East Lansing MI, 1991/ Bachelor of Arts Degree - Business Administration

LANGUAGES: Native North American English, Basic Spanish

COMPUTER PROFICIENCY: Microsoft Office Suite, Excel, Adobe Creative Suites, Adobe Illustrator, Flash, Power Point

CPR CERTIFIED: Current



Positive programs  
defined, developed  
and led by youth.

## Job Description

**Title of Position:** Program Coordinator

**Basic Function:** Supervise project staff providing intensive re-entry services to youth and young adults after a period of detention in the criminal justice system. Oversee subcontractors on program. This position reports to and receives supervision from the Clinical Director.

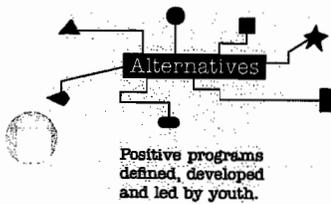
### **Duties and Responsibilities:**

1. Provide supervision and training, including monitoring and evaluation, to all program staff.
2. Ensure implementation of project duties by program staff.
3. Train staff to use a positive youth development philosophy and Balanced and Restorative Justice framework for working with youth and their families.
4. Actively work with Clinical Director and 3<sup>rd</sup> party evaluator to ensure accurate data collection and evaluation of the program.
5. Monitor and provide budget information with the assistance of the Clinical Director and Director of Finance for Cook County contract.
6. Cultivate and maintain varied collaborative community relationships with youth serving entities such as churches, social service agencies, schools and the police surrounding community youth issues.
7. Attend all required Cook County contract meetings.
8. Submit all program reporting as specified in the funding contract.
9. Serve on Violence Prevention Coalition in Rogers Park neighborhood.
10. Serve as a Strategic Team member on the Strategic Management Team of the agency.
11. Participate in all-agency meetings, clinical staffings, and weekly supervision.
12. Demonstrate knowledge of Alternatives, Inc. policies, practices, and services.
13. Complete in a timely fashion all other tasks as assigned by the Executive Director and/or Clinical Director.

### **Qualifications/Skills/Knowledge Desired:**

- Master's Degree in Social Work or related field.
- Clinical licensure in field of study.
- Past experience supervising clinical and case management staff.
- Knowledge of adolescent/family dynamics, substance abuse and trauma issues.
- Interest and commitment to working in a community-based youth service agency.
- Use of car during working hours.

The above job description is subject to modification and change at the discretion of the Executive Director and/or Clinical Director to reflect necessary contract/program changes.



## Job Description

**Title of Position:** Clinical Case Manager

**Basic Function:** Provide direct assessment, therapy and case management services within a re-entry program for youth and young adults involved in the criminal justice system and returning to their communities.

### **Duties and Responsibilities:**

1. Perform a variety of assessment, therapy and case management services for young people and their families to work toward successful community integration after a period of detainment within the criminal justice system.
2. Provide in-home psycho-educational sessions with family to help stabilize youth and family once youth has returned home.
3. Provide assessment, treatment, and training services at community locations, as requested.
4. Understand and work within a positive youth development and Balanced and Restorative Justice framework whenever possible.
5. Work collaboratively with DCFS and other community agencies to ensure service provision and adequate, safe housing for youth.
6. Support Community Case Manager (s) in a variety of advocacy and case management functions for participants.
7. Facilitate weekly peer group with Community Case Manager(s) surrounding youth-driven programming.
8. Maintain complete, accurate, and timely written documentation in individual client files of all services provided.
9. Take part in all evaluation efforts on project.
10. Participate in all-agency meetings, staffings, and weekly individual clinical supervision.
11. Demonstrate knowledge of Alternatives, Inc. policies, practices, and services.
12. Complete in a timely fashion all other tasks as assigned by Program Coordinator and/or Clinical Director.

### **Qualifications/Skills/Knowledge Desired:**

- Master's Degree in Social Work/related field preferred or Bachelor's with 5 years direct clinical youth work.
- Past experience with high-risk youth and their families.
- Knowledge of adolescent/family dynamics, substance abuse and trauma.
- Interest and commitment to working in community-based youth service agency.
- Use of car and valid insurance.

The above job description is subject to modification and change at the discretion of the Executive Director and/or Clinical Director to reflect necessary contract/program changes.

**HOWARD AREA COMMUNITY CENTER  
Job Description**

**Job Title: Community Case Manager**  
**Status: 1.0**  
**Department: Youth Development Services**  
**Supervisor: Director of Youth Development Services**

**Matrix#: TBD**  
**Grade: C**  
**FLSA Status: Exempt**

**SUMMARY: Provide a varied and comprehensive set of case management services within a re-entry program for youth and young adults involved in the criminal justice system and returning to their communities.**

**Duties and Responsibilities:**

- Perform a variety of case management services for young people and their families to work toward successful community integration after a period of detainment within the criminal justice system.
- Provide in-home psycho-educational/case management sessions with family to help stabilize youth and family once youth has returned home.
- Provide services at community locations, within the community, as requested.
- Understand and work within a positive youth development and Balanced and Restorative Justice framework whenever possible.
- Work collaboratively with DCFS and other community agencies to ensure service provision and adequate, safe housing for youth.
- Facilitate weekly peer group with Clinical Case Manager(s) surrounding youth-driven programming.
- Maintain complete, accurate, and timely written documentation in individual client files of all services provided.
- Take part in all evaluation efforts on project.
- Participate in all-agency meetings, staffings, and weekly individual supervision.
- Demonstrate knowledge of Howard Area Community Center policies, practices, and services.
- Work towards the goal of achieving that program space is, at all times, an oppression-free zone ensuring a safe space for all who participate.
- Complete in a timely fashion all other tasks as assigned by Supervisors

**EXHIBIT 2**  
**Schedule of Compensation**

**REVISED BUDGET DETAIL**

Grant Proposal Amount Requested: \$ 240,000.00

The Proposer declares that it has carefully examined the Request for Proposal documents, the Proposal Forms, General and Special Conditions and Specifications identified as Document Number 13-53-090 for the Violence Prevention, Intervention And Reduction Grants, as prepared by Cook County and has become familiar with all of the conditions under which it must be carried out and understands that by submitting proposed pricing on these pages, Proposer waives all right to plead any misunderstanding regarding the same. Any category of expense not applicable to the budget may be deleted. Indirect costs are not allowable

**Budget Detail**

**A. Personnel**

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
Project Coordinator	.50 FTE to oversee all program supervision, reporting, and monitoring (\$52,000/yr/FTE)	\$26,000.00
Clinical Case Manager	1.0 FTE Master's level social worker or like (\$40,000/yr/FTE)	\$40,000.00
Clinical Director	.10 FTE to advise in overall program design and implementation (\$67,881/yr/FTE)	\$6,788.00
Executive Director	.02 FTE to provide executive oversight of the program and to supervise the Clinical Director. (\$80,500/yr/FTE)	\$1,610.00
Grants & Contracts Manager	.02 FTE to ensure all contractual requirements are complied with and all reporting is submitted as required by the contract. (\$46,000/yr/FTE)	\$920.00
<b>SUB-TOTAL \$</b>		<b><u>75,318.00</u></b>

**B. Fringe Benefits**

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Project Coordinator	Fringe is calculated at 18.47% of wages. This includes FICA at 7.65%, unemployment at 1.46%, Worker's Comp at 0.68%, Medical, Life, STD/LTD at 8.38%, and a TPA for the 403b and FSA at 0.32%.	\$4,802.00
Clinical Case Manager	Fringe is calculated at 18.47% of wages. This includes FICA at 7.65%, unemployment at 1.46%, Worker's Comp at 0.68%, Medical, Life, STD/LTD at 8.38%, and a TPA for the 403b and FSA at 0.32%.	\$7,388.00
Clinical Director	Fringe is calculated at 18.47% of wages. This includes FICA at 7.65%, unemployment at 1.46%, Worker's Comp at 0.68%, Medical, Life, STD/LTD at 8.38%, and a TPA for the 403b and FSA at 0.32%.	\$1,254.00
Executive Director	Fringe is calculated at 18.47% of wages. This includes FICA at 7.65%, unemployment at 1.46%, Worker's Comp at 0.68%, Medical, Life, STD/LTD at 8.38%, and a TPA for the 403b and FSA at 0.32%.	\$297.00
Grants & Contracts Manager	Fringe is calculated at 18.47% of wages. This includes FICA at 7.65%, unemployment at 1.46%, Worker's Comp at 0.68%, Medical, Life, STD/LTD at 8.38%, and a TPA for the 403b and FSA at 0.32%.	\$170.00
<b>SUB-TOTAL \$</b>		<b>13,911.00</b>

**TOTAL PERSONNEL AND FRINGE BENEFITS \$ 89,229.00**

**C. Travel**

Itemize travel expenses of project personnel by purpose. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved.

Identify the location of travel, if known. Travel for consultants will only be reimbursed for resources traveling from more than 50 miles outside of Cook County and shall be consistent with Cook County travel reimbursement policies. All travel shall be pre-approved by the Justice Advisory Council.

Purpose of Travel	Location	Item	Computation	Cost
For travel to case plan related appointments; to participate in pro-social activities; attendance to group services and behavioral health services;	Various	Farecards for participants	\$2.50 farecards X 1,040 trips	\$2,600.00
Staff travel to participant's homes, detention center, IYC and other case management locations	Various	Mileage	.52/mile X 50 miles per week on average for program staff travel for 52 weeks.	\$1,352.00
<b>TOTAL \$</b>			<b>3,952.00</b>	

**D. Supplies**

List items by type. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office supplies	Office supplies are charged to all programs at 0.73% of wages based on historical experience.	\$550.00
Program Supplies (Supplies for group activities; individual needs to execute individual case plans; )	Specialized supplies for youth driven groups and individual sessions. Cost based on historical experience.	\$1,000.00
Program Food (Snacks for case managers and youth during meeting times; group snacks; other program food as needed)	Weekly group meetings for 40 weeks at \$25 per week in snacks = \$1,000, basic needs emergency food at \$500 for the year, and \$500 for case management meetings.	\$2,000.00
Computers	\$750 per computer X 3 computers	\$2,250.00
Assessment and Case Planning Tool	\$500 per staff member X 4 Staff Members	\$2,000.00
<b>TOTAL \$</b>		<b>7,800.00</b>

**E. Other Costs**

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Restorative Practices/Circle Training	3 day training on restorative practices/circle training; Per day cost of \$900	\$2,700.00
Restorative Practices/Circle Ongoing Technical Assistance	10 hours of Technical Assistance over the course of the grant year/\$75 per hour	\$750.00
Third Party Evaluator (CURL)	Estimated cost based on conversations with evaluator	\$15,000.00
Trauma Informed Care Staff Training	2 day training at \$500 per day	\$1,000.00
Telephone/Telecommunications	Telephone is charged to all programs at 1.27% of wages based on historical experience.	\$100.00
Cell phones	\$40 per month for 12 months for 4 phones for program staff	\$1,920.00
IT Support	IT Support is charged to all programs at 4.78% of wages based on historical experience.	\$3,600.00
Postage	Postage is charged to all programs at 0.07% of wages based on historical experience.	\$53.00
Occupancy	Occupancy is charged to all programs at 5.41% of wages based on historical experience.	\$4,075.00
Utilities	Utilities are charged to all programs at 1.76% of wages based on historical experience.	\$1,326.00
Insurance	Insurance is charged to all programs at 1.67% of wages based on historical experience.	\$1,258.00
Equipment Rental/Maintenance	Equipment Rental/Maintenance is charged to all programs at 1.48% of wages based on historical experience.	\$1,115.00

(continued)

Description	Computation	Cost
Subcontract with Howard Area Community Center	2.1 FTE Howard Area Staff will provide community case management services and oversight (Subcontractor budget is attached)	\$90,869.00
Admin Costs	The basis of Admin costs includes only the first \$25,000 of the subcontractor fee and are 10% of total program expenses. These costs cover the agency's fiscal, HR, and front office staff as well as all audit, payroll, and compliance expenses.	\$15,254.00
<b>TOTAL \$</b>		<b>139,019.00</b>

**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

	Budget Category	Amount
A	Personnel	\$75,318.00
B	Fringe Benefits	\$13,911.00
C	Travel	\$3,952.00
D	Supplies	\$7,800.00
E	Other Costs	\$139,019.00
	<b>Grand Total</b>	<b>\$240,000.00</b>

Contract No. 13-53-090A

**EXHIBIT 3**

**Evidence of Insurance**



# CERTIFICATE OF LIABILITY INSURANCE

ALTER-1 OP ID: MW

DATE (MM/DD/YYYY)

06/24/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Associated Agencies, Inc. 1701 Golf Rd, Tower 3, 7th Flr Rolling Meadows, IL 60008-4267	847-427-8400	CONTACT NAME: Mary Woodman
	847-427-3430	PHONE (A/C No, Ext): 847-427-3452 FAX (A/C, No): 847-427-3430
E-MAIL ADDRESS: mwoodman@associated.cc		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Philadelphia Insurance Company		23850
INSURER B: Hartford Underwriters Ins Co		30104
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED  
Alternatives Inc  
4730 North Sheridan Road  
Chicago, IL 60640

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	PHPK832653	03/21/13	03/21/14	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Professional Lia					PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 3,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COM/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY		PHPK542866	03/21/13	03/21/14	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS					BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB	X	PHUB374564	03/21/13	03/21/14	EACH OCCURRENCE \$ 2,000,000
	EXCESS LIAB					AGGREGATE \$ 2,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	83WECKE6557	01/01/13	01/01/14	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 500,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Property RC/Special Form		PHPK832653	03/21/13	03/21/14	Building 2,668,000
			\$1,000 DEDUCTIBLE			Contents 150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: RFP No. 13-53-090. Cook County, its officials and employees are included as additional insured with respects to the General Liability per written contract.

**CERTIFICATE HOLDER**

COOKC-1

Cook County  
RFP No. 13-53-090  
118 N. Clark Street, #500  
Chicago, IL 60602

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**ECONOMIC DISCLOSURE STATEMENT  
AND EXECUTION DOCUMENT  
INDEX**

<b>Section</b>	<b>Description</b>	<b>Pages</b>
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](http://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.

**Section 1: Certifications.** Section 1 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 2: Economic and Other Disclosures Statement.** Section 2 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.

**Sections 3, 4, 5, 6: Execution Forms.** The Bidder executes this EDS, and the Contract, by completing and signing three copies of the appropriate Signature Page. Section 3 is the form for a sole proprietor; Section 4 is the form for a partnership or joint venture; Section 5 is the form for a Limited Liability Corporation, and Section 6 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.

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

**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](http://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.

**REQUIRED DISCLOSURES (SECTION 2)**

**1. DISCLOSURE OF LOBBYIST CONTACTS**

List all persons or entities that have made lobbying contacts on your behalf with respect to this contract:

Name	Address
N/A	

**2. LOCAL BUSINESS PREFERENCE DISCLOSURE; CODE, CHAPTER 34, SECTION 34-151(p);**

"Local Business" shall mean a person authorized to transact business in this State and having a bona fide establishment for transacting business located within Cook County at which it was actually transacting business on the date when any competitive solicitation for a public contract is first advertised or announced and further which employs the majority of its regular, full time work force within Cook County, including a foreign corporation duly authorized to transact business in this State and which has a bona fide establishment for transacting business located within Cook County at which it was actually transacting business on the date when any competitive solicitation for a public contract is first advertised or announced and further which employs the majority of its regular, full time work force within Cook County.

a) Is Bidder a "Local Business" as defined above?  
Yes:   X   No: \_\_\_\_\_

b) If yes, list business addresses within Cook County:

\_\_\_\_\_

4730 N. Sheridan Rd

\_\_\_\_\_

Chicago, IL 60640

\_\_\_\_\_

c) Does Bidder employ the majority of its regular full-time workforce within Cook County?  
Yes:   X   No: \_\_\_\_\_

**3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (PREFERENCE (CODE, CHAPTER 34, SECTION 34-366)**

Every Applicant for a County Privilege shall be in full compliance with any child support order before such Applicant is entitled to receive or renew a County Privilege. When delinquent child support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

**All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (EDS-8) and complete the following, based upon the definitions and other information included in such Affidavit.**

**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): 14-17-203-014-0000

\_\_\_\_\_  
\_\_\_\_\_  
**(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:

N/A  
\_\_\_\_\_  
\_\_\_\_\_

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 Alternatives, Inc. D/B/A: \_\_\_\_\_ EIN NO.: 36-2720602

Street Address: 4730 N. Sheridan Rd

City: Chicago State: IL Zip Code: 60640

Phone No.: (773) 506-7474

**Form of Legal Entity:**

Sole Proprietor  Partnership  Corporation  Trustee of Land Trust

Business Trust  Estate  Association  Joint Venture

Other (describe) \_\_\_\_\_

**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 [  ] 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):**

- 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.
- I state under oath that the Holder has withheld no disclosure as to ownership interest nor reserved any information required to be disclosed.

Judith M. Gall  
Name of Authorized Applicant/Holder Representative (please print or type)

Judith M. Gall  
Signature

judithm.gall@alternativesyouth.org  
E-mail address

Executive Director  
Title

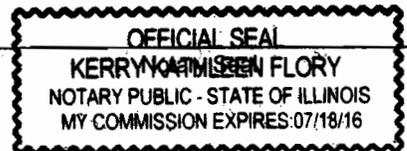
3/22/13  
Date

(773) 506-7474  
Phone Number

Subscribed to and sworn before me  
this 22<sup>nd</sup> day of March, 2013.

My commission expires:

x Kerry Kathleen Flory  
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](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: Judith M. Gall Title: Executive Director

Business Entity Name: Alternatives, Inc Phone: (773) 506-7474

Business Entity Address: 4730 N. Sheridan Rd, 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.

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.

Judith M. Gall \_\_\_\_\_  
Owner/Employee's Signature Date 3/22/13

Subscribe and sworn before me this 22<sup>nd</sup> Day of March, 20 13

a Notary Public in and for Cook County

Kerry Kathleen Flory  
(Signature)

NOTARY PUBLIC  
SEAL

My Commission expires \_\_\_\_\_



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 6)**

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: Alternatives, Inc.

BUSINESS ADDRESS: 4730 N. Sheridan Rd, Chicago, IL 60640

BUSINESS TELEPHONE: (773) 506-7474 FAX NUMBER: (773) 506-9420

CONTACT PERSON: Judith M. Gall

FEIN: 36-2720602 \*IL CORPORATE FILE NUMBER: N4977-806-6

LIST THE FOLLOWING CORPORATE OFFICERS:

PRESIDENT: David Levine VICE PRESIDENT: Catherine E. Wilson

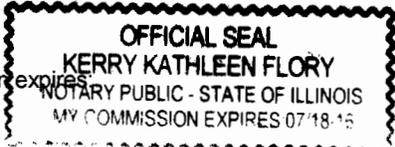
SECRETARY: Darcian Wee TREASURER: Laurence A. Sophian

\*\*SIGNATURE OF PRESIDENT: David Levine

ATTEST: [Signature] (CORPORATE SECRETARY)

Subscribed and sworn to before me this  
22<sup>nd</sup> day of March, 2013.

x Kerry Kathleen Flory  
Notary Public Signature

My commission expires \_\_\_\_\_  
  
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:

*John G. M.*

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 18 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

13-53-090 A

**OR**

ITEM(S), SECTION(S), PART(S): \_\_\_\_\_

\_\_\_\_\_

TOTAL AMOUNT OF CONTRACT: \$ 240,000<sup>00</sup>  
(DOLLARS AND CENTS)

FUND CHARGEABLE: \_\_\_\_\_

APPROVED BY THE BOARD OF  
COOK COUNTY COMMISSIONERS

JUL 17 2013

APPROVED AS TO FORM:

*Not required*

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

COM \_\_\_\_\_