PROFESSIONAL SERVICES AGREEMENT

For

VIOLENCE PREVENTION, INTERVENTION AND REDUCTION GRANTS

CONTRACT NO. 13-53-090D

BETWEEN

COOK COUNTY GOVERNMENT

COOK COUNTY JUSTICE ADVISORY COUNCIL

AND

YOUTH NETWORK COUNCIL, D/B/A
ILLINOIS COLLABORATION ON YOUTH

APPROVED BY THE BOARD OF
COOK COUNTY COMMISSIONERS

JUL 17 2013

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Toni Preckwinkle
Cook County Board President

Shannon E. Andrews
Chief Procurement Officer

PROFESSIONAL SERVICES AGREEMENT

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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 Youth Network Council, d/b/a Illinois Collaboration On Youth, 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 August 1, 2013 ("**Effective Date**") and continue until July 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 $123,082.00 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 $123,082.00 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 Section10.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: Youth Network Council, d/b/a Illinois Collaboration on Youth
111 East Wacker Drive, Suite 325
Chicago, Illinois 60601

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 manipulativeness
- 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.

Executive Summary

Illinois Collaboration on Youth (ICOY) proposes to serve youth exposed to violence by providing significant capacity-building in evidence-informed trauma youth services to agencies in Cook County. ICOY will provide training and support to ten providers in Cook County – including eight agencies already committed to the project – to implement Structured Psychotherapy for Adolescents Responding to Chronic Stress (SPARCS). As detailed in this proposal, SPARCS is an evidence-informed group intervention which helps young people cope with traumatic events.

Dr. Martin Luther King, Jr. spoke of violence as a "descending spiral" with each violent act leading to more violence. This observation matches emerging research demonstrating that traumatized youth have heightened risks for later violent behavior. A wise approach to violence prevention and reduction will attend carefully to the needs of victims, lest violence continue its devastating spiral.

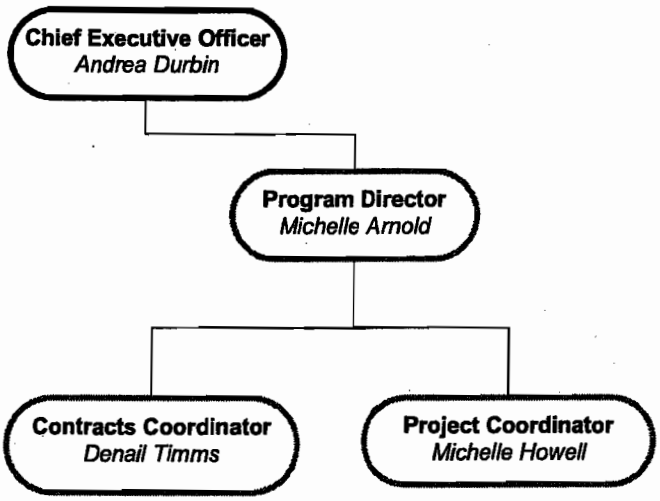
ICOY is strategically positioned to build a network of interventions for traumatized youth. The U.S. Substance Abuse and Mental Health Services Administration has made previous and current awards to ICOY to develop and strengthen a trauma-informed youth service system in Illinois. The Cook County Violence Prevention, Intervention and Reduction Grant can build upon the existing trauma services platform and accelerate the delivery of services to traumatized youth.

ICOY's partners include Lakeside Community Committee, One Hope United, SGA Youth Services, Uhlich Children's Advantage Network, Universal Family Connections, Youth Organizations Umbrella, Youth Guidance, and Youth Outreach Services. Together these organizations serve much of Cook County (see details in their letters of support) and an even greater share of communities most impacted by violence.

These agencies will participate in intensive clinician training to allow their implementation of the SPARCS curriculum. ICOY will also develop a provider learning community to strengthen agency capacity to implement and sustain SPARCS groups. Participating providers will commit to facilitating at least one cycle of the group treatment serving at least 10 youth.

ICOY's effort will be implemented by Michelle Arnold, Program Director, and Michelle Howell, Program Coordinator. Andrea Durbin, CEO, will oversee the project and Denail Timms, Contracts Coordinator, will provide administrative and fiscal support. (See Figure 1 - Project Organizational Chart.) Each participating agency will designate a lead clinician to serve as the primary point of contact for the program.

Figure 1 – Project Organizational Chart



ICOY requests $123,749 to train providers in SPARCS, develop a learning community to support the intervention, and fund initial therapy groups.

Program Plan

Cook County residents are acutely aware of the violence afflicting so many of our neighborhoods. In 2012, 243 young people under the age of 25 were killed in Chicago[1] and an even greater number of youth were involved in shootings as either victim or perpetrator. It would be exceedingly difficult to count the number of children and adolescents affected by these and other violent acts. Young people and their communities are exposed to high levels of violence and community based providers need to be equipped to deal with the harmful effects.

Cook County's youth exposed to violence have a heightened need for support and services. ICOY's trauma-informed provider community will enhance provider capacity to respond to traumatized youth with evidence-informed services, thereby laying the groundwork for expanded availability of trauma informed care beyond the initial grant period.

Young people living in communities affected by violence often experience emotional problems including anxiety, depression, as well as behavioral problems, such as hostility and aggression. Furthermore, youth affected by violence and trauma sometimes show reckless and risk-taking behavior – including a "living for today and not tomorrow" attitude – leading them to make poor choices. They may also experience academic underachievement and school failure. In the long term, these youth are at greater risk of engaging in delinquency, violence, and developing substance abuse problems.[2]

If awarded this grant, ICOY will develop and support a trauma-informed learning community of certified clinicians who will build resilience and hope for 100 Cook County youth. This will be an enhancement to efforts initially started in Illinois in 2009 through a federal Health and Human Services Department, Substance Abuse and Mental Health Services Administration (SAMHSA) grant as part of the National Child Traumatic Stress Network (NCTSN).

In the initial SAMHSA grant, from 2009 to 2012, ICOY partnered with six community-based youth service providers to provide trauma-informed treatment and services to youth. These service providers were trained in Structured Psychotherapy for Adolescents Responding to Chronic Stress (SPARCS), a trauma-focused intervention delivered by trained master's degree level clinicians to youth ages 12-21 years old in groups. Of the six participating providers, only one serves youth in Cook County.

In 2012, ICOY was awarded a second SAMHSA grant, with funding for a four-year period from 2012-2016. The goal is to develop a trauma-informed youth service system, extending the previous work to include capacity building (technical assistance, planning,

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[1] "Youths are the No. 1 target in Chicago's homicide epidemic," *Chicago Reader*, January 30, 2013. Available online at http://www.chicagoreporter.com/news/2013/01/youths-are-no-1-target-chicago-s-homicide-epidemic.

[2] "SPARCS," National Child Traumatic Stress Network Fact Sheet. Available online at http://www.nctsnet.org/sites/default/files/assets/pdfs/sparcs_general.pdf

and training) for agencies serving traumatized youth who are (a) at risk of involvement in the Illinois juvenile justice system, (b) re-entering communities following incarceration in the Illinois juvenile justice system, or (c) living in military families. Unlike the initial SAMHSA-funded project, this initiatve does not include sufficient funds for a SPARCS training collaboration. As part of this project, ICOY will be partnering with fourteen youth-serving agencies in Cook County for the first two years of this grant, from October 1, 2013-September 30, 2015.

The Cook County Violence Prevention, Intervention, and Reduction Grant presents an opportunity to enhance ICOY's existing trauma work with training and funding for an evidence-informed intervention – SPARCS – for young people exposed to violence in Cook County. Of the 14 agencies involved in the SAMHSA-funded trauma work, eight youth providers have committed to partner with ICOY in this new opportunity. An additional two agenices will be recruited upon award.

ICOY's primary goal for this project is to reduce violence in Cook County by helping youth develop protective factors that decrease their risk of engaging in violent behavior. Research conducted on SPARCS participants have shown significant changes on subscales measuring conduct problems, inattention/hyperactivity, somatic complaints, high risk behaviors, and interpersonal relationships.[3]

Implementation Overview

Structured Psychotherapy for Adolescents Responding to Chronic Stress (SPARCS) is a 16-session trauma-focused intervention delivered by trained clinicians to youth ages 12-21 years old in group settings. This strength-based approach helps adolescents find wisdom in their responses, support skills they already possess, and foster new ways of coping. Traumatized teens living with chronic stress are often:

- quick to get angry;
- ashamed;
- unable to calm down;
- self-destructive;
- living with headaches, stomach aches and chronic pain;
- struggling to trust others;
- spaced out; and/or
- hopeless and pessimistic about the future.

Teens will learn concrete steps to better manage the moment and how to make choices mindfully under stress or even in the face of potential danger.

SPARCS was specifically created for teens who have been traumatized, often repeatedly, and who continue to live with high levels of stress. The program is designed for adolescents exposed to chronic interpersonal trauma such as ongoing physical abuse or other types of trauma such as exposure to community violence or or sexual assault. SPARCS is based on three empirically-based interventions that were adapted and

[3] "SPARCS," National Child Traumatic Stress Network Fact Sheet. Available online at http://www.nctsnet.org/sites/default/files/assets/pdfs/sparcs_general.pdf

integrated to help adolescents exposed to chronic trauma: (1) Dialectical Behavior Therapy for Adolescents; (2) Trauma Adaptive Recovery – Group Education and Therapy (TARGET); and (3) the School Based Trauma/Grief Group Psychotherapy Program. The goals of SPARCS are for teens to:

- cultivate awareness of the impact of trauma in their lives;
- cope more effectively with symptoms of chronic stress;
- connect with others;
- create meaning and purpose; and
- improve their emotional, social, academic, and behavioral functioning.

While working toward these goals, SPARCS also increases participants' resilience.

ICOY will develop a SPARCS learning community for up to three master's level clinicians, including a supervisor, from as many as ten community-based agencies serving teens in Cook County. The learning community will engage in two phases of work: Phase One will train clinicians and prepare for program implementation; Phase Two will support program implementation and evaluation of outcomes. Figure 2 provides a Project Implementation Timeline.

SPARCS Training

ICOY will subcontract with highly-skilled and practiced SPARCS trainers Mandy Habib and Victor LaBruna (details of their expertise is found in the Key Personnel section of this proposal). Consultation calls and organizational readiness work led by the trainers will begin one month prior (July 2013) to the first in-person two day learning session, tentatively scheduled for August 2013. Readiness work includes identifying youth for group, recruiting, informing youth and families of SPARCS, its purpose, anticipating barriers to implementation and problem solving, ie. staff turnover. This preparation is necessary to start a group almost immediately after the first in-person training session.

Over the next four months, the trainers will participate in bi-weekly consultation calls with clinicians gradually transitioning to monthly calls once SPARCS groups are underway. The calls will create a space for clinicians to get advice from SPARCS trainers, to address challenges and applaud successes experienced by youth and clinicians. About 8 weeks after learning session one, another two day in-person learning session will take place (October 2013), reviewing concepts learned in the first session and learning how to conduct the final six sessions of the SPARCS group treatment.

Funding will be provided for each agency to facilitate one cycle of the 16 session SPARCS curriculum. Agencies will identify appropriate youth from their other programs and through referrals from other community groups and the schools. Each provider will recruit approximately ten youth for the group.

ICOY Learning Community

ICOY will support the clinicians and supervisors by hosting monthly meetings at participating agencies to create a supportive environment for clinicians to learn from each

Figure 2 - Project Timeline- Illinois Collaboration on Youth- June 2013-July 2014															
Key Activities	**Jun 2013**	**Jul 2013**	**Aug-13**	**Sep-13**	**Oct 2013**	**Nov 2013**	**Dec-13**	**Jan-14**	**Feb 2014**	**Mar 2014**	**Apr-14**	**May-14**	**Jun-14**	**Jul-14**
Notice of award of contract and meeting with JAC to discuss reports and procedures														
Recruit two additional youth service providers														
Develop Memorandums of Understanding (MOU)s with youth service providers														
Develop and finalize overall project evaluation, assessments, database, and data collection schedule														
Begin Planning Phase (consultation calls and organizational readiness work) with SPARCS trainers														
Schedule Learning Session 1 (2 day SPARCS training) for August 2013														
Schedule and hold ICOY monthly meetings for the last day of each month starting July 31, 2013														
Conduct SPARCS Learning Session 1: August 12-13, 2013														
Schedule and continue bi-weekly consultation phone calls with trainers														
Schedule Learning Session 2 (2 days SPARCS training): October 21-October 22, 2013														
Agencies recruit and identify youth for SPARCS groups														
Agencies schedule first six, out of sixteen, group sessions														
Begin SPARCS groups														
Begin and continue data collection and evaluation														
Evaluator reports on program implementation activities for previous quarter														
Submit quarterly report														
Hold Learning Session 2: October 21-22, 2013														
Training evaluation administered to participants at trainings														
Final evaluation plan developed														
Agencies schedule last seven through sixteen weekly group sessions														
Complete full SPARCS group sessions														
Customer satisfaction survey completed by evaluator														
Brief follow-up survey completed by evaluator														
Submit required final report														

other, discuss agency assets and potential challenges in the implementation of the new practice, and learn more about implementing a trauma focused intervention. Potential topics and/or speakers include:

- Introduction to Public Health Approaches to Reduce Violence;
- Youth Recruitment Tips;
- Sustaining Youth in Groups;
- Building Protective Factors and Strengths;
- Chicago Survivors;
- Self-Care, Reflection and Preparation for the next SPRACS groups;
- The Need for More Trauma Informed Services;
- Identifying Adolescents for SPARCS referral;
- Sustaining SPARCS at Your Agency;
- SPARCS Adaptations for Individuals, Younger Children;
- Chicago Women's Battered Network and Project Nia.

Finally, ICOY will assist providers in identifying resources to sustain SPARCS groups beyond the grant period. Future funding from Cook County would provide a stable infrastructure for services, but such maintenance funding would be considerably less expensive as the majority of this funding proposal supports initial training and capacity-building. In the absence of ongoing Cook County funding, ICOY will work with partners to identify other funding streams to support ongoing program delivery to youth.

Measurable Outcomes

ICOY proposed the following outcomes:

1. 90% of the SPARCS training participants will be satisfied after completing SPARCS training.
2. 100% of the clinicians trained will implement SPARCS.
3. 75% of youth will use SPARCS skills outside of group.
4. 75% of youth will increase positive coping skills (increased resilience, improved interpersonal & better functioning at school)
5. 60% of youth will decrease risk behaviors (danger to other, sexually aggressive, delinquent).
6. 50% of youth will not be arrested after completing a SPARCS group.
7. 50% of youth will not go to Illinois Youth Centers or a juvenile detention center.

Evaluation

In addition to providing SPARCS training and a supportive learning community, ICOY will contract with Evaluation for Change, with Holly Lewandowski serving as principle evaluator, to evaluate the project. The Program Evaluator's qualifications are provided in the Key Personnel section of this proposal.

The approach will evaluate the project on two levels: (1) a macro-system level evaluation of the effectiveness of the training provided, engagement strategies, learning community model, and overall project management, and (2) an individual level assessment of the

program impact on performance in areas reflecting the provision of SPARCS with high-risk youth.

The evaluation design will document outcomes and performance in the following areas:

- Achievement of individualized training and learning community outcomes
- Efficacy of the training and learning community strategies employed to achieve outcomes
- Accuracy of indicators used to assess progress toward benchmarks for SPARCS practices and youth recidivism rate amongst participants
- Effectiveness of program monitoring and measurement tools used to track outcomes.

Four tools will measure ICOY's project implementation of SPARCS and the learning community:

(1) a Customer Satisfaction Survey will be given to agencies at regular intervals and post-project to measure how agencies perceive the learning community model as useful and effective in supporting the implementation and sustainability of SPARCS group treatment;

(2) "Thoughts About Group" (non-identifiable) satisfaction surveys, used by SPARCS clinicians in the last SPARCS session, will be collected and analyzed to evaluate the overall youth satisfaction.

(3) A Brief Follow-up Survey will be conducted with the youth or case manager within 60 days following SPARCS treatment by the Evaluator, in coordination with ICOY and the agency, to measure youth outcomes.

(4) A final training evaluation will measure the extent to which learning objectives were realized and understood by SPARCS training participants

Taken together, the data from these tools will demonstrate whether these activities achieve measurable results with respect to reducing violent behavior in youth.

Within the first three months of project's implementation, Evaluation for Change will deliver:

- Final evaluation plan;
- Data collection schedule and database system;and
- Detailed schedule documenting when each tool will be administered, who will complete and how it will be collected.

Evaluation for Change will work closely with ICOY to ensure the formative evaluation includes timely reports to project management so that program improvements can be made. The Evaluation for Change will contribute to the documentation of evidence based best practices by summarizing and translating all data collected through the life of the project. The Evaluation for Change will prepare quarterly report and a final report for the project team that will detail programmatic and outcome data. These data, in turn, will be

used to inform project implementation and will be shared periodically with participant organizations.

ICOY's Qualifications

Background

Since 1972, Youth Network Council has dedicated itself to improving the lives of youth, their families, and their communities every day through leadership, advocacy, and expert knowledge. In 2012, Youth Network Council merged with the Illinois Collaboration on Youth to become Youth Network Council doing business as Illinois Collaboration on Youth (ICOY.) As a positive force and collective voice for young people, ICOY keeps children and youth safe, healthy, and on the path to a positive adulthood.

Today, ICOY is a programmatically diverse 501(c)3 nonprofit organization focused on supporting local, community-based youth service agencies and building their capacity to serve young people and their families. Our goals are to keep young people safe from violence and trauma, reduce their involvement with the child welfare and juvenile justice systems, and guide them along the path to adulthood.

Expertise in Youth & Trauma

Over the course of its 41-year history, ICOY has gained the knowledge and expertise needed to carry out the services and deliverables required by this RFP. ICOY has served as a National Child Traumatic Stress Network (NCTSN) site, managing the Trauma-Informed Youth Services Initiative (TIYSI) since October 2009. This project is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA), a division of the U.S. Department of Health and Human Services. Six geographically and demographically diverse community-based youth service programs were selected to receive training in Structured Psychotherapy for Adolescents Responding to Chronic Stress (SPARCS) along with technical assistance to incorporate trauma-focused and trauma-informed practices for improved outcomes for young people experiencing traumatic stress. In 2012, SAMHSA awarded ICOY another 4-year grant to infuse trauma-informed practives, and fund trauma-focused therapeutic interventions in the statewide youth service crisis intervention system known as Comprehensive Community-Based Youth Services (CCBYS.)

Also in 2012, ICOY received a 2-year grant from the Bright Promises Foundation to develop the capacity of afterschool programs in Chicago, Cook County, and downstate to recognize and respond to youth who have experienced traumatic stress. This effort acknowledges that programs providing non-clinical services to young people still need to have a basic understanding of what these youth have been through and how providers can create an environment that supports them.

In both the SAMHSA and Bright Promises funded work, ICOY uses an organizational assessment that we developed in collaboration with the Illinois Childhood Trauma Coalition to identify areas for growth in awareness and institutional response to youth experiencing chronic traumatic stress, such as youth who live daily in communities with high rates of violence.

This work in childhood trauma builds on our longstanding history of providing training and technical assistance for youth service providers. Shortly following the inception of Illinois' statewide system of community-based youth services in 1983, ICOY implemented the Illinois Youth Services Training & Technical Assistance program, offering training in best practices to agencies and their staff. Our organization is also a licensed child welfare agency with the State of Illinois, and participates in Pathways, a partnership of organizations providing independent living services to older youth aging out of the child welfare system. ICOY advocates on behalf of a network of more than fifty youth service organizations working with at-risk youth at all points of the youth service system. Offering SPARCS training and support to Cook County agencies to build their capacity for reducing juvenile violence is a natural extension of our work.

Youth Services Innovation

ICOY has been at the forefront of the creation and ongoing development of a network of community-based, culturally relevant providers who offer comprehensive, development-oriented services to youth and families. Training and technical assistance are at the core of the services ICOY provides. As the needs of the youth service system evolved over time, so has the nature of our capacity building efforts. In just the past three years, ICOY has provided training and technical assistance to more than 300 organizations across the state. Our expertise in this area was recognized by the U.S. Department of Health and Human Services, which in 2009 awarded ICOY the only nonprofit capacity-building grant in Illinois under the Strengthening Communities Fund initiative.

This program, known as the Youth Services Capacity Enhancement Program (YSCEP), provided capacity-building support and resources to faith-and community-based organizations serving at-risk youth and their families in the city of Chicago. The goal of YSCEP was to stimulate organizations operating in the most distressed and underserved neighborhoods within the city, and to build their capacity to provide services and maximize their social impact. YSCEP services included training, one-on-one technical assistance, and financial assistance to grassroots organizations, with a focus on leadership development, organizational development, program development, collaboration and community engagement, and evaluation of effectiveness. ICOY served 54 organizations over the course of the 2-year project, providing over 100 hours of training and 625 hours of technical assistance, and awarding $600,000 in financial assistance.

Juvenile Justice Experience

In addition, ICOY's capacity building work on violence prevention is informed by its experience with the juvenile justice system. The juvenile justice system is closely connected to the youth service system – it is one path where youth may follow if they fall through the cracks in the youth service system. ICOY has a depth and breadth of knowledge that we use to inform our training and related services. For example, ICOY participates in several initiatives led by the Illinois Juvenile Justice Commission and the Illinois Department of Human Services, including:

- statewide coordination for the Disproportionate Minority Contact Initiative (since 2003) that aims to reduce racial disparities at all levels of the juvenile justice system;
- the Juvenile Detention Alternatives Initiative (since 2005) that aims to reduce the number of youth incarcerated in secure detention facilities;
- the Redeploy Illinois program (since 2008) that seeks to provide counties and local jurisdictions with community-based alternatives to sending troubled youth away from their home communities for services;
- the Juvenile Justice Delinquency Prevention Act Monitoring Program (since 2010), that seeks to ensure Illinois' compliance with federal laws surrounding the secure detention of a minor;
- and the Juvenile Reentry Initiative (since 2011), which aims to improve services and reduce recidivism for youth being released from Illinois Youth Centers correctional facilities.

We use the knowledge and experience gained through these programs and services to develop meaningful trainings that help youth workers with their day-to-day jobs.

Child Welfare Experience

The child welfare system is another system that is intimately connected to youth services. Involvement in the child welfare system marks a youth as at-risk for additional services. As a licensed child welfare agency, ICOY is uniquely positioned to provide insight into the child welfare system and the ways in which it intersects with youth services. For example, since 1997 ICOY has operated the Pathways Independent Living Program for the Illinois Department of Children and Family Services. Through Pathways, ICOY and its subcontractors serve older teenage wards of the state, teaching them the skills and knowledge that they will need for a productive and healthy adulthood. In addition, ICOY holds a leadership role in the child welfare field as a member of the Child Welfare Advisory Council, a public-private partnership that addresses contracting and policy issues related to the provision of child welfare services.

Sustainable Coalition Building

Finally, ICOY is a statewide advocacy organization working to influence policy and practice on youth-related issues. More than fifty grassroots and community-based organizations are members of ICOY, including two-thirds of the agencies that make up the Illinois 24-7 crisis intervention system for youth; 27 of these organizations are located within Cook County. As a coalition, we work together to improve outcomes for at-risk youth at all levels of the continuum of services – from primary prevention programs, such as afterschool programs, to high-level interventions such as residential treatment for youth with severe emotional and behavioral issues. On behalf of the youth served by the organizations, ICOY participates in the development of policy and legislation on both the local and state-wide level. Examples of this include participation in the City of Chicago's Task Force on Homeless Youth, and membership in appointed Boards and Commissions such as the Governor's Youth Development Council, the Child Welfare Advisory Council and the Social Services Advisory Council. A list of our membership and participation in

various committees and work groups is included with this proposal. We also testify before the General Assembly on issues related to at-risk youth and the system that serves them.

Summary

Taken together, all of these experiences illustrate ICOY's qualifications to carry out the proposed program through the Cook County violence prevention, intervention, and reduction grants. We have the knowledge, experience, and relationships to bring together a coalition of agencies from throughout Cook County, to develop their capacity to provide the SPARCS trauma-focused therapeutic intervention, and to provide them with initial funding to serve 100 high risk youth in the region. We are able to target the most high-need communities in Cook County, and therefore make an impact on the violence that has taken far too many young lives and incarcerated thousands more.

To aid these efforts, ICOY has assembled a highly-qualified team of professionals who are dedicated to improving services to young people. Our staff includes thirteen full-time employees, plus graduate interns, and Vista volunteers, who bring a diverse array of backgrounds and experiences to bear. Specific qualifications of those who will work on this effort are detailed in the Key Personnel section of this proposal.

ICOY References

1. Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services

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Dollar Value of the Project:
ICOY has been awarded a 4-year grant that provides $400,000 per year, or $1.6 million over the life of the grant. Previously ICOY had received a 3-year grant from SAMHSA that provided $400,000 per year, or $1.2 million over the life of the grant.

ICOY Experience with Served Populations:
As discussed above in Agency Qualifications, ICOY (as Youth Network Council) has been working to build a trauma-informed youth service system since 2009. For three years, we worked with 6 community-based providers (only 1 in Cook County) to develop a learning collaborative on the SPARCS therapeutic intervention, and to fund SPARCS group therapy at these organizations. In 2012, we built on that pilot project to develop the current Trauma Informed Youth Services Initiative. TIYSI has identified dozens of youth service providers, including more than 10 in Cook County, to participate in the program, which includes basic training, assessment, and consulting services to help providers become more trauma-informed. The TIYSI also includes some funding (50% of our award over the life of the project) to support providers in carrying out trauma-focused interventions. However, the funding for direct services is limited (approximately $200,000 per year to distribute throughout the state) and vastly lower than the need for such services in high risk communities. Unlike our first SAMHSA grant, the current one does not include enough funding to pay for the intensive training in the SPARCS therapeutic intervention, which is why we seek this funding from Cook County.

2. Administration for Children and Families, U.S. Department of Health & Human Services

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Dollar Value of the Project:
ICOY was awarded a 2-year grant, funded through the ARRA stimulus bill, that provided $500,000 per year, or $1 million over the life of the grant.

ICOY Experience with Served Populations:
As discussed above in Agency Qualifications, Youth Network Council (our name at the time) provided training, technical assistance, and small grant awards ranging from $5000 to $20,000 to 54 faith-based and community-based organizations in Chicago serving youth. Over the course of the grant, we provided more than 100 hours of training, 625 hours of individualized consulting and technical assistance, and awarded $600,000 in capacity building grants to strengthen the organizational infrastructure and increase their organizational impact. Results from our comprehensive and independent program evaluation indicated overwhelming satisfaction with the services we provided to our customers.

3. Illinois Juvenile Justice Commission
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Dollar Value of the Project:
ICOY has a 45-month contract with the Illinois Department of Human Services for Juvenile Justice Training, Techical Assistance, and Support. The contract provides $899,754 annually, or $3.374 million over the life of the contract. We are in month 16 of the contract.

ICOY Experience with Served Populations:
ICOY has held a support contract with the Illinois Department of Human Services to support the Illinois Juvenile Justice Commission for over ten years. ICOY provides staffing on Commission projects including monitoring of juvenile secure facilities, Disproportionate Minority Contact, Juvenile Detention Alternatives Initiative, engagement of Youth Commissioners and development of a Youth Advisory Board, and the Commission's Juvenile Reentry Initiative. Through the contract, but outside of the Commissions's work, ICOY also provides material support to the Redeploy Illinois Oversight Board and program sites. Redeploy Illinois is an innovative and effective alternative to incarcerating youth in Illinois juvenile prisons, and has been shown to reduce recidivism by more than 75% in youth who successfully complete the program.

Additionally, ICOY administers the Redeploy Illinois Focused program which provides funding to counties for individualied services that help prevent a young person from being committed to the Illinois Department of Juvenile Justice.

In addition to staffing these projects, ICOY also provides administrative support for JJD and RIOB meetings and Committee activities. ICOY has also developed the Commission's newly-launched website – http://www.ijjc.illinois.gov.

4. Illinois Department of Human Services

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Dollar Value of the Project:
ICOY currently has a 45-month contract with the Illinois Department of Human Services to provide Training and Technical Assistance to the Illinois Youth Service System. The contract is valued at $460,754 annually, or $1.728 million over the life of the contract. We are in month 16 of the contract.

ICOY Experience with Served Populations:
As discussed in Agency Qualifications, ICOY has been providing training and technical assistance to youth service agencies since 1983, with the goal if strengthening the skills of and improving service provided by youth workers. Each year we host dozens of training, on topics such as Quality Case Management, Cultural Competency for Working with Youth Who are LGBTQ, Ansell-Casey Life Skills, Adolescent Brain Development, Legal Training for Youth in Crisis, and many others. A description of current trainings and schedules can be found our on website: www.ICOYouth.org. Each training is evaluated and feedback given to trainers to improve their efforts. In addition, we conduct annual training needs assessments, and convene a quarterly Training Advisory Board to provide input in to the needs of youth service providers and their staff for skill development and learning opportunities. We also oversee a 24-hour Information and Referral line for youth in crisis operated by the National Runaway Safeline in Chicago, and provide access to legal consultation for youth service providers.

Key Personnel

The ICOY Project team consists of CEO Andrea Durbin; Program Director Michelle Arnold; Program Coordinator Michelle Howell; and Contracts Coordinator Denail Timms.

Andrea Durbin has been ICOY's CEO since March 2012; she previously served as interim CEO and Program Director. Her complete resume is included in this section. Andrea will devote one and a half percent of her time to this project. Her role is to oversee successful implementation with a focus on administrative and external relations. Outside of this project, Andrea oversees all aspects of ICOY's work, with an emphasis on external relations, advocacy, and administration.

Michelle Arnold, Program Director, will manage day-to-day program operations, including project consultants, the Project Coordinator, and relationships with partnering provider agencies. Michelle will ensure the project is implemented on budget and will oversee the contracts with consultants and provider agencies. Two percent of Michelle's time will be dedicated to this project. Michelle directs all of ICOY's trauma work, the Youth Services Training Initiative, and the Pathways Independent Living program.

Michelle Howell, Project Coordinator, will carry out day-to-day project activities and be the point person delivering ICOY's capacity building services with participating agencies. Michelle's resume is included in this section. She will spend five percent of her time on this project. Her other responsibilities include project coordination for ICOY's other trauma work, funded by SAMHSA and the Bright Promises Foundation.

Denail Timms, Contracts Coordinator, will handle all contractual and administrative aspects of the project. This includes processing payments to consultants and provider agencies, as well as general office support to staff. Denail will dedicate two percent of her time to the project. Denail provides similar support to all of ICOY's projects. Additionally, she provides data collection support to the Pathways program.

The following contractual staff will provide training, technical assistance and evaluation services:

SPARCS Trainer **Mandy Habib, Psy.D.** is Co-Director of the Institute for Adolescent Trauma Training & Treatment at Adelphi University's School of Social Work. The Institute, a SAMHSA-funded center within the National Child Traumatic Stress Network (NCTSN), is focused on improving the provision of trauma-informed services to children and adolescents through training and workforce development. Dr. Habib has many years of research, supervisory, and clinical experience working in the field of traumatic stress and serves as Co-Chair of the NCTSN's Complex Trauma Work Group. She led treatment development and dissemination efforts for more than 10 years within the Adolescent Trauma Treatment Development Center at North Shore University Hospital, during which time she became one of the principal authors of SPARCS (Structured Psychotherapy for Adolescents Responding to Chronic Stress). In her role as a treatment

developer and primary national trainer for SPARCS, Dr. Habib has provided in-depth trauma-focused training and supervision to more than 700 clinicians across the country and continues to provide local and national training and consultation on a range of topics, including the impact, assessment, and treatment of complex trauma in children and adults.

SPARCS Trainer **Victor Labruna, Ph.D.** is Co-Director of the Institute for Adolescent Trauma Training & Treatment at Adelphi University's School of Social Work. The Institute, a SAMHSA-funded community practice site of the National Child Traumatic Stress Network (NCTSN), is dedicated to dissemination of evidence-based treatment practices and the development of a skilled trauma-informed mental health workforce. Dr. Labruna has served in leadership positions on numerous grants, including two federally funded research grants (an NIMH Longitudinal Study of Physically Abused Adolescents and a Department of Defense grant developing family-focused behavioral health interventions). Dr. Labruna also has substantial expertise in program and intervention development. As Associate Director of the Division of Trauma Psychiatry at North Shore University Hospital, he co-founded the Rosen Family Wellness Center for Law Enforcement and Military Personnel and Their Families as well as the Crime Victim's Program, both of which continue to serve children and adults. Dr. Labruna is also an author of Structured Psychotherapy for Adolescents Responding to Chronic Stress (SPARCS), which he has helped to disseminate nationally through trainings in over 10 states.

Program Evaluator **Holly Lewandowski**, is a freelance consultant, writer, and researcher with more than 15 years experience working in nonprofit program evaluation. Currently she is President of Evaluation for Change, a certified women's business enterprise that provides qualitative and quantitative research analysis to nonprofit, universities, and state-run grants. Additionally, she has served as Statewide Evaluation Coordinator for the Illinois Positive Behavioral Intervention and Supports Network, and has held positions in evaluation and research at DePaul and Northwestern Universities.

ICOY Illinois Collaboration On Youth

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Gregg Stockey [2013]
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Kenny Martin-Ocasio [2014]
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Andrea Durbin – [Chief Executive Officer]
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Rev. January 22, 2013

Andrea Durbin
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Career Summary

Professional with 22 years of experience in the nonprofit sector. Progressively responsible program management, resource and program development, communications, media relations, and budgeting/staff supervision experience. Sixteen-year history of volunteer leadership in the community.

Relevant Experience

MARCH 2012 - PRESENT

CHIEF EXECUTIVE OFFICER
Youth Network Council dba Illinois Collaboration on Youth

Provide oversight and strategic direction to licensed child welfare agency with a $4 million annual budget and a staff of 13. Lead membership association of 55 youth service providers and advocates throughout the state of Illinois, with the goal of improving outcomes for at-risk youth. Manage diverse funding base that includes state and Federal grants and contracts, foundation grants, and unrestricted funding. Serve as an appointed member of the Governor's Youth Development Council, the Illinois Department of Human Services Social Services Advisory Council, and the Illinois Department of Children and Family Services Child Welfare Advisory Committee.

- Initiated and oversaw a merger of Youth Network Council and Illinois Collaboration on Youth
- Acquired two new funding sources to build trauma-informed capacity in youth service and afterschool programs
- Continued integration of mission, bylaws, funding, and program activities as a result of the merger
- Served as Interim CEO from December 2011 to February 2012

OCTOBER 2009 – DECEMBER 2011

PROGRAM DIRECTOR
Youth Network Council & Illinois Collaboration on Youth

Directed the Youth Services Capacity Enhancement Program. Directed communications and policy analysis efforts for the Illinois Collaboration on Youth. Managed two FT employees and graduate student intern program.

- Oversaw communications, policy analysis, and member services for Illinois Collaboration on Youth
- Instituted *ICOY Updates*, a regular email communication to members about developments in youth policy, state policy, Federal and state legislation, youth-related research, and funding opportunities for youth service agencies in Illinois, including researching and writing the majority of the content
- Represented ICOY members on various state-wide committees and workgroups, including DHS contract re-negotiations, Illinois Partners for Human Service, and others
- Testified, and wrote testimony for the CEO, for legislative committees and governmental commissions
- Developed advocacy materials and talking points to support members in their outreach to legislators
- Responded to individual member queries and requests for assistance
- Staffed the Membership & Marketing Committee, and participated in recruitment efforts including initiating a successful trial membership strategy that helped to increase membership by 43%

- Provided high quality customer service that helped to retain 100% of members and initiated member surveys that monitor satisfaction with the benefits of membership
- Assisted with the planning and execution of quarterly ICOY Policy Forums, including identifying speakers
- Rebranded both organizations with a new corporate identity
- Oversaw implementation and day-to-day management of the YSCEP, including hiring staff, trainers, and consultants, and completing all required reports to the funder
- Designed and oversaw application process for technical assistance and grant awards
- Awarded $600,000 in grant funding to 50 youth service agencies in Chicago
- Provided individual technical assistance and consulting to 10 agencies
- Managed the Youth Services Medicaid Project, a pilot effort to increase Medicaid billing opportunities for youth service agencies in Illinois

DECEMBER 2008 – OCTOBER 2009

SELF-EMPLOYED CONSULTANT

- SGA Youth & Family Services: researched and wrote needs assessment and provided overall copyediting services for a child abuse prevention program proposal
- SGA Youth & Family Services: developed and provided grantwriting training for direct service program managers and coordinators
- Youth Network Council: researched, wrote, and copyedited proposals for capacity building and gang prevention programs

JUNE 2009 – OCTOBER 2009

DIRECTOR OF MARKETING & COMMUNICATIONS
Morgan Park Academy

Directed all marketing and communications efforts for an independent school educating children from preschool through 12th grade. Managed one FT employee.

- Oversaw school rebranding effort, including hiring consultants for focus group research, and development of new corporate identity, logo and tagline
- Oversaw development of a new Admissions Viewbook, including art direction, writing, and management of publication process
- Oversaw implementation of a new website, including site map and content
- Wrote copy for a number of Academy publications, including print and electronic newsletters, press releases, invitations, etc.

AUGUST 2007-JUNE 2009

DIRECTOR OF ADMISSIONS
Morgan Park Academy

Directed all recruitment and re-enrollment activities for an independent school educating children from preschool through 12th grade, with an enrollment of 425. Managed two FT employees and several volunteers.

- Redesigned and oversaw implementation of the Academy's scholarship program
- Improved customer service and follow up procedures for potential families
- Maintained enrollment at projected levels during a nation-wide economic recession
- Represented the Academy at recruiting events
- Established relations with and served as a liaison to feeder schools throughout the Chicagoland and NW Indiana communities

MARCH 2002 – AUGUST 2007

DIRECTOR OF COMMUNICATIONS
The School of Social Service Administration at The University of Chicago

Directed all external and internal publications, website, media relations, and advertising for the School, which has 400 students, 7000 alumni, and $17 million in annual revenue. Additional responsibility for writing major articles, press releases, and op-eds; served as managing editor for all publications. Managed one FT and several part-time employees.

- Launched a revamped alumni magazine, SSA Magazine, with an emphasis on showcasing how the work of the School is relevant to real world issues. Includes both visual/brand redesign, as well as a shifted focus on content
- Led teams of writers, designers, copy editors, and photographers to produce more than 30 publications/print materials each year in support of the School's mission, including an award winning campaign brochure in support of the School's $25 million capital campaign
- Co-led a year-long communications audit, resulting in a comprehensive integrated communications plan for the School
- Planned, created, and implemented the School's first Annual Report
- Authored correspondence and op-ed pieces for the Dean
- Directed the transition of the School's website to a content management system, trained staff, and provided general oversight to all content on the site, as well as direct management of content on the home page
- Developed a Request for Proposals and hired a media relations consulting firm to help raise the visibility of the School in the media, resulting in a significant increase in faculty media coverage
- Developed an outreach strategy to communicate with likely voters in the *U.S. News & World Report's* triennial ranking of schools of social work; SSA's rank improved from 6th to 3rd in the nation during my tenure
- Supervised vendor relationships totaling more than $100,000 in purchasing each year

SEPTEMBER 2001 – MARCH 2002

SELF-EMPLOYED CONSULTANT
Communications, development, and media relations for nonprofit organizations.

- Aunt Martha's Youth Service Center – served as media spokesperson, wrote funded proposal to develop a primary health care center in Harvey, IL
- Youth Network Council – wrote funded proposal to develop housing and supportive services for teen mothers who are wards of the state
- Hands On! Children's Art Museum of Chicago – provided grantwriting training and editing
- Barnes, Dennig & Co. – provided grantwriting training

JANUARY 1998 – JUNE 2001

DIRECTOR OF COMMUNICATIONS & PROGRAM DEVELOPMENT
Aunt Martha's Youth Service Center

Aunt Martha's provides health care, child welfare, counseling, education, and youth development programs in northeastern Illinois.

- Supervised, planned, and managed the development of all proposals submitted to public funders, securing more than $10 million in program support and resulting in more than two dozen new or enhanced grants and contracts
- Led interdisciplinary teams to research and develop new programs ranging from school-based health centers, to a targeted program to reduce infant mortality, an Afro-centric Rites of Passage program, HIV prevention, and community health centers
- Supervised, planned, and managed agency-wide communications activities, including media relations, special events, newsletters, annual reports, and other publications
- Supervised the Staff and Volunteer Training Department, including professional and administrative staff members
- Developed and managed combined $500,000+ annual budget for the Communications and Program Development Department and the Staff and Volunteer Training Department
- Created and led a planning committee to implement first agency-wide staff training and development retreat for 300+ employees; reduced training costs by $225,000
- Served as the agency spokesperson, managed internal and external communications, and served as the primary point of contact for the Illinois Department of Children and Family Services regarding death or serious injury to wards of the state

1993 – 1998

SENIOR PROJECT MANAGER/AGENCY SPOKESPERSON, 1995-1998
PROJECT MANAGER, 1994-1995
PROJECT COORDINATOR, 1993-1994
Aunt Martha's Youth Service Center

1989 – 1991

AQUATIC DIRECTOR
McGaw YMCA

Education

A.M. *The School of Social Service Administration, The University of Chicago.*
Master's degree in social work, with a concentration in policy analysis.

B.S.J. *The Medill School of Journalism. Northwestern University.*
Bachelor's degree in journalism, with concentrations in sociology, English literature, and photography.

Volunteer Leadership

2011 – PRESENT

PRESIDENT, BOARD OF DIRECTORS
All Day Montessori
Led Board through a transition from a focus on daily operations to a focus on governance, including initiating a leadership and training retreat for Board members, instituting an annual budgeting process, hiring legal counsel, developing a committee structure, instituting an annual campaign and fundraising event, and initiating a performance evaluation of the Executive Director.

FEBRUARY 2010 – FEBRUARY 2011

VICE-PRESIDENT, BOARD OF DIRECTORS
All Day Montessori
All Day Montessori is a Montessori-based preschool and kindergarten for children aged 2-6, dedicated to meeting the educational and developmental needs of young children and their working parents.

2002 – PRESENT

PRESIDENT AND FOUNDING BOARD MEMBER
Hands On! Children's Art Museum of Chicago
Helped to establish a community-based nonprofit dedicated to helping children explore their full creative potential through visual arts. Contributions include fundraising, grant writing, donor acknowledgement, and planning and implementing special events.

2002 – PRESENT

TREASURER
Mother Nature's Table natural foods buying club
Manage revenues and expenses for the buying club, including banking, refunds, and reports.

1999 – 2000

MEMBER
Strategic Planning Task Force, Community Media Workshop
Participated as a non-board member in developing a three-year strategic plan for the organization.

1995 – 2000

MEMBER, AND COMMUNICATIONS SUBCOMMITTEE CHAIR
The School of Social Service Administration Alumni Association Board of Directors
Participated in planning and implementing a career networking event for graduate students. Helped launch the inaugural issue of the alumni newsletter.

1996 – 1997

MEMBER
Strategic Planning Task Force, National Council of Jewish Women, South Cook Section
Served as one of two non-NCJW members on the task force, which developed a five-year strategic plan for goals and philanthropy for the section.

MICHELLE A. ARNOLD
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PROFESSIONAL EXPERIENCE

YOUTH NETWORK COUNCIL/ILLINOIS COLLABORATION ON YOUTH
Program Director, October 2009 – Present

Manage the statewide federally funded three-year Trauma Informed Youth Service Initiative partnering with community based youth service providers to infuse trauma-focused and trauma-informed practice and policies into their agencies through training, practice, and policy change. Responsible for all the reporting (program, evaluation, and fiscal) to the federal funding source, a division of HHS, Substance Abuse and Mental Health Administration and their partners. Represent the agency as a member of the National Child Traumatic Stress Network and the Illinois Childhood Trauma Coalition.

VOICES FOR ILLINOIS CHILDREN, ***Foster Kids Are Our Kids & Aging-Out Project***
Project Manager, January 2007 – December 2009

Managed the statewide *Foster Kids Are Our Kids* social marketing campaign and supported the Steering Committee in their function as lead to the campaign. Executed campaign marketing strategies, maintained communication with the sixty-two community based agency members statewide, and built partnerships with radio and television. Managed foundation funding to build a consensus and agenda for improving the child welfare system for transitioning youth from state care to independence. Supervised assigned interns.

ADAPT COMMUNITY ALTERNATIVES, ***Pathways Independent Living Program***
Director of Quality Management, January 2005 – August 2007

Responsible for the overall policies and procedures for the Pathways Independent Living Program, developed and executed the Pathways Continuous Quality Improvement plan and staff training. Supervised one project manager and interns assigned to the program. Provided oversight to the program participant's trust accounts. Department of Children and Family Services (DCFS) SACWIS data system liaison in addition to representing agency on various DCFS committees.

YOUTH NETWORK COUNCIL, ***Pathways Independent Living Program***
Division Manager, January 2004 – January 2005

Responsible for the Division of Child Welfare Services and the Pathways Independent Living Program. Provided leadership to the Pathways Management Team and support to the Pathways Executive Management Team. Supervised one project manager and interns assigned to program. Developed and executed continuous quality improvement plans and staff trainings; ensured accurate trust accounts for youth participants. Acted as the liaison with the Department of Children and Family Services SACWIS data system group.

Project Manager, October 2000 - January 2004

Provided assistance with projects related to the Pathways Independent Living Program staff licensure and training, peer review and satisfaction surveys, financial policies and trust accounts. Acted as the liaison with the DCFS SACWIS data system group.

CATHOLIC CHARITIES, ARCHDIOCESE OF CHICAGO,
Development Department, **Director, July 1997 – June 30, 2000**

Responsible for all fundraising at the Agency: planned and major giving, two direct mail appeals, four major events, and nine regional/program events, and foundation support. Annual fundraising efforts leveraged six to eight million dollars net for Agency programs. Recommended the Development Department fiscal year budgets, policies, and procedures to the Administrator and Director of Operations. Responsible for hiring and evaluating eighteen full time professional fundraisers and support staff.

***Child/Adult Residential Services Division,* Division Manager, July 1991 – July 1997**

Provided leadership, direction and assistance to nine Catholic residential agencies operating in the Archdiocese of Chicago (Cook and Lake counties). Created efforts of joint planning, coordination, and collaboration for effective service delivery and quality outcomes. Media spokesperson for child welfare issues and represented Catholic Charities on statewide committees.

STATE OF ILLINOIS

***Governor's Task Force on Human Services Reform,* Co-Director, May-November 1993**

Shared responsibility for executing a $200,000 state planning grant from the Annie E. Casey Foundation. Supervised three professional staff and six consultants to study and recommend specific planning strategies to reform the human services delivery system in Illinois. The State of Illinois was awarded two million dollars for continuation of the Task Force Reform activities.

***Illinois Department of Public Aid,* Assistant Director, March 1990 – June 30, 1991**

Appointed by Governor James R. Thompson and approved by the Illinois State Senate, assisted the Department Director in the overall operation and administration of the State's four billion dollar public welfare department. Directly supervised three division administrators and a combine staff of over four hundred. Consulted with external advisory committees, represented the Director in meetings and conferences with private industry, community groups, government officials, and legislators.

***Illinois Office of the Governor,* Assistant for Human Services, June 1987 – March 1990**

Developed program, budget, and legislative initiatives as the Governor's liaison with the Directors of eleven human services state departments. Represented the Governor in meetings and at community events with human service interest groups, legislators, and government officials. Improved program implementation and delivery systems through increased interagency coordination.

***Illinois Bureau of the Budget,* Budget Analyst, July 1986 – June 30, 1987**

Negotiated, prepared, and monitored the budgets of the Department of Public Health, Department of Aging, and the Guardianship and Advocacy Commission. Analyzed operation and program expenditures of over three hundred million dollars in state and federal funds.

***Illinois Office of the Governor,* James H. Dunn Fellow, August 1985 – June 1986**

Recipient of the Governor's one year public sector management fellowship providing an overview of state government. Gained practical experience through three, four month rotations in the Governor's Office of Policy and Program, Legislative Office, and the Bureau of the Budget.

EDUCATION

Certificate of Business Administration, September 1992, University of Illinois, Chicago
Master of Social Work, May 1986, University of Illinois, Urbana-Champaign
Bachelor of Social Work, May 1983, University of Illinois, Urbana-Champaign

BOARD MEMBERSHIP

Oak Park River Forest Day Nursery, Board member, 2001-2005; Treasurer 2008-present
Wonder Works, A Children's Museum, Board member, interim Treasurer 2005-2007
Nonprofit Financial Center, Board member, 1986-1992; 1994-2000
Catholic Charities Board of Directors, ad-hoc Board member 1997-2000; St. Joseph's Carondelet Child Center Board member, 1991-1997; Misericordia Home Board member, 1992-1997

VOLUNTEER

Girl Scout Lifetime Member, Troop Leader 2004-present, Oak Park Girl Ambassador 2006-2011

Michelle L. Howell

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Professional Experience

Program Coordinator, Illinois Collaboration on Youth- November 2012-Present

- Responsible for trauma informed technical assistance for after school programs serving 8-12 year olds and youth organizations serving 10-17 year olds, throughout the state of Illinois
- Conducts capacity building assessments of agencies to assess need of trauma information and trainings
- Aids agencies in writing and completing action plans to include moving toward becoming more trauma sensitive in practice and approach
- Works with external evaluators to assess progress of SAMHSA grant

Project Coordinator, Mental Health America of Lake County – September 2011 to November 2012

- Responsible for the start-up of new Empowering Teens as Parents (ETAP) program
- Ensured implementation of ETAP program based on grant and budget requirements
- Produced monthly and quarterly reports on program achievements and goal areas to local and state stakeholders
- Supervised five staff members through bi-monthly meetings and home visit report reviews
- Lead quarterly staff meetings for fifteen members of ETAP staff

Program Supervisor, Mental Health America of Lake County – March 2008 to September 2011

- Provided Reflective Supervision to Parent Educators through Parents as Teachers program
- Responsible for 30 family caseload, including home visitation and case management
- Planned and Facilitated group meetings, administered developmental screenings
- Applied and Awarded new employee training scholarship through Indiana Partnerships Center grant
- Compiled numbers for grants and reports to United Way using Microsoft Excel

Parent Education Specialist, Mental Health America of Lake County – May 2005 to March 2008

- •Responsible for 40 family caseload, including home visitation and case management to families at risk for trauma
- •Trained in Parents as Teachers curriculum, 0 to 3, 3 to K, Teen Parents, Children with Special Needs, Military Families, Neuroscience
- •Planned and Facilitated group meetings, administered developmental screenings
- •Developed and facilitated supplemental Systematic Training for Effective Parenting curriculum for parents of truant teens

Training and Affiliations

- •Member of Parent Education and Family Support Committee through United Way Success by 6
- •Trained in Healthy Families Core Training, DENVER II, ASQ-3, ASQ: Social Emotional, DIAL 3, Speed DIAL, HOME inventory, Life Skills Progression
- Received training by the Collaborative Institutional Training Initiative
- Endorsement through the Indiana Association for Infant and Toddler Mental Health, Level II

Education

Purdue University, West Lafayette, IN
B.S. Child Development and Family Studies, May 2005, GPA: 3.9
Specialization in Youth, Adult, and Family Services; Minor in Psychology

Relevant Coursework

- Adolescent Development, Children and Stress, Abnormal Psychology, Family Systems

Denail Timms

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DTimms@youthnetworkcouncil.org

OBJECTIVE: Seeking a fulfilling position that utilizes my skills, experience, education and provides an opportunity for professional growth in nonprofit industry and to aid my company in bringing new concepts and innovations to the work place.

EMPLOYMENT:

Oct. 2009 – Present **Youth Network Council, Chicago, Illinois**

Contracts Coordinator

- Assists Financial Manager in the collection of information associated with the obligation and expenditure of funds (Accounts Payable & Accounts Receivable for contracts and subcontracts), including check requests, invoicing, tracking income and expenditures, deposits, and monthly reconciliations.
- Coordinate Independent Living Program, including preparing and reconciling monthly billing, coordinate with subcontractors, entering and terminating Pathways clients according to subcontractor requests, track daily and monthly program census.
- Manage contracts for state and federal funding along with contracts between subcontractors and the agency.
- Perform Office Management Operations: Coordinate training logistics, including trainer requirements and space. Update and expand website as needed. Sort and distribute mail, screen and reroute calls, maintain supplies inventory, online authorization of visitors, assisted management in coordinating materials for trainings and manuals ie; copies, scheduling and confirmation.

Oct. 2000 – Mar. 2009 **A.M. Castle Metals, Franklin Park, Illinois**

Inside Sales Representative (2004-2009)

- Worked cooperatively with outside sales and management to develop existing customers into long-term profitable customers and prospect new customers.
- Provided quotations and reasonable delivery commitment designed to obtain the customer's order or expanded order.
- Developed and cultivated business relationships to ensure ongoing customer satisfaction and continue building relationship and looked for opportunities for value added selling.

Program Coordinator (2000-2004)

- Provided customer quotations, maintained preferred customer pricing and account information, filing, additional duties include assistance with reception and call center duties and special projects.

Feb. 2000-Oct. 2000 **West Personnel Service, Oak Park, Illinois**

Temporary Associate

- Provided assistance to companies in need of temporary office staff in the form of receptionist, sales assistant, and secretarial duties.

Dec. 1996-Jan. 2000 **OSG Tap & Die, Glendale Heights, Illinois**

Export Supervisor (1998-2000)

- Processed orders from various countries.
- Prepared export packaging, transportation, invoicing and customs documents.
- Provided quotations, deliveries, confirmations and constant vendor/client follow up.
- Additional duties included preparing travel arrangements for company personnel, arranging catered lunches, and maintaining written correspondence with customers and vendors.

Customer Service/Inside Sales (1996-1997)

- Promoted company products, provided customer service, product quotations and confirmations, controlled exports of products, record product release schedules, process debits and credits, and prepared customs documents.

EDUCATION: Bennett College, Greensboro, North Carolina; B.A. in English
Triton College, River Grove, Illinois
Oak Park River Forest High School; Diploma
Grant Writing: From A to Z

CERTIFICATIONS: Notary Public, State of Illinois

SKILLS: Microsoft word, Excel, Power Point, Access, Fund E-Z 10 and Contribute

VOLUNTEERING: One Brick Volunteer Group (2009- Present)

EXHIBIT 2

Schedule of Compensation

REVISED BUDGET DETAIL

Grant Proposal Amount Requested: $_____123, 082____

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.

Name/Position	Computation	Cost
Michelle Howell, Program Coordinator	0.07 FTE at $41,200 per year	$2,884
Michelle Arnold, Program Director	0.02 FTE at $77,250	$1,545
Andrea Durbin, CEO	0.015 FTE at $106,000	$1,590
Denail Timms, Contracts Coordinator	0.02 FTE at $36,0500	$721

SUB-TOTAL $_____6,019.00_____

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
Michelle Howell, Program Coordinator	0.20 x $41,200 x 0.07 FTE	$577
Michelle Arnold, Program Director	0.20 x $77,250 x 0.02 FTE	$309
Andrea Durbin, CEO	0.20 x $106,000 x 0.015 FTE	$318
Denail Timms, Contracts Coordinator	0.20 x $36,050 x 0.02 FTE	$144

SUB-TOTAL $_____1,204.00_____

TOTAL PERSONNEL AND FRINGE BENEFITS $_____7,223.00_____

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
SPARCS Trainers from out of state	Airfare to/from Chicago	Arrive at $450 per trip	2 trainers x 2 trips x $450	$1,800
SPARCS Trainers-lodging	Chicago	Lodging at $125 per night	2 trainers x 3 nights x $125	$750
Participant travel to Trainings	Chicago	Parking & Mileage	36 participants x $30/day x 4 days	$4,320
ICOY staff travel to agencies	Chicago	Parking & Mileage	2 staff x 10 sites x 2 visits x $30/day	$1,200
			TOTAL $	**8,070.00**

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
Training materials (handouts, name tags, etc.)	36 participants x 4 days x $5/day	$720
Lunches for training participants and trainers	38 participants x 4 days x $12/person	$1,824
SPARCS handbooks for groups	100 youth x $22 per handbook	$2,200
	TOTAL $	**4,744.00**

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
SPARCS Training Consultants	$240 per training participant x 36 people x 4 days	$34,560
Program Evaluation Consultant	$80 per hour x 65 hours	$5,200
Funds to implement SPARCS groups	$600 per youth x 10 youth per provider x 10 providers	$60,000
Human Resources costs for ICOY staff	$78 per month per FTE x 0.125 FTE x 12 months	$117
Information Technology	$130 per month per FTE x 0.125 FTE x 12 months	$195
Occupancy	$425 per month per FTE x 0.125 FTE x 12 months	$638
Telephone	$125 per month per FTE x 0.125 FTE x 12 months	$188
Audit*	Estimation per previous audit cost & percentage of budget	$0

Insurance	Estimation per typical insurance cost & percentage of budget	$408
Equipment, Postage, and General Office Supplies	Estimation per typical costs & percentage of budget	$839
Financial Services	Estimation per typical costs & percentage of budget	$829
Legal Services	Estimation per typical costs & percentage of budget	$72
	TOTAL $ 103,045.00	

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**	**$ 6,019**
B	**Fringe Benefits**	**$ 1,204**
C	**Travel**	**$ 8,070**
D	**Supplies**	**$ 4,744**
E	**Other Costs**	**$ 103,045**
	Grand Total	**$ 123,082**

* Original proposal included $683 for audit costs, calculated as 'estimation per previous audit cost & percentage of budget'. However, the revised budget eliminated audit costs due to the fact that ICOY has been asked to decrease the overall budget by 0.5%. ICOY will cover costs for the audit with contributions to our unrestricted funding.

EXHIBIT 3

Evidence of Insurance

OP ID: 6D

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/24/2013

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 Blumberg Unit Daniel and Henry Ins Co 309 W. Washington, Ste. 1100 Chicago, IL 60606 Richard Blumberg Phone: 312-332-1904 Fax:	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: YOUTH-3
INSURED Youth Network Council 111 E. Wacker Dr., Suite 325 Chicago, IL 60601	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Great American Ins. Co. INSURER B : Executive Risk Indemnity INSURER C : INSURER D : INSURER E : INSURER F :

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	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Professional Liab GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	X		PAC5064617	07/23/2012	07/23/2013	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Emp Ben.	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 3,000,000 $ 3,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY ANY AUTO X ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			CAP189896400	07/23/2012	07/23/2013	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE RETENTION $			UMB5064619	07/23/2012	07/23/2013	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
B	Directors & Office			816651789R9	07/23/2012	07/23/2013	D&O	1,000,000

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 listed as additional insured with respect to the above referenced General Liability policy.

CERTIFICATE HOLDER

COOKCOU

Cook County
Office of Chief Procedure Officer
118 N. Clark Street, Room 1018
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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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

_____

_____

_____

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:

_____

111 E. Wacker Drive, Suite 325

Chicago, IL 60601

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): _____

_____

_____

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

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

5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.

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

_____

_____

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

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT

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

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

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

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

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

This Disclosure of Ownership Interest Statement must be submitted by :

1. An Applicant for County Action and

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

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

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

This Statement is an: [X] Original Statement or [ ] Amended Statement

Identifying Information:

Name Youth Network Council D/B/A: Illinois Collaboration on Youth EIN NO.: 36-2751382

Street Address: 111 E. Wacker Drive, Suite 325

City: Chicago State: IL Zip Code: 60601

Phone No.: (312) 861-6600

Form of Legal Entity:

[ ] Sole Proprietor [ ] Partnership [ ] Corporation [ ] Trustee of Land Trust

[ ] Business Trust [ ] Estate [ ] Association [ ] Joint Venture

[X] Other (describe) non profit

Ownership Interest Declaration: not applicable, per Addendum No. 1

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
NONE		

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
NONE		

3. Is the Applicant constructively controlled by another person or Legal Entity? [ ] Yes [X] No

If yes, state the name, address and percentage of beneficial interest of such person or legal entity, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship

Declaration (check the applicable box):

[X] I state under oath that the Applicant has withheld no disclosure as to ownership interest in the Applicant nor eserved 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.

Andrea Durbin
Name of Authorized Applicant/Holder Representative (please print or type)

Chief Executive Officer
Title

Andrea Durbin
Signature

3/21/13
Date

adurbin@youthnetworkcouncil.org
E-mail address

(312) 861-6600
Phone Number

Subscribed to and sworn before me this 21st day of 3, 2013.

My commission expires: 2/9/15

x Denail Timms
Notary Public Signature

OFFICIAL SEAL
DENAIL TIMMS
Notary Public - State of Illinois
My Commission Expires Feb 9, 2015
Notary Seal

COOK COUNTY BOARD OF ETHICS
69 W. WASHINGTON STREET, SUITE 3040
CHICAGO, ILLINOIS 60602
312/603-4304
312/603-9988 FAX 312/603-1011 TT/TDD

FAMILIAL RELATIONSHIP DISCLOSURE PROVISION:

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

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

If you have questions concerning this disclosure requirement, please call the Cook County Board of Ethics at (312) 603-4304. *Note*: A current list of contractors doing business with Cook County is available via the Cook County Board of Ethics' website at: **http://www.cookcountygov.com/taxonomy/ethics/Listings/cc_ethics_VendorList_.pdf**

DEFINITIONS:

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

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

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

- Parent
- Child
- Brother
- Sister
- Aunt
- Uncle
- Niece
- Nephew
- Grandparent
- Grandchild
- Father-in-law
- Mother-in-law
- Son-in-law
- Daughter-in-law
- Brother-in-law
- Sister-in-law
- Stepfather
- Stepmother
- Stepson
- Stepdaughter
- Stepbrother
- Stepsister
- Half-brother
- 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: Andrea Durbin Title: Chief Executive Officer

Business Entity Name: Youth Network Council dba Illinois Collaboration on Youth Phone: (312) 861-6600

Business Entity Address: 111 E. Wacker Drive, Suite 325, Chicago, IL 60601

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

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

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

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

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

Andrea Durbin — Owner/Employee's Signature

3/21/13 — Date

Subscribe and sworn before me this 21st Day of March, 2013

a Notary Public in and for Cook County

Denail Timms
(Signature)

OFFICIAL SEAL
DENAIL TIMMS
Notary Public - State of Illinois
My Commission Expires Feb 9, 2015

NOTARY PUBLIC SEAL

My Commission expires 2/9/15

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: Youth Network Council dba Illinois Collaboration on Youth

BUSINESS ADDRESS: 111 E. Wacker Drive, Suite 325, Chicago, IL 60601

BUSINESS TELEPHONE: 312·861·6600 FAX NUMBER: 312·861·6601

CONTACT PERSON: Andrea Durbin

FEIN: 36-2751382 *IL CORPORATE FILE NUMBER: 01006595

LIST THE FOLLOWING CORPORATE OFFICERS:

PRESIDENT: J. Harry Wells VICE PRESIDENT: Judith Gall

SECRETARY: Renae Storey TREASURER: Rick Velasquez

**SIGNATURE OF PRESIDENT: J. Harry Wells

ATTEST: Renae Storey (CORPORATE SECRETARY)

Subscribed and sworn to before me this

21st day of March, 2013.

x Denail Timms
Notary Public Signature

My commission expires: 2/9/15

OFFICIAL SEAL
DENAIL TIMMS
Notary Public - State of Illinois
My Commission Expires Feb 9, 2015

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.**

File Number 4996-982-1

STATE OF ILLINOIS

OFFICE OF THE SECRETARY OF STATE

To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that

YOUTH NETWORK COUNCIL, A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON FEBRUARY 10, 1972, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.

In Testimony Whereof, *I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this* 1ST *day of* SEPTEMBER *A.D.* 2011 .

Jesse White

SECRETARY OF STATE

Authentication #: 1124401358

Authenticate at: http://www.cyberdriveillinois.com

COOK COUNTY SIGNATURE PAGE
(SECTION 7)

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

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 18 DAY OF July ,20 13

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

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

13-5309o-D

OR

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

TOTAL AMOUNT OF CONTRACT: $ 123,082.00
(DOLLARS AND CENTS)

FUND CHARGEABLE: _____

APPROVED BY THE BOARD OF COOK COUNTY COMMISSIONERS

JUL 17 2013

COM _____

APPROVED AS TO FORM:

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