

PROFESSIONAL SERVICES AGREEMENT

For

VIOLENCE PREVENTION, INTERVENTION AND REDUCTION GRANTS

CONTRACT NO. 13-53-090K

BETWEEN



COOK COUNTY GOVERNMENT

COOK COUNTY JUSTICE ADVISORY COUNCIL

AND

UHLICH CHILDREN'S ADVANTAGE NETWORK (UCAN)

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

JUN 17 2013

COM _____

**Toni Preckwinkle
Cook County Board President**

**Shannon E. Andrews
Chief Procurement Officer**

PROFESSIONAL SERVICES AGREEMENT

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Economic Disclosure Statement

List of Exhibits

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

AGREEMENT

This Agreement is made and entered into by and between the County of Cook, a public body corporate of the State of Illinois, on behalf of Office of the Chief Procurement Officer hereinafter referred to as "County" and Ulich Children's Advantage Network (UCAN), 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 \$200,000.00 for the services listed in Exhibit 1, Scope of Services.

b) Method of Payment

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

c) Funding

Payments under this Agreement must not exceed \$200,000.00 without a written amendment in accordance with Section 10.c.

d) Non-Appropriation

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

e) Taxes

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

f) Price Reduction

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

g) Contractor Credits

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

ARTICLE 6) DISPUTES

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

ARTICLE 7) COMPLIANCE WITH ALL LAWS

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

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

ARTICLE 8) SPECIAL CONDITIONS

a) Warranties and Representations

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

- i) warrants that Contractor is appropriately licensed under Illinois law to perform the Services required under this Agreement and will perform no Services for which a professional license is required by law and for which Contractor is not appropriately licensed;
- ii) warrants it is financially solvent; it and each of its employees, agents and Subcontractors of any tier are competent to perform the Services required under this Agreement; and Contractor is legally authorized to execute and perform or cause to be performed this Agreement under the terms and conditions stated in this Agreement;
- iii) warrants that it will not knowingly use the services of any ineligible Contractor or Subcontractor for any purpose in the performance of its Services under this Agreement;
- iv) warrants that Contractor and its Subcontractors are not in default at the time this Agreement is signed, and have not been considered by the Chief Procurement Officer to have, within 5 years immediately preceding the date of this Agreement, been found to be in default on any contract awarded by the County ;

- v) represents that it has carefully examined and analyzed the provisions and requirements of this Agreement; it understands the nature of the Services required; from its own analysis it has satisfied itself as to the nature of all things needed for the performance of this Agreement; this Agreement is feasible of performance in accordance with all of its provisions and requirements, and Contractor warrants it can and will perform, or cause to be performed, the Services in strict accordance with the provisions and requirements of this Agreement;
- vi) represents that Contractor and, to the best of its knowledge, its Subcontractors are not in violation of the provisions of the Illinois Criminal Code, 720 ILCS 5/33E as amended, and the Illinois Municipal Code, 65 ILCS 5/11-42.1-1; and
- vii) acknowledges that any certification, affidavit or acknowledgment made under oath in connection with this Agreement is made under penalty of perjury and, if false, is also cause for termination under Sections 9.1 and 9.3.

b) Ethics

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

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

c) Joint and Several Liability

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

d) **Business Documents**

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

e) **Conflicts of Interest**

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

- v) The Contractor further covenants that, in the performance of this Agreement, no person having any conflicting interest will be assigned to perform any Services or have access to any confidential information, as defined in Section 3.11 of this Agreement. If the County, by the Chief Procurement Officer in his reasonable judgment, determines that any of Contractor's Services for others conflict with the Services Contractor is to render for the County under this Agreement, Contractor must terminate such other services immediately upon request of the County.

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

f) Non-Liability of Public Officials

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

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

a) Events of Default Defined

The following constitute events of default:

- i) Any material misrepresentation, whether negligent or willful and whether in the inducement or in the performance, made by Contractor to the County.

- ii) Contractor's material failure to perform any of its obligations under this Agreement including the following:
 - (a) Failure due to a reason or circumstances within Contractor's reasonable control to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the performance of the Services;

- (b) Failure to perform the Services in a manner reasonably satisfactory to the Chief Procurement Officer or inability to perform the Services satisfactorily as a result of insolvency, filing for bankruptcy or assignment for the benefit of creditors;
 - (c) Failure to promptly re-perform within a reasonable time Services that were rejected as erroneous or unsatisfactory;
 - (d) Discontinuance of the Services for reasons within Contractor's reasonable control; and
 - (e) Failure to comply with any other material term of this Agreement, including the provisions concerning insurance and nondiscrimination.
- iii) Any change in ownership or control of Contractor without the prior written approval of the Chief Procurement Officer, which approval the Chief Procurement Officer will not unreasonably withhold.
 - iv) Contractor's default under any other agreement it may presently have or may enter into with the County during the life of this Agreement. Contractor acknowledges and agrees that in the event of a default under this Agreement the County may also declare a default under any such other Agreements.
 - (v) Failure to comply with Section 7a. in the performance of the Agreement.
 - (vi) Contractor's repeated or continued violations of County ordinances unrelated to performance under the Agreement that in the opinion of the Chief Procurement Officer indicate a willful or reckless disregard for County laws and regulations.

b) Remedies

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

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

- i) The right to take over and complete the Services, or any part of them, at Contractor's expense and as agent for Contractor, either directly or through others, and bill Contractor for the cost of the Services, and Contractor must pay the difference between the total amount of this bill and the amount the County would have paid Contractor under the terms and conditions of this Agreement for the Services that were assumed by the County as agent for the Contractor under this Section 9.2;
- ii) The right to terminate this Agreement as to any or all of the Services yet to be performed effective at a time specified by the County;
- iii) The right of specific performance, an injunction or any other appropriate equitable remedy;
- iv) The right to money damages;
- v) The right to withhold all or any part of Contractor's compensation under this Agreement;
- vi) The right to consider Contractor non-responsible in future contracts to be awarded by the County.

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

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

c) Early Termination

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

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

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

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

d) Suspension

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

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

e) Right to Offset

- i) In connection with performance under this Agreement:

The County may offset any excess costs incurred:

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

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

f.) Delays

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

g.) Prepaid Fees

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

ARTICLE 10) GENERAL CONDITIONS

a) Entire Agreement

i) General

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

ii) No Collateral Agreements

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

iii) No Omissions

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

b) Counterparts

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

c) Modifications and Amendments

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

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

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

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

d) Governing Law and Jurisdiction

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

e) Severability

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

f) Assigns

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

g) Cooperation

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

h) Waiver

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

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

i) Independent Contractor

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

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

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

j) Governmental Joint Purchasing Agreement

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

ARTICLE 11) NOTICES

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

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

and

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

If to Contractor: Ulich Children's Advantage Network (UCAN)
3737 North Mozart
Chicago, IL 60618

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

ARTICLE 12) AUTHORITY

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

EXHIBIT 1

Scope of Services

Scope of Work

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

Program Methodology

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

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

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

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

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

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

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

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

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

Project Component

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

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

Record Keeping Procedure

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

Quarterly Reports and Site Visits

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

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

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

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

Key Personnel

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

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

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

Subcontracting or teaming

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



7.2.2 Executive Summary

UCAN is honored to submit this application to implement the Violence Prevention, Intervention and Reduction Grant Program, with the goals of serving 110 North Lawndale youth, many of whom are ex-offenders, between the ages of 12-24. This project includes the following elements:

- 1) *Intensive direct services for 60 North Lawndale at-risk youth:* Overseen by two Youth Mentors, these 60 youth will receive mental health screenings/assessments, individual or group mentoring activities, participation stipends, and individual follow-up and tracking.
- 2) *Intake and referral services for an additional 50 North Lawndale at-risk youth:* Overseen by a Community Youth Service Coordinator, these 50 youth will receive intake, referral, resource advocacy, and tracking services.

Key personnel for the program include the following:

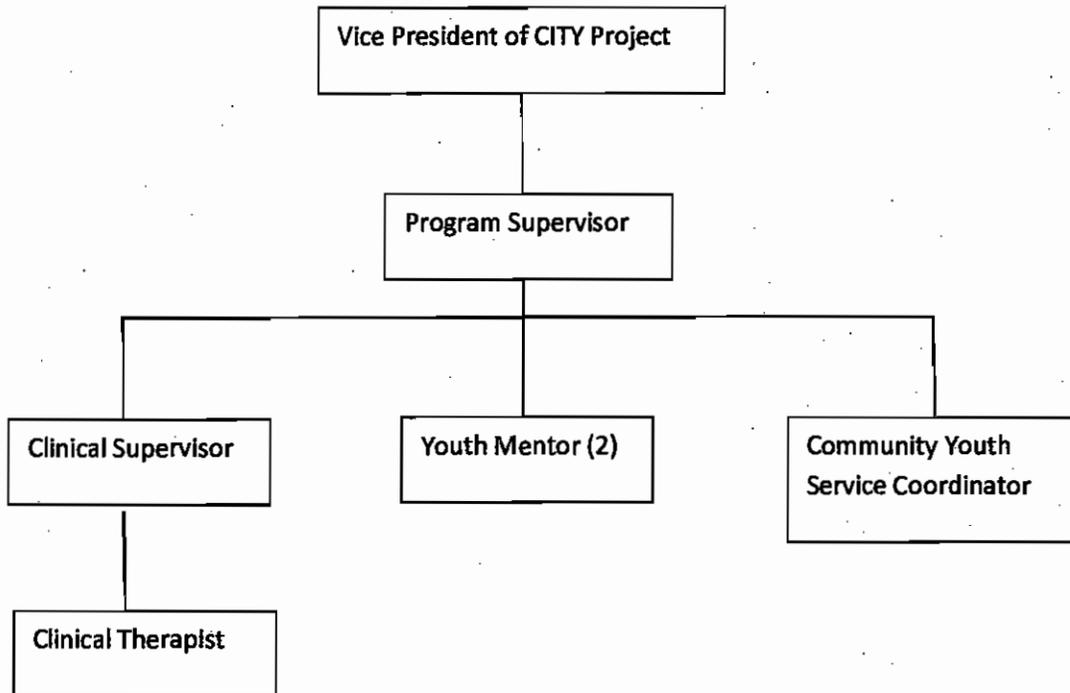
- Norman Kerr, Vice President of CITY Project
- Yolanda Harris-Robinson, Program Supervisor
- Cliff Manning, Youth Mentor
- Jacob Dancer, Clinical Supervisor
- Kady Leibovitz, Clinical Therapist

Vacant positions for key personnel currently include

- Youth Mentor
- Community Youth Service Coordinator



The organization chart for the project is as follows:





7.2.3 Proposed Plan of Action/Program Plan

CITY

In 2011, UCAN launched an initiative to change the face of service delivery for at-risk youth. Called CITY (Chicagoland Institute for Transforming Youth,) this initiative is both a *place* and an *approach*. Launched to address the violence crisis plaguing Chicago's communities, CITY will first focus in the North Lawndale neighborhood and then expand to other high-need areas throughout Chicagoland. CITY seeks to transform young lives through programs promoting individual healing, self-empowerment, and community transformation. While CITY the *place* is UCAN's new campus on a seven acre plot of land in North Lawndale, CITY *the approach* is a streamlined way to serve, at the height of its implementation, over 6,000 North Lawndale youth each year.

The proposed project is a slice of CITY the approach, aiming to serve 100 North Lawndale youth, many of whom are ex-offenders, between the ages of 12-24. This project includes the following elements:

- 1) *Intensive direct services for 50 North Lawndale at-risk youth:* Overseen by two Youth Mentors, these 50 youth will receive mental health screenings/assessments, individual or group mentoring activities, participation stipends, and individual follow-up and tracking.
- 2) *Intake and referral services for an additional 50 at-risk youth:* Overseen by two Youth Mentors, these 50 youth will receive intake, referral, resource advocacy, and tracking services.



North Lawndale

North Lawndale is served by two police districts (the 10th and the 11th). According to the Chicago Police Department, in 2010 there were 1,348 total arrests of youth 17 and under in the 10th district and 2,141 total arrests in the 11th district. These crimes included 25 murders, more than any other district in the city of Chicago. Approximately 70% of North Lawndale men 18 to 35 years old have a criminal record. North Lawndale has the sixth highest rate of child abuse and neglect of children in the state at 20 per 1,000. There are over 1,100 children under the care of the Department of Children & Family Services care residing within a five mile radius of North Lawndale.

These statistics make it clear that these areas pose extreme risk for vulnerable youth. It is critical that we build young leaders who will promote non-violent conflict resolution and healthy relationships. We must help our young people stay in and succeed at school so they can graduate and gain employment. We must provide the support and mentoring that our young people need to grow, learn and thrive.

This program will reduce crime, violence, and the future prison population by working with youth who are ex-offenders and youth who are at-risk for offending, providing them with therapeutic assistance to prevent recidivism and entry into the juvenile justice system. As youth feel supported, connected to their community, and better able to cope with negative emotions, they will have the tools they need to heal from trauma and help to end the cycle of violence in the North Lawndale community.



Program Participants

Youth will be referred to UCAN by the Chicago Police Department, Chicago Public Schools, the court system, community leaders, parents, and hospitals. In order to be eligible for this program, participants must meet criteria such as:

- Youth who are recent victims of a shooting or injury from a violent act
- Youth who have admitted to active gang involvement
- Youth who are not currently enrolled in or attending any social services
- Youth who were recently arrested/charged for a violent crime
- Youth not enrolled in school
- Youth recently discharged from a juvenile detention center or IDOC for violent offenses
- Youth who have committed multiple conduct violations in school during the current school year
- Youth who have been chronically truant from school

Potential participants will also be evaluated by a self-report of developmental assets and a trauma assessment checklist (a tool designed by UCAN to assess the extent of a young person's trauma.)

Once young people are chosen to participate in this program, UCAN will select 50 of the most severe cases to receive the intensive direct services described above. The most significant program cost is \$25,000 for youth supportive wage jobs. These wages provide 50 youth with \$500 each/year to encourage their participation in group mentoring and violence prevention advocacy. UCAN strongly believes that at-risk youth must be compensated for their time,



treating their healing process (and that of their community) like a job. Fifty additional youth will receive comprehensive intake, referral, and tracking services to ensure that they are connected to the resources they need. All 100 youth will be tracked in UCAN's state-of-the-art database.

As young people heal from trauma, receive appropriate and comprehensive services, and are provided with alternatives to violence, the overall crime and violence in North Lawndale will decrease and young people will be less likely to recidivate. Further, UCAN—through existing collaborations such as the Boeing Peace Hub (explained below)—will work with schools, churches, hospitals, police, and other community entities to create a trauma-informed neighborhood. UCAN will do this by providing six trainings and/or events throughout the grant period. As community members learn to recognize and properly respond to the effects of trauma, the number of violent acts within the community will decrease. More importantly, the community itself will have the necessary tools for sustainable violence prevention in years to come, reducing the community's reliance on any one outside agency.

Program History

UCAN is an accredited leader in social services, and UCAN's CITY Initiative is built upon years of organizational success and goal achievement in violence prevention, clinical services, and youth empowerment programming.

More specifically, CITY is based upon the success of UCAN's 360° Model. For the past four years, UCAN's 360° Model has paired youth development with in-home and in-school clinical intervention to help at-risk youth heal from trauma, feel safe, and succeed in school. Since this



program's inception, we have impacted 1,853 students in nine different schools—the majority of which are in the North Lawndale neighborhood—to provide group and individual mentoring, individual and family therapy, teacher trainings, and a spirit of community volunteerism.

Our most recent results of this program indicate that:

- 100% of students stayed in school
- 99% of students were promoted to the next grade
- 99% of students maintained a low level of tardy reports or decreased their tardy reports
- 84% of students improved or maintained their grades
- 78% of students decreased or avoided suspensions
- 71% of students maintained or increased their attendance

In addition to UCAN's 360° Model, CITY draws from UCAN's Mentoring and Advocacy program (MAP.) This program promotes school engagement in high-needs Chicago Public School high school students by providing students with the tools they need to safely complete high school and go on to be self-sufficient contributors to society. In fiscal year 2012, this program reported that 100% of students remained safe throughout the year, and 81% of student participants reduced their misconduct as indicated by fewer suspensions and behavioral issues reflected on student report cards.

Because UCAN's 360° Model and MAP have been so successful, we know that our CITY Initiative will be equally effective, particularly as we focus on trauma-informed services and community collaborations in North Lawndale. We know that CITY will decrease



violence/crimes in North Lawndale and lead to reduced recidivism; however, an obstacle to achieving this goal is that demonstrating community-wide change is almost impossible in the short term.

CITY seeks to create change on a community level *one child at a time*. The proposed cohort of 50 youth (in addition to the 50 youth who will receive intake and referral services) will—through mentoring, clinical services, and transitional jobs—heal from trauma. Helping youth to heal from trauma is the best way that we can, in the long-term, impact communities plagued by violence. Decreased trauma means decreased violence. Given enough time, the CITY Initiative will have touched enough young lives to achieve violence prevention results that will speak for themselves.

In addition to building upon the successes of UCAN's 360° Model and Mentoring and Advocacy Program, UCAN's CITY Initiative will build upon the success of our Teen Parenting Service Network (TPSN) which depends upon a collaborative database. Since the mid-90s, UCAN's TSPN has connected service providers of pregnant and parenting teen wards of the state. In 2011, TPSN received the exclusive contract from the Department of Children and Family Services to oversee all Illinois youth in this vulnerable population. TPSN's Quality Improvement team has perfected the necessary infrastructure to track all service providers statewide in order to ensure that youth are receiving the services they need. The database associated with the CITY Initiative will follow a similar model, allowing North Lawndale providers to use and share data as they work with clients.



Further, UCAN knows that collaboration is essential to violence prevention and compassionate youth service delivery. For the past year, we have been proud to lead the Boeing Peace Hub Initiative, which is an active public/private collaboration working toward more unified and comprehensive services for at-risk youth. The goal of this collaboration is to bolster community resources in order to create violence-free neighborhoods.

The first year of this collaboration has been a successful growing year for the Boeing Peace Hub in which the collaboration has identified North Lawndale as a pilot site, hired a Peace Hub Project Manager, formed a Youth Advisory Council, engaged elected officials such as Mayor Rahm Emanuel and Commissioner Robert Steele, and established a Professional Development Committee to assess various youth development training opportunities for staff.

Due to UCAN's high standing in the social service community, UCAN's CITY Initiative has been endorsed by Chicago Mayor Rahm Emanuel as an "outcome-based, scalable opportunity to forge public/private partnerships." As UCAN prepares to move to North Lawndale, we continue to build strong partnerships within this neighborhood, maintaining alliances with: the North Lawndale Boxing League, the Lawndale Christian Health Center, Alderman Chandler, Chicago Police Department Commander Washington, the Academy for Urban Student Leadership (Collins, Bethune, and Johnson schools), the Department of Children and Family Services, Chicago Public Schools, the Better Boys Foundation, Commissioner Steele, Homan Square, and Chicago Youth Center, among others.



Additionally, UCAN is a member of many city and state-wide groups and coalitions including the Child Welfare League of America, Child Care Association of Illinois, Illinois Collaboration on Youth, Illinois Partners for Human Service, Council on Health and Human Service Ministries, and the Illinois African American Coalition for Prevention. These coalitions inspire UCAN to respond to community needs and to work with other service providers to continue providing an excellent network of client care.

Through UCAN's leadership of the Boeing Peace Hub, UCAN is connected to a core group of 13 other organizations such as Afterschool Matters, Boys and Girls Club of Chicago, BUILD, Center on Halsted, Chapin Hall, Children's Home + Aid Society, Community Builders of Chicago – Oakwood Shores, the Department of Children and Family Services, the Department of Family & Support Services, Gary Comer Youth Center, Metropolitan Family Services, University of Chicago Crime Lab, Young Chicago Authors, and YMCA of Metro Chicago.

Program Evaluation

UCAN's Quality Improvement (QI) department tracks and monitors goals and outcomes in five major areas: client outcomes, quality assurance and compliance goals, program improvement goals, Clinical Philosophy goals, and Diversity & Inclusion. Tools used to evaluate performance include client satisfaction surveys, utilization reviews, client termination data, and Global Assessment of Functioning scores at the time of discharge. Program data is systematically monitored and evaluated, and on a quarterly basis, the review results are forwarded to program managers for review and corrective action. Programs are, then, adjusted as needed. UCAN is



accredited by the Council on Accreditation, Inc. which provides a gold standard for meeting best practices in the field.

The CITY Initiative will track a) the 50 youth receiving direct mentoring services, b) 50 additional youth receiving intake and referral services, and c) the outcomes of North Lawndale as a whole, available through CPS, the CPD, and other records.

The full time Youth Mentors (in conjunction with UCAN's QI department) will actively track and evaluate these students based upon the program's outcomes. We will use data that is available through research tools such as UCAN's unique tracking system and other systems such as BeenVerified and LexisNexis to determine if the youth are succeeding in school, maintaining contact with North Lawndale social services, and staying out of the criminal justice system.

Outcome 1: North Lawndale strengthens public/private partnerships that will integrate and coordinate strategies and services for at-risk youth.

Measure 1a: UCAN will host 6 events/trainings for the North Lawndale community within twelve months.

Measure 2a: UCAN will create 5-10 new partnerships.

Outcome 2: North Lawndale youth will use alternatives to violence.

Measure 1b: 80% of the 50 youth receiving direct services will show an increase in resiliency factors, which contribute to youth becoming healthy, productive adults. This percentage will be measured by pre and post resiliency scales.



Measure 2b: 60% of the 50 youth receiving intake and referral services will show an increase in resiliency factors, which contribute to youth becoming healthy, productive adults. This percentage will be measured by pre and post resiliency scales.

Measure 2c: 80% of the 50 youth receiving direct services will show a reduction in crime and violence as indicated by self-reports, school records, or police reports.

Measure 2d: 60% of the 50 youth receiving intake and referral services will show a reduction in crime and violence as indicated by self-reports, school records, or police reports.

Outcome 3: North Lawndale youth have access and linkage to services.

Measure 3a: UCAN links 100 total youth to services.

Measure 3b: UCAN will assess the availability of resources for at-risk youth as evidenced by the creation of a community asset report.



7.2.4 Qualifications of the Proposer

UCAN has operated programs for Chicagoland's most disadvantaged youth since its founding in 1869. Answering President Lincoln's urgent call to the nation for action in caring for the war's orphans, members of St. Pauls United Church of Christ opened an orphanage. That orphanage was the seed of UCAN, which has grown and adapted to meet the changing challenges of children and families in crisis. For 143 years, UCAN has been a safe harbor for those who have suffered, and has maintained a vision that youth who have suffered trauma can become our future leaders. Today, UCAN is a \$38 million dollar agency with approximately 530 employees.

Unique among social service organizations, UCAN offers a full continuum of services including but not limited to a therapeutic youth home, a therapeutic day school, counseling services, transitional/independent living programs, support for pregnant or parenting teens, foster care placement, workforce development, youth leadership development, and violence prevention programming. This array of services enables UCAN to move clients from one program to another as their needs change. Annually, nearly 14,000 children, youth and families participate in UCAN's programs in a nurturing environment that can promote healing, provide education, and help to prevent violence. Our clients include youth in the care of the state, youth and young adults who have been abused or neglected, and victims of violence.

UCAN has established itself as a leader within Illinois and beyond in healing trauma, preventing violence and educating youth and families. UCAN is proud to be a part of the Council on Accreditation "Family of Excellence." The Council on Accreditation (COA) partners with



human service organizations worldwide to improve service delivery outcomes by developing, applying, and promoting accreditation standards.

UCAN has a strong history of service provision with at-risk youth in the North Lawndale community. School partners include Chicago Public Schools and the Academy for Urban School Leadership across Chicago. Partners on the West Side of Chicago, where North Lawndale is located, include Collins Academy High School, Johnson School of Excellence, Bethune School of Excellence, Marshall High School, North Lawndale College Prep, and Crane High School. We regularly participate in record/data exchange with these schools and the funders that facilitate our work in these schools. The most relevant program to this RFP is UCAN's 360° Model. This model has operated in three West Side schools for over four years. References for this program include the following schools where the model was implemented. The dollar value for the project in FY13 is \$230,584.

1. Bethune School of Excellence

- Contact Person: Ernest Williams, Principal
- Address: 3030 W. Arthington Street, Chicago, IL
- Telephone Number: 773-534-6890
- Email Address: edwilliams1@cps.edu

2. Johnson School of Excellence

- Contact Person: Alice Henry, Principal
- Address: 1420 S. Albany Avenue, Chicago, IL
- Telephone Number: 773-534-1829



- Email Address: afhenry2@cps.k12.il.us

3. Collins Academy High School

- Contact Person: Dr. Kimberly Moore, Assistant Principal
- Address: 1313 S. Sacramento Drive, Chicago, IL
- Telephone Number: 773-534-1840
- Email Address: kamoore1@cps.edu



OFFICE OF THE MAYOR

CITY OF CHICAGO

RAHM EMANUEL
MAYOR

September 24, 2012

Dear Friend,

As Mayor of the City of Chicago, I offer my support for UCAN and fully endorse their new initiative, Chicagoland Institute for Transforming Youth (CITY).

Chicago's youth deserve our full attention, especially when it comes to violence prevention. Violence has devastating consequences, making a lasting impact to all those affected by it, whether as a victim or a witness. We, as citizens, have a responsibility to support our fellow Chicagoans that face the unfathomable pain and suffering that result from unspeakable violence. With trauma that can last a lifetime, violence leaves an indelible mark on the wellbeing of our great City. We are all impacted when the health of our city hangs in the balance, regardless of geographic boundaries, and we must stand united to ensure our city continues to be the thriving, vibrant, international hub where business, education and culture meet.

Over the past 143 years, UCAN has led the way in preventing violence, healing trauma, and educating youth and families in Chicagoland. UCAN's CITY Initiative is an outcome-based, scalable opportunity to forge public/private partnerships for the benefit of over 100,000 vulnerable youth in its first five years. I believe this project has the power to bring together our city's resources and social service agencies in an unprecedented way. Beginning with a pilot program in North Lawndale – and expanding to nine additional sites throughout the Chicagoland area – CITY is, at its core, a coordinated system of accountability that is designed to track, measure, document, and report client progress.

Through UCAN's leadership of the Boeing Peace Hub, CITY will connect local schools, hospitals, street programs, police officers, parents, businesses, and social service providers through a state-of-the-art database with UCAN as the community anchor. This database will coordinate multiple data inputs from multiple service providers, which will maximize service efficiency and streamline client tracking and program evaluation across organizations. In addition, CITY will furnish multifaceted services to youth and their families that include mentoring and training, and maintain positive bearings on the local economy. The program will create 100 new full time jobs and 900 supportive jobs for youth in five years and establish regional community advisory boards that are focused on best-practices in violence prevention.

I invite you to join me in support of the CITY initiative through your investment of time, leadership and financial commitment. There is no greater investment one can make than in our greatest commodity; our youth.

I offer sincere thanks for your involvement in and dedication to this dynamic initiative. Best wishes for much continued success.

Sincerely,

A handwritten signature in cursive script that reads "Rahm Emanuel".

Mayor

Ernest D. Williams, Principal
Angela Brito, Academic Director

Stanley Carothers, Director of Culture, Climate, & Operations
Terence Knight, Dean of Students

Bethune School of Excellence
3030 W. Arthington Street - Chicago, Illinois 60612
Telephone 773/534-6890 - Fax 773/534-6889

March 6, 2013

To Whom It May Concern:

I write to support and recommend UCAN's services to youth.

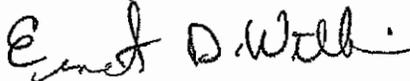
UCAN provides youth development and clinical services at our school, Bethune School of Excellence, which is an elementary school located in the North Lawndale community of Chicago. UCAN is currently providing a variety of services including violence prevention programming, group mentoring, counseling, family support, and teacher training. UCAN's 360° Model is a holistic approach which tackles risk factors from various angles, empowering youth to learn and succeed, and I would highly recommend this integrated programming for any school. Some of the many benefits our school has seen include:

- Students
 - Improved anger management and coping skills
 - Improved conflict resolution skills
 - Improved school attendance
 - Improved academic performance
 - Decreased bullying
- Teachers and administration
 - Increased understanding of how to recognize trauma symptoms
 - Improved knowledge of how to support students

2012/13 will be the fourth consecutive year in which UCAN has worked with Bethune. By working with schools on a multi-year basis, UCAN has the ability to maintain ongoing, meaningful relationships with students, families, and school staff, further enhancing impact.

Please feel free to contact me at 773-534-6890 if I can be of further assistance. Thank you for your support of UCAN, and for your assistance in making services such as these available to Chicago's young students and school staff.

Sincerely,



Mr. Ernest Williams



7.2.5 Key Personnel

Key personnel for the project include:

Norman Livingston Kerr, the Vice President of CITY, joined UCAN in 2012 to lead UCAN's CITY Initiative. Prior to UCAN, Norman worked for CeaseFire where he served as an outreach worker, a mentor, a grass roots community worker, and a director. He later became a CeaseFire International Liaison focusing on preventing violence in the Caribbean and other regions of the world. This work was highlighted in the documentary "The Interrupters." Additionally, Norman worked as the Outreach Coordinator for the Irving Spergel model on comprehensive gang-violence reduction implemented by the Office of Juvenile Justice and Delinquency Prevention through the U.S. Department of Justice in Bloomington, IL. Driven by the loss of several childhood friends to shootings, Mr. Kerr holds a Master's degree in Clinical Social Work from the University of Chicago School of Social Work Administration.

Yolanda Harris-Robinson is the CITY project Program Supervisor. She joined UCAN in 1997, working in various capacities across UCAN's Foster Care, Teen Parenting Service Network, and Mentoring & Advocacy programs. Yolanda holds a Master of Science from Spertus Institute of Jewish Studies.

Cliff Manning, the CITY project's Youth Mentor, joined UCAN in 2012. Cliff has extensive experience serving at-risk youth, including work with the Chicago Youth Advocate Program, Illinois Youth Center, Chicago Public Schools, Chicago Park District, and the Jane Addams Hull House Association.



Jacob Dancer is UCAN's Clinical Supervisor. Jacob has been working for UCAN since 1994 when he started as a residential treatment specialist. Today, Jacob is a Licensed Clinical Social Worker with a degree from the University of Chicago School of Social Services Administration. He has a certification in both Trauma Focused Cognitive Behavioral Therapy and in training DCFS CANS material. He is trained in providing sex offender services for adult and juveniles through individual, family, and group treatments. In 2011, Jacob was named UCAN Employee of the Year for his work.

Kady Leibovitz, is the Clinical Therapist for the CITY project. Kady has been at UCAN since 2010 when she graduated from the University of Chicago School of Social Service Administration with an MA in Clinical Social Work.

Chronological resumes for each of the key personnel proposed follow. Job descriptions for the vacant Youth Mentor and Community Youth Service Coordinator positions are also included. A list of Board of Directors members is also included.

Norman Livingston Kerr

1182 South Ridgeland Avenue, Oak Park, IL 60304
312-208-4274(cell) email: normankerr@comcast.net

Professional Skills:

- *Training and Development*
- *Counseling/Coaching*
- *Needs Assessment*
- *Community Relations*
- *Program Development and Monitoring*
- *Coalition Building*
- *Youth Outreach/Gang Intervention*
- *Substance Abuse*

Professional Experience:

Vice President, CITY Project February 2012 - Present UCAN, Chicago, IL

- Creation and management of a violence prevention strategy focused on reducing shootings and killings, increasing graduation rates among at-risk youth, and increasing the number of youth leaders throughout the Chicago area.
- Responsible for managing the development of a community based coordinated system of service providers working in partnership to address the issues of violence and lack of adequate supports for community youth.
- Facilitating and participating in coalitions aimed at focus on quality of life issues.
- Building relationships with residents, elected officials, community based organizations, businesses, schools, and law enforcement to collaboratively develop strategies to address community violence.
- Promoting discussions to increase awareness about trauma and the impact it has on youth, families, and communities.

Consultant/Owner May 2002 – Present

Enhanced Insight Consulting, Chicago, IL

- Peer Reviewer for the Office of Justice Programs (OJP) and Lockheed Martin to review and evaluate grant applications submitted to the Office of Juvenile Justice and Delinquency Prevention (OJJDP).
- Training and support to organizations and government agencies to implement comprehensive programs to address multiple forms of violence.
- Trained outreach workers employed by Youth Impact on effective techniques to engage high-risk individuals and to build strong relationships with them to address gang violence in Bloomington, Illinois.
- Facilitated quarterly district community mobilization strategy sessions for the Chicago Alternative Policing Strategy (CAPS) in conjunction with area schools.

International Liaison/Trainer May 2011 – February 2012

The Chicago Project for Violence Prevention – CeaseFire, Chicago, IL

- Providing technical assistance to countries (primarily in the Caribbean) exploring the possible implementation of CeaseFire through presentations and meeting facilitation.
- Working with government and community based organizations to adapt the model to specifically fit their context, which entails the research of data and conducting feasibility assessments through meetings with community residents, law enforcement, and other key stakeholders.
- Training local outreach staff on techniques to work with high-risk clients more efficiently and effectively.

Intern April 2010 – June 2011

Community Counseling Centers of Chicago (C4), Chicago, IL

- Individually counseled adult clients with a dual disorder diagnosis of substance abuse and mental health.
- Facilitated group sessions addressing substance abuse and trauma.
- Referred clients to external specialized services.
- Reported client progress and concerns through weekly clinical supervision sessions.

Director of Special Projects March 2009 – April 2011

Alliance of Local Service Organizations (ALSO), Chicago, IL

- Created and implemented "Your Life is My Life, Ending Violence Starts With Me" violence prevention and intervention strategy social marketing campaign.
- Managed Safety NetWorks program staff to intervene in conflicts and connect clients to positive alternatives.

- Trained, managed staff, and supervised daily operations of the CeaseFire program.
- Created an entrepreneurship program for clients to equip them with skills for obtaining and retaining employment.
- Developed and submitted grant applications to foundations and government sources.

***Director of CeaseFire* March 1998 – June 2009**

The Chicago Project for Violence Prevention – CeaseFire, Chicago, IL

- Coordinated technical assistance to twenty-five at-risk communities throughout Chicago, the state of Illinois, nationally and internationally to reduce shootings and killings in their respective communities.
- Facilitated meetings with community based organizations, schools, job development agencies, local law enforcement agencies, probation, and courts, to guide development of violence prevention plans, emphasize community mobilization and agency coalition building.
- Organized meetings with elected officials to inform them of progress and strategies for their respective districts.
- Trained and supervised staff to implement the program effectively and efficiently.
- Hosted a cable program for five years with local celebrity guests to increase awareness and solicit community feedback.
- Recruited local personalities (professional athletes, media personnel, and community leaders) to speak to youth.
- Coordinated a social marketing campaign to increase awareness of CeaseFire in various communities, which included development and production of campaign materials through community focus groups.
- Created and implemented CeaseFire Week, an annual weeklong celebration and awareness campaign with over sixty events in communities city and statewide for nine consecutive years.

***Outreach Coordinator* July 1995 – February 1998**

Project Oz, Bloomington, IL

- Counseled individual and groups of at-risk youth in one of five national demonstration sites sponsored by the Department of Justice's OJJDP.
- Developed and facilitated programs to offer youth alternatives to gang activity for area youth through job skills training, social skills development, academic enrichment, court advocacy, and sports teams.
- Supervised and trained staff and interns in program goals and philosophy.
- Established and maintained relations with area schools, local law enforcement, government officials, and local community based organizations.
- Organized and managed a speaker's bureau of local community leaders to address program participants.

***Mentoring Program Director* December 1994 – December 1996**

United Campus Christian Foundation - Illinois State University, Normal, IL

- Managed day-to-day operations of the overall program, including recruiting, training, and supervision of mentors from Illinois State University and Bloomington-Normal for participation in youth mentoring.
- Developed and scheduled social programming for all participants.
- Monitored mentor-youth relationships and addressed all concerns.
- Analyzed program procedures and made adjustments to ensure the programs success.

***Early Intervention Specialist* December 1994 – July 1995**

Chestnut Health Systems, Bloomington, IL

- Individually counseled student referrals in local schools through the Student Assistance Program to assess client involvement with illicit substances.
- Presented substance abuse prevention programming to area students, teachers, parents, and community groups.
- Developed and presented prevention and intervention programming for agency clientele, including refusal skills, conflict resolution, and basic pharmacology.
- Assessed student's needs and made referrals to community agencies specializing in those needs.

Education

University of Chicago, Chicago, IL
Master's in Social Work, Clinical Concentration, 2011

Illinois State University, Normal, IL
Bachelor of Arts in Political Science, 1993

YOLANDA HARRIS-ROBINSON

326 S. Austin 3E, Oak Park, IL. 60304

Home: (847) 845-4703 Cell: (847) 845-4703

OBJECTIVE

To obtain a position that will allow me to utilize my leadership skills in community development, coalition building, staff development and training.

EDUCATION

Northern Illinois University, Bachelor of Arts in Communications, December 1992.

Spertus Institute of Jewish Studies, Master of Science, August 2001

CURRENT EMPLOYMENT

Uhlich Children's Advantage Network, (ULEAD Department) Chicago, IL. 2010 to Present

Position Held: Mentoring & Advocacy Supervisor: Responsibilities include the development and implementation of UCAN's Mentoring & Advocacy program services and supports. Adherence to Chicago Public Schools program procedures and guidelines. Duties include staff training, development and supervision; as well as youth leadership development, intervention and advocacy. Building solid community relationships and networking to create services and supports that positively impact students' progress toward meeting educational, behavioral and attendance outcomes.

Program Highlights: CPS MAP is a pilot program. UCAN was 1 of 10 agencies asked to return for a second year out of 19 agency providers. Students receiving UCAN MAP services achieved success in all three target outcome areas: attendance, behavior and grades yielding positive results for the agency.

Department of Children & Family Services, Chicago, IL. June 2004 to Present

Position Held: Foster Care Trainer: Responsible for the staff development and training of prospective Foster and Adoptive Parents. Certified in Foster/Adopt Pre and In-service curriculums.

EXPERIENCE

Uhlich Children's Advantage Network, (Teen Parenting Services Network) Chicago, IL. 2006-2010

Position Held: Clinical Case Consultant: Responsibilities include team and agency clinical consultation for high risk pregnant and parenting teens. Responsible for facilitation of child and family team meetings, participation in CAYIT staffing and other critical case planning activities, completion of clinical case summaries, and timely submission of monthly contacts and reports for a maximum of 75 cases.

Program Highlights: Worked as part of a team to implement youth empowerment programs; Real Talk, Real Literacy and the Father's Initiative. Served as a Network Trainer during TPSN's regional expansion.

Youth Outreach Services, Chicago, IL. June 2005 to November 2006

Position Held: Licensing/Independent Living Supervisor: Responsibilities as a Middle Manager include supervising the Licensing and Independent Living staff. Duties included overseeing daily program operations, managing staffing, ILO budget and staff training issues. Ensured that programs met COA guidelines and performance based contracting benchmarks.

Program Highlights: Served as a member of the agency management team, facilitating foster parent groups and initiatives that created opportunities for foster parents to develop leadership and advocacy skills.

Youth Guidance, Chicago, IL. January 2005 - June 2005

Position Held: Project Strive Counselor (Phillips High School): Responsibilities included individual and group counseling for wards of the state in a school setting. I served as a liaison and advocate for students. Assisted youth with identifying and removing barriers to education and served as a support person, offered referrals and provided hands on support to youth seeking post-secondary educational opportunities.

Program Highlights: Working directly with youth at school and facilitating successful youth groups that addressed the needs of troubled teens.

United Way of Metropolitan Chicago, Chicago, IL Oct.2004 –December 2004

Position Held: Loaned Executive: Responsible for managing 2004 United Way Fundraising Campaigns for area-wide manufacturing and professional service accounts.

Program Highlights: Working hands on within the community on a fundraising campaign.

Uhlich Children's (Home) Advantage Network, Chicago, IL. 1995-2003

Positions Held: Director of Community Support Programs 2001-2003: My responsibilities as a manager included overseeing operations of four community programs within the agency. The Advocate Program, Respite Care Services, Educational & Vocational Services and Volunteer Services. I served as a member of the staff development and youth leadership development training team.

Program Highlights: Facilitating programs, activities, workshops, conferences and special events. I served as one of the agencies community representative and was responsible for youth advocacy and coalition building.

Position Held: Advocate Coordinator (Community Support Programs Department) 1997-2001:

Managed a program of 60 youth advocates hired to provide mentoring and support services to wards of the state receiving services across Uhlich agency programs (Foster Care, Independent Living and Residential Treatment)

Program Highlights: Program development, implementation, analysis, recruitment, staff training and development, youth leadership development, activities and special events planning, community advocacy and networking.

Position Held: Child Welfare Specialist II (Relative Foster Care Program) 1995-1997: My responsibilities included case management services for a caseload of 20-25 wards of the State of Illinois.

Position Highlights: Facilitated return home and or adoption for appropriate cases. Certified Foster Care Trainer in Adopt Pride and Co-Leader of Uhlich's Foster Care Teen Group.

Lutheran Social Services of Illinois (Intact Family Services), Chicago, IL. 1994-1995

Position Held: Child Welfare Specialist I-Managed a caseload of 20 families acquired from the Department of Children and Family Services.

Position Highlights: Proficiency in DCFS/Juvenile Court case screening procedures, Medicaid billing, children and family advocacy. Competent in all aspects of case management and family planning.

SKILLS

Computer:

Microsoft Office 2010; (Word, Excel, Publisher, Power Point, Outlook, Internet, Access, One Note) Human Resource Program, AbraSuite; Agency Program, Child and Family Profile and Adapt; Fundraising Program, Andar; DCFS SACWIS System.

Leadership:

Staff and Community Training and Development - Event Planning- Curriculum, Policy and Procedure Development & Implementation- Employee and Volunteer Recruitment- Budgeting- Resource Development & Coalition Building, and Youth Leadership Development

VOLUNTEER

Mt. Vernon, Missionary Baptist Church, (JLM Center) Chicago, IL. 1999 to Present

Resource support services. The church has worked with organization such as Chicago Public Schools, Chicago Police Department, Juvenile Justice Department, Census Bureau, Safety Net Works, Debt Watchers, Neighborhood Recovery Initiative and a host of others.

St. Rest, Missionary Baptist Church, Chicago, IL. August 2011

Organized the Women's Retreat; objective to bring women together for personal and spiritual growth and development.

City of Chicago Steering Committee Work 1999-2003: Prevent Violence Chicago City Steering Committee, Illinois National Mentoring Month Steering Committee, Illinois Respite Coalition and the Chicago LANS project (Local Area Network Services)

REFERENCES AVAILABLE UPON REQUEST

Clisby Manning II

1407 S. Kenneth ~ Chicago, Illinois 60623

773-521-5569 hm ~ 773-803-7241 cell

c_manningjr@yahoo.com

Objective:

I am seeking employment that will allow me to utilize my skills, experience and education/training. I am dedicated, hard-working and eager to become an asset to your organization.

Experience:

- | | |
|---|--------------------------------------|
| UCAN Chicago
<i>Youth Mentor</i> | Chicago, IL
05/2012-Present |
| <ul style="list-style-type: none">• Creating partnerships with agencies in the North Lawndale area• Mentoring at risk youth• Introducing family related resources to residents of the area• Promoting the Peace Hub and C.I.T.Y. | |
| Chicago Youth Advocate Program
<i>Advocate</i> | Chicago, IL
08/2011 – 06/2012 |
| <ul style="list-style-type: none">• Teaching life and social skills to at risk youth• Counseling and mentoring• Supervision of youth activities | |
| IYC-St.Charles/IDJJ
<i>Juvenile Justice Specialist II</i> | St.Charles, IL
01/2002 to 07/2010 |
| <ul style="list-style-type: none">• Monitoring for safe and secure environment• Supervision of youth activities and movements• Counseling, mentoring and tutoring | |
| CPS/Charles E. Hughes School
<i>Discipline Counselor/Teacher Asst.</i> | Chicago, IL
11/1997 to 12/2001 |
| <ul style="list-style-type: none">• Corrective behavior counseling• Parent-teacher-student conferences• Counseling, mentoring and tutoring | |
| Chicago Park District
<i>Physical Instructor</i> | Chicago, IL
02/1996 to 08/1998 |
| <ul style="list-style-type: none">• Teaching/coaching sports and other related activities• Supervision of youth activities• Counseling, mentoring and tutoring | |
| Jane Addams Hull House Assoc.
<i>Lead Teacher</i> | Chicago, IL
02/1994 to 01/1996 |

- Creating curriculums for pre-school/after school programs
- Supervision of staff and youth activities
- Upkeep of vital records

Education:

Carter Harrison High School Chicago,IL.
Diploma 1982

National-Louis University Chicago,IL.
62 credit hrs completed 1996

Training:

Delta Institute/OAI Inc. Chicago,IL.
2011

- Weatherization Hands On Training - 40 hours
- Introduction to BPI, RESNET and IHWAP guidelines

Certification:

- HAZWOPER Training - 40 hours
- OSHA Certified
- Lead RRP Training - 8 hours
- EPA Certified

References:

Available upon request

C. Manning

773-521-5569hm ~ cell 773-803-7241

c_manningjr@yahoo.com

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Clisby Manning II

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References

Professional:

Billie Griffin
Human Resource Director
630-584-0506

IYC-St.Charles/IDJJ

Randall Barbee
Chief of Security
630-584-0506

IYC-St.Charles/IDJJ

Larry Gallion
Physical Instructor
312-747-7676

Chicago Park District

Jacob Dancer III, L.C.S.W.

3515 West Medill Ave., #GW
Chicago, IL. 60647

EDUCATION

The University of Chicago, M.A. from the School of Social Service Administration, June 2004.
Specialization: Clinical Social Work

The University of Chicago, B.A. in Psychology, June 1989

**SOCIAL
SERVICE
EXPERIENCE**

UCAN

Program Supervisor - UCAN's 360° Model & HomeWorks Programs

July 2010 – Present

Supervise and administer a unit of assigned Psychotherapists and clinical interns providing a wide range of therapeutic services to clients in community-based and school-based outpatient counseling settings and participate in the development and administration of programs as a member of the management team. Oversee the day to day operation of the HomeWorks Program by developing, supervising and administering effective and efficient home-based services to referred families.

UCAN 360° Model Team Member-Therapist

July 2009 – June 2011

Provide individual therapy for youth with current and histories of trauma, violence and loss; provide in-home services for families of students at risk of dropout or expulsion due to truancy, academic or behavioral problems; provide in-service training for teaching staff on exposure to trauma, UCAN's Clinical Philosophy and UCAN's Culture of Inclusion; provide school personnel consultation that involves observing the identified students of trauma and providing individual consultation with school personnel.

Psychotherapist III July 2008 – June 2010

Psychotherapist II July 2007 – June 2008

Psychotherapist I June 2004 – July 2007

Provide guidance and clinical supervision to student interns and other therapists; Perform diagnostic tests and evaluations of clients referred for services; Interview clients and individuals closely related to clients such as family members; Evaluates test results and plan treatment program and approaches; Develop individual treatment plan goals for each client based upon his/her individual needs; Identify at-risk clients and behaviors; Create therapeutic environments by providing adequate, varied, culturally competent and developmentally appropriate activities/materials. contact other social service agencies, schools, hospitals, courts, and public mental health organizations; Make referrals or obtain case-related information; Contact caseworker assigned to client or client's family, discuss progress of the case, and obtain case-related information; Participate in staffings, team meetings,

supervisory sessions and other related program meetings, on a regular basis; Demonstrates openness and respect for cultural and socio economic characteristics of clients and coworkers; Provide trauma focused and systemic therapy focused trainings to UCAN staff; Trained therapist in sex offender and sex abuse victimization services. Co-facilitated the Sexual Abuse Team; Facilitated and led Adult Sex Offender and Juvenile Sex Offender groups. Created and coordinated UCAN's Clinical and Counseling Services/Family Works After School Program whereby 15 staff from UCAN programs and provided clinical and educational services to the children of the Altgeld Homes.

Clinical Intern

January 2003 – June 2004

Co-facilitated Juvenile Sex Offender and Adult Sex Offender groups; Conducted individual and family psychotherapy; Wrote reports and participated in staffings, team meetings, supervisory sessions and other related program meetings, on a regular basis; Maintained current knowledge through participation in training sessions, seminars, and conferences; Contacted other social service agencies, schools, hospitals, courts, and public mental health organizations.

Residential Program Operations Assistant

July 2000 – June 2004

Provided support and role modeled acceptable interventions and techniques to child care staff on a daily basis; Made recommendations related to treatment and discharge planning for residents; Planned and evaluated therapeutic recreation activities designed to meet the needs of residents; Managed all supplies for the residential dorms; Participated in school staffings with Educational Liaison; Supervised clothing shopping with residents and managed records for clothing and weekly allowances of residents; Audited Medicaid billing; Developed and maintained a system for maintenance and record keeping; Scheduled staff shifts; Documented minutes from team meetings.

Child Care Worker

September 1994 – July 2000

Counseled emotionally disturbed and behavior disordered juvenile sex offenders; Co-led therapeutic groups; Facilitated psycho-educational groups; Structured and monitored social interactions; Taught and supervised daily living skills; Provided clients with positive interactions in the milieu; Supervised medication management; Billed Medicaid.

MFCR

Therapist

January 2010 – January 2011

Provide individual, family and couple therapy in an outpatient mental health

Beacon Therapeutic Day School

Crisis Worker

June 1998 - March 2000

Integrated therapeutic interventions with Crisis Prevention Intervention (CPI) techniques while working with emotionally and behaviorally disordered children (age 3-13); Collaborated with teachers and therapists in team approach; Co-led therapeutic groups; Maintained contact with students' families; Documented misconduct reports.

Thresholds Young Adult Program

Caseworker/Therapeutic Counselor/Social Coordinator/Vocational Counselor

November 1991 – June 1998

Provided case management, advocacy services, individual and family counseling to mentally ill young adult clients; Provided treatment to DCFS, DHS, and Board of Education clients; Used milieu environment to supervise and model appropriate interpersonal interactions among young adult clients; Implemented non-violent crisis intervention techniques; Led therapeutic and psycho-educational groups; Coordinated sporting activities, special events and recreational activities including multi-day camping trips; Prepared clients for work environment; Supervised student interns; Presented staff trainings; Collaborated with staff psychiatrist.

Austin Special

Residential Trainer

October 1993 – September 1994

Taught and supervised daily living skills to developmentally delayed/mentally retarded adult male clients; Supervised medication management; Provided safe environment through hourly bed checks and use of ADT alarm system.

ACORN

Residential Counselor

October 1992 – September 1993

Taught independent living skills to mentally ill adults; Conducted problem-solving groups and house meetings; Organized community outings; Provided crisis intervention.

SKILLS/OTHER

*University of Chicago School of Social Service Administration
President - Alumni Board of Directors*

June 2011 - Present

*University of Chicago School of Social Service Administration
Alumni Board of Directors*

June 2009 – June 2011

*University of Chicago School of Social Service Administration
Alumni Board of Directors - African-American Alumni Committee Member*

September 2009 – Present

UCAN's Black Men 360 Affinity Group Member

August 2009 – Present

UCAN's Multi-Ethnicity (ME) Affinity Group Member

November 2011 – Present

*UCAN Clinical Philosophy Trainer (Specialty in Trauma and
Systems)*

March 2007 - Present

Department of Children and Family Services CANS Trainer

March 2009 – Present

American Red Cross CPR/First Aid Trainer

July 2000 – December 2006

KADY LEIBOVITZ

1350 N. Wells St. Apt. F109
Chicago, IL 60610
kleibovitz@uchicago.edu
(847) 951-5963

EDUCATION

- University of Chicago, School of Social Service Administration, Chicago, IL** June 2010
Masters of Arts Clinical Social Work
- Specialization: Violence Prevention Program
- University of Illinois, Urbana-Champaign, IL** May 2008
Bachelor of Science in Psychology
- Major: Psychology
 - Minors: Sociology and Business
- Arcadia University, Sydney Semester Internship Program, Sydney, Australia** Spring 2007
- Participated in study abroad program that tied together the study of Australian history, politics, government, culture, indigenous populations, and the dynamics of the Australasia region
 - Conducted research for a thesis on the effect of government policies on the status of schools in remote Aboriginal communities

PROFESSIONAL EXPERIENCE

- UCAN (Uhlich Children's Advantage Network), Chicago, IL** September 2010 – Present
Clinical Intervention Therapist
- Provide clinical case management services to 26 students and their families in the Chicago Public Schools, which targets elementary and high school youth and families prone to truancy, behavioral issues, and exposure to violence and trauma
 - Advocate for the social-emotional needs of youth in the contexts of community, school, and home
 - Connect families to resources that aim to increase the academic success of their child by addressing the underlying issues related to their low performance in school and at risk behaviors
 - Write assessments and treatment plans with clients and their parents/guardians to track progress
 - Consultant to 5 educational mentors on clinical issues such as trauma, depression, anger management, and academic under performance
 - Intervened in 4 crisis situations and initiated crisis protocol for CPS Mentor and Advocacy team
 - Provide Trauma-Based Group Therapy to youth in Mentor and Advocacy Program
 - Consult with teachers and school staff on effective ways of intervening with clients and families at 4 Chicago Public Schools.
 - Create Wraparound services for families through two community local area networks (LAN)
 - Member of the Woman's Affinity Group and Health and Wellness Affinity Group
- SGA Youth and Family Services, Chicago, IL** September 2009 – June 2010
School-based Counseling Graduate Intern
- Provided individual counseling, psycho-education, and case management to 58 adolescent parents enrolled in the Early Advantage teen parenting program at Kelly High School
 - Designed and implemented psycho-education and therapy groups for parenting adolescents
 - Provided individual and family counseling for students in a program aimed at violence prevention

- Co-facilitated a psychotherapy group for girls about interpersonal relationships
- Conducted mental health assessments for a caseload upwards of 25 clients between two programs
- Intervened in major crisis situations with decisions made in collaboration with SGA supervisors

La Casa Norte, Chicago, IL

October 2008 – June 2009

Graduate Intern & Resident Advisor

- Provided counseling, case management, and crisis intervention for 16 homeless males aging 16-21
- Taught life skills groups such as financial management, anger management, and conflict resolution
- Designed a volunteer program for residents to gain a positive experience in their community
- Maintained a safe milieu for all residents and worked under a harm reduction philosophy
- Presented information on grief and loss to residential advisors and program director

DCFS, Chicago, IL

June 2008 – December 2008

Office of Housing and Cash Assistance

- Performed due diligence of criminal and child abuse records for the Extended Family Support program between social service agencies and record offices in order to ensure applicants were suitable for guardianship of children in DCFS
- Conducted research for Norman Services including an analysis of funding over time for the Cash Assistance program and an evaluation of the effectiveness of the Housing Advocacy Program

JCC Apachi Day Camps, Northbrook, IL, and Chicago, IL

Summers 2007, 2009

Senior Camp Counselor

- Planned activities over the course of two summers for 28 children and instructed swimming
- Communicated with parents of all children and administrative staff on adjustment difficulties, behavioral problems, or emotional stress that occurred throughout the summer

RESEARCH EXPERIENCE

Chapin Hall, Chicago, IL

January 2009 – Present

Families and Communities Research Group

- Entered and validated data for a longitudinal study measuring the impact of a school-based intervention aimed at preventing risky behaviors and promoting parent involvement in schools
- Did searches through Intellius to track participants
- Supported team by attending to tasks imperative to the process of starting new cohort of participants

Friends and Bullies Study, Champaign, IL

Spring 2006 – Spring 2008

Research Assistant

- Assisted graduate students in data analysis for study on bullying, aggression, and friendship in elementary schools
- Researched racial segregation and how it effects children's social relationships and behavior

Family Development Project, Champaign, IL

Fall 2005 – Spring 2008

Research Assistant

- Coded over 70 videos of parents and their one-year old children as part of a study on attachment
- Participated in experiments with one-year old children and their parents in the "Strange Situation"
- Transcribed 5 interviews of expectant mothers and fathers in the "Adult Attachment Interview"

VOLUNTEER EXPERIENCE

Childreach International USA, Chicago, IL

November 2010-Present

Futurebuilding Team Leader and Co-Founder of UReach

- Lead and directed team of 13 young professionals for a volunteer trip to Tanzania to renovate schools and fundraise money to support the vocational programs, water supply, education, access to medicine, and infrastructure of multiple communities in the region.
- Planned fundraising events to promote Childreach's and spread awareness of global issues
- Communicated on a bi-monthly basis with team members to insure all requirements for participation were being completed within deadlines as well as to answer questions and concerns
- Establishing a mentoring program in which youth from impoverished Chicago neighborhoods will have the opportunity to participate in a cultural exchange program in Tanzania
- Designing criteria for youth participation, outreach, and family involvement for program
- Establishing a year-long curriculum to prepare youth and mentors involved in program

Child Assault Prevention Education, Champaign, IL

August 2007 – May 2008

Child Abuse Advocate

- Completed intense training to identify and counsel individuals who have been abused
- Performed skits in elementary schools that provided awareness to children on situations with strangers, bullying, and sexual assault
- Provided support to individual students about issues pertaining to information provided

Rape Crisis Services, Champaign, IL

September 2007 – May 2008

Rape Crisis Hotline Volunteer; Medical Advocate

- Trained for 40 hours to take calls, support, and provide resources for victims of assault and rape
- Supported survivors of sexual assault at the hospital on the physical examination process and emotional aftermath of crisis

Center for Women in Transition, Champaign, IL

May 2006 – April 2008

Children's Program Volunteer

- Facilitated and organized activities for 20 children at a transitional home for women
- Tutored the same children in addition to planning field trips and holiday parties for residents

AREAS OF INTEREST

Children and Adolescents ♦ Violence Prevention ♦ Families ♦ Crisis Intervention ♦ Trauma ♦ Advocacy

Human Resources Job Description

Position Title: Youth Mentor
Department: CITY
Reports to: CITY Program Supervisor

Position Summary:

The Youth Mentor works directly with the identified students and their families to engage the students and provide support in order to improve student attendance, encourage academic achievement, and promote positive behavior.

Mentoring and Supporting Clients:

- Demonstrates supportive behavior and role models positive, appropriate interactions.
- Locates and engages resistant students.
- Maintains daily contact with each student and weekly in-person contact.
- Engages and works with youth to understand the importance of school performance and recommended services, and supports youth to begin and continue with the intervention.
- Recommends to the supervisor equipment and supplies youth may need.
- Provides a place for student to voice their concerns and issues.

Improving community interactions:

- Working with youth on violence prevention skills (i.e., anger management, conflict resolution, and other life skills).
- Using a strengths-based approach, engages youth in strategies to improve participation in needed services, when applicable.
- Assists youth with setting and completing individual goals.
- Assists youth with becoming involved in positive out-of-school time activities such as tutoring, counseling, employment, and recreation.
- Working with UCAN Career Services, assists teen to prepare for and locate a job and works with teen to support positive workforce behavior.

Professionalism and Work Conduct:

- Behaves with integrity, demonstrates high ethical standards, and displays a positive image of UCAN.
- Acts in a professional manner at all times and maintains appropriate boundaries with clients.
- Demonstrates accountability for results and keeps commitments to others.
- Reports to work, meetings, training, and job related activities prepared and as scheduled.

- Demonstrates openness and respect for cultural and socioeconomic characteristics of clients and coworkers.
- Accepts feedback and ideas from team and supervisor and is constructive when giving feedback and ideas to others.
- Discusses alternative problem solving and is open to new ideas and ways of doing things.

Professional Development

- Attends regular supervision, team meetings, required training, and other professional workshops to enhance job skills.
- Sets annual developmental goals with supervisor to meet learning needs and interests, while also enhancing job performance and skills.
- Performs other related tasks as required or assigned.

Education /Job Experience/Certification:

- High school diploma or GED
- Some college, work or internship experience
- Experience living in local community, with knowledge of local community resources

Special Knowledge and Qualifications:

- Experience working high risk communities
- Experience working with at-risk youth preferred
- Must have a valid drivers license, valid auto insurance, and a registered vehicle

Position Status: Non-Exempt

Salary Grade: D

Date Updated: 03/2013

Work Environment:

This position requires work off-site and in the community

This position requires evening and weekend work hours

Human Resources Job Description

Position Title: Community Youth Service Coordinator
Department: CITY
Reports to: CITY Program Supervisor

Position Summary:

The Community Youth Service Coordinator organizes and provides direct services to youth and children through UCAN's advocacy, leadership development and violence prevention programs.

Essential Functions and Responsibilities:

Building Relationships and Networks

- Provides a strong, stable role model and authority figure for youth.
- Engages youth both individually and in group settings to assist them in building coping skills, critical thinking skills and various educational needs.
- Develops effective helping relationships with participating youth.
- Identifies community networks focused on youth service provision.

Organization and Planning

- Organizes time and manages job so that maximum service is given to clients and job performance meets expectations for task completion.
- Actively participates in community coalitions to ensure coordination of services for youth.
- Aids in coordination of the Deirmeier Future Leaders Now training seminars.
- Researches current sources in areas of advocacy, violence prevention and youth development in order to update UCAN material on a quarterly basis.

Presentations and Community Outreach

- Facilitates groups, conducts training sessions and workshops in schools, churches and community-based organizations.
- Presents at state, local and national conferences.
- Organizes various community outreach events and community service projects for UCAN clientele and youth from other agencies, businesses and community stakeholders.
- Actively provides UCAN services and programs in schools, churches and youth service agencies.

Professionalism and Work Conduct

- Behaves with integrity, demonstrates high ethical standards, and displays a positive image of UCAN.
- Acts in a professional manner at all times and maintains appropriate boundaries with clients
- Demonstrates accountability for results and keeps commitments to others
- Reports to work, meetings, training, and job related activities prepared and as scheduled
- Demonstrates openness and respect for cultural and socioeconomic characteristics of clients and coworkers
- Accepts feedback and ideas from team and supervisor and is constructive when giving feedback and ideas to others
- Discusses alternative problem solving and is open to new ideas and ways of doing things

Professional Development

- Attends regular supervision, team meetings, required training, and other professional workshops to enhance job skills.
- Sets annual developmental goals with supervisor to meet learning needs and interests, while also enhancing job performance and skills.
- Performs other related tasks as required or assigned.

Education /Job Experience/Certification:

- BSW or BA/BS in Human Services field
- Minimum of 2 years previous experience working with at-risk youth

Special Knowledge and Qualifications:

- Open and respectful of cultural and socioeconomic characteristics of clients and is willing and competent to work with a diverse client population.
- Effective verbal and written communication skills.
- Demonstrates the ability to work independently and as a part of a high functioning team
- Must be able to work flexible hours, including evenings and weekends
- Must display the ability to handle multiple tasks and perform public presentations
- Must have reliable transportation

Position Status: Exempt

Salary Grade: D

Date Revised: 3/18/13

Work Environment:

This position requires weekend and evening work hours

This position requires frequent work off-site and in the community



UCAN Governing Board

January 2013

BOARD OFFICERS

Chair – Judith C. Rice

SVP & Head of Community Affairs & Economic Development, BMO Harris Bank

Vice Chair – Fred E. Reid

Account Executive, Dell, Inc.

Vice Chair – Jeff Palan

SVP, Premier Customer Network, SAP America, Inc.

Treasurer – Gary J. Fennessy

V.P., Operations, Northwestern Memorial Hospital

Secretary – Krista Rivers

Senior V.P. & Director, Institutional Marketing & Client Service, Ariel Investments

BOARD MEMBERS

Colleen Bradley

Former Managing Director
The Private Bank

Ricardo Knight

President/CEO, Medlux Rehabilitation & Wellness

Markell Bridges

Director IS Strategy, Global Marketing
Solutions
Mondelez International

Elizabeth H. Miller

Teacher, University of Chicago Laboratory Schools
(Retired)

Charlotte R. Damron

Principal, Damron Associates

Elena O'Connell

Principal, Chicago Public Schools (Retired)

Richard J. De Cleene

CFO, IL Municipal Retirement Fund

Tonya Pemberton

Special Education Teacher

Richard H. Fleming

Exec. V.P., Chief Financial Officer, USG
Corporation

Tracy Robinson

Marketing Director, Amtrak

Lawrence I. Hayes

CEO, Chemical Distribution, Inc. (Retired)

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John Hill

Consultant, Locallife.com

Vanita Stevenson

Vice President, Employ America, LLC

Kevin B. Hynes

Partner, O'Keefe Lyons & Hynes, LLC

Emmett T. Vaughn

Diverse Business Enablement Leader, Exelon

Ronald Kinnamon

Chair, Character Counts! Coalition

Board Ex-Officios

Rev. Jeffrey Carlson, Ex-Officio

Associate Pastor, St. Pauls United Church of Christ

Samantha Frost, Ex-Officio

President, UCAN Auxiliary Board

Thomas C. Vanden Berk, Ex-Officio

CEO, UCAN

Contract No. 13-53-090K

EXHIBIT 2

Schedule of Compensation

BUDGET DETAIL

Grant Proposal Amount Requested: \$ 200,000

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
Norman Kerr/Vice President of CITY Project	20% of \$116,062	\$2,321
Yolanda Harris-Robinson/Program Supervisor	67% of \$50,138	\$33,592
Cliff Manning/Youth Mentor	100% of \$35,000	\$35,000
Vacant/Youth Mentor	100% of \$35,000	\$35,000
Kady Leibovitz/Clinical Therapist	20% of \$38,011	\$7,602
Michelle McCollough/Manager of Accounts Receivable	3.5% of \$57,553	\$2,014
Isaac Hammond-Paul, Quality Improvement and Outcomes Manager	3.5% of \$54,000	\$1,890

SUB-TOTAL \$117,420

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
Medical/Dental	11.50%	\$13,503
Social Security Tax	7.65%	\$8,983
Workman's Compensation	1.92%	\$2,254
Life & Disability Insurance	0.50%	\$587
Unemployment Insurance	1.13%	\$1,327
Retirement	2.00%	\$1,174

SUB-TOTAL \$27,829

TOTAL PERSONNEL AND FRINGE BENEFITS \$145,249

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 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
To meet with clients, conduct project activities	UCAN offices to North Lawndale	Mileage Reimbursement	\$62.50/month x 12 months for 2.96 FTE	\$2,220

TOTAL \$2,220

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
Mentor outing, group activity supplies	\$120/mentee x 50 mentees	\$6,000
Job expenses, recreation fees	\$75/mentee x 50 mentees	\$3,750
Office and program supplies	\$850 for 12 months	\$850

TOTAL \$10,600

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
Cell phone service	\$60/month x 12 months x 2.96 FTE	\$2,131
Youth Supportive Wages	\$500 x 50 mentees	\$25,000
Facility Allocation	\$5,000/year x 2.96 FTE	\$14,800

TOTAL \$41,931

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	\$117,420
B	Fringe Benefits	\$27,829
C	Travel	\$2,220
D	Supplies	\$10,600
E	Other Costs	\$41,931
	Grand Total	\$200,000

If your organization has a lengthier or more detailed budget due to the size of the organization or project or any other factor, attach additional budget documents to this proposal.

Contract No. 13-53-090K

EXHIBIT 3

Evidence of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/24/2013

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 ALPER SERVICES LLC 60 West Superior Street Chicago IL 60654		CONTACT NAME: Carole Hartman PHONE (A/C No. Ext): (312) 642-1000 FAX (A/C. No): (312) 944-7000 E-MAIL ADDRESS:	
INSURED Uhlich Children's Advantage Network Attn: Accounts Payable 3737 North Mozart Chicago IL 60618		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: First Non-Profit Insurance Co. 0067 INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____	

COVERAGES **CERTIFICATE NUMBER:** GL, ProfLiaAutUmbWC (13-14) **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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		TMP1217806-12	9/15/2012	9/15/2013	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Sexual Abuse					PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Social Workers					GENERAL AGGREGATE \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					\$
A	AUTOMOBILE LIABILITY		TAP1207110-12	9/15/2012	9/15/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS	<input checked="" type="checkbox"/>				BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/>				BODILY INJURY (Per accident) \$
		<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS				
						Uninsured motorist combined \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/>	UXL1207180-12	9/15/2012	9/15/2013	EACH OCCURRENCE \$ 6,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/>				AGGREGATE \$ 6,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		WCT1203610	1/1/2013	1/1/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$ 500,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Reference; RFP No. 13-53-090 Violence Prevention, Intervention and Reduction Grants for the Cook County Justice Advisory Council.

County of Cook, its employees, elected officials, agents or representatives are named as Additional Insureds with respect to General Liability and Auto Liability by written contract as required by the policy. General Liability and Auto Liability are primary and non-contributory in favor of County of Cook, its employees, elected officials, agents or representatives

CERTIFICATE HOLDER**CANCELLATION**

County of Cook, Cook County, Office of the Chief Procurement Officer 118 N. Clark Street Room 1018 Chicago, IL 60602	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 Bobette Puckett/NT

COMMENTS/REMARKS

Note: 10 day notice of cancellation applies for non-payment of premium

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 34-161(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:

1. 938-83 E. 132nd Place, Chicago, 60827 2. 250A W. 95th Avenue, Chicago, IL 60628

3. 3737 N. Mozart Street, Chicago, 60618 4. 10046 S. Western Avenue, Chicago, 60643

5. 1340 S. Damen, Suite 205, Chicago, 60608 6. 13700 S. Indiana, Riverdale, 60827 7. UCAN Academy, 3110 W. Grand Avenue, Chicago, IL 60622

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.

Address	Pin #s
3730 N. California, Chicago, IL 60618	13-24-123-023-0000 13-24-123-024-0000
3737 N. Mozart, Chicago, IL 60618	13-24-123-026-0000
Parking lot Grace & Mozart, Chicago, IL 60618	13-24-123-025-0000
10046 S. Western, Chicago, IL 60643 & parking lot to the south of property	24-12-418-033-0000 24-12-418-034-0000 24-12-418-035-0000 24-12-418-036-0000 24-12-418-037-0000
13700 S. Indiana, Riverdale, IL 60827	25-33-410-020-0000 25-33-410-017-0000 25-33-410-018-0000
3110 W. Grand, Chicago, IL 60622	16-01-318-025-0000
3747 N. Mozart, Chicago, IL 60618	13-24-123-028-8002 13-24-123-028-8001
3745 N. Mozart, Chicago, IL 60618	13-24-123-026-0000
4820 N. Troy, Chicago, IL 60625	13-12-312-016-0000
6237 - 43 S. Spaulding & 3255-57 W 62nd St, Chicago, IL 60629	19-14-431-001-0000
2153 N. Keystone, Chicago, IL 60639	13-34-224-002-0000
29 Edbrooke, Riverdale, IL 60827	29-04-207-015-0000
7 W. 137th Place, Riverdale, IL 60827	25-33-408-010-0000
155 S. 20th Ave, Maywood, IL 60153	15-10-126-026-0000
1221 S. 14th Ave, Maywood 60153	15-15-212-007-0000
6203 S Spaulding, Chicago, IL 60629	19-14-427-001-0000
8826 S. Hermitage, Chicago, IL 60620-4940	25-06-210-030-0000
3600 West Fillmore Street, Chicago, IL 60624	16-14-321-008-0000 16-14-321-009-0000 16-14-325-011-0000 16-14-325-048-0000 16-14-325-049-0000

Whick Children Advantage Network (WCAN)

COOK COUNTY AFFIDAVIT OF CHILD SUPPORT OBLIGATIONS

Effective July 1, 1998, every applicant for a County Privilege shall be in full compliance with any Child Support Order before such applicant is entitled to receive a County Privilege. When Delinquent Child Support Exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

"Applicant" means any person or business entity, including all Substantial Owners, seeking issuance of a County Privilege or renewal of an existing County Privilege from the County. This term shall not include any political subdivision of the federal or state government, including units of local government, and not-for-profit organizations.

"County Privilege" means any business license, including but not limited to liquor dealers' licenses, packaged goods licenses, tavern licenses, restaurant licenses, and gun licenses; real property license or lease; permit, including but not limited to building permits, zoning permits or approvals; environmental certificate; County HOME Loan, and contracts exceeding the value of \$10,000.00.

"Substantial Owner" means any person or persons who own or hold a twenty-five percent (25%) or more percentage of interest in any business entity seeking a County Privilege, including those shareholders, general or limited partners, beneficiaries and principals; except where a business entity is an individual or sole proprietorship, Substantial Owner means that individual or sole proprietor.

All Applicants/Substantial Owners are required to complete this affidavit and comply with the Child Support Enforcement Ordinance before any privilege is granted. Signature of this form constitutes a certification the information provided below is correct and complete, and that the individual(s) signing this form has/have personal knowledge of such information.

Privilege Information:

County Privilege: _____

County Department: _____

Applicant Information:

Last name: _____ First Name: _____ MI: _____

SS# (Last Four Digits): _____ Date of Birth: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Drivers License No: _____

Child Support Obligation Information:

The Undersigned applicant, being duly sworn on oath or affirmation hereby states that to the best of my knowledge (place an "X" next to "A", "B", "C", or "D").

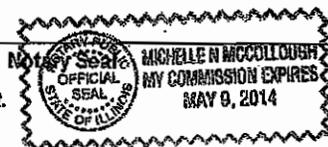
- _____ A. The Applicant has no judicially or administratively ordered child support obligations.
- _____ B. The Applicant has an outstanding judicially or administratively ordered obligation, but is paying in accordance with the terms of the order.
- _____ C. The Applicant is delinquent in paying judicially or administratively ordered child support obligations
- X D. The Applicant is not a substantial owner as defined above.

The Undersigned applicant understands that failure to disclose any judicially or administratively ordered child support debt owed will be grounds for revoking the privilege.

Signature: *[Signature]* Date: 3/22/13

Subscribed and sworn to before me this 22 day of March, 20 13

x *[Signature]*
Notary Public Signature



Note: The above information is subject to verification prior to the award of the contract.

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT

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

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

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

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

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

This Disclosure of Ownership Interest Statement must be submitted by :

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

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

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

This Statement is an: Original Statement or Amended Statement

Identifying Information:

Name Uchich Children's Advantage Network D/B/A: UCAN EIN NO.: 36-2167937

Street Address: 3737 N. Mozart

City: Chicago State: IL Zip Code: 60618

Phone No.: 773-588-0180

Form of Legal Entity:

Sole Proprietor Partnership Corporation Trustee of Land Trust

Business Trust Estate Association Joint Venture

Other (describe) 501(c)(3) Nonprofit Organization

Ownership Interest Declaration:

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

Name	Address	Percentage Interest in Applicant/Holder
N/A		

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

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

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

Name	Address	Percentage of Beneficial Interest	Relationship

Declaration (check the applicable box):

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

Thomas VandenBerk
 Name of Authorized Applicant/Holder Representative (please print or type)

[Signature]
 Signature

vandenberk+@ucan.chicago.org
 E-mail address

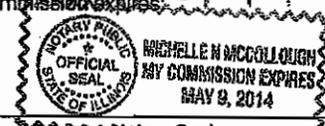
CEO
 Title

3/22/13
 Date

773-588-0180
 Phone Number

Subscribed to and sworn before me this 22 day of March 2013

[Signature]
 Notary Public Signature

My commission expires 5/9/14

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

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

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: Uhlich Children's Advantage Network (UCAN)

BUSINESS ADDRESS: 3737 N. Mozart, Chicago, IL 60618

BUSINESS TELEPHONE: 773-588-0180 FAX NUMBER: 773-588-7762

CONTACT PERSON: Zack Schrantz, President

FEIN: 36-2167937 *IL CORPORATE FILE NUMBER: _____

LIST THE FOLLOWING CORPORATE OFFICERS:

PRESIDENT: Judith Rice

VICE PRESIDENT: Fred E. Reid, Jeff Palan

SECRETARY: Krista Rivers

TREASURER: Gary J. Fennessy

**SIGNATURE OF PRESIDENT: _____

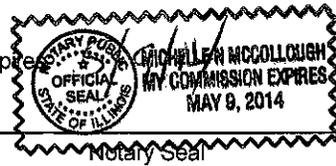
ATTEST: *[Signature]* (CORPORATE SECRETARY)

Subscribed and sworn to before me this

25 day of June, 2013

x *[Signature]*
Notary Public Signature

My commission expires



* 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.

**BYLAWS of
UHLICH CHILDREN'S ADVANTAGE NETWORK (UCAN)**

ARTICLE I. Name and Office

- 1.1: The name of the Corporation is Uhlich Children's Advantage Network (hereinafter referred to as UCAN or the "Corporation"). UCAN is an Illinois nonprofit corporation.
- 1.2: UCAN shall maintain an office and registered agent within the State of Illinois, and such other offices as the Board of Directors may determine.

ARTICLE II. Mission

2.1 Statement of Vision.

Youth who have suffered trauma can become our future leaders.

2.2: Statement of Mission.

UCAN strives to build strong youth and families through compassionate healing, education and empowerment.

2.3: Statement of Core Values.

- We hold true the belief that healing is possible and providing care with compassion is essential to our work.
- We challenge all individuals to become advocates for justice.
- We believe that integrity and honesty are the cornerstones of our work.
- We honor the intrinsic value of all people and believe inclusiveness is a strength.
- Providing youth a voice is a personal healing experience as well as a chance to advocate for others. Excellence derives from knowledge, hard work and innovation.
- We strive for fairness and equality for our clients and in our workplace.
- Financial viability is necessary and requires control and individual responsibility.

2.4: Restrictions.

The following require approval from the congregation of St. Pauls United Church of Christ (hereinafter referred to as "St. Pauls UCC"), currently located at Fullerton Parkway and Orchard Street, Chicago, IL regarding the following:

- a. Significant changes in Statements of Vision or Mission
- b. Significant changes in the Statement of Core Values
- c. Sale of all or substantially all of the Corporation's physical properties
- d. Change in tax status
- e. Dissolution and disposition of assets.

ARTICLE III. Board of Directors

3.1: The number of Directors will be:

- a. Not less than 20; not more than 25 (not to include *ex officios*).
- b. President/CEO is an *ex officio* non-voting member of the Board who is counted for quorum purposes.
- c. A Pastor of St. Pauls UCC is an *ex officio* voting member of the Board who is not counted for quorum purposes.

- d. The President of the UCAN Auxiliary Board is an *ex officio* non-voting member of the Board who is not counted for quorum purposes.

3.2: Responsibilities of the Board of Directors:

- a. Attend scheduled meetings of the Board, consistent with maintaining their personal schedules, and participate actively on a board committee where his/her expertise may benefit the committee.
- b. Act as Directors of UCAN on behalf of its donors and/or funding sources.
- c. Determine goals and objectives in a strategic planning process to accomplish the Mission of UCAN.
- d. Establish policies, other general guidelines and limits for UCAN's operation.
- e. Employ, evaluate and terminate the President/CEO.
- f. Provide general supervision and oversight of the finances of UCAN.
- g. Support major UCAN events by their attendance and/or financial support.
- h. Support annual "give or get" policy of \$5,000.00.

3.3: Restrictions on Gifts:

UCAN has a policy that prohibits the receipt by the Board of Directors or members of the Board of any gift or other offering of more than nominal value, and any offering that might be considered as influencing the performance of UCAN's business. Each Director will be required to annually confirm this code in writing.

3.4: Election of Board Members.

The Directors' term of office shall be for three (3) years, from January 1 to December 31. A Board Development Committee of the Board shall nominate candidates for the Director positions to be filled, maintaining a significant and meaningful number of directors who are members from congregations of the Illinois Conference of the United Church of Christ (the Illinois Conference) or from congregations that are in a "Full Communion Relationship" with the United Church of Christ. We also encourage members from other communities of faith to serve on the Board of Directors.

Directors shall be elected by a majority vote of those members of the Board attending any duly convened Board meeting at which a quorum is declared to exist. Directors shall serve three-year terms, and those terms shall be staggered so that one-third (1/3) of the Board shall be elected in any given year.

The Board Development Committee will be responsible for obtaining Board member approval for Board nominees.

- 3.5: The Chairperson shall appoint a Nominating Committee of not less than three (3) Directors to make recommendations of Board Officers for expiring terms.

3.6: Designation of Officers.

The elected officers will be a Chairperson, two (2) Vice Chairpersons, a Secretary and a Treasurer. The appointed officer shall be the President/CEO.

3.7: Executive Committee.

The Executive Committee will consist of the five (5) elected officers and the President/CEO. The Chairperson of the Board will also act as Chairperson of the Executive Committee. One additional Director may be appointed at large to the Committee at the discretion of the Chairperson.

3.8: Responsibilities of the Executive Committee.

The Executive Committee of the Board is accountable to the full Board of Directors. Copies of the minutes of the Executive Committee meetings shall be transmitted to the Board for the Board's approval.

The Executive Committee shall:

- a. Recommend President/CEO's compensation to the Board of Directors and perform annual reviews of the President/CEO.
- b. Act on behalf of the Board in-between Board meetings, subject to ratification by the full Board of Directors.
- c. Enter into contracts as outlined in the Fiscal Policy developed by the Finance & Property Committee of the Board.
- d. Carry out other duties as the Board may deem applicable.

3.9: Life Directors.

The Board of Directors may from time to time consider individuals for appointment to the designation of Life Director. The specific criteria used in considering an individual as a Life Director may be established, from time to time, by the Board of Directors provided, however, only individuals who have distinguished themselves on behalf of UCAN with significant service or resources shall be considered.

Upon due consideration and appointment by the Board of Directors, the designation of Life Director shall be of an honorary nature and not confer any of the duties or rights of an elected Director. As implied in the designation, an appointment as a Life Director shall be for the life of an individual. Notwithstanding the foregoing, any individual designated as a Life Director shall not be precluded from serving as an elected Director.

ARTICLE IV. Meetings.

4.1: Regular Meetings.

The Board shall hold regular meetings for the transaction of business approximately six (6) times per year. The March meeting shall be designated the Annual Meeting.

4.2: Quorum and Manner of Acting.

A majority of those Directors then in office shall constitute a quorum. An affirmative vote by the majority of those present at any meeting at which a quorum is present shall be an act of the Corporation unless a greater number is required by these Bylaws or by resolution of the Board of Directors.

4.3: Special Meetings.

Special meetings of the members may be called by the Chairperson and shall be called by the Chairperson at the request, in writing, of a majority of the Directors. Such requests shall state the purpose or purposes of the proposed meeting.

4.4: Executive Committee Meetings.

Executive Committee meetings will be called by the Chairperson no less than one (1) time per year.

ARTICLE V. Duties of the Board.

5.1: General Conditions.

Officers of the Board shall be voting members of the Board and the Executive Committee.

5.2: Duties of the Chairperson:

The Chairperson of the Board of Directors shall be elected by the Board at its regular meeting prior to the incumbent Chairperson's term expiring.

The Chairperson shall preside at all meetings of the Board of Directors and conduct such meetings in accordance with the current edition of Robert's Rules of Order. The Chairperson shall see that the Bylaws are enforced and perform such duties as may be prescribed from time to time by the Board of Directors.

The Chairperson shall appoint the standing committee members and such other special committees, i.e., ad hoc, as the Board of Directors may authorize from time to time, and will dissolve ad hoc committees at his/her discretion.

The Chairperson will have the authority and responsibility to sign contracts and authorize financial commitments as outlined in the Fiscal Policy developed by the Finance & Property Committee of the Board of Directors.

5.3: Duties of the Vice Chairpersons:

There shall be two Vice Chairpersons of the Board of Directors, who shall be elected by the Board at its regular meeting prior to the incumbent Vice Chairperson's term expiring. In the anticipated absence of the Chairperson, the Chairperson will designate which Vice Chairperson shall perform the duties of the Chairperson. In the unexpected absence of the Chairperson, the Executive Committee will designate which Vice Chairperson shall perform the duties of the Chairperson.

The Chairperson will appoint one Vice Chairperson to be the Chair of the Board Development Committee and will appoint the other Vice Chairperson to be Chair of the Program Committee.

5.4: Duties of the Secretary:

The Secretary of the Board of Directors shall be elected by the Board at its regular meeting prior to the incumbent Secretary's term expiring.

The Secretary shall, by designation, issue notices of all meetings to the Board of Directors, and shall keep minutes of the Board of Directors, which minutes shall be open to inspection by the corporate body at all reasonable times.

The Secretary shall, by designation, attend to such correspondence for the Board as shall be necessary. The Secretary is the custodian and keeper of all corporate records and of the corporate seal.

The Secretary will have the authority and responsibility to sign contracts and authorize financial commitments as outlined in the Fiscal Policy developed by the Finance & Property Committee of the Board of Directors.

The Secretary will periodically review the Bylaws for consistency with operations and content and make recommendations regarding the need for revisions. The Bylaws shall be reviewed in full every five (5) years.

5.5: Duties of the Treasurer:

The Treasurer of the Board of Directors shall be elected by the Board at its regular meeting prior to the incumbent Treasurer's term expiring.

The Treasurer will serve as the Chairperson of the Finance & Property Committee of the Board of Directors.

The Treasurer shall, by assignment and/or designation, receive all monies and securities belonging to the Corporation except those specifically designated for the operation of UCAN and shall make such disposition of same as shall be designated by the Board of Directors. The Treasurer shall perform such other duties as may be assigned by the Board. The Treasurer shall be bonded in such amount as the Board of Directors from time to time shall determine.

The Finance & Property Committee of the Board of Directors recommends, with Board approval, the annual Budget and auditors of the financial statement at the close of each fiscal year.

The Treasurer will have the authority and responsibility to sign contracts and authorize financial commitments as outlined in the Fiscal Policy developed by the Finance & Property Committee of the Board of Directors.

ARTICLE VI. Tenure & Requirements of Board and Officers.

6.1: General tenure of Board members will be for staggered three-year terms.

6.2: Election of Officers:

- a. Officers will be elected to two-year terms by the Board of Directors each June.
- b. Election of officers will be staggered (e.g., Chairperson, one Vice Chairperson and Secretary one year; one Vice Chairperson and Treasurer in the alternate year).
- c. Elected officers cannot serve in the same office for more than four (4) consecutive years.

6.3: Board and Officer Vacancies.

Vacancies will be filled by an election by the Board of Directors to finish the year term of the Director or officer who vacated the position.

6.4: Appointments.

The Chairperson is authorized to make special advisory appointments and allow invited guests to attend Board meetings.

6.5: Removal of Directors.

- a. The following are reasons for removal from the Board:

1. Conflict of interest;
2. Unethical or inappropriate behavior that is inconsistent with UCAN's Mission;
3. Failure to support UCAN's Mission;
4. Failure to carry out a Director's fiduciary responsibilities; or
5. Other reasons which, in the sole discretion of the Executive Committee, are in the best interests of the Corporation.

- b. Removal proceedings shall be initiated upon the Executive Committee's recommendation to the Chairperson. Except as provided in subparagraph c below, removal shall occur only upon a majority vote of the full Executive Committee. The Chairperson shall report the results of any removal proceedings to the Board at the next regularly scheduled Board meeting, at which time the Board shall vote to ratify the removal.

- c. In the event the Chairperson concludes that a Director's acts or omissions represent an immediate threat to UCAN's Mission, Values or UCAN's ability to serve its clients, the Chairperson may, upon written or other notice to the Director, suspend a Director until such time as the Executive Committee can commence removal proceedings as described in subparagraph b above. The Executive Committee shall commence removal proceedings no later than 30 days following the Director's suspension.

6.6: Attendance at Board Meetings.

It is expected that all Board members will attend all meetings of the Board of Directors. The Chairperson should be notified of any absences and can respond to absences accordingly.

ARTICLE VII. Standing Committees.

7.1: The purpose of each Standing Committee is to develop and review policies related to their area of responsibility and to make recommendations to the Board of Directors in matters pertaining to their responsibility. Each committee will focus on, but not be limited to, their area of responsibility as defined by the Board of Directors.

The Standing Committees of the Board of Directors are:

- Finance & Property;
- Human Resources;
- Program;
- Resource Development & Marketing; and
- Board Development.

- 7.2: Composition of committees will be as follows:
- a. The minimum size of a committee will be three (3) members.
 - b. The Chairperson can assign/dissolve ad hoc committees.
 - c. The Board must approve new Standing Committees
 - d. Individuals who are not Board members can be appointed to serve on committees.
 - e. Individuals who are not Board members are recommended to their position by the Committee Chairperson and are approved by the Board.
 - f. All Committee Chairpersons must be elected Board members.
- 7.3: Standing Committees will meet at a minimum of two (2) times per year.

ARTICLE VIII. Advisory Councils/Auxiliaries.

- 8.1: Advisory Councils can be created at the discretion of the President/CEO of UCAN, with the approval of the Board of Directors. Advisory Councils will report to the President/CEO or his/her designee.
- 8.2: Auxiliaries can be created at the discretion of the President/CEO of UCAN, with the approval of the Board of Directors. Auxiliaries will report to the President/CEO or his/her designee.

ARTICLE IX. Fiscal Affairs.

9.1: Fiscal Year.

The fiscal year shall commence with the first day of July of each year and end with the 30th day of the following June.

9.2: Fiscal Matters.

The Board of Directors is responsible for development and adherence to fiscal policies, including investment and asset management, and are responsible for the overall protection of the assets of UCAN.

The Board will make policy decisions regarding all financial matters; the Executive Committee will make such decisions in emergency situations.

The Annual Budget will be reviewed by the Finance & Property Committee and will be approved by the Board.

The Board of Directors will adhere to the Fiscal Policy developed by the Finance & Property Committee with regard to, but not limited to:

- Contracts;
- Loans;
- Checks and Drafts; and
- Deposits.

9.3: Waivers and/or Reduction of Fees.

It is UCAN's goal and policy to operate its programs without relying on fees paid by individual clients. UCAN recognizes, however, that fees may be charged to clients for the purpose of funding UCAN's programs, not with a view toward a profit. It is UCAN's policy and practice that any such fees are reduced or waived based on an individual's ability to pay.

9.4: Dissolution.

In the event the charitable work of the Corporation is discontinued at any time in the future and the Corporation dissolved, all assets of the Corporation shall be transferred or conveyed to, and become the property of St. Pauls UCC.

9.5: Liability Limitation.

The Illinois Conference and the United Church of Christ are not responsible or liable for any liability arising out of the operation of UCAN or any of its services.

ARTICLE X. Rules of Order.

10.1: Parliamentary Authority.

Roberts Rules of Order, Newly Revised, shall govern the meetings of the Board of Directors when not inconsistent with these Bylaws.

10.2: Voting.

Directors or committee members may participate in and act at any meeting of the Board or committee through the use of a conference telephone or other electronic communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.

ARTICLE XI. Amendments & Changes.

11.1: Process.

These Bylaws may be amended by the Board of Directors at any regular or special meeting called for that purpose, by a two-thirds majority vote of the members of said Board. Five (5) days written notice of any proposed written amendment shall be given to each member of the Board by the Secretary of the Board of Directors.

Any change or amendment that adds, changes or deletes the role or responsibility of St. Pauls UCC relative to UCAN must be approved by the members of St. Pauls UCC, so long as such approval is not preempted by UCAN's Articles of Incorporation.

11.2: Review of Bylaws.

The Statements of Vision, Mission and Core Value, and Bylaws will be reviewed at least every five (5) years by the Board of Directors.

ARTICLE XII. Indemnification of Officers, Directors, Employees & Agents.

12.1: UCAN shall have the power to indemnify any person who was or is a party or is threatened to be made party to any pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than action by or in the right of UCAN) by reason of the fact that such person is or was a Director, officer, employee or agent of UCAN or a related corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorney's fees), judgments, fines and amounts paid in settlements actually and reasonably incurred by such person in connection with such action, suit or proceeding if such person acted in good faith and in a manner that such person reasonably believed to be in or not opposed to the best interest of UCAN, and with respect to any criminal action or proceeding, had not reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit or proceeding by judgment or settlement, conviction or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which such person reasonably believed to be in or not opposed to the best interest of UCAN, with respect to any criminal action or proceeding, had reasonable cause that such conduct was unlawful.

12.2: UCAN shall have power to indemnify any person who was or is a party or is threatened to be made party of any threatened, pending or completed action or suit by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that such person is or was a director, officer, employee or agent of UCAN, or is or was serving at the request of UCAN as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorney's fees)

actually and reasonably incurred by him in connection with the defense or settlement of such action or suit if such person acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of UCAN and except that no indemnified person shall have been adjudged to be liable for negligence or misconduct in the performance of his/her duty to UCAN unless and only to the extent that the court in which such action or suit was brought shall determine upon application that despite adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

12.3: Any indemnification under Sections 12.1 and 12.2 (unless ordered by the court) shall be made by UCAN only as authorized in the specific case upon a determination that indemnification of the director, officer, employee or agent is proper in the circumstances because such person has met the applicable standard of conduct set forth in Sections 12.1 and 12.2. Such determination shall be made:

1.] by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit or proceeding; or

2.] if such a quorum is not obtainable, or even if obtainable, a quorum of disinterested directors so directs by independent legal counsel in a written opinion; or,

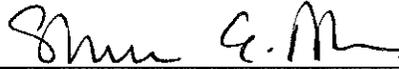
3.] by the congregation of St. Pauls UCC.

12.4: The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any contract, agreement, vote of shareholders or disinterested directors or otherwise, both as to action in such person's official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a director, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrators of such a person.

12.5: UCAN shall have power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent for UCAN or is or was serving at the request of UCAN as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any capacity, or arising out of his status as such, whether or not UCAN would have the power to indemnify him against such liability under the provisions of this Article.

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, 2013

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

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

13-53-070K

OR

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

TOTAL AMOUNT OF CONTRACT: \$ 200,000⁰⁰
(DOLLARS AND CENTS)

FUND CHARGEABLE: _____

APPROVED BY THE BOARD OF
COOK COUNTY COMMISSIONERS

JUL 17 2013

APPROVED AS TO FORM:

Not required

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

COM _____