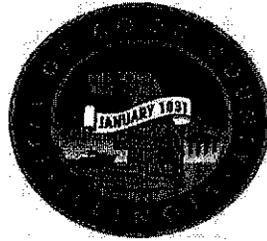


**PROFESSIONAL SERVICES AGREEMENT**

**CONTRACT NO. 1453-13604G**

**VIOLENCE PREVENTION, INTERVENTION AND REDUCTION  
DEMONSTRATION GRANTS**

**BETWEEN**



**COOK COUNTY GOVERNMENT**

**COOK COUNTY JUSTICE ADVISORY COUNCIL**

**AND**

**ALTERNATIVE SCHOOLS NETWORK**

**APPROVED BY BOARD OF  
COOK COUNTY COMMISSIONERS**

**SEP 10 2014**

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# PROFESSIONAL SERVICES AGREEMENT

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Economic Disclosure Statement  
Signature Pages

**List of Exhibits**

Exhibit 1	Scope of Services
Exhibit 2	Schedule of Compensation
Exhibit 3	Evidence of Insurance
Exhibit 4	Economic Disclosure Statement Forms

**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 Alternative Schools Network, doing business as a Not-for-Profit 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 Demonstration Grants. Proposals were evaluated in accordance with the evaluation criteria published in the RFP. The Contractor was selected based on the proposal submitted and evaluated by the County representatives.*

*Contractor represents that it has the professional experience and expertise to provide the necessary services and further warrants that it is ready, willing and able to perform in accordance with the terms and conditions as set forth in this Agreement.*

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

**TERMS AND CONDITIONS**

**ARTICLE 1: INCORPORATION OF BACKGROUND**

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

**ARTICLE 2: DEFINITIONS**

**a) Definitions**

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

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

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

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

"**Department**" means the Cook County Using Department.

"**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 and 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
Exhibit 4	Economic Disclosure Statement Forms

**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.d(iii) is solely for the benefit of the County and that it does not grant any third party beneficiary rights.

e) **Minority and Women's Business Enterprises Commitment**

In the performance of this Agreement, including the procurement and lease of materials or equipment, Contractor must abide by the minority and women's business enterprise commitment requirements of the Cook County Ordinance, (Article IV, Section 34-267 through 272) except to the extent waived by the Compliance Director. Contractor's completed MBE/WBE Utilization Plan evidencing its compliance with this requirement are a part of this Agreement, in Section 1 of the Economic Disclosure Statement, upon acceptance by the Compliance Director. Contractor must utilize minority and women's business enterprises at the greater of the amounts committed to by the Contractor for this Agreement in accordance with Section 1 of the Economic Disclosure Statement .

**f) Insurance**

Prior to the effective date of this Contract, the Contractor, at its cost, shall secure and maintain at all times, unless specified otherwise, until completion of the term of this Contract the insurance specified below.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract.

Contractor shall 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 or as specified otherwise. Contractor is responsible for any deductibles or self-insured retentions.

The Cook County Department of Risk Management maintains the right to modify, delete, alter or change these requirements.

**Coverages**

**i) Workers Compensation Insurance**

Workers' Compensation shall be in accordance with the laws of the State of Illinois or any other applicable jurisdiction.

The Workers Compensation policy shall also include the following provisions:

- (1) Employers' Liability coverage with a limit of:
  - \$500,000 each Accident
  - \$500,000 each Employee
  - \$500,000 Policy Limit for Disease

**ii) Commercial General Liability Insurance**

The Commercial General Liability shall be on an occurrence form basis (ISO Form CG 0001 or equivalent) to cover bodily injury, personal injury and property damage.

- (1) Each Occurrence                      \$ 1,000,000
- (2) General Aggregate                    \$ 2,000,000

The General Liability policy shall include the following coverages:

- (1) All premises and operations;
- (2) Contractual Liability;
- (3) Products/Completed Operations;
- (4) Severability of interest/separation of insureds clause

iii) **Commercial Automobile Liability Insurance**

When any vehicles are used in the performance of this contract, Contractor shall secure Automobile Liability Insurance for bodily injury and property damage arising from the Ownership, maintenance or use of owned, hired and non-owned vehicles with a limit no less than \$1,000,000 per accident.

iv) **Professional Liability**

Contractor shall secure Professional Liability insurance covering any and all claims arising out of the performance or nonperformance of professional services for the County under this Agreement. This professional liability insurance shall remain in force for the life of the Contractor's obligations under this Agreement, and shall have a limit of liability of not less than \$1,000,000 per claim with a deductible of not more than \$100,000. If any such policy is written on a claims made form, the retroactive date shall be prior to or coincident with the effective date of this contract. Claims made form coverage, or extended reporting following the expiration or termination of this contract, shall be maintained by the Contractor for a minimum of two years following the expiration or early termination of this contract and the Contractor shall annually provide the County with proof of renewal.

**Additional requirements**

i) **Additional Insured**

The required insurance policies, with the exception of the Workers Compensation and Professional Liability, shall name Cook County, its officials, employees and agents as additional insureds with respect to operations performed. Contractor's insurance shall be primary and non-contributory with any insurance or self-insurance maintained by Cook County.

ii) **Qualification of Insurers**

All insurance companies providing coverage shall be licensed or approved by the Department of Insurance, State of Illinois, and shall have a financial rating no lower than (A-) VII as listed in A.M. Best's Key Rating Guide, current edition or interim report. Companies with ratings lower than (A-) VII will be acceptable only upon consent of the Cook County Department of Risk Management. The insurance limits required herein may be satisfied by a combination of primary, umbrella and/or excess liability insurance policies.

iii) **Insurance Notices**

The County will not allow the Contractor to commence any work under this Agreement until all insurance required under this Agreement is purchased and evidence of such is received and approved by the Chief Procurement Officer. Contractor shall provide the Office of the Chief Procurement Officer with thirty (30) days advance written notice in the event any required insurance will be cancelled, materially reduced or non-renewed. Contractor shall secure replacement coverage to comply with the stated insurance requirements and provide new certificates of insurance to the Office of the Chief Procurement Officer.

Prior to the date on which Contractor commences performance of its part of the work, Contractor shall furnish to the Office of the Chief Procurement Officer certificates of insurance maintained by Contractor. The receipt of any certificate of insurance does not constitute agreement by the County that the insurance requirements have been fully met or that the insurance policies indicated on the certificate of insurance are in compliance with insurance required above.

In no event shall any failure of the County to receive certificates of insurance required hereof or to demand receipt of such Certificates of Insurance be construed as a waiver of Contractor's obligations to obtain insurance pursuant to these insurance requirements.

iv) **Waiver of Subrogation Endorsements**

All insurance policies must contain a Waiver of Subrogation Endorsement in favor of Cook County.

**g) 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.

**h) 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.

**i) 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.

**j) 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.

**k) 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.

**D) Professional Social Services**

In accordance with 34-146, of the Cook County Procurement Code, all Contractors or providers providing services under a Professional Social Service Contracts or Professional Social Services Agreements, shall submit an annual performance report to the Using Agency, i.e., the agency for whom the Contractor or provider is providing the professional social services, that includes but is not limited to relevant statistics, an empirical analysis where applicable, and a written narrative describing the goals and objectives of the contract or agreement and programmatic outcomes. The annual performance report shall be provided and reported to the Cook County Board of Commissioners by the applicable Using Agency within forty-five days of receipt. Failure of the Contractor or provider to provide an annual performance report will be considered a breach of contract or agreement by the Contractor or provider, and may result in termination of the Contract or agreement.

For purposes of this Section, a Professional Social Service Contract or Professional Social Service Agreement shall mean any contract or agreement with a social service provider, including other governmental agencies, nonprofit organizations, or for profit business enterprises engaged in the field of and providing social services, juvenile justice, mental health treatment, alternative sentencing, offender rehabilitation, recidivism reduction, foster care, substance abuse treatment, domestic violence services, community transitioning services, intervention, or such other similar services which provide mental, social or physical treatment and services to individuals. Said Professional Social Service Contracts or Professional Social Service Agreements do not include CCHHS managed care contracts that CCHHS may enter into with health care providers.

**ARTICLE 4: TERM OF PERFORMANCE**

**a) Term of Performance**

This Agreement takes effect when approved by the Chief Procurement Officer and its term shall begin on October 1, 2014 ("**Effective Date**") and continues until September 30, 2015, or until this Agreement is terminated in accordance with its terms.

**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.b 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.

**c) Agreement Extension Option**

The Chief Procurement Officer may at any time before this Agreement expires elect to extend this Agreement under the same terms and conditions as this original Agreement, except as provided otherwise in this Agreement, by notice in writing to Contractor. After notification by the Chief Procurement Officer, this Agreement must be modified to reflect the time extension in accordance with the provisions of Section 10.c.

**ARTICLE 5: COMPENSATION**

**a) Basis of Payment**

The County will pay Contractor according to the Schedule of Compensation in the attached Exhibit 2 for the successful completion of services.

**b) Method of Payment**

All invoices submitted by the Contractor shall be in accordance with the cost provisions according to the Schedule of Compensation in the attached Exhibit 2. 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**

The source of funds for payments under this Agreement is identified in Exhibit 2, Schedule of Compensation. Payments under this Agreement must not exceed the dollar amount shown in Exhibit 2 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
- 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.a and 9.c.

**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.h 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 Article 7 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.b;
- 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.a and 9.b 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.a and 9.b 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.c.

**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.c.

**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.b 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 Street, Room 1110  
Chicago, Illinois 60602  
Attention: Sharrell Hibbler

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:       Alternative Schools Network  
1807 West Sunnyside, Suite 1D  
Chicago, Illinois 60640  
Attention: Jack Wuest, Executive Director

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

## EXHIBIT 1

**Scope of Services****Purpose**

The Contractor's primary responsibility will be to 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 will define the number of individuals that it intends to serve.

**Program Methodology**

The 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 proposed 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 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 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. The JAC expects equitable treatment by staff towards all participants throughout their course of treatment.

#### Project Component

The Contractor shall provide creative, but evidence based and promising model approaches 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 Contractor 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 Contractor by the JAC and the County.

#### Record Keeping Procedure

The JAC requires the Contractor 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.

#### Proposal Requirements

Contractor shall provide the following information, and each section should include at a minimum the following information:

- **Description of Problem**

Contractor shall provide a description of the problem that includes the prevalence of violence within the geographic area in which your organization hopes to serve, and the types of violence that are prominent in this geographic area.

- **Description of Target Population**

Contractor shall provide a description of the target population, including a demographic and geographic description of the target population to be served, along with an explanation as to why this population is at risk of being involved in violence.

- **Program Implementation Plan & Implementation Schedule**

Contractor shall provide a detailed description of the proposed scope of work, implementation plan & implementation schedule designed to increase agency/organizational capacity and any new services provided. Contractor shall clearly describe the intervention(s) and service supports proposed for this grant opportunity, and provide a clear program schedule that specifically outlines the amount of time (and frequency) devoted to program activities. This plan shall explain how the program implementation schedule will be supported by and executed by appropriate staffing.

- **Expected Outcomes**

Contractor shall provide the programs expected outcomes, including program outcomes that will be achieved by the target population, and how the organization will measure these outcomes.

- **Planning & Preparation Activities**

Contractor shall provide the planning & preparation activities, including planning activities the organization intends to engage in for preparation of program execution.

## **Executive Summary**

Alternative Schools Network (ASN) is a not-for-profit organization working since 1973 to provide quality education, with a specific emphasis on inner-city children, youth, and adults. ASN is the largest and most successful alternative schools coalition in the nation. ASN accomplishes much of its goals through direct service programs to other non-profit organizations. ASN operates numerous federal, state, and city programs for dropout and at risk youth in partnership with member organizations. Currently, ASN's programs span almost every Chicago neighborhood, from the North Side in Uptown to the far South Side in Roseland, with over 30 neighborhood program sites. ASN currently runs 8 programs, in 24 schools, and serves over 2000 youth per year. ASN has operated numerous violence prevention, intervention and reduction programs over the years including basketball leagues, counseling programs, mentorship programs, and substance use/abuse programs.

ASN will partner with Rudy Lozano Leadership Academy (RLLA) to serve 28 youth, 16-21 years olds that are enrolled in the RLLA alternative high school. These youth are all high school drop outs, and tend to re-enter school with severe academic, social, and emotional deficits, which make engagement in youth programming complex. RLLA is located in Pilsen, but it serves youth from many southwest side neighborhoods including South Lawndale/Little Village, Back of the Yards, and other south side areas.

This program is entitled "*Palabras y Poder (Words and Power) - Youth Talking Back.*" *Palabras* is an academic skills building program focusing on literacy skills through media arts. ASN offers a comprehensive, multidisciplinary approach to media creation that fosters individual exploration and innovative thinking. Within the context of *Palabras*, design is a process and way of thinking, and media arts foreground experimental media creation. The results emerge in and on books, galleries, game consoles, installations, films, magazines, performances, public spaces, televisions, and websites. We strive to create socially and culturally relevant objects, experiences, and spaces. Both the academic and the enrichment activities will be designed to help students meet the Illinois Learning Standards, Illinois Assessment Frameworks, and Common Core Standards. In addition, the program will be community specific, developmentally appropriate, and culturally competent. All learning activities will be enjoyable, engaging group activities and challenges that are innovative, exciting, and fun for all.

Through media arts activities, youth will explore and address issues of peace and violence. Students will create film and videos, public service announcements, and journalism pieces to address violence prevention and student led solutions. Youth will be given the space to explore complex social issues, process personal struggles, and discover new ways of addressing trauma, violence, and personal/collective triumph. Students will use their lives, and their histories and experiences with violence as a transformative process to continue their trajectory for self/community-realization. In addition, RLLA will continue to implement the Choose Respect curriculum which is a violence prevention program, where trained and certified work with the school to deliver activities, materials, and projects to address violence prevention issues and protective skills. Staff will work with students on conflict resolution, anger management, taking responsibility, embodying empathy, youth dating violence, trauma, domestic abuse, child abuse and neglect. The goal will be to change violence related norms and to enhance the perception of the risks of engaging in violence. Youth will also be trained as trainers in peace making. Youth will learn pro-social skills for peer pressure, anger management, effective communication, and conflict resolution.

*Palabras* students will primarily work through practice of building experiences that utilize new and old technologies and narrative. Through the construction of projects in various media, they acquire technical skills, practice vocabularies of critique and analysis, and gain familiarity with historical and contemporary precedents. This will be done through a process called "Youth Counter Narration," where students tell their

stories in their own words and counter mainstream media and societal stories. It gives them the opportunity to engage as active participants in the production of images of which they normally only consume.

Students want to tell a different story about themselves and their community. These students are transforming the story that casts them as dropouts and gangbangers and claiming their creative agency, deeply rooted in community values and support. As "Counter Narrators," youth are also drawing attention to the opposing senses of "counting" as a numerical operation and "counting" as what matters. As Einstein once noted, *"Not everything that can be counted counts, and not everything is counted that counts."*

Student will develop their skills as "Counter Narrators" through a series of after school program offerings:

- 1) Academic remediation and basic skill/core subject accrual through integrated and experiential learning with a reading and literacy focus
- 2) Career and technical education integration with a contextualized curriculum
- 3) Academic enrichment activities including homework help and tutoring club
- 4) 21<sup>st</sup> century skill development including social emotional skills and leadership
- 5) Youth Leadership and Community Service Learning
- 6) Technology education with expanded computer and library resources as well as using online learning
- 7) Resources and supports for dropouts and those at risk for truancy
- 8) Parent services
- 9) Social, Cultural, and Personal Enrichment activities
- 10) Expanded hours-Summer Program, Evenings and Weekends

ASN in collaboration with RLLA, will deliver comprehensive, high quality after school programming to meet the needs of older youth in high school. There is a great need to stop the cycle of violence and thwart negative societal conditions and issues. With increased after school programming, youth will be involved in pro-social activity which promotes protective factors. Other than a safe space and a productive space, ASN's programs will serve as a springboard to increased academic achievement, college and career preparation, and career pathway exposure.

#### Staffing Plan

The ASN program will be administered by the ASN Project Director, Kate Sandy. Ms. Sandy will be responsible for all fiscal, instructional, and programmatic issues, as well as overall program administration. She will supervise the Site Coordinator at RLLA. She will provide overall project leadership and will communicate directly with school staff, community partners, and the administrative team. The Site Coordinator will be chosen for his/her leadership ability, management skills, and curriculum experience. The Site Coordinator will report to the ASN Program Director. Please see full staffing chart below for ASN. The ASN will subcontract with RLLA. All RLLA staff for this grant will be subcontractors. Please see the Subcontractor tab for more information.

Position	FTE	Duties
Executive Director	.0131	Oversees program reporting, negotiations with State & City
Associate Director	.074	Oversees daily operations of ASN
Program Director	.30	Plan, Recruit, Schedule, Oversee, Administer, Data and Reporting
Fiscal Director	.0131	Coordinate fiscal operations and monitor expenditures
Associate Fiscal Director	.0131	Assist Fiscal Director with fiscal operations
Office Manager/Executive Assistant	.0131	Support and coordination functions for administrative office and Executive Director

## **Proposed Plan of Action**

**Section A: Description of Problem**

The Alternative Schools Network (ASN) will deliver program services through Rudy Lozano Leadership Academy (RLLA), a campus of the Instituto Justice Leadership Academy, which is a charter school of the Instituto Del Progreso Latino (IDPL). RLLA is administered through the Chicago Public Schools District 299, and is located in the Pilsen community, which is also the Chicago (Cook County) community referred to as the Lower West Side. Though RLLA is located in Pilsen, it serves youth from the entire Southwest side. Accordingly, Instituto's offices are located in three predominantly Latino communities in Southwest Chicago: Pilsen (Lower West Side), Little Village (South Lawndale), and Back of the Yards (New City). Still, each of IDPL's programs and office draws participants far beyond these communities.

The neighborhood of Pilsen and each of its adjoining communities experience severe social and economic problems. Census data shows extremely high rates of poverty, unemployment, violence, and lack of educational attainment. The rates for these communities are well above city, state, and national averages. Youth and families are struggling as evidenced by data below:

Indicator <sup>1</sup>	Pilsen (Lower West Side)	Little Village (South Lawndale)	Back of Yards (New City)	Chicago	US
% Latino	82%	83%	57%	28.9%	16%
Households Below Poverty	27.2%	28.1%	30.6%	19%	13%
Ages 16+ unemployed	14.1%	14.3%	19.8%	12%	--
Unemployment	13%	11.5%	17.4%	12%	8.7%
Per Capita Income	\$15,467	\$10,697	\$12,524	\$27940	\$27,915
No High School Diploma	44.3%	58.7%	42.4%	19.8	14.6%
Homicide Rate	11.7	11.1	26.6	15.1	6.1
Teen Birth Rate	49	77.5	94.3	57	39.1
Hardship Index	82	96	89	--	--

According to the U.S. Census Bureau's 2012 statistics, more than 400,000 Latinos live in the larger congressional district served by IDPL. This is a fast-growing community that is expected by 2040 to make up more than 30 percent of Chicagoland's population.

On Chicago's Southwest side, Latino families often struggle with high unemployment, low wages, and low education levels, as less than half of all adults hold a high school diploma. These predominantly Mexican-American neighborhoods share a strong concentration of employment in manufacturing and construction and have particularly high unemployment rates given the current state of the economy. The reality of this market endangers working-poor families in these neighborhoods, as they are most vulnerable to losing their jobs and homes when the economy slows down. As the data above shows, Chicago Southwest side's residents negatively far surpass Chicago and United States averages on every social indicator, such as unemployment rates which are higher, and average resident income which is lower than the City and US average. Further, adults in these communities speak and read very little English, with 74,128 persons at a low English proficiency level, and have an average education level of seventh grade in their native language. As a result, residents generally lack knowledge of community resources, which further impedes their ability to access services and economic opportunities.

<sup>1</sup> All data is from City of Chicago Online Data Portal (Public Health Statistics and Reports) based on 2010 US Census and 2007-2011 American Community Survey unless otherwise noted

### RAMPANT VIOLENCE

In addition to the lack of programming for older, drop out youth in Pilsen, there is also a need for programming to address the rampant violence our youth are facing. In the last few years alone, RLLA has had several students involved in gun/gang violence, including acts that resulted in three deaths of RLLA students. There was a shooting death of a RLLA student as recent as last week. An internal RLLA school assessment has determined that at least 50% of their youth are gang involved. Additionally, most RLLA students experience trauma related from exposure to violence at home and in their communities, such as dating violence, domestic abuse, and child abuse and neglect.

Chicago has been identified as the country's most dangerous city for youth by numerous analyses of city and state police records and U.S. census data (Northwestern University, Medill Reports, 2009). In Chicago, more than 530 people under the age of 21 have been killed since 2008 and many more have been shot or have otherwise suffered violence—often at the hands of their peers and particularly in the city's African-American and Latino communities (Chicago Reporter, 2012). The area we intend to serve is a high-ranking area for crime, both nonviolent and violent. Much of the violence is attributed to the rampant gang and drug activity in the area. Chicago has the largest gang population in the country, with about 100,000 members who commit 80 percent of the city's homicides. They fight among themselves for turf to distribute drugs. Experts on drug trafficking warn of the added violence the Mexican drug cartels might bring to the streets in the communities served by RLLA.

A Northeastern University study found a sharp increase in homicides during the after school hours, indicating that out-of-school-time is primetime for juvenile crime for those youth who do not have access to after school programs. (Fox and Swatt, Northeastern University, December 2008). A study found that children who attended after school programs were 30 percent less likely to participate in criminal activities than their peers who did not attend programs (UCLA National Center for Research on Evaluation, Standards and Student Testing, September 2007).

### CHILDHOOD TRAUMA AND VIOLENCE NORMALIZATION

A major study by the Center for Disease Control found that childhood exposure to abuse and other traumatic stressors, termed Adverse Childhood Experiences (ACEs), led to a multitude of social and health problems. For example, adults who had been exposed to four or more categories of Adverse Childhood Experiences were more than twice as likely to develop chronic lung disease and more than four times as likely to develop depression. Subsequent research has shown that children with four or more categories of ACEs are 32 times more likely to have learning or behavioral problems in school than those who had none.

The correlation between a juvenile's situation at home and the kinds of decisions they make later in life is a widely recognized cause of violence among youth. The biggest reason teens find their way to guns is through very early exposure to violence, according to Mark Werner, chief of clinical services at the Juvenile and Court Probation Services in Chicago. Youth in these communities are exposed to violence as early as preschool. Werner describes the presence of violence in the lives of the juveniles he encounters as the norm in their community. Youth witness domestic violence, community and school violence and that has a profound impact on their development, on their moral development and their cognitive development (Article, "Other Side of the Trigger" at [www.columbialinks.org](http://www.columbialinks.org)). This forces us to look deeper "behind the shooter."

## **Section B: Description of Target Population**

Through this grant, ASN will serve 28 youth, 16-21 years old, that are enrolled in the RLLA alternative high school. These youth are all high school drop outs, and tend to re-enter school with severe academic, social, and emotional deficits, which make engagement in youth programming complex. RLLA is located in Pilsen, but it serves youth from many southwest side neighborhoods including South Lawndale/Little Village, Back of the Yards, and other south side areas.

RLLA students are comprised of high-need, high-poverty young people. The school was originally created to meet the needs of immigrant youth who were not successful at a traditional high school. Since then, the population has changed to include more youth who are native-born, but who face other barriers to education. Today, approximately 99 percent of RLLA students are of color, 99 percent qualify for free or reduced lunch, 60 percent use drugs or alcohol on a regular basis, 50 percent are gang-involved or gang-affiliated, 30 percent are parents or expecting parents, 15 percent are homeless, and 5 percent have been previously incarcerated or are currently on probation.

### **LOW SKILLED/LOW FUNCTIONING YOUTH**

Our site, RLLA, receives youth who are dropouts from public high schools, and who are testing and functioning at academic and social levels far below normal. The average age of youth at our schools is 17-18, and should be at senior level. The average scores are below the 8<sup>th</sup> grade, thus 3 to 4 years below average. Our research indicates that subpopulations, such as foster youth, are scoring on average even lower, at the 6<sup>th</sup> grade level. The average entry TABE for the class of 2016 was 7.4 in reading and 6.8 in math, and entry credits were two years behind target.

### **RISKY BEHAVIOR**

Recent research by the Partnership Attitude Tracking Study (PATS) found Latino youth use drugs at alarmingly higher rates than other groups. Marijuana, cocaine, and Ecstasy use was much higher in Latino youth, than in Black and White youth. RLLA's internal assessment has found at least 60% of our youth are involved with drugs and alcohol. In addition, we have also found our youth engaging in other risky behaviors. As noted in the geographic description above, teen birth rates from our students' home communities are astronomical, with rates almost two times the City average, and three times the US

### **LACK OF EDUCATIONAL COMPLETION LINKED TO INCARCERATION AND RE-ENTRY**

Susan Meyer, in her study "Educating Chicago's Court Involved Youth: Mission and Policy in Conflict" (Chapin Hall, 2005), found that there were not sufficient educational options for youth in Chicago. She found that educational programs that were in place did not meet the social, emotional, and educational needs of high risk youth. This lack of educational options led to youth not completing high school. Dr. Andrew Sum, Northeastern University, found incarceration rates could be as high as 29% for high school dropouts, but fell sharply with educational attainment, declining to under 8% for high school graduates and only 2% for Associate degree holders (Sum, *et al.*, November 2011).<sup>2</sup> The statewide jobless rate for dropouts is 47%, and dropouts are 3.5 times more likely than high school graduates to be arrested in their lifetimes. More than 70% of men in prison are high school dropouts (*Illinois Task Force on Re-Enrolling Students Who Dropped Out of School Final Report to the Illinois General Assembly*).

<sup>2</sup> "High School Dropouts in Chicago and Illinois: The Growing Labor Market, Income, Civic, Social and Fiscal Costs of Dropping Out of High School." Center for Labor Market Studies, Northeastern University.

### EXTREME HEALTH DISPARITIES

RLLA serves a student population and communities with serious health issues. Experts associated with the George Washington University School of Public Health and Health Services have identified serious health disparities that affect Latinos, including obesity, diabetes, substance abuse, violence and HIV/AIDS. Their research is also supported by the "CDC Health Disparities and Inequalities Report – United States, 2011," which also identifies a variety of contributing factors identified among Latinos, such as less education, higher rates of poverty, unhealthy living conditions and environmental hazards. For example, elevated proportions of pediatric obesity never before documented were found in nearly half of the children (aged 2–12 years) in Pilsen compared with 16.8% of children nationally (Margellos-Anast, Shah, Whitman, 2008). Moreover, when overweight children are considered, approximately two-thirds of surveyed children in minority communities were at an unhealthy weight compared with one-third nationally (Odgen, Carrol, Curtin, 2006). The Pilsen Community Nutrition and Physical Activity Study found most adults (65%) are overweight, over half (54%) of children are overweight, and most Pilsen adults (95.6%) think lack of proper nutrition and exercise is a serious problem among children in their community (2010, Consortium to Lower Obesity in Chicago Coalition). Obese children are more likely to become obese adults and are therefore at an increased risk of developing many life-debilitating conditions (Nesbitt, 2004; He and Baker, 2004). They are also more prone to psychosocial stressors such as low self-esteem and depression (Strauss 2003, Strauss and Pollack, 2003, Davison and Birch, 2001).

### NOT ENOUGH SERVICES TO MEET NEED

Despite the availability of programs in Pilsen, there is not enough to meet the demand. A Chapin Hall report found that there are about three after-school program slots for every ten youths ages 13 to 17 in the city of Chicago (0.29 slots per youth). The situation is compounded with the higher rates of youth populations in Latino communities (Pew Hispanic Research Center). According to Census data, Hispanic women in Chicago have a fertility rate nearly a third greater than African American women, while the infant mortality rate of African American women is twice that of Hispanic women. This leads to a larger and younger Latino population. It has been documented that much needed services for youth are even less available in large and growing Latino communities (Chicago Children and Youth, 1990-2010, Chapin Hall).

Programs that are available tend to serve younger children. Programs that do serve older youth, generally serve higher skilled and higher functioning youth. Our population is low-skilled and low functioning with a myriad of complications and needs that traditional programs do not address. As mentioned before, youth in our school enter with severe academic, social, and emotional deficits, which make engagement in youth programming complex. These youth must be engaged with a theoretical and methodological strength-based approach that meets them where they are at and engages them as leaders, thinkers, and community problem solvers.

**For all these reasons, ASN in collaboration with RLLA, will deliver comprehensive, high quality after school programming to meet the needs of older youth in high school. There is a great need to stop the cycle of violence and thwart negative societal conditions and issues. With increased after school programming, youth will be involved in pro-social activity which promotes protective factors. Other than a safe space and a productive space, ASN's programs will serve as a springboard to increased academic achievement, college and career preparation, and career pathway exposure.**

### **Section C: Program Implementation Plan & Implementation Schedule**

ASN will partner with Lozano Academy (RLLA) to offer a 21<sup>st</sup> Century Learning Community Learning Center (CCLC) modeled program. This program entitled "*Palabras y Poder* (Words and Power) - YouthTalking Back." *Palabras* is an academic skills building program focusing on literacy skills through media arts. ASN offers a comprehensive, multidisciplinary approach to media creation that fosters individual exploration and innovative thinking. Within the context of *Palabras*, design is a process and way of thinking, and media arts foreground experimental media creation. The results emerge in and on books, galleries, game consoles, installations, films, magazines, performances, public spaces, televisions, and websites. We strive to create socially and culturally relevant objects, experiences, and spaces. Both the academic and the enrichment activities will be designed to help students meet the Illinois Learning Standards, Illinois Assessment Frameworks, and Common Core Standards. In addition, the program will be community specific, developmentally appropriate, and culturally competent. All learning activities will be enjoyable, engaging group activities and challenges that are innovative, exciting, and fun for all.

*Palabras* students will primarily work through practice of building experiences that utilize new and old technologies and narrative. Through the construction of projects in various media, they acquire technical skills, practice vocabularies of critique and analysis, and gain familiarity with historical and contemporary precedents. This will be done through a process called "Youth Counter Narration," where students tell their stories in their own words and counter mainstream media and societal stories. It gives them the opportunity to engage as active participants in the production of images of which they normally only consume.

The idea for this program came directly from the students themselves. Earlier this year, a fellow student was shot and the media portrayed this shooting in a very cold, matter-of-fact reporting. Students responded to their friend being murdered by "calling out" the Tribune for dehumanizing both their lost loved one and the young man accused of the murder. They wrote:

*"We are deeply disappointed by the role you choose to take in this. Seeing each individual as just another teen, victim, murderer etc, just feeds the tendency of our community to always get used to the violence without addressing that this is an actual epidemic in Chicago – an epidemic that begins with real people. As a community we are all entitled to know the stories behind these faceless victims. You have a responsibility to show how these are actual people who deserve to be known as much more than just another statistic."*

Students want to tell a different story about themselves and their community. These students are transforming the story that casts them as dropouts and gangbangers and claiming their creative agency, deeply rooted in community values and support. As "Counter Narrators," youth are also drawing attention to the opposing senses of "counting" as a numerical operation and "counting" as what matters. As Einstein once noted, "*Not everything that can be counted counts, and not everything is counted that counts.*"

Student will develop their skills as "Counter Narrators" through a series of after school program offerings:

- 1) Academic remediation and basic skill/core subject accrual through integrated and experiential learning with a reading and literacy focus
- 2) Career and technical education integration with a contextualized curriculum
- 3) Academic enrichment activities including homework help and tutoring club
- 4) 21<sup>st</sup> century skill development including social emotional skills and leadership
- 5) Youth Leadership and Community Service Learning
- 6) Technology education with expanded computer and library resources as well as using online learning

- 7) Resources and supports for dropouts and those at risk for truancy
- 8) Parent services
- 9) Social, Cultural, and Personal Enrichment activities
- 10) Expanded hours-Summer Program, Evenings and Weekends

### **VIOLENCE PREVENTION INCORPORATED INTO THE SELECTED MODEL**

Through media arts activities, youth will explore and address issues of peace and violence. Students will create film and videos, public service announcements, and journalism pieces to address violence prevention and student led solutions. Youth will be given the space to explore complex social issues, process personal struggles, and discover new ways of addressing trauma, violence, and personal/collective triumph. Students will use their lives, and their histories and experiences with violence as a transformative process to continue their trajectory for self/community-realization.

RLLA will continue to implement the Choose Respect curriculum which is a violence prevention program via funding from Gads Hill. In addition, two of the RLLA staff are trained and certified as Peace Promoters through Peace Circles by the Community Justice Youth Institute. Those certified Peace Promoters will work with the school to deliver activities, materials, and projects to address violence prevention issues and protective skills. Staff will work with students on conflict resolution, anger management, taking responsibility, embodying empathy, youth dating violence, trauma, domestic abuse, child abuse and neglect. The goal will be to change violence related norms and to enhance the perception of the risks of engaging in violence. The school will also continue to work with the experts in safety counseling and peace keeping they hired to work with students through workshops, trainings, and community events. School staff and students will continue to take part in community wide discussion and events around violence prevention with partners including South West Operating Project (SWOP), Little Village Violence Prevention Collaborative, Enlace, Chicago Cease Fire, and Ten Thousand Ripples Project.

### **RESTORATIVE JUSTICE**

Service Learning has been a component of ASN programs from its inception. RLLA students, as most ASN member high schools, requires students to complete 40 hours of service learning as a requirement of graduation. Students have worked at food pantries, served as volunteers at community events. This summer youth were part of a Lake Calumet coastal clean-up effort and marina restoration project. Our community programs always have an element of service learning as community development. Through our 21<sup>st</sup> Century program our students have volunteered at the Puerto Rican day parade, created community activities for Earth Day, donated produce they grew themselves in their after school greenhouse to needy families, volunteered for the community International Women's Day celebration, and seniors took on projects to solve community problems as consultants for area nonprofits by collecting and analyzing data and presenting their findings.

### **Violence Prevention/Peace Makers Program**

Work with youth to train them as trainers in peace making curriculum by the RLLA implements the Choose Respect curriculum which is a violence prevention program via funding from Gads Hill. In addition, two of the RLLA staff are trained and certified as Peace Promoters through Peace Circles by the Community Justice Youth Institute. The student led Peace Makers Leadership Team will assist in all these activities. Youth will learn pro-social skills for peer pressure, anger management, effective communication, and conflict resolution.

Activity	Month Begun	Month Completed	Position Responsible	If ongoing, how often
ASN to meet with school staff to plan program and scheduling.	July 2014	ongoing	ASN Program Director, Principal, Site Coordinator	Once per month
Develop and post job descriptions	July 2014	July 2014	Principal, Site Coordinator	
Develop all project forms and survey tools	July 2014	July 2014	ASN Program Director	Review quarterly
Notify community of intent to deliver program	July 2014	July 2014	Pgm Dir, Prin., Site Coor	
Meet service providers plan activities/scheduling.	July 2014	July 2014	Pgm Dir, Prin., Site Coor	Once per month
Recruit and hire program staff (and volunteers)	July 2014	August 2014	Principal, Site Coordinator	
Orientation/Train staff in program elements and best practices	August 2014	ongoing	All staff	monthly
Curricula will be finalized (based on staff, student, parent input)	August 2014	August 2014	Site Coordinator	Monthly review
Purchase program materials and equipment	August 2014	August 2014	Site Coordinator	
Recruit students and families for program.	August 2014	August 2014	Site Coordinator	When needed
Confirm and expand Community Partnerships	August 2014	ongoing	All staff	Monthly
Complete pre-assessments of students	Sept 2014	Sept 2014	Site Coordinator	
Professional development needs assessment	Sept 2014	ongoing	Site Coordinator	
Enrollment and orientation for all youth	Sept 2014	Sept 2014	Site Coordinator, site staff	
After-school site initiates full operation serving 60 selected students.	Sept 2014	Sept 2014	Site Coordinator, site staff	
Hold parent and community orientations	Sept 2014	ongoing	Site Coordinator, site staff	quarterly
Staff will receive professional development on targeted academic, social, emotional, and youth development topics	Sept 2014	ongoing	ASN Program Director, Principal, Site Coordinator	Once per month
Form site advisory committees that will meet	Sept 2014	Sept 2014		Quarterly
Meet weekly with after-school program and school day teachers for seamless programming	Sept 2014	Sept 2014	Site Coordinator	Bi-weekly
Form student advisory committee	October 2014	October 2014	Site Coordinator	Monthly meeting
Observe Program Activities	October 2014	ongoing	Program Director, Principal	Quarterly
Host monthly parent academy event (ongoing)	October 2014	ongoing	Site Coordinator, site staff	Monthly
Quarterly data and budget review	Nov 2014	ongoing	Program Director, Principal, Site Coordinator	Quarterly
Host end of fall session student/parent/community event	December 2014	Dec 2014	ASN Program Director, Principal, Site Coordinator, Staff, Students	
Meet with Site Lead Teachers to collect data and evaluations on Fall Session program.	January 2015	January 2015	ASN Program Director, Principal, Site Coordinator	Teachers, Partners
Fall Session Ends	January 2014	January 2014		
Adjust Spring Session program based on Winter Session data and feedback	February 2014	February 2014	Site Coordinator, and site staff	
Begin Spring Session program (runs 9 weeks)	April 2014	June 2014	Site Coordinator, site staff	
Host end of session parent/community event	June 2014	June 2014	All staff	
Complete post-assessments of students	June 2014	June 2014	Site Coordinator	
Completed end session/end of year surveys with parents, staff, students	June 2014	June 2014	ASN Program Director, Principal, Site Coordinator	
Analyze data and evaluations on Spring Session program.	June 2014	June 2014	ASN Program Director	
Adjust Summer Session based on spring Session data and feedback	June 2014	June 2014	ASN Program Director, Principal, Site Coordinator, Staff,	

**Section D: Expected Outcomes**

Allowing youth to explore media arts through *Palabras y Poder* gives them opportunities to: 1) reframe academic questions and skills in a targeted, experiential context, 2) connect media concepts and skills to community issues and problems, where learning directly relates to students' lives and connects their experiences to a larger social analysis, 3) engage youth as problem solvers and leaders in community issues, and 4) create a career pathway for youth in media arts and technologies.

The academic enrichment components of the program will produce a variety of positive results among participating youth, which will include improved achievement in classroom academics, improved test scores, increased retention rates, and increased commitment to school and attendance. Outcomes include: 1) provide a safe, drug free, supervised program, 2) deliver services and expanded learning opportunities, 3) assist students in meeting state standards in academic subjects, 4) reduce behavioral issues and risk behaviors, 5) increase parental involvement in students' education, 5) collaborate with community organizations and stakeholders, 6) prepare students for employment, college, or technical school, 7) create youth-led media that can be shared across communities. Youth are given the space to explore complex social issues, process personal struggles, and discover new ways of addressing trauma and violence, and celebrating personal and collective achievements. The program integrates international and public policy issues into digital media programs to encourage digital literacy and technical competency, foster global awareness, promote civic participation and develop 21<sup>st</sup> Century skills.

<b>Goal 1: After School Program Participants Will Demonstrate Increased School Performance and Academic Achievement</b>	
Obj. 1 70% of students will increase grades in at least one core subject	PI1: School report cards/progress reports
Obj. 2 60% of Students will increase in homework completion	PI 2: surveys of teachers and self report of student surveys
Obj. 3 60% of Students will increase in school behavior and attitudes	PI 1: surveys of teachers and self report of student surveys
Obj 4 60% of students will be regular after school attendees	PI1: enrollment and attendance records
Obj 5 75% of students will receive tutoring and homework help	PI 1: Attendance rosters and participation logs

<b>Goal 2: After School Participants Will Demonstrate Greater Pro-Social Skills and Behaviors</b>	
Obj. 1 60 youth will be enrolled in the after school program	PI1: Enrollment reports
Obj. 2 70% of students will receive violence prevention and social emotional education training	PI 2: Attendance rosters and participation logs
Obj. 3 70% of Students will increase knowledge in pro-social behavior and decrease risk behaviors	PI 1: Pre and post surveys of knowledge, attitudes and behaviors
Obj 4 40% of students will complete job readiness training	PI1: Attendance rosters and participation logs
Obj 5 40% of Students will increase their	PI 1: Pre and post surveys of knowledge, attitudes

knowledge of media and media arts	and behaviors
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<b>Goal 3: After School Program Will Increase Parent and Community Connections</b>	
Obj. 1 The program will link participant families to parent and family support services and training.	PI1: Attendance rosters and participation logs; parent surveys
Obj. 2 50% of after school parents will become more involved in their child's school	PI 2: Attendance rosters and participation logs; parent surveys and referral documentation
Obj. 3 The program will increase community and connections by 15% each year	PI 1: community meetings, letters of support, added services, MOU's

#### Capacity To Collect And Report Data/Performance Measures

ASN has proven its ability to handle large contracts with multiple funding streams and differing measures, outcomes and reporting mechanisms. (See Section II.A for more information on contracts, capacity, and history.) Each program funder requires a detailed assessment, case management, service delivery, documentation, evaluation and follow-up. There are internal quality assurance mechanisms, performance management processes, and outcome measurement and evaluation protocols.

ASN has a complex and thorough internal data management system to stay abreast of programmatic issues and trends that allow for meeting program goals and outcomes. ASN has a detailed file system and confidentiality protocol to ensure complete client information. ASN's long history operating multi-site after school and summer programs provide the experience and structure to operate an organized, productive, fiscally sound and impactful out of school time program.

#### DATA DRIVEN

ASN uses data to inform multiple aspects of teaching, learning, and operations. Staff is encouraged to use data to inform programmatic and instructional decisions. Staff review data during weekly scheduled professional development meetings and common planning time. Staff discuss both quantitative data (assessments, monthly/quarterly/annual reports, etc.) and share qualitative data (observations, reflections from youth, etc.). Data reviews focus on key performance indicators such as attendance, and percentage of students meeting goals. Data helps staff determine what is working and what is not working; how satisfactorily their lesson plans are meeting student needs; and how students are comprehending, reflecting, demonstrating, and critically thinking about materials covered. Staff discuss trends and, informed by data, work collaboratively, to make adaptations to curriculum, instructional strategies, and after school management interventions.

Data collection methods and schedule Data will be collected by 4 primary methods: extant and project data (attendance, records, etc.), observations, surveys of students, parents, staff, and interviews and focus groups. Sites will collect monthly, quarterly and yearly data and reports will be issued on a quarterly and yearly basis. Reports will be shared with staff and stakeholders to address program issues and progress.

**Section E: Planning & Preparation Activities**

The *Palabras y Poder-Youth Talking Back Program* represents the continuation of a comprehensive, community-wide school improvement initiative that began several years ago with a needs assessment and planning process coordinated by the local Community Advisory Council (CAC) that the school operates. The school also has completed a community needs assessment and community mapping. In addition, each school has been part of other community assessment processes to address gaps in service: Pilsen Smart Communities Plan (Mar. 2010), Pilsen Education Plan (Oct. 2010), Analysis of Little Village by Enlace Chicago (March 2012), and Community Health Needs Assessment (June 2013).

The Design Team, that includes ASN, IDPL, RLLA, and other long term partners in the work for dropout youth, have been meeting over the last year to plan and develop the this initiative. The Design Team has mutually identified goals, interventions, strategies, and activities. Before the program commences, the Design Team will create a Stakeholders Committee to help use direct and connect the program to the community. This Stakeholder Committee will meet quarterly and be comprised of youth, parents, community residents, community businesses, local organizations and institutions.

ASN, along with RLLA, intends to work with local community efforts that are in the process of seeking to redress the issues. We will also work with local coalitions and initiatives such as Little Village Violence Prevention Collaborative, Enlace, Chicago Cease Fire, and Ten Thousand Ripples Project. Here is a partial list of community partnerships and leveraging resources:

<b>ASN KEY PARTNERS</b>			
<b>Sector</b>	<b>Organization</b>	<b>Nature of Relationship with Agency</b>	<b>Partner Years</b>
Juvenile Corrections	Cook County Juvenile Detention Center	Referrals partner; support services	10
Juvenile Justice	Probation Department	Referrals partner; support services	5
Foster Care System	Department of Children and Family Services Erie Family Services	subcontractor foster care; group home referrals and services	13; 5 4
Child/Family Service	Puerto Rican Cultural Center	support services	20
Mental Health	RLS Services	Counseling	5
Drug/Alcohol Abuse	RLS Services Alexian Brothers-Bonaventure House	Assessment; counseling Treatment; counseling	5 7
Employers	City of Chicago After School Matters	Summer employment Summer employment	20 10
Housing	Chicago Coalition for the Homeless	Housing linkages	5
Post-Secondary	Northeastern Illinois University	degree; certifications; training; professional dev.	3
Youth Services	Dreamcatcher Foundation The House Development Corp Batey Urbano Community TV Network Mainstream Living	Girls empowerment Arts and media Literary and performing arts Arts and media Internships; job development	3 2 5 10 6
Health Services	Access Community Health Network Vida/Sida	Exams; testing; care HIV prevention, testing	4 10

**Recruitment and Enrollment**

The students that are most in need of academic services will be referred by their classroom teachers based on the students' performance on ISAT achievement tests and other Illinois Learning Standards aligned testing instruments that are implemented by District 299 (CPS) throughout the school year. Youth in the community will also have fair access to the program. Our programs generally fill to over capacity by word of mouth alone. However, we will use flyers inside the school, and in the community and local schools and partner with local youth organizations to publicize. Our community partners include local newspapers, which will publish articles, announcements and program information.

Subcontract: Instituto

<b>PERSONNEL SERVICES</b>				
<u>Job Title</u>	<u>Annual Salary</u>	<u># Months On Program</u>	<u>% Time On Program</u>	<u>Total Cost</u>
Program Coordinator	\$ 12,300.00	12	100%	\$ 12,300.00
Instructor/Facilitator 1	\$ 3,772.00	12	100%	\$ 3,772.00
Instructor/Facilitator 2	\$ 3,772.00	12	100%	\$ 3,772.00
Instructor/Facilitator 3	\$ 3,772.00	12	100%	\$ 3,772.00
Instructor/Facilitator 4	\$ 3,772.00	12	100%	\$ 3,772.00
Instructor/Facilitator 5	\$ 3,772.00	12	100%	\$ 3,772.00
Tutor 1	\$ 7,544.00	12	100%	\$ 7,544.00
Tutor 2	\$ 7,544.00	12	100%	\$ 7,544.00
Parent Coordinator	\$ 2,829.00	12	100%	\$ 2,829.00
			<b>Total Salary</b>	\$ 49,077.00

**PROGRAM COORDINATOR:** Hired or assigned by IDPL (Subcontractor) the PC will be responsible for ensuring the daily operation and consistency of the after school program ON Site. Will assist in collecting personnel and participant data in the after school program including time sheets and participant attendance. Will connect day program to after school through meetings with teachers and after school facilitators. (41 weeks x 4 days per week x 3 hours per day @ \$25/hour).

**INSTRUCTOR/FACILITATORS** will include personnel such as the following: **ART INSTRUCTOR** will provide after school hands-on, arts instruction in a variety of media including painting, drawing and photography. **LEADERSHIP AND PEACE TRAINER** will provide organized, research based after school leadership and violence reduction activities. **JOB READINESS AND CAREER COACH** will work to give youth career information and job readiness as well as internship opportunities. **FITNESS INSTRUCTOR** will organize and lead after school fitness activities including yoga, soccer, and walking clubs, etc. **MEDIA ARTS INSTRUCTOR** will teach hands on use of digital equipment to produce short video and audio projects focussed on school and community issues affecting student lives (41 weeks x 2 days per week x 2 hours per day @ \$23/hour).

**TUTORS** to provide small group and one-on-one homework help and core subject area tutoring (41 weeks x 4 days per week x 2 hours per day @ \$23/hour).

**PARENT COORDINATOR** conducts outreach to families of participants and designs family and parent activities, links parents to resources (41 weeks x 1 days per week x 3 hours per day @ \$23/hour).

<b>TRAVEL</b>				
	<u>Cost/Mile</u>	<u># of Miles/mo</u>	<u># of Months</u>	<u>Total Cost</u>
Program Staff Mileage for conference in Springfield, IL	\$ 0.5600	430	1	\$ 241.00
Conference Travel	<u>Cost/ person</u>	<u># of people</u>	<u># of days</u>	\$
PerDiem	\$ 28.00	1	2	\$ 56.00
Lodging	\$ 70.00	1	1	\$ 70.00
Other (Specify)	\$			\$
			<b>TOTAL TRAVEL COST</b>	\$ 367.00

<b>SUPPLIES</b>		<b>Total Cost</b>
<b>Item</b>		
<b>Art Supplies</b>	Art supplies for after school mixed-media art activities led by working professional from local, culturally relevant art traditions.	\$ 731.00
<b>Food</b>	Food for out of school time parent and family activities provided at meal time. Cost calculated at \$8 per participant meal, 10 activities with and average of 21 attendees.	\$ 1,680.00
<b>Books</b>	High Interest Novels, nonfiction, poetry and drama student selections.	\$ 150.00
<b>Student Supplies</b>	Paper, pens and pencils, folders, notebooks	\$ 150.00
<b>TOTAL COMMODITIES COST</b>		<b>\$ 2,711.00</b>

<b>OTHER COSTS</b>		<b>Total Cost</b>
<b>Other (Specify) Student Transportation</b>	Includes \$100 for bus cards for students for safe travel home from the program, and bus rental to transport students on field trips (\$250/round trip X 6 trips).	\$ 1,600.00
<b>Other (Specify) Theater Entrances - 2 Trips</b>	Entrances for 28 students and parents and 2 teacher chaperones @ \$30/ticket.	\$ 1,800.00
<b>Other (Specify) Field Trips</b>	Entrances for 28 students and parents and 2 teacher chaperones @ \$15/ticket for local sporting events with lesson plans tied to common core standards, Entrances for 28 students and parents and 2 teacher chaperones @ \$13/ticket for movie tickets with lesson plans tied to common core standards.	\$ 1,680.00
<b>Student Stipends</b>	Stipends provided for participation in select student leadership activities. THIS IS NOT A WAGE but a stipend provided for leadership services. Cost estimated at 15 students participating and providing approximately 4 hours per week at \$6 per hour to leadership activities for 20 weeks.	\$ 7,200.00
<b>Guest speakers</b>	Provides stipends for four guest speakers to present to participants.	\$ 180.00
<b>TOTAL CONTRACTUAL COST</b>		<b>\$ 12,460.00</b>

<b>PERSONNEL SERVICES</b>	<b>GRAND TOTAL</b>	<b>\$ 49,077.00</b>
<b>TRAVEL</b>		<b>\$ 2,711.00</b>
<b>SUPPLIES</b>		<b>\$ 367.00</b>
<b>OTHER COSTS</b>		<b>\$ 12,460.00</b>
<b>TOTAL COST</b>		<b>\$ 64,615.00</b>

## **Qualifications of Proposer**

### **A. Mission, History and Scope**

Alternative Schools Network (ASN) is a not-for-profit organization working since 1973 to provide quality education, with a specific emphasis on inner-city children, youth, and adults. ASN is the largest and most successful alternative schools coalition in the nation. It is a reputable organization that has legitimately become known as a committed, organized, and vocal advocate on behalf of urban high school dropouts. The three goals of the ASN are: 1. Resource Development - to identify the necessary resources that support educational programs and effective learning at alternative schools, 2. Technical Assistance and Training - to provide technical assistance and training across the city and build support and cooperation among and between alternative schools, 3. Advocacy - to impact and shape public and private policy in education, employment, social services and other areas as they relate to and affect inner-city youth and families.

ASN accomplishes much of its goals through direct service programs to other non-profit organizations. ASN operates numerous federal, state, and city programs for dropout and at risk youth in partnership with member organizations. Currently, ASN's programs span almost every Chicago neighborhood, from the North Side in Wrigleyville to the far South Side in South Deering, with over 30 neighborhood program sites. ASN currently runs 8 programs, in 24 schools, and serves over 2000 youth per year. For example, ASN currently runs an after school mentorship program for youth in foster care in 18 schools. In 2012, 377 foster youth were served, with a 75% average attendance, and an 85% transition rate. From this program, there were 55 graduates (42 high school diplomas and 13 GED's). In addition, ASN administers a mentorship and development program, called Project New Futures (PNF), which provides youth in foster care who have graduated from high school with post-secondary and employment support. In 2012, PNF served 221 participants and provided post-graduation transition services to 174 graduates. Through the dedication and professional support offered, 98% of participants remained in college or vocational training throughout their year of services. Other support programs and services include staff development, student counseling, an all school prom, a sports league with 270 students on 18 teams, health and wellness programs, a yearly youth summit, drug/alcohol prevention curriculum, pre-employment and job training programs, and advocacy for alternative education programs.

ASN's programs offer a comprehensive, multi-disciplinary, asset-based, youth development model implemented via an effective school day, after-school, and out of school programming for at risk youth in Chicago. ASN's programs are tailored to meet the needs of youth that are exposed to environments that increase their likelihood of engaging in high-risk behaviors such as gang violence, teen pregnancy, high school dropout, and substance use. ASN has been particularly successful in tailoring programs to the most vulnerable youth including drop out youth, low-skilled/low functioning youth, and youth in foster care.

Since 1973, ASN has supported community-run programs to develop and expand training and other educational services in Chicago's inner-city neighborhoods. ASN has advocated for community-based services in which the people involved are active participants in developing and running programs rather than passive recipients of services. Partnering with small, community-based schools, ASN has helped change the lives of thousands of youth. ASN is recognized as a pioneer who, for 40 years, has consistently developed best practices, curricula, reports, and resources to support other institutions. Today ASN helps shape policies and programs based upon its impressive track record of operating successful education, employment and support service programs. ASN's specialized programs partner with member schools to recruit and re-enroll students, provide wrap around support services, deliver workforce development training, help schools build pathways to college enrollment, and reconnect older youth in foster care to schools in the ASN. Over 4,000 teens are enrolled in ASN schools citywide at any time.

### FISCAL CAPACITY

Over the past 40 years, the ASN has administered and operated a wide range of federal, state, and city contracts totaling over \$90 million and has successfully met or exceeded all programmatic and fiscal requirements for these program funds. ASN has proven its ability to handle large contracts with multiple funding streams and differing measures, outcomes and reporting mechanisms. Each program funder requires a detailed assessment, case management, service delivery, documentation, evaluation and follow-up. There are internal quality assurance mechanisms, performance management processes, and outcome measurement and evaluation protocols to assure program efficiency and effectiveness. Currently the ASN operates the following grant programs over \$100,000: 1) Youth Skills, Scholars and Service/New Futures Program, \$5,164,911.32, funded by Illinois Department of Children and Family Services (DCFS); 2) Added Chance Program, \$248,990, funded by DCFS; 3) Extra Learning Online/Ed-Options Program, \$258,000, funded by DCFS; 4) Youth Experiencing Success Program, \$718,000, funded by Chicago Cook Work Force Partnership for 6 months (July through December 2012); 5) Compass Program, \$585,197, funded by the Chicago Department of Family and Support Services; 6) Reenrolled Student Program, \$2,815,000, funded by the Illinois Community College Board; 7) ASNews, Literacy and Journalism, \$100,000, funded by the McCormick Foundation.

### **B. History and Experience With Violence Prevention Programs/Programming**

#### COMMUNITY-WIDE VIOLENCE REDUCTION

Violence in Chicago has taken the national spotlight, as youth violent acts and death are occurring at alarming rates. ASN has historically been at the center of these discussions and solutions—participating in public forums, prayer vigils, inter-gang sports leagues, after school and summer programming, and special conferences. ASN has participated in gang de-activation programs through Chicago Cease Fire and Roseland Cease Fire. This summer ASN partnered with one of its member schools, Prologue, along with Cease Fire, to train 20 of their youth in employment training and career development. ASN has also worked with our member schools that are Chicago Public Schools Delegate in the Safe Passage Program, the CPS anti-violence strategy that involves residents and the business community as part of the solution. ASN will continue to work with its multitude of partners to help plan strategies and deliver programs to reduce violence. ASN is a long-time collaborator with the Black Star Project, which has become a vocal advocate for peace and educational equity for youth of color.

#### ASN PROGRAMS PROMOTE YOUTH PEACE

All of ASN's programs address violence prevention by engaging youth in pro-social activity. Youth in our sports league cross communities and gang territories and learn to play peacefully together. Youth in our film and video programs take community violence as theme that is front and center in their student driven work. One of our student's films called "One is Too Many," was widely featured in news media outlets. It was a film that dealt with the widespread violence that has touched youths' lives and that each youth has "a number"—that is the number of people they have lost due to violence.

The ASN also partners with Shambhala – a Buddhist membership with a chapter in Chicago. In April 2013, the ASN co-sponsored Shambhala's "Youth Congress for Peace", mobilizing over 200 students from our member schools to attend. ASN students were instrumental in the creating of a Peace Platform that was presented to Mayor Rahm Emanuel. ASN students continue their work with Shambhala and are represented on Shambhala's Youth Advisory Council and are part of planning Shambhala's youth conference to be held in April 2014.

### RLA PEACE PROMOTION

At Rudy Lozano Leadership Academy, the topic of violence has hit close to home. This year alone the school has lost two students to gang related gun violence. Gang violence has been increasing over the years, and as a result school administrators began peace promotion activities school wide. RLLA implements the Choose Respect curriculum, which is a violence prevention program via funding from Gads Hill. In addition, two of the RLLA staff are trained and certified as Peace Promoters through Peace Circles by the Community Justice Youth Institute. The school also hired experts in safety counseling and peacekeeping to work with students. School staff and students have taken part in community wide discussion and events around violence prevention including the Pilsen -

Little Village Nonviolence Education Conference: "*Heal the Hood, Heal the World*" this fall on the United Nations International Day of Peace. RLLA also works with the South West Operating Project (SWOP) and meets monthly on safety issues and school strategy to reduce violence. Other community partnerships include the Little Village Violence Prevention Collaborative, Enlace, Chicago Cease Fire, and Ten Thousand Ripples Project, to name a few.

### RESTORATIVE JUSTICE

Service Learning has been a component of ASN programs from its inception. RLLA students, as most ASN member high schools, requires students to complete 40 hours of service learning as a requirement of graduation. Students have worked at food pantries, served as volunteers at community events. This summer youth were part of a Lake Calumet coastal clean-up effort and marina restoration project. Our community programs always have an element of service learning as community development. Through our 21<sup>st</sup> Century program our students have volunteered at the Puerto Rican day parade, created community activities for Earth Day, donated produce they grew themselves in their after school greenhouse to needy families, volunteered for the community International Women's Day celebration, and seniors took on projects to solve community problems as consultants for area nonprofits by collecting and analyzing data and presenting their findings.

### **C. History, Experience And Capacity To Provide After School Programming**

ASN is a critical partner to Chicago's youth serving organizations as they respond to the changing demands of the 21st century. ASN works with member organizations to deliver after school programming and summer programming. The strength of ASN rests on their approach to working with youth. ASN provides a safe and supportive environment with structured interaction and creative engagement. ASN provides structured, age appropriate activities for youth that will build on their social and emotional competencies in the areas of self-confidence, membership, belonging, self-esteem, individual responsibility, awareness, autonomy and sense of safety. Our program have a trauma centered approach that is sensitive to mental health and other co-occurring disorders, such as chronic health conditions, substance abuse, eating disorders, as well as contact with the criminal justice system and foster care.

We have historically leveraged funding from After School Matters to administer programs in member schools. We have delivered programs in media, computer technology, theatre, urban agriculture, dance. In addition to numerous summer programs, we currently manage a year round After School Matters program with Ada S. McKinley High School in culinary arts. Other ASN out of school time programs include:

- 1) After School Sports League—18 member schools (teams) serving 270 athletes with 36 volunteer coaches.
- 2) Youth Leadership Institute-- 8 schools working with ASN and their communities to ensure youth voices in policy debates at the city, state and national level. We help youth from across the city to receive training, participate in rallies, serve as panelists at academic and other conferences, and

attend events planned and led by young people. We facilitate opportunities for teachers and staff to take action on social policy issues, primarily to advance the cause of second-chance education.

- 3) Arts and Social Events –ASN provides members schools with several events every year including the Alternative Idol, which is singing and poetry competition, Rip the Runway, which highlights youth music and fashion, and the annual all schools Prom.
- 4) Media Literacy—Through our partnership with CTVN we provide out of school time film and video training for youth in media production. We also do a journalism project in schools funded by the McCormick Tribune Foundation.

#### AFTER SCHOOL PROGRAMS IN MEDIA ARTS

For the last 6 years, we have partnered with Community Television Network (CTVN) to offer video production activities in the classroom in twelve schools. These ASN students have collectively produced 138 films, many of which have won local or national awards. This past year alone two of our films were selected for national awards. The film "Home Sweet Home," about personal struggles with homelessness, a film created by three ASN students, earned honors at the National Film Festival for Talented Youth, held in Seattle. One of these students, Brea Loble, even earned a \$32,000 scholarship to attend Minneapolis College of Art and Design. Rondell Freeman, a student at Prologue Early College HS, won the Frederick Douglas Family Foundation's 'What is Freedom' Video Challenge with a public service announcement that calls for action against human trafficking and other forms of modern day slavery. In addition, ASN hosts the annual "Chicago Youth Community Film Festival: A Reel Look at their Neighborhoods." This annual film festival and awards event just celebrated its fifth year with an event at the Chicago Cultural Center. The festival displayed the work of 475 teens from 12 Chicago alternative high schools, with 36 compelling films that debunk urban youth stereotypes and take a look at complex social issues from the youth perspective. Ten film industry professionals judged the films in categories such as documentary, public service announcements, and narrative film.

Another ASN media project is ASNews. ASNews, through funding from the McCormick Tribune Foundation, is developing a specialized media literacy curriculum for re-enrolled drop out youth in 10 ASN schools. These schools are being provided the resources to help expand and refine their current journalism programs, reach new readers throughout the network, and implement the news literacy curriculum. These schools are launching newspapers, blogs and newsletters. The goal of ASNews is to increase the number and scope of student driven, school-based journalism in ASN schools by providing professional development and technical assistance to teachers across the network, and establishing an integrated and dynamic ASN web strategy for sharing and disseminating student journalism across schools. Many of the youth enrolled in ASN schools cannot travel easily around the city. Issues such as safety concerns, economics, and lack of information conspire to isolate them geographically from educational opportunities, career pathways, and exposure to the variety that Chicago has to offer. ASN media programs break that isolation by connecting teens through sharing across media platforms. Student journalism provides teens with an opportunity for self-expression and engagement with the real world issues that surround them in their neighborhood and the wider city. By producing journalism that will be read by their peers both in their own schools and in other alternative schools, teens will have the opportunity to exchange with a wider audience. Through the authentic activity of producing journalism for an audience, teens will acquire transferrable jobs skills that they will recognize for their future use in the job marketplace, skills such as time management, meeting deadlines, and attention to detail. Reaching out to a wider audience will emphasize the need for producing quality work and ensuring quality output.

#### **D.IDPL AND ASN**

ASN has worked with RLLA, since its inception, and with its parent organization, IDPL, for the last 30 years. ASN has provided resources, technical assistance and support to them as partners. RLLA and IDPL has been a subcontractor of ASN services for many years. Currently, they are ASN subcontractors for the Re-Enrolled Student Project, Youth Experiencing Success (WIA program) and our Title XX Counseling Program. *Please see attached letter of commitment from program site, RLLA.*

#### **HISTORY AND MISSION OF IDPL-RLLA**

ASN has selected Rudy Lozano Leadership Academy, a charter school of the Instituto del Progreso Latino (IDPL), as the site to deliver services. IDPL was founded as a community organization in 1977 with the mission of contributing to the fullest development of Latino immigrants and their families through education, training, and employment that fosters full participation in the changing United States society while preserving cultural identity and dignity. The primary objectives of Instituto's programs and services are to increase capacity for self-sufficiency, work with industry partners to meet labor shortage demands, and create equitable access to education and skills training for low-income adults and youth.

Since 2003, IDPL has operated from a strategic vision of becoming a recognized leader reaching every Latino family in the Chicago metropolitan area where participants are proactive agents of change in their communities and have secure economic futures in an environment that recognizes and values everybody's uniqueness and cultivates their growth. Today, IDPL engages over 11,500 participants and families annually in its five strategic locations in predominantly Latino communities throughout the Chicago area.

IDPL's portfolio of programs reflects an understanding of the broad need for human services support in the community it serves. These programs include:

- \* **Citizenship Preparation:** The State of Illinois' largest citizenship preparation center, processing 900 applications annually and providing civic education to adult learners;
- \* **Adult Basic Education:** One of Instituto's core competencies, providing services in Spanish literacy, English, and GED preparation;
- \* **Manufacturing Training:** A workforce training program built to address the challenges of advancing individuals in lower-skilled manufacturing positions into higher-paying jobs;
- \* **Escalera College Bridge Program:** An after-school college bridge program working with area high school students in order to help them prepare for college and develop a career pathway;
- \* **Keep Educating our Youth (KEY):** An after-school program working with elementary-age children in the areas of academic tutoring, life skills, arts, and sports recreation;
- \* **Center for Working Families (CWF):** A job training, employment services, financial counseling, and public assistance access program;
- \* **Manufacturing Works:** The county's leading job sector service center, providing recruitment and training services to over 70 local manufacturers annually;
- \* **Carreras en Salud:** A nursing bridge program that links limited English speaking participants to stable, high-paying careers in health care; and
- \* **Mujer Avanzando:** A career pathway, asset development, Latina leadership, and child care program designed for single working mothers.

Through these programs, IDPL has become a leading workforce development provider in Illinois and has begun to assert transformative impacts on the quality of workforce education services provided to low-income, low-skills individuals in the city, state, and nation. Instituto has been recognized by the U.S. Department of Education, U.S. Department of Labor, and U.S. Department of Health and Human Services as a workforce development and adult education Subject Matter Expert Organization.

**INSTITUTO CHARTER SCHOOL - RUDY LOZANO LEADERSHIP ACADEMY**

The Instituto Justice and Leadership Academy (IJLA) is a multi-site, alternative public school charter in the Chicago Public School District, created to address the ongoing need for alternative, culturally competent education services. In 1996, Instituto del Progreso Latino (IDPL) first created and developed a successful school environment and curriculum at the Rudy Lozano Leadership Academy (RLLA). The school was originally created to meet the needs of immigrant youth who were not successful in a traditional high school setting. Since then, the population has changed to include more youth who are native-born, but who face other barriers to education. Because of the continued success at RLLA, the Chicago Public School District awarded a multi-site charter in 2012 to create the IJLA network and bring its transformative work to other communities in southwest Chicago. RLLA now operates as the first IJLA campus. IJLA has applied to receive its own 501(c)(3) status and expects to obtain it in Fall 2013.

IJLA engages its students in a unique and rigorous social justice inspired curriculum driven by a student-centered environment. Its vision is to empower students to become decision makers in their own life, to take ownership of their education, and to use it to become productive agents of change. The school takes a comprehensive approach with its students, tackling not only academics, but also the social, emotional, family, or community issues they may face that impede them in reaching their full potential.

Students are also provided career path opportunities that are connected to their passions and talents – including pipelining students to careers in health care, manufacturing, and information technology through Instituto's award-winning workforce development programs and its long standing partnership with the City Colleges of Chicago. IJLA is fully accredited charter in the Chicago Public School system.

RLLA, IJLA's current campus, is comprised of high-need, high-poverty young people who were previously disengaged with the school system. The school was originally created to meet the needs of immigrant youth who were not successful at a traditional high school. Since then, the population has changed to include more youth who are native-born, but who face other barriers to education. Today, approximately 99 percent of IJLA students are of color, 20 percent are English Language Learners, 99 percent qualify for free or reduced lunch, 60 percent use drugs or alcohol on a regular basis, 50 percent are gang-involved or gang-affiliated, 30 percent are parents or expecting parents, 15 percent are homeless, and 5 percent have been previously incarcerated or are currently on probation.

RLLA has seen an immense amount success since its transition into a charter school. The school has maintained an attendance rate of over 80 percent. In 2012, RLLA achieved a graduation rate of 75 percent, out-pacing the public school average of 60 percent. Eighty percent of its graduates attend post-secondary path programs, with the highest growth this year in graduates attending 4-year universities. Finally, the true impact of RLLA can be seen in its students' testimonies who speak to the transformative process that occurs for them when unprecedented and meaningful social, emotional, and academic investments are made in their lives.

**IDPL-RLLA and After School**

Instituto has nearly 10 years of experience offering after school programming to families from Pilsen, Little Village, Back of the Yards and Brighton Park. The Youth Development Department was founded in 2003 as a direct response to families requesting after school support. The department launched with two programs including the Escalera College Bridge Program and the Keep Educating Youth (KEY) Program.

The Escalera College Bridge Program is a 15-month program that serves approximately 50 youth per year and targets students in their third year of high school who aim to pursue post-secondary education. Program participants typically require assistance to overcome specific barriers that keep them from attaining meaningful post-secondary options, which include attending college or finding a job that provides sustainable income.

Successes for the Escalera College Bridge Program in 2012 include: 98% received high their school credentials and 100% earned entrance into college; 100% of Escalera graduates completed a paid work experience; 80% participated in weekly workshops focused on five core competencies; 80% of Escalera participants attended four college tours; 80% of Escalera participants completed a minimum of five college admissions and scholarship applications.

Instituto also offers the Keep Educating our Youth (KEY) program, a year-round program that serves approximately 100 elementary school youth ages 8-15 each year. KEY works to mentor, promote, and help maximize the potential for academic achievements and personal growth of children and youth. Success for the KEY Program include: eight KEY participants graduated from elementary school and were accepted into high school; 82% average daily attendance; 90% monthly average attendance for parent meetings; enrolled 60 youth from January 2012 to June 2012; 80% of youth increased at least one letter grade in math and/or reading; 80% of youth increased their school attendance; 100% of youth enrolled, participated in two community service projects.

In relationship to workforce development and job-readiness, the Youth Development Department successfully carried out the Youth Mentoring Plus Jobs program as part of the Neighborhood Recovery Initiative in partnership with Enlace Chicago and The Illinois Violence Prevention Authority. This program, geared towards youth with little to no meaningful job experience, trained 160 Pilsen & Little Village youth throughout the course of two summers to conduct community outreach. Participants left this program with interview, bi-lingual public speaking/communications and job-readiness skills that are crucial in a competitive job market.

RLLA's internal after school programming has been limited due to lack of funding. We do offer after school tutoring two days a week, seasonal intramural sports in soccer and softball, and a mosaic club. We have also participated in ASN sponsored activities such as student leadership activities and conferences, policy forum and policy campaigns, and summer youth employment initiatives.

ASN currently is a 21<sup>st</sup> Century provider as of January 2013. We run a successful program at Campos High School in Humboldt Park that focuses on Urban Agriculture and green technology, called *El Instituto Abayarde*. *El Instituto* is both environmentally focused and science, technology, engineering, and math (STEM) based. Our project build youths' core academic and social/emotional skills through exposure to STEM activities in green technology. In allowing youth to explore green technology *El Instituto* allows them to: 1) reframe academic questions and skills in a targeted, experiential context, 2) connect STEM concepts and skills to community issues and problems, 3) engage youth as problem solvers and leaders in community issues, and 4) create a career pathway for youth in green technologies.

With the ISBE late start date, we have only completed a half year program. We began our first full year program in July 2013 with our summer program, which included an internship program in urban agriculture. Our full year program is off to a great start. We completed our first 7 week fall session and will begin our second fall session on December 1<sup>st</sup>. In addition to urban agriculture programming, ASN provides through Campos after school tutoring and homework help, and offerings in performing arts (theatre/poetry/dance), computer technology, health and wellness, and journalism. We have already made a strong impact with documented increases in student attendance, grades, behavior, and attitudes. Our 21<sup>st</sup> Century program has a strong parent engagement component, and community engagement, as well as an active community stakeholders.

## **Key Personnel**

## ASN – Cook County Violence Prevention Grant — KEY PERSONNEL

### ASN/RLLA Management Staff

ASN staff has extensive experience operating youth programs. For 41 years, ASN's founding Executive Director, Jack Wuest, is known as a committed and vocal advocate on behalf of urban high school dropouts. Under his leadership, ASN has become the largest and most successful alternative schools coalition in the nation. Since its establishment the ASN has leveraged hundreds of millions of dollars of funding to community-based programs across the country working with high-risk youth and specifically to direct funding of over \$14 million of programming annually for high-risk youth in the Chicago area. It has raised more than \$100 million in public and private funds to support the work of member schools. Mr. Wuest has is a pioneer in youth services and alternative education and has developed best practices, curricula, reports, and resources to support other institutions. Michelle Morales, ASN's Associate Director, has Master's Degrees in both Special Education and Education Leadership, and a Type 75 Principal Certification. She taught in alternative education for 6 years and has worked at ASN for 12 years, managing multi-site, multi-million dollar operations. Kate Sandy will be the Program Director. She is a licensed social worker and has worked as Program Manager for 6 years with ASN's Compass Counseling Program that provides counseling services in 14 alternative high schools. ASN's Fiscal Director, Karin Nangreave, has CPA certification, a Master's Degree in Accounting, and 8 years non-profit accounting experience. The Associate Fiscal Director, who is to be hired, will assist the Fiscal Director in all daily fiscal operations of ASN including but not limited to general ledger posting, accounts payable and receivable reconciliations, voucher preparation and review, and payroll functions. School principals will also provide the second line of program supervision. Most have masters degrees, have founded and or worked at their schools over 7 years, and have extensive experience in alternative education and youth services. These schools have been member schools of ASN for over 30 years and have been subcontractors of ASN services for over 20 years.

The RLLA staff has a wide-range in backgrounds working in education and with youth in social justice inspired programs. Principal Cynthia Nambo has worked extensively in education as a Teacher, Counselor, Consultant and Assistant Principal at other neighborhood schools. She brought her expertise in working with out-of-school youth and restorative justice curriculum to develop the unique and rigorous curriculum of RLLA. RLLA staff is supervised by Ms. Nambo and includes qualified and passionate teachers, counselors, tutors, and community partners whose expertise and dedication is reflected in the outcomes of IJLA students.

### Staffing Plan

The ASN program will be administered by the ASN Project Director, Kate Sandy. Ms. Sandy will be responsible for all fiscal, instructional, and programmatic issues, as well as overall program administration. She will supervise the Site Coordinator. She will provide overall project leadership and will communicate directly with school staff, community partners, and the administrative team. Please see full staffing chart:

Position	FTE	Duties
Executive Director	.0131	Oversees program reporting, negotiations with State & City
Associate Director	.074	Oversees daily operations of ASN
Program Director	.30	Plan, Recruit, Schedule, Oversee, Administer, Data and Reporting
Fiscal Director	.0131	Coordinate fiscal operations and monitor expenditures
Associate Fiscal Director	.0131	Assist Fiscal Director with fiscal operations
Office Manager/Executive Assistant	.0131	Support and coordination functions for administrative office and Executive Director

*\*Please see the Subcontract Attachment for RLLA for detail on RLLA site personnel.*

## ASN – Cook County Violence Prevention Grant — KEY PERSONNEL

### MULTIPLE MANAGEMENT SYSTEMS/ONGOING EVALUATION

There will be several tiers of oversight including: 1) ASN's executive team, 2) the school site leadership team (principal, etc), and 3) the program leadership (i.e. project director, site instructors). The continuous management and evaluation of the program will occur through a variety of mechanisms: 1) informal communications among program director, site coordinators, teachers, and other staff daily, 2) monthly in-service trainings for staff to learn new skills and evaluate skills and program to date, 3) bi-weekly staff meetings, 4) communication and feedback will be given through media outlets such as a monthly newsletter, ASN website page, etc., 5) community meetings, parent events, and quarterly stakeholder meetings and open forums, 5) all workshops and trainings for staff, students, and parents will have a pre and post assessment and an evaluation form, 6) solicitation from youth who will meet bi-weekly and advise program staff, 7) attend outside community meetings and events to solicit input and feedback, 8) linkages between school day staff and after-school personnel for seamless service, and 9) feedback from our external evaluation team.

### Professional Development

Our efforts will be focused on reaching high risk, re-enrolled dropouts, identifying and addressing the needs of these students through conferences, collaborative networks, and intensive professional development activities for teachers of these students. There will be a two-day intensive professional training for all after-school personnel and follow up throughout the year to help the teachers institute the curriculum grounded in scientifically-based research to improve the academic achievement of low-performing students. Other trainings will include cultural and linguistic competence, Advancing Youth Development, Ansell Casey Life Skills, trauma, and psychological first aid.

Aventa Learning professional development helps teachers integrate technology into their instructional strategies in ways that will result in gains in student achievement. Research studies have provided evidence that educators who combine best practices, learned with the assistance of Aventa Learning professional development, achieve significantly more success than those who don't. Coaches and Implementation specialists work with educators to conduct needs analysis, identify goals, and develop plans that blend topics and delivery options to fit individual school situations and promote the maximum benefit.

### Primary Qualifications of each position funded by the grant.

All individuals working in the afterschool program must be at least 18 years of age, a high school graduate or GED recipient, and meet all requirements for employment by the Alternative Schools Network and Chicago Public Schools. Volunteers who assist on a regular basis and who have direct contact with students must meet the criminal background, health and age requirements of staff members, and be registered with ASN. All current and future employees must preserve the security and confidentiality of the personal identification information he or she has access to and uses in the performance of duties and job responsibilities. Future and current District employees shall sign and be bound by the Employee Confidentiality Agreement for Personal Identification and Protected Health Information.

After school program staff must have previous experience with high risk, high need youth. They must also have education and experience in the subject matter they are teaching/training. *(See Attached current job descriptions.)*

### Conducting criminal background checks on staff

All staff and volunteers will complete the criminal background check consent form as required by the Human Resources Department of the Alternative Schools Network. The Human Resources Department will conduct the background check using the Illinois Bureau of Investigations process for a national search. Finger print clearance requirements: Will be met as stated before with background checks on all staff and volunteers and will be conducted by

## ASN – Cook County Violence Prevention Grant — KEY PERSONNEL

ASN in partnership with the local police department. Results will be kept in the ASN Administrative files. In addition, there will be a CANTS/LEAD check to screen for previous child abuse and neglect history.

### CAPACITY TO COLLECT AND REPORT DATA/PERFORMANCE MEASURES

ASN has proven its ability to handle large contracts with multiple funding streams and differing measures, outcomes and reporting mechanisms. *(See Section II.A for more information on contracts, capacity, and history.)* Each program funder requires a detailed assessment, case management, service delivery, documentation, evaluation and follow-up. There are internal quality assurance mechanisms, performance management processes, and outcome measurement and evaluation protocols.

ASN has a complex and thorough internal data management system to stay abreast of programmatic issues and trends that allow for meeting program goals and outcomes. ASN has a detailed file system and confidentiality protocol to ensure complete client information. ASN's long history operating multi-site after school and summer programs provide the experience and structure to operate an organized, productive, fiscally sound and impactful out of school time program.

### DATA DRIVEN

ASN uses data to inform multiple aspects of teaching, learning, and operations. Staff is encouraged to use data to inform programmatic and instructional decisions. Staff review data during weekly scheduled professional development meetings and common planning time. Staff discuss both quantitative data (assessments, monthly/quarterly/annual reports, etc.) and share qualitative data (observations, reflections from youth, etc.). Data reviews focus on key performance indicators such as attendance, and percentage of students meeting goals. Data helps staff determine what is working and what is not working; how satisfactorily their lesson plans are meeting student needs; and how students are comprehending, reflecting, demonstrating, and critically thinking about materials covered. Staff discuss trends and, informed by data, work collaboratively, to make adaptations to curriculum, instructional strategies, and after school management interventions.

# Cynthia C. Nambo

2047 W. 19<sup>th</sup> Street, Chicago, Illinois  
ccnambo@cps.k12.il.us  
(312) 371-1077

## Qualifications

- Strategic Planning
- -Mission & Vision Driven
- Authentic Assessment
- Social Justice Curriculum Development
- Asset-Based Supervision
- Grant Writing
- Professional Developer
- -Critical Friends Protocols
- -National Reform Faculty Facilitator
- Cross Cultural Coalition
- Strategic Partnership Development

**Certification** Type 75 – General Administration

Type 03 - Elementary K-9

Type 29 - Transitional Bilingual

<b>Education</b>	Northeastern Illinois University Master of Arts General Administration August 2008	Columbia College Master of Arts Urban Teaching August 6, 2005 Bilingual education and urban education.	University of Illinois at Urbana-Champaign Bachelors of Science: Psychology 1994
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## **Transformative Leadership Experience**

Principal

**Instituto Justice and Leadership Academies**  
Administer and lead 2 high school campuses.

Instructional Coach

### **Area 21 at Chicago Public Schools**

- Leading Area 21's Instructional Framework at Von Steuben, TEAM Englewood, Hancock, and Manley High Schools
- Leading observation cycles with 16 teachers
- Facilitate Professional Development or School-wide Initiatives i.e. Area-Wide English and Reading Foci; Math Interim Assessment; Critical Thinking; Attendance; Grading Best Practice; and other priorities
- Collaborate with administrators on supporting teacher development

Assistant Principal  
June 2009 to 2010

### **Greater Lawndale High School for Social Justice (350 Students)**

- Supervised Bilingual Teacher
- Lead the NLNS Data Driven Instruction
- Lead observation cycles with 20 teachers
- Lead the Operational Leadership Team
- Transformed the Academic & Essential 7 Awards.
- Designed the Junior Triumph Plan: Juniors On-Track & PSAE plan
- Supervision of the Student Support Team
- Designed an efficient system to coordinate substitutes & ensure safety

## 2 Nambo

- Co-Designed Technology Plan & Support Structures
  - Lead the Math & Science Departments
  - Lead Dept. Chairs to lead effective meetings & curriculum alignment
- Consultant and Supervisor  
August 2008 to 2009
- Illinois College**, College of Education, Latino Focused Cert. Prog.  
-Led strategic planning with faculty on Social Justice Pillar  
-Supervising Type 9 candidates in Social Justice Curriculum Design
- Instructional Assistant Professor  
September 2005 to 2009
- Illinois State University**, Professional Development Schools in Little Village. Taught Science Methods.
- Professional Developer  
November 2005 to 2008
- Rudy Lozano Leadership Academy High School (RLLA)**  
Team Development in Equity; Social Justice Assessment and Curriculum Develop
- Program Designer & Grant Writer  
April 2004 to August 2008
- Enlace (formerly LV CDC)**  
-Partnership for College Access and Success Program  
-Community Schools Department
- Strategic Coordinator  
December 2006 to 2008
- Collaborative for Equity and Justice in Education (CEJE)**  
College of Education, University of Illinois at Chicago (UIC)  
-Professional development
- Longest Serving Member  
January 2003 to 2008
- Education Team, The Resurrection Project (TRP)**  
A \$5.5 million project to construct a community-based dorm for residents of Pilsen, Little Village & Back of the Yards.
- National Co-Facilitator  
December 2007
- National School Reform Faculty**  
Trained district leaders, teachers and principals from various states on Critical Friends Protocols.
- Race Discussion Facilitator  
October 2007
- Annual Martin Luther King Jr. & Cesar Chavez Luncheon**  
National Museum of Mexican Art & the Du Sable Museum. Facilitated discussion on Mexican & African American perspectives on immigration.
- Founder and Director  
Nov 2000-2006
- Escritoras de la 47**  
A girl's youth group located in the Back of the Yards Community
- Project Director  
July 2002 to July 2005
- Little Village Lawndale High School Planning Initiative (LVLHS)**  
Lead the planning of 4 small high schools opened in Sept 2005
- Community Leadership & Oversight Development
  - Strategic Partnership Development
  - Strategic Fundraising Development- Leveraged \$2.2 Million
  - Designed Request For Proposal (RFP) Process
  - Design Team Development and Support via Praxis Institutes

**Work Experience**

- Aug 2001 to 2007 *Big Picture High School, Back of the Yards,*  
**Professional Developer:** Critical Friends, a prof. learning community model.
- Feb 2003 to 2006 *National Council of La Raza (NCLR), Early College High School Network*  
**Coach:** Critical Friends, a professional learning community model.  
**Facilitator & Co-Designer:** National Literacy Conference in Washington D.C.
- Nov 2006 *Grow Your Own Program, Little Village Community Development Corporation (LVDCD) and Illinois State University (ISU),* **Instructor**
- July 2006 to Aug 2006 *Latino Youth Alternative High School,* **Professional Developer**
- Sept to Dec 2005 *Monmouth College,* **College Supervisor**
- May 2003 to July 2003 *Little Village High School Initiative, Little Village Community Development Corporation (LVDCD),* **Consultant:** Developed, wrote, coordinated planning and awarded a grant of \$400K from National Council of La Raza to develop an Early College High School.
- Dec 2002 to Oct 2003 *Chicago State University, College of Education, Bilingual Program*  
**Instructor & Coordinator:** Supervised pre-service bilingual teachers
- June 2001 to July 2003 *Small Schools Workshop, University of Illinois at Chicago*  
**Consultant:** Advised districts and schools in California, Wisconsin, New York, Michigan, and Florida on implementing small learning communities.
- Aug 1993 to June 1995 *Latino Youth Incorporated, Lead Counselor,* Served as Executive Director when ED was not available due to business outside the agency. Supervised day-to-day operation of crisis and counseling unit and developed quality and productivity systems.
- June 2001 to Aug 2001 *Field Museum of Natural History, Chocolate Exhibit,* **Curriculum Developer**
- Aug 2000 to Aug 2001 *Young Women's Leadership Charter School at Chicago,* **6th grade Science Teacher & Cluster Leader**
- Aug 1995 to July 2000 *James Hedges Elementary School,* **6th grade Bilingual Lang Arts & Science Teacher; 3rd grade Bilingual Teacher; In-Service Provider**

My name is Pedro Alonso, Principal of Von Steuben High school, and I have had the pleasure of working with Cynthia C. Nambo during the 2010-2011 school year. She was assigned to our school as an Instructional Coach because of our Targeted Instructional Area-Critical Thinking focus to improve instruction. As an Instructional Coach she was able to communicate and implement the Area's Instructional framework with integrity and skill with all the teachers assigned to her. Ms. Nambo demonstrated effective skill and knowledge in leadership, instruction, and project management.

Ms. Nambo demonstrated effective leadership in her work by establishing clear communication protocols and work plans for teachers assigned to her. She also communicated effectively with our school's leadership team. She responded to our teachers' and school's needs in a timely manner.

Ms. Nambo exhibited a strong knowledge of effective instructional practices that helped to improve our teachers' instructional strategies. She was also able to work across different content areas and grade levels. She was able to lead an increase use of effective instructional strategies like student grouping and intellectual dialogue among students so that students own their learning.

As an Instructional Coach working with teachers in different content areas, she was able to execute deadlines and deliverables to teachers. She was also able to explain conceptual ideas in an applicable way to our teachers.

Ms. Nambo has proven to be an asset to our school's mission and work. Whenever I needed a resource she would provide it in a timely manner. I highly recommend Ms. Nambo to a leadership position. If you have any further questions, please don't hesitate to call me.

Sincerely,

Pedro Alonso

Principal

Von Steuben High School



AREA 21

May 4, 2011

Ms. Mary Burke:

I am writing this letter in support of Cynthia Nambo as an administrator in your school. As the Lead Instructional Coach for Area 21, I have worked very closely with Mrs. Nambo during the past year, and she has been a valued addition to our staff. She is highly collaborative by nature, and she motivates and supports teachers and colleagues to be more reflective about their work.

Cynthia has excelled in her role as an instructional coach and maintains the highest quality in all aspects of her work. She is extremely knowledgeable about instructional best practices and is always looking for ways to improve on her effectiveness and the efficacy of others. She has excellent written and verbal communication skills, is extremely organized, and is able to follow through to ensure that the job gets done. Cynthia is always willing to offer her assistance and has an excellent rapport with the Area staff, principals, teachers and external partners.

Cynthia has excellent public relations skills and an enthusiasm for working with the community and other organizations. Cynthia continues to impress me with her compassion for students and her advocacy for all that is fair. She would be a valued asset and visionary leader for any school community.

I am very grateful for Cynthia's contributions to our office and the time that I have had to work with her. I have been inspired by the work she has done and continues to do. I am very confident that she has the vision, leadership and communications skills to be an outstanding administrator. Please feel free to contact me at (773) 407-5259 if you have any questions.

Sincerely,

*Paulette Grissett*

Paulette Grissett  
Lead Instructional Coach  
CPS-Area 21

54 North Hermitage  
Chicago, IL 60612  
Phone: 773-534-0700  
Fax: 773-534-0722



# LITTLE VILLAGE LAWNDALE HIGH SCHOOL CAMPUS

*Social Justice High School*

3120 South Kostner Ave. - Chicago, Illinois 60623  
Phone (773) 535-4300- Fax :(773) 535-4271

**Principal**

Mr. Chad Weiden

**Assistant Principal**

Ms. Cynthia Nambo

**Social Worker & Counselor**

Mrs. Ana Herrera-Gonzalez  
Mrs. Illiana Silva

**Administrative Clerks**

Mrs. Cristina Banda  
Mrs. Alexandra Pérez

**English Department**

Ms. Emily Alt  
Ms. Dee Bolos  
Ms. Katherine Hogan (Chair)  
Mrs. Noelle Jones  
Mrs. Angela Sangha-Gadsden

**Mathematics Department**

Mr. Matthew Crye  
Mr. Jon Reitzel  
Ms. Gauthami Soma (+Science)  
Ms. Joyce Sia (Chair)

**Social Studies Department**

Ms. Linda Becker (Chair)  
Mrs. Ganae McAlpin-Toney  
Mr. Jackson Potter  
Ms. Yamali Rodriguez

**Science Department**

Mr. Daniel Morales- Doyle(Chair)  
Ms. Sue Nelson  
Mr. David Segura

**Foreign Language Department**

Ms. Xiomara Bustamante  
Ms. Alma Preciado

**Fine Art/P.E.s Department**

Mr. John Atorino  
Mr. Will O'Neill  
Mr. Tracy Vanduin

**Learning Specialists & Bilingual**

Ms. Becky Bancroft (Case Manager)  
Ms. Linda Boyle  
Ms. Carol Reynolds  
Mr. David Hernandez  
Ms. Lori Abraham  
Ms. Lili-Lemus Perez

**Librarian**

Ms. Ellen Damlich

**Youth Outreach and Support**

Mr. Lutalo McGee  
Mr. Eduardo Pérez

**Postsecondary Coach**

Mrs. Taneesha Rolland

**Literacy Coach**

Ms. Tinaya York

**Learning Specialist School Assistants**

Ms. Colleen Lane  
Mr. Angelo Resendez  
Ms. Erin Franzinger

May 17, 2010

Ms. Burke:

It is with great pleasure that I write this recommendation for Ms. Cynthia Nambo. I have the fortunate opportunity to work along side Ms. Nambo as Principal at Social Justice High School. Ms. Nambo exhibits excellent communication skills, strong curricular leadership and an excellent understanding of school culture and climate. She would be an attribute to any institution.

In order to begin to understand the context of the work Ms. Nambo does, it is important to explain the culture at Social Justice High School. Founded by a community hunger strike of parents, students and community members, Social Justice High School was born out of the principles of social justice. Our belief in self-determination inspired a community to act on its convictions to affirm its right to a quality education. Through a system of support, guidance, and accountability our students will graduate high school, be prepared for college and implement a post secondary plan. Our students will cherish and preserve their ethnic and cultural identity, will serve and determine the future of our community, and will have a passion for peace, justice and the dignity of all people. Ms. Nambo was an integral part of both the hunger strike and the original design of the campus including our school. The history of our school is due to her visionary approach and dedication.

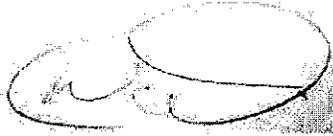
To begin, Ms. Nambo maintains excellent communication skills with faculty, students and parents. As Assistant Principal, she practices the delicate art of facilitating conversation through the probing of specific questions and then truly allowing the students/parents to talk while she intently listens. Through this ability to listen, without judgment, Ms. Nambo has managed to build powerful and lasting relationships with our students and community. Students trust her, they look up to her and they have made significant advances in their emotional and academic maturity because of her compassion and diligence. As a colleague, Ms. Nambo also balances the vital role of listening and talking when confronted with a difficult problem requiring an immediate solution. She is careful to listen to the variety of opinions and perceptions before sharing her own. Yet, where Ms. Nambo shines is her true commitment to her beliefs and her willingness to stand up for those beliefs when she feels they are being marginalized. She is an impassioned colleague who inspires our staff with her valuable thoughts and meaningful solutions.

In addition, Cynthia brings a deep understanding of curricular leadership. As a master teacher, first and foremost, she understands the complexity and balance of both rigorous curriculum and scaffolded lessons. She embodies our curriculum philosophy in practice: creating units with teachers that address the classical, critical and community set of skill that prepares our students for success beyond high school. And through her leadership of our Interim Assessment Project, Ms. Nambo remains a master of assessment including summative, formative and minute-by-minute. Often times, teachers leave a curricular meeting with Ms. Nambo with not only a strong understanding of scaffolding but also of implementation and assessment.

Lastly, Ms. Nambo embodies an excellent understanding of building and sustaining school culture. She quickly embodied our Essential 7 school values and worked hard to teach them to both students and staff. She carries those values as she walks through the hallway both re-directing and affirming students within the language of the Essential 7. She is a driving force behind our Essential 7 Awards, which honors student achievement. She also developed a researched based Junior Plan that addresses the social emotional and academic concerns the current junior class faced. Because of her plan, 90% of the current juniors are on track to graduate and felt incredibly prepared for the Prairie State Achievement Test. You will often find her early in the morning or late at night counseling students through school climate issues such as attendance, academics or home issues. She assures students and supports them with all her heart. In many ways, she is the keeper of our culture and the relentless advocate for our students.

For all reasons stated above, I write this recommendation for Ms. Cynthia Nambo. She was an invaluable Assistant Principal and leader whose commitment to our school is only surpassed by her deep commitment to the emotional and academic success of our students. If I can be of further assistance, please do not hesitate to contact me at 773-535-4304 or [cweiden@cps.k12.il.us](mailto:cweiden@cps.k12.il.us).

Sincerely,

A handwritten signature in black ink, appearing to read "Chad Weiden", is written over a circular stamp or seal.

Chad Weiden  
Principal  
High School for Social Justice

## **Katherine Strebin**

3517 N Reta Ave Apt 2R, Chicago, IL 60657

765-210-5686

Ivy2958@aol.com

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### **Profile**

- 3 years experience as a case manager for the severely mentally ill and co-occurring adult population
- Broad knowledge of community resources available to assist and meet the needs of individuals
- Cognizant of managed healthcare system with a competent understanding of Medicaid and Medicare
- Experience working with diverse and multi-cultural populations, including youth and adults, severely mentally ill and co-occurring, and the economically disadvantaged

### **Education**

- A.M. Social Service Administration, University of Chicago** *In Progress*  
Specialization Health Administration and Policy
- B.S. Psychology, Summa Cum Laude, University of Evansville** *May 2001*

### **Career History**

**El Cuarto Ano Alternative High School, Chicago, IL** *Oct 2004-Present*  
**Student Social Work Intern**

- Performing assessments of students' needs
- Conducting individual counseling sessions
- Organizing and co-facilitating life skills classes for female students
- Engaging in case management and crisis intervention
- Attending weekly staff meetings; coordinating and collaborating with teachers and principal

**Howard Regional Health System, Kokomo, IN** *Oct 2001-Aug 2004*  
**Adult Case Manager, Residential Apartment Program and Assertive Community Treatment Team**

- Directly involved in the organization, start-up, and supervision of a semi-independent living facility for the chronic mentally ill population
- Collaborated with a team of mental health workers to establish an Assertive Community Treatment Team for Outpatient Behavioral Health with a caseload of 40-50
- Engaged in all functions of case management to assist chronic mentally ill individuals with maintaining stability and attaining community integration, including the following: engagement, assessment, treatment planning, coordinating and linking, and monitoring of services
- Facilitated community integration by providing training in independent living skills, such as medication management, money management, self-care and daily life skills.
- Participated on Behavioral Health's Residential Committee to assist in independent living placements of clientele

**Western High School Marching Band, Russiaville, IN**  
**Marching Instructor**

*Aug 1997-Oct 2004*

- One-to-one, small, and large group instruction of fundamental marching and movement skills to 70-100+ high school students each year
- Educated students in leadership and interpersonal communication skills
- Organized and co-ran a leadership seminar for 25 high school band students
- Facilitated students in discovering and achieving their personal and leadership potential through education, motivation, self-discipline, and encouragement

**Career Choices Incorporated/Workone Express, Mt. Vernon, IN**  
**Youth Instructor/Case Manager**

*Jan 2001-May 2001*

- Planned and taught weekly workshops to disadvantaged youth, aged 12-17 for an early intervention program. Workshops educated youth in vocational, educational, and life skills.
- Recruited Youth for program, performed orientations of program and available services for participants and their families, assessed youth for strengths and barriers, linked to community resources, and maintained accurate documentation
- Assisted adult clients with GED test preparation, job searches, and resume writing

**Professional  
Development**

- Nonviolent Crisis Intervention
- Dialectical Behavioral Therapy for Borderline Personality Disorder
- Strengths-based Model of case Management
- Assertive Community Treatment for SMI/Co-occurring population
- Management of Psychiatric Medications and Mental Illness

**Honors**

- University of Evansville Academic Scholarship and Merit Award
- University of Evansville Dean's List 1997-2001
- Phi Eta Sigma Honor Society
- Psi Chi Honor Society
- Phi Kappa Phi Honor Society

**References: Kate Sandy**

**Christy Jackson Harvey, MSW and LCSW  
Community Health Network  
3500 South Lafountain Street  
Kokomo, IN 46902  
(765) 453-8156.**

**Brandon Garber  
Director of Human Resources  
Bona Vista Programs, Inc.  
1220 E. Laguna  
PO Box 2496  
Kokomo, IN 46904  
765-457-8273 ext 332  
bgarber@bonavista.org**

**Susan Bartrum  
Formerly of Community Health Network  
Kokomo, IN  
776-456-3064**

# Karin Nangreave, CPA

2015 W. Birchwood Avenue, Chicago, IL 60645  
312-859-6655

[knangreave@gmail.com](mailto:knangreave@gmail.com)

Detail-oriented Certified Public Accountant with a background in not-for-profit organizations and Single Audits. Experienced in GAAP compliance, leading multiple complex audits, and facilitating the inclusion of proper internal controls.

## Work Experience:

**Warady & Davis LLP, Deerfield, IL** - one of the top 25 CPA firms in the Chicago area

**Accountant In Charge, June 2010- Present**

**Staff Accountant, Sept. 2008-June 2010**

- Participated in planning and execution of financial statement audits, including Single Audits
- Reviewed client budgets compared to actual results, noting discrepancies
- Prepared workpapers in support of audit procedures performed
- Provided client with recommendations to increase efficiency, improve internal controls, and track compliance with funding source requirements
- Prepared Forms 990 and AG990-IL for not-for-profit organizations
- Completed audit reports for dissemination to management and ensured timely follow up on recommendations
- For Single Audits, assisted with data collection form and reporting package as required by the Federal Audit Clearinghouse
- As Accountant In Charge, coordinated multiple on-going audits with Controllers at client sites and monitored Staff Accountants

**Chicago Sailing, Chicago, IL**

**Business Manager, January 2008-August 2008**

- Prepared month end financial statements
- Assisted President in comparing expenses to prior periods and to budget and locating discrepancies
- Recorded all A/P, A/R, and G/J entries throughout year

**Friends of the Chicago River, Chicago, IL**

**Business Manager, Apr. 2007-Dec. 2007**

- Prepared month end financial statements and conducted regular budget reviews with Executive Director
- Evaluated general operating vendors, saving over 18% in annual supply and utility expenses
- Assisted auditors with year-end audit by preparing workpapers and financial statements
- Hired, trained, and supervised an Office Assistant
- Recorded all A/P, A/R, and G/J entries throughout year

**The Suzuki-Orff School for Young Musicians, Chicago, IL**

**Business Manager, Dec. 2005 - Mar. 2007**

- Managed payroll of over 20 employees monthly
- Recorded all A/P, A/R, and G/J entries throughout year
- Assisted auditors with year-end audit by preparing workpapers and budget fluctuation analysis

## Education and Certification:

**Certified Public Accountant, Licensed in IL**

**University of Illinois-Chicago, Chicago, IL**

- Master of Science in Accountancy, May 2008, GPA 3.12

**Northwestern University, Evanston, IL**

- Bachelor of Music, cum laude, Music Business Certificate Program, June 2003, GPA 3.849

## Affiliations:

American Institute of Certified Public Accountants

Illinois Certified Public Accountant Society

2011-12 49th Ward Participatory Budgeting Leadership Committee

## Technological Skills:

Proficient in Microsoft Office Suite, QuickBooks

**Karin Nangreave**

**Three References**

**Shannon Caruso 815-759-5948**

**Sharon Murphy 708-481-5572**

**Maria Gluzerman 773-775-8550**

# Michelle Morales

2076 North Stave Street, Unit #1B  
Chicago, Illinois 60647  
773-469-4671 (cell)  
moralesmontes@yahoo.com

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## Summary of Qualifications

- 17 years experience in the area of non-profit, alternative education and with community based organizations; 12 years experience directing programs.
- Staff supervision, coaching, induction, training and staff development experience.
- Organizational policy development and facilitation.
- Experience with creating organizational systems and processes.
- Specialize in developing, facilitating and implementing programs to help at-risk youth.
- Specialize in working with communities of color.
- Managed large, citywide programs including: data collection, documentation collection and creation/maintenance of participating files, reporting to funding agencies, organizing and executing large events.
- Paperwork/documentation/file auditing experience.
- Type 75 Certification.

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## Experience

**Alternative Schools Network (Chicago, IL)**

**5/2011 - present**

### *Associate Director*

- Manage overall office operations.
- Lead and direct Executive Team in management of overall operations.
- Assist the Executive Director with the overall direction, management and administration of all ASN agency and program operations.
- Assist the Executive Director in ensuring program, administrative and management excellence, ASN agency compliance with all funding, contractual, audit, corporate, licensing, and other legally mandated requirements.
- Represent the Agency to the community through appropriate public relations and advocacy work; maintain appropriate relationships with governmental agencies, public and private funding sources, professional groups, and community organizations.
- Participate in grant writing, funding, and other resource development activities.
  - Successfully obtained summer youth employment dollars for 3 years consecutively.
- Assist the Executive Director in the evaluation of services provided by the agency, along with recommendations for program changes where appropriate.
- Assist the Executive Director in maintaining and facilitating linkages within and outside the agency through communication processes with clients, staff, Board and other groups.
- Perform other duties as assigned by the Executive Director.
- Accountable to Executive Director.

**Alternative Schools Network (Chicago, IL)**

**7/2006 - present**

### *Director, Re-Enrolled Student Program (RSP)*

- Developed program that provided funding to schools to expand supportive services to re-enrolled students at 21 participating alternative high schools.

- Collect and review documentation from schools.
- Supervise RSP Data Manager.
- Analyze data.
- Create and complete quarterly and annual program reports to funding source.
- Create and maintain student files.
- Train contact persons at schools on paperwork/documentation.
- Collaborate and support the directors/principals of schools.
- Liaison for funding source.
- Conduct bi-annual file audits at participating schools.
- Other responsibilities assigned by Executive Director.
- Accountable to Executive Director.

**Malcolm X College (Chicago, IL)**

**12/2005 – 6/2006**

***Dean, Adult Education Program***

- Directed the Adult Education Program of Malcolm X College (GED, ABE and ESL)
- Supervised administrative staff of 10
- Supervised 110 adult educators
- Supervised program/classes at 25 off-campus sites
- Liaison for local teacher and administrative unions
- Liaison for funding source – Illinois Colleges Board
- Managed budget of 2 million with 5 state and federal funding sources
- Interviewed, hired and selected new instructors for adult educators and administrative staff
- Served on various committees at Malcolm X College and District Office of the City Colleges of Chicago (Student Recruitment Committee, Summer Research Institute, Higher Learning Commission Committee)
- Assured quality and accuracy of reports published for President of Malcolm X College and District Office of the City Colleges
- Accountable to Vice President of Academic Affairs and President of Malcolm X College

**Alternative Schools Network (Chicago, IL)**

**7/2002 – 6/2005**

***Manager, Youth Skills Development & Training Program (YSOTP)***

- Developed program, which placed wards of the state that dropped out of public high schools into one of 15 alternative high schools and provides holistic, wraparound support in an educational setting.
- Managed daily “ins and outs” of program, which served about 350 to 400 students per year.
- Implemented and supervised the After Schools Matters Summer Employment Program.
- Organized and facilitated special events for program.
- Grant writing for: After Schools Matters Summer Employment Program (funded through City of Chicago) and Project New Futures (grant funded by Illinois Department of Labor, Illinois Department of Commerce and Economic Opportunity & Illinois Department of Children and Family Services). Annually are awarded with highly coveted employment slots for the Summer Employment Program (4 years in a row) and awarded \$800,000 for Project New Futures – program to track and serve students after graduation from high school.
- Accountable to Executive Director.

**Dr. Pedro Albizu Campos Alternative High School (Chicago, IL)**

**8/1997 - 6/2002**

***Assistant Director***

**7/00 - 6/02**

- Immediate supervisor for teaching and administrative staff of fifteen.
- Supervised allocation of school budget of \$600,000.
- Liaison between school and funders: Alternative Schools Network, Youth Connection Charter Schools and Quantum Opportunity Grant.
- Interviewed, selected and trained new hires and volunteers.

- Facilitated interview process for incoming students and teacher/parent meetings.
- Organized high school graduation; managed vendors, found facilities, recruited speakers.
- Liaison for Fire Department and Chicago building inspectors.
- Continued to teach Biology and Chemistry classes.

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## Education

Northeastern Illinois University – Chicago, IL  
2012 M.A. – Educational Leadership

University of Illinois at Chicago – Chicago, IL  
2002 M.A. - Special Education

DePaul University – Chicago, IL  
1997 B.A. - Latin American/Latino Studies

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## Conferences/Presentations/Other

January 2014 – December 2014 Fellow of *Cultivate: Women of Color Leadership 2014 Program*  
Funded by Woods Foundation and Chicago Community Trust

November 2012 National Association of Multicultural Education  
Co-presenter – *Proyecto Atabey: Intergenerational Mentorship & Leadership to Promote Strong Mothers & Families*

November 2011 National Association of Multicultural Education  
Co-presenter – *The Varied Roles of Literacy in the Lives of Inner-City Parenting Students*

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## Volunteer Positions

April 2011 – current Co-chair, Advisory Committee  
Family Learning Center, Dr. Pedro Albizu Campos Puerto Rican H.S.  
Chicago, Illinois

September 2002 – current Vice President, Board of Directors  
Dr. Pedro Albizu Campos Puerto Rican High School  
Chicago, Illinois

September 2002 – current Co-Coordinator  
National Boricua Human Rights Network  
Chicago, Illinois

**Michelle Morales**  
**Three Recommendations**

1. Larry Vaughn, Associate Director  
Youth Connections Charter Schools  
312-328-0799  
[larryvaughnyccs@aol.com](mailto:larryvaughnyccs@aol.com)
2. Jose Lopez, Executive Director  
Puerto Rican Cultural Center  
773-342-8022
3. Marisol Morales, Director - Service Learning  
University of La Verne  
773-951-9981  
[mmorales3@laverne.edu](mailto:mmorales3@laverne.edu)

**Jack Wuest**  
1917 W. Estes  
Chicago, Illinois 60626  
Work: Alternative Schools Network

Age: 54  
Home Phone: (773) 274-1848  
Work Phone: (773) 728-4030  
Married to Maria Whelan  
3 daughters:  
Catherine Mary, 22  
Ellen Rose, 19  
Maeve Margaret 16

## WORK EXPERIENCE

1971 - 1973 Illinois Department of Children and Family Services  
Caseworker and Assistant to Director

1973 - Present Director, Alternative Schools Network

Responsible for overall operations of the ASN. Annual budget of \$6,500,000, 49 members organizations across Chicago. Largest coalition of alternative schools in the country.

ASN has developed a wide range of nationally innovative projects involving children, youth, and adults (primarily in the inner-city) in the areas of education, employment, support services, community relations, arts, sports, and recreation.

I am now and have been for the past 30 years active in a wide range of issues and concerns, particularly relating to inner-city neighborhoods as well as issues affecting the entire city, as well as working on issues at the statewide and national level.

## PROGRAM AND POLICY EXPERIENCE

Developed innovative projects, including:

- Developed and currently operating a \$2.4 million WIA youth program for high school dropouts with the City of Chicago. 2000 - Present.
- Developed and currently operating a \$3.2 million national model demonstration program with the Illinois Department of Children and Family Services serving high-risk older foster care youth who had dropped out of school. 1999 - Present.
- Developed a Citywide program for Paul Vallas of the Chicago Board of Education to serve 1,000 high school dropouts. This program now serves 1700 high school dropouts. From 1995 to Present.
- Worked with key Illinois legislative leaders to develop the State-wide Taskforce to Re-enroll High School Dropouts. 2001 - Present
- Worked with and helped the City of Chicago's Mayors Office of Workforce Development develop a second Quantum Opportunities Program in the Humboldt Park neighborhood.
- Wrote and developed proposal for the 1996 City of Chicago's Mayor's Office of Workforce Development Quantum Opportunities proposal that was funded by the Department of Labor at \$3,000,000 per year.
- Developed a citywide Safe Schools program for the Chicago Board of Education to serve 600 high-risk youth. 1995-1996

- Developed the Illinois Coalition on Workforce Training with key Chicago and Illinois business leaders. 1992 – 1994.
- Worked with and helped develop with key Chicago and Illinois business leaders the Governor's State-wide Task Force on Human Resource Development that created a statewide plan for training and development. 1990 – 1991.
- Developed a \$1 million per year JIPA Youth Skills Development Program with the City of Chicago's Mayor's Office of Employment and Training. 1984 – 1994.
- Developed a \$1.4 million national delinquency demonstration alternative education project with the U.S. Department of Justice – Office of Juvenile Justice. 1981 – 1984
- National Demonstration Project on Basic Education Skills 1978-1981.
- City-Wide Community Centered Desegregation Project 1977 – 1980.
- National Department of Labor, Community-Operated Youth Employment Business Projects (home repairs, bakery, office supplies, printing) 1977 – 1982
- Illinois Task Force on Children Out of School 1976 - 1978
- Statewide Truants Alternative Program began with the Illinois Department of Children and Family Services and later transferred to the Illinois Office Of Education. 1974 – 1979
- Organized Citywide Education Conferences 1976, 1977, 1978, 1979, 1980 including such national speakers as Julian Bond, Ivan Illich, Paulo Freire, John Kozol, Herb Kohl, Luis Fuentes, Elliot Wigginton, et al.

**Have extensive experience in:**

- Served on numerous city, state, and national committees, transition teams, taskforces, etc. relating to youth and adult education, training, social service, and other key issues.
- Made over 50 presentations, lectures, testimonies, etc. at conferences, workshops, task forces, and legislative bodies on areas including education, employment, youth issues, social services, and so on.
- Organized many demonstrations and broader community based and citywide campaigns. These demonstrations focused on key issues critical to community interests including youth and adult education, training, and social services. These demonstrations targeted issues relating to youth unemployment, state and federal cutbacks in various program areas, etc.
- Written over 70 proposals on subjects ranging from education, employment, social services, nutrition, and desegregation, that have led to over \$70 million in program funding.
- Handled all sorts of extensive press and media contracts, including setting up press conferences, appearing on TV and radio shows, developing stories for the print and electronic media, and so on.

- Done extensive and wide range research in areas including youth employment, adult education, community colleges, youth services, juvenile justice, social services, defense spending, tax policies, etc.
- Worked on several legislative issues at the national, state, and city levels.
- Worked on several political campaigns.

### **MEMBERSHIPS AND ASSOCIATIONS**

Chicago Workforce Board Youth Council Member: 2000 to Present

Chicago Board of Education

Develop Task Force to create programs for high school dropouts 1995 - 1997

Governor's Taskforce on Human Resource Development - 1990-1991

Chicago Private Industry Council - Hire the Future

Committee Co-Chair: 1988-1989

Committee for a Literate Society: 1987 - Present

Chicago Youth Coordinating Committee - Executive

Committee, Employment Committee, Chair 1986-1989

Mayor's Education Summit - 1986 - 1988

Urban Institute

Member of Chicago Area Advisory Committee

Member of Education and Employment Task Forces

1982 - completion (1986)

Chicago Support Center Board Member: 1982 - 1985

Donor's Forum Loan Fund

Member, Board of Managers: 1982 - 1984

Illinois Advisory Committee on Non-Public Schools

Member: 1982 - to present

Chicago Social Services Task Force

1982 - Present

Illinois Department of Commerce and Community Affairs

Illinois Employment and Training Council

Youth Committee: 1979 - 1981

Grants Committee: 1981 - 1983

Statewide Coalition on Human Services

Founding Member: 1981 - Present

Chicago Community Development Advisory Committee

1981 - 1988

Vice President Mondale's Task Force on Youth Employment

Participant: 1979 - 1980

Chicago Cook County Criminal Justice Commission  
Juvenile Justice Committee

1977 - 1980 when it ended

Alternative Schools Network

Founding Member: 1973 - Present

**PERSONAL AND EDUCATIONAL BACKGROUND**

I was born, raised, and still live in Rogers Park  
because I like living in the neighborhood in which  
I grew up.

I Attended:

St. Jerome's Grade School  
1952 - 1961

St. George High School  
1961 - 1965

St. Joseph's College - Indiana  
1965 - 1966

Xavier University  
1966 - 1969; B.S., English Literature

**Jack Wuest**  
**Three References**

Sheila Venson, Executive Director  
Youth Connection Charter Schools  
773-718-3001  
[sheilavensonyccs@aol.com](mailto:sheilavensonyccs@aol.com)

Jesse Ruiz, Lawyer  
Board Member, Chicago Public Schools  
[Jesse.Ruiz@dbi.com](mailto:Jesse.Ruiz@dbi.com)

LaShaun Jackson  
Executive Director, Circle Foundation  
Board Member, Alternative Schools Network  
[l.jackson@circlefound.org](mailto:l.jackson@circlefound.org)

## **Subcontracting**



Creating Futures  
Every Day

### Subcontracting

The Alternative Schools Network (ASN) will subcontract with Instituto del Progreso Latino and its alternative high school, the Rudy Lozano Leadership Academy (RLLA) to provide services for the grant.

RLLA will work directly with the youth, enroll the youth, plan activities, etc. ASN is provide grant monies to RLLA for the purchasing of equipment, for activities and field trips, and to pay the contractual staff working the after school program.

ASN will provide program oversight and management. The Project Director will oversee the program and work with the Site Coordinator to ensure that program compliance. The Fiscal Director will work with RLLA to ensure proper accounting of grant funds.

#### Staffing Plan for RLLA:

Position	Duties
Site Coordinator	Plan, Recruit, Schedule, Oversee, Teach (on site)
Media Arts Teacher	Instruction
Health/Fitness Instructor	Instruction
Leadership/Peace Promotion Coordinator	Deliver leadership and violence prevention curriculum. Train and supervise youth leadership group/Youth Peace Promoters
Job Readiness Coordinator	Work to give youth career information and job readiness as well as internship opportunities
Tutor/Mentor (2)	Mentor and guide students
Technology Trainer	Staff training, support, parent training, youth training

Subcontract: Instituto

PERSONNEL SERVICES Job Title	Annual Salary	# Months On Program	% Time On Program	Total Cost
Program Coordinator	\$ 12,300.00	12	100%	\$ 12,300.00
Instructor/Facilitator 1	\$ 3,772.00	12	100%	\$ 3,772.00
Instructor/Facilitator 2	\$ 3,772.00	12	100%	\$ 3,772.00
Instructor/Facilitator 3	\$ 3,772.00	12	100%	\$ 3,772.00
Instructor/Facilitator 4	\$ 3,772.00	12	100%	\$ 3,772.00
Instructor/Facilitator 5	\$ 3,772.00	12	100%	\$ 3,772.00
Tutor 1	\$ 7,544.00	12	100%	\$ 7,544.00
Tutor 2	\$ 7,544.00	12	100%	\$ 7,544.00
Parent Coordinator	\$ 2,829.00	12	100%	\$ 2,829.00
			<b>Total Salary</b>	\$ 49,077.00

**PROGRAM COORDINATOR:** Hired or assigned by IDPL (Subcontractor) the PC will be responsible for ensuring the daily operation and consistency of the after school program ON Site. Will assist in collecting personnel and participant data in the after school program including time sheets and participant attendance. Will connect day program to after school through meetings with teachers and after school facilitators. (41 weeks x 4 days per week x 3 hours per day @ \$25/hour).

**INSTRUCTOR/FACILITATORS** will include personnel such as the following: **ART INSTRUCTOR** will provide after school hands-on, arts instruction in a variety of media including painting, drawing and photography. **LEADERSHIP AND PEACE TRAINER** will provide organized, research based after school leadership and violence reduction activities. **JOB READINESS AND CAREER COACH** will work to give youth career information and job readiness as well as internship opportunities. **FITNESS INSTRUCTOR** will organize and lead after school fitness activities including yoga, soccer, and walking clubs, etc. **MEDIA ARTS INSTRUCTOR** will teach hands on use of digital equipment to produce short video and audio projects focussed on school and community issues affecting student lives (41 weeks x 2 days per week x 2 hours per day @ \$23/hour).

**TUTORS** to provide small group and one-on-one homework help and core subject area tutoring (41 weeks x 4 days per week x 2 hours per day @ \$23/hour).

**PARENT COORDINATOR** conducts outreach to families of participants and designs family and parent activities, links parents to resources (41 weeks x 1 days per week x 3 hours per day @ \$23/hour).

TRAVEL	Cost/Mile	# of Miles/mo	# of Months	Total Cost
Program Staff Mileage for conference in Springfield, IL	\$ 0.5600	430	1	\$ 241.00
Conference Travel	Cost/ person	# of people	# of days	\$ -
PerDiem	\$ 28.00	1	2	\$ 56.00
Lodging	\$ 70.00	1	1	\$ 70.00
Other (Specify)	\$ -			\$ -
			<b>TOTAL TRAVEL COST</b>	\$ 367.00

<b>SUPPLIES</b>		<b>Total Cost</b>
<b>Item</b>		
Art Supplies	Art supplies for after school mixed-media art activities led by working professional from local, culturally relevant art traditions.	\$ 731.00
Food	Food for out of school time parent and family activities provided at meal time. Cost calculated at \$8 per participant meal, 10 activities with and average of 21 attendees.	\$ 1,680.00
Books	High Interest Novels, nonfiction, poetry and drama student selections.	\$ 150.00
Student Supplies	Paper, pens and pencils, folders, notebooks	\$ 150.00
<b>TOTAL COMMODITIES COST</b>		<b>\$ 2,711.00</b>

<b>OTHER COSTS</b>		<b>Total Cost</b>
Other (Specify) Student Transportation	Includes \$100 for bus cards for students for safe travel home from the program, and bus rental to transport students on field trips (\$250/round trip X 6 trips).	\$ 1,600.00
Other (Specify) Theater Entrances - 2 Trips	Entrances for 28 students and parents and 2 teacher chaperones @ \$30/ticket.	\$ 1,800.00
Other (Specify) Field Trips	Entrances for 28 students and parents and 2 teacher chaperones @ \$15/ticket for local sporting events with lesson plans tied to common core standards, Entrances for 28 students and parents and 2 teacher chaperones @ \$13/ticket for movie tickets with lesson plans tied to common core standards.	\$ 1,680.00
Student Stipends	Stipends provided for participation in select student leadership activities. THIS IS NOT A WAGE but a stipend provided for leadership services. Cost estimated at 15 students participating and providing approximately 4 hours per week at \$6 per hour to leadership activities for 20 weeks.	\$ 7,200.00
Guest speakers	Provides stipends for four guest speakers to present to participants.	\$ 180.00
<b>TOTAL CONTRACTUAL COST</b>		<b>\$ 12,460.00</b>

<b>PERSONNEL SERVICES</b>		<b>\$ 49,077.00</b>
<b>TRAVEL</b>		<b>\$ 2,711.00</b>
<b>SUPPLIES</b>		<b>\$ 367.00</b>
<b>OTHER COSTS</b>		<b>\$ 12,460.00</b>
<b>TOTAL COST</b>		<b>\$ 64,615.00</b>

EXHIBIT 2

Schedule of Compensation

**PRICE PROPOSAL/BUDGET DETAIL**

The Proposer declares that it has carefully examined the Request for Proposal documents, the Proposal Forms, General and Special Conditions and Specifications identified as RFP No. 1453-13604 for Violence Prevention, Intervention and Reduction Demonstration Grants (\$100,000), 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
Kate Sandy, Program Dir	\$66,450 salary, 30% of time	\$19,935
Karin Nangleave, Fiscal Dir	\$91,450 salary, 1.31% of time	1,198
Associate Fiscal Director	\$70,000 salary, 1.31% of time	\$917
Michelle Morales, Assoc. Director	\$86,514 salary, .75% of time	\$638
Edwin Wang, Office Mgr	\$48,449 salary, 1.31% of time	\$635
Jack West, Exec. Dir	\$181,500 salary, 1.31% of time	2,378

SUB-TOTAL \$ \$ 25,701.00

**B. Fringe Benefits**

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

Name/Position	Computation	Cost
Program Director	FICA, Workman's Comp, UI, 9.3%	\$1,951
Executive Director	FICA, WC, UI, 1.31%	112
Associate Fiscal Director	FICA, WC, UI, Health at 1.31%	173
Associate Director	FICA, WC, UI, Health at .75%	107
Office Manager	FICA, WC, UI at 1.31%	66
Executive Director	FICA, WC, UI at 1.31%	208

SUB-TOTAL \$ 2,617

TOTAL PERSONNEL AND FRINGE BENEFITS \$ 28,318

**C. Travel**

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

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

Purpose of Travel	Location	Item	Computation	Cost
Conference	Springfield, IL	Mileage	1 person, $\frac{56}{1001} \times 430$ miles	241
		Lodging	1 person, 1 night	20
		Per Diem	1 person, 2 days, \$28	56

TOTAL \$ 367

**D. Supplies**

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

Supply Items	Computation	Cost
Office Supplies	1.41% of agency allocated supplies	200

TOTAL \$ 200

**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
Telephone	1.41% of agency alloc. share	\$300
Rent + Utilities	1.41% of agency alloc. share	1,200
Administrative expenses	1.41% of agency alloc. share	5,000
Subcontract: RLLA	see attachment	64,615

TOTAL \$ 71,115

**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below.

Budget Category	Amount
A Personnel	29,701
B Fringe Benefits	2,617
C Travel	367
D Supplies	200
E Other Costs	71,115
Grand Total	100,000

EXHIBIT 3

Evidence of Insurance



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/16/2014

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).

<b>PRODUCER</b> Myers-Briggs & Co, Inc. 300 S. Wacker Drive Suite 1000 Chicago IL 60606	<b>CONTACT NAME:</b> Jaime Gorecki <b>PHONE (A/C No. Ext):</b> (312) 425-2323 <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C No.):</b> (312) 263-0979	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Alternative Schools Network 1807 W. Sunnyside Ave., #1D Chicago IL 60640	<b>INSURER A:</b> First Non Profit Insurance Co.		<b>NAIC #</b> 11000
	<b>INSURER B:</b> Sentinel Insurance Company LTD		
	<b>INSURER C:</b> Great American Insurance		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES**      **CERTIFICATE NUMBER:** CL1411319832      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			TMP121820813	1/13/2014	1/13/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ Included
							\$
A	AUTOMOBILE LIABILITY			TAP120798713	1/13/2014	1/13/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							\$
							\$
B	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
							\$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			83WECGL9297	1/1/2014	1/1/2015	WC STATUTORY LIMITS
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Business Personal Prop			TMP121820813	1/13/2014	1/13/2015	Limit \$110,000
C	Directors & Officers			EPP9427070	05/19/2014	05/19/2015	Limit \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Cook County, its officials, employees and Agents are included as additional insured with respects to general liability as their interest may apply.

<b>CERTIFICATE HOLDER</b> Cook County 118 N. Clark Street Chicago, IL 60602	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> William Kamm/JAIME <i>William J. Kamm</i>

EXHIBIT 4

Economic Disclosure Statement (EDS) Forms

ECONOMIC DISCLOSURE STATEMENT  
**ECONOMIC DISCLOSURE STATEMENT  
 AND EXECUTION DOCUMENT  
 INDEX**

Section	Description	Pages
Instructions	Instructions for Completion of EDS.....	EDS i - ii
1	MBE/WBE Utilization Plan.....	EDS 1
2	Letter of Intent.....	EDS 2
3	Petition for Reduction/Waiver of MBE/WBE Participation Goals.....	EDS 3
4	Certifications.....	EDS 4, 5
5	Economic and Other Disclosures, Affidavit of Child Support Obligations and Disclosure of Ownership Interest.....	EDS 6 - 12
6	Sole Proprietor Signature Page.....	EDS 13a/b/c
7	Partnership Signature Page.....	EDS 14/a/b/c
8	Limited Liability Corporation Signature Page.....	EDS 15a/b/c
9	Corporation Signature Page.....	EDS 16a/b/c
10	Cook County Signature Page.....	EDS 17

**ECONOMIC DISCLOSURE STATEMENT**

**MBE/WBE UTILIZATION PLAN (SECTION 1)**

BIDDER/PROPOSER HEREBY STATES that all MBE/WBE firms included in this Plan are certified MBEs/WBEs by at least one of the entities listed in the General Conditions.

I. **BIDDER/PROPOSER MBE/WBE STATUS:** (check the appropriate line)

\_\_\_\_\_ Bidder/Proposer is a certified MBE or WBE firm. (If so, attach copy of appropriate Letter of Certification)

\_\_\_\_\_ Bidder/Proposer is a Joint Venture and one or more Joint Venture partners are certified MBEs or WBEs. (If so, attach copies of Letter(s) of Certification, a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the Joint Venture and a completed Joint Venture Affidavit – available from the Office of Contract Compliance)

\_\_\_\_\_ Bidder/Proposer is not a certified MBE or WBE firm, nor a Joint Venture with MBE/WBE partners, but will utilize MBE and WBE firms either directly or indirectly in the performance of the Contract. (If so, complete Sections II and III).

II. \_\_\_\_\_ Direct Participation of MBE/WBE Firms                      \_\_\_\_\_ Indirect Participation of MBE/WBE Firms

**Where goals have not been achieved through direct participation, Bidder/Proposer shall include documentation outlining efforts to achieve Direct Participation at the time of Bid/Proposal submission. Indirect Participation will only be considered after all efforts to achieve Direct Participation have been exhausted. Only after written documentation of Good Faith Efforts is received will Indirect Participation be considered.**

MBEs/WBEs that will perform as subcontractors/suppliers/consultants include the following:

MBE/WBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount Participation: \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_ %

\*Letter of Intent attached?                      Yes \_\_\_\_\_                      No \_\_\_\_\_

\*Letter of Certification attached?                      Yes \_\_\_\_\_                      No \_\_\_\_\_

MBE/WBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount Participation: \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_ %

\*Letter of Intent attached?                      Yes \_\_\_\_\_                      No \_\_\_\_\_

\*Letter of Certification attached?                      Yes \_\_\_\_\_                      No \_\_\_\_\_

Attach additional sheets as needed.

**\*Additionally, all Letters of Intent, Letters of Certification and documentation of Good Faith Efforts omitted from this bid/proposal must be submitted to the Office of Contract Compliance so as to assure receipt by the Contract Compliance Administrator not later than three (3) business days after the Bid Opening date.**

ECONOMIC DISCLOSURE STATEMENT

COOK COUNTY GOVERNMENT LETTER OF INTENT (SECTION 2)

M/WBE Firm: \_\_\_\_\_ Certifying Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Certification Expiration Date: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ FEIN #: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Contract #: \_\_\_\_\_

Participation: \_\_\_\_\_ Direct \_\_\_\_\_ Indirect

Will the M/WBE firm be subcontracting any of the performance of this contract to another firm?

No \_\_\_\_\_ Yes \_\_\_\_\_ If "Yes", please attach explanation. Proposed Subcontractor: \_\_\_\_\_

The undersigned M/WBE is prepared to provide the following Commodities/Services for the above named Project/ Contract:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate the Dollar Amount, or Percentage, and the Terms of Payment for the above-described Commodities/ Services:

\_\_\_\_\_  
\_\_\_\_\_

(If more space is needed to fully describe M/WBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement conditioned upon the Bidder/Proposer's receipt of a signed contract from the County of Cook. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/ Supply and Fee/Cost were completed.

\_\_\_\_\_  
Signature (M/WBE)

\_\_\_\_\_  
Signature (Prime Bidder/Proposer)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Subscribed and sworn before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Subscribed and sworn before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

Notary Public \_\_\_\_\_

SEAL

SEAL

**ECONOMIC DISCLOSURE STATEMENT**

**PETITION FOR WAIVER OF MBE/WBE PARTICIPATION (SECTION 3)**

**A. BIDDER/PROPOSER HEREBY REQUESTS:**

- FULL MBE WAIVER  FULL WBE WAIVER
- REDUCTION (PARTIAL MBE and/or WBE PARTICIPATION)
- % of Reduction for MBE Participation
- % of Reduction for WBE Participation

**B. REASON FOR FULL/REDUCTION WAIVER REQUEST:**

Bidder/Proposer shall check each item applicable to its reason for a waiver request. Additionally, supporting documentation shall be submitted with this request. If such supporting documentation cannot be submitted with bid/proposal/quotation, such documentation shall be submitted directly to the Office of Contract Compliance no later than three (3) days from the date of submission date.

- (1) Lack of sufficient qualified MBEs and/or WBEs capable of providing the goods or services required by the contract. (Please explain)
- (2) The specifications and necessary requirements for performing the contract make it impossible or economically infeasible to divide the contract to enable the contractor to utilize MBEs and/or WBEs in accordance with the applicable participation. (Please explain)
- (3) Price(s) quoted by potential MBEs and/or WBEs are above competitive levels and increase cost of doing business and would make acceptance of such MBE and/or WBE bid economically impracticable, taking into consideration the Percentage of total contract price represented by such MBE and/or WBE bid. (Please explain)
- (4) There are other relevant factors making it impossible or economically infeasible to utilize MBE and/or WBE firms. (Please explain)

**C. GOOD FAITH EFFORTS TO OBTAIN MBE/WBE PARTICIPATION:**

- (1) Made timely written solicitation to identified MBEs and WBEs for utilization of goods and/or services; and provided MBEs and WBEs with a timely opportunity to review and obtain relevant specifications, terms and conditions of the proposal to enable MBEs and WBEs to prepare an informed response to solicitation. (Please attach)
- (2) Followed up initial solicitation of MBEs and WBEs to determine if firms are interested in business. (Please attach)
- (3) Advertised in a timely manner in one or more daily newspapers and/or trade publication for MBEs and WBEs for supply of goods and services. (Please attach)
- (4) Used the services and assistance of the Office of Contract Compliance staff. (Please explain)
- (5) Engaged MBEs & WBEs for indirect participation. (Please explain)

**D. OTHER RELEVANT INFORMATION:**

Attach any other documentation relative to Good Faith Efforts in complying with MBE/WBE participation.



Creating Futures  
Every Day

Aleatha Easley, Compliance Officer  
Cook County Office of Contract Compliance  
118 N. Clark St. Room 1020  
Chicago, IL 60602

RE: Petition for Waiver of MBE/WBE Participation:

Ms. Easley,

Alternative Schools Network would like to petition for a waiver of MBE/WBE participation for Contract No. 1453-13604.

Our partnership for the Palabras y Poder program is with the Rudy Lozano Leadership Academy (RLLA), which is a high school operated by the Instituto del Progreso Latino. The youth in the program are all high school drop outs and tend to re-enter school with severe academic, social, and emotional deficits, which make engagement in youth programming complex. RLLA is located in Pilsen, but it serves youth from many southwest side neighborhoods including South Lawndale/Little Village, Back of the Yards, and other south side areas.

Instituto del Progreso Latino is a 501(c)3 organization focusing on the upwards mobility of the Latino population since 1977. Many of the current board members and executives are Latino.

As this program is an after school program, there is a very limited pool of partners to successfully execute the program. We did not identify any potential partners on the City of Chicago's MWDBE directory that could run this after school program.

We request that you permit us to waive the MBE/WBE participation for Instituto for Contract No. 1453-13604.

Jack Wuest  
Executive Director

**ECONOMIC DISCLOSURE STATEMENT****CERTIFICATIONS (SECTION 4)**

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.

**ECONOMIC DISCLOSURE STATEMENT****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.

**ECONOMIC DISCLOSURE STATEMENT**

**REQUIRED DISCLOSURES (SECTION 5)**

**1. DISCLOSURE OF LOBBYIST CONTACTS**

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

Name	Address
N/A	

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

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

a) Is Bidder a "Local Business" as defined above?

Yes X No \_\_\_\_\_

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

1807 W. SUNNYSIDE, STE 1D	CHICAGO, IL 60640
1122 N. MILWAUKEE AVE	CHICAGO, IL 60622
700 E. OAKWOOD BLVD	CHICAGO, IL 60653

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.

ECONOMIC DISCLOSURE STATEMENT

**4. REAL ESTATE OWNERSHIP DISCLOSURES.**

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

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

PERMANENT INDEX NUMBER(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

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

**5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.**

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

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

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

**ECONOMIC DISCLOSURE STATEMENT**

**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: ALTERNATIVE SCHOOLS NETWORK D/B/A: \_\_\_\_\_ EIN NO.: 23-7375976

Street Address: 1807 W. SUNNYSIDE, STE 1D

City: CHICAGO State: IL Zip Code: 60640

Phone No.: 773-728-4030

**Form of Legal Entity:**

- |                                                 |                                      |                                                 |                                                |
|-------------------------------------------------|--------------------------------------|-------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Sole Proprietor        | <input type="checkbox"/> Partnership | <input checked="" type="checkbox"/> Corporation | <input type="checkbox"/> Trustee of Land Trust |
| <input type="checkbox"/> Business Trust         | <input type="checkbox"/> Estate      | <input type="checkbox"/> Association            | <input type="checkbox"/> Joint Venture         |
| <input type="checkbox"/> Other (describe) _____ |                                      |                                                 |                                                |

ECONOMIC DISCLOSURE STATEMENT

**Ownership Interest Declaration:**

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

Name	Address	Percentage Interest in Applicant/Holder
N/A		

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

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

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

Name	Address	Percentage of Beneficial Interest	Relationship

**Declaration (check the applicable box):**

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

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

JACK WUEST  
Name of Authorized Applicant/Holder Representative (please print or type) Title

EXECUTIVE DIRECTOR

Jack Wuest  
Signature

5-21-2014  
Date

JWUEST@ASNCHICAGO.ORG  
E-mail address

773-728-4030  
Phone Number

Subscribed to and sworn before me  
this 21<sup>st</sup> day of May, 20 14.

My commission expires: October 22, 2014

X [Signature]  
Notary Public Signature



**ECONOMIC DISCLOSURE STATEMENT**

**COOK COUNTY BOARD OF ETHICS**

**69 W. WASHINGTON STREET, SUITE 3040**

**CHICAGO, ILLINOIS 60602**

**312/603-4304**

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

**FAMILIAL RELATIONSHIP DISCLOSURE PROVISION:**

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

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

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

**DEFINITIONS:**

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

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

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

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

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

**ECONOMIC DISCLOSURE STATEMENT**

**SWORN FAMILIAL RELATIONSHIP DISCLOSURE FORM**

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

Name of Owner/Employee: JACK WEST Title: EXECUTIVE DIRECTOR  
Business Entity Name: ALTERNATIVE SCHOOLS NETWORK Phone: 773-723-4030  
Business Entity Address: 1807 W. SUNNYSIDE, STE 400 CHICAGO, IL 60640

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

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

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

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

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

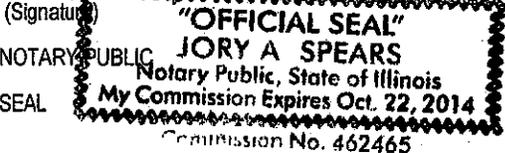
Jack West \_\_\_\_\_ 5-21-2014

Owner/Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Subscribe and sworn before me this 21<sup>st</sup> day of May, 2014.

a Notary Public in and for Cook County

Jory A Spears



My Commission expires 10/22/2014

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

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

**ECONOMIC DISCLOSURE STATEMENT**

**SIGNATURE BY A SOLE PROPRIETOR**

**(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 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

**ECONOMIC DISCLOSURE STATEMENT**

**SIGNATURE BY A PARTNERSHIP (AND/OR A JOINT VENTURE)**

**(SECTION 7)**

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: \_\_\_\_\_

**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.

ECONOMIC DISCLOSURE STATEMENT

SIGNATURE BY A LIMITED LIABILITY CORPORATION

(SECTION 8)

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: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

FEIN: \_\_\_\_\_ \*CORPORATE FILE NUMBER: \_\_\_\_\_

MANAGING MEMBER: \_\_\_\_\_ MANAGING MEMBER: \_\_\_\_\_

\*\*SIGNATURE OF MANAGER: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Subscribed to and sworn 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.

ECONOMIC DISCLOSURE STATEMENT

SIGNATURE BY A CORPORATION

(SECTION 9)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all 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.

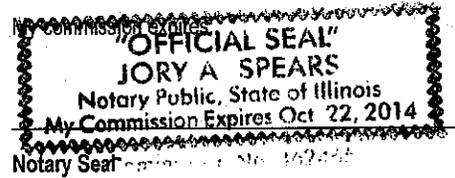
BUSINESS NAME: ALTERNATIVE SCHOOLS NETWORK  
BUSINESS ADDRESS: 1807 W. SUNNYSIDE, STE 4D  
CHICAGO, IL 60640  
BUSINESS TELEPHONE: 773-728-4030 FAX NUMBER: 728-3335  
CONTACT PERSON: JACK WVEST  
FEIN: 23-7375976 \*CORPORATE FILE NUMBER: 5033-667-7

PLEASE LIST THE FOLLOWING OFFICERS:

PRESIDENT: OYEMOLA KALE VICE PRESIDENT: N/A  
SECRETARY: MATTHEW RODRIGUEZ TREASURER: ALFREDO NAMBO

\*\*SIGNATURE OF PRESIDENT: [Signature]  
ATTEST: [Signature] (CORPORATE SECRETARY)

Subscribed to and sworn before me  
this 21<sup>st</sup> day of May, 20 14.  
X [Signature]  
Notary Public Signature



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

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

COOK COUNTY SIGNATURE PAGE

(SECTION 10)

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

*John E. M.*

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 25 DAY OF September, 2014.

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

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

1453-13604G

OR

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

TOTAL AMOUNT OF CONTRACT: \_\_\_\_\_  
(DOLLARS AND CENTS)

\$ 100,000<sup>00</sup>

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

APPROVED BY BOARD OF  
COOK COUNTY COMMISSIONERS

APPROVED AS TO FORM:

SEP 10 2014

Not required

COM \_\_\_\_\_

ASSISTANT STATE'S ATTORNEY

(Required on contracts over \$1,000,000.00)