

PROFESSIONAL SERVICES AGREEMENT

**VIOLENCE PREVENTION, INTERVENTION AND REDUCTION
DEMONSTRATION GRANTS (\$200,000)**

BETWEEN



COOK COUNTY GOVERNMENT

JUSTICE ADVISORY OF COOK COUNTY

AND

YOUTH ADVOCATE PROGRAMS, INC.

CONTRACT NO. 1553-14393B

APPROVED BY BOARD OF
COOK COUNTY COMMISSIONERS

JUL 01 2015

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PROFESSIONAL SERVICES AGREEMENT

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- Exhibit 1 Scope of Services
- Exhibit 2 Schedule of Compensation
- Exhibit 3 Evidence Of Insurance
- Exhibit 4 Board Authorization

Economic Disclosure Statement

AGREEMENT

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

BACKGROUND

The County of Cook issued a Request for Proposals "RFP" for Violence Prevention, Intervention and Reduction Demonstration Grants (\$200,000). 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 Using Agency require the approval of the Chief Procurement Officer in a written amendment 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.

"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, of any tier, suppliers and materials providers, whether or not in privity with Contractor.

"Using Agency" shall mean the department of agency within Cook County including elected officials.

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 tables 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	Board Authorization

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 Using Agency 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 Using Agency 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 Owned 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. **There is a zero percent (0%) MBE/WBE goal for this contract.**

f) Insurance

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

i) Insurance To Be Provided

(1) Workers Compensation and Employers Liability

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

(2) Commercial General Liability (Primary and Umbrella)

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

Subcontractors performing Services for Contractor must maintain limits of not less than \$1,000,000 with the same terms in this Section 3.i(2).

(3) Automobile Liability (Primary and Umbrella)

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

(4) Professional Liability

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

Subcontractors performing Services for Contractor must maintain limits of not less than \$1,000,000 with the same terms in this Section 3.i(4).

(5) Valuable Papers

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

ii) **Additional Requirements**

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

- (2) The insurance must provide for 60 days prior written notice to be given to the County in the event coverage is substantially changed, canceled or non-renewed. All deductibles or self-insured retentions on referenced insurance coverages must be borne by Contractor. Contractor agrees that insurers waive their rights of subrogation against the County of Cook, its employees, elected officials, agents or representatives.
- (3) The coverages and limits furnished by Contractor in no way limit Contractor's liabilities and responsibilities specified within this Agreement or by law. Any insurance or self-insurance programs maintained by the County of Cook apply in excess of and do not contribute with insurance provided by Contractor under this Agreement.
- (4) The required insurance is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.
- (5) Contractor must require all Subcontractors to provide the insurance required in this Agreement, or Contractor may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements as Contractor unless otherwise specified in this Agreement. If Contractor or Subcontractor desires additional coverages, the party desiring the additional coverages is responsible for its acquisition and cost.
- (6) The County's Risk Management Office maintains the rights to modify, delete, alter or change these requirements. "**Risk Management Office**" means the Risk Management Office, which is under the direction of the Director of Risk Management and is charged with reviewing and analyzing insurance and related liability matters for the County.

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, as permitted by Illinois law, 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 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 by completing the Identification of Subcontractor/Supplier/Subcontractor Form ("ISF"). The Chief Procurement Officer shall have the right to disapprove any Subcontractor. 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 Subcontractor 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 Cook County Chief Procurement Officer and its term shall be from August 1, 2015 through July 31, 2016 or until this Agreement is terminated in accordance with its terms, whichever occurs first.

b) Timeliness of Performance

- i) Contractor must provide the Services and Deliverables within the term and within the time limits required under this Agreement, pursuant to the provisions of Section 4.a and Exhibit 1. Further, Contractor acknowledges that TIME IS OF THE ESSENCE and that the failure of Contractor to comply with the time limits described in this Section 4.b may result in economic or other losses to the County.
- ii) Neither Contractor nor Contractor's agents, employees nor 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 contract 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 contained in the Agreement and shall contain a detailed description of the Deliverables, including the quantity of the Deliverables, for which payment is requested. All invoices for services shall include itemized entries indicating the date or time period in which the services were provided, the amount of time spent performing the services, and a detailed description of the services provided during the period of the invoice. All invoices shall reflect the amounts invoiced by and the amounts paid to the Contractor as of the date of the invoice. Invoices for new charges shall not include "past due" amounts, if any, which amounts must be set forth on a separate invoice. Contractor shall not be entitled to invoice the County for any late fees or other penalties.

In accordance with Section 34-177 of the Cook County Procurement Code, the County shall have a right to set off and subtract from any invoice(s) or Contract price, a sum equal to any fines and penalties, including interest, for any tax or fee delinquency and any debt or obligation owed by the Contractor to the County.

The Contractor acknowledges its duty to ensure the accuracy of all invoices submitted to the County for payment. By submitting the invoices, the Contractor certifies that all itemized entries set forth in the invoices are true and correct. The Contractor acknowledges that by submitting the invoices, it certifies that it has delivered the Deliverables, i.e., the goods, supplies, services or equipment set forth in the Agreement to the Using Agency, or that it has properly performed the services set forth in the Agreement. The invoice must also reflect the dates and amount of time expended in the provision of services under the Agreement. The Contractor acknowledges that any inaccurate statements or negligent or intentional misrepresentations in the invoices shall result in the County exercising all remedies available to it in law and equity including, but not limited to, a delay in payment or non-payment to the Contractor, and reporting the matter to the Cook County Office of the Independent Inspector General.

When a Contractor receives any payment from the County for any supplies, equipment, goods, or services, it has provided to the County pursuant to its Agreement, the Contractor must make payment to its Subcontractors within 15 days after receipt of payment from the County, provided that such Subcontractor has satisfactorily provided the supplies, equipment, goods or services in accordance with the Contract and provided the Contractor with all of the documents and information required of the Contractor. The Contractor may delay or postpone payment to a Subcontractor when the Subcontractor's supplies, equipment, goods, or services do not comply with the requirements of the Contract, the Contractor is acting in good faith, and not in retaliation for a Subcontractor exercising legal or contractual rights.

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-9998-2013-07.

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 Agency. 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: COOPERATION WITH INSPECTOR GENERAL AND COMPLIANCE WITH ALL LAWS

The Contractor, Subcontractor, licensees, grantees or persons or businesses who have a County contract, grant, license, or certification of eligibility for County contracts shall abide by all of the applicable provisions of the Office of the Independent Inspector General Ordinance (Section 2-281 et. seq. of the Cook County Code of Ordinances). Failure to cooperate as required may result in monetary and/or other penalties.

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 Subcontractor 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 has 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

- i) In addition to the foregoing warranties and representations, Contractor warrants:
 - (1) 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.
 - (2) 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 affect 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

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:

- (a) the meaning, correctness, suitability or completeness of any provisions or requirements of this Agreement;
- (b) the nature of the Services to be performed;
- (c) the nature, quantity, quality or volume of any materials, equipment, labor and other facilities needed for the performance of this Agreement;
- (d) the general conditions which may in any way affect this Agreement or its performance;
- (e) the compensation provisions of this Agreement; or
- (f) any other matters, whether similar to or different from those referred to in (a) through (e) 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) **Contract Amendments**

The parties may during the term of the Contract make amendments to the Contract but only as provided in this section. Such 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 Using Agency or employee thereof has authority to make any amendments to this Contract. Any 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 amendments which are made in accordance with this Section 10.c. Contract Amendments, no Using Agency or employee thereof has authority to make any 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 Using Agency 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.
- iv) 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.

In the event that other agencies participate in a joint procurement, the County reserves the right to renegotiate the price to accommodate the larger volume.

k) Comparable Government Procurement

As permitted by the County of Cook, other government entities, if authorized by law, may wish to purchase the goods, supplies, services or equipment under the same terms and conditions contained in this Contract (i.e., comparable government procurement). Each entity wishing to reference this Contract must have prior authorization from the County of Cook and the Contractor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring the goods, supplies, equipment or services supplies/services. The County shall not be held responsible for any orders placed, deliveries made or payment for the goods, supplies, equipment or services supplies/services ordered by these entities. Each entity reserves the right to determine the amount of goods, supplies, equipment or services it wishes to purchase under this Contract.

l) Force Majeure

Neither Contractor nor County shall be liable for failing to fulfill any obligation under this Contract if such failure is caused by an event beyond such party's reasonable control and which is not caused by such party's fault or negligence. Such events shall be limited to acts of God, acts of war, fires, lightning, floods, epidemics, or riots.

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: Lanetta Haynes Turner

and

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

If to Contractor: Youth Advocate Programs
2007 North Third Avenue
Harrisburg, PA 17102
Attention: Minette Bauer, Deputy CEO

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



Youth Advocate Programs, Inc.
2007 North Third Street
Harrisburg, PA 17102
Phone: (717) 232-7580 / Fax: (717) 213-6949

March 15, 2015

Ms. Shannon E. Andrews
Chief Procurement Officer
Office of the Chief Procurement Officer
118 N. Clark Street, Room 1018
Chicago, Illinois 60602

RE: REQUEST FOR PROPOSAL (RFP) NO. 1553-14393

Dear Ms. Andrews,

Enclosed please find an application submitted by Youth Advocate Programs, Inc., regarding the above referenced RFP: Violence Prevention, Intervention and Reduction Demonstration Grants for the Justice Advisory Council of Cook County.

The proposed program will be operated locally by our Chicago Youth Advocate Program located at 1111 E. 87th Street, Suite 200, Chicago, Illinois 60619. We commit to provide the services described in the attached application at the proposed price of \$200,000 and the schedule provided in Section G of our application.

Local oversight of the proposed Violence Intervention Program will be provided by our Chicago Regional Director, David Williams, who has over 25 years of experience with criminal and youth justice programming. He will support our local Program Director, Javier Ayana, who has many years of experience working with gang engaged young people and adults. Minette Bauer, Deputy CEO who reports our CEO, will provide administrative oversight and support to Mr. Williams. The team will also be made up of Advocates hired from the neighborhoods of the youth we propose to serve. The narrative also describes our collaboration with the Cook County Juvenile Probation Department and with Children's Home and Aid – an organization presently funded by the JAC that will offer clinical services.

We look forward to your review of our proposal and will answer any questions you may have.

Sincerely,

Minette Bauer
Deputy CEO



Section C: Agency Description

Youth Advocate Programs, Inc. (YAP), a nonprofit human services agency, was created in 1975 to provide community based programs for delinquent youth who were incarcerated in an adult state prison in Camp Hill, PA. The Commonwealth determined that youth should not be incarcerated in adult prisons and reformed the state's system of care to reflect in-home and community based programs for its youthful offenders. YAP's Advocate Program was designed to provide intensive and supportive intervention that did not jeopardize community safety and reunited formerly incarcerated youth with their families. An individualized service plan was created for each youth and family that met the conditions of parole and included plans for education, family support, employment, and as appropriate mental health or substance counseling. In the 1980's, YAP developed one of the first Detention Alternative Programs for youth alleged to have committed criminal acts, but best served in their own homes while awaiting court disposition. YAP now provides programs in 18 states, including Illinois and the District of Columbia. YAP works with youth with complex needs who live in some of the most violent neighborhoods in metropolitan cities including the south and west sides of Chicago and the Bronx as well as in suburban and rural communities.

YAP's innovative model is adaptable to the needs of diverse target populations. Advocates are recruited from the same neighborhoods where the referred youth live. By hiring local experts who understand the neighborhood needs, resources, culture, gang associations and reflect the economic, social and racial diversity of the community, YAP is able to engage young people who are often resistant to social service programs. YAP services are designed to prevent and reduce violence, improve community safety, reduce recidivism and help young people achieve educational success. YAP is the largest organization of its kind in the nation, with a sole mission of providing community based, in-home alternatives to institutionalization. YAP outcomes nationally

show that “86% of juvenile justice youth served remained arrest free during service” and that “the vast majority of (93%) of clients remained in the community at the time of their discharge,” as reported in an April 2014 Issue Brief published by the John Jay College of Criminal Justice.

YAP began services in Chicago in 2006 with a partnership with Lutheran Child and Family Services (LCFS) to provide aftercare services for dually engaged DCFS and IDJJ youth who were wards of the state from Cook County and placed in juvenile correctional facilities or Illinois state prisons. In 2009, the Chicago Public Schools (CPS) selected YAP to work with nearly 600 gang engaged high school students who were at ‘ultra-high risk’ or ‘high risk’ of gun violence. Selected from a Regression Analysis that identified students who were twenty times more likely to be shot within two years, YAP was tasked to work with the 38 high schools located in the most poverty stricken and violent neighborhoods on the south and west sides of Chicago. YAP outcomes for this population indicate that 94% of its students were not shot despite the risk. YAP re-enrolled 179 students who were truant or suspended from school; 87% of YAP’s high school seniors graduated; 41% enrolled in college; and another 9% enrolled in trade schools. Only 9% of the students were incarcerated. In 2013, YAP was selected by JAC to provide services to gang engaged youth referred by the Chicago Police Department. One of YAP’s strongest assets, the ability to engage and retain youth in the program, enabled us to meet the contract goals. The JAC audit acknowledged YAP’s detailed record keeping and tracking systems. The Department of Juvenile Justice contracted with YAP recently to provide Aftercare services to youth from the south suburbs where services are lacking. Today the Chicago YAP continues to serve gang engaged students from 12 high schools that are referred by the CPS’s Adjudication Office and CPS Network 11; and provide aftercare services to dually engaged/IDJJ youth with multiple violations and drug related problems.

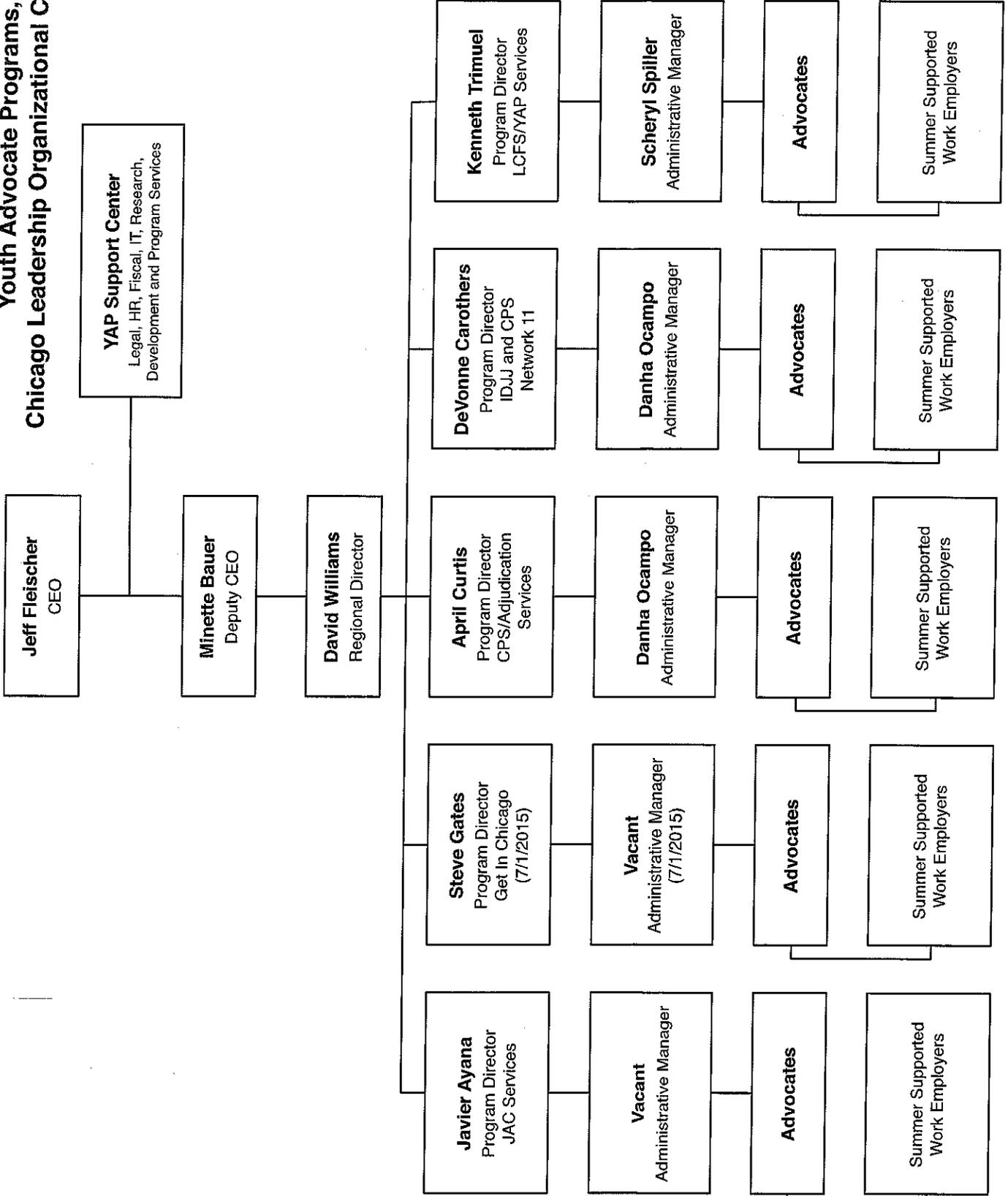
Section D: Executive Summary and Organization Chart

Youth Advocate Programs, Inc., (YAP) is designated a “promising practice” by the Annie E. Casey Foundation and as a “best practice model” in detention alternative design by the Office of Juvenile Justice Prevention (OJJDP). YAP proposes an in-home, wraparound advocate program serving high risk youth who have been found guilty of weapons charges and will be referred by the Cook County Juvenile Probation Department’s Gang School Safety Team or Intensive Probation. The probation department has instituted new programs and is expanding others to better treat and supervise youth who are gang affiliated and may be perpetrators or victims of gun violence. The Department also seeks services to reduce disproportionate minority contact (DMC) among its minority youth; reduce the number of youth injured or killed by gun violence; and reduce recidivism for those with multiple offenses, especially those involving weapons.

YAP offers services for males and females, ages 13 and older that are identified as high risk of becoming county homicide victims or offenders and require more intensive intervention than currently available. YAP’s wraparound advocate model offers intensive intervention at an average of ten hours per week consistent with the principles of Restorative Justice and Positive Youth Development. Advocates are hired from the neighborhoods of the referred youth and offer individual, family and small group activities that include mentoring, role modeling, supervision, educational/vocational assistance, conflict resolution, and linkage to community resources.

Key personnel include David Williams, Regional Director who is responsible for Cook County services. He will supervise the Program Director, Javier Ayana, who will directly implement this program in Cook County. Mr. Ayana is fluent in Spanish, experienced in gang mediation and has a vast knowledge of interventions that succeed with gang engaged youth. Minette Bauer, Deputy CEO, supports Mr. Williams in his management of Illinois services.

**Youth Advocate Programs, Inc.
Chicago Leadership Organizational Chart**



Section E. Description of the Problem

Youth Advocate Programs, Inc., submits this application to address the problem of youth violence in Cook County. YAP provides an effective intervention that has been shown to keep youth safe, increase their positive connection to school and community and increase their rates of graduation from high school. Youth who do not have such connections do not thrive and contribute to the number of youth lost to violence every year in Cook County. The Cook County Juvenile Probation Department provided 2014 GSST STATS collected by the Juvenile Probation Gang Unit. Their data show that there were 638 juvenile victims of a shooting and 113 juvenile victims of a homicide compared to a total of 2,619 shooting victims and 456 homicide victims in 2014. Approximately 25% of these victims of homicide and shootings are under the age of 19 with 560 male homicide victims and 78 female homicide victims. The age and incidence of shooting victims was higher for those 14 through 18 years of age. There was an increase in the number of shooting victims last year, from 473 reported in 2013 to 638 victims in 2014, an increase of 165 shooting victims among young people. The number of juvenile homicide victims increased from 69 to 113 in 2014, and increase of 44 deaths. There were 160 court involved youth who were victims of shootings in 2014 with an additional 21 juvenile court involved youth that were homicide victims (100% male and 0 females). The majority of victims were 16 years of age (58 incidents) and 17 years of age (54 incidents). Nine juvenile court involved youth were arrested for homicide or murder. Twenty-one were arrested and identified as a shooter in a shooting and one arrested for attempted murder.

According to the Mayor's Commission for a Safer Chicago, youth engaged with the justice system is a risk factor for recidivism and victimization. The report states that "in the five year period from 2009 to 2013, 70% of the youth shooting victims has at least one prior arrest and 24% had been arrested six times or more....once a youth has been detained (by IDJJ) there is an 80%

chance he or she will recidivate...within three years." The Mayor's report also notes that nationally, "45% of victims who are shot or stabbed are re-injured during the five years following the first injury, and 20% are dead within those five years." As many as 4,300 juveniles were detained in the detention Center (JTDC) which reported an average daily population of 315 in 2014 and 385 detainees committed to the IL Department of Juvenile Justice. Violence is more prevalent in low-income neighborhoods in the city and county. Englewood, West Englewood, Fuller Park, Washington Park, Garfield Park, North Lawndale, and South Shore are among those with the highest rates of violent crime. Communities in the south suburbs such as Harvey show higher rates of violent crime according the State Police Index, with Harvey indicating 10 murders in 2013.

YAP will address the problem of gun violence by serving adjudicated youth who are referred by Cook County Juvenile Probation and have been found guilty of a weapons charge. Youth that have histories of multiple offenses and have been injured in previous incidents are also a high priority for service as they reflect those most likely to be shot or stabbed again with a greater statistical probability of death within five years. The impact of violence in communities has negative social, educational and financial ramifications. Communities that experience high rates of violence experience higher rates of disease, depression, and morbidity associated with heart attacks and cancer. Entire families and communities are entrapped by fear for their safety and trauma for their losses. It creates tremendous challenges for educators who are trying to operate safe schools and educate those not fully focused on their studies. Data provided in the RFP indicates that 26% of those detained reported they had dropped out or were expelled from school and 48% reported grades no better than a D; 25% had alcohol dependence; 45% reported drug dependence; and 25% suffered from depression. Businesses fail to thrive in neighborhoods with high rates of violent crime, which limits access to grocery stores, other services and jobs where they are most needed.

Section F: Description of the Target Population

YAP offers services for Cook County adjudicated delinquents who have been found guilty of weapons offenses; are likely to have multiple arrests; may have been abused or neglected as children or witnessed domestic abuse; have been exposed to community violence and may have lost friends or family members to gun violence. YAP works with those who have been previously shot, now 45% more likely to be injured again within five years and 20% of that group killed within five years. Those adjudicated on gun charges are at greater risk of injury due to retaliation and may be more likely to cause injury to others. Adolescents are not fully capable of understanding the consequences of their behavior, and may act impulsively which can result in shootings. While awaiting adjudication, it is likely these youth were detained in the JTDC. Often these youth are at greater risk because they have not had positive, trustworthy role models to guide them and have been raised in struggling single parent homes or affected by the incarceration of a parent and are disconnected from the positive opportunities in their communities.

These youth become disconnected from school at a young age when reading and math grades slump and it becomes more difficult to keep up with peers. They more easily fall victim to the school to prison pipeline and often have the highest rates of serious school misconducts, truancy, poor grades, suspensions and expulsion. They live in neighborhoods with a strong gang presence and high rates of violent crime, poverty, unemployment and community blight. Often these youth live from crisis to crisis faced with evictions, homelessness, hunger, higher rates of health problems and stints in shelter care. Older gang members either intimidate them as they walk to school or encourage membership. Trauma results in hypervigilance, depression, lethargy, and may contribute to dependence on drugs or alcohol.

The majority is African American and Hispanic young men, ages 12 to 18 years. Females who face the above risk factors may be victimized are also eligible for referral by the juvenile

probation department's Gang Safety Teams and Intensive Probation. While services are offered throughout Cook County, the department may request special attention to specific neighborhoods like South Shore and others that experience violent crime but have fewer resources or resources that don't have the skill sets necessary to handle the challenges of the target population.

YAP has forty years of service to incarcerated youth having started with a reform movement in PA that removed serious juvenile offenders from a state prison in Camp Hill, PA. In 1992, YAP was hired by the Tarrant County Juvenile Probation Department to work with the Crips and the Bloods residing in the PolyStop area of Fort Worth, Texas. Within a year, the rate of violence and incarceration of probationers decreased substantially. In 2006, the Department of Children and Family services tasked YAP and LCFS to remove its wards from the state's juvenile facilities and adult prisons. In 2009, YAP was hired by the Chicago Public Schools to provide its intensive, wraparound advocacy and supported work program to youth who were determined to be 20 times more likely to shoot or be shot within two years as determined by a Regression Analysis. The Chicago YAP produced results that reduced the number of students shot, reduced school expulsions and increased school performance, including graduation of 87% of its high school seniors in a year when only 60% of the students citywide graduated.

YAP is able to successfully engage youth due to its strength based wraparound advocacy services that offer youth and parents VOICE and CHOICE in the delivery of services. We ask how we can help rather than providing a scripted program. Advocates are recruited from the same neighborhoods of the youth they serve and offer credible role models who have often overcome the same challenges now faced by their clients. Our students often gravitate to their Advocates who provide them a safe harbor, encouragement and recreational activities that increase prosocial behavior. Advocates are available 24/7 and promptly respond in times of crisis or difficulty.

Section G: Proposed Program and Implementation Schedule

YAP offers its wraparound advocacy program to reduce incidents of violence (shootings) by youth who have been found guilty of gun charges and are now at an elevated risk of injury or injuring others. YAP anticipates service to sixty youth annually depending upon the level of service and length of stay agreed upon with the referring probation officer. This application describes risk factors that increase the probability of future gang shootings including high prevalence of gang activities in their neighborhoods, disconnect from school, poverty, and lack of positive role models that re-direct negative behavior and provide opportunities for positive youth development. Connecting youth to caring, trustworthy adults who live in their neighborhoods has been shown to reduce violence and increase school performance. Graduation from high school greatly reduces the odds of future incarceration and is an indicator of economic independence later in life. Advocates assigned to these youth are able to develop caring relationships and strong bonds that lead to program engagement and successful outcomes.

Cook County Probation Officers from the Gang School Safety Teams and Intensive Probation will make referrals to YAP. These youth receive risk assessments and clinical evaluations by doctoral students supervised by the Department's clinical director. Information is gathered from the Chicago Police Department's officers affiliated with the Chicago Public Schools' Office of Student Safety and Security. They seek gang indications from students' social media and information from the CPD Gang Task Force officers, looking for signs of retaliation or credible threats to the youth's safety. This information is provided to YAP at the time of referral and aids in determining the level and length of service prescribed for the referred youth. YAP has a "no reject/no eject" service policy. All referrals made to the program are accepted and youth are not rejected from service due to the problems they present. Rather, the plan is continuously re-designed until the right services are aligned. The Program Director completes an in-depth

interview with the youth and family at their home. The Director gathers information about the needs, concerns and strengths/resources of the youth and family. Families are asked to tell us: *how can we help? What do you need? And how can we work together as equal partners?* Intake interviews are conducted within 48 hours of referral. Afterwards, the Director assigns an Advocate and sets up a Youth Family Team (YFT) meeting. This meeting includes the youth, family, juvenile probation officer, and any supportive people (Natural Supports) that may help the family and youth implement the objectives established in the wraparound service plan. The wraparound plan is written and family and team members tasked with completion. A safety plan is created that addresses problematic relationships, gang turf and transportation issues and means to avoid situations that create conflict. Other community resources are identified and arrangements made for referral, engagement with the resource and transportation. The YFT and wraparound plan are done within three weeks of the intake interview. Advocates often accompany youth to appointments with counselors or substance abuse professionals as they often won't go on their own. With the youth or family's permission, the counselors often will share information so that YAP Advocates can reinforce the guidance or assistance these resources offer. The Advocate establishes a positive relationship with the youth and they begin to do things together, establish rapport and discuss the youth's past and his or her future aspirations. The Advocate works with the youth, parents and school to solve academic problems, truancy and help with behavioral adjustments that may reduce misconducts and suspension. Credit recovery programs and SEL services may also be obtained. As important, Advocates provide fun and recreational activities, take their kids out for meals and do other things that make constructive use of leisure time and expose young people to new activities and new ways of doing things. Advocates are generally assigned to work with the youth more intensively 10 to 12 hours per week at the beginning of service and have the hours reduced as their youth progress; often reduced to 5 to 7.5 per week.

Assignment of hours is flexible and can be adjusted up or down depending upon need. Each week the Advocate completes a Client Activity and Progress Report that details the hours, types, and location of services and notes progress and activities on the wraparound plan during the week. Program Directors provide supervision weekly with the Advocate at which time they review activities provided, progress on goals, problem solve and strategize. The Director reviews the service plan monthly with the family and revises the plan accordingly. Weekly, the Program Director contacts the Gang Safety Teams and Intensive Probation Officers to update them on the progress of their referred youth. Advocate services are provided through individual time with the youth, individually with the family or youth and family together, and in small groups of referred youth. Individual time assures the youth that he or she has time to privately share hopes and aspirations, concerns, threats and problems with the full attention of the Advocate. Family time is used to help the parents and youth communicate more effectively, set limits and resolve issues in the home. Group time is critical to the success of the program as often this is recreational, providing fun for the youth but also giving the Advocate opportunity to observe the youths' interactions, redirect negative behaviors and reinforce positive interactions. YAP offers the PATTS Curriculum (Peaceful Alternatives to Tough Situations), a conflict mediation course for youth. The program budget includes an activity/ancillary fund that covers the cost of recreation, youth meals, bus passes and other consumables the youth may need to improve his or her interaction in the community. Youth are connected to workforce programs that offer afterschool/weekend employment or Advocates help youth locate regular employment appropriate to their interests, academic ability and future ambitions. As the Director works with the Advocate, youth and family, services are scheduled to phase down and eventually end, with an average length of stay of five to six months, longer for those with very difficult situations. The Director works with the youth, Advocate and family to ensure the system of natural supports is in place to maintain the progress

achieved by the youth and family during program participation. The Program Director provides YAP's Basic Advocate Training, Advanced Wraparound /Trauma Informed Care training for staff.

YAP staff has conflict mediation and crisis intervention skills. Frequently, Directors are called to high schools to get ahead of credible threats or de-escalation those in progress. When YAP operated the CPS Violence Prevention Initiative, Program Directors worked directly with the CPD Gang School Safety Officers and CPS Office of Safety and Security who would refer students in crisis due to active conflicts and threats of retaliation that were likely to lead to a shooting. YAP provided over 1,000 successful mediations during the 3-year life of this contract. The juvenile probation department would facilitate a similar arrangement, if the grant were awarded. Advocates work with their students helping them see the negative consequences of posting (or texting) aggressive, threatening, inappropriate sexual information on social media. In addition to retaliation and legal problems, many employers now check posted material in their evaluation of applicants. Cook County Juvenile Probation is concerned about the disproportionate minority contact (DMC) of those involved in the juvenile justice system. Data shows minorities represent about 75% of victims and offenders. YAP will target services to minority youth. In addition to the collaboration with Juvenile Probation, YAP and CHASI have collaborated whereby they will provide CBT and other mental health services for YAP clients. YAP is an SEL provider under contract with CPS. IDJJ has offered to refer youth who meet the criteria established by this application.

At discharge from YAP service, the Program Director completes a discharge survey that addresses each youth's status at entry, at discharge and three, six and twelve months after discharge. Reports required of YAP as noted in the RFP are completed by YAP's fiscal department, Regional Director, Program Director and Deputy CEO. YAP has been audited by JAC in 2013 with very positive results.

Implementation Schedule:

Activity/Activities	Staff Responsible	Timeframe
Receive referrals from Cook County Probation Officers	Program Director	Ongoing
Intake interview with family	Program Director	Within 48 hours of referral
Advocate assigned to client/family	Program Director	Within 3 business days of intake interview
Introduction of Advocate to family	Program Director	Within 1 business day of Advocate selection
Initial Advocate/Youth Family Team meeting	Advocate	Within 48 hours of Advocate assignment to youth/family
Ongoing service for youth and family	Advocate	Weekly
Connection to community resources for wraparound support, including school visit and outreach to community agencies as appropriate	Advocate/Program Director	Within two weeks of intake interview
Youth Family Team meeting, including development of safety plan and service plan and signing of plan	Program Director/Advocate	Within 3 weeks of referral
PATTS group service	Program Director	9-week program as needed, usually 4 times annually
Advocate supervision and reporting on services provided	Advocate/Program Director	Weekly
Completion of weekly activity report	Advocate	Weekly (Mondays)
Program Director supervision	Program Director/Regional Director	Weekly
Service review with family	Program Director	Monthly
Update to Cook County Probation Officers	Program Director	Weekly
Discharge plan and outcomes report	Program Director	At termination of services
Administering outcomes survey	Administrative Manager	3, 6, and 12 months post-discharge
JAC Narrative Reports with number of enrolled, retained, detained; challenges in the quarter; and summation of arrests, injuries, deaths.	Program Directors/Regional Director/Deputy CEO	Quarterly
JAC Final Report – summation of above data; Client Discharge Outcomes (annual computation)	Program Directors/Regional Director/Deputy CEO	30 days after close of contract
JAC Site Visit	Program & Regional Directors/Advocates/Clients	Annually as scheduled

Section H: Expected Outcomes

Youth Advocate Programs, Inc., (YAP) has several forms of measuring outcomes depending upon the process to be reviewed. YAP monitors the service provided by Advocates via monthly telephone calls and letters sent to youth and families that request confirmation of services provided and satisfaction with those delivered. Should a family report dissatisfaction or misrepresentation of hours, the Program Director completes an investigation within five working days. Any incidents of misrepresentation result in the Advocate terminated from employment and funds for those hours charged to the referring authority are returned. Monthly, monitoring reports are aggregated with results forwarded to the executive, regional and local leadership.

Program results are collected through YAP's outcome department. At intake the Director completes an Entry Report that records data as each youth is enrolled in the program and similar data collected at discharge, and three, six and twelve months after discharge. Results are tallied at the end of the contract. YAP discharge metrics include arrests; incarceration; school attendance; employment and self-reports of drug or alcohol dependency. Data for the Violence Prevention Grant offered by JAC will include recording of shootings prior to, during and after discharge. See attached Client Entry Form which is included in the Key Personnel. The discharge and follow up at three, six and twelve months capture the same data. The Outcomes Department located at YAP's Support Center collect and tabulate this data on a comparative basis. YAP local programs often maintain other outcome reports requested by the referring authority.

Outcomes for this project include the following:

- YAP will serve up to 60 youth depending upon the service levels requested by probation officers
- 95% of the youth served will not be shot nor shoot while enrolled in the program
- 90% of the youth served will not be re-arrested while in the program
- 90% will not be referred to the IL Department of Juvenile Justice or IDOC at discharge

- 90% will improve in school by reductions in misconducts and suspensions
- 90% will have one natural support at discharge who will guide the youth at program's end.

Section I: Planning and Preparation Activities

Upon award YAP will notify its partners and set up meetings to review the grant application with other members of the Cook County Juvenile Probation Department that were not included in earlier discussions. The YAP Director will be introduced to the Department at this time. YAP will ask the Department to begin to develop a list of referrals by neighborhood so the Director can identify any Advocates currently employed that would be a good fit and if needed, advertise for additional staff by neighborhood. Often this is done by word of mouth as we have 40 people who can help with outreach. There is list of those who have completed applications that would like to work with YAP that is also a resource of potential candidates. The Director will also solicit resumes for the part-time Administrative Manager who will be hired to work on this project. The JAC will forward contractual documents that will be executed on a timely basis.

The next series of meetings will include introductions of those at CHASI who will carry out the therapeutic services to members of YAP staff and the Cook County Juvenile Probation Department. Members of CPS Adjudication Office will be invited to attend.

The process of confirming new hires is one that can take some time. YAP conducts thorough interviews, reference checks, background checks, motor vehicle record and confirms each potential employee's auto liability insurance coverage among other tasks required by YAP policy and federal regulations (K checks). The newly hired staff and those who are assigned will be trained or retrained in the Basic Advocate Training and Advanced Wraparound/Trauma Informed Care curriculum and Agency Integrity Compliance standards.

We anticipate that the Cook County Juvenile Probation Department will develop a protocol for the prioritization of referrals and authorizations required for their quality assurance processes. YAP, in partnership with the Department, will request a meeting with the juvenile court judges who are likely to learn of the program as it is offered in hearings attended by the probation

officers. YAP will request a meeting with the Department's doctoral candidates and Clinical Director to exchange information about their perceptions and needs of the probationers as a result of the evaluations and risk assessments they conduct. YAP will also request a meeting with the CPD and CPS Safety and Security Teams that monitor student social media and seek information from the CPD Gang Task Force Officers and exchange information about coordination of services and crisis intervention.

As these preparatory meetings come to fruition, there will be numerous internal meetings as new staff come on board that include sharing information about this program, the contractual expectations and any protocols the Cook County Juvenile Probation Department would like staff to follow.

YAP has an internal system of new program enrollment that occurs at the agency's Support Center that alerts the administrative, human resources, program services and financial services departments of the new program. Department staff members provide information needed to access the systems and training on use of its services. Computer authorization is provided so new staff can access YAP automated systems.

YAP's reporting and record-keeping system will be shared. There may be some adjustments to YAP outcome measurements and metrics specifically designed to meet the needs of the probation department. Special incident procedures and reporting will be shared and a process confirmed for communication during work hours and evening/weekend coverage.

YAP will assist in other meetings that may be requested by the probation department as new questions arise during the startup preparation phase. This is often refined when services start.

Section L: Qualifications of the Proposer

For 40 years Youth Advocate Programs, Inc. (YAP), has provided programs as an alternative to incarceration in juvenile facilities and prisons. YAP employs about 2,100 staff annually, with about 40 employed by the Chicago YAP. YAP's history of successful intervention is demonstrated by its expansion of programs into 18 states with Chicago projects listed below:

Agency References and Contact Information	Specifications
<p>1). <i>Lutheran Child and Family Services (LCFS)</i> Contact: Mike Bertrand, Executive Vice President and Chief Operating Officer Address: 7620 Madison Street, River Forest, IL 60603 Phone: (O) 708-771-7180 x235; (C) 630-278-9111 Email: mike_bertrand@lcfs.org</p>	<p>LCFS contract renewed annually since 2006; and now funded at \$1.7 million to serve youth statewide who are dually engaged DCFS wards incarcerated in IDJJ facilities or state prisons.</p>
<p>2). <i>Chicago Public Schools</i> Contacts: Karen Vanausdal, Executive Director; Kishasha Ford, Manager Office of College and Career Success/Office of Social and Emotional Learning; and Victoria Ford, Manager Department of Student Adjudication Address: 42 W. Madison, Garden Level, Chicago IL 60602 Phone: (O) 773-553-1021; (C) 892-6179 Email: vlford@cps.edu</p>	<p>SEL Targeted Services. The FY 2015 Purchase Order \$266,280; Service to students with multiple serious misconducts referred to CPS for expulsion.</p>
<p>3). <i>CPS Network 11</i> Contact: Rashawn Calhoun, Climate/Culture ISL 6553 S. Stewart, Chicago, IL 60121 Phone: 773-535-8224 Email: rncalhoun@cps.edu</p>	<p>Services for truant youth via various task orders under the CPS SEL contract Targeted Services that total \$72,200.</p>
<p>4). <i>Illinois Department of Juvenile Justice</i> Contact: Lisa. R. Hampton, Resource Development Manager – Aftercare Address: Thomson Center, 100 N. Western, Chicago IL 60612 Phone: 312-663-5219 Email: lisa.hampton@doc.illinois.gov</p>	<p>Contract at \$75,000 for FY 15 (1/1/13 to 6/30/16) for Aftercare for delinquents on south side/south suburbs.</p>
<p>5). <i>CPS Violence Prevention Initiative</i> <i>In Chicago under Ron Huberman's administration</i> <i>PERF Address and phone numbers as a replacement</i> Address: 1120 Connecticut Avenue, NW, Suite 930, Washington DC 20036 Phone: 202-466-7820</p>	<p>October 1, 2009 to September 30, 2012, \$15M. Note: none of the staff who managed this project are at CPS any longer; we have included a letter from Chuck Wexler of PERF who was the CPD consultant that evaluated the program.</p>

YAP has been COA Certified since 2006 having passed rigorous reviews of its client, personnel, and administrative policies, procedures, best practices and record keeping. Youth Advocate Programs is designated as a “promising practice” by the Annie E. Casey Foundation; as a “best practice model” in detention alternative design by the Office of Juvenile Justice Prevention (OJJDP); and has had ten external evaluations conducted over the years. The John Jay College of Criminal Justice reviews YAP’s internal outcomes and produces “Issue Briefs” based on YAP’s juvenile justice population and national results. A Profile of Outcomes completed in concert with CPS during the Violence Prevention Initiative in 2012 is included in the Key Personnel Section of this application as it relates to the team that will operate the JAC program if funded. YAP’s Chicago Directors have been tapped to share their expertise with universities and foundations, including Harvard’s Kennedy School of Social Policy and Annie E. Casey’s conference on “Authentic Engagement” held last year in Chicago. The Chicago YAP was featured in the Sunday *New York Times Magazine* authored by Paul Tough who also referenced YAP in his book, How Children Succeed after following our Chicago staff and participants for over a year.

Woven throughout this application is the experience and history of successful outcomes provided by the Chicago YAP. This experience is now offered to the Cook County Juvenile Probation Department who has offered to collaborate with YAP for services to its juvenile probationers who have been shot and require more intensive services than presently available to the Department. This is an opportune time for this collaboration as the Department is in the beginning stages of program development having recently added clinical risk assessments by doctoral staff supervised by the Department’s Clinical Supervisor. This project would fill a gap, as they do not have a provider with the skill sets and intensity required for youth who have been found guilty of weapons offenses. The services presented to the Department mirror closely the services rendered during the CPS Violence Prevention Initiative; will operate in similar

YAP Cook County Proposal, RFP 1553-14393, March 2015

neighborhoods; and provide a future linkage to the CPD and CPS Safety and Security divisions that presently monitor gang related incidents. During the CPS Violence Prevention Initiative, YAP was called upon by CPD and CPS to work with students targeted for retaliation due to gang conflicts and offered this assistance to the probation department in the development of the JAC program. YAP services align with the Department's commitment to Restorative Justice and it seeks to have more programs based upon the principals of Positive Youth Development in addition to compliance of probation conditions.

A second collaborator is CHASI who will offers Cognitive Behavioral Therapy, trauma informed services and group intervention for probationers who need special mental health services. This service is presently funded by the JAC and requires no line item in YAP's budget. This collaboration is focused upon youth who need service but do not regularly attend scheduled sessions and often need assistance in understanding the suggestions of the clinical staff. The client population referred for mental health services is notorious for missing appointments and other avoidance issues. YAP Advocates are able to accompany youth and parents to sessions and with permission work with therapist and family to practice the suggestions and skills learned in a therapeutic environment. The Cook County Juvenile Probation Department welcomes CHASI as an additional resource. The third collaborator is the IDJJ who also may have referrals of those in the south suburbs not easily served now. The fourth collaboration is in partnership with CPS using our current contract to provide Social Emotional Learning for 'Targeted Populations.' It is anticipated that the juvenile probationers referred to the YAP program may include those who are also referred to the CPS Office of Adjudication – the office that administers the process of expulsion from CPS schools. YAP is contracted to offer services to those referred for expulsion to resolve the issues that caused the referral and return the youth to school in targeted high schools.

STATE OF ILLINOIS
CIRCUIT COURT OF COOK COUNTY
JUVENILE JUSTICE AND CHILD PROTECTION DIVISION

TIMOTHY C. EVANS
CHIEF JUDGE

MELISSA SPOONER
DEPUTY CHIEF PROBATION OFFICER,
JDAI/RESEARCH AND POLICY
PROBATION AND COURT SERVICES



1100 S. Hamilton Avenue
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March 12, 2015

Shannon Andrews, Chief Procurement Officer
Office of the Chief Procurement Officer
118 N. Clark Street, Room 1018
Chicago, Illinois 60602

RE: YOUTH ADVOCATE PROGRAMS, INC

Dear Ms. Andrews,

I am writing in reference to the application submitted by Youth Advocate Programs, Inc. to the Cook County Justice Advisory Council for its Violence Prevention, Intervention and Reduction Demonstration Grants (RFP NO. 1553-14393).

We have reviewed the above referenced RFP for violence prevention/reduction and agree to work with the Chicago Youth Advocate Program in the administration of this grant if awarded. Cook County Juvenile Probation and Court Services will identify appropriate referrals for YAP services that will include those who are currently on juvenile probation and/or detained in the JTDC.

The target population includes youth who have histories of multiple offenses; have known gang affiliations or live in neighborhoods with a strong gang presence. These youth will have often have been suspended from school due to multiple school misconducts and frequently truant. We understand that those who are likely to commit or be victimized by gang violence fit the criteria above and will focus services to those most vulnerable to injury and recidivism. We understand that YAP is able to engage a population of youth not easily reached by many existing programs and this service will fill a gap currently missing in our array of service options for delinquent and vulnerable youth.

Cook County Juvenile Probation and Court Services will work closely with Mr. Williams, YAP Regional Director and Mr. Ayana, the intended program director to successfully implement the program. We agree to be available for program updates and client progress reporting and to provide information regarding program outcomes.

We strongly recommend this application submitted by Youth Advocate Programs, Inc be funded by the JAC and pledge our support to work in partnership to reduce violence and recidivism in Cook County.

Sincerely,

A handwritten signature in black ink that reads "Melissa Spooner".

Melissa Spooner
Deputy Chief Probation Officer, JDAI/Research and Policy

Section M: Key Personnel

The following key staff members will be involved in the oversight and implementation of the proposed project:

1). Minette Bauer, YAP's Deputy Chief Executive Officer, who reports to YAP's CEO, has provided executive leadership to the Chicago and Illinois programs since they started in 2006. She has been with YAP since the opening of the agency's first program in Pennsylvania in 1975 and worked as one of its first Advocates helping incarcerated youth reunite with their families and communities. Over her tenure at YAP she has served as a Program Director and Regional Director in Philadelphia, started YAP's first programs in New Jersey, and for 15 years served as the agency's Executive VP of Operations until her promotion in 2005 to Deputy CEO. She will provide administrative oversight and support to the Regional Director. Her full job description and resume are included below.

2). David Williams, Regional Director for YAP's Illinois programs, will provide local oversight of the project. Regional Directors are responsible for supervising all YAP programs in a designated state, including ensuring that programs achieve the outcomes and performance standard in each contract. He joined YAP with the opening of the Chicago Youth Advocate Program in 2006 and served as the first Program Director. With the successful expansion of services in 2009, he was promoted to Regional Director and is responsible for statewide leadership. He has twenty-five years of corrections and juvenile justice experience in Chicago working largely in community based programs. He serves on the Mayor's Commission for a Safer Chicago and the CPD Community Advisory Board. He holds a Master's Degree in Social Work Administration. His full job description and resume are included below.

3). Javier Ayana, YAP's local Program Director, reports to Mr. Williams. YAP Program Directors are responsible for the overall administration of a local program including the provision

of client services, managing/facilitating Youth Family Team meetings, developing individual service plans, coordination of services with referring authorities and supervising the Advocates. Mr. Ayana has attended Harold Washington College with an advanced certificate in social work and certification in management/accounting. He has seven years of experience working with YAP as an Advocate and Assistant Director with the CPS Violence Prevention Initiative. Complimentary experience includes working with Cease Fire as a Violence Interrupter. He is bilingual and fluent in Spanish. His job description and resume are included below.

4). The team will also be made up of Advocates who are responsible for providing the direct service component of the program. Advocates are hired from the communities in which the youths live and are required to have knowledge of community resources. Job descriptions for Advocates are included below.

5). YAP will employ a part-time Administrative Manager who is responsible for record keeping, internal controls as it relates to the local processing of Activity Reports, reimbursement of expenses, and client entry / discharge reports and other duties as assigned. A job description is included below.

6). In addition to the personnel mentioned above, YAP has an experienced Board of Directors with numerous years' service in human services and other skill sets. The Board member who represents Chicago is Randolph Stone, former Cook County Public Defender and now clinical professor of law at the University of Chicago School of Law.

7). YAP has a Support Center located in Harrisburg PA that processes functions relating to Human Resources, Financial, Legal, Outcomes and Monitoring, Information Technology, Contracts and Program Services. This group of employees and administrators ensure compliance with regulations that relate to each of their functions.

1). YAP DEPUTY CEO – JOB DESCRIPTION

JOB DESCRIPTION **Youth Advocate Programs, Inc.**

JOB TITLE: Deputy CEO_President

DEPARTMENT: Executive

Training Category: Managers Supervisors Frontline Staff/Direct Service
 Frontline Staff/Administrative TSC

Effective Date:

FLSA Status (Director of HR assigns): Exempt

EEO Category (Director of HR assigns): Executive/Senior Level Official

Circle one: Salary

Circle one: Full Time

I. POSITION SUMMARY: The Deputy CEO/President shall report to the Chief Executive Officer (CEO) and will be responsible for the development and administration of statewide programs. The Deputy CEO/President will ensure that the programs operate effectively.

II. POSITION QUALIFICATIONS

A. EDUCATION: Bachelor's degree generally preferred; commensurate experience in community-based agency program is acceptable.

B. SPECIAL TRAINING/SKILLS (Licenses and Certifications):

Licenses and Certifications

- State/Federal Mandated Clearances and Criminal Background Checks
- Valid Driver's License

Problem Solving Skills

- Recognizes problems and provides feedback or documentation to assist with resolving the problem

Communication Skills

- Consistently uses good listening skills to remain informed and acts upon or acknowledges receipts of information
- Provides well-organized and clearly written information

Math Skills

- Perform basic mathematical functions such as addition, subtraction, multiplication and division

Computer Knowledge

- Word Processing Software
- Internet/Email

Other Characteristics

- Documentation and Observation Skills
- Strong organizational skills
- Ability to follow established confidentiality policy

- Ability to follow established safety standards
- Ability to use various office equipment (i.e. copier, fax, shredder, printer, etc)
- Effective oral and written communications skills
- Working knowledge of applicable regulations

C. EXPERIENCE/TRAINING: At least 10 years experience in management position

D. MENTAL DEMANDS TYPICAL OF THIS POSITION:

Ability to manage multiple projects/tasks, utilize creativity, maintain a high level of decision-making, ability to adapt to a constantly changing work environment, maintain a high level of record keeping/routine paperwork, provide close attention to detail, ability to travel, ability to work under pressure for results, establish own goals, meet frequent deadlines, work in a closely supervised environment, and work closely with others.

E. PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Ability to use both hands, Ability to communicate orally, Ability to hear conversation, Ability to operate truck/motor vehicle.

Frequently Incurred (25%-75% of time on job)

Ability to walk, Ability to sit, Ability to use both legs.

Occasionally Incurred (Less than 25% of time on job)

Ability to stand, Ability to lift: Mod (Max 25 lbs.), Ability to carry (est. weight: 25 lbs.), Ability to push (est. weight: 25 lbs.), Ability to pull (est. weight: 25 lbs.), Reaching at high or low level, Repetitive finger movement, Ability to climb stairs, Ability to stoop.

F. WORKING CONDITIONS TYPICAL OF THIS POSITION:

Frequently Incurred (Between 25% - 75% of time on job)

Work is typically completed an office environment. As a **salaried** position, **40 hours** is required. Traveling is required.

In keeping with Youth Advocate Programs' philosophy that each employee or prospective employee should be encouraged to reach his or her full potential, and in compliance with the American's with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified applicants with disabilities to allow such individuals with disabilities to perform the essential functions of this position.

III. JOB RELATIONSHIPS

A. **RESPONSIBLE TO:** Typically reports to CEO

B. **WORKERS SUPERVISED:** Typically supervises State Leadership Team

IV. MAJOR JOB RESPONSIBILITIES/ESSENTIAL FUNCTIONS (list functions that can be measured)

1. Identify, recruit, hire, fire, supervise, monitor and evaluate program directors and other agency personnel as needed within the assigned region.
2. Ensure that programs provide high quality services to clients, youth and families.

3. Ensure that agency clients and families receive needed services specified monies, and activities as required.
4. Ensure that the program operates in compliance with agency policy, contractual terms and applicable laws. Notify the Chief Executive Officer of corrective actions needed.
5. Provide technical support to directors including assistance with personnel or client issues. Support directors in developing creative solutions for clients or families who are experiencing difficulty.
6. Resolve staff or client grievances.
7. Provide orientation and on-going training opportunities for program directors that enable staff to develop their professional potential and enhance their ability to effectively serve agency clientele.
8. Review management information data regarding client outcomes and fiscal operations. Ensure that programs achieve acceptable results and operate within budgetary parameters.
9. Maintain effective working relationships with the court in order to ascertain satisfaction with services. Advise the Chief Executive Officer of problems and take corrective action.
10. Complete monitor investigation and ensure that directors complete monitor investigations as required by policy.
11. Participate in Executive Committee meetings as scheduled.
12. Perform other duties as requested by the Chief Executive Officer.

V. TRAINING REQUIREMENTS (% of time required)

* Essential Functions reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements which may be inherent to the position.

In addition, this job description IS NOT AN EMPLOYMENT CONTRACT.

Employee Signature: _____ **Date:** _____

YAP DEPUTY CEO – RESUME

YAP Executive Team



Deputy CEO

Minette Bauer
Deputy
Chief Executive Officer

EDUCATION:

Pennsylvania State University
BS, 1975
Rehabilitation Education

YEARS OF EXPERIENCE:

39

Human Services Experience: Service to Youth Advocate Programs, Inc. (YAP) began in 1975 with the opening of the first Youth Advocate Program in Pennsylvania and continued with leadership and oversight of the agency's growth into 17 states, the District of Columbia and the United Kingdom. Experience includes direct services to youth and families in housing projects and blighted metropolitan neighborhoods and progressively responsible executive leadership roles.

Deputy Chief Executive Officer (YAP) – Responsible for development and implementation of new community-based programs for children, youth, families and adult corrections with a focus on the Midwestern United States. Serve as liaison to YAP's sister program in Sierra Leone. Responsible for administrative areas including: public policy and public affairs; risk management; and technical and troubleshooting assistance to Senior Management and field leaders. Actively participate on various executive level task forces and committees to research and develop policies. Serve on YAP's Human Resources Committee; Gang Services/Violence Committee; the COA (Council on Accreditation) Certification Task Force; and the Executive Team. The New York Times, MSNBC, and Paul Tough's book, *How Children Succeed* cited the Chicago programs providing services to the highest risk, gang involved youth on the South and West Sides.

Executive Vice President of Operations (YAP) – Responsible for corporate operations (The Support Center) and corporate legal affairs. Served as a member of YAP's Executive Committee.

Vice President of Operations and Program Services (YAP) – Responsible for oversight and administration of Southeastern Pennsylvania Programs including Philadelphia.

Program Director (YAP) – Successfully put the Philadelphia and New Jersey Youth Advocate Programs into operation.

Advocate (YAP) – Responsible for the provision of direct services to troubled adolescents and their families. Worked in predominately urban neighborhoods.

Highlights of Notable Achievements:

- Was one of YAP's first advocates working to return juveniles incarcerated in the Camp Hill (Pennsylvania) State Correctional Institution to appropriate community settings.
- Demonstrated creativity and innovation in developing and implementing programs for youth and families involved with juvenile justice, child welfare and behavioral health systems.
Did college internship at the Rockview State Correctional Institute, Bellefonte, Pennsylvania

2). YAP REGIONAL DIRECTOR – JOB DESCRIPTION

JOB DESCRIPTION

Youth Advocate Programs, Inc.

JOB TITLE: Regional Director
DEPARTMENT: Field

FLSA Status (Director of HR assigns): Exempt

EEO Category (Director of HR assigns): First Level Manager

Circle one: Salary

Circle one: Full-Time

I. POSITION SUMMARY

This position is responsible for the overall management of programs in the assigned region to include client services, human resources packets, personnel, budget, and program development issues.

II. POSITION QUALIFICATIONS

A. EDUCATION: Bachelors or Masters Degree preferred, no specific field required

B. SPECIAL TRAINING/SKILLS (Licenses and Certifications):

- State/Federal Mandated Clearances and Criminal Background Checks
- Valid Drivers License

Problem Solving Skills

- Investigates and provides root cause analysis of problems, suggests alternatives, evaluates outcomes and makes formal recommendations for solutions.

Communication Skills

- Clearly and consistently verbally communicates priorities
- Ensures timely exchange of verbal information between employees or departments
- Verbally informs employee at all levels within the organization with need to know information

Math Skills

- Performs accurate basic mathematical functions such as addition, subtraction, multiplication and division
- Performs basic mathematical functions, like percentages, ratios, etc...

Computer Knowledge

- Word Processing Software
- Spreadsheet Software
- Internet/Email
- Presentation/Multi Media Software

Other Characteristics

- Documentation and Observation Skills
- Strong organization skills
- Ability to follow established confidentiality policy
- Ability to follow established safety standards

- Ability to use various office equipment i.e. copier, fax, shredder, printer, etc...
- Knowledge of financial management
- Strong leadership and supervisory skills
- Working Knowledge of applicable regulations
- Knowledge of human resources laws and regulations as they related to the management of staff.

C. EXPERIENCE/TRAINING:

Three to five years related experience/training in youth services, community programs, or program development.

At least one year related experience/training in management/supervision

D. MENTAL DEMANDS TYPICAL OF THIS POSITION:

Ability to manage multiple projects/tasks, utilize creativity, maintain a high level of decision-making, ability to adapt to a constantly changing work environment, maintain a high level of record keeping/routine paperwork, provide close attention to detail, ability to travel, ability to work under pressure for results, establish own goals, meet frequent deadlines, work in a closely supervised environment, and work closely with others.

E. PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Ability to use both hands, Ability to communicate orally, Ability to hear conversation, Ability to operate truck/motor vehicle

Frequently Incurred (25%-75% of time on job)

Ability to walk, Ability to sit, Ability to use both legs

Occasionally Incurred (Less than 25% of time on job)

Ability to stand, Ability to lift: Mod (Max 25 lbs.), Ability to carry (est. weight: 25 lbs.), Ability to push (est. weight: 25 lbs.), Ability to pull (est. weight: 25 lbs.), Reaching at high or low level, Repetitive finger movement, Ability to climb stairs, Ability to stoop

F. WORKING CONDITIONS TYPICAL OF THIS POSITION:

Frequently Incurred (Between 25% - 75% of time on job)

Work alone, Work weekly more than 40 hours (Avg.: 40 – 50 hours)

Occasionally Incurred (Less than 25% of time on job)

Work outside, Work outside and inside, Contact with patients, Exposure to blood and bodily fluids

This position typically does not require the use of personal protective equipment.

In keeping with Youth Advocate Programs', Inc. philosophy that each employee or prospective employee should be encouraged to reach his or her full potential, and in compliance with the American's with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified applicants with disabilities to allow such individuals with disabilities to perform the essential functions of this position.

III. JOB RELATIONSHIPS

C. RESPONSIBLE TO: Typical reports to State Leadership/President

D. WORKERS SUPERVISED: Typical supervises staff in the assigned regional programs

IV. MAJOR JOB RESPONSIBILITIES/ESSENTIAL FUNCTIONS (list functions that can be measured)

ESSENTIAL FUNCTIONS: (other duties may be assigned)

1. Provide supervision of Program Directors in assigned counties.

PERFORMANCE MEASURE

- Communicate weekly performance feedback to Program Directors and hold them accountable to their strategic plans.
- Facilitate monthly team meetings for all administrative staff to review profit/loss information, expenses, unauthorized percentage of services, etc.

2. Manage the delivery of client services to ensure clients are receiving the maximum and appropriate level of services weekly.

PERFORMANCE MEASURES:

- Conduct weekly review of program percentage reports and review with Program Directors to ensure 80% of authorization levels are achieved monthly.
- Conduct monthly case and chart reviews with Program Directors.

3. Manage the quality of services delivered.

PERFORMANCE MEASURES:

- Review Support Center monitoring reports with Program Directors monthly.
- Ensure that Program Directors are meeting face-to-face with children and their families on a monthly basis.
- Develop two new programs per year to make trainings in the assigned region more cost effective.

4. Manage the compliance of services delivered.

PERFORMANCE MEASURES:

- Maintain monthly contact with referring authorities to keep updated on regulations and contract compliance.
- Communicate and distribute contracts and bulletins to Program Directors as needed.
- Ensure outcomes measurement data is reported in accordance research guidelines.

5. Develop new opportunities for YAP to deliver service.

PERFORMANCE MEASURES:

- Meet bi-monthly with potential referring authorities.
- Research new RFP's on an on-going basis.
- Conduct at least three outreach presentations annually.

6. Maintain the financial viability and manage budgeting for assigned regions.

PERFORMANCE MEASURES:

- Maintain a variance of + / - 5% from the established budget.
- Increase revenue by 5% over the next year.
- Identify four cost savings measures annually.

7. Attend meetings and trainings.

PERFORMANCE MEASURES:

- Attend at least 20 hours of job related training per year.
- Attend 95% of meetings.

OTHER DUTIES OF JOB:

1. Prepare monthly report for the President.
2. Speak at programs, staff meetings, and public events.
3. Completion of special projects as assigned by the President.
4. Perform other related duties as required.

*** Essential Functions reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements which may be inherent to the position. In addition, this job description IS NOT AN EMPLOYMENT CONTRACT.**

Employee Signature: _____ Date: _____

DAVID RYAN WILLIAMS
Regional Director
Chicago Youth Advocate Program

David Williams
Director
Chicago YAP

Education

Chicago State
University (IL)
MS, Correctional and
Criminal Justice
University of
Chicago, Social
Service
Administration
University of
Louisville, KY
BS, Correctional
Administration
BS, Law Enforcement
Administration

Training:

SACY – 40 hours
Quality Assurance
Budget Development
and Administration
Performance
Evaluation
Performance-Based
Management and
Progressive Discipline
Administrative Law
DASA – “It Takes a
Village to Raise a
Child
DASA – Substance
Abuse Prevention
Crisis Intervention –
Administrative
Office of the Courts

Highlights of Relevant Experience

Experience with Children, Youth and Families: Have over 19 years of experience in juvenile justice, adult probation and child welfare. Career focus has been in major metropolitan areas: Louisville, KY and Chicago, IL. Professional history includes provision of direct services including service as a Probation Officer, Pretrial Officer, Youth Program Worker and Case Manager. Have extensive experience with mentoring programs and volunteer coordination.

Managerial/Supervisory Experience: Held progressively responsible positions including Program Director for the Jane Addams Hull House Association. Owned and operated a Real Estate business for six years. Joined the Chicago Youth Advocate Program in 2006, first as Program Director and then Regional Director.

Personal Strengths and Assets:

- Excellent verbal and organizing skills.
- Willingness to accept new challenges and responsibilities; eager to learn.
- Goal oriented; competent; reliable; disciplined; assertive.
- Ability to reduce complex ideas to palatable concepts and practical applications.
- Ability to relate to people from various social, ethnic and/or economic backgrounds.

Employment History

Director, Chicago Youth Advocate Program 2006 – present:

Responsible for day-to-day management of a community-based program serving severely delinquent youth returning from juvenile correction facilities to Chicago’s West and South sides. Manages contracts and budgets; responsible for human resource functions including recruitment, hiring, evaluation; supervises staff; conducts intakes and oversees and provides direct services as necessary.

Employment History

Self-Employed Real Estate Entrepreneur 2000-2006: Owned and operated a business focused on real estate purchase, rehabilitation, sales and rentals. The successful business is still operating under different management.

Program Director, Jane Addams Hull House Association, Hull House Advocate Program, Chicago, IL. September 1995 – September 2000: Responsible for the day-to-day operations of the Hull House Advocate Program. Duties included: staff interviewing, training, development, supervision administration of personnel policies including progressive discipline; physical plan management; budget development and administration; negotiating and maintaining contractual relationships; human resources and policy development. Supervised 45 staff and a \$4 million budget.

Supervisor, Jane Addams Hull House Association, New Directions Program, Chicago, IL. January 1994 – July 1995:

Responsible for supervision of 15 staff in a program serving 120 children in the care of the State of Illinois. Duties included: supervision and monitoring implementation of Medicaid services; assisting in the development of new program services; supervising case managers and assistant case managers; preparing monthly and quarterly reports as required; participating in utilization reviews and treatment plan staffing; training staff on Medicaid policies and procedures; trained new staff on New Directions Program policies and procedures.

Case Manager, Jane Addams Hull House Association, New Directions Program, Chicago, IL. June 1993 – December 1993:

Responsible for a caseload of 11. Provided crisis intervention as needed; acted as liaison for the clients between DCFS, schools, courts and other officials; performed initial client assessments; responsible for disbursement of funds to the clients; attended job development and training courses; responsible for placing and monitoring clients' living environment; counseled clients with regard to independent living skills; updated clients' records daily.

Prior Experience with Probation, Courts and Mental Health

Probation Officer, Cook County Adult Probation Chicago, IL (July 1992- October 1996);

Prevention Specialist II, Bobby Wright Mental Health Center, Chicago, IL (July 1991-June 1993)

Youth Program Worker II, Jefferson County Department of Human Services, Louisville, KY (November 1990 – May 1991)

Pretrial Officer, Administrative Office of the Courts, Louisville, KY, (March 1990 – May 1991)

Highlights of Accomplishments

- Assisted with coordination of the Red Ribbon Week Rally with over 5,000 students.
- Organized Peer Leader Recruitment for a Drug Free West Side Youth Task Force.
- Developed and implemented curricula for school-based groups and implemented training on various subjects such as: drug prevention, youth motivation, self-love, self-esteem and African culture.
- Served as Hull House national representative to CWLA Independent Living Services and Youth Services.
- Increased revenue from \$1 million to \$4 million in two years for Hull House Advocate Program.
- Developed and implemented Hull House Advocate Program Policy and Procedure Manual and provided training.
- Developed Quality Assurance Program for Hull House Advocate Program.
- Responsible for Hull House Advocate "build out" that complied with ADA and COA standards.
- Participate on YAP's agency-wide Policy and Procedure Development Team.
- Participated in YAP's agency-wide Strategic Planning Initiative.

3). YAP PROGRAM DIRECTOR – JOB DESCRIPTION

JOB DESCRIPTION
Youth Advocate Programs, Inc.

JOB TITLE: Program Director
DEPARTMENT: Advocacy

FLSA Status (Director of HR assigns): Exempt

Circle one: Salary

Circle one: Full Time

I. POSITION SUMMARY

The Program Director is responsible for the overall administration of a local program including the provision of client services, personnel management, and budget management.

II. POSITION QUALIFICATIONS

- A. EDUCATION:** Bachelors degree with commensurate experience in community-based agency program is acceptable except for programs where the referring authority requires a specific degree.
- B. SPECIAL TRAINING/SKILLS (Licenses and Certifications):**
Licenses and Certifications
- Problem Solving Skills**
- Communication Skills**
- Demonstrate communication skills, both oral and written
- Math Skills**
- Computer Knowledge**
- Other Characteristics**
- C. EXPERIENCE/TRAINING:** Experience in the provision of home and community-based services, managing and benefits
- D. MENTAL DEMANDS TYPICAL OF THIS POSITION:**
Ability to manage multiple projects/tasks, utilize creativity, maintain a high level of decision-making, ability to adapt to a constantly changing work environment, maintain a high level of record keeping/routine paperwork, provide close attention to detail, ability to travel, ability to work under pressure for results, establish own goals, meet frequent deadlines, work in a closely supervised environment, and work closely with others.
- E. PHYSICAL DEMANDS TYPICAL OF THIS POSITION:**
- Constantly Incurred (More than 75% of time on job)**
- Frequently Incurred (25%-75% of time on job)**

Occasionally Incurred (Less than 25% of time on job)

F. WORKING CONDITIONS TYPICAL OF THIS POSITION:

Frequently Incurred (Between 25% - 75% of time on job)

Occasionally Incurred (Less than 25% of time on job)

This position typically does/does not require the use of personal protective equipment.

In keeping with Youth Advocate Programs', Inc. philosophy that each employee or prospective employee should be encouraged to reach his or her full potential, and in compliance with the American's with Disabilities Act (ADA), reasonable accommodations or modifications will be made for qualified applicants with disabilities to allow such individuals with disabilities to perform the essential functions of this position.

III. JOB RELATIONSHIPS

- E. **RESPONSIBLE TO:** Typically reports to President, Vice President or Regional Director of the service area.
- F. **WORKERS SUPERVISED:** Typically supervises Program Staff

IV. MAJOR JOB RESPONSIBILITIES/ESSENTIAL FUNCTIONS

1. Responsible for all services provided to clients and their families who are referred to the program. Ensure that all clients receive the appropriate number of hours, contacts, services, specified monies and activities as required by contract with the referring authority or the third party payor.
2. Interview referrals and their biological or extended families. In conjunction with the youth and his/her family, develop a Service Plan that meets the individual needs of the youth and family.
3. Oversee the intake process including interviewing referrals and appropriate family members. In conjunction with the client and family ensure that a service or treatment plan that meets the individual needs of the clients and family is developed and implemented. Such plans must be strength based using the wraparound plan model.
4. Monitor service delivery provided by staff and ensure that staff implements the goals in the service or treatment plans, as well as make any revisions to the plan that result from changing needs or case reviews.
5. Identify, recruit, hire, train, monitor and supervise all direct service professionals and administrative staff in the local program, following the YAP, Inc. personnel policies and procedures, including the matching zip codes policy for recruiting direct service staff. Ensure that staff qualifications meet those imposed by the referring authority or third party payor.
6. Provide direct service professional personnel with staff development and training sessions as required by YAP, Inc. policies. Promote staff development including the provision of cross-training among staff.
7. Attend staff meetings and training sessions from program personnel as scheduled by the

Regional Director or President.

8. Assist staff in creative problem solving, including securing needed professional resources for clients and their families. Ensure that activities for clients and their families involve education, employment, social and other areas of need. Develop plans for discharge which include community linkages that will support the client and family after termination of service
9. Ensure that all required time lines and due dates are met. This includes submission of all administrative, fiscal and billing documents and data base information to The Support Center for processing and all reports and documents that are required to be submitted by referring authorities and third party payors.
10. Assign staff client caseloads and monitor the results
11. Ensure that best practice guidelines are adhered to by all direct service staff
12. Respond to special or critical incidents involving referred client as the need arises. Ensure that appropriate procedures and reports (both oral and written) are completed as per program and YAP, Inc. policy
13. Serve as a liaison between the agency, the court, children and youth agencies, community resources, and other organizations as needed.
14. Communicate with The Support Center as needed to ensure coordinated efforts and the efficient and effective management of programs and service delivery.
15. Develop linkages with community leaders and resources through outreach, connecting services and coordinating services.
16. Manage the local program within budget parameters
17. Develop the knowledge and understanding of YAP, Inc. policies, referring agencies' and third party payors' contracts and requirements and applicable governmental agencies' rules and regulations. Ensure that all terms and conditions of policies contracts and rules and regulations are adhered to an met.
18. Identify new opportunities and new projects to assist in the growth and development of YAP, Inc. program and services.

Other Essential Functions of job but not limited too

1. Perform other duties as assigned by the President or Regional Director
2. Adhere to all YAP, Inc.'s personnel policies, the YAP, Inc. Code of Conduct and the Integrity Compliance Plan.
3. Follow YAP, Inc.'s special incidents reporting procedures

V. TRAINING REQUIREMENTS (% of time required)

* Essential Functions reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements which may be inherent to the position.

In addition, this job description IS NOT AN EMPLOYMENT CONTRACT.

Employee Signature: _____ **Date:** _____

YAP PROGRAM DIRECTOR - RESUME

2448 W Division St.
Chicago Illinois 60622
Office: (773) 282-8100
Mobile: (773) 716-8427
E-mail: JAVIERANAYASR@GMAIL.COM

Javier Anaya

Objective

Seeking to secure a challenging position where I can utilize my communication skills, 17 years of time tested consulting, my experiences and trainings in public speaking, Youth Mentoring, Out Reach work, violence prevention and working with various community based organizations for the benefit and growth of your organizations business and community.

- . Analytical . Drive to surpass goals . Meeting deadlines .
- . Detail oriented . Time Management . Multitask oriented .

Experience

- Mar 2009- Present Both Sides Of The Park Inc
Chicago, IL
President / CEO
- Program Development
 - Overseeing & meeting the needs of participants, employees & community
 - Overseeing Funding and the overall operation of the organization
- Jan 2008- Mar 2013 Youth Advocate Program Inc
Chicago, IL
Assistant Director / Advocate
- Mentoring
 - Maintain family and youth individual service plan
 - Providing weekly written reports of all service provided
 - Following up with Educational needs and progress
- Jan 2006- Mar 2013 ALSO / Cease Fire
Chicago, IL
Violence Interrupter / Outreach Worker
- Mentoring
 - Mediations
 - Attend outreach and interrupter training on a regular basis
 - Assist clients with referrals to community resources
- Jan 1996-Present C21 Affiliated
Chicago, IL
Real Estate Consultant / Realtor
- Successfully managed multiple residential units
 - Maintained in the Re/Max million dollar sales club
 - Real Estate Consulting
 - Customer Service

Education

- Fall 2004 - Spring 2006 Harold Washington College
Chicago, IL
- (AC) Advance Certification in Social Work. Assist people by helping them cope with and solve issues in their everyday lives, such as family and personal problems and dealing with relationships.

Fall 2002

North Western Business college

Chicago, IL

- Certification in Business Administration concentration in management, accounting and marketing
- Course work included Business Applications and Business communication.

1994-Dec 1995

Realtors Real Estate School

- Certification in Real Estate Consulting
- ARP Accelerated Real Estate Practice

Activities / Trainings

Certified as Cease Fire Violence Interrupter 2009, Certified as Cease Fire Outreach Worker 2010, 40 hour DV Training, Puerto Rican Parade Committee member, Community Activist, Youth Coach for Wells Park, Trained by YAP inc in: Meet the mission, Standard of Practice, Engaging Youth & Families, Boundaries, Staying Safe, Setting Goals & Achieving Outcomes, Challenges to Change, Individual & Family Dynamics, From Surviving to Thriving,

References are available on request

4). YAP ADVOCATE JOB DESCRIPTION

JOB DESCRIPTION

Youth Advocate Programs, Inc.

JOB TITLE:
DEPARTMENT: Advocacy

Effective Date: immediately
FLSA Status (Director of HR assigns): Non-Exempt

A. QUALIFICATIONS:

Qualifications: Associate Degree or Bachelor's Degree preferred. Minimum high school diploma or equivalent and experience with the target population;

Knowledge of community resources;

Valid driver's license, automobile insurance and access to a vehicle; and

Appropriate state and federal required background checks.

B. RESPONSIBILITIES AND TASKS:

The primary responsibility of the Advocate is to initiate, organize, plan, develop and implement direct advocacy services to assigned clients and their families. All service plans will be based on a strength-based approach using the wrap around model.

C. SPECIFIC TASKS INCLUDE:

Ensure that all assigned clients and their families receive services, advocacy hours, contacts, and specified activity monies as required by the Program Director and the client's service plan.

Maintain the appropriate advocacy hours via face-to-face contact as specified by the service plan.

Develop a supportive relationship with each client's family. Involve the family in the development of meaningful activities. Ensure that parents know the whereabouts of their children while they are participating in program activities.

Develop with each client a set of objectives to be achieved during the client's participation in the program and following discharge.

Ensure that each assigned client is participating in an appropriate education/vocational program, a supported work program, or unsubsidized employment. Ensure that the client attends school and/or work on a regular basis.

Take each client to places of interest and introduce them to new activities and new ways of doing things.

Ensure that activities coincide with the needs, interests and wants of the client and family as defined
YAP Cook County Proposal, RFP 1553-14393, March 2015

by the service plan and the Program Director. Be prepared to identify the family's changing needs and interests as the advocacy relationship progresses.

Make necessary arrangements to acquire medical assistance coverage for eligible clients. Be aware of each client's medical history, prescribed medications, disabilities and needs. Monitor the client's nutritional needs and general health status.

Under the Program Director's supervision, involve the appropriate community professional resources as determined by the client's individual needs and the service plan.

Assist each client and family in identifying resources or persons who can provide continued support beyond termination of advocacy services and develop linkages to those community resources and persons.

Accurately complete the weekly activity report, activity vouchers and other required documents and submit them to the Program Director at the designated time and place.

Attend weekly staff development and training sessions as scheduled by the Program Director.

Participate in reviews of each youth's service plan as scheduled by the Program Director.

Respond to emergency situations or special incidents by involving the client or the client's family as the need arises. Attend court hearings as required.

Follow YAP, Inc.'s special incidents reporting procedures and provide the Program Director with information on potential issues of safety and ethical/confidentiality dilemmas.

Adhere to all YAP, Inc. personnel policies, the YAP, Inc. Code of Conduct and the Integrity Compliance Plan.

Perform all duties in a timely and cost-effective manner.

Develop a knowledge and understanding of YAP, Inc. policies, referring agencies' and third party payors' contracts and requirements and applicable governmental agencies' rules and regulations. Ensure that all terms and conditions of policies, contracts and rules and regulations are adhered to and met in the performance of job duties.

Perform other related duties as assigned by the Program Director.

D. **REPORTS TO:** Program Director

Advocate's Signature: _____

Date: _____

5). YAP ADMINISTRATIVE MANAGER JOB DESCRIPTION

JOB DESCRIPTION

Youth Advocate Programs, Inc.

JOB TITLE: **Administrative Manager**

DEPARTMENT: Advocacy

FLSA Status (Director of HR assigns): Non-exempt

EEO Category (Director of HR assigns): Administrative Support-office/clerical

Circle one: Hourly or Salary

Circle one: Full-Time or Part-Time

Qualifications:

Associate degree in business related area preferred; high school diploma and commensurate experience required.

Skills needed: math aptitude; oral and written communication skills; computer and data entry skills

Responsibilities and Tasks:

The primary responsibility of the Administrative Manager is to provide administrative support and services to the Program Director and other professional staff. The Administrative Manager is responsible for organizing, managing, and tracking information for the local program and serves as a liaison between the program and Support Center staff.

Specific tasks

1. Process and prepare weekly packages for submission to The Support Center
 - a. Verify mathematical calculations of all time sheets, reimbursement vouchers, check requests, etc.
 - b. Verify signatures where required.
2. Ensure that all paperwork is submitted on a timely basis
3. Process and oversee new employee files
 - a. With the new employee, complete all necessary paperwork and Personnel Action Forms.
 - b. Maintain a file for each employee - including copies of W-4, I-9, criminal history check, resume, references, and if applicable, work support documentation.
 - c. Complete the Terminated Employee Personnel Action Form and forward terminated employee files to The Support Center in a timely manner.
4. Establish and maintain accurate client data
5. Track reports required by the referring authority and notify the Program Director of any late reports.
6. Maintain the office in a professional and friendly manner.
7. Maintain telephone coverage during office hours and take accurate messages.
8. Oversee scheduling of mailings, meetings, authorizations, etc.
9. For behavioral health clients, check daily the client eligibility for services and notify Program Director immediately of any changes.
9. Understand the policies and procedures of Youth Advocate Programs, Inc. and implement them at all times.

- a. Personnel Policy Manual
 - b. Code of Ethics
 - c. Integrity Compliance Plan
10. Perform other related duties as assigned by the Program Director.

Reports to: Program Director

* Essential Functions reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements which may be inherent to the position.

In addition, this job description IS NOT AN EMPLOYMENT CONTRACT.

Employee Signature: _____ **Date:** _____



CHICAGO YOUTH ADVOCATE PROGRAM: PROFILE OF SUCCESS

MORE "HIGHEST-RISK" YOUTH GRADUATING FROM HIGH SCHOOL --- FEWER "HIGHEST-RISK" YOUTH KILLED
YAP's five neighborhood programs serving the highest-risk students at 38 CPS high schools and 40 alternative schools reveal quantitative and qualitative outcomes that vividly illustrate success

Outcomes reported by the Chicago Public Schools (June 7, 2011):

- 46% decrease in serious misconducts leading to suspension and expulsions
- 26% decrease in minor misconducts
- Out of school suspensions decreased 58%; in-school suspensions decreased 7%
- 8% improvement in school attendance (some students had been absent for over a year)

Education Outcomes

MEASURABLE CHANGES IN SCHOOL BEHAVIOR, ATTENDANCE AND GRADUATION, AS WELL AS POST-SECONDARY SCHOOL ENROLLMENT AND EMPLOYMENT REVEAL REMARKABLE ACHIEVEMENTS

Outcomes reported by YAP of 557 students served through September 4, 2012:

- 179 students (32%)—chronically truant or suspended—were re-enrolled in high school
- 124 (87%) of seniors *discharged* from YAP graduated from high school including 7 who obtained their GED; of these graduates 51 (41%) are enrolled in college and 11 (9%) are enrolled in trade school
- 30 YAP students (5%) achieved honor roll status; 177 (32%) made significant school progress
- 68 students (12%) were placed in GED programs; 48 students (9%) continued in alternative schools
- Only 26 students (5%) dropped out of school; 37 students (7%) moved out of the district
- 51 students (9%) were incarcerated
- 36 students (6%) were injured by gang shootings; all but 5 survived their injuries

Violence and Safety Outcomes

DESPITE HEAVY GANG ENTRENCHMENT, DESPITE THEIR STATISTICAL "HIGH RISK" OF BEING SHOT OR SHOOTING, PROGRAM PARTICIPANTS PROVED THAT WITH YAP THEY CAN OVERCOME VIOLENCE AND HELP PERPETUATE SAFETY WITHIN THEIR NEIGHBORHOODS

- 332 students (60%) experienced school/community conflicts; YAP staff responded with 1014 gang conflict mediation sessions
- Although statistically 20 times more likely to be shot, 94% of YAP program participants were not shot despite an increasing number of city-wide murders last year
- 24 families targeted by rival gangs for retaliation by specific death threats were relocated from their homes and moved to safer neighborhoods.

- 100 advocates and 15 case management staff were hired from the communities served, reflecting each neighborhood's diversity and understanding of unique cultures—an economic investment in distressed communities and pivotal to the success of every student and family
- 300 youth were employed through our Supported Work Program

Employment Outcomes

YAP'S NEIGHBORHOOD-BASED SERVICES ENHANCE INDIVIDUAL/FAMILY SUCCESS AND INVEST MEASURABLE ECONOMIC RESOURCES IN AREAS OF EXTREME POVERTY AND FINANCIAL DISTRESS

Youth Advocate Programs, Inc Outcomes Measurement Entry Survey Individual Version

Program Name:	Entry Date:
Program Number:	Survey Date:
Referring Authority #:	Survey Completed By:

Please provide the following information for the Primary Referral.

Please use the following key by entering the corresponding number.

Sex: 1-Male, 2-Female

Race/Ethnicity: 1-African American, 2-American Indian, 3-Asian, 4-Bi-Racial, 5-Caucasian, 6-Hispanic, 7-Other

Primary Language: 1-English, 2-Spanish, 3-Other

Primary Religion: 1-Prefer Not to Answer, 2-Agnostic, 3-Atheist, 4-Buddhism, 5-Christianity, 6-Hinduism, 7-Islam, 8- Judaism, 9-Other

Client Name	Birth Date mm/dd/yyyy	Sex	Race/ Ethnicity	Primary Language	Primary Religion

1. Primary reason for the referral? (Check one)			
Mental Health <input type="checkbox"/>	Parental Support <input type="checkbox"/>	Domestic Violence <input type="checkbox"/>	Involvement in the legal system <input type="checkbox"/>
Autism <input type="checkbox"/>	Eviction/Homeless <input type="checkbox"/>	Substance Abuse <input type="checkbox"/>	Reunification <input type="checkbox"/>
Lost Eligibility <input type="checkbox"/>	Truancy <input type="checkbox"/>	Abuse <input type="checkbox"/>	Diversion <input type="checkbox"/>
Lost Employment <input type="checkbox"/>	Other School Issues <input type="checkbox"/>	Neglect <input type="checkbox"/>	Parent and Child Conflict <input type="checkbox"/>

2. Source of referral? (Check one)			
Child Welfare <input type="checkbox"/>	BH-Medicaid <input type="checkbox"/>	MR/DD <input type="checkbox"/>	Community Based Detention <input type="checkbox"/>
Child Probation <input type="checkbox"/>	BH-Managed Care <input type="checkbox"/>	School <input type="checkbox"/>	Re-Integration <input type="checkbox"/>
Adult Probation <input type="checkbox"/>	Mental Health Agency <input type="checkbox"/>	Self-Referral <input type="checkbox"/>	Welfare to Work <input type="checkbox"/>

3a. Involvement with Child Protective Services?	No <input type="checkbox"/>	Yes – Current <input type="checkbox"/>	Yes - Previous <input type="checkbox"/>
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3b. If Yes, why? (Check one)			
Mental Health <input type="checkbox"/>	Substance Abuse <input type="checkbox"/>	Domestic Violence <input type="checkbox"/>	Lost Employment <input type="checkbox"/>
Lost Eligibility <input type="checkbox"/>	Eviction <input type="checkbox"/>	Abuse/Neglect <input type="checkbox"/>	Involvement in the legal system <input type="checkbox"/>

4. Please indicate any and all assessment tools used:				
CAFAS <input type="checkbox"/>	DAP <input type="checkbox"/>	CANS <input type="checkbox"/>	Other <input type="checkbox"/>	None <input type="checkbox"/>

5. What is the family's primary source of financial support? (Check one)		
Employed <input type="checkbox"/>	Temporary Assistance <input type="checkbox"/>	Relative or Friend <input type="checkbox"/>
SSI/SDI <input type="checkbox"/>	Minor supported by parent or guardian <input type="checkbox"/>	Other <input type="checkbox"/>

6. What is the combined annual family income? (Check one)			
\$0 to \$10,000 <input type="checkbox"/>	\$20,001 to \$35,000 <input type="checkbox"/>	\$50,001 to \$75,000 <input type="checkbox"/>	\$100,001 + <input type="checkbox"/>
\$10,001 to \$20,000 <input type="checkbox"/>	\$35,001 to \$50,000 <input type="checkbox"/>	\$75,001 to \$100,000 <input type="checkbox"/>	Prefer not to answer <input type="checkbox"/>

7. Eviction status at entry?	None <input type="checkbox"/>	Threatened <input type="checkbox"/>	Occurred <input type="checkbox"/>
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8. Living Situation at Entry?			
<input type="checkbox"/> Independently	<input type="checkbox"/> Foster family	<input type="checkbox"/> In-patient substance abuse	<input type="checkbox"/> Homeless
<input type="checkbox"/> With Parent(s)	<input type="checkbox"/> Supervised independent living	<input type="checkbox"/> Non-secure detention	<input type="checkbox"/> AWOL
<input type="checkbox"/> Adult Relative	<input type="checkbox"/> Group home or group residence	<input type="checkbox"/> Secure detention	
<input type="checkbox"/> Adult family friend	<input type="checkbox"/> Residential facility	<input type="checkbox"/> Incarcerated	
<input type="checkbox"/> Adoptive family	<input type="checkbox"/> Mental health facility	<input type="checkbox"/> Living in a shelter	

9a. Number of out of home placements at entry? If the answer is None, skip 9b and 9c
<input type="checkbox"/> None
<input type="checkbox"/> 1
<input type="checkbox"/> 2
<input type="checkbox"/> 3 or more

9b. Type of Placement?		
<input type="checkbox"/> Detention Center	<input type="checkbox"/> Foster Care	<input type="checkbox"/> Group Home
<input type="checkbox"/> Residential Facility	<input type="checkbox"/> Mental Health Facility	<input type="checkbox"/> Secure Placement

9c. If currently living at home, was the placement within the last 30 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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10a. Involvement in the legal system at entry? (Choose all that apply)
<input type="checkbox"/> No current involvement
<input type="checkbox"/> Non-Criminal and/or Formal Status Offense (PINS, CINS, CHINS, Truancy, Civil Charges) <u>pending</u>
<input type="checkbox"/> Criminal charges pending
<input type="checkbox"/> Outstanding Warrant
<input type="checkbox"/> Court Order
<input type="checkbox"/> Non-Criminal and/or Formal Status Offense (PINS, CINS, CHINS, Truancy, Civil Charges) <u>deferred</u>
<input type="checkbox"/> Adjudicated and/or Convicted
<input type="checkbox"/> Probation
<input type="checkbox"/> Parole
10b. Most serious disposition at entry?
<input type="checkbox"/> None
<input type="checkbox"/> Non-Criminal and/or Status Offense
<input type="checkbox"/> Misdemeanor/Citation
<input type="checkbox"/> Felony

11a. Education Situation at Entry? (If school is currently closed, check the box that was appropriate when school was last in session. If the client is home schooled, he or she is to be considered enrolled.)
<input type="checkbox"/> Working on or received a Graduate Degree
<input type="checkbox"/> Working on or received an Undergraduate Degree
<input type="checkbox"/> Has taken non-degreed Post High School courses
<input type="checkbox"/> Graduated – received regular high school diploma
<input type="checkbox"/> Graduated – received GED
<input type="checkbox"/> Enrolled – attending 4-5 days/week
<input type="checkbox"/> Enrolled – attending 1-3 days/week
<input type="checkbox"/> Enrolled but not attending school
<input type="checkbox"/> Tardy or leaving early at least once a week
<input type="checkbox"/> Awaiting enrollment in a new school or re-enrollment
<input type="checkbox"/> Temporarily suspended from school
<input type="checkbox"/> Permanently expelled from school
<input type="checkbox"/> Legally withdrawn from school – working on GED
<input type="checkbox"/> Did not graduate and not working on any type of Diploma
<input type="checkbox"/> Too young for school / pre-kindergarten

11b. Educational Services being utilized?
<input type="checkbox"/> N/A
<input type="checkbox"/> Regular
<input type="checkbox"/> Special Education
<input type="checkbox"/> Alternative School
<input type="checkbox"/> Job/Vocational Training Program
<input type="checkbox"/> Early Intervention Program (i.e. Head Start)
<input type="checkbox"/> School sponsored at home tutoring

12. Employment status at entry?
<input type="checkbox"/> Working Full-Time (at least 35 hours a week)
<input type="checkbox"/> Working 20 hours a week or more, but less than full-time
<input type="checkbox"/> Working less than 20 hours a week
<input type="checkbox"/> Too young for most work assignments – under 14
<input type="checkbox"/> Unemployed – Actively seeking employment
<input type="checkbox"/> Unemployed – Interested but not looking for work
<input type="checkbox"/> Unemployed – Not interested in working
<input type="checkbox"/> Unable to work due to mental or physical disability

Please use the following key by entering the corresponding letter:

C –Currently receiving service, P -Prior utilization of service, B -Services utilized both currently and in the past

13. Services Utilized?				
<input type="checkbox"/> None				
<input type="checkbox"/> Mental Health	C	P	B	
<input type="checkbox"/> Mental Retardation	C	P	B	
<input type="checkbox"/> Medical/Health	C	P	B	
<input type="checkbox"/> Dental Services	C	P	B	
<input type="checkbox"/> Behavioral Health services not provided by YAP	C	P	B	
<input type="checkbox"/> MA/Welfare/Food Stamps	C	P	B	
<input type="checkbox"/> Alcohol Treatment and/or Counseling	C	P	B	
<input type="checkbox"/> Drug Treatment and/or Counseling	C	P	B	
<input type="checkbox"/> Parenting Classes	C	P	B	
<input type="checkbox"/> Employment/Training	C	P	B	
<input type="checkbox"/> VA Services	C	P	B	
<input type="checkbox"/> Pastoral Services	C	P	B	
<input type="checkbox"/> Other	C	P	B	

14. Alcohol use at entry? (self report)
<input type="checkbox"/> Does not use
<input type="checkbox"/> Recreational (two times or less per week)
<input type="checkbox"/> Regular (more than two times per week)

15. Illegal substance use at entry? (self report)
<input type="checkbox"/> Does not use
<input type="checkbox"/> Recreational (two times or less per week)
<input type="checkbox"/> Regular (more than two times per week)

Behavioral Health Clients Only

16a. Primary Axis I Diagnosis	
Axis II Diagnosis	
Axis III Diagnosis	
16b. Global Assessment Function (GAF) score	

SECTION N - Sub-Contracting or Teaming

Youth Advocate Programs, Inc. will not be subcontracting any portion of this Program, therefore this section is not applicable.

EXHIBIT 2

Schedule of Compensation

Appendix 1-Pricing Proposal Form

Appendix 1 Pricing Proposal Form

Proposers are required to submit the below pricing proposal (budget) separate from the technical proposal (program narrative portion of the proposal). The pricing proposal must be submitted in the form of a hard copy and in an electronic format. If your company has specific, unique and/or innovative ideas to implement this system that are outside of the parameters defined on the pricing proposal, please provide your firm's recommendations on a separate sheet.

Organization Name(s):	Youth Advocate Programs, Inc
Project Name:	Cook County Violence Prevention
Grant Time Period:	July 1, 2015 to June 30, 2016

PERSONNEL	Rate	Unit	%	# months	Org #			TOTAL
					1	2	3	
STAFF								
Program Director	51,800.00	Salary	75%	12			38,850.00	38,850.00
Administrative Manager	480.00	Salary	25%	12			6,240.00	6,240.00
Advocates	11.00	hour	100%	11.08			98,736.00	98,736.00
Sub-total Staff							143,826.00	143,826.00
BENEFITS								
Organization #1			16.389%				23,572.00	23,572.00
Organization #2								
Organization #3								
Sub-total Benefits							23,572.00	23,572.00
CONTRACT/CONSULTANT								
None								
Sub-total Contract/Consultant								
TOTAL PERSONNEL							167,398.00	167,398.00

Appendix II - Budget Justification Form (Budget Narrative)

Personnel

Narrative Justification: Enter a description of the personnel and fringe benefit funds requested and how their use will support the purpose and goals of your proposal. If your proposal includes partner organizations, please briefly explain each organizations role, amount of grant funding to be dispersed to each organization and how each organization will be held accountable to the terms of the grant as outlined by the proposal.

Program Director = \$48,951 for 12 months

75% pro rata share x \$51,800 annual salary in the amount of \$38,850 has been allocated to this program plus fringe benefits at 26% x \$38,850 = \$10,101.

Javier Ayana will directly implement this program in Cook County. He meets with the youth and family during the intake process and assigns an advocate. He provides staff training and supervision. He is fluent in Spanish and has experience in gang mediation with vast knowledge of interventions that succeed with gang engaged youth.

Administrative Manager = \$7,862 for 12 months

25% pro rata share x \$24,960 annual salary in the amount of \$6,240 has been allocated to this program plus fringe benefits at 26% x \$6,240 = \$1,622.

Will provide clerical support to all program staff. She will process the weekly paperwork that is sent to the Support Center in Harrisburg, Pa for new hire, terminations, employee benefit administration and payroll and billing processing.

Advocates = \$110,585 for 48 weeks

During the first 4 weeks of the program start-up, the director will hire advocates for this program. The budget is calculated at an average of 7.5 hours per week with youth receiving higher amounts of service initially with hours reduced as they stabilize in the community. An estimated 25 youth will be in service at any given time, with the length of stay averaging five to six months and estimated maximum of 60 served annually. Advocates are hired from the neighborhoods of the referred youth and offer individual, family, and small group activities that included mentoring, role modeling, supervision, educational/vocational assistance, conflict resolution, and linkage to community services.

Advocate wages at \$11.00 per hour x 165 hour per week x 48 weeks of direct service = \$87,120

Advocate wages @ \$11.00 per hour x 1 hour per youth per week for completing progress notes on each youth and meeting with the director to discuss the youth's progress in meeting goals of the individual wraparound plan. 22 hours per week x 48 weeks x \$11 per hour = \$11,616.00.

Fringe benefits at 12% x \$98,736 = \$11,849

Fringe benefits are calculated as follows:

FICA at 7.65% x all salary and wages

Unemployment Compensation at 2% of all salary and wages

Workmens' Compensation at 2.35% of all salary and wages

Health Insurance benefits at 14% of salaries. Advocates work less than 30 hours a week and do not receive company paid health benefits.

This proposal does not include partner organizations that will receive any portion of this grant funding.

Deputy CEO, Regional Director and Program Manager pro rata share of salaries and wages have been

contributed as matching funds in the form of in-kind contributions in the amount of \$16,254 Advocate wages for wraparound training at a combined 240 hours per year x \$11 x 12% fringe in the amount of \$2,957 have been contributed as in-kind funds.

Contract/Consultant

Narrative Justification: Enter a description of the contract services and/or consultants funds requested and how their use will support the purpose and goals of your proposal. Please briefly include the qualifications of each contractor service provider and/or consultant.

N/A

Equipment

Narrative Justification: Enter a description of the equipment and how its purchase will support the purpose and goals of this proposal.

N/A

Materials and Supplies

Narrative Justification: Enter a description of the Materials and Supplies requested and how their purchase will support the purpose and goals of this proposal.

All Facility costs, materials and supplies have been contributed as matching funds in the form of in-kind contributions in the amount of \$11,041

Printing

Narrative Justification: Enter a description of Printing requested and how their purchase will support the purpose and goals of this proposal.

N/A

Other Direct Costs

Narrative Justification: Enter a description of each item and how their use will support the purpose and goals of this proposal.

Advocate Travel

Advocates will use their personal vehicles to transport youth to appointments, group activities and other as needed as well as receive reimbursement for travel to one youth to the next in a day.

It is estimated Advocates will travel 352 miles per week x 48 weeks of direct service x .50 per mile = \$8,448

Youth Activity fund

Funds allocated for recreational activities, bus passes, meals, and other e.g. hygiene items, as needed by youth on individual basis in the amount of \$5,972.

Indirect Costs

Narrative Justification: Enter a description of each item and how their purchase will support the purpose and goals of this proposal.

Youth Advocate Programs, Inc operates a Support Center in Harrisburg, Pa that provides HR, IT, Fiscal, Quality Improvement, Contract services, Executive oversight, Payroll and Billing services. There is approximately 70 staff providing these services for over 130 programs in 18 states. Indirect costs calculated at a reduced rate of 10% x program costs of \$181,818 = \$18,182.

Our Federally approved rate of 11.42% x program cost including in-kind contributions, of \$215,580 is an additional \$6,438 of overhead that is an in-kind contribution for a total \$40,200 of in-kind contributions in addition to the \$200,000 in requested funds.

Sustainability

Narrative Justification: Enter a description of how the applicant organization has entertained the question of sustainability beyond the V funds (if awarded). Please describe how you intend to continue the program operations after the grant ends.

We will reach out to foundations for continuation funds and request funding through the Cook County Juvenile probation Department. The Polk Foundation recently expressed interest in our Chicago YAP Program with a pending application to be reviewed by their Board in August. While no guarantee, it does indicate a sincere interest. The present application is targeted to youth from IDJJ. In future grant requests we may expand our request to include Cook county juvenile probation youth which also falls in line with the Polk Foundation's commitment to juvenile justice and safety.

EXHIBIT 3

Evidence of Insurance

EXHIBIT 4

Board Authorization

PRESIDENT
JUSTICE ADVISORY COUNCIL

15-4084

Presented by: LANETTA HAYNES TURNER, Executive Director, Justice Advisory Council

PROPOSED CONTRACT

Department(s): Cook County Justice Advisory Council

Vendor:

- (1) Brighton Park Neighborhood Council, Chicago, Illinois
- (2) Enlace Chicago, Chicago, Illinois
- (3) Youth Advocate Programs, Harrisburg, Pennsylvania
- (4) Illinois African American Coalition for Prevention, Chicago, Illinois

Request: Authorization for the Chief Procurement Officer to enter into and execute

Good(s) or Service(s): Violence Prevention, Intervention, & Reduction Services

Contract Value:

- (1) Brighton Park Neighborhood Council, \$200,000.00
- (2) Enlace Chicago, \$200,000.00
- (3) Youth Advocate Programs, \$200,000.00
- (4) Illinois African American Coalition for Prevention, \$200,000.00

Contract period: 8/1/2015 - 7/31/2016

Potential Fiscal Year Budget Impact: FY 2015 \$400,000.00, FY 2016 \$400,000.00

Accounts: 499-298

Contract Number(s):

- (1) Brighton Park Neighborhood Council, 1553-14393A
- (2) Enlace Chicago, 1553-14393B
- (3) Youth Advocate Programs, 1553-14393C
- (4) Illinois African American Coalition for Prevention, 1553-14393D

Concurrences:

The vendor has met the Minority and Women Business Enterprises Ordinance.

The Chief Procurement Officer concurs.

Summary: The Chief Procurement Officer issued a Request For Proposal (RFP) in accordance with the Cook County Procurement Code. The above vendors are recommended for award based on the established evaluation criteria, which include qualifications, experience, and proposed program.

These contracts are the first set of the JAC's annual Violence Prevention, Intervention, and Reduction Grant Awards. Additional awards in the amounts of \$100,000 (7), \$40,000 (8), and \$10,000 (8) will be submitted to the Board later this fiscal year.

Brighton Park Neighborhood Council: This program will operate in Kelly High School, Davis Elementary, and Shields Middle School. It will serve 80 13 -19 year old at risk youth. The program will offer mentoring, restorative justice, trauma-informed counseling, afterschool tutoring and civic engagement and case management. The goal is to decrease truancy, conflict with the law and decrease violence involvement. Additionally, the program seeks to increase protective factors for the youth such as positive decision-making, academic performance, and leadership. Youth will only enter the program if they meet certain risk requirements including: chronic truancy, criminal justice or probation involvement, and chronic disciplinary or behavioral problems at school. The program serves the Brighton Park neighborhood.

Enlace Chicago: The program is called the "Little Village Youth Safety Network." It is a prevention targeted program for youth in 5th through 8th grade. Program components include parental engagement, mental health treatment, mentoring, after school mentoring, and leadership development. The partnership includes a large amount of smaller community based organizations to create the "Little Village Youth Safety Network" which includes a shared database between all agencies. Youth will be identified using CPS early indicator data. The program will serve the Little Village community. The identified partner agencies are: (1) Beyond the Ball; (2) Central States SER; (3) Chicago Youth Boxing Club; (4) Sinai Health System; (5) St. Agnes of Bohemia; (6) Saint Anthony Hospital; (7) Telpochcalli Community Education Project; (8) Universidad Popular; and, (9) YMCA of Metro Chicago's Youth Safety and Violence Prevention Program.

Youth Advocacy Programs (YAP): YAP is a national organization with local offices in jurisdictions across the country. The local Chicago office has been in operation for many years and has a history of working with high risk gang involved youth on probation, parole, and in Chicago Public Schools. This program will specifically target 50 juveniles on probation for gun charges. The program consists of a small caseload "Youth Advocate" being assigned to each youth to support them throughout the probation in all aspects of the youths life. Advocates will help the youth identify personal goals and work towards them while also staying in compliance with probation. Advocates accompany the youth to court, help them enroll in school, take them to appointments and whatever else is necessary to keep the youth safe and on track. There is a no eject no reject policy, meaning every youth referred by probation will be accepted and none will be ejected regardless of behavior. The program proposal is to serve youth County-wide, but referrals will be determined by Juvenile Probation and, therefore, may be concentrated in a certain area.

Illinois African American Coalition for Prevention: The program is titled the "Youth Asset Development Project." With three partner agencies the program will provide Cognitive Behavioral Therapy (evidence based practice), mentoring, and balanced and restorative justice training for 117 youth ages 14-18, who are at risk of violence involvement. The program will serve the communities of Roseland, Auburn-Gresham, Englewood, and Greater Grand Crossing. The identified partner agencies are: (1) South Side Drill Team & Performing Arts Ensemble; (2) Target Area Development Corporation; and, (3) Teamwork Englewood.

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

Section	Description	Pages
1	Instructions for Completion of EDS	EDS i - ii
2	Certifications	EDS 1- 2
3	Economic and Other Disclosures, Affidavit of Child Support Obligations and Disclosure of Ownership Interest	EDS 3 - 12
4	Contract and EDS Execution Page	EDS 13-15
5	Cook County Signature Page	EDS 16

SECTION 2

CERTIFICATIONS

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE APPLICANT IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE APPLICANT 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 APPLICANT IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE APPLICANT 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 subparagraphs (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 APPLICANT HEREBY CERTIFIES THAT: The Applicant has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Applicant has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Applicant would not violate the provisions of such Section or of the Code.

B. BID-RIGGING OR BID ROTATING

THE APPLICANT HEREBY CERTIFIES THAT: In accordance with 720 ILCS 5/33 E-11, neither the Applicant 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 APPLICANT HEREBY CERTIFIES THAT: The Applicant will provide a drug free workplace, as required by (30 ILCS 580/3).

D. DELINQUENCY IN PAYMENT OF TAXES

THE APPLICANT HEREBY CERTIFIES THAT: *The Applicant 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 34-171.*

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 APPLICANT HEREBY CERTIFIES THAT: *It is in compliance with 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. INSPECTOR GENERAL (COOK COUNTY CODE, CHAPTER 34, SECTION 34-174 and Section 34-250)

The Applicant has not willfully failed to cooperate in an investigation by the Cook County Independent Inspector General or to report to the Independent Inspector General any and all information concerning conduct which they know to involve corruption, or other criminal activity, by another county employee or official, which concerns his or her office of employment or County related transaction.

The Applicant has reported directly and without any undue delay any suspected or known fraudulent activity in the County's Procurement process to the Office of the Cook County Inspector General.

H. CAMPAIGN CONTRIBUTIONS (COOK COUNTY CODE, CHAPTER 2, SECTION 2-585)

THE APPLICANT CERTIFIES THAT: It has read and shall comply with the Cook County's Ordinance concerning campaign contributions, which is codified at Chapter 2, Division 2, Subdivision II, Section 585, and can be read in its entirety at www.municode.com.

I. GIFT BAN, (COOK COUNTY CODE, CHAPTER 2, SECTION 2-574)

THE APPLICANT CERTIFIES THAT: It has read and shall comply with the Cook County's Ordinance concerning receiving and soliciting gifts and favors, which is codified at Chapter 2, Division 2, Subdivision II, Section 574, and can be read in its entirety at www.municode.com.

J. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-160;

Unless expressly waived by the Cook County Board of Commissioners, 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 annually by the Chief Financial Officer of the County, and shall be posted on the Chief Procurement Officer's website.

The term "Contract" as used in Section 4, I, of this EDS, 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.

SECTION 3

REQUIRED DISCLOSURES

1. DISCLOSURE OF LOBBYIST CONTACTS

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

Name Address

NONE

2. LOCAL BUSINESS PREFERENCE STATEMENT (CODE, CHAPTER 34, SECTION 34-230)

Local business means a Person, including a foreign corporation authorized to transact business in Illinois, having a bona fide establishment located within the County at which it is transacting business on the date when a Bid is submitted to the County, and which employs the majority of its regular, full-time work force within the County. A Joint Venture shall constitute a Local Business if one or more Persons that qualify as a "Local Business" hold interests totaling over 50 percent in the Joint Venture, even if the Joint Venture does not, at the time of the Bid submittal, have such a bona fide establishment within the County.

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

Yes: _____ No:

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

Suite 200

1111 E. 87th Street

Chicago, IL 60619

c) Does Applicant employ the majority of its regular full-time workforce within Cook County? (SEE NOTE #5)

Yes: _____ No:

3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (CODE, CHAPTER 34, SECTION 34-172)

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-5) and complete the Affidavit, based on the instructions in the Affidavit.

4. REAL ESTATE OWNERSHIP DISCLOSURES.

The Applicant 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 Applicant in Cook County:

PERMANENT INDEX NUMBER(S): N/A

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

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

5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.

If the Applicant 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 Applicant must explain below:

Note: Youth Advocate Programs, Inc has 2,000 employees nationwide;
but will employ county residents to complete the work associated with this contract.

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 Applicant certified to all Certifications and other statements contained in this EDS.

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT

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

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

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

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

"Person" "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. A Person 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 YOUTH Advocate Programs, Inc

D/B/A: Chicago Youth Advocate Program FEIN NO/SSN (LAST FOUR DIGITS): 23-1977514

Street Address: 2007 N. 3rd Street

City: Harrisburg, PA State: PA Zip Code: 17102

Phone No.: 717.232.7580 Fax Number: 717.233.2819 Email: _____

Cook County Business Registration Number: N/A
(Sole Proprietor, Joint Venture Partnership)

Corporate File Number (if applicable): 847577 (Vendor number 2013)

Form of Legal Entity:

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

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

[] Other (describe) non profit Corporation

Ownership Interest Declaration:

1. List the name(s), address, and percent ownership of each Person 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 Person 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, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship
N/A			

Corporate Officers, Members and Partners Information:

For all corporations, list the names, addresses, and terms for all corporate officers. For all limited liability companies, list the names, addresses for all members. For all partnerships and joint ventures, list the names, addresses, for each partner or joint venture.

Name	Address	Title (specify title of Office, or whether manager or partner/joint venture)	Term of Office
See Attached List			

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.

Minette Bauer
Name of Authorized Applicant/Holder Representative (please print or type)

Minette Bauer
Signature

mbauer@yapinc.org
E-mail address

Subscribed to and sworn before me
this 13th day of May, 2015

X Mary E Sersch
Notary Public Signature

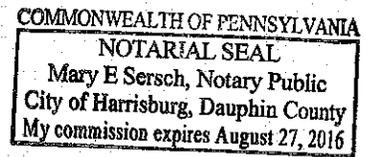
Deputy CEO
Title

5/13/15
Date

717 232-7580
Phone Number

My commission expires: Aug 27, 2016

Notary Seal



YOUTH ADVOCATE PROGRAMS EXECUTIVE TEAM

Jeff Fleischer

Chief Executive Officer

Rick Stottlemyer

Chief Financial Officer

Martin D'Urso

Chief of Legal

Minette Bauer

Deputy CEO

Dorienne Silva

**Deputy CEO and Southeast
President**

David White

**President of Endowment,
Pennsylvania, Ohio & Maryland**

Gary Ivory

**Southwest President and
National Development**

Dana Newman

**President of Philadelphia,
New Jersey and Delaware**

Stephanie Hart

President of New York

YOUTH ADVOCATE PROGRAMS, INC.
BOARD OF DIRECTORS
2007 NORTH THIRD STREET
HARRISBURG, PA 17102

PHONE: (717) 232-7580 FAX: (717) 233-2879

Lynette M. Brown-Sow
(Chairman of the Board)
VP of Marketing and Government Relations
Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130
Term ends November 2015

Lauren Orazi
Government Relations Professional
Buchanan Ingersoll & Rooney
409 North Second Street, Suite 500
Harrisburg, PA 17101-1357
Term ends May 2016

Jay Snyder (Secretary)
U.S. Open, Retired
6297 Farmers Lane
Harrisburg, PA 17111
Term ends November 2016

Miriam Pena
Director of Strategic Partnerships
City of Denver
201 W. Colfax Ave., Dept 1102
Denver, CO 80202
Term ends February 2018

Lillian Heisey
Parent Representative
310 Ebenezer Road
Lebanon, PA 17046
Term ends: May 2017

Vivian Sanks-King, Esq.
Newark City Hall
Office of Corporation Counsel
214 Elmwynd Drive
Orange, NJ 07050
Term ends November 2017

Frances Lanigan
DSS Commissioner, Retired
102 Murray Street
Oswego, NY 13126
Term ends November 2017

Randolph N. Stone, Esq.
Clinical Professor of Law
University of Chicago Law School
1111 E. 60th Street
Chicago, IL 60637
Term ends May 2017

Tommy Linnane
Deputy Principal
Darndale School, Dublin
Chairman of the Board YAP Ireland
Term ends : September 2015

Kimberly Walker, M.D.
Behavioral Health Partners
10221 Maxine St.
Ellicott City, MD 21042
Term ends: May 2017

M. Alexis Kennedy, Ph.D., J.D.
Professor, UNLV
4505 Maryland Parkway Box 5009
Las Vegas, NV 89154-5009
Term ends February 2016

**YOUTH ADVOCATE PROGRAMS, INC.
BOARD OF DIRECTORS
2007 NORTH THIRD STREET
HARRISBURG, PA 17102**

PHONE: (717) 232-7580 FAX: (717) 233-2879

Thomas Jeffers
(Founder, Chairman of the Board, Emeritus)
Youth Advocate Programs, Inc.
117 Hillside Road
Harrisburg, PA 17104

John McKnight (Ex-Officio Member)
Northwestern University
1217 Judson Avenue
Evanston, IL 60208-4100

Jerome Miller, Ph.D. (Ex-Officio Member)
National Center on Institutions & Alternatives
115 South Summit Avenue
Woodstock, VA 22664

*All Board members serve three year terms.
The date under the name indicates the end of
term.*



COOK COUNTY BOARD OF ETHICS
69 W. WASHINGTON STREET, SUITE 3040
CHICAGO, ILLINOIS 60602
312/603-4304 Office 312/603-9988 Fax

FAMILIAL RELATIONSHIP DISCLOSURE PROVISION

Nepotism Disclosure Requirement:

Doing a significant amount of business with the County requires that you disclose to the Board of Ethics the existence of any familial relationships with any County employee or any person holding elective office in the State of Illinois, the County, or in any municipality within the County. The Ethics Ordinance defines a significant amount of business for the purpose of this disclosure requirement as more than \$25,000 in aggregate County leases, contracts, purchases or sales in any calendar year.

If you are unsure of whether the business you do with the County or a County agency will cross this threshold, err on the side of caution by completing the attached familial disclosure form because, among other potential penalties, any person found guilty of failing to make a required disclosure or knowingly filing a false, misleading, or incomplete disclosure will be prohibited from doing any business with the County for a period of three years. The required disclosure should be filed with the Board of Ethics by January 1 of each calendar year in which you are doing business with the County and again with each bid/proposal/quotation to do business with Cook County. The Board of Ethics may assess a late filing fee of \$100 per day after an initial 30-day grace period.

The person that is doing business with the County must disclose his or her familial relationships. If the person on the County lease or contract or purchasing from or selling to the County is a business entity, then the business entity must disclose the familial relationships of the individuals who are and, during the year prior to doing business with the County, were:

- its board of directors,
- its officers,
- its employees or independent contractors responsible for the general administration of the entity,
- its agents authorized to execute documents on behalf of the entity, and
- its employees who directly engage or engaged in doing work with the County on behalf of the entity.

Do not hesitate to contact the Board of Ethics at (312) 603-4304 for assistance in determining the scope of any required familial relationship disclosure.

Additional Definitions:

"Familial relationship" means a person who is a spouse, domestic partner or civil union partner of a County employee or State, County or municipal official, or any person who is related to such an employee or official, whether by blood, marriage or adoption, as a:

- | | | |
|----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Parent | <input type="checkbox"/> Grandparent | <input type="checkbox"/> Stepfather |
| <input type="checkbox"/> Child | <input type="checkbox"/> Grandchild | <input type="checkbox"/> Stepmother |
| <input type="checkbox"/> Brother | <input type="checkbox"/> Father-in-law | <input type="checkbox"/> Stepson |
| <input type="checkbox"/> Sister | <input type="checkbox"/> Mother-in-law | <input type="checkbox"/> Stepdaughter |
| <input type="checkbox"/> Aunt | <input type="checkbox"/> Son-in-law | <input type="checkbox"/> Stepbrother |
| <input type="checkbox"/> Uncle | <input type="checkbox"/> Daughter-in-law | <input type="checkbox"/> Stepsister |
| <input type="checkbox"/> Niece | <input type="checkbox"/> Brother-in-law | <input type="checkbox"/> Half-brother |
| <input type="checkbox"/> Nephew | <input type="checkbox"/> Sister-in-law | <input type="checkbox"/> Half-sister |

**COOK COUNTY BOARD OF ETHICS
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

A. PERSON DOING OR SEEKING TO DO BUSINESS WITH THE COUNTY

Name of Person Doing Business with the County: YOUTH Advocate Programs, Inc.

Address of Person Doing Business with the County: 2007 N. 3rd Street, Harrisburg PA 17102

Phone number of Person Doing Business with the County: 717 232 7580

Email address of Person Doing Business with the County: mbauer@YAPINC.org

If Person Doing Business with the County is a Business Entity, provide the name, title and contact information for the individual completing this disclosure on behalf of the Person Doing Business with the County:

Minette Bauer at above address & telephone

B. DESCRIPTION OF BUSINESS WITH THE COUNTY

Append additional pages as needed and for each County lease, contract, purchase or sale sought and/or obtained during the calendar year of this disclosure (or the proceeding calendar year if disclosure is made on January 1), identify:

The lease number, contract number, purchase order number, request for proposal number and/or request for qualification number associated with the business you are doing or seeking to do with the County: _____

Contract # 1553 - 14393 B

The aggregate dollar value of the business you are doing or seeking to do with the County: \$ \$200,000

The name, title and contact information for the County official(s) or employee(s) involved in negotiating the business you are doing or seeking to do with the County: Kevin Casey, Specification Engineer

Cook County Justice Advisory Council (JAC)

The name, title and contact information for the County official(s) or employee(s) involved in managing the business you are doing or seeking to do with the County: Lanette Hayes Turner, Director JAC

Suite 1110 69 Washington Street, Chicago, IL 60602-3007

C. DISCLOSURE OF FAMILIAL RELATIONSHIPS WITH COUNTY EMPLOYEES OR STATE, COUNTY OR MUNICIPAL ELECTED OFFICIALS

Check the box that applies and provide related information where needed

The Person Doing Business with the County is an individual and there is no familial relationship between this individual and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

The Person Doing Business with the County is a business entity and there is no familial relationship between any member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity or employees directly engaged in contractual work with the County on behalf of the business entity, and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

**COOK COUNTY BOARD OF ETHICS
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

The Person Doing Business with the County is an individual and there is a familial relationship between this individual and at least one Cook County employee and/or a person or persons holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County. **The familial relationships are as follows:**

Name of Individual Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
N/A			

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

The Person Doing Business with the County is a business entity and there is a familial relationship between at least one member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity and/or employees directly engaged in contractual work with the County on behalf of the business entity, on the one hand, and at least one Cook County employee and/or a person holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County, on the other. **The familial relationships are as follows:**

Name of Member of Board of Director for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
N/A			

Name of Officer for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
N/A			

Name of Person Responsible for the General Administration of the Business Entity Doing Business with the County

Name of Related County Employee or State, County or Municipal Elected Official

Title and Position of Related County Employee or State, County or Municipal Elected Official

Nature of Familial Relationship*

N/A

Name of Agent Authorized to Execute Documents for Business Entity Doing Business with the County

Name of Related County Employee or State, County or Municipal Elected Official

Title and Position of Related County Employee or State, County or Municipal Elected Official

Nature of Familial Relationship*

N/A

Name of Employee of Business Entity Directly Engaged in Doing Business with the County

Name of Related County Employee or State, County or Municipal Elected Official

Title and Position of Related County Employee or State, County or Municipal Elected Official

Nature of Familial Relationship*

Shawn Parker

Devon Parker

Sheriff

brother

(ADVOCATE)

Orson Ward

Sheriff

Cousin

Issac Ward

Sheriff

Cousin

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

VERIFICATION: To the best of my knowledge, the information I have provided on this disclosure form is accurate and complete. I acknowledge that an inaccurate or incomplete disclosure is punishable by law, including but not limited to fines and debarment.

Minette Bauer, Deputy CEO
Signature of Recipient

May 13, 2015
Date

SUBMIT COMPLETED FORM TO:

Cook County Board of Ethics
69 West Washington Street, Suite 3040, Chicago, Illinois 60602
Office (312) 603-4304 – Fax (312) 603-9988
CookCounty.Ethics@cookcountyil.gov

* Spouse, domestic partner, civil union partner or parent, child, sibling, aunt, uncle, niece, nephew, grandparent or grandchild by blood, marriage (i.e. in laws and step relations) or adoption.

SECTION 4

CONTRACT AND EDS EXECUTION PAGE

PLEASE EXECUTE PAGES 13, 14, & 15

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

Execution by Corporation

Youth Advocate Programs, Inc Corporation's Name
Lynette M. Bauer Saw President's Printed Name and Signature
717-232-7580 Telephone
mbauer@yapinc.org Email
Jay Snyder Secretary Signature
13 May 2015 Date

Execution by LLC

LLC Name
*Member/Manager Printed Name and Signature
Date
Telephone and Email

Execution by Partnership/Joint Venture

Partnership/Joint Venture Name
*Partner/Joint Venturer Printed Name and Signature
Date
Telephone and Email

Execution by Sole Proprietorship

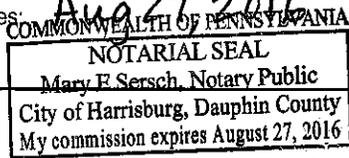
Printed Name Signature
Assumed Name (if applicable)
Date
Telephone and Email

Subscribed and sworn to before me this 13th day of May, 2015

Mary E. Sersch Notary Public Signature

My commission expires: Aug 27, 2016

Notary Seal



*If the operating agreement, partnership agreement or governing documents requiring execution by multiple members, managers, partners, or joint venturers, please complete and execute additional Contract and EDS Execution Pages.

Youth Advocate Programs, Inc.
2007 N. Third Street
Harrisburg, Pennsylvania 17102
(717) 232-7580

Board of Directors Meeting
November 15, 2006

Amended Board Resolution Unanimously Approved by the Board of Directors

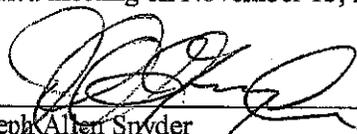
Resolved that the following employees are authorized to sign specific documents on behalf of Youth Advocate Programs, Inc.:

- Thomas Jeffers, Chairman of the Board, Emeritus, is authorized to sign all legal documents on behalf of Youth Advocate Programs, Inc.
- Jeffrey Fleischer, Chief Executive Officer, is authorized to sign all legal documents where the signature of the President of the Board is not required.
- Minette Bauer, Deputy Chief Executive Officer, is authorized to sign all legal documents where the signature of the President of the Board is not required.
- David White, President of Pennsylvania and Ohio Programs, is authorized to sign all legal documents where the signature of the President of the Board of Directors is not required.
- Richard Stottlemeyer, Acting Chief Financial Officer, is authorized to sign all legal documents where the signature of the President of the Board of Directors is not required.

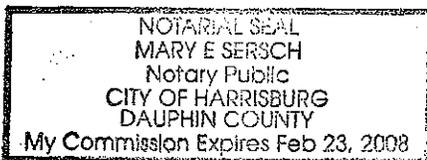
This Resolution was properly moved, seconded and approved by the members of the Youth Advocate Programs, Inc. Board of Directors at their regularly scheduled meeting on November 15, 2006.

Attested:

Mary E Sersch


Joseph Allen Snyder
Secretary of the Board of Directors

Date: 11-15-06



Subscribed and sworn to before me on this 15th day of November, 2006.



2007 North Third Street
Harrisburg, PA 17102
Phone: 717.232.7580 Fax: 717.233.2879

Board of Director's Resolution re YAP Chief Financial Officer

WHEREAS Jeff Fleischer, MSW, the Chief Executive Officer (CEO) of Youth Advocate Programs, Inc. (YAP), has sole discretion to name his executive staff; and

WHEREAS Richard L. Stottliemyer, II, served YAP as Acting Chief Financial Officer (CFO) before CEO Fleischer designated him to serve as regular (non-interim) CFO; and

WHEREAS a YAP referring authority has sought a Board resolution affirming Mr. Stottliemyer's current status as full-time CFO;

IT IS THEREFORE RESOLVED and affirmed that Richard L. Stottliemyer, II, is the Chief Financial Officer of YAP and authorized to enter into and sign contracts on behalf of Youth Advocate Programs, Inc.

This 12 day of April, 2012, this Resolution was considered and approved by the YAP Board of Directors.

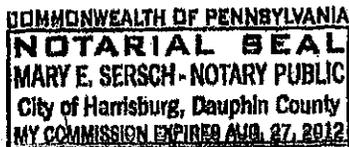
Attested: *Mary E Sersch*

Jay Snyder

Jay Snyder
Secretary of the Board of Directors

Date: 4-12-2012

Subscribed and sworn to before me
On this 12th day of April, 2012





2007 North Third Street
Harrisburg, PA 17102

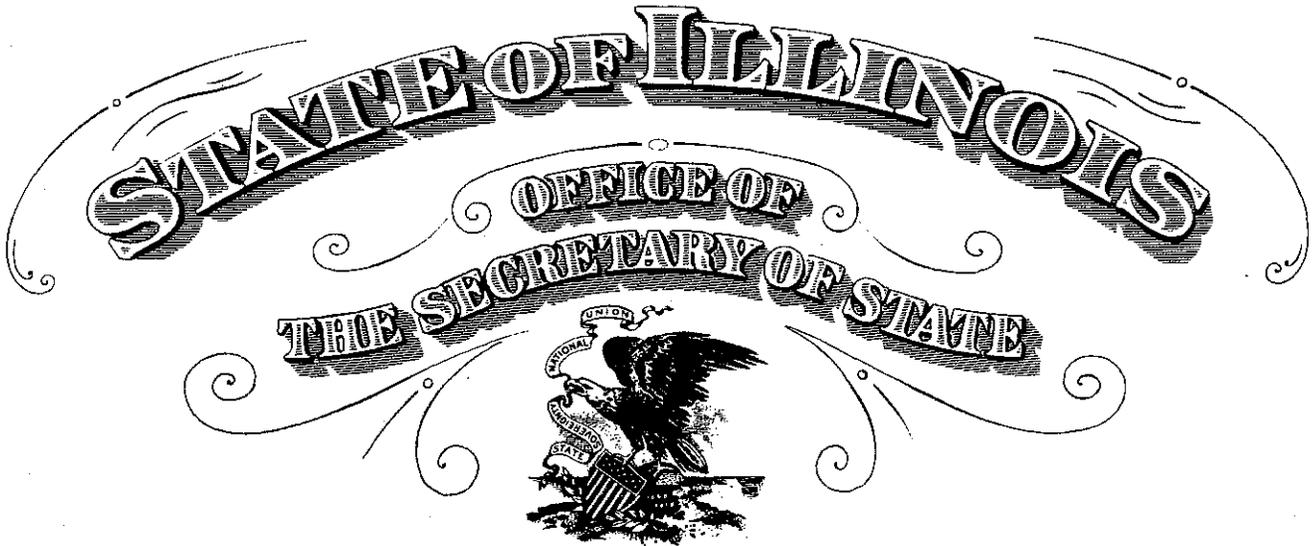
Phone: 717.232.7580 Fax: 717.233.2879

RESOLUTION

RESOLVED, that this Board of Directors does hereby authorize and direct Jeff Fleischer, Executive Director and Richard Stottlemeyer, Chief Financial Officer and Minette Bauer, Deputy CEO to sign contracts and amendments to the contracts and to review claims on behalf of the Youth Advocate Programs, Inc. Not-for-Profit Corporation's Board of Directors.

A handwritten signature in black ink, appearing to read "Lynette M. Brown-Sow", is written over a horizontal line.

Lynette M. Brown-Sow
Chairman of the Board of Directors



To all to whom these Presents Shall Come, Greeting:

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

YOUTH ADVOCATE PROGRAMS, INC., INCORPORATED IN PENNSYLVANIA AND LICENSED TO CONDUCT AFFAIRS IN THIS STATE ON APRIL 15, 2004, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS A FOREIGN CORPORATION IN GOOD STANDING AND AUTHORIZED TO CONDUCT AFFAIRS IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set
my hand and cause to be affixed the Great Seal of
the State of Illinois, this 8TH
day of MAY A.D. 2015

Jesse White

SECTION 5
COOK COUNTY SIGNATURE PAGE

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

John G. Miller

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 14 DAY OF July, 2015

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

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

1553-14393 B

OR

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

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

FUND CHARGEABLE: _____

APPROVED AS TO FORM:

Not required

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

APPROVED BY BOARD OF
COOK COUNTY COMMISSIONERS

JUL 01 2015

COM _____