

PROFESSIONAL SERVICES AGREEMENT

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

BETWEEN



COOK COUNTY GOVERNMENT

JUSTICE ADVISORY COUNCIL

AND

BRIGHTON PARK NEIGHBORHOOD COUNCIL

CONTRACT NO. 1653-15264C

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

JUN 29 2016

PROFESSIONAL SERVICES AGREEMENT

TABLE OF CONTENTS

TERMS AND CONDITIONS	1
ARTICLE 1) INCORPORATION OF BACKGROUND	1
ARTICLE 2) DEFINITIONS	1
a) Definitions.....	1
b) Interpretation.....	2
c) Incorporation of Exhibits.....	3
ARTICLE 3) DUTIES AND RESPONSIBILITIES OF CONTRACTOR.....	3
a) Scope of Services.....	3
b) Deliverables.....	3
c) Standard of Performance	4
d) Personnel.....	4
e) Minority and Owned Women's Business Enterprises Commitment.....	5
f) Insurance.....	5
g) Indemnification.....	8
h) Confidentiality and Ownership of Documents	9
i) Patents, Copyrights and Licenses	9
j) Examination of Records and Audits.....	10
k) Subcontracting or Assignment of Contract or Contract Funds.....	11
l) Professional Social Services.....	12
ARTICLE 4) TERM OF PERFORMANCE.....	12
a) Term of Performance	12
b) Timeliness of Performance	13
c) Agreement Extension Option.....	13
ARTICLE 5) COMPENSATION	13
a) Basis of Payment.....	13
b) Method of Payment	13
c) Funding.....	14
d) Non-Appropriation	14
e) Taxes.....	15
f) Price Reduction.....	15
g) Contractor Credits.....	15
ARTICLE 6) DISPUTES.....	15

ARTICLE 7) COOPERATION WITH INSPECTOR GENERAL AND COMPLIANCE WITH ALL LAWS.....	16
ARTICLE 8) SPECIAL CONDITIONS.....	16
a) Warranties and Representations.....	16
b) Ethics.....	17
c) Joint and Several Liability.....	17
d) Business Documents.....	18
e) Conflicts of Interest.....	18
f) Non-Liability of Public Officials.....	19
ARTICLE 9) EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION AND RIGHT TO OFFSET.....	19
a) Events of Default Defined.....	19
b) Remedies.....	20
c) Early Termination.....	22
d) Suspension.....	23
e) Right to Offset.....	23
f) Delays.....	23
g) Prepaid Fees.....	24
ARTICLE 10) GENERAL CONDITIONS.....	24
a) Entire Agreement.....	24
b) Counterparts.....	25
c) Contract Amendments.....	25
d) Governing Law and Jurisdiction.....	26
e) Severability.....	26
f) Assigns.....	26
g) Cooperation.....	26
h) Waiver.....	26
i) Independent Contractor.....	27
j) Governmental Joint Purchasing Agreement.....	27
k) Comparable Government Procurement.....	28
l) Force Majure.....	28
ARTICLE 11) NOTICES.....	28
ARTICLE 12) AUTHORITY.....	29

List of Exhibits

- Exhibit 1 Scope of Services
- Exhibit 2 Schedule of Compensation
- Exhibit 3 Evidence of Insurance
- Exhibit 4 Identification of Subcontractor/Supplier/Subconsultant Form
- Exhibit 5 MBE/WBE Utilization Plan
- Exhibit 6: 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 Brighton Park Neighborhood Council, 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**" or "**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 Identification of Subcontractor/Supplier/Subconsultant Form
- Exhibit 5 MBE/WBE Utilization Plan
- Exhibit 6: Economic Disclosure Statement

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**

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**

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

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

Contractor shall require all Subcontractors to provide the insurance required in this Agreement, or Contractor may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements as Contractor except paragraph (d) Excess Liability or as specified otherwise.

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

Coverages

(a) **Workers Compensation Insurance**

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

The Workers Compensation policy shall also include the following provisions:

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

(b) **Commercial General Liability Insurance**

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

Each Occurrence: \$ 1,000,000
General Aggregate: \$ 2,000,000
Completed Operations Aggregate: \$ 2,000,000

The General Liability policy shall include the following coverages:

- (i) All premises and operations;
- (ii) Contractual Liability;
- (iii) Products/Completed Operations;
- (iv) Severability of interest/separation of insureds clause

(c) **Commercial Automobile Liability Insurance**

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

Violence Prevention, Intervention and Reduction Demonstration Grants (\$200,000)

(d) **Umbrella/Excess Liability**

Such policy shall be excess over the Commercial General Liability, Automobile Liability, and Employer's Liability with limits not less than the following amounts:

Each Occurrence: \$1,000,000

(e) **Professional Liability**

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

Subcontractors performing professional services for the Contractor must maintain limits of not less than \$1,000,000 with the same terms in this section.

Additional requirements(a) **Additional Insured**

The required insurance policies, with the exception of the Workers Compensation and Professional Liability, shall name Cook County, its officials, employees and agents as additional insureds. Contractor's insurance shall be primary and non-contributory with any insurance or self-insurance maintained by Cook County. Any insurance or self-insurance maintained by Cook County shall be excess of the Contractor's insurance and shall not contribute with it. The full policy limits and scope of protection shall apply to Cook County as an additional insured even if they exceed the minimum insurance limits specified above.

(b) **Qualification of Insurers**

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

(c) **Insurance Notices**

Contractor shall provide the Office of the Chief Procurement Officer with thirty (30) days advance written notice in the event any required insurance will be cancelled, materially reduced or non-renewed. Contractor shall secure replacement coverage to comply with the stated insurance requirements and provide new certificates of insurance to the Office of the Chief Procurement Officer.

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

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

(d) **Waiver of Subrogation Endorsements**

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

g) **Indemnification**

The Contractor covenants and agrees to indemnify and save harmless the County and its commissioners, officials, employees, agents and representatives, and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of the Contract by the Contractor, or the acts or omissions of the officers, agents, employees, Contractors, subContractors, licensees or invitees of the Contractor. The Contractor expressly understands and agrees that any Performance Bond or insurance protection required of the Contractor, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

h) Confidentiality and Ownership of Documents

Contractor acknowledges and agrees that information regarding this Contract is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Contractor in any way, whether during the term of this Contract or at any time thereafter, except solely as required in the course of Contractor's performance hereunder. Contractor shall comply with the applicable privacy laws and regulations affecting County and will not disclose any of County's records, materials, or other data to any third party. Contractor shall not have the right to compile and distribute statistical analyses and reports utilizing data derived from information or data obtained from County without the prior written approval of County. In the event such approval is given, any such reports published and distributed by Contractor shall be furnished to County without charge.

All documents, data, studies, reports, work product or product created as a result of the performance of the Contract (the "Documents") shall be included in the Deliverables and shall be the property of the County of Cook. It shall be a breach of this Contract for the Contractor to reproduce or use any documents, data, studies, reports, work product or product obtained from the County of Cook or any Documents created hereby, whether such reproduction or use is for Contractor's own purposes or for those of any third party. During the performance of the Contract Contractor shall be responsible of any loss or damage to the Documents while they are in Contractor's possession, and any such loss or damage shall be restored at the expense of the Contractor. The County and its designees shall be afforded full access to the Documents and the work at all times.

i) Patents, Copyrights and Licenses

If applicable, Contractor shall furnish the Chief Procurement Officer with all licenses required for the County to utilize any software, including firmware or middleware, provided by Contractor as part of the Deliverables. Such licenses shall be clearly marked with a reference to the number of this County Contract. Contractor shall also furnish a copy of such licenses to the Chief Procurement Officer. Unless otherwise stated in these Contract documents, such licenses shall be perpetual and shall not limit the number of persons who may utilize the software on behalf of the County.

Contractor agrees to hold harmless and indemnify the County, its officers, agents, employees and affiliates from and defend, 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 Board and its term shall begin on August 1, 2016 ("**Effective Date**") and continue until July 31, 2017 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 Agreement under the same terms and conditions as this original Agreement, except as provided otherwise in this Agreement, by notice in writing to Contractor. After notification by the Chief Procurement Officer, this Agreement must be modified to reflect the time extension in accordance with the provisions of Section 10.c.

ARTICLE 5) COMPENSATION

a) Basis of Payment

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

b) Method of Payment

All invoices submitted by the Contractor shall be in accordance with the cost provisions 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;

Violence Prevention, Intervention and Reduction Demonstration Grants (\$200,000)

- 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

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

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

c) Joint and Several Liability

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

d) **Business Documents**

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

e) **Conflicts of Interest**

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

- v) The Contractor further covenants that, in the performance of this Agreement, no person having any conflicting interest will be assigned to perform any Services or have access to any confidential information, as defined in Section 3.h of this Agreement. If the County, by the Chief Procurement Officer in his reasonable judgment, determines that any of Contractor's Services for others conflict with the Services Contractor is to render for the County under this Agreement, Contractor must terminate such other services immediately upon request of the County.
- vi) Furthermore, if any federal funds are to be used to compensate or reimburse Contractor under this Agreement, Contractor represents that it is and will remain in compliance with federal restrictions on lobbying set forth in Section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal year 1990, 31 U.S.C. § 1352, and related rules and regulations set forth at 54 Fed. Reg. 52,309 ff. (1989), as amended. If federal funds are to be used, Contractor must execute a Certification Regarding Lobbying, which will be attached as an exhibit and incorporated by reference as if fully set forth here.

f) Non-Liability of Public Officials

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

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

a) Events of Default Defined

The following constitute events of default:

- i) Any material misrepresentation, whether negligent or willful and whether in the inducement or in the performance, made by Contractor to the County.
- ii) Contractor's material failure to perform any of its obligations under this Agreement including the following:
 - (a) Failure due to a reason or circumstances within Contractor's reasonable control to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the performance of the Services;

Violence Prevention, Intervention and Reduction Demonstration Grants (\$200,000)

- (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.

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.

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.

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.
- iii) The County is not required to deduct or withhold any taxes, FICA or other deductions from any compensation provided to the Contractor.

j) Governmental Joint Purchasing Agreement

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

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: Office of the President
 118 North Clark Street, Room 500
 Chicago, Illinois 60602
 Attention: Anel Ruiz, Deputy Chief of Staff

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: Brighton Park Neighborhood Council
 4477 South Archer Avenue
 Chicago, Illinois 60632
 Attention: Patrick Brosnan, Executive Director

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

ARTICLE 12) AUTHORITY

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

EXHIBIT 1

SCOPE OF SERVICES

Section C: Executive Summary & Agency Organization Chart

Brighton Park Neighborhood Council (BPNC) is a community-based, nonprofit organization serving a predominately Latino, low-income working class neighborhood on Chicago's southwest side. BPNC's mission is to create a safer community, improve the learning environment at public schools, preserve affordable housing, provide a voice for youth, protect immigrants' rights, promote gender equity, and end all forms of violence. BPNC consistently organizes successful youth development and service programs that help build the skills of youth, create employment opportunities, and provide vital resources to promote educational success.

Full Service Community Schools Initiative: BPNC developed Full Service Community Schools (FSCS) partnerships with Burroughs Elementary, Shields Middle School, Shields Elementary (PreK-4th), Kelly High School, and Davis Elementary where over \$900,000 in private and public grants have been invested to improve the educational outcomes for at-risk students. The FSCS are strategic partnerships providing academic, social-emotional, character development, and mental health supports and programs for youth that are at-risk of dropping out of school, joining a gang, and are exhibiting high risk behaviors. BPNC currently provides the following programs at each of our partner schools: Tutoring, Mentorship, Art and Drama, College Planning and Preparation, skill-based enrichment programs for parents (ESL, GED, Computer, Art, Health and Nutrition), and community leadership development for youth and adults.

Youth Employment: BPNC has a four-year track record of providing employment and training opportunities for disadvantaged youth through summer employment programs and engaging youth in community-building activities, school-based program supports, and community outreach activities. In 2015, BPNC was awarded Chicago's One Summer Youth Employment

grant. Through this program, BPNC successfully employed 75 youth (ages 16-24) in 20 hours of employment/week at 17 work sites throughout the community.

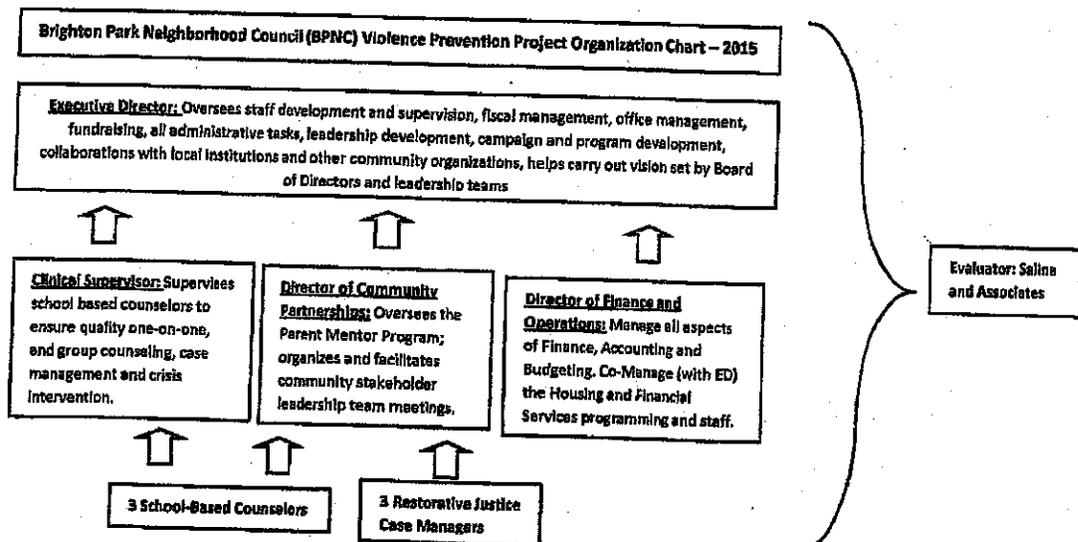
BPNC, in partnership with Kelly High School, Shields Middle School, and Davis Elementary is submitting a proposal to the Cook County Justice Advisory Council's Violence Prevention, Intervention and Reduction Demonstration Grant RFP. During the 2015-2016 school year, BPNC and its partners implemented the Leaders of Tomorrow Violence Prevention program providing crucial case management prevention and intervention services to 80 at-risk youth (ages 13-19). BPNC engaged youth that are chronically truant, have severe discipline issues, are disconnected or at-risk of becoming disconnected from their school, are gang-affiliated, and/or have contact with the juvenile justice system. BPNC intends to continue implementing the Leaders of Tomorrow Violence Prevention program that consists of three main components to support our target population, and reduce and prevent violence in our community: 1) Violence prevention case management; 2) Therapeutic-focused group and individual therapy for students suffering treatable trauma; 3) School-based Violence Prevention and Positive Decision-making skill-building groups facilitated by Restorative Justice Case Managers. BPNC will lead the initiative and implement the service plan described in this proposal. Kelly High School, Shields Middle School, and Davis Elementary will host all programmatic supports and services. BPNC will contract Salina and Associates, a M/W/VBE Certified business led by Dr. Doreen Salina, PhD, to provide external evaluation for this project, measuring the impact of the program components on the participants and the community. Dr. Salina has significant expertise in working with community agencies, criminal justice systems and with consulting to governmental, community and public sectors. She is both a clinical and forensic psychologist who provides services throughout the country. Through this multi-faceted approach, BPNC will

provide a comprehensive, evidenced-based and trauma-informed service plan that will address the endemic nature of violence in the lives of the young people we intend to engage.

Furthermore, BPNC's program will provide a holistic strategy that will develop a positive school environment through restorative justice practices that will reduce violence in our community.

Agency Oversight: Patrick Brosnan, BPNC's Executive Director, will provide overall management and oversight of the entire Violence Prevention Program and will ensure that the program is fully integrated into the schools' strategy to meet the myriad of challenges exhibited by disadvantaged youth. Financial Oversight: Marcy Rodriguez, BPNC's Director of Finance and Operations will oversee all of the financial aspects of the Violence Prevention Program.

Program Oversight: Sara Reschly, BPNC's Director of Community Partnerships will provide direct management of the Violence Prevention Program including overseeing all levels of implementation and partnerships. Case Management: Alejandro Nava, Karen Escobar, and Carina Delgado will provide case management, formally assess all referred youth, develop and maintain all case files, engage in truancy prevention strategies, and ensure that students' and their families' basic needs are met. School-Based Therapists: BPNC's School-based Therapists, Lissette Guzman MC, Aide Fonseca MC, and Diana Rivera MSW, will provide *Think First*, *CBITS*, and *SPARCS* through individual and group counseling to students who need it.



Section D: Description of Problem and Target Population

Description of the Problem: The Brighton Park community has three active gangs in the community, Two-Six, Satan Disciples, and Latin Kings, which makes gang violence a prevalent concern for students and their families. Additionally, party crews such as the 35s and BLs continue to make their presence felt in Brighton Park contributing to an increase of violent acts in the community and local Chicago Public Schools. Unfortunately, the Brighton Park community is divided among “gang turf” and the rival gang boundaries intersect with school enrollment boundaries creating a paradigm in which students are harassed to join gangs, buy drugs, and are exposed to violence as they commute to and from school. According to the Chicago Public Schools Data Portal, students from James Shields Middle School, Thomas Kelly High School, and Nathan S. Davis Elementary who completed *My Voice, My School* survey indicated that their route to school felt unsafe due to gang activity and violence in the community. Additionally, according to City of Chicago Data Portal, during December 26, 2015 – January 25, 2016, Brighton Park experienced 30 violent crimes which include: robbery, sexual assault, battery, and homicide; 77 property crimes that include: theft, arson, burglary; and 39 quality of life crimes which include: possession of narcotics and criminal damage. During the months of December 2015 and January 2016, violent crimes in Brighton Park increased 60% year over year.

According to the report, “Present, Engaged, and Accounted For: The Critical Importance of Addressing Chronic Absence in the Early Grades,” by Chang and Romero (National Center for Children and Poverty, 2008), students become chronically truant and disconnected from school because of negative behavior, fear or trauma of events at school, gang pressures, or familial pressures. BPNC currently partners with three Chicago Public Schools in which truancy,

economic disadvantages, and community violence disconnect youth from school. BPNC's services provide the critical support needed for students to develop social-emotional growth leading to positive decision making and reducing high risk behaviors. Our partner Kelly High School serves 2,144 students, from which 94.9% are low-income and 30.1% are chronically truant; Davis Elementary serves 811 students, from which 96.3% are low-income and 10.3% are chronically truant; Shields Middle School serves 687 students, from which 97.4% are low-income and 9.7% are chronically truant. Disconnection from school creates a downward spiral in the life of at-risk youth which could ultimately lead to youth of experiencing or engaging in violence and illegal activity. BPNC strategically developed a proactive approach to prevent truancy by identifying and addressing student barriers, and by providing supports and services that address those barriers and high risk behaviors. The programs and services described in this proposal will work to break this cycle through providing trauma-informed services rooted in the understanding of the pervasive effects of violence in the family and community. The program supports at-risk youth in developing a new set of positive relationships with their peers and with caring adults in the community, and supports the schools' capacity to expand restorative justice practices in the schools.

Target Population: The Brighton Park Neighborhood Council (BPNC) serves the Brighton Park community and Chicago's southwest side. According to 2010 U.S. Census Data, Brighton Park is one of the only Chicago communities that had grown between 2000-2010-currently with 49,318 residents, up 9% from the previous census. Currently, over 83% of community residents are Latino, 8% are white, 6% are Asian, and 1% are African American. Additionally, there has been a 139% increase in the number of Latino children living in Brighton Park between 1990 and 2005. Brighton Park has less than six out-of-school time program slots available to every 100

youth ages 13-17 ("Chicago Children and Youth 1990-2010," Chapin Hall Center for Children 2007). According to the City of Chicago Data Portal, as of January 2016, the estimated household income in Brighton Park is \$48,951, but per capita household income is only \$13,138, 23% of households are living in poverty, 11.2% are unemployed, and 13.2% live in crowded households.

BPNC's targeted population for the Violence Prevention, Intervention and Reduction Grant will be 80 youth between the ages 13-19 that are students at Kelly High School, Davis Elementary School, and Shields Middle School. Youth will be referred to the program if they exhibit the following risk factors: being chronically truant (attending school less than 80% of the time), criminal infractions or on probation, having chronic discipline issues or behavior problems, being academically off-track, being disconnected from school or work, and/or being victims or survivors of violence. Additionally, BPNC has partnered with these particular schools for two main reasons. 1) Davis and Shields Middle reside in the centers of two rival gang turfs. 2) Both schools are main feeders in to Kelly High School. Much inter-gang violence occurs within the respective Davis and Shields Middle enrollment boundaries. Our program strategy will target the most at-risk 8th graders who either have already engaged in violence, have chronic disciplinary issues or are the most at-risk to be involved in violent acts. Additionally, the program will focus on current students at Kelly who meet the same criteria. By having a multi-school and multi-level approach, we will aim to reduce violence throughout the year and in multiple sectors of the community. The program will also have a multi-year impact by engaging students before they transition to Kelly and by strengthening the support system between the schools.

Section E: Proposed Program & Implementation Schedule

BPNC would like to sustain our violence prevention program currently supported by the Justice Advisory Council of Cook County. In our current program, BPNC has placed three full time case managers at three schools, Kelly High School and two of its main feeder schools Davis Elementary and Shields Middle. The case managers work in collaboration with our master's level therapists in the schools to provide an intensive intervention for 80 high 'at-risk' youth. This model includes: individual assessment for each participant; development of an individualized work-plan for each student; comprehensive one-on-one check-ins each week; and periodic home visits to engage with parents. The students are also offered individual therapy and group therapy, depending on need. Our holistic approach is based on social disorganization theory which purports that a young person's community context, i.e. where they live informs their likelihood of criminal or at-risk behavior. At-risk youth are often reacting to their environment, and the people and pressures within this context, when they engage in dangerous behavior. By targeting these services towards Kelly HS students and 8th graders at middle school feeders, BPNC is developing a system that successfully supports the positive transition of at-risk students to Kelly. Engaging students at an earlier age will help build their resiliency, coping skills, and give them anger management tools to avoid dangerous situations. Students are referred to the program if they exhibit one or more of the following: chronic disciplinary issues, symptoms of violence-related trauma (withdrawal, anger, violence), and chronic absenteeism/truancy, and gang involvement. The case managers perform the initial assessments for each student. These assessments include the Multidimensional School Anger Inventory (MSAI); the Trauma Exposure Checklist; the Strengths and Difficulties Questionnaire; the Attitudes Towards Gangs and Attitudes Towards Crews; and the Motivation for Youth's Treatment Scale (MYTS);

a general needs assessment to better understand the social, health, and emotional status of the student; and for truant or chronically absent students the School Refusal Assessment Scale. The case managers are responsible for developing and maintaining the case files on each student. They meet with each student at least twice per week throughout the program and engage them in the following activities: shadowing to various classes, enroll and support their participation in afterschool services (academic remediation/ tutoring, sports and recreational programs, art and drama classes, computer classes), and during- and after school meetings. The case managers assess the student's readiness for group interventions and make referrals accordingly.

The second program component integrates evidence-based violence prevention and reduction mental health services. These services include individual and group therapy, case management, and crisis intervention services for students and their families. All services are provided by bilingual and bicultural Master's-level counselors who are supervised by a Licensed Child Clinical Psychologist. The proposed *Violence Prevention Program* will build upon the clinical services that BPNC currently provides at Shields Middle, Davis and Kelly. BPNC's therapists are trained in both *CBITS* and *Think First*, utilizing these interventions with success for the past year 3 years. *CBITS* is an evidence-based, school-based intervention. According to the Centers of Disease Control (accessed from <http://www.cdc.gov/prc/prevention-strategies/intervention-lesser-effects-violence-urban-school-children.htm>, May 2, 2012), the Office of Juvenile Justice and Delinquency Prevention has designated *CBITS* as an Exemplary Program, and the National Child Traumatic Stress Network (NCTSN) is disseminating *CBITS* information as a Best Practice model. Similarly, *Think First* is also an effective and evidenced-based school intervention. Larson, et. al. (1992) (Anger and Aggression Management Techniques through the "Think First" Curriculum, *Journal of Offender Rehabilitation*, 1992) found that urban, at-risk

middle school students, who engaged in this anger-aggression management curriculum using cognitive-behavioral techniques, showed significant growth in their abilities to self-instruct, problem-solve, and self-monitor. By integrating these services in the schools, we will be able to accomplish two main goals: 1) we strategically locate services where the youth are, thus minimizing the energy and time required to identify and track down at-risk youth; and 2) we ensure that services are focused on maintaining the at-risk youths' engagement in school and connection to the existing social service infrastructure.

Program Enhancements: We anticipate expanding the curriculum to include *Structured Psychotherapy for Adolescents Responding to Chronic Stress (SPARCS)*, an effective, evidence-based group intervention that targets chronically traumatized young people who continue to be exposed to ongoing stress or trauma (DeRosa & Pelcovitz, 2006). This is important because we intend to continue to engage current program participants again next year. It is especially critical to support current program participants who are 8th graders as they transition to 9th grade at Kelly HS. These clients will have already participated in either Think First or CBITS; and therefore, it would be ineffective to repeat the same curriculum in the second year. SPARCS is a 16 session (1 hour each) intervention that will focus on the "higher-risk" issues that approximately a third of the current students have exhibited. This intervention coupled with the case management will ensure that the students will be given every opportunity to succeed and be psychologically ready to make the appropriate changes in their lives to avoid dangerous behaviors.

The program will continue to provide comprehensive case management to all participants, however, case management will be enhanced through the utilization of Motivational Interviewing techniques. We are implementing this change because we have found that some students are not good candidates for group therapy because their behavior is too disruptive for

the group to be successful. Additionally, some youth that are currently served in violence prevention services are victims of sexual assault. This can impede youth from engaging in group sessions due to the sensitivity of the trauma. For these students, Case Managers will use Motivational Interviewing which will focus on the participant's individual needs while facilitating and engaging intrinsic motivation to help support positive behavior change.

Implementation Schedule

Program Component	Timeline	Participants Served	Description	Responsible Staff
Staff Trainings & Professional Development	August 2016	N/A	All staff involved in VPP will participate in trainings on program protocol, referral/assessment process, VPP interventions, Family Engagement, Evaluation Process and data collection tools	Program Manager BPNC Therapist Team BPNC Case Managers School-Based Staff Salina & Associates
School-Based Meetings	August 2016	N/A	Staff will engage in School-based meetings with administrators, school counseling team, disciplinary team, BPNC school-based staff, and teachers to introduce the program strategies and goals, discuss interventions and expectations for each partner, and orient VPP staff to school processes and procedures	Program Manager BPNC Therapist Team BPNC Case Managers School-Based Staff
Referral / recruitment and Assessment	September-October 2016	80 students (15 8 th graders from Davis, 15 8 th graders from Shields Middle, 50 students from Kelly) will be referred to program by October 2016	Students will be referred to case managers by administrators, teachers, disciplinary team, and counseling team. In addition, students who were in the program during the 2015-16 year will be included. Case managers will engage the students in assessments during individual meetings and meetings with parent(s)/guardian(s). Case Managers will receive from parent/guardian written authorization to engage student in program.	BPNC Case Managers Supervised by Program Manager and School Therapists
Mentoring + Case Management	September 2016-June 2017	80 students (15 8 th graders from Davis, 15 8 th graders from Shields Middle, 50 students from Kelly)	Case Managers will meet with each participant twice per week (individually and in group setting), shadow students throughout the day, engage in truancy reduction activities, engage in afterschool group and recreational programs to further incentivize the students' sustained participation in the program.	BPNC Case Managers Supervised by Program Manager and School Therapists
Clinical Intervention: CBITs, Think First, and Individual Counseling	September 2016-June 2017	40 students (10 8 th graders from Davis, 10 8 th graders from Shields Middle, 20 students from Kelly)	BPNC Clinical Therapists will provide therapeutic skill-building groups for 50% of students in the program, and individual counseling for students when appropriate (estimated 30% of students).	BPNC Therapists BPNC Case Managers Supervised by BPNC Clinical Supervisor
Program Evaluation	September 2016-August 2017	80 students (10 8 th graders from Davis, 10 8 th graders from Shields Middle, 20 students from Kelly)	Salina & Associates will engage in on-site evaluation of program, conduct participant interviews, review pre- and post-data collect on participants to measure growth and decrease in violent behavior and incidents.	Salinas & Associates BPNC Case Managers BPNC Therapists Program Participants Parents

Section F: Expected Outcomes

BPNC will engage 80 students in our Violence Prevention Program: 15 - 8th graders from Davis Elementary, 15 - 8th graders from Shields Middle, and 50 Kelly HS students. *Salina & Associates* will be contracted as an independent evaluator, and will assess the individual outcomes of the at-risk youth enrolled in the program, as well as the overall impact of our proposed program.

These assessments will include the Multidimensional School Anger Inventory; the Trauma Exposure Checklist; the Strengths and Difficulties Questionnaire; the Attitudes Towards Gangs assessment; a general needs assessment to better understand the social, health, and emotional status of the student; and for truant or chronically absent students the School Refusal Assessment Scale.

Throughout the program *Salina & Associates* will provide quality management and an ongoing evaluation including formative, process, and outcome, using various qualitative and quantitative outcomes measures. Quality management will be conducted with all of the Case Managers to ensure fidelity of the intervention. Focus groups with the participants will be done during the intervention to ensure participant satisfaction, modifications will be made as needed to ensure that participants are getting what they need to achieve their personal goals and program outcomes.

This program will achieve the following outcomes:

- 90% of all enrolled students will complete all necessary assessments

Assessment forms will be collected and maintained by Case Managers in the case files. They will be audited for compliance by Salina & Associates.

- 80% of students will participate in all program components and will remain enrolled in program throughout the year.

Participation will be verified through sign-in sheets and case notes maintained by Case Managers.

- 80% of these students will receive higher Strength and Difficulties Questionnaire (SDQ) scores at completion of program.

Pre- and Post-Assessments will be completed by Case Managers and School-Based Clinicians.

- 80% of these students will demonstrate lower disciplinary incidences in school.

Data collected by Salina and Associates through conduct reports from participating schools.

- 80% of students will report reduced arrests or negative interaction with the police.

Data collected by Salina & Associates through student surveys and parent/guardian surveys.

- 90% of students will demonstrate improved functioning, resiliency, and anger-coping skills.

Data collected by Salina & Associates through pre- and post-surveys and assessments.

- 80% of students who exhibited chronic truancy will increase regular attendance at school by 75%.

Data collected by Salina and Associates through school attendance records and through pre-assessments measuring truancy.

- 80% of students will report less exposure or engagement with gangs.

Data collected by Salina and Associates through pre- and post-assessments using the Attitudes Towards Gangs assessment.

Salina & Associates will conduct analyses all of the programmatic data and disseminate in monthly presentations to BPNC. A final report will be prepared and a final model will be created to implement in other CPS schools.

Section H: Qualifications of the Proposer

Since its inception, BPNC has affected substantial change in the Brighton Park community. We have won several awards to honor the agency's important work in the community. In 2014, BPNC was the recipient of the Bank of America Neighborhood Builders award and we were awarded the Agency Partner of the Year in 2013 by United Way of Metropolitan Chicago. BPNC is highly qualified to provide all services as requested in the Cook County Justice Advisory Council's RFP for Violence Prevention, Intervention and Reduction Grant. BPNC has an extensive background and many years of experience in developing and maintaining high-quality youth programming that support at-risk youth in the southwest side of Chicago.

Full Service Community Schools Initiative (FSCSI): For over 12 years, BPNC has provided high quality and comprehensive FSCS programs that include: Tutoring, Mentorship, Art and Drama, Science Technology Engineering and Math (STEM), Health and Wellness, and College Planning and Preparation. All after-school participants are referred by school educators and administration based on past and current academic performance, in-and-out of school behavior, and truancy rates. BPNC also provides Character Development programs for the most "at-risk" youth who have demonstrated signs of gang-activity, violent behavior, and school behavioral/discipline infractions. The Young Men's and Young Women's Group provide youth with a safe and structured environment to receive support from a qualified professional. The goal of the program is to help youth develop a "toolbox" of core values so that they can make optimal decisions that impact their lives. During the 2014-2015 school year, BPNC engaged 1,002 students in comprehensive services from which 62% of students increased their academic performance.

Paso A Paso: *Paso a Paso* is designed to address the need for targeted support during multiple transition periods for at-risk youth. A fundamental component of *Paso a Paso* is focused support for at-risk Kelly freshmen through the College Mentor program. Through this innovative program, BPNC provides training, professional development, and employment to college students to become mentors to 180 at-risk freshmen. As mentors, the college students are trained in youth development and monitor students' academic performance and meet with students to develop a performance improvement plan to address low course grades, absentee marks, and address behavioral infractions. A recent formal evaluation on BPNC's program performed by the American Institute for Research has shown statistically significant results in the program's impact on attendance, GPA, and disciplinary incidents. Using propensity score matching, AIR demonstrated that participants had a 16% point higher attendance rate, .55 increase in their cumulative GPA after 1st semester, and a .60 increase after their second semester. Additionally, participants had 50% fewer disciplinary incidents and were 20% more likely to be on-track to graduate than their peers who did not participate.

Mental Health Services: BPNC provided counseling, case management and crisis intervention to 122 students and 21 culturally competent interactive workshops for parents during the 2014-2015 school year. Through this ongoing program, BPNC counselors worked with the school's administration, teachers and social workers to assess students facing mental health needs and develop a comprehensive work plan that includes one-on-one counseling, provides support to the families and facilitates workshops to develop parenting skills that reinforce the services provided by the counselor. In addition, teacher reports on the Strengths and Difficulties Questionnaire (SDQ) indicate improved attention, more frequent completion of class work and other tasks, a decrease in conflicts with peers, and a decrease in disruptive behaviors. In 2015, 85% students

enrolled in this service had improved Global Assessment of Functioning (GAF) scores at end of treatment. Additionally, 82% students of students (who completed the Strength and Difficulties Questionnaire forms) had improved SDQ scores. Finally, 72% of students met at least one of their treatment goals, and 68% met all of their treatment goals.

Summer Youth Employment Program (SYEP): In 2015, BPNC was awarded Chicago's One Summer Youth Employment grant. Through this program, BPNC successfully employed 80 at-risk youth ages 16-24 in an average of 20 work hours per week at 17 work sites throughout the community and greater southwest Chicago. 82.5% of the youth completed the SYEP program and 100% of these students demonstrated work readiness improvement, sense of accomplishment, improved self-confidence, and increased leadership skills.

References

Peter Mich

Executive Director, McDougal Family Foundation
737 N Michigan Ave. Suite 1040
Chicago, IL 60611

Total dollar value of BPNC's grant in 2015 was \$175,000
Phone: 312-255-0916
Fax: 844-274-3230 / pmich@mcdougalfamilyfdn.org

Luis R. Soria, NBCT

Chief of Schools, Network 8
6533 S. Stewart
Chicago, IL 60621

Total dollar value of all school programming grants is \$864,606
773.535.8211 / lrsoria@cps.edu

James Coughlin

Principal, Kelly High School
4136 S. California
Chicago IL 60632

Total dollar value of BPNC's programs at Kelly High School is \$371,099
Phone: (773) 535-4915
Fax: (773) 535-4841/ jrcoughlin@cps.edu

Section I: Key Personnel

Brighton Park Neighborhood Council (BPNC) identified nine key BPNC personnel who will contribute to the Violence Prevention Program and ensure the quality of the programs, provide oversight, provide all services outlined in this proposal, and pursue additional private and public funds for program sustainability.

BPNC's Violence Prevention Program Supervision, Oversight, and Sustainability:

Patrick Brosnan will provide in-kind supervision and oversight of BPNC's Violence Prevention Program. Additionally, Mr. Brosnan will be tasked with developing a comprehensive funding strategy to sustain the Violence Prevention program. Mr. Brosnan serves as the Executive Director of the Brighton Park Neighborhood Council since 2007. Mr. Brosnan was promoted by the Board of Directors for this position following a four year tenure as Associate Director. Mr. Brosnan began his work with BPNC in 1999 as a field organizer and organized groups of low income Latino Families on issues that plagued the community such as gang violence and abandoned housing. He is a graduate of the University of Michigan and has over 15 years in community organizing, community development, youth development and services, and nonprofit fundraising and management.

BPNC's Violence Prevention Program Manager:

Sara Reschly will provide all direct management and oversight of the implementation of every component of the Violence Prevention Program. She currently serves as BPNC's Director of Community Partnerships. Ms. Reschly is responsible for providing oversight to the agency's violence prevention initiatives and the Brighton Park Neighborhood Network (BPNN), BPNC's community-based coalition of social service providers and institutions dedicated to reducing community violence, increasing economic opportunity, and improving outcomes at local schools.

Ms. Reschly has a Master's Degree in International Peace Studies from the University of Notre Dame and has over 15 years experience working on violence prevention issues. During the 2015-2016 school year, Mrs. Reschly provided supervision for BPNC's violence prevention program in which 72 students have received case management support.

BPNC's Violence Prevention Program Accounting:

Slavica Petrovic will manage BPNC's Violence Prevention Program's accounting and reporting. Mrs. Rodriguez has over 4 years of experience in the non-profit sector. Mrs. Petkovic currently serves as BPNC's Office Manager and has been in this position for the past 2 years and works with accounting for 4 years. She possesses an extensive nonprofit financial management and accounting background in which she assist with BPNC's finances, ensuring the consistency of all financial records and the integrity of all resources and assets.

BPNC's Violence Prevention Program Counseling Services:

Lisette Guzman will provide bilingual mental health services to youth served through the Violence Prevention Program at Davis Elementary. Ms. Guzman has 6 years of experience providing individual and family therapy. For the last three years Ms. Guzman has served as BPNC's school-based counselor at Shields Elementary and Davis Elementary. Ms. Guzman has a M.A Degree in Clinical Psychology from The Chicago School of Professional Psychology. She is trained in both CBITS and Think First.

Diana Rivera serves as BPNC's Kelly High School's bilingual school-based counselor. She will be providing mental health service for the youth engaged in BPNC's Violence Prevention Program at Kelly High School. Ms. Rivera has a MSW from Dominican University. Ms. Rivera has a strong background in providing intense school-based individual and family therapy and client centered case management. She is trained in both CBITS and Think First interventions.

Aide Fonseca serves at BPNC's Shields Middle School's bilingual school-based counselor. She possesses MSW from Dominican University and has 6 years of experience providing counseling and case management work to at-risk youth. Ms. Fonseca's strong background in counseling services and developing treatment plans strengthens the impact of BPNC's violence prevention efforts. Aide is trained in CBITS and Think First interventions and expects to complete her LSW certification in 2016.

Violence Prevention Program Case Manager:

Karen Escobar serves as BPNC's Violence Prevention Case Manager at Kelly High School. She is responsible for providing comprehensive services to 25-30 students. Ms. Escobar has over 4 years of experience providing violence prevention case management in which she has implemented individual and group violence prevention interventions. Karen is trained in Problem Learning, Youth Behaviors, Mentoring, and Think First interventions. She expects to complete her B.A in psychology in the fall of 2016.

Carina Delgado serves as BPNC's Violence Prevention Case Manager at Davis Elementary and Shields Middle School. Ms. Delgado co-facilitated Think First and CBITS groups with BPNC's school-based counselors. She developed case management and goal setting plans for each of her students. Ms. Delgado has 4 years of experience in providing domestic violence case management interventions to disadvantaged youth and their families. Ms. Delgado possesses B.A in Criminology from the University of Illinois at Chicago.

Alejandro Nava currently serves as BPNC's Violence Prevention Case Manager at Kelly High School. Mr. Nava is responsible for 25-30 students for whom he provides case management twice per week and reviews action plan progress. He has 4 years of experience working with at-risk youth including: coordinating after-school programs, counseling/case management and

community support services at alternative high schools. Mr. Nava possesses a Bachelor of Social Work from Loyola University Chicago.

Required Qualifications for Violence Prevention Case Management: Bilingual

Spanish/English; Bachelor's degree in Social Work or related field; Knowledge of community resources and counseling/social work practices with high-risk populations; Good documentation skills, and verbal and written communication skills. Ability to establish rapport; Ability to motivate others towards achieving goals; Ability to work independently with strong sense of focus, task-oriented, non-judgmental, clear sense of boundaries; Ability to work in a variety of settings with culturally diverse families and communities and ability to be culturally sensitive and appropriate; Ability to pass federal background check prior to starting the position; Ability to complete first aid-CPR Certification and Mandated Reporter Certification.

AIDE FONSECA, MSW

ACADEMIC EXCELLENCE

- * **Dominican University Graduate School of Social Work, River Forest, IL**
MSW, May 2014
- * **Northeastern University, Chicago, IL**
BSW, August 2011
- * **Language Proficiency:** Fluent Spanish and English
- * **Computer Skills:** Microsoft Office
- * **Certifications:** CPR, First Aid
- * **LSW Certification:** Expected 2016

SOCIAL WORK EXPERIENCE

School Based Counselor, Brighton Park Neighborhood Council- Shields Middle School and Burroughs Elementary

November 1st- Present

Mental Health Program

School Based Counselor, Metropolitan Family Services- Tonti Elementary

September 2014- June 2015

School Based Program, Midway Center

- Provide individual short and long-term therapy to children and adolescents including but not limited to trauma- informed approaches such as Trauma Focused CBT, art therapy, and Dialectal Behavior Therapy
- Facilitate anger coping and Think First groups for students in English and Spanish
- Conduct pre and post assessments for children
- Provide case management to families as well as internal and external referrals
- Reported students' work by documenting concurrent documentation in students' files
- Imputed data in specialized database to report students' progress
- Work independently in a school setting with minimal supervision
- Complete mental health assessments, treatment plans, intakes, consent forms and other documentation in a timely manner.
- Provide workshops to parents in school settings

Mental Health Practitioner, Metropolitan Family Services

May 2014- October 31st 2015

Family Violence Intervention Program, Midway Center

- Provide individual assessments, individual counseling for adults and children, and treatment planning for socio-culturally diverse populations in English and Spanish.
- Provide clients with internal and external resources and referrals.
- Recruit clients and monitored the waiting list for the program.
- Organize family events for our families.

AIDE FONSECA, MSW

- Conduct orientations for clients and their families.
- Facilitate groups for children who have witnessed domestic violence using multi-modal approaches such as art therapy, Trauma Focused-CBT.
- Facilitate psycho-education group counseling for adults who have been victims of domestic violence
- Documented client progress and treatment revisions as requested by program supervisor.
- Facilitate family therapy group using the *Strengthening Family Coping Resources* curriculum.

Case Worker, Metropolitan Family Services

May 2014 - Present

Supervised Visitation, Midway Center

- Supervised court ordered visits among children and non-custodial parents
- Ensured emotional and physical safety for children
- Document attendance of custodial and non custodial parents
- Documented and filed any accident reports during visits
- Ensured both parties were in compliance program's rules and guidelines
- Completed attendance reports to account back to court
- Provided referrals to families for internal and external resources

Family Service Worker, Metropolitan Family Services

August 2012- May 2014

Midway Head Start

- Carry out data entry functions efficiently in COPA database abiding by deadline requests.
- Provide families with a variety of outside support, resources, and referrals through outreach.
- Address and report back to parents on any accidents reported.
- Continuously ensured enrollment quota was met by maintaining full enrollment status in the Midway Head Start Program.
- Implement and work collaboratively with families to achieve annual family partnership goals.
- Organized family events for children and parents.
- Advocate for children to guarantee they acquire the services they need for child development.
- Organize and file important and confidential client documents for auditing purposes.
- Participate in home visits and assist in English and Spanish translations.

Social Work Intern, Metropolitan Family Services

August 2013 – May 2014

Family Violence Intervention Program; Counselor

AIDE FONSECA, MSW

- Provided individual assessments, individual counseling for adults and children, group counseling for adults and children and treatment planning for socio-culturally diverse populations in English and Spanish.
- Provided outside referrals and resources to families in need of services.
- Facilitated a group for children who have witnessed domestic violence using multi-modal approaches such as art therapy, Trauma Focused-CBT and psycho education.
- Documented client progress and treatment revisions as requested by program supervisor.

Social Work Intern, Metropolitan Family Services

August 2010- May 2011

Midway Children's Center

- Helped promote family involvement by creating group activities for children and families.
- Translated in English and Spanish for parent events and workshops.
- Created resource binders for parents to easily access services within the community.
- Organized and filed important and confidential documents for auditing purposes.
- Implemented and worked collaboratively with families to complete annual family partnership goals.

✿ TRAININGS AND CONFERENCES ✿

- * Cognitive Behavioral Intervention for Trauma in Schools (CBITS), Chicago, IL 2014
- * Anger Coping Training, Chicago, IL September 2014
- * Think First Training, Chicago, IL December 2015
- * Cultural Competence Training, Metropolitan's Family Services, Chicago, IL 2014
- * 40-hour Domestic Violence Training, Metropolitan Battered Woman's Network, Chicago, IL 2013
- * Chicago Trauma Symposium, Chicago, IL 2013

✿ AFFILIATIONS ✿

****References available upon request

Alejandro Nava

Education

Loyola University Chicago
Bachelor of Social Work - May 2014

Work Experience

Brighton Park Neighborhood Council - Chicago, IL
Program Case Manager

August 2015 - Present

- Maintain an average caseload of 25-30 students meeting the program criteria of chronic truancy, involvement with the criminal justice system and chronic disciplinary and/or behavioral problems at school
- Complete necessary documentation for each individual student including intake assessment packet and any additional forms as needed from the student and/or parent/guardian
- Check-in with participants a minimum of two times per week and review action plan progress
- Maintain accurate and up to date case notes and files on each program participant
- Work closely with the Chicago Public School (CPS) and consult with the officials about the participants in the program
- Co-facilitate psychoeducational and therapeutic groups with school-based counselor
- Conduct referrals for other outside mental health services or individual/family counseling, if necessary
- Conduct home visits if needed

Rincon Family Services - Chicago, IL
Behavioral Health Counselor/Case Manager

July 2014 - July 2015

- Conduct community outreach to increase enrollment in school based counseling services.
- Establish relationships with community partners, schools, and care providers for client referrals.
- Conduct Mental Health Assessments to ensure medical necessity and coordinate clients' individual treatment plans.
- Provide individual counseling, case management, and community support services at alternative high schools in the Youth Connection Charter Schools (YCCS) Network.

Gads Hill Center - Chicago, IL
New Horizons Mentor Match Specialist

August 2013 - July 2014

- Conduct family and student intake interviews.
- Match students with an appropriate mentor to address student's social-emotional needs.
- Input client information, daily attendance, case notes, and assessments into program database.

Union League Boys and Girls Club - Chicago, IL
21st Century Program Coordinator

March 2012 - April 2014

- Coordinate lesson plans that focused on health, literacy, teamwork, and youth development.
- Supervise program operations and provided monthly trainings to activity specialists.
- Tutored and assisted students with assignments as needed.
- Complied student participation reports required for the Union League Boys and Girls Clubs and partnering grants.

Languages

I am able to speak, read, and write in both English and Spanish

Carina Delgado

OBJECTIVE

To obtain a position in a social service agency that is both challenging and rewarding while allowing me to utilize my skills to provide direct services by assisting and interacting with a wide variety of cultures.

EDUCATION

University of Illinois at Chicago (UIC), Chicago IL, May 2009
Bachelor of Arts Degree, Criminology, Law, and Justice
Liberal Arts and Sciences Dean's List, UIC 2007-2009

Morton College, Cicero IL, August 2007
Associate in Arts Degree/ Associate in Liberal Studies Degree

EXPERIENCE

Brighton Park Neighborhood Council (BPNC)
Case Manager

Chicago, IL
Present - 2015

- Provide comprehensive and culturally sensitive case management services to all students.
- Develop a case management and goal setting plan for each student.
- Recruit and maintain a caseload of 25-30 students.
- Meet with each student twice per week.
- Advocate on behalf of students and their families on request.
- Co-facilitate Think First and CBITS groups.
- Maintain accurate records and case management files on each student.
- Provide all required documentation on a timely manner.
- Participate in staff meetings, staff trainings
- Conduct home visits as needed.
- Implement projects, group and individual activities for students.
- Build and maintain relationships with school teachers, staff and administration.

Mujeres Latinas en Acción (*Latin Women in Action*)
Latina Leadership Advocate

Chicago, IL
2015-2012

- Recruits and facilitate 20 week leadership groups for adult women seeking personal empowerment through an approved curriculum.
- Advocate on behalf of Latinas through participation in advisory groups and other coalitions that focuses on reproductive health, citizenship, and social justice issues.
- Implement projects and group activities for LLP participants.
- Participate in the development, and evaluation of Latina Leadership curriculum.
- Maintain group statistics, narratives and evaluations for each Leadership group and projects
- Participate in internal and external advocacy effort events for the organization.
- Interview potential interns/volunteers for the Latina Leadership Program.
- Provide supervision to Latina Leadership Interns/volunteers.
- Conduct bi-weekly volunteer meetings.
- Coordinate New American Initiative campaign.
- Attend monthly Citizenship workshops.
- Assist permanent legal applicants that qualify fill out N-400 application, and Fee Waiver application for citizenship.

Carina Delgado

- Prepare monthly reports and participate in site visits as required on a timely basis.

Domestic Violence Volunteer Supervisor

2012-2010

- Initiates and maintains recruitment and retention strategies for volunteers/ interns through community outreach and volunteer recognition events.
- Conducts interviews of potential agency volunteers/ interns.
- Developed monthly hotline schedules ensuring coverage at all-time including back-up hotline coverage after office hours.
- Supervised hotline volunteers by providing appropriate service and completing documentation in a timely manner.
- Supervised community educator, volunteers, interns, and 24-hour crisis line.
- Maintained communication with volunteers/ interns via mail, e-mail, monthly meetings and telephone ensuring a connection between agency and volunteers.
- Maintained accurate documentation from answering service of incoming Hotline calls, 40-Hour training documentation and monthly reports.
- Co-facilitated 40-hour domestic violence training covering all required topics by the Illinois Certified Domestic Violence Professionals.
- Facilitated 15 week educational support groups for victims of domestic violence through an approved curriculum.
- Provided assistance to victims of domestic violence and their families through walk-ins and/ or hotline calls.
- Participated in staff training sessions, staff meetings, and professional group seminars or conferences to increase professional knowledge.
- Ability to work cohesively with other departments and co-workers as part of a team and communicate effectively.

Domestic Violence Community Educator

2010-2009

- Educate the community on domestic violence by providing workshops and professional training to diverse communities such as churches, students, parents, and professional groups in Spanish and English in Latino communities or those serving Latinos.
- Provided outreach for the agency at health/community fairs.
- Provided crisis intervention and assessment to in-person and telephone clients.
- Assisted and coordinated 40-hour domestic violence trainings ensuring coverage of all required topics by the Illinois Certified Domestic Violence Professionals.
- Facilitated weekly ongoing domestic violence support group.
- Provided back-up hotline coverage after office hours and technical assistance to hotline volunteers.
- Attended meetings for the Domestic Violence 12th district subcommittee.
- Assisted in recruitment and retention strategies for volunteers through community outreach and volunteer recognition events.
- Participated in efforts creating events to promote awareness of domestic violence.
- Prioritized monthly reports of services provided and submitted in a timely manner.

INTERNSHIP

**Office of the State's Attorney Cook County
Victim Witness Assistance Program / Post Conviction Unit**

**Chicago, IL
Spring 2009**

- Responsibilities: Administrative tasks and attend court hearings.

Carina Delgado

Eduardo X Lara, Attorney at Law
Real Estate Secretary

Chicago, IL
2008-2005

- Schedule Real Estate closings.
- Prepare documentations for closings.
- Answer phones, fax documents, and greet clients.

SKILLS

- Bilingual; fluent in speaking, reading and writing Spanish/ English.
- Computer skills, such as Microsoft Word, Excel, Power Point, and Publisher.

OTHER

Mujeres Latinas en Acción (*Latin Women in Action*)

- Certificate Sexual Assault 40-Hour Training
- Certificate Domestic Violence 40-Hour Training
- Certificate of Completion: Department of Children and Family Services Mandated Reporter Online Training

February 2010
September 2009

References upon request

DIANA M. RIVERA, LSW



OBJECTIVE

To obtain a position that will allow me to utilize my clinical skills, my supervisory experience, and emphasize my masters level social work education, while working in a diverse community within the family system and in community agency / school based setting.

PROFESSIONAL SKILLS

- Bilingual- English/ Spanish
- License Social Worker
- Illinois Domestic Violence Professional

EDUCATION

January 2010- August 2012	<u>Dominican University</u>	River Forrest, IL
• Masters in Social Work		
December 2007	<u>Westwood College</u>	Chicago, IL
• Bachelor of Applied Science in Criminal Justice		

WORK EXPERIENCE

Feb.2015-Present	<u>Brighton Park Neighborhood Council</u>	Chicago, IL
School- Based Mental Health Counselor		
<ul style="list-style-type: none">• Provide therapeutic interventions to student and families.• Facilitate interventions in a group setting.• Gather information for mental health assessment and create a treatment.• Provides crisis intervention assessments to trauma patients		
Nov.2012-Feb 2015	<u>South Suburban Family Shelter</u>	Homewood, IL

Bilingual Adult Domestic Violence Counselor

- Provide clinical counseling to 20 victims of domestic violence.
- Addresses client's psycho-emotional needs and provides referrals based on needs of clients.
- Co- facilitated Spanish speaking parenting / support group.
- Assisted in professional development training for 40 hours Domestic Violence certification.

Sept.2013- Feb. 2015	<u>UCAN/ Uhlich Children's Advantage Network</u>	Chicago, IL
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Psychotherapist 1

- Provided intensive, school-based individual/family therapy, client-centered case management
- Responded to crisis intervention for 15 students in Chicago Public Schools
- Write intake and initial assessments; Develops written service plan with each assigned family that adequately and appropriately addresses the client/family's unique service needs and establishes a timeline for service.

Apr. 2008- Nov. 2012	<u>Enlace Chicago: Violence Prevention Collaborative</u>	Chicago, IL
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Supervising Outreach Coordinator

- Provides Supervision to a team of 6 case managers and social work intern students in the Little Village community
- Act as community organizer for various events
- Provide court advocacy a for juveniles, as well as mentoring and develop social activities to promote personal growth

Volunteer Position

January 2012-Present	<u>Enlace Chicago: Traumatic Loss Support Group for Children (Grupo Consuelo)</u>
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Facilitator/ Coordinator

- Provided group counseling to children ages 6-15 years old addressing traumatic loss and grief.
- Coordinate and provided technical support to Social Work interns in order to implement curriculum and co-facilitate groups.

KAREN ESCOBAR

EDUCATION

Concordia University
Major: B.A., Psychology

River Forest, IL
Anticipated Graduation Date: Fall 2016

Morton College

Cicero, IL
December 2008

CERTIFICATION/TRAINING

Department of Children & Family Services – Mandated Reporter
Mental Health First Aid USA

2015
2016

Trained in: Problem Based Learning, Youth Behaviors, Mentoring, Think First, Check-in/Check-out

SKILLS

Computer skills, Microsoft Windows Suite, Bilingual English and Spanish, Strong Leadership, Time Management and Interpersonal communication skills with diverse cultures and personalities.

EMPLOYMENT

Brighton Park Neighborhood Council
Program Case Manager

Chicago, IL
August 2015-Present

- Responsible for working with an average caseload of 25-30 students meeting the program criteria of chronic truancy, involvement with the criminal justice system and chronic disciplinary and/or behavioral problems at school
- Complete necessary documentation for each individual student such as, Evaluation Assessment and Intake packet, and any additional forms as needed from the student and/or parent/guardian
- Check-in with participants a minimum of two times per week and review grades, school attendance, behavior, including any other concerns
- Maintain accurate and up to date case notes and files on each program participant
- Work closely with the Chicago Public School (CPS) and consult with the officials about the participants in the program
- Help co-facilitate with the school-based therapist in psychoeducational and therapeutic groups
- Conduct referrals for other outside mental health services or individual/family counseling if necessary
- Conduct home visits if needed

Heartland Alliance Organization
Case Manager

Chicago, IL
June 2014- August 2015

- Conducted outreach and intakes as assigned
- Supervised program participants individually or in groups
- Assisted in household maintenance responsibilities, as necessary
- Helped program participants to modify attitudes and patterns of behavior by increasing understanding of self, personal problems, and program participant's part in creating them
- Participated in periodic evaluative reviews and/or in-house and external staff training to ensure understanding and continue to adhere to such standards
- Participated in staff meetings and working groups as required to support the goals and the overall development and implementation of the agency's strategic plan
- Provided advocacy, assessment, and case management services to individuals, families and groups
- Completed all necessary forms, case records and statistical reports in an accurately and in a timely manner. And submit such documentation to the supervisor/manager within the designated time lines
- Secured information, such as medical, psychological, and social factors contributing to program participant's situation, evaluate program participant's capacities, and establish appropriate service plan

Driven and Empowered Youth Inc.
Site Leader, Multi-Faceted Tutor/Mentor

Chicago, IL
July 2008- June 2014

- Assisted in conducting and planning fundraising events
- Helped foster students to become independent learners
- Supervised daily program at different inner city high schools
- Represented organization during school meetings and events
- Facilitated Professional Development workshops for front-line staff
- Worked with management team in the diverse aspects of program implementations
- Guided and worked with students on academic material using Common Core Standards
- Maintained daily communication with school principal, teachers and administrative staff
- Informed Senior staff on specific student needs and if additional support services were needed
- Kept track and maintained school necessary forms and submitted all documentation within the designated timelines
- Provided academic, behavioral, emotional and social support to after school program participants at inner city high schools



Lissette Guzman, M.A.

Education

2004- 2008

The Chicago School of Professional Psychology

M.A. Degree, Clinical Psychology

2000-2004

DePaul University

Chicago, IL

Bachelor of Arts, with highest honors

Major: Psychology

Minor: Spanish

GPA 3.9

Work Experience

School-Based Counselor

Jan. 2012- Present

Brighton Park Neighborhood Council

Chicago, IL

Provide mental health services at two elementary schools in the Brighton Park Community. Mental health services are provided in English and Spanish to students from Kindergarten through 8th grade. These services include, individual therapy, group therapy, case management, crisis counseling, family therapy and referrals as needed. Services are provided in collaboration with schoolteachers and staff to meet the needs of each student. In addition, school staff are provided with 8 staff development workshops throughout out the year on a variety mental health issues. Similarly, parents are provided with 12 psychoeducational workshops throughout the year on mental health issues affecting children and families. Topics have included, child abuse/neglect, mandated reporting, depression in children, child trauma, domestic violence, community violence, positive parenting, stress management, and self-harming behaviors.

Mental Health Consultant

Sept. 2009- Nov 2011

Alexis L. Taubert, Ph.D., LTD.

Chicago, IL

Provide mental health services for various Head Start sites throughout the city. These services include general classroom observations to help identify children that may need further evaluation or services in the community, staff consultations to provide staff with recommendations on classroom management and other recommendations to help teachers in working with specific children. Additional services provided also include staff development trainings, parent orientations, parent education workshops, individual child observations, crisis counseling, family support and referrals to community services.

Graduate Intern/Outpatient Therapist

July 2007- July 2008

Advocate IL Masonic Medical Center, Behavioral Health

Chicago, IL

Provided weekly outpatient services to children, adolescents, and families. These services included individual and family therapy as well as case management and consultation. Served clients from diverse backgrounds, including many from low-

income and underserved populations. Spanish services and therapy provided to Spanish speaking clients. Co-led children's groups throughout the year, which focus on social skills, self-esteem, peer relations, and other age appropriate topics.

Participated in the OB/GYN Treatment Center rotation. Conducted extensive intake interviews and individual therapy with pregnant women and women who have recently given birth. Provided psychological consultations, depression screenings, and assessments of individuals who presented with mental health concerns. Clients at the ob/gyne treatment center mostly presented with depression (both pre and post-partum), anxiety, and relationship difficulties.

Individual and group supervision provided on a weekly basis for one hour each. Training seminars and didactics provided twice a month for two hours. Participated in case presentations twice a month.

Therapy Extern

August 2006- June 2007

Erie Neighborhood House

Chicago, IL

Conducted classroom observations, individual and group therapy for children, and adolescents presenting a variety of socio-emotional and behavioral problems. Most clients were from low-income families with limited resources. Play therapy provided to children less than 6 years of age. Individual and group sessions provided for school-age children ranging in age from 7 to 18 years. Provided individual therapy to Spanish speaking adults. Couples and family therapy also provided as needed. Provided treatment plans and recommendations for intervention, in consultation with teachers, social workers, and parents. Received individual and group supervision on a weekly basis.

Diagnostic Extern

July 2005-July 2006

United Stand Family Counseling Center

Chicago, IL

Conducted psychological evaluations/assessments with elementary school children (kindergarten through eighth grade) in a school setting. The children presented with a variable range of problems and came from culturally diverse populations. I administered, scored, and interpreted numerous standardized psychological tests, such as the WISC-IV, WIAT-II, Woodcock-Johnson Revised, Test of Nonverbal Intelligence-3, Comprehensive Evaluation of Language Fundamentals-4th edition, Bender Visual-Motor Gestalt Test, the Woodcock-Munoz Language Survey-Revised, and other various tests. Also administered personality instruments such as the Rorschach, Thematic Apperception Test, Family Apperception Test, Projective Drawings, and Incomplete Sentences. Wrote comprehensive psycho-educational reports detailing a client's cognitive, intellectual, and personality functioning. In addition, I outlined extensive treatment recommendations aimed primarily at the teachers and parents. Conducted staffing, upon completion of test battery, in which results of testing were presented to teachers and parents and feedback provided. Supervised and trained incoming diagnostician. Received weekly individual and group supervision. All services provided under the supervision of licensed clinical psychologists.

Undergraduate Assessment Intern

September 2003 – May 2004

Jobs For Youth

Chicago, IL

Jobs For Youth is a nonprofit agency that serves predominantly African American and Latino adolescents and assists these individuals in continuing their education or finding employment. The agency provides GED classes, job training, employment services, and career counseling. I provided general orientation and overview of

agency to clients, and answered questions as needed. Arranged client appointments and conducted brief intake interviews to evaluate client's past educational and work experiences, future career or educational goals, as well as to obtain background information to determine how best to help the client. Also administered, proctored, and scored Test of Adult Basic Education. Responsibilities also included follow-up assessment activities and making referrals as needed. Occasional tutoring was also part of my responsibilities.

Research Experience

Research Assistant

November 2003 – December 2003

DePaul University

Chicago, IL

Assisted advanced graduate student in all aspects of her doctoral research. Assisted in translation of study materials, recruitment of student and teacher participants, data collection and entry. Also compiled a community resource list for student participants. Conducted a college talk or presentation to upper class high school students about the experiences of pursuing higher education as a first generation Latino.

Independent Research Project

June 2003 – August 2003

McNair Scholars Program, DePaul Univ.

Chicago, IL

Participated in the McNair Scholars Program, which is a program that prepared high achieving ethnic minority undergraduates for continued education through the doctoral level. Conducted an independent research project, under the supervision of Dr. Bernadette Sanchez, on the role of mentors in the lives of urban youth; specifically their direct and indirect influence on academic achievement using quantitative survey methods.

Research Assistant

January 2003 – June 2003

DePaul University

Chicago, IL

Served as undergraduate research assistant to Dr. Bernadette Sanchez for two quarters. Compiled literature review for supervisor's school-based research project on acculturation & educational outcomes of Latino adolescents. Assisted in translation of survey measures from English to Spanish. Helped in recruitment of participants, consent process, survey administration, data collection, entry, and analysis. Also co-authored report on preliminary findings submitted to the school.

Professional memberships

American Psychological Association (APA), Student Affiliate

Illinois Psychological Association (IPA), Student Affiliate

Midwest Association of Latino Psychologists (MALP)

National Latino Psychological Association (NLPA)

Presentations

The Impact of Mentors on the Educational Outcomes of Urban Adolescents. Presentation at the National Conference for McNair Scholars and Undergraduate Researchers, University of Maryland, March 12, 2004.

Mentoring to Promote the Academic Achievement of Urban Youth. Poster presentation at ECO-Midwest Ecological Community Psychology Conference, Donaldson, Indiana, October 9, 2003.

Conferences Attended The Chicago School of Professional Psychology, Cultural Impact Conference.
Chicago, IL, October 24, 2006

The Chicago School of Professional Psychology, Cultural Impact Conference.
Chicago, IL, October 25, 2005

International Hispanic/Latino Mental Health Week Conference,
Chicago, IL, October 14, 2004

Languages Spanish: fluent in spoken and written Spanish.

Patrick Brosnan

Education **University of Michigan** Ann Arbor, MI
8/1996 -5/1999 B.A., Cultural Anthropology and Religious Studies (Double Major)
▪ Honors / Awards: Graduated Magna Cum Laude, Awarded High Honors for Senior Thesis in Religious Studies, Dean's List, Golden Key National Honors Society

Work Experience **Executive Director**
Brighton Park Neighborhood Council
6/07 - Present

BPNC Administration

- Manage and supervise all staff activities
- Coordinate all office operations and organizational programs
- Work directly with BPNC Accountant to coordinate all aspects of budget and financial management
- Prepare BPNC financial information for annual audit
- Facilitate evaluations and analysis of all BPNC staff and campaign activities conducted by BPNC Board of Directors

BPNC Development

- ♦ Generate all organizational funds through grant writing, soliciting donations and monetary contributions from neighborhood businesses.
- ♦ Diversify financial income by researching and conducting outreach to potential new funding sources.
- ♦ Prepare reports on all aspects of organizational activities, evaluations, and budgets.
- ♦ Develop community leadership training model to enhance advanced leadership development examining institutional racism, movement building, and state and national policies affecting the distribution of resources in their community; facilitate in-depth evaluations and analysis of campaign strategies; and involve community leaders in the development and execution of training curriculum for new community leaders.
- ♦ Enhance organizational relationships with neighborhood and citywide institutions including churches, schools, businesses, and chambers of commerce.
- ♦ Coordinate the planning and implementation of the Brighton Park Youth Council Peer Mentorship Program with a local high school and middle school.

BPNC Partnerships and Relationships

- Work with community partners to create and sustain the Brighton Park Community Safety Coalition dedicated to promote the safety of the Brighton Park community
- Develop and maintain strong working relationships with all of BPNC's partner organizations and institutions including, Burroughs Elementary, Shields Elementary, Kelly High School, Davis Elementary, Columbia Explorers Academy, St. Pancratius Church, Our Lady of Fatima Church, and the United Southwest Chamber of Commerce
- Strengthen all of BPNC's organizational partnerships with other social service organizations including, SGA Youth and Family Services, Violence Recovery Services (a division of the Heartland Alliance), the Illinois Hunger Coalition, the Community Economic Development Association of Cook County, and the University of Chicago School of Social Service Administration
- Sustain BPNC's involvement in several city- and statewide coalitions including, the Federation for Community Schools, the Grassroots Collaborative, Voices of Youth in Chicago Education, the Developing Justice Coalition, and the National Council of La Raza

2002-2007

Associate Director

Brighton Park Neighborhood Council

- ◆ Represented BPNC as a Lead Partner Agency in the formation of two community school partnerships, Burroughs Community School and Kelly Community School.
- ◆ Functioned as a lead fundraiser for both community schools, raising a combined \$350,000 annually for programming, staff, and administration costs.
- ◆ Managed all aspects of community school grants, including grant writing, reporting, and evaluating community school programs.
- ◆ Responsible for the supervision of resource coordinators, interns, and all support staff at community schools.
- ◆ Led group of community leaders, teachers, and staff in the development of a participatory evaluation encompassing all programs at the Burroughs Community School.
- ◆ Organized a leadership team of youth, community members, school administrators, and BPNC Board members in the development of needs assessments and implementation plans at both Burroughs Elementary and Kelly High School.
- ◆ Participated in University of Chicago's SSA internship program as field instructor at Burroughs Elementary.
- ◆ Led team of five organizers in successful campaign to pass a "Living Wage" referendum in the 12th ward during the 2007 municipal elections. This work included coordinating direct outreach efforts, designing and producing outreach materials, managing and overseeing all activities of organizing team, strategizing and partnering with other organizations. The campaign resulted in nearly 84% "yes" vote for the "Living Wage" referendum.
- ◆ Participate as organizer in the Balanced Development Campaign aimed at mandating affordable housing construction in Chicago.
- ◆ Participate as organizer in the Developing Justice Campaigns aimed at promoting rights of nonviolent criminal offenders, increasing resources for drug courts and alternative sentencing models on the city, county, and state levels.
- ◆ Organize local events, such as public meetings and events, with hundreds of community residents and all of the local public officials to advance organizational campaign initiatives.
- ◆ Lead organizer for BPNC's immigrant rights campaigns. Activities include organizing scholarship campaign for immigrant students at Kelly High School, and organizing citizenship workshops where over 600 legal permanent residents received assistance to become citizens.

**Professional
Affiliations
and
Partnerships**

- ◆ Board Member for the Rebuilding Exchange
- ◆ Member of the IL. Federation for Community Schools
- ◆ Grassroots Collaborative
- ◆ Center for Working Class Studies
- ◆ National Organizers' Alliance
- ◆ Developing Justice Coalition
- ◆ Balanced Development Coalition

**Volunteer
Activities**

- Lincoln's ChalleNge Academy**
- ◆ Mentor for Academy Student

Sara Reschly

PROFESSIONAL EXPERIENCE

Brighton Park Neighborhood Council (BPNC), Chicago, IL

Director of Community Partnerships

1/2013- Present

Safety Net Coordinator

3/2011- 12/2012

- Oversees the Success and Stability Program: supervises 2 full-time case managers that provide services to 100 homeless or at-risk homeless families, and manages contract compliance and reporting requirements for the grant.
- Oversees the Leaders of Tomorrow Violence Prevention Program: supervises 3 full-time restorative justice case managers that provide comprehensive case management to 80 high at-risk teens, and manages contract compliance and reporting requirements for the grant. Researched and developed case management protocol and training for the program.
- Organizes and facilitates the Brighton Park Neighborhood Network, a community stakeholder coalition comprised of local schools, social service agencies, parent leaders, youth, police, and public officials that uses the collective impact model to address the issues of Education, Health, Violence Prevention, and Financial Stability. Grew the leadership team from 15 members to 25 members, and led the coalition through strategic planning process.
- Oversaw all aspects of a parent leadership program based in four Brighton Park public schools (Parent Mentor Program), including managing the program coordinator, budget, and reporting requirement of the grant.
- Coordinated all aspects of two State-funded violence prevention programs including managing subcontractors and all program, budget, and reporting requirements of the grants.
- Led BPNC's campaign to renovate Kelly Park: secured \$1.2 million in funding for the renovation, organized public meetings, created a Park Advisory Council, supported community leaders in advocating to elected officials and the Chicago Park District

Center for Economic Progress, Chicago IL

Senior Manager of Program Planning and Training

4/2010-2/2011

Special Projects Manager

9/2007-4/2010

- Planned and directed interdepartmental programs, including overseeing research around revenue generation
- Facilitated the full integration of new programs (financial services) into existing programs (tax sites)
- Oversaw all aspects (\$145,000 budget, quality assurance, curriculum design, trainers, logistics) of the agency's training program for 1500 volunteers
- Supervised 2-3 full-time staff and 35 part-time trainers

- Conducted train-the-trainer sessions and other training activities to increase the skill set of the agency's 35 trainers
- Expanded and enhanced the agency's training initiatives, building on evaluations, data, and research
- Coordinated the logistics for the training of 1500 tax preparation volunteers each year
- Managed activities of the Child Care Tax Training Project, which included recruiting new community partners, maintaining \$80,000 budget, and coordinating training schedule

Christian Peacemaker Teams (CPT), Chicago, IL

Training Co-Coordinator

2001-2006

Team Coordinator

1997-2000

Served in: Palestine (2.5 yrs), Mexico (1 yr), Colombia (5 months),

- Developed curriculum for training in nonviolence and peacemaking
- Conducted over 120 workshops: nonviolent theory, consensus decision making, public speaking, undoing sexism, and creative nonviolent responses to violent situations
- Served as spokesperson for print and broadcast interviews
- Provided networking, guidance, resources, and encouragement to existing and emerging regional and international groups that address sources of violence in their local communities
- Planned, recruited for, and co-led an eleven-member CPT delegation to the Democratic Republic of the Congo (Africa) that focused on sexual violence against women
- Assessed and intervened in violent situations with goals of reducing violence, advancing human rights, and supporting local peacemaking efforts
- Organized nonviolent, creative public responses to social injustices (e.g. Israeli and Palestinians jointly rebuilding demolished homes together, 8-hour peace march in Chiapas with more than 2000 indigenous participants)
- Served as Field Team Coordinator for six to eight person team
- Wrote and edited weekly press releases and articles for internal publications and external news outlets
- Gave more than 50 presentations to university students, peace groups, and churches to educate and motivate further participation in campaigns to end injustices

Brewster Center, Tucson, AZ

Domestic Violence Crisis Advocate

1995- 1996

- Answered 24-hour crisis line
- Facilitated counseling groups on dynamics of domestic violence
- Provided one-on-one crisis-intervention counseling to victims
- Gained an understanding and analysis of the systemic causes of violence against women

EDUCATION

University of Notre Dame, Joan B. Kroc Institute, Notre Dame, IN
Master of Arts, International Peace Studies

2001

Kalamazoo College, Kalamazoo, MI

1995

Bachelor of Arts, Psychology

Concentration: Women's Studies

Honors: MIAA Athlete Academic Honor Roll, Copley Prize in French

Foreign Study

Dakar, Senegal (West Africa) 1993-1994. Studied African Literature at Université de Dakar.

Rouen, France 1990-91. AFS intercultural exchange student at a French high school.

Languages: Fluent in French; conversational Spanish, and basic Arabic

Slavica Petrović

EDUCATION

Loyola University Chicago
Bachelor of Science, 2009

Major: Anthropology

North Park University Chicago
MNA Degree, Pursuing

Major: Non-Profit Administration

WORK EXPERIENCE

Brighton Park Neighborhood Council

Chicago, IL.

Office Manager

January 2014 - Present

- Manage daily office operations
- Responsible for supply ordering, restocking and distribution
- Oversee the reception area and staff, oversee CEDA Department
- Maintain current office equipment lease
- Responsible for IT maintenance and updates/issues
- Maintain an orderly filing system

Bookkeeper

October 2011-Present

- Manage accounts payable and receivable
- Process payroll, daily ledger and bank reconciliations
- Record cash receipts and make deposits
- Generate 1099s and 1096 Forms
- Prepare invoices and vouchers
- Comply with local, state and federal government reporting requirements
- Assist in budget and proposal preparation
- Assist in financial and programmatic audit preparation

CEDA intake

February 2011- October 2011

- Process Liheap, Weatherization and ComEd Hardship Applications
- Monitor processed applications and follow up with additional documents
- Assist in additional office duties as needed

Fashion Tomato

Evanston, IL.

Junior Manager

May 2007- November 2010

- Designed and implemented store design, product placement
- Provided excellent customer service
- Planned seasonal events and store promotions
- Cash register, daily cash reconciliation

Harry S. Truman College

Chicago, IL

Student Tutor/ Ambassador

May 2006 - December 2006

- Provided academic tutoring to students
- Served as a liaison between student body and professors
- Lead outreach efforts to recruit talent and promote healthy growth in student activities

LANGUAGES/ SKILLS

Good communication and problem solving skills

Proficient in reading, writing and translating Spanish, Serbian, Romanian, Bosnian, Croatian.

Microsoft Word, Excel, PowerPoint, Outlook, Paychex Flex and QuickBooks

Notary Public

Slavica Petrović

**VOLUNTEER
EXPERIENCE**

The Field Museum of Natural History - Docent
Re-member, Pine Ridge Indian Reservation, SD
Climate Control Group, Harry S. Truman College

**OTHER RELEVANT
EXPERIENCE**

Latino Leadership Academy, Cohort 6 - 2014
Penn State Summer Archeology Dig - 2008

References Available Upon Request

Section J: Sub-contracting or Teaming

The Brighton Park Neighborhood Council (BPNC), Kelly High School, Davis Elementary, Shields Middle, and Salina & Associates, Inc. are collaborating to apply for funding from the Violence Prevention, Intervention, and Reduction Demonstration Grants to engage 80 at-risk 13-19 year olds in comprehensive programming to decrease truancy, involvement with the criminal justice system, and violence in their lives, and increase positive decision-making, academic performance, and leadership development.

Description of Partner Agencies

Brighton Park Neighborhood Council (BPNC): BPNC is a community-based, nonprofit organization serving a low-income working class neighborhood on Chicago's southwest side. BPNC's mission is to create safer communities, improve the learning environment at public schools, preserve affordable housing, provide a voice for youth, protect immigrants' rights, promote gender equity, and end all forms of violence.

Kelly High School: Kelly HS is a neighborhood public high school that has partnered with BPNC for over 10 years through the development of the Kelly Full Service Community School. Kelly is committed to continue working in partnership with BPNC to increase resources that specifically support its at-risk youth.

Davis Elementary: Davis Elementary is a neighborhood PreK-8 public school that has partnered with BPNC for over six years through the development of the Davis Full Service Community School. This partnership has resulted in the opening of the Davis & UIC wellness center in 2013. Davis Elementary leadership expressed continued support of BPNC's violence prevention programming.

Shields Middle School: Shields Middle School is a neighborhood public middle school serving 5th-8th grades. Shields Middle has partnered with BPNC for the past three years through the formation of the Shields Middle Full Service Community School. Shields Middle School administration is committed to the partnership and supports BPNC's violence prevention program.

Salina & Associates: Salina & Associates completed BPNC's FY 15 Full Service Community School comprehensive evaluation and is committed to working with BPNC, Kelly High School, Shields Middle, and Davis Elementary.

Roles and Responsibilities

1. BPNC will provide 2.25 FT Case Managers, and 1 FT Mental Health counselors and 2 PT in-kind Mental Health counselors to support services for 80 youth at Kelly, Davis, and Shield Middle schools.
2. BPNC will provide oversight and management to all direct program staff who will provide services. BPNC will also coordinate with all the schools' education and support staff in regards to support services to students.
3. Kelly HS, Davis Elementary, and Shield Middle School will provide office space for use by BPNC staff as well as coordination with administration on services provided.
4. Salina & Associates will help build capacity of program to best serve participants and community; evaluate the pre- and post-surveys of participants; collect and evaluate other performance data on participants; and provide formal summary and findings of the impact of the program implementation.

James Shields Middle School • 2611 West 48th Street • Chicago, Illinois 60636

Telephone 773/535-7115 • Fax 773/535-7296

Peter Auffant, Principal

February 25, 2016
Shannon E. Andrews,
Office of Chief Procurement
118 N. Clark Street, Room 1018
Chicago, IL 60602

Shields Middle School Letter of Collaboration

Dear Ms. Andrew,

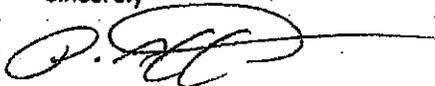
I am writing on behalf of Shields Middle School to express our full support of Brighton Park Neighborhood Council's (BPNC) proposal. BPNC is instrumental in providing services and supports to students identified by the school's administration, counselors, and social workers of becoming disconnected from school, exhibiting high risk behaviors, joining gangs, students facing academic challenges, and engaging parents to support social-emotional and academic growth. BPNC provides services and supports that strategically meets the needs of our students, families, and community.

During the first half of the 2015-2016 school year BPNC provided restorative justice case management and counseling services to a cohort of students in need of direct services to support and develop positive decision making skills, support students who experienced trauma due to community violence, and worked with students who are highly at-risk of becoming active in a gang, at-risk of dropping out of school, and students at-risk of having contact with the juvenile correction system. Shields Middle School commits its support in partnership with BPNC to continue the implementation of the violence prevention program.

The Shields Middle School administration worked with BPNC to determine the services to be provided in our school, and read the proposal being submitted. We are committed to the responsibilities outlined in the Memorandum of Understanding to ensure the success of these services. We wholeheartedly commit to working closely with BPNC in implementing restorative justice efforts in our school.

I am aware of the grant schedule and will work with my staff and our school's educators to ensure their commitment to the success of these services. Shields Middle School is excited to provide these services and is prepared to implement the programs in the 2016-2017 school year. I fully support BPNC's proposal for implementation of the Violence Prevention, Intervention and Reduction Demonstration Grant and look forward to continue our successful partnership with BPNC to build a positive and safe environment in our school.

Sincerely



Peter Auffant, Principal
James Shields Middle School



Ms. Rocío Rosales-Gaskin
Principal

3014 W. 39th Place | Chicago, IL 60632
phone (773)535-4540 | fax (773)535-4621
www.nsdaviselementary.org

Ms. Doris Negron
Asst. Principal

February 25, 2016
Shannon E. Andrews,
Office of Chief Procurement
118 N. Clark Street, Room 1018
Chicago, IL 60602

Nathan S. Davis Elementary Letter of Collaboration

Dear Ms. Andrews,

I am writing on behalf of Davis Elementary to express our full support of Brighton Park Neighborhood Council's (BPNC) proposal. BPNC is a key partner who greatly contributes to the school's academic strategy by supporting at-risk, disadvantaged students and their families in which their services and programs improve the overall learning climate and safety of our students and their families. BPNC works tirelessly to develop strategies that address an array of challenges faced by our students and their families.

Specifically, during the 2015-2016 school year, BPNC provided restorative justice case management and counseling services to students exhibiting disruptive behavior and are highly at-risk of being victims of gang violence. BPNC's Violence Prevention Case Managers provided critical supports to students leading to positive decision making, reduced disciplinary actions, reduced truancy, and increased parents engagement and support.

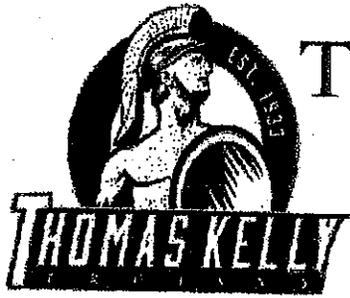
The Davis Elementary administration worked with BPNC to determine the services to be provided in our school, and read the proposal being submitted. We are committed to the responsibilities outlined in the Memorandum of Understanding to ensure the success of these services. We wholeheartedly commit to working closely with BPNC in implementing restorative justice efforts in our school.

I am aware of the grant schedule and will work with my staff and our school's educators to ensure their commitment to the success of these services. Davis Elementary is excited to provide these services and is prepared to implement the programs in the 2016-2017 school year. I fully support BPNC's proposal for implementation of the Violence Prevention, Intervention and Reduction Demonstration Grant and look forward to continue our successful partnership with BPNC to build a positive and safe environment in our school.

Sincerely

Rocio Rosales-Gaskin
Principal, Nathan S. Davis Elementary





Thomas Kelly High School

Our community - Our school 我们的社区 - 我们的学校
Nuestra comunidad - Nuestra escuela

February 25, 2016

Shannon E. Andrews,
Office of Chief Procurement
118 N. Clark Street, Room 1018
Chicago, IL 60602

Thomas Kelly High School Letter of Collaboration

Dear Ms. Andrew,

I am writing on behalf of Thomas Kelly High School to express our full support of Brighton Park Neighborhood Council's (BPNC) proposal. For over ten years BPNC and Kelly High School collaborated to develop after-school programs providing specific intervention and prevention services for "at-risk" youth and their families, unite vested partners developing a streamline of services for our students to increase parent involvement and community safety in Brighton Park, and enhance the overall academic climate within our school. BPNC is an important partner developing Kelly High School to a hub of services impacting student academics, social-emotional development, and community safety.

During the past six months, our high "at-risk" students have benefited greatly from the restorative justice case management and counseling services BPNC provided through funding from the Cook County Judicial Advisory Council. Based on the success of the program, Kelly High School is committed to supporting partnering with BPNC to implement counseling and case management services to meet the pressing needs of our students.

The Kelly administration worked with BPNC to determine the services to be provided in our school, and read the proposal being submitted. We are committed to the responsibilities outlined in the Memorandum of Understanding in order to ensure the success of these services. We wholeheartedly commit to working closely with BPNC in implementing restorative justice efforts in our school.

I am aware of the grant schedule and will work with my staff and our school's educators to ensure their commitment to the success of these services. Kelly High School is excited to provide these services and is prepared to implement the programs in the 2016-2017 school year. I fully support BPNC's proposal for implementation of the Violence Prevention, Intervention and Reduction Demonstration Grant and look forward to continue our successful partnership with BPNC to build a positive and safe environment in our school.

Sincerely


James R. Coughlin
Principal

4136 S. California Ave., Chicago, IL 60632 • Main Office (773) 535-4900 • Fax (773) 535-4841

EXHIBIT 2

SCHEDULE OF COMPENSATION

Appendix I - Budget Form

Applicants are required to complete and submit this Budget Form and a corresponding Budget Narrative Form in addition to the required technical proposal (program narrative). Both electronic and hard copies of the Budget Form and Budget Narrative Form are required. Please refer to Appendix III - Budget Guidelines for instructions regarding appropriate expenditures for each budget line item category listed below. Please enter the grant funds you are requesting under "Requested JAC Grant Funds" and enter any additional contributions your agency is making to the proposed project (encouraged - but not required) under "Applicant Share." The sum of your "Requested JAC Grant Funds" cannot exceed the maximum funding amount specified in the Request for Proposals. Please note that a line item detail is required for each Contractor/Partner agency who will have a substantial role in the project and who is being allocated a portion of grant funds. See Consultants/Contracts line item below and Tabs 2 through 6 of this workbook.

Applicant Organization Name: **Brighton Park Neighborhood Council**
 Project Name: **Violence Prevention, Intervention, and Reduction**
 Budget Contact Person: **Marcela Rodriguez** Phone: **773-523-7110** Email: **marodriguez@bnpnchicago.org**

Name (Indicate if Salaried or Hourly)	Position Title	Annual Rate (if Salaried) Hourly Rate (if Hourly)	% Time (if Salaried) # Hours (if Hourly)	Line Item Cost	Requested JAC Grant Funds	Applicant Share
Carina Delgado	Case Manager	\$ 36,000.00	1.00	\$36,000.00	\$36,000.00	\$0.00
Karen Escobar	Case Manager	\$ 34,000.00	1.00	\$34,000.00	\$34,000.00	\$0.00
Alejandro Nava	Case Manager	\$ 45,000.00	0.25	\$9,500.00	\$9,500.00	\$25,500.00
Diana Rivera	School Based MH Counselor	\$ 45,000.00	1.00	\$45,000.00	\$45,000.00	\$0.00
Lissette Guzman	School Based MH Counselor	\$ 47,000.00	0.50	\$23,500.00	\$0.00	\$23,500.00
Alde Fonseca	School Based MH Counselor	\$ 45,000.00	0.50	\$22,500.00	\$0.00	\$22,500.00
Sara Reschly	Program Director	\$ 60,000.00	0.50	\$30,000.00	\$7,200.00	\$22,800.00
Slavica Petrovic	Accounting Manager	\$ 50,000.00	0.05	\$2,500.00	\$2,500.00	\$0.00
Patrick Brosnan	Executive Director	\$ 99,750.00	0.05	\$4,987.50	\$0.00	\$4,987.50
				\$0.00		
				\$206,987.50	\$193,200.00	\$99,287.50

Name	Title	Cost Allocated to Project	Fringe Rate (%)	Line Item Cost	Requested JAC Grant Funds	Applicant Share
Carina Delgado	Case Manager	\$8,888.31	24.69%	\$8,888.31	\$8,888.31	\$0.00
Karen Escobar	Case Manager	\$8,675.31	25.52%	\$8,675.31	\$8,675.31	\$0.00
Alejandro Nava	Case Manager	\$9,109.08	26.79%	\$9,109.08	\$2,168.83	\$6,940.25
Diana Rivera	School Based MH Counselor	\$9,846.81	21.89%	\$9,846.81	\$9,846.81	\$0.00
Lissette Guzman	School Based MH Counselor	\$4,019.04	17.10%	\$4,019.04	\$0.00	\$4,019.04
Alde Fonseca	School Based MH Counselor	\$3,912.54	17.48%	\$3,912.54	\$0.00	\$3,912.54
Sara Reschly	Program Director	\$5,977.16	19.92%	\$5,977.16	\$1,434.52	\$4,542.64
Slavica Petrovic	Accounting Manager	\$532.49	20.50%	\$532.49	\$532.49	\$0.00
Patrick Brosnan	Executive Director	\$1,097.25	22.00%	\$1,097.25	\$0.00	\$1,097.25
				\$52,859.99	\$31,526.27	\$20,511.72

Appendix I - Budget Form

CONSULTANTS, CONTRACTORS, SUBCONTRACTORS, SUPPLIERS, AND OTHERS WHOSE SERVICES ARE TO BE INCLUDED IN THE BUDGET OF THIS PROJECT MUST COMPLETE AND INCLUDE FOR EACH CONTRACTOR, SUBCONTRACTOR, SUPPLIER, AND OTHER PARTY A SUBMITTAL FORM IN THE PROJECT AND WHO IS ASKED TO PROVIDE A PORTION OF GRANT FUNDS. MULTIPLE COPIES OF THE BUDGET ARE INCLUDED HERE. CALL THE CONTRACTOR'S BUDGET. ALL TABS OF THE WORKBOOK TO ACCESS THE FORM.

Description of Services to be Provided Program Evaluation	Contractor/Partner Agency Sallins and Associates	Hourly Rate	Budgeted Hours	Line Item Cost	Requested JAC Grant Funds	Applicant Share
				\$40,000.00	\$90,000.00	\$10,000.00
OTHER DIRECT COSTS						
				\$40,000.00	\$90,000.00	\$10,000.00
Item	Purpose	Unit Cost	Quantity	Line Item Cost	Requested JAC Grant Funds	Applicant Share
Snacks for youth	Snacks for youth participants to incentivize participation, create an inviting atmosphere, and supplement lunch for groups that meet during lunch periods.	\$2.00	300	\$600.00	\$500.00	\$100.00
Payroll Processing	Process payroll for direct program staff	\$12.50	24	\$300.00	\$300.00	\$0.00
SPARKS Training	Educate and increase staff effectiveness	\$5,000.00	3	\$5,000.00	\$2,500.00	\$2,500.00
Clinical Supervision	Ensure quality of services and file reports	\$90.00	60	\$5,400.00	\$0.00	\$5,400.00
20-12th grade Academic Enrichment programs	After-school tutoring, social/emotional development, enrichment activities to complement the violence prevention support and increase academic achievement			\$90,000.00	\$0.00	\$90,000.00
5-8th grade Academic Enrichment Programs	After-school tutoring, social/emotional development, enrichment activities to complement the violence prevention support and increase academic achievement			\$21,000.00	\$0.00	\$21,000.00
				Total Other Direct Costs:	\$223,300.00	\$119,000.00
				TOTAL DIRECT COSTS	\$423,331.26	\$248,829.26
INDIRECT COSTS						
Indirect Cost Elements	Explanation of How Costs are Calculated	Line Item Cost	Requested JAC Grant Funds	Applicant Share		
	10% JAC INDIRECT COSTS	\$0.00	\$0.00	\$0.00		
GRAND TOTAL					Requested JAC Grant Funds	Applicant Share
					\$200,000.00	\$248,829.26

Appendix II – Budget Narrative Form

The Budget Narrative is reviewed in conjunction with your Budget Form. It should serve to; a) justify your proposed expenditures, and b) explain how the expenditures are related to your program. For each cost item entered on your Budget Form, please provide a corresponding detailed explanation in the Budget Narrative. It is recommended that you provide calculations wherever applicable to illustrate how costs were determined. If you provide narrative for items that will be covered by a funding source other than JAC grant funds (this is not required), please indicate in the narrative that the item will be funded by an alternate source. A document entitled "Budget Guidance" is provided in Appendix III to assist you with completing your budget and budget narrative. Please refer to this resource to ensure that your proposed expenditures are in accordance with the Justice Advisory Council's specifications.

Applicant Organization Name:	Brighton Park Neighborhood Council		
Project Name:	Violence Prevention, Intervention, and Reduction		
Budget Contact Person:	Marcela Rodriguez	Phone:	773-523-7110
Contact Person's Email:	mrodriguez@bpncchicago.org		

NOTE: Please ensure that you provide sufficient detail to enable reviewers to understand your proposed expenditures. Cells are formatted to expand as you enter information.

BUDGET CATEGORY – PERSONNEL

List each position by title and name of employee if available. Explain each position's role in the proposed program. Also, indicate if the position is existing or new and when the position will be on-boarded.

Case Manager 1-Existing, Carina Delgado charged at 100%
 Case Manager 2-Existing, Karen Escobar charged at 100%
 Case Manager 3-Existing, Alejandro Nava charged at 25%

The 3 Violence Prevention Case Managers will complete individual assessment for each participant; development of an individualized work-plan for each student; comprehensive one-on-one check-ins each week; and periodic home visits to engage with parents. The case managers perform the initial assessments for each student. These assessments include the Multidimensional School Anger Inventory (MSAI); the Trauma Exposure Checklist; the Strengths and Difficulties Questionnaire; the Attitudes Towards Gangs and Attitudes Towards Crews; and the Motivation for Youth's Treatment Scale (MYTS); a general needs assessment to better understand the social, health, and emotional status of the student; and for truant or chronically absent students the School Refusal Assessment Scale. The case managers are responsible for developing and maintaining the case files on each student. They meet with each student at least twice per week throughout the program and engage them in the following activities: shadowing to various classes, enroll and support their participation in afterschool services (academic remediation/ tutoring, sports and recreational programs, art and drama classes, computer classes), and during- and after school meetings. The case managers assess the student's readiness for group interventions and make referrals accordingly.

School Based MH Counselor-Existing, Diana Rivera charged at 100%.
 These services include individual and group therapy, case management, and crisis intervention services for students and their families. All services are provided by bilingual and bicultural Master's-level counselors who are supervised by a Licensed Child Clinical Psychologist. The proposed *Violence Prevention Program* will build upon the clinical services that BPNC currently provides at Shields Middle, Davis and Kelly. BPNC's therapists

Appendix II – Budget Narrative Form

are trained in both *CBITS* and *Think First*, utilizing these interventions with success for the past year 3 years.

Program Director-Existing, Sara Reschly. The VP Program Manager is a full time employee that will spend 50% of her time managing and overseeing the Violence Prevention program. Her main role is to directly supervise all case managers and school based mental health counselor that will be involved in the program, ensure effectiveness of services, compliance, and ensure maximum impact. She will also work with the Development Manager to prepare and submit all necessary program reports.

Accounting Manager-Existing, Slavica Petrovic. The Accounting Manager will be responsible for all day to day fiscal transactions including processing of payroll and preparation of fiscal reports.

BUDGET CATEGORY – FRINGE BENEFITS

Fringe benefits should be based on actual known costs or an established formula. Please explain which budgeted positions in the Personnel line will be receive fringe benefits.

All budgeted positions will receive fringe benefits. Fringe benefits include the following:

FICA 7.65%; SUTA 5.35% of state CAP (\$12,960) – SUTA is charged at the percentage that is billed to this program; Workers Comp at 3%; Dental at \$13.68 per month for 12 month charged at the same percentage salary billed to program. Health rates are: Case Managers \$350 per month, School Based MH Counselor \$350 per month, Program Manager \$392.50 per month, and Accounting Manager at \$281.44 per month.

Fringes are billed to this grant at the same rate salary is billed.

BUDGET CATEGORY – TRAVEL

List travel expenses by project personnel and explain the purpose of the travel. Also indicate whether the travel is local or out-of-town and explain how costs were determined.

N/A

BUDGET CATEGORY – EQUIPMENT

For each budgeted item, explain the need for the item, how it will be utilized in the proposed program, and how costs were determined. Also indicate where the item will be located, who will use the item, and how inventory will be maintained.

N/A

Appendix II – Budget Narrative Form

BUDGET CATEGORY – MATERIALS & SUPPLIES

List materials and supplies by category (i.e. office supplies, program supplies, training supplies, etc.) and explain the need for the budgeted items and how costs were determined.

Materials and supplies include file folders, note pads, pens, paper, ink for printer, binders, and markers all necessary to carry out the day to day activities of the violence prevention program. File cabinets are necessary as programs are school based and all client files and documents must be maintained in a locked file cabinet to ensure integrity and privacy of all information. Cost estimates based on prior orders of same or similar items.

BUDGET CATEGORY – CONSULTANT / CONTRACTS

Explain the need for the consultant / contract as it relates to the proposed program. List all associated costs and provide a narrative explanation that describes the need. Also explain the method for determining the associated costs. A narrative corresponding to each submitted "Contractor/Partner Budget Line Item Detail" form must also be included.

The consultant expense is to hire an external group, Salinas and Associates, to conduct an independent evaluation of the program and provide the effectiveness and impact of the services.

BUDGET CATEGORY – OTHER DIRECT COSTS

List other direct cost by category (i.e. communications, event costs, postage, etc.) and explain why they are needed. Also provide an explanation as to how costs were determined, including the method for prorating costs that will be partially charged to the JAC grant.

Other direct costs include snacks for youth necessary to promote an encourage participation, create a warm and inviting atmosphere, and supplement the meal for students that are pulled to meet with groups during their normal lunch period, payroll processing to cover part of the cost of paying direct program staff, and SPARCS training for all case managers and school based counselor to further educate staff and increase their effectiveness in implementing program strategy and meeting goals (part of the cost will be paid by other sources).

BUDGET CATEGORY – INDIRECT COSTS

Explain what comprises indirect costs and the method used to determine the allocation charged to the JAC.

Appendix II – Budget Narrative Form

grant.

There are no indirect costs charged to this grant.

EXHIBIT 3

EVIDENCE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/13/2016

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

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

PRODUCER S. Wolf and Associates, Inc. 2338 W. Morse Chicago, IL 60645 Charlie Kosyla	CONTACT NAME: PHONE (A/C No, Ext): 773-754-0849	FAX (A/C, No):	
	E-MAIL ADDRESS:		
INSURED Brighton Park Neighborhood Council Marcy Rodriguez 4477 S. Archer Chicago, IL 60632	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : First Nonprofit Ins/Amtrust In		10859
	INSURER B : Technology / Amtrust		
	INSURER C :		
	INSURER D :		
	INSURER E :		

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

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

INSR LTR	TYPE OF INSURANCE	ADL INSD	SUBR LWVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		NPP1008729 00	05/01/2016	05/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			NPP1008729 00	05/01/2016	05/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NMB1008200 00	05/01/2016	05/01/2017	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC3553622	05/01/2016	05/01/2017	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Prof. Liability			NPP1008729	05/01/2016	05/01/2017	ea. Claim 1,000,000 Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Cook County, its officials, employees and agents is an additional insured with respects to General Liability when required by written contract or agreement, but solely with respect to that organizations liability arising out of the named insured's operations or premises owned by the named insured. Contract #1653-15264C

CERTIFICATE HOLDER Cook County Department of Risk Management 118 N. Clark Street Chiago, IL 60602	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

EXHIBIT 4

IDENTIFICATION OF SUBCONTRACTOR/SUPPLIER/SUBCONSULTANT FORM

Cook County
Office of the Chief Procurement Officer
Identification of Subcontractor/Supplier/Subconsultant Form

OCPO ONLY:	
<input type="radio"/>	Disqualification
<input type="radio"/>	Check Complete

The Bidder/Proposer/Respondent ("the Contractor") will fully complete and execute and submit an Identification of Subcontractor/Supplier/Subconsultant Form ("ISF") with each Bid, Request for Proposal, and Request for Qualification. The Contractor must complete the ISF for each Subcontractor, Supplier or Subconsultant which shall be used on the Contract. In the event that there are any changes in the utilization of Subcontractors, Suppliers or Subconsultants, the Contractor must file an updated ISF.

Bid/RFP/RFQ No.: 1653-15264	Date: 3/2/2016
Total Bid or Proposal Amount: \$200,000	Contract Title: BANC VIOLENCE PREVENTION
Contractor: BRIGHTON PARK NEIGHBORHOOD COUNCIL	Subcontractor/Supplier/ Subconsultant to be added or substitute: SALIMA & ASSOCIATES, INC.
Authorized Contact for Contractor: PATRICK BROSNAN	Authorized Contact for Subcontractor/Supplier/ Subconsultant: LINDA LESONDAK
Email Address (Contractor): PBROSNAN@BPNCCHICAGO.ORG	Email Address (Subcontractor): LLESONDAK@SALIMA-ASSOCIATES.COM
Company Address (Contractor): 4477 S. ANCHER AVE.	Company Address (Subcontractor): 333 N. MICHIGAN AVE SUITE 1801
City, State and Zip (Contractor): CHICAGO, IL 60632	City, State and Zip (Subcontractor): CHICAGO, IL 60601
Telephone and Fax (Contractor): (773) 523-7110 (P) (773) 523-7020 (F)	Telephone and Fax (Subcontractor): (312) 846-1981 (P) (773) 935-7127 (F)
Estimated Start and Completion Dates (Contractor): 8/2016 - 9/2017	Estimated Start and Completion Dates (Subcontractor): 8/2016 - 9/2017

Note: Upon request, a copy of all written subcontractor agreements must be provided to the OCPO.

Description of Services or Supplies	Total Price of Subcontract for Services or Supplies
SUBCONTRACTOR WILL PROVIDE COMPREHENSIVE EVALUATION OF VIOLENCE PREVENTION SERVICES	\$30,000

The subcontract documents will incorporate all requirements of the Contract awarded to the Contractor as applicable. The subcontract will in no way hinder the Subcontractor/Supplier/Subconsultant from maintaining its progress on any other contract on which it is either a Subcontractor/Supplier/Subconsultant or principal contractor. This disclosure is made with the understanding that the Contractor is not under any circumstances relieved of its abilities and obligations, and is responsible for the organization, performance, and quality of work. This form does not approve any proposed changes, revisions or modifications to the contract approved MBE/WBE Utilization Plan. Any changes to the contract's approved MBE/WBE/Utilization Plan must be submitted to the Office of the Contract Compliance.

Contractor PATRICK BROSNAN

Name EXECUTIVE DIRECTOR

Title [Signature]

Prime Contractor Signature [Signature] Date 3/2/2016

EXHIBIT 5

MBE/WBE UTILIZATION PLAN

CONTRACT NO. 1653-15264C
Vendor: Brighton Park Neighborhood Council

Per the attached correspondence, the Office of Contract Compliance assigned a 0% MBE/WBE subcontracting goal to the above-mentioned contract as stated in Section GC-19, Minority and Women Business Enterprises, Cook County Ordinance Chapter 34, Division 8, Section 34-260 to Section 34-300, herein.



OFFICE OF CONTRACT COMPLIANCE

JACQUELINE GOMEZ

DIRECTOR

118 N. Clark, County Building, Room 1020 • Chicago, Illinois 60602 • (312) 603-5502

June 22, 2016

TONI PRECKWINKLE

PRESIDENT

**Cook County Board
of Commissioners**

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15th District

JEFFREY R. TOBOLSKI

16th District

SEAN M. MORRISON

17th District

Ms. Shannon E. Andrews
Chief Procurement Officer
118 N. Clark Street
County Building-Room 1018
Chicago, IL 60602

Re: Brighton Park Neighborhood Council
Contract No. 1653-15264
Violence Prevention, Intervention and Reduction Demonstration Grants
Justice Advisory Council

Dear Ms. Andrews:

The Office of Contract Compliance is in receipt of the above-referenced contract and has determined a 0% MBE/WBE participation goal was recommended and does not require the Office of Contract Compliance to review for MBE/WBE compliance with the Minority- and Women- owned Business Enterprises (MBE/WBE) Ordinance.

Sincerely,

Jacqueline Gomez
Contract Compliance Director
JG/ate

Cc: Kevin Casey, OCPO
Patrick McPhilmy, JAC

EXHIBIT 6

ECONOMIC DISCLOSURE STATEMENT

**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, Disclosure of Ownership Interest and Familial Relationship Disclosure Form	EDS 3 - 12
4	Cook County Affidavit for Wage Theft Ordinance	EDS 13-14
5	Contract and EDS Execution Page	EDS 15-17
6	Cook County Signature Page	EDS 18

SECTION 1
INSTRUCTIONS FOR COMPLETION OF
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT

This Economic Disclosure Statement and Execution Document ("EDS") is to be completed and executed by every Bidder on a County contract, every Proposer responding to a Request for Proposals, and every Respondent responding to a Request for Qualifications, and others as required by the Chief Procurement Officer. The execution of the EDS shall serve as the execution of a contract awarded by the County. The Chief Procurement Officer reserves the right to request that the Bidder or Proposer, or Respondent provide an updated EDS on an annual basis.

Definitions. Terms used in this EDS and not otherwise defined herein shall have the meanings given to such terms in the Instructions to Bidders, General Conditions, Request for Proposals, Request for Qualifications, as applicable.

Affiliate means a person that directly or indirectly through one or more intermediaries, Controls is Controlled by, or is under common Control with the Person specified.

Applicant means a person who executes this EDS.

Bidder means any person who submits a Bid.

Code means the Code of Ordinances, Cook County, Illinois available on municode.com.

Contract shall include any written document to make Procurements by or on behalf of Cook County.

Contractor or Contracting Party means a person that enters into a Contract with the County.

Control means the unfettered authority to directly or indirectly manage governance, administration, work, and all other aspects of a business.

EDS means this complete Economic Disclosure Statement and Execution Document, including all sections listed in the Index and any attachments.

Joint Venture means an association of two or more Persons proposing to perform a for-profit business enterprise. Joint Ventures must have an agreement in writing specifying the terms and conditions of the relationship between the partners and their relationship and respective responsibility for the Contract

Lobby or lobbying means to, for compensation, attempt to influence a County official or County employee with respect to any County matter.

Lobbyist means any person who lobbies.

Person or Persons means any individual, corporation, partnership, Joint Venture, trust, association, Limited Liability Company, sole proprietorship or other legal entity.

Prohibited Acts means any of the actions or occurrences which form the basis for disqualification under the Code, or under the Certifications hereinafter set forth.

Proposal means a response to an RFP.

Proposer means a person submitting a Proposal.

Response means response to an RFQ.

Respondent means a person responding to an RFQ.

RFP means a Request for Proposals issued pursuant to this Procurement Code.

RFQ means a Request for Qualifications issued to obtain the qualifications of interested parties.

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

Section 1: Instructions. Section 1 sets forth the instructions for completing and executing this EDS.

Section 2: Certifications. Section 2 sets forth certifications that are required for contracting parties under the Code and other applicable laws. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

Section 3: Economic and Other Disclosures Statement. Section 3 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Applicant to the warranties, representations, agreements and acknowledgements contained therein.

Required Updates. The Applicant is required to keep all information provided in this EDS current and accurate. In the event of any change in the information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Applicant shall supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is required.

Additional Information. The County's Governmental Ethics and Campaign Financing Ordinances impose certain duties and obligations on persons or entities seeking County contracts, work, business, or transactions, and the Applicant is expected to comply fully with these ordinances. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit the web-site at cookcountyil.gov/ethics-board-of.

Authorized Signers of Contract and EDS Execution Page. If the Applicant is a corporation, the President and Secretary must execute the EDS. In the event that this EDS is executed by someone other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the Corporation, satisfactory to the County that permits the person to execute EDS for said corporation. If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

If the Applicant is a partnership or joint venture, all partners or joint venturers must execute the EDS, unless one partner or joint venture has been authorized to sign for the partnership or joint venture, in which case, the partnership agreement, resolution or evidence of such authority satisfactory to the Office of the Chief Procurement Officer must be submitted with this Signature Page.

If the Applicant is a member-managed LLC all members must execute the EDS, unless otherwise provided in the operating agreement, resolution or other corporate documents. If the Applicant is a manager-managed LLC, the manager(s) must execute the EDS. The Applicant must attach either a certified copy of the operating agreement, resolution or other authorization, satisfactory to the County, demonstrating such person has the authority to execute the EDS on behalf of the LLC. If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

If the Applicant is a Sole Proprietorship, the sole proprietor must execute the EDS.

A "Partnership" "Joint Venture" or "Sole Proprietorship" operating under an Assumed Name must be registered with the Illinois county in which it is located, as provided in 805 ILCS 405 (2012), and documentation evidencing registration must be submitted with the EDS.

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 N/A Address _____

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:

4477 S. ARCHER AVE.
CHICAGO, IL 60632

c) Does Applicant employ the majority of its regular full-time workforce within Cook County?
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): 19024200040000

(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:

N/A

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the 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 [X] Applicant or [] Stock/Beneficial Interest Holder

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

Identifying Information:

Name BRIGHTON PARK NEIGHBORHOOD COUNCIL

D/B/A: FEIN NO.: 36-4229387

Street Address: 4477 S. ARCHER AVE.

City: CHICAGO State: IL Zip Code: 60632

Phone No. (773) 523-7110 Fax Number: (773) 523-7028 Email: PBROSNAN@BPNCCHICAGO.ORG

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

Corporate File Number (if applicable):

Form of Legal Entity:

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

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

[] Other (describe)

Ownership Interest Declaration:

1. List the name(s), address, and percent ownership of each 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
N/A			

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.

COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT SIGNATURE PAGE

PATRICK BROSNAN
Name of Authorized Applicant/Holder Representative (please print or type)

EXECUTIVE DIRECTOR

Title
3/2/2016

Signature
PATRICK BROSNAN
E-mail address
PBROSNAN@BPNECHICAGO.ORG

Date
(773) 523-7110
Phone Number

Subscribed to and sworn before me
this 2nd day of MARCH 2016

My commission expires:

X S. PETROVIC
Notary Public Signature

Notary Seal





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"/> Stepsister |
| <input type="checkbox"/> Uncle | <input type="checkbox"/> Daughter-in-law | <input type="checkbox"/> Half-brother |
| <input type="checkbox"/> Niece | <input type="checkbox"/> Brother-in-law | <input type="checkbox"/> Half-sister |
| <input type="checkbox"/> Nephew | <input type="checkbox"/> Sister-in-law | |

**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: N/A

Address of Person Doing Business with the County: _____

Phone number of Person Doing Business with the County: _____

Email address of Person Doing Business with the County: _____

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:

BRIGHTON PARK NEIGHBORHOOD COUNCIL
PATRICK BROWN, EXECUTIVE DIRECTOR 773 523-7110

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: _____

1653-15264

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, OFFICE OF CHIEF PROCUREMENT OFFICER

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: _____

LOUETTA HAYNES TURNER, JAC

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*

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*

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*

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

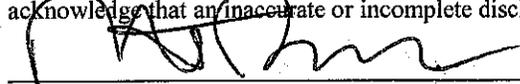
Name of Related County Employee or State, County or Municipal Elected Official

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

Nature of Familial Relationship*

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.



Signature of Recipient

3/2/2016

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

COOK COUNTY AFFIDAVIT FOR WAGE THEFT ORDINANCE

Effective May 1, 2015, every Person, **including Substantial Owners**, seeking a Contract with Cook County must comply with the Cook County Wage Theft Ordinance set forth in Chapter 34, Article IV, Section 179. Any Person/Substantial Owner, who fails to comply with Cook County Wage Theft Ordinance, may request that the Chief Procurement Officer grant a reduction or waiver in accordance with Section 34-179(d).

"Contract" means any written document to make Procurements by or on behalf of Cook County.

"Person" means any individual, corporation, partnership, Joint Venture, trust, association, limited liability company, sole proprietorship or other legal entity.

"Procurement" means obtaining supplies, equipment, goods, or services of any kind.

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

All Persons/Substantial Owners are required to complete this affidavit and comply with the Cook County Wage Theft Ordinance before any Contract is awarded. Signature of this form constitutes a certification the information provided below is correct and complete, and that the individual(s) signing this form has/have personal knowledge of such information.

I. Contract Information:

Contract Number: 1053-15264
County Using Agency (requesting Procurement): COOK COUNTY

II. Person/Substantial Owner Information:

Person (Corporate Entity Name): BRIGHTON PARK NEIGHBORHOOD COUNCIL
Substantial Owner Complete Name: N/A
FEIN# 36-4229387
Date of Birth: _____ E-mail address: PBROSNAW@BPNCCH.ORG
Street Address: 4477 S. ARCHER AVE
City: CHICAGO State: IL Zip: 60632
Home Phone: 773 523-7110 Driver's License No: _____

III. Compliance with Wage Laws:

Within the past five years has the Person/Substantial Owner, in any judicial or administrative proceeding, been convicted of, entered a plea, made an admission of guilt or liability, or had an administrative finding made for committing a repeated or willful violation of any of the following laws:

- Illinois Wage Payment and Collection Act, 820 ILCS 115/1 et seq., YES or **NO**
- Illinois Minimum Wage Act, 820 ILCS 105/1 et seq., YES or **NO**
- Illinois Worker Adjustment and Retraining Notification Act, 820 ILCS 65/1 et seq., YES or **NO**
- Employee Classification Act, 820 ILCS 185/1 et seq., YES or **NO**
- Fair Labor Standards Act of 1938, 29 U.S.C. 201, et seq., YES or **NO**
- Any comparable state statute or regulation of any state, which governs the payment of wages YES or **NO**

If the Person/Substantial Owner answered "Yes" to any of the questions above, it is ineligible to enter into a Contract with Cook County, but can request a reduction or waiver under Section IV.

IV. Request for Waiver or Reduction

If Person/Substantial Owner answered "Yes" to any of the questions above, it may request a reduction or waiver in accordance with Section 34-179(d), provided that the request for reduction or waiver is made on the basis of one or more of the following actions that have taken place:

There has been a bona fide change in ownership or Control of the ineligible Person or Substantial Owner
YES or NO

Disciplinary action has been taken against the individual(s) responsible for the acts giving rise to the violation
YES or NO

Remedial action has been taken to prevent a recurrence of the acts giving rise to the disqualification or default
YES or NO

Other factors that the Person or Substantial Owner believe are relevant.
YES or NO

The Person/Substantial Owner must submit documentation to support the basis of its request for a reduction or waiver. The Chief Procurement Officer reserves the right to make additional inquiries and request additional documentation.

V. Affirmation

The Person/Substantial Owner affirms that all statements contained in the Affidavit are true, accurate and complete.

Signature: [Handwritten Signature] Date: 3/2/2016

Name of Person signing (Print): PATRICK BROSNAN Title: EXECUTIVE DIRECTOR

Subscribed and sworn to before me this 2nd day of MARCH, 2016

x S. Petrovic
Notary Public Signature

Notary Seal

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



SECTION 5

CONTRACT AND EDS EXECUTION PAGE
PLEASE EXECUTE THREE ORIGINAL COPIES

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

BRIGHTON PARK NEIGHBORHOOD COUNCIL

Corporation's Name

(773) 470-3914

Telephone

Secretary Signature

ANITA CABALLERO - Anita Caballero

President's Printed Name and Signature

LOVE MY MAMMA@YAHOO.COM

Email

3/2/2016

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 and Signature

Date

Telephone

Email

Subscribed and sworn to before me this
2nd day of MARCH, 2016.

My commission expires:
5/22/16



S. Petrovic

Notary Public Signature

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.

SECTION 6
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 E. R.

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 8 DAY OF July, 2016

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

1653-15264C

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 THE BOARD OF
COOK COUNTY COMMISSIONERS

JUN 29 2016

Date