

**Contract for Services**  
**Out of School Young Adult Project SEARCH**  
Contract # Youth PY23-001

Basic Agreement

1. Parties of the Contract: This Contract Agreement (hereinafter referred to as the "Agreement") is entered into between the McHenry County Workforce Network Board (hereinafter referred to as MCWN), Parents Alliance Employment Project (hereinafter referred to as the Service Provider) a subrecipient of the MCWN WIOA Title 1 Grant.
2. Contract Amount: The maximum amount payable to the Service Provider under this Contract is \$116,264.91, subject to terms and conditions of this Agreement. MCWN will reimburse the Service Provider for actual costs up to this amount provided those costs are included the Contract Budget. Contract amount may be modified as described in Section 4.5 of this agreement. Subject to funding availability from WIOA Grants 22-681002.
3. Subject to the execution of this Agreement by both parties, the Service Provider is hereby authorized to incur costs against this Agreement from the beginning date of 1 July 2023 through the ending date of 30 June 2024. Both parties to this contract may by mutual written agreement extend this contract for up to two (2) additional years. The Service Provider hereby agrees to use the funds provided under the Agreement for the purposes set forth herein and agrees to comply with all terms of this Agreement.

This Agreement includes the following sections, all of which are incorporated into and made part of this Agreement:

Part:

- I. Budget
- II. Special Grant Conditions
- III. Scope of Work
- IV. Program Terms and Conditions
- V. General Provisions
- VI. Requirement Certifications

Under penalties or perjury, the undersigned certifies that the name, taxpayer information number and legal status listed below are correct.

Name: Kristen Sheffield  
**Parents Alliance Employment Project**  
**2525 Cabot Drive, Suite 205, Lisle, IL 60532**  
**630-697-8199** ksheffield@parents-alliance.org

Taxpayer Identification Number: **36-3003311**

Contract for Services  
Out of School Young Adult Project SEARCH  
Contract #: Youth PY23-001

Legal Status (check one):

- |  |   |
|--|---|
| <input type="checkbox"/> Individual  | <input type="checkbox"/> Government entity                          |
| <input type="checkbox"/> Owner of sole proprietorship  | <input type="checkbox"/> Nonresident alien individual               |
| <input type="checkbox"/> Partnership   | <input type="checkbox"/> Estate of legal trust                      |
| <input type="checkbox"/> Tax-exempt hospital of extended care facility                                       | <input type="checkbox"/> Foreign Corporation                        |
| <input type="checkbox"/> Corporation providing or billing medical and/or health care services                | <input type="checkbox"/> partnership estate or trust                |
| <input checked="" type="checkbox"/> Corporation NOT providing or billing medical and/or health care services | <input type="checkbox"/> Other – not-for-profit organization: _____ |
| <input type="checkbox"/> Community College or Other Educational Institution                                  |   |

The Service Provider acknowledges that the individual signing below is authorized to execute this Agreement and that each signature constitutes the acceptance of this Agreement.

Service Provider:

By: \_\_\_\_\_ Date \_\_\_\_\_  
Kristen Sheffield, Executive Director  
**Parents Alliance Employment Project**  
**2525 Cabot Drive, Suite 205, Lisle, IL 60532**  
**630-955-2075**  
ksheffield@parents-alliance.org

McHenry County Board

By: \_\_\_\_\_ Date \_\_\_\_\_  
Michael Buehler, Chairman

McHenry County Workforce Network Board

By: \_\_\_\_\_ Date \_\_\_\_\_  
David J. Niehus, Chairman

**PART I**  
**GRANTEE'S APPROVED BUDGET**

PROGRAM: WIOA (Workforce Innovation and Opportunity Act) – Youth Program

NAME OF Service Provider/Subrecipient: **Parents Alliance Employment Project**

APPLICATION GRANT NUMBER: Grant 22-681002

PROJECT DURATION: BEGIN DATE: 1 July 2023 END DATE: 30 June 2024

SUMMARY OF PROJECT – BY BUDGET/COST CATEGORY

<b>Cost Category</b>	<b>Description</b>	<b>Funding Request</b>
	Personnel	<b>\$96,945.11</b>
	Fringe	<b>\$15,087.26</b>
	Travel	<b>\$1,572.00</b>
	Other/Payroll Processing and Professional Development	<b>\$2,660.54</b>
	<b>Total</b>	<b>\$116,264.91</b>

**PART II**  
**SPECIAL GRANT CONDITIONS**

**2.1 Audit Requirements**

- The Service Provider is required to have an audit conducted as provided in Part V, Section 5.4B Audit Requirements.
- The Service provider is not required to have an audit conducted as a condition of this Grant Agreement.

**2.2 Other Special Grant Conditions**

MCWN will review actual certified contract expenditures for all contracts and modifications during the first quarter of the program year on or about the 30<sup>th</sup> day following the end of the first quarter. If the Service Provider has expended eighty-five percent (85%) or more of the planned quarterly expenditures, no action will be taken by the MCWN. In the event that the Service Provider has expended less than eighty-five percent (85%) of the planned quarterly expenditures, the MCWN may deobligate all the remaining portion of the unspent funds for the quarter. Following departmental review, any funds identified by the MCWN as being subject to this policy during the first quarter of the program year may be subject to partial termination for cause, in accordance with Section 5.5A(2) of this agreement, resulting in deobligation of such unspent funds. The modification required by the partial termination will be completed by the MCWN with the Service Provider's assistance in revising the grant budget and, if applicable, the Scope of Work.

**Billing is to be done monthly based on the calendar month. Each monthly invoice is due by the 15<sup>th</sup> of the following month. Any invoice received after the due date may result in payment being reduced by 10% of the invoice amount. An extension may be granted for good cause with prior approval. Invoices must include a per unit /hourly detail.**

All costs are directly charged to the agreement which benefit said agreement. Staff costs are reimbursed based on documented hours worked for the benefit of the contract.

### **Part III Scope of Work**

The scope of work for this grant shall be in accordance with the attached proposal submitted by Parents Alliance Employment Project dated March 2, 2023.

For: Out of School Young Adult Project SEARCH

The Project SEARCH program will have the following overall objectives to:

- a) Expose Ten (10) out-of-school youth with disabilities to the world of work and increase job skills through job shadowing and work-based learning internship training sites,
- b) Increase the knowledge and skills of Ten (10) out-of-school youth with disabilities to prepare for employment,
- c) Assist Ten (10) out-of-school youth with disabilities to become gainfully employed, and
- d) Assist Ten (10) out-of-school youth with disabilities retain gainful employment.

Parents Alliance Employment Project (PAEP) will utilize a comprehensive, holistic program model. The progression of services will include the following components: 1) outreach and recruitment, 2) application, 3) interview, 4) intake, 5) orientation, 6) classroom instruction, 7) worksite internships, 8) job coaching/support, 9) competitive job placement, 10) job support/training/coaching, and 11) follow-up.

See attached proposal for full scope of work.

**Part IV**  
**Program Terms and Conditions**

WHEREAS, the Workforce Innovation and Opportunity Act of 2014 (the “Act”) authorized the McHenry County Workforce Network Board (MCWN) in cooperation with the Chief Elected Official to develop a workforce investment system that will result in increased employment retention and earnings of participants and increased occupational skill attainment by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of McHenry County.

WHEREAS, Parents Alliance Employment Project (Service Provider) has agreed to provide Out of School Young Adult Project SEARCH Program as submitted to the MCWN.

THEREFORE, MCWN makes this contract to the Service Provider subject to the terms and conditions set forth in this Agreement.

Federal Awarding Agency: U.S. Department of Labor / ETA Division of Federal Assistance

Federal Award Number: AA-38527-22-55-A-17

Federal Award Date: Signed on 9/22/22

Amount of Federal Funds Obligated by this Contract: \$116,264.91

Total Amount of Federal Funds Obligated to Contract under this Federal Award: \$116,264.91

Total Amount of Federal Award: Youth – \$546,587

Federal Award Project Description: This Contract Agreement applies to funds appropriated for the Youth Funding stream under Title 1B of the Workforce Innovation and Opportunity Act (WIOA)

Is Award for R&D? No

Funds Provided:

CFDA#17-259 Formula Allocations for PY’22 for the Youth Funding streams under Title 1B of the Workforce Innovation and Opportunity Act (WIOA)

Contractor DUNS Number: 012924714

The contract will carry over to the yet to be awarded PY’23 funding.

**4.1 Compliance with Program Specific Laws and Regulations**

The Service Provider agrees to comply with the requirements of the Act, and with the regulations and policies promulgated thereunder by the federal government, and State of Illinois, and the MCWN and Chief Elected Official. The Service Provider further

agrees that this Agreement is subject to such modifications, which may be required by Federal or State laws, rules, or regulations applicable to this Agreement. Any such required modifications shall be incorporated into and be a part of this Agreement as if fully set forth herein in accordance with the provisions of Section 5.7 hereof.

## **4.2 Compensation to the Grantee**

Payments pursuant to this Agreement are subject to the availability of Federal Workforce Innovation and Opportunity Act funds and their appropriation or authorized expenditure under Illinois state law.

- A. **Method of Compensation.** The method of compensation shall be in accordance with the applicable State laws relative to such compensation by which the Workforce Innovation and Opportunity Act is governed. Service Provider shall comply with direction issued by the MCWN as to procedures to be followed when requesting reimbursement of grant funds. All payment requests submitted by the Service Provider shall be reviewed by the MCWN to ensure that such requests are:
- (i) in accordance with the approved grant budget (Part I hereof)
  - (ii) are in accordance with the Section(s) of the act applicable to Service Provider's program under Title I-B of the Workforce Innovation and Opportunity Act.
- B. **Allowable Costs/Cost Principles:** Service Provider is responsible for ensuring that it and any of its subrecipients follow those Federal cost principles set forth below which are applicable to Service Provider or its sub-recipients;
- (i) Allowable costs are contained in OMB Circular 2 CFR 200 Subpart E-Cost Principles
  - (ii) Allowable costs for state, local and Indian tribal government Organizations are contained in OMB Circular 2 CFR 200 Subpart E §200.416, §200.417;
  - (iii) Allowable costs for institutions of higher education are contained in OMB Circular 2 CFR 200 Subpart E §200.418, §200.419
- C. **Limitations on Compensation**
- (i) The Service Provider cannot be reimbursed for costs incurred in excess of the total approved grant budget. The Service Provider may be reimbursed for costs exceeding amounts budgeted by specific cost categories only in accordance with provisions of
  - (ii) Section 4.5 hereof;
  - (iii) The Service Provider shall be liable for repayment of any grant funds, which are expended in violation of the terms of this Agreement. Service

Provider should obtain approval prior to incurring expenditures, which necessitate a change in the approved contract budget. MCWN reserves the right to withhold funds for such expenditures until a revised Budget and Narratives has been submitted by the Service Provider and approved by the MCWN.

- (iv) An overpayment of contract funds (unliquidated balance) as of the end date of the contract term specified in the Agreement shall be refunded to the MCWN within 30 days from said end date, accompanied by a final closeout report in the format provided by the MCWN. In addition, the Service Provider agrees to repay the MCWN for any funds that are determined by the MCWN to have been spent improperly in accordance with applicable regulations or rules.

#### **4.3 Accounting/Fiscal Control Requirements**

- A. The Service Provider's financial management system shall be structured to provide for accurate current and complete disclosure of the financial results of the contract program. The Service Provider shall be accountable for all funds received under this Agreement and shall maintain effective control and accountability over all funds, equipment, property, and other assets under the Agreement as required by the MCWN and agrees to maintain a minimum amount of cash on hand necessary to effectively operate the program. The Service Provider shall keep records sufficient to permit the tracing of funds to a level of expenditure adequate to ensure that funds have not been spent unlawfully. Fund accounting procedures shall be established as may be necessary to assure the proper expenditure of an accounting for federal funds paid by the MCWN to the Service Provider, or any of its subrecipients, under this program, including procedures for monitoring the assistance provided under this program.
- B. Records Retention: Right of Inspection. The Service Provider is accountable for all funds received under this Agreement and shall maintain for a minimum of three (3) years following the date of submission by the Service Provider of its final expenditure report, all books, records, and supporting documents necessary to verify the expenditure and use of funds provided under this Agreement. This Agreement and all books, records and supporting documents related hereto shall be available for inspection and audit by the MCWN, Department of Commerce and Economic Opportunity Office of Employment and Training, and the Auditor General of the State of Illinois, the Secretary of Labor and the Comptroller General of the United States or any of their duly authorized representatives. Service Provider agrees to provide full access to all relevant materials and to provide copies of same upon request to any of the agencies named herein, or their designees.

In the event that an audit is commenced during the three-year period specified herein, said three (3) year period shall be extended for the duration of the audit and the Service Provider agrees to cooperate fully with any audit conducted by or through said agencies. Failure to maintain books, records and supporting documents as required by this Agreement shall establish a presumption in favor of the MCWN for the recovery of any funds paid by the MCWN under this Agreement



for which adequate books, records and supporting documentation are not available to support their purported disbursement.

If any of the services to be performed under this Agreement are subcontracted or sub-granted, the Service Provider shall include in all subcontracts or subgrant agreements covering such services, a provision that the agencies named herein, or any of their duly authorized representatives, will have full access to and the right to examine any pertinent books, documents, papers and records of any such subcontractor or subgrantee involving transactions related to this Agreement for the time period specified herein.

#### **4.4 Travel Regulations**

Costs in accordance with the latest State of Illinois Travel Regulations or such reasonable travel policies approved and adopted by the Service Provider are allowable for expenses for transportation, lodging, subsistence, and related items incurred by Service Provider's employees who are in travel status on official business incident to the Contract program. If State of Illinois Travel Regulations are not followed by the Service Provider, the Service Provider must have on file its approved travel policy for reference by the MCWN, the Comptroller of the State of Illinois, Comptroller General of the United States, or any of their duly authorized representatives. Provided, however, that travel expenses which exceed limitations established by Federal statute or regulation (including OMB circulars, etc.) applicable to this Agreement are not allowable costs under this Agreement. The Grantee must retain receipts on file as source documentation for travel expenses of its employees.

#### **4.5 Modification and Amendment of Grant Agreement**

The following provisions relate solely to modifications of the approved Contract Budget (Part I hereof). Provisions relating to Modifications by Operation of Law or Discretionary Modifications are set forth in Section 5.7 of this Agreement.

Modification in Budget: Modifications in the Budget shall be in accordance with the following provisions:

- (i) If the Service Provider has reason to believe that its operation for the contract period will exceed the total budget authorization, it shall request approval of the MCWN in writing. In no event shall the Service Provider make any change in cost categories, which increases or decreases the total budget without prior approval of the MCWN.
- (ii) Failure of the Service Provider to either request approval of the MCWN for anticipated budget variations or to formally request approval for variation of the total contract amount, except as provided under Section 4.5(B)(i), herein, shall be deemed sufficient reason for the MCWN to disallow costs incurred in excess of specific cost category amounts or total contract amount as set forth in the

Contract Budget even if the total costs incurred are within the legislated limitations of the cost categories.

- (iii) If the MCWN grants a budget revision, a Contract Agreement Modification shall be issued by the MCWN incorporating a revised Contract Budget.

#### **4.6 Publication, Reproduction and Use of Material**

No material produced in whole or in part with funds provided under this Agreement shall be subject to copyright in the United States or in any other country. All documents, including reports, studies and other materials developed, produced, or generated by the Service Provider or its sub-grantees or subcontractors as part of the performance required under this Agreement are referred to herein as the "Grant Documents". Service Provider and the MCWN shall have the mutual right to publish, distribute, and use all Contract Documents without permission of or payment to the other Party. The Service Provider will not publish or permit any other person to publish any Contract Documents without advance notice to the MCWN. The Service Provider shall acknowledge MCWN as providing funds for any such publication and shall accede to any request by MCWN that appropriate disclaimer language be incorporated into the publication.

#### **4.7 Reports Required**

The Service Provider shall submit programmatic and expenditure reports as required pursuant to written direction issued by MCWN to the Service Provider.

#### **4.8 Monitoring and Evaluation**

MCWN will periodically monitor and evaluate programmatic activities and the financial records pursuant to this Contract Agreement. The Service Provider will be monitored for compliance with all applicable Federal and State, laws, regulations, and rules applicable to this Agreement. The Service Provider's performance will be assessed to gauge its impact upon the target population and for the effective and efficient utilization of the Workforce Investment Act funds. Assessments will occur both during the operation of the program and upon its completion. In accordance with WIOA Regulations CFR 200.101(b)(1); 2 CFR 200.331.

#### **4.9 Ownership of Nonexpendable Personal Property**

It is understood that nonexpendable personal property purchased by the Service Provider agency with funds provided under this Contract Agreement and nonexpendable personal property received from MCWN shall not be the property of the Service Provider agency but shall be held by it in trust for the benefit of the People of the State of Illinois. Upon the termination of this Contract and upon the election of the MCWN, the Service Provider shall surrender possession of such property to MCWN or, ship same to any designated location.

#### **4.10 Property Management**

The Service Provider may not purchase nonexpendable personal property items without MCWN's prior written approval. The Service Provider agrees to comply with 2 CFR 200 Subpart D, Property Standards §200.310- 316.

#### **4.11 Service Provider's Oversight of Subrecipients**

The Service Provider shall provide oversight and monitoring of subrecipients on a frequency which ensures that the financial systems of its subrecipients are in accordance with WIOA Regulations Parts 683.400(c)(1) and 683.410(a), CFR 200.101(b)(1); 2 CFR 200.331.

#### **4.12 Program Income**

Program Income, as defined under 2 CFR 200, §200.80 and is regulated by WIOA sec. 194(7)(A), 20 C.F.R. § 683.200, and the applicable rules in 2 C.F.R. §§ 200.307 and 2900.

#### **4.13 Bonding**

The Service Provider shall provide bonding for every officer, director, agent, or employee who handles funds (cash, checks or other instruments of payment for program costs) under this Agreement. The amount of coverage shall be the higher of (1) the highest cash draw down planned during the term of this agreement, or (2) \$100,000.

#### **4.14 Procurement**

The Service Provider, if a unit of local government, shall follow the procurement standards as established in 2 CFR 200, §§200.317-200.326.

#### **4.15 Interest Income**

All interest earned on funds advanced under this Agreement shall be treated as program income in accordance with Section 194(7)(B)(iii) or the Act.

#### **4.16 Equal Opportunity/Nondiscrimination**

As a condition to the award of financial assistance under WIOA from the Department of Labor, the grantee assures, with respect to operation of the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions in SEC. 188 of the Workforce Innovation and Opportunity Act of 2015, U.S. DOL Regulations at 29 CFR parts 31 and 32, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education

Amendments of 1972, as amended; the Age Discrimination Act of 1975, as amended; The Civil Rights Restoration Act of 1987; Executive Order 12250; Age discrimination in Employment Act of 1967; Equal Pay Act of 1963; U.S. Department of Labor Regulations at 28 CFR Part 42, Subparts F & H; Title VII of the Civil Rights Act of 1964, as amended; and the Victims Economic Security and Safety Act.

#### **4.17 Complaint Process**

The Service Provider shall comply with a grievance procedure in accordance with section 181(c) of the Workforce Innovation and Opportunity Act.

#### **4.18 Conflict of Interest**

In addition to any other conflict of interest provisions set forth in this Agreement, the Service Provider and its employees are subject to the provisions of Section 107(h) of WIOA.

#### **4.19 Assurances**

The provision by the Grantee of the following assurances and certifications in no way affects the Grantee's obligation to comply with every provision of this Agreement, even if not specifically mentioned in this Section. The Grantee hereby assures and certifies compliance with each of the requirements applicable to its Program:

- A. It will comply with Program Requirements as provided for under Sections 181, 183, 184, 186, 187, 189 and 194 of the Act.
- B. It will comply with WIOA Regulations Part 683.250(a)(2) prohibiting utilization of funds to carry out public service employment programs under Title I of the Act.
- C. It will comply with the limitations on the use of funds as provided for under WIOA Regulations Part 683.250 (a) and (b).
- D. It will comply with Section 189(h) of the Act, by assuring that each individual participating in any program established under the Act, or receiving any assistance under the Act, has not violated Section 3 of the Military Selective Service Act (50 U.S.C. appl. 453).
- E. It will permit and cooperate with federal investigations undertaken in accordance with Section 185 of the Act.
- F. It will comply with Section 134(e) (3) of the Act and WIOA Regulations Parts 680.930, 680.940, 680.950, 680.960 and 680.970 in making needs-based payments to individuals participating in a training program.
- G. It will comply with the record retention requirements contained in 2 CFR 200 Sections 200.333 – 200.337.

- H. It agrees to comply with WIOA Regulations Part 683.270 which prohibits replacing a currently employed worker with any WIOA participant.
- I. It will only serve non-economically disadvantaged participants in accordance with Section 129 (a)(3)(A)(ii) of the Act.
- J. It agrees to comply with WIOA Regulations Part 683.245, prohibiting funds to be used for employment generating activities, economic development and other similar activities unless they are directly related to training for eligible individuals.
- K. It will comply with the policy on debarment and suspension regulations as established in accordance with 29 CFR Part 98. No contract shall be made to parties listed on the General Services Administration's System for Award Management from Federal Procurement or Non-procurement Programs in accordance with E.O.'s 12549 and 12689, Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.
- L. It will require all of its subrecipients that fall within the definition of "Non-Federal Entity" at 2 C.F.R. §2900.2 and which expend more than the minimum level specified at 2 CFR 200.501 have either an organization-wide audit conducted or a program specific financial and compliance audit in accordance with 2 CFR 200.501 (b) or (c).
- M. It will comply with WIOA Sections 134 (c)(3)(F)(iii) and 134(c)(3)(G).
- N. Equal Employment Opportunity. All contracts shall contain a provision requiring compliance with E.O. 11246, Equal Employment Opportunity, as amended by E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
- O. Veteran's Priority Provisions. The Jobs for Veterans Act (Public Law 107-288) requires recipients to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by USDOL. The regulations implementing this priority of service can be found at 20 CFR Part 1010. In circumstances where a contract recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the contract recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Recipients must comply with USDOL guidance on veterans' priority. ETA's Training and Employment Guidance

Letter (TEGL) 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by USDOL.

- P. Where applicable, Grantee shall comply with the Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public works, to give up any part of the compensation to which one is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
- Q. Where applicable, the Grantee shall comply with the Davis-Bacon Act, as supplemented by Department of Labor regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
- R. Where applicable, Grantee shall comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR Part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- S. Where applicable, Grantee shall comply with all requirements relating to the performance of experimental, developmental, or research work including providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401, Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements, and any implementing regulations issued by the awarding agency.

- T. Where applicable, the Grantee shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- U. Where applicable, Grantee shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.
- V. Grantee must ensure that it has the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006, Pub. L. 109-282, as amended by Section 6202 of Pub. L. 110-252. See Training and Employment Guidance Letter No. 11-10 (issued November 15, 2010), available at <http://wdr.doleta.gov/directives/attach/TEGL/TEGL11-10.pdf>
- W. Grantee shall comply with any applicable assurances contained on U.S. Office of Management and Budget Standard Form 424b (SF-424b), Standard Assurances for Non-Construction Programs.
- X. Grantee shall comply with the US Department of Labor exceptions to the Uniform Guidance as specified at 2 CFR Part 2900.
- Y. All organizations receiving grants from any federal agency are required to comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 *et seq.*, and 2 C.F.R. § 182. Grantee must notify the awarding office if an employee of the Grantee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment by USDOL.

## **Part V General Provisions**

### **5.1 Service Provider Authority: Independence of Service Provider Personnel; Grantor Authority; Governing Law**

- A. **Service Provider Authority.** The Service Provider warrants that it is the real party in interest to this Agreement, that it is not acting for or on behalf of an undisclosed party, and that it possesses legal authority to apply for this contract

and to execute the proposed program or project described in Part III hereof. Service Provider's execution of this Agreement shall serve as its attestation that Service Provider has read, understands and agrees to all provisions of this Agreement and to be bound thereby.

- B. **Independence of Service Provider Personnel.** All technical, clerical, and other personnel necessary for the performance required by this Agreement shall be employed, or contracted with, by Service Provider, and shall in all respects be subject to the rules and regulations of Service Provider governing its employees. Neither Service provider nor its personnel shall be considered to be the agents or employees of MCWN or Illinois Department of Commerce and Economic Opportunity Office of Employment and Training.
- C. **Grantor Authority.** MCWN and its payroll employees, when acting pursuant to this Agreement are acting as Grant Subrecipient designed by the Chief Elected Official for Local Workforce Area (LWA) #2.
- D. **Governing Law.** This Agreement is awarded in the State of Illinois for execution within the State of Illinois. This Agreement shall be governed by and construed according to Illinois law, as that law would be interpreted by an Illinois Court. Where there is no Illinois law on a particular subject or issue, then the applicable law will be applied, as it would be if interpreted and applied by an Illinois court.

## 5.2 **Scope of Services**

In consideration for the agreement funds to be provided by MCWN and Chief Elected Official, the Service Provider agrees to perform the services, provide the materials and to prepare and submit to MCWN the reports, studies and other deliverables as described in attached proposal. Such services, materials, reports, studies and other deliverables are referred to herein as the "Program" or "Project".

## 5.3 **Fiscal Responsibilities**

- A. **Non-Appropriation Clause.** Payments pursuant to his Agreement are subject to the availability of applicable Federal and State funding from the Illinois Department of Commerce and Economic Opportunity, Office of Employment and Training as allocated to the MCWN and their appropriation and authorized expenditure under state laws. Obligations of the MCWN will cease immediately without penalty or liability of further payment being required if in any fiscal year that this Agreement is in effect the Illinois General Assembly or Federal funding source fails to appropriate or otherwise make available sufficient funds for this grant.

The Service Provider hereby is given actual knowledge of the fact that pursuant to the State Finance Act, 30 ILCS 105/30, payments under this agreement are contingent upon there existing a valid appropriation therefore and that no officer shall contract any indebtedness on behalf of the MCWN or assume to bind the MCWN in an amount in excess of the money appropriated, unless expressly authorized by law. If this is a multi-year grant, it is void by operation of law if the



MCWN fails to obtain the requisite appropriation to pay the grant in any year in which this Agreement is in effect.

- B. **Total Amount of Agreement Limited.** The Service Provider expressly understands and agrees that the total financial obligation of the MCWN under this Agreement shall not exceed the total amount set forth on the Notice of Agreement Award and the Service Provider agrees expressly to fully complete the Scope of Services specified in this Agreement and all other obligations under this Agreement within the stated total consideration.
- C. **Delivery of Service Provider Payments.** Payment to the Service Provider under this Agreement shall be made payable to the name of the Service provider and sent to the person and place specified in the Notice of Agreement Award. The Service Provider may change the person to whom payments are sent, or the place to which payments are sent by written notice to the MCWN signed by the Service Provider. No such change or payment notice shall be binding upon the MCWN until ten (10) business days after actual receipt.

#### 5.4 **Access To Records; Project Closeout; Accounting; and Audit Requirements**

- A. **Agreement Closeout.** In addition to any other reporting requirements specified in this Agreement, the Service Provider shall complete and submit a final Service Provider Closeout Report on forms provided by the MCWN, within time limits established by the MCWN after the expiration of termination of this Agreement. The Service Provider must report on the expenditure of funds provided by the State, and if applicable, the Service Provider's required matching funds. The Service Provider is responsible for taking the necessary steps to correct any deficiencies disclosed by such Closeout Report, including such action as the MCWN based on its review of the Closeout Report, may direct.
- B. **Audit Requirements.** If required by Part II of this Agreement, the Service provider shall be required to have an audit conducted in accordance with the following terms:
- a. **Federal Funded Grants**
- i. **Applicable Federal Requirements.** If the Service Provider is required to have an audit conducted pursuant to the Single Audit Act of 1984, as amended in 1996 ("Single Audit Act") and by the Office of Management and Budget Circular A-133 ("OMB Circular A-133"), the audit shall be performance in accordance with these provisions.
  - ii. **Service Provider shall furnish MCWN with copy of Audit.** When the Service Provider has an audit conducted pursuant to the requirements of the Single Audit Act and OMB Circular A-133, and an audit report is produced pursuant to such federal requirements, the Service Provider shall provide the MCWN with a copy of such audit report, except in cases where the Service Provider is not required by the Single Audit Act of OMB Circular A-133 to distribute copy of such audit report to the MCWN.

- iii. Service Provider to send MCWN copy of Audit Report or Report Tracking within specified time period. The Service Provider shall send a copy of the audit report, the data collection and the appropriate reporting package, as provided for in the Single Audit Act and OMB Circular A-133, to the MCWN within 30 days of the Service Provider's receipt of such audit report, but in no event later than nine months following the end of the period for which the audit was performed. The Service Provider shall send the audit report to the MCWN at the following address:

McHenry County Workforce Network Board  
500 Russel Ct.  
Woodstock IL 60098

## **b. State Funded Grants**

### **i. State Audit Requirements:**

1. An audit shall be conducted by a certified public accountant that is licensed by the State of Illinois to conduct an audit in accordance with Generally Accepted Auditing Standards.
2. Agreement funds shall be included in the Service Provider's annual audit, unless the MCWN authorizes the Service Provider to have an agreement-specific audit conducted.
3. Upon completion of an audit, an audit report shall be issued, and the Service Provider shall provide the MCWN with a copy of such audit report.
4. The Service Provider shall provide the MCWN with a copy of an audit report within 30 days of the Service Provider's receipt of such audit report, but in no event later than nine months following the end of the period for which the audit was performed. The Service Provider shall send the audit report to the MCWN at the following address:

McHenry County Workforce Network Board  
500 Russel Ct.  
Woodstock IL 60098

- C. **Worker's Compensation Insurance, Social Security, Retirement and Health Insurance Benefits, and Taxes.** The Service Provider shall provide Worker's Compensation insurance where the same is required and shall accept full responsibility for the payment of unemployment insurance, premiums for Worker's Compensation, Social Security and retirement and health insurance benefits, as well

as all income tax deduction and any other taxes or payroll deductions required by law for its employees who are performing services specified by this Agreement.

## 5.5 **Termination; Suspension**

### A. **This Agreement may be terminated as follows:**

1. **Due to Loss of Funding.** Obligations of the MCWN will cease immediately without penalty of further payment being required if in any fiscal year the General Assembly or Federal funding source fails to appropriate or otherwise make available sufficient funds for this Agreement. In the event the MCWN suffers such a loss of funding in full or in part, the MCWN shall give the Service Provider written notice which shall set forth the effective date of full or partial termination, or if a change in funding is required, setting forth change in funding and the changes in the approved budget.
2. **For Cause.** If the MCWN determines that the Service Provider has failed to comply with any of the terms, conditions, or provisions of this Agreement, including any applicable rules or regulations, MCWN may terminate this Agreement in whole or in part at any time before the expiration date of this Agreement. MCWN shall notify the Service Provider in writing of the reasons for the termination and the effective date of the termination. Service Provider shall not incur any costs after the effective date of the termination. Payments made to the Service Provider or recovery by the MCWN shall be in accord with the legal rights and liabilities of the parties. In the event of termination for cause, Service Provider shall also be subject to any other applicable provisions specified elsewhere in this Agreement.

Termination for cause may render the Service Provider ineligible for consideration for future grants from the MCWN.

3. **For Convenience.** MCWN or the Service Provider may terminate this Agreement in whole or in part when MCWN and the Service Provider agree that the continuation of the program objectives would not produce beneficial results commensurate with the further expenditure of funds. MCWN and the Service Provider shall agree upon termination conditions including the effective date and in the case of partial termination, the portion to be terminated. The Service Provider shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible. MCWN shall allow full credit to the Service Provider for the MCWN share of the non-cancelled obligations, if properly incurred by the Service Provider prior to termination.

- B. **Suspension.** If the Service Provider fails to comply with the specific conditions and/or general terms and conditions of this Agreement, MCWN may, after written notice to the Service Provider, suspend this Agreement, withhold further payments and prohibit the Service Provider from incurring additional obligations of funds, pending corrective action by the Service Provider or a decision to terminate this

Agreement. MCWN may determine to allow such necessary and proper costs which the Service Provider could not reasonably avoid during the period of suspension provided that MCWN agrees that such costs were necessary and reasonable and incurred in accordance with the provisions of this Agreement.

## 5.6 Indemnification

- A. **Non-governmental entities.** The Service Provider agrees to indemnify and hold MCWN, Chief Elected Official and/or the State of Illinois, and its officers, agents, or employees harmless from and against any and all claims, and actions, including but not limited to, attorneys' fees, costs and interest, based upon and arising out of any services performed under this Agreement, or disbursements of grant funds provided hereunder by the Service Provider and its officers, employees, agents, independent contractors, subcontractors, subrecipients, volunteers, or other associates. The Service Provider shall further indemnify and hold the McHenry County Workforce Network Board, the Chief Elected Official, and/or the State of Illinois and/or its officers, agents and employees harmless from and against any and all liabilities, demands, claims, damages, suits costs, fees and expenses incident thereto, for injuries or death to persons and for loss or damage to or destruction of property because of negligence, intentional acts or omissions on the part of Service Provider, its officers, employees, agents, independent contractors, subcontractors, subrecipients, volunteers or other associates, arising out of any services performed under this Agreement.

The Service Provider further agrees to indemnify, same and hold harmless the MCWN, Chief Elected Official, and its officers, agents and employees against any liability, including costs and expenses associated with the violation of general, proprietary rights, copyrights or rights of privacy of third parties arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data developed or furnished under this Agreement or any libelous or any unlawful matter contained therein.

- B. **Governmental Entities.** In the event that the Service Provider is a Governmental Entity, it will indemnify and hold harmless the MCWN as set out herein to the extent authorized by federal and/or state constitution(s) and/or laws.
- C. **Notice.** In the event that any demand or claim relating to the transactions or activities pursuant to this Agreement is made known to either party, MCWN and/or the Service Provider will notify the other party to this Agreement in writing in an expedient manner.

## 5.7 Modification By Operation Of Law; Discretionary Modifications; Budget Modifications

- A. **Modifications by Operation of Law.** This Agreement is subject to such modifications as MCWN determines may be required by Federal or State law or regulations applicable to this Agreement. Any such required modification shall be incorporated into and be part of this Agreement as if fully set forth herein. MCWN

shall timely notify the Service Provider of any pending implementation of or proposed amendment to such regulations of which it has notice.

- B. **Budget Modifications.** Budget modifications shall be made in accordance with any applicable provisions as specified elsewhere in this Agreement.
- C. **Discretionary Modifications.** If either MCWN or the Service Provider wishes to modify the terms of this Agreement other than as set forth in Sections A and B above, written notice of the proposed modification must be given to the other party. No modification will take effect until it is agreed to in writing by both MCWN and the Service Provider, except that if MCWN notifies the Service Provider in writing of a proposed modification without the prior written approval of the Service Provider, and the Service Provider fails to object in writing, specifying the reasons for the objections, within thirty (30) calendar days from the date of MCWN notice to the Service Provider of such proposed modification, the modification will be deemed to be approved by the Service Provider. The MCWN notice to the Service Provider shall contain the Service Provider name, Agreement number, modification number, purpose of the revision and signature of MCWN's director.

**5.8 Conflict of Interest; Interest of Public Officials/Employees; Bonus/Commission Prohibited; Hiring of State Employees Prohibited**

- A. **Conflict of Interest.** The Service Provider shall establish safeguards to prohibit officers, directors, agents and employees from using positions of employment for a purpose that is, or gives the appearance of, being motivated by a desire for a private gain for themselves or others, particularly those with whom they have family business or other ties.
- B. **Interest of Public Officials/Employees.** If the Service Provider is a local government, the Service Provider certifies that no officer or employee of the Service Provider and no member of its governing body and no other public official of the locality in which the program objectives will be carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such objectives shall participate in any decision relating to any agreement negotiated under a program grant which affects his/her personal interest or the interest of any corporation, partnership or association in which s/he is directly or indirectly interested, or has any financial interest, direct or indirect, in such agreement or in the work to be performed under such agreement.

If the Service Provide is a nongovernmental entity, such a financial interest is permissible provided full disclosure of said interest is made to MCWN in advance of any decisions relative to the award of an agreement giving rise to such interest and further provided that the officer, employee, or member of the governing body so affected shall remove himself or herself from the room during any discussion, deliberation and voting in connection with the awarding of such an agreement.

- C. **Bonus or Commission Prohibited.** The Service Provider shall not pay any bonus or commission for the purpose of obtaining approval of the application for the

financial assistance provided for herein, or any other approval by MCWN which may be necessary in connection with carrying out the project objectives.

- D. **Hiring State Employees Prohibited.** No state officer or employee may be hired or paid with funds derived directly or indirectly through this agreement without the written approval of MCWN.

## 5.9 **Applicable Statutes**

- A. **Service Provider Responsibility.** All applicable federal, state and local laws, rules and regulations government the performance required by Service Provider shall apply to this Agreement and will be deemed to be included in this Agreement the same as though written herein in full. Service Provider is responsible for ensuring compliance with all applicable laws, rules and regulations, including but not limited to those specifically referenced herein. Except where expressly required by applicable laws and regulations, MCWN shall not be responsible for monitoring Service Provider's compliance.
- B. **Land Trust/Beneficial Disclosure Act (765 ILCS 405/2.1).** No agreement award funds shall be paid to any trustee of a land trust, or any beneficiary or beneficiaries of a land trust, for any purpose relating to the land which is the subject of such trust, any interest in such land, improvements to such land or use of such land unless an affidavit is first filed with MCWN identifying each beneficiary of the land trust by name and address and defining such interest therein.
- C. **Historic Preservation Act (20 ILCS 3420/1 et.seq.).** The Service Provider will not expend funds under this Agreement which result in the destruction, alteration, renovation, transfer or sale, or utilization of a historic property, structure, or structures, or in the introduction of visual, audible, or atmospheric elements to a historic property, structure or structures, which will result in the change in the character or use of any historic property.
- D. **State of Illinois Discrimination Laws (775 ILCS 5/1-101, et.seq.).** In carrying out the performance required under this Agreement, the Service Provider shall comply with all applicable provisions of the Illinois Human Rights Act, and rules and regulations promulgated by the Illinois Department of Human Rights, prohibiting unlawful discrimination in employment. Service Provider's failure to comply with all applicable provisions of the Illinois Human Rights Act, or applicable rules and regulations promulgated thereunder, may result in a determination that Service Provider is ineligible for future agreements with MCWN and this Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
- E. **Drugfree Workplace Act (30 ILCS 580/1, et.seq.).** Service Provider will make the certification required by this Agreement and will comply with all of the provisions of the Drugfree Workplace Act, which are applicable to the Service Provider. False certification or violation of the requirements of the Drugfree Workplace Act may result in sanctions including, but not limited to, suspension of grant payments,

termination of this Agreement and debarment of contracting or grant opportunities with MCWN for at least one (1) year but not more than five (5) years.

- F. **Freedom of Information Act (5 ILCS 140/1 et.seq.).** Applications, programmatic reports, and other information obtained by MCWN under this Agreement shall be administered pursuant to the Freedom of Information Act. MCWN shall give Service Provider timely notice in the event it receives a request for information submitted by Service Provider relative to this Agreement.
- G. **Unemployment Insurance Act (820 ILCS 405/1900).** In the context of performance under this Agreement, the Service Provider will or may have access to documents, files, records, or other information that is confidential within the meaning of Section 1900 of the Unemployment Insurance Act and agrees to comply with all provisions set forth in Section 1900 of said Act regarding nondisclosure of any such information, including penalties for noncompliance.

#### 5.10 Miscellaneous Provisions

- A. **Waivers.** A waiver of any condition of this Agreement must be requested in writing. No waiver of any condition of this Agreement may be effective unless in writing from the Director of MCWN.
- B. **Assignment.** The benefits of this Agreement and the rights, duties and responsibilities of the Service Provider under this Agreement may not be assigned (in whole or in part) except with the express written approval of MCWN acting through its Director. Any assignment by the Service Provider in violation of this provision renders this Agreement voidable by MCWN.
- C. **Severability Clause.** If any provision under this Agreement or its application to any person or circumstances is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or its application of this Agreement which can be given effect without the invalid provision or application.
- D. **Integration Clause.** This Agreement, with attachments, as written, is the full and complete agreement between the parties and there are no oral agreements or understandings between the parties other than what has been reduced to writing herein.
- E. **DCEO Availability.** The Service Provider expressly understands that whenever applicable, a copy of this Agreement and any modification, cancellation or renewal will be made available to DCEO upon request.
- F. **Subcontract and Grants.** The Service Provider's services, duties and responsibilities specified herein shall not be subcontracted or subgranted by the Service Provider without prior written approval of MCWN unless such subcontracts or subgrants are provided for elsewhere in this Agreement. Any subcontracts or subgrants shall be subject to, and conform with all applicable State and Federal

laws, and shall specifically provide that subcontractors or subgrantees are subject to all of the terms and conditions of this Agreement.

**Attachment A**  
Lobbying Certification

**CERTIFICATION REGARDING LOBBYING**

*Certification for Contracts, Grants, Loans, and Cooperative Agreements*

By accepting this grant, the signee hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit the attached Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$ 10,000 and not more than \$ 100,000 for each such failure.

---

Service Provider/Contractor Organization

---

Contract Number

---

Name of Certifying Official

---

Date



Signature \_\_\_\_\_

**DISCLOSURE OF LOBBYING ACTIVITY**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB  
0348-0046

**(See reverse for public burden disclosure.)**

<p><b>1. Type of Federal Action:</b></p> <p><input type="checkbox"/></p> <p>a. contract                  b. grant                  c. cooperative agreement                  d. loan                  e. loan guarantee                  f. loan insurance</p>	<p><b>2. Status of Federal Action:</b></p> <p><input type="checkbox"/></p> <p>a. bid/offer/application                  b. initial award                  c. post-award</p>	<p><b>3. Report Type:</b></p> <p><input type="checkbox"/></p> <p>a. initial filing                  b. material change</p> <p><b>For Material Change Only:</b>                  year _____ quarter _____                  date of last report _____</p>	
<p><b>4. Name and Address of Reporting Entity:</b></p> <p><input type="checkbox"/> Prime      <input type="checkbox"/> Subawardee                  Tier _____, if known:</p> <p><b>Congressional District</b>, if known: 4c</p>	<p><b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b></p> <p><b>Congressional District</b>, if known:</p>		
<p><b>6. Federal Department/Agency:</b></p>	<p><b>7. Federal Program Name/Description:</b></p> <p>CFDA Number, if applicable: _____</p>		
<p><b>8. Federal Action Number</b>, if known:</p>	<p><b>9. Award Amount</b>, if known:</p> <p>\$ _____</p>		
<p><b>10. a. Name and Address of Lobbying Registrant</b>                  (if individual, last name, first name, MI):</p>	<p><b>10. b. Individuals Performing Services</b> (including address if different from No. 10a)                  (last name, first name, MI):</p>		
<p><b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than not more than \$10,000 and not more than \$100,000 for each such failure.</b></p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>		
<p><b>Federal Use Only:</b></p>			<p>Authorized for Local Reproduction</p>

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

The disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Draft

McHenry County Workforce Network  
Out of School Young Adult Program  
RFP # YouthPY22-002

ATTACHMENT A  
**PROPOSAL COVER SHEET WITH VENDOR INFORMATION**

Name of Organization:	Parents Alliance Employment Project
Address:	2525 Cabot Drive, Suite 205
City, State, Zip Code:	Lisle, Illinois 60532
Phone:	630-697-8199
Fax:	630-955-2080
Organization FEIN:	36-3003311
Project Contact Person and Title:	Shannon Ciezadlo, LEAD Employability Instructor
Contact's Phone:	815-814-7010
Contact's email:	sciezadlo@parents-alliance.org
Name/Title of Person Authorized to Negotiate Contract:	Kristen Sheffield, Executive Director
Phone and email:	630-697-8199 ksheffield@parents-alliance.org
Name/Title of Person Authorized to Sign Contract:	Kristen Sheffield, Executive Director
Phone and email:	630-697-8199 ksheffield@parents-alliance.org

**Business Organization Identification**

- |   |  |
|---|--|
| <input type="checkbox"/> Individual or Sole Proprietorship<br><input type="checkbox"/> Partnership (list Names, Titles, Addresses of Principals/Partners as attachment)<br><input type="checkbox"/> Corporation<br><input type="checkbox"/> Government Entity<br><input type="checkbox"/> Real Estate Agent | <input type="checkbox"/> Medical and Health Care Trust or Estate<br><input type="checkbox"/> Nonprofit Corporation<br><input checked="" type="checkbox"/> 501c3 - US Internal Revenue Code<br><input type="checkbox"/> Services Provider Corporation |
|---|--|

I hereby certify that, to the best of my knowledge, this proposal is complete and complies with the requirements of the Request for Qualifications (RFP). The submission of this proposal has been authorized by the governing body of this organization. Under penalties of perjury, I certify that is my correct Federal Taxpayer Identification Number. I am doing business as a (Please check one):

Authorized Signature: *Kristen A. Sheffield* Date: 3/2/23

Enter your taxpayer identification number in the appropriate space. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. Federal Employer Identification Numbers (FEINs) must not be used for sole proprietorships.

If you do not have a TIN, apply for one immediately. To apply, get form SS-5, Application for a Social Security Number Card (for individuals) from your local Social Security Administration, or form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue office.

To complete the certification if you do not have a TIN, fill out the certification indicating that a TIN has been applied for, sign and date the form, and return it to this agency. As soon as you receive your TIN, sign and date the form, and give it to this agency.

If you fail to furnish your correct TIN to this agency, you are subject to an IRS penalty of \$50.00 for each such failure unless your failure is due to reasonable cause and not to willful neglect.



McHenry County Workforce Network  
 Program Year 2023 Out of School Young Adult Program  
 RFP #YouthPY22-002

**B. TABLE OF CONTENTS**

Title	Page
<b>C. Executive Summary</b>	3-4
<b>D. Information on Bidder</b>	
1) Bidder Experience	5
2) Size and Structure	5-6
3) Staff Resumes and Qualifications	6-7
4) Number of Hours for Staff	7
5) References	7
6) Timeline of Program	7-8
7) Past Demonstrated Effectiveness	8-9
Attachment A1-6: Organizational Chart and Staff Resumes	10-18
Attachment B: References	19
<b>E. Narrative Description</b>	20-24
<b>F. Certifications</b>	
Attachment C: Conditions/Assurances	25-28
Attachment D: State of Illinois Required Cert	29-31
Attachment E: Cert Regarding Lobbying; Cert for Contracts, Grants, Loans & Cooperative Agreements	32
Attachment F: Cert Regarding Debarment, Suspension, & Other Responsibility Matters Primary Covered Transactions	33
<b>G. Cost Information</b>	
1) Program Budget	34
2) Statement on Invoice for Payment	34
Attachment G: Budget Information and Worksheets	35-37
Matching Funds	38



2525 Cabot Drive, Suite 205  
Lisle, Illinois 60532  
630.697.8199  
[www.parents-alliance.org](http://www.parents-alliance.org)

PARENTS ALLIANCE EMPLOYMENT PROJECT

### Executive Summary

The mission of Parents Alliance Employment Project (PAEP) is to improve the quality of life of people with disabilities through individualized employment services and has been in existence since 1982. PAEP has partnered with and provided programming through Workforce Innovation and Opportunity Act funding to operate the Project SEARCH program and model since 2014. With an operating budget of over \$1.2 million, PAEP is a leading provider of employment programs for people with disabilities including partnerships with the Illinois Department of Human Services/Division of Rehabilitation Services, local High School Districts, and the current Project SEARCH programs funded by WIOA in DuPage, Kane/Kendall, DeKalb, and McHenry counties.

Project SEARCH is a national program model that is a business led, one-year intensive work program specifically for young adults with disabilities. PAEP requests to partner with McHenry County Workforce Network Board to implement the Project SEARCH program at Northwestern Medicine (NM) Huntley Hospital to ensure youth with disabilities receive comprehensive career services, are placed into competitive employment and retain success in their workplaces.

The Project SEARCH program will have the following overall outcomes:

- a) To increase the work readiness knowledge and skills of **10** out-of-school youth with disabilities to prepare them for employment opportunities within the community
- b) To expose **10** out-of-school youth with disabilities to the world of work through work based learning internship training sites so they can build transferable skills
- c) To assist **10** out-of-school youth with disabilities become gainfully employed in nontraditional, complex and rewarding jobs,
- d) To assist **10** out-of-school youth with disabilities retain gainful employment post exit.

Participants will attend the program for a full school year at the business host site, NM Huntley Hospital. The program will be staffed by a Lead Employability Instructor and two support staff who meet the educational and training needs of the participants. Following the WIOA Youth Career Pathway Program, PAEP will work closely with the McHenry County Workforce Network to provide the following activities and services utilizing a comprehensive, holistic program model: 1) outreach and recruitment, 2) application, interview and acceptance to the program, 3) intake and career and CASAS assessment, 4) orientation, 5) classroom instruction, 6) worksite

internships, 7) job coaching/support, 8) competitive job placement, 9) job support/training/coaching, and 10) follow-up, including referral to MCWN.

To meet the unique needs of each individual and the barriers presented with their disabilities, the program will provide real-life work experiences through internships combined with classroom training in employability activities and services to ensure that program goals and deliverables are met for each individual. At a classroom provided at NM Huntley Hospital, participants will engage in the program from September 2023 through May 2024 for a total of 30 weeks, Monday through Friday from 7:30am-2:30pm. The morning portion, 7:45-8:45am will include instruction that encompasses aspects of job readiness and employability skills designed around topics including resume development, interviewing, team building, getting around the workplace, social skills, job search skills, health/wellness and money management. The remainder of the day, 9am-2pm participants will complete internships in departments throughout the hospital. Participants will complete a total of three, 10-week long work based learning internships in three different departments within the hospital, totaling 30 weeks of work based learning to acquire a variety of competitive, and transferable skills in different occupations. To ensure job skill acquisition, participants will receive intensive job coaching and support from PAEP in the form of systematic instruction and job modifications to assist participants learn tasks of the job.

PAEP is seeking funding from the McHenry County Workforce Network in the amount of \$116,264.91 to fund the 2023-2024 Project SEARCH program at Northwestern Medicine Huntley Hospital. Through utilization of the Employment model/Work based learning program design, **ten (10)** out-of-school youth with disabilities will participate in a progression of services provided by PAEP including exploration of career interests, career pathway development, classroom instruction, work based learning opportunities/internships at NM Huntley Hospital, job placement into a variety of competitive job sites, job support and follow up/exit from the program. All (100%) of participants will be placed into unsubsidized employment and remain employed for a minimum of 90 days following placement. Each participant will receive a certificate of completion upon completion of each internship and the entire program from McHenry County College. All 14 identified WIOA Elements will be made available to the youth with disabilities that are enrolled in the program, many being delivered on-site through the direct program and some through a partnership or referral.

PAEP has been implementing the Project SEARCH program in collaboration with Northwestern Medicine at Central DuPage (DuPage County) Hospital since 2014. Additionally, PAEP has been implementing the Project SEARCH program at Delnor Hospital (Kane, Kendall and DeKalb counties) since 2019 and Woodstock Hospital (McHenry County) since 2020. Northwestern Medicine has recognized the success of this business led program and is at the forefront of replicating its success at all of its hospital locations-due to the small size of Woodstock Hospital, the McHenry county Project SEARCH program will be relocating to Huntley Hospital in PY 23-24 to expand the training and increase career training opportunities available to participants.

Planning and outreach for this program began in the fall of 2022 and is expected to be implemented with eight (8) participants in September 2023.

**D. Information on Bidder:**

**1) Bidder Experience:** Parents Alliance Employment Project (PAEP) is a 501(c)(3), non-profit organization that provides a variety of programs to individuals with disabilities including career counseling, job training, job readiness, job development, job placement, job coaching, and supportive services. Each of these individualized services assists individuals with disabilities develop secure career plans and enter into and retain employment. PAEP is a highly qualified provider of employment supports for individuals with disabilities and holds the highest level of accreditation by the Commission on Accreditation for Rehabilitation Facilities (CARF). CARF accreditation is evidence that PAEP strives to improve efficiency, fiscal health, and service delivery, creating a foundation for consumer satisfaction.

PAEP is a non-mandated partner of the DuPage WorkNet Career Center, providing the agency direct access to Workforce Innovation and Opportunity Act (WIOA) programs. PAEP is extremely knowledgeable of WIOA youth services and resources and has been successfully implementing WIOA in and out of school youth programming since 2014. PAEP has a well-founded reputation and strong presence in the community which it serves and has diversified its service delivery areas as well as its funding sources since its inception. With an operating budget of over \$1.2 million, PAEP is a leading provider of many employment programs for people with disabilities including its partnership with the Illinois Department of Human Services/Division of Rehabilitation Services, local High School Districts, two current in-school and out of school youth Project SEARCH programs funded by the DuPage County WIOA, Kane County WIOA, and its current partnership with McHenry WIOA.

Its existing contracts with both in school and out of school youth programs through WIOA programs demonstrates PAEP's ability to administer the required WIOA elements. PAEP provides quality staff who learn and adhere to WIOA guidelines and work to carry out all service delivery components of WIOA to ensure all participants in the program achieve successful job training and placement. To date, since 2014, the Project SEARCH program administered through PAEP, supported through WIOA funding has cumulatively served over 180 individuals with disabilities, with an employment placement and retention rate of 96%.

Additionally, PAEP has been funded by DuPage County WIOA to implement a unique out-of-school youth job training and placement program called Inspired by Ability since 2018. During this time, PAEP has provided a successful program; serving 52 out-of-school youths with disabilities and placing 47 into competitive employment. The DuPage County Inspired by Ability program currently funded by WIOA is in its fifth year and is serving 18 youths with disabilities.

**2) Size and Structure:** PAEP has existed since 1982. The mission of PAEP is to improve the quality of life of people with disabilities through individualized employment services. PAEP was parent initiated and operated for many years and staffed solely by parent volunteers. These



parents fought for mainstreaming their children in the public school system and community integration. PAEP emphasized integrated work with supports into businesses long before the national trend with the philosophy that all individuals, including people with disabilities, have the right to work in the communities in which they live. With the work of nineteen (19) full-time staff, Employment Specialists of PAEP provide a variety of programs and services to individuals with developmental disabilities including career counseling, job training and preparation, job development, job placement, and job coaching and follow-up. Each of the unique services assists individuals with disabilities develop secure career plans, enter into and retain community employment.

The Project SEARCH program in which PAEP is seeking funding for under the McHenry WIOA Out of School Young Adult Program has been existence since 1991. "Project SEARCH" is a national business led, job training program model for youth with disabilities. There are over 700 Project SEARCH sites in existence in the U.S., England, Scotland, Ireland and Canada. PAEP has been implementing the Project SEARCH program in collaboration with Northwestern Medicine at Central DuPage (DuPage County) Hospital since 2014. Additionally, PAEP has been implementing the Project SEARCH program at Delnor Hospital (Kane, Kendall and DeKalb counties) since 2016. PAEP has partnered with McHenry County Workforce Network since 2020 to successfully implement the Project SEARCH program at Northwestern Medicine Woodstock Hospital. Due to the small size of Woodstock Hospital, the McHenry county Project SEARCH program will be relocating to Huntley Hospital in PY 23-24 to expand the training and increase career awareness opportunities available to participants. Planning and outreach for this program began in the fall of 2022 and is expected to be implemented with eight (8) participants in September 2023.

3) Staff Resumes and Qualifications: Each Project SEARCH program is staffed by a LEAD Employability Skills Instructor and two support staff identified as Employment Specialists. The Project SEARCH programs receive program oversight by management of PAEP. Shannon Ciezadlo has been assigned as the LEAD Employability Instructor for the Huntley Hospital Project SEARCH program. Shannon holds a Bachelor's Degree in Social Work and has held roles in schools and foster care. Shannon has worked with the Project SEARCH program since 2020. The program is also staffed by two full time Employment Specialists, Ashley DeWane and Vicki Kirkpatrick. Ashely has worked with the program since 2021 and holds her Bachelor's Degree in Human Development and Family Services. Recently hired in the summer of 2022, Vicki Kirkpatrick has a daughter with Down Syndrome, worked as a special education paraprofessional for over 10 years, and served as President for UPS for Downs organization.

Ms. Ciezadlo will be the identified project liaison and be responsible for all documentation and case management from application through exit for the WIOA grant. All service progression will be recorded electronically in the Illinois Workforce Development System (IWDS). Ms. Ciezadlo will be responsible for internally monitoring performance, collecting data, reporting and general oversight on-site for the Project SEARCH Woodstock Hospital program. Ms. Ciezadlo

has held the sole responsibility of completing all necessary and required WIOA reporting since 2020.

The Executive Director of PAEP, Ms. Kristen Sheffield will provide overall leadership for the program. Ms. Sheffield has been with PAEP for over 21 years and has extensive knowledge of the Workforce Innovation and Opportunity Act. Ms. Sheffield holds a Master’s Degree in Rehabilitation Counseling, and is a Certified Rehabilitation Counselor, a certification that recognizes that rehabilitation counselors are professional counselors educated and trained at the graduate level specifically to serve individuals with disabilities. This includes an extensive knowledge of all aspects of disability as well as an in-depth understanding of critical considerations such as assistive technology and employment law. Unlike other counseling professionals, rehabilitation counselors are uniquely qualified to help individuals with disabilities acclimate into the workplace, and to help employers make a workplace more receptive to individuals with disabilities.

Finance Director, Brian Suste is a retired Senior Accountant from the County of DuPage. Mr. Suste will oversee the financial aspects of the WIOA funding and has extensive experience with grants administration, primarily WIOA.

*(Please see Attachment A1-6: Org Chart & Staff Resumes, p.10-18).*

**4) Number of Hours for staff:**

LEAD Employability Instructor, Shannon Ciezadlo: Full-Time 40 hours per week

Employment Specialist, Ashley DeWane: Full-Time 40 hours per week (provided by matching funds-see page 38)

Employment Specialist: Vicki Kirkpatrick: Full-Time 40 hours per week (Only requesting half of her salary. Remainder of salary to be provided by matching funds)

Executive Director, Kristen Sheffield, 4 hours per week

Finance Director, Brian Suste, 3.5 hours per week

**5) References:** As requested, references are provided below that can attest to PAEP’s quality of services and work on similar projects.

*(Please see Attachment B: References, p. 19).*

**6) Program Timeline:**

**Planning Phase:**

<b><u>DATE</u></b>	<b><u>ACTIVITY</u></b>
Nov 2022 through Mar 2023	Community development and outreach activities and events to local high schools, individuals and families. Open houses, information nights, and resource fair participation to market program.
Mar 2023	Application for program open
April 2023 through June 2023	Potential participants apply for program

June 2023	Applications reviewed by steering committee
July 2023	Interview applicants; select <b>10</b> for PY 23-24; Letters of acceptance sent to participants
July 2023	Pre-orientation for new participants ; meet and greet
July/Aug 2023	Meet with Huntley Hospital department managers to develop internships sites for incoming participants; establish worksite rotation process; develop tasks within each worksite that participants will develop Training: Technical Assistance from National PS provided to key partners and hospital department managers
July/Aug2023	Classroom preparation; curriculum development

**Implementation Phase:**

July/Aug 2023	Individual participant initial intake interview; comprehensive assessment; career exploration and employment goals identified. Program orientation and expectations, accountability and benefits of the program reviewed.
Sept 2023	Individual Service Plan developed for each participant; career exploration activities to determine internship placement
Sept2023 through May 2024	Participants engage in work readiness classroom instruction M-F, 8-9am and complete 3, 10-week work based learning internship rotations within various departments M-F, 9-2pm; PAEP provides intensive job coaching, task analysis, identification of possible job accommodations/modifications at each of these worksites-including the use of skill acquisition evaluations (monthly Employment Planning Meetings completed to evaluate progress completed)
Mar-Jun 2024	Continue work based learning rotations; PAEP staff begin competitive job placement development for participants; participants transfer skills and are placed into paid, competitive job settings.

**Completion Phase:**

May 2024	Graduation; Participants graduate from program and receive certification of completion from McHenry County College
May-Sept 2024	PAEP provides intensive job coaching and follow up at new competitive jobs attained by participants. Participants become independently employed.
June-Sept 2024	Connect participants to community resources as requested; needed.
Continual through 2024	One-year follow up

**7)Past Demonstrated Effectiveness:** Its existing contracts with both in school and out of school youth programs through WIOA programs demonstrates PAEP’s ability to administer the required WIOA elements. PAEP provides quality staff who learn and adhere to WIOA guidelines

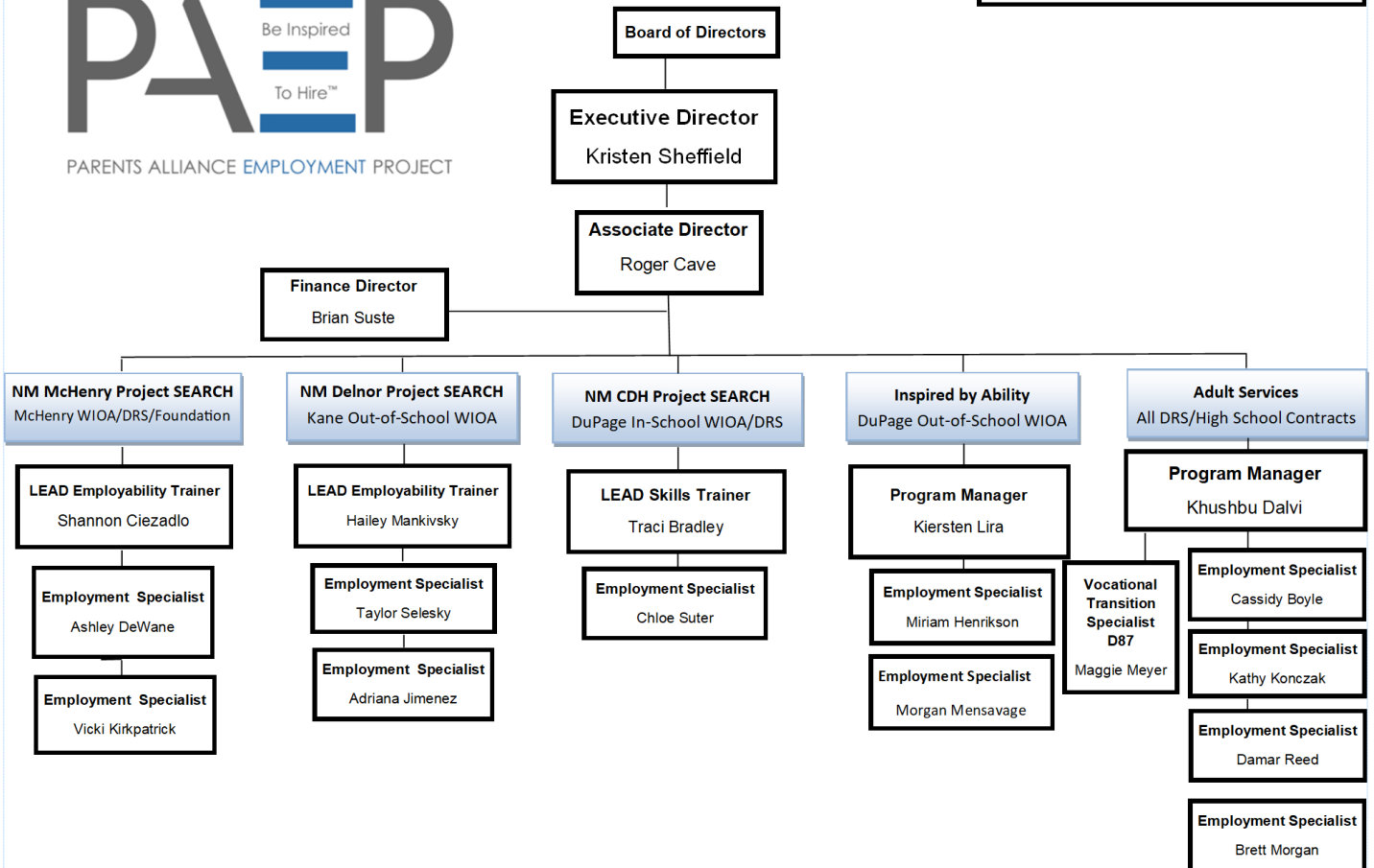
and work to carry out all service delivery components of WIOA to ensure all participants in the program achieve successful job training and placement. To date, since 2014, the Project SEARCH program administered through PAEP, supported through WIOA funding has cumulatively served over 180 individuals with disabilities, with an employment placement and retention rate of 96%.

Additionally, PAEP has been funded by DuPage County WIOA to implement a unique out-of-school youth job training and placement program called Inspired by Ability since 2018. During this time, PAEP has provided a successful program; serving to date 52 out-of-school youths with disabilities and placing 47 into competitive employment. The DuPage County Inspired by Ability program currently funded by WIOA is in its fifth year and is serving 18 youths with disabilities.

Project SEARCH is an international trademarked and copyrighted program model. To ensure model fidelity and best practices, Project SEARCH requires that all Project SEARCH program sites sign a licensing agreement with the national office based at Cincinnati Children's Hospital Medical Center. Program sites are held to the highest of standards and required to submit data on outcomes to a national Project SEARCH database.



Organizational Chart  
PY 2022-2023



1626 Durham Court Crystal Lake, Illinois 60014 | 815-814-7010 | ciezadlos@gmail.com

## Experience

### **LEAD EMPLOYABILITY INSTRUCTOR PARENTS ALLIANCE EMPLOYMENT PROJECT 1/2022 - PRESENT**

- \* Coordinate recruitment and outreach events to market out of school youth employment training
- \* Coordinate the selection and interview process of participants
- \* Develop curriculum. for use in the Project SEARCH program, to instruct participants on employability skills
- \* Identify internship sites within hospital and develop manager/mentor relationships to host participants
- \* Create accommodations necessary for success of each participant
- \* Conduct intake assessments to determine participant employment goals, career interests and job preference
- \* Coordinate monthly employment meetings that include goals and progress for each participant
- \* Develop work portfolios for each participant including resume and reference letters
- \* Provide individualized job coaching by utilizing systematic p=instruction for the participant
- \* Supervise staff, ensure coaching consistency, conduct performance reviews, and delegate job responsibilities
- \* Lead monthly Steering Committee meetings to ensure all parties involved are up to date on participants and have a general awareness of the program.
- \* Participate in professional development opportunities in McHenry County
- \* Assist in Disability awareness training and community marketing efforts
- \* Recruit, develop and schedule monthly participation with Business Advisory Council

### **EMPLOYMENT SPECIALIST PARENTS ALLIANCE EMPLOYMENT PROJECT 7/2020 – 1/2022**

- Provide coaching and training to all participants in Project SEARCH program
- Assist LEAD Employability instructor and assume leadership role in absence
- Job develop with each participant to ensure successful job placement
- Collect daily data on each participant at internships
- Participate in monthly Employment Planning Meetings for wash participate
- Assist LEAD Employability Instructor trainings and community marketing efforts

### **SUBSTITUTE TEACHER DISTRICT 47 and 220 4/2016 – 5/2020**

- Established self as first request with thirteen teachers in Districts 47 and 220

- Quickly understand curriculum and establish respectful, learning environment
- Completed multiple long term substitute jobs, maximizing days' districts permits each year

## **SHOWROOM MANAGER ASSISTANT**

### **ADIDAS**

**9/2010 – 8/2016**

- Managed footwear and samples for sales team
- Plan, execute and align floor merchandising initiatives for key account meetings
- Coordinate internal and external off-site meetings and events

## **FOSTERCARE CASEWORKER**

### **SHELTER, INC.**

**12/1994-5/1997**

- Managed over 20 cases through the Department of Children and Family Services
- Identified clients' needs and assisted them receiving proper treatment
- Recognized need and implemented parenting class available to all Shelter, Inc. clients
- Represented clients in court for quarterly reviews
- Assisted foster families in receiving proper licensure

## **COMMUNITY ENGAGEMENT**

- Member of the Manufacturers Pathways Consortium of McHenry County
  - Member of The Alternative Team
  - Participate in monthly meetings
  - Present as requested to members and businesses
- The McHenry County Disability Job Fair
  - Member of the planning committee for bi- annual employment fair
  - Employer Workshop- participate in planning and presentation to employers throughout McHenry County
- Member of the Northwestern Medicine Woodstock Hospital Wellness Team
  - Participate in monthly meetings
  - Assist in planning events in hospital

## **Education**

### **BACHELORS OF SOCIAL WORK ~ ILLINOIS STATE UNIVERSITY**

- Major: Social Work
- Minor: Sociology and Psychology

Ashley DeWane  
431 Barbary Lane  
Woodstock, IL 60098  
815-354-6350  
Ashleyd1555@gmail.com

## Experience

03/2021–Current

Employment Specialist • Parents Alliance Employment Project

- Provide individualized coaching to assigned clients in the Project SEARCH program
- Assess interns daily on their job skill performance via data collection forms and observations
- Facilitate the job development process to support the interns in gaining successful employment
- Complete and submit all required paperwork on assigned interns
- Facilitate systematic classroom instruction in place of the Lead Employability Instructor
- Communicate with interns, parents, and Project SEARCH staff regarding the interns progress in the program
- Participate in meetings related to the Project SEARCH program
- Submit all required Workforce Investment and Opportunity Act (WIOA) paperwork monthly into the Illinois Workforce Development system (IWDS)

08/2020–02/2021

Lead Preschool Teacher • Kiddie Academy

- Facilitated child – directed activities to encourage creative thinking and expression
- Delegated classroom routines, rules, and expectations to encourage a supportive environment
- Communicated daily with parents and documented children’s daily reports in the proper system
- Supported and guided children through daily routines (Group size 10 children)

03/2020– 08/2020

Registered Behavior Technician • Apex Pediatrics

- Implemented skills and routines structured individually to each client
- Observed and documented each client’s skill set and abilities into a required system
- Encouraged growth and social skills through play and constant communication
- Completed all other duties assigned by the BCBA (Board Certified Behavior Analyst)

## Education

**Bachelor of Science in Human Development and Family Sciences**  
**Northern Illinois University, DeKalb, IL**



VICKI KIRKPATRICK

1013 Shadowood Lane, Crystal lake  
847-636-9852  
Keyisme717@hotmail.com

**OBJECTIVE:** Highly motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Works effectively, unsupervised, and quickly learns new skills.

**EDUCATION**

Associate in Applied Science | William Rainey Harper College  
8/1997 – 12/2000

**EXPERIENCE**

Employment Specialist | Parents Alliance Employment Project  
8/1/2022 – CURRENT

- \*Job Coach and train participants in the Project SEARCH program.
- \*Assist with LEI in daily instruction.
- \*Maintain paperwork necessary for program.
- \*Provide person centered planning when coaching clients at their internships and jobs.
- \*Job develop with assigned interns in seeking out their vocational interest.

Paraprofessional Educator | District 47  
2/2017 – 7/2022

- \*Maintain inclusive learning environments to enable students to gain maximum benefits from lessons.
- \*Delivered personalized educational, behavioral, and emotional support.
- \*Target curriculum in both one on one lessons as well as large group instruction.
- \*Oversaw classroom when teacher was absent, taking in all duties as a classroom teacher.

President | UPS for DownS  
7/2012-7/2016

- \*Responsible for overseeing the organization, by attending events, fundraising, and recruiting new members.

**SKILLS**

Experience with diverse student populations  
Coordinate with teachers and specialist  
Making individual accommodations  
Assisting people with disabilities

**Kristen A. Sheffield**

337 S. Kensington Avenue  
La Grange, IL 60525

(630) 697-8199

ksheffield@parents-alliance.org

**Career Summary**

Highly creative, goal-oriented professional with over 21 years' experience in advocating and providing services to individuals with disabilities. Demonstrated experience in project development with expertise in managing multiple projects and meeting deadlines. Dedicated individual with strong work ethic and commitment to improving the lives of people with disabilities.

**Academic Profile**

Northern Illinois University, DeKalb, IL

**Master of Arts, 2001**

Emphasis in Rehabilitation Counseling

**Certifications**

Certified Rehabilitation Counselor (C.R.C.), 2020-2025

Certified Non Profit Executive Director, 2019 to present

**Selected Accomplishments**

**Program Development**

- Developed intake, referral, and tracking process for serving over 200 participants under state and federal grants.
- Establish marketing plan for entire organization and coordinate communication through development of organization.
- Implemented a Community Respite Program for 24 individuals with developmental disabilities and evaluated accomplishments on a continual basis to ensure goal attainment.
- Assist in forming Taskforce to the Workforce Investment Board to develop objectives regarding programmatic and physical accessibility issues to improve employment outcomes for people with disabilities.
- Compile annual report for entire agency highlighting accomplishments, outcomes, and financial statements.

**Fundraising/Budgeting**

- Responsible for developing and managing \$1.2 million budget for entire organization.
- Research and identify potential funding sources through presentations and letters of inquiry to support on-going programs and initiatives.
- Effectively write and submit full grant proposals to over 20 state, federal and local funding sources per year.
- Secured and expanded funding sources by \$500,000 within one year for organization.
- Manage federal grant related contracts from the Workforce Innovation and Opportunity Act (WIOA) and the Illinois Department of Human Services/Division of Rehabilitation Services including deadlines, regulations and all reporting requirements.
- Effectively write grants to obtain funds for organization resulting in increased revenue.
- Organize various fundraising and recognition events.

## **Human Resources/Administration**

- Recruit, train, supervise, and evaluate 18 full time staff members.
- Provide all on-boarding and annual in-service trainings to ensure staff remain up to date on vocational rehabilitation standards and practices in the field.
- Work closely with the Board of Directors to administer decisions related to the best interest of programs based on communication and input from staff
- Responsible for leading organization through CARF Accreditation process to ensure compliance requirements resulting in the highest level of a 3-year accreditation award.
- Created and maintain up-to-date personnel policy manual.
- Effectively lead staff meetings to keep personnel informed of on-going and current information.
- Recognized as point-of-contact by other supported employment agency personnel to access additional services for job seekers with disabilities.

## **Public Relations**

- Coordinate and facilitate annual open houses to showcase resources and services of DuPage County supported employment agencies
- Developed and directed training video for staff use in order to increase the quality of services to job seekers with disabilities.
- Provide off-site outreach presentations to increase resource awareness to local service clubs, foundations, associations, and education districts
- Established and nurtured meaningful relationships with over 100 local businesses to increase employment opportunities for people with disabilities.

## **Direct Services**

- Provided 1:1 assistance to individuals with developmental disabilities, learning disabilities, and physical disabilities in career exploration, job development, placement and coaching services.
- Successfully placed over 40 individuals with disabilities on jobs within a 2-month period of time
- Met continuously with over 150 clients and their support staff to identify needs, refer to appropriate resources and supply additional job development in order to track activities for participants.
- Spearheaded the development and facilitation of employment workshops in social skills and core job search skills to over 100 individuals with disabilities on a monthly basis.

## **Professional Experience**

**Parents Alliance Employment Project**, Lisle, IL

Executive Director, 03/2003-Present

Project Coordinator, 10/2002-03/2003

Workforce Investment Liaison, 9/2001-10/2002

Employment Specialist, 6/2001-9/2001

**Northern Illinois University**, DeKalb, IL

Adjunct Instructor, 2008-2013

**Little Friends, Inc.**, Naperville, IL

Respite Coordinator, 5/2001-5/2003

Instructor, 12/2000-5/2001

## **Awards**

Presented with the Northern Illinois University Outstanding Alumni Award in Health and Human Sciences, 2013

BRIAN SUSTE  
 545 Chestnut Drive  
 Oswego, IL 60543  
 630-461-5379  
[brian@suste.com](mailto:brian@suste.com)

**Objective:** To maintain a management position utilizing my accounting and supervisory abilities

**Experience:**

**Parents Alliance Employment Project, Lisle, IL**

October 2017 –

Present

*Finance Director*

- Maintain day-to-day financial/fiscal responsibilities for agency including Accounts Receivable /Accounts Payable and General Ledger
- Maintain and manage agency's QuickBooks for all financial needs
- Coordinate and prepare for agency's annual financial audits for all funding sources
- Reconcile QuickBooks with grant and foundation funding records/contracts
- Keep all agency records and books up to date with all agency transactions and assets and ensure accurate financial records are maintained
- Assist in development of grant proposals and contracts and maintain all financial compliances for all grants and contracts
- Assist and report to Executive Director and Associate Director with all financial/fiscal duties
- Maintain PAEP Financial Policies Manual
- Track and maintain all employee's time off/benefits

**County of DuPage, Wheaton, IL**

1998- August 2017

*Senior Accountant*

- Maintained grant funds allocated under various titles
- Reconciled funds allocated and disbursed with Finance Department and County Treasurer's cash report
- Prepared resolutions, purchase requisitions, change orders and budget transfers
- Forecasted daily grant cash flow to meet immediate cash requirements
- Oversaw Welfare to Work cash advance investments
- Directed and reviewed the account clerk's coding of training invoices
- Prepared grant modifications and closeouts
- Reviewed and coded all payroll documents, prepare payroll projections
- Developed and implemented cost allocations plans
- Assisted with annual audit and perform grant monitoring
- Developed and maintained procedures manual
- Supervised Senior Account Clerks

**Workforce Development Council of Will County, Inc, Joliet, IL**

1985 - 1998

*Comptroller*

- Managed all financial accounting functions including grants submission and management
- Planned programs

- Developed and negotiated various contracts, budgets, cash flow, program closeouts, cost allocation plans, financial statement analysis, accounts payable, payrolls, procurement and purchasing, inventory control, pension, insurance and tax reporting
- Conducted and performed field monitoring, manage external audits
- Developed procedures and compliance manuals
- Managed three million in expenditures annually, supervising numerous staff
- Oversaw program payrolls numbering 250
- Provided extensive communication, both written and orally, with professionals and the general public

Attachment A

**Elgin, Joliet, and Eastern Railway Company, Joliet, IL**  
1985

1971 -

*Accounting Clerk*

- Prepared various financial statements and reports including cost, insurance, and performance reports, special analysis, trend data maintenance, charts, and special cost studies
- Controlled and balanced data processing audits

**Department of the United States Army,**  
1973

1971 -

Specialist 4<sup>th</sup> Class:

*Army Commendation Medal 1973*

**Education:** Governors State University, University Park, IL  
1979

Graduated

*Bachelors of Art in business Administration: Accounting Concentration*

McHenry County Workforce Network  
 Out of School Young Adult Program  
 RFP # YouthPY22-002

ATTACHMENT B  
**REFERENCES**

Organization Name	DuPage County Workforce Development Division		
Address	2525 Cabot Drive Suite 302		
City, State, Zip Code	Lisle, Illinois 60532		
Telephone Number	630-955-2066		
Contact person & email	Lisa Schwach, lschwach@worknetdupage.org		
Dates of Service	2014 to present	# of Employees	50+
Organization Name	Cincinnati Children's Project SEARCH		
Address	3333 Burnet Avenut MLC 5030		
City, State, Zip Code	Cincinnati, Ohio 45229		
Telephone Number	608-772-2275		
Contact person & email	Molly Michels molly.michels@cchmc.org		
Dates of Service	2014 to present	# of Employees	100+
Organization Name	Kane County Office of Community Reinvestment/Workforce Development		
Address	143 First Street		
City, State, Zip Code	Batavia, Illinois 60510		
Telephone Number	630-762-2088		
Contact person & email	Steve Placek placeksteve@co.kane.il.us		
Dates of Service	2016 to present	# of Employees	50+
Organization Name	Waubonsee Community College		
Address	18 S. River Street		
City, State, Zip Code	Aurora, Illinois 60506		
Telephone Number	630-906-4104		
Contact person & email	Suzanne Markin smarkin@waubonsee.edu		
Dates of Service	2016 to present	# of Employees	100+
Organization Name	SASED		
Address	2900 Ogden Avenue		
City, State, Zip Code	Lisle, Illinois 60532		
Telephone Number	630-955-8036		
Contact person & email	Kati Curby kcurby@sased.org		
Dates of Service	2014 to present	# of Employees	75+

## **E. Narrative Description:**

PAEP proposes to implement a nationally accredited, Project SEARCH program utilizing the *Employment model/Work based learning* program design. The design of the proposed program will follow the Project SEARCH model that directly aligns with the attainment of outcomes and service delivery as outlined by WIOA. The Project SEARCH model is a business led, one-year work program that takes place entirely at the workplace. The goal for each participant is placement into competitive employment. The program prioritizes real-life, hands-on work experience combined with classroom training in employability, work readiness and independent living skills to help out of school youth with disabilities make successful transitions to productive adult life. The Project SEARCH core fidelity model involves progressive service delivery by implementing an extensive period of training and career exploration, innovative adaptations, long-term job coaching and continuous feedback from staff and employers to ensure youth with disabilities are adequately prepared to enter into and succeed in the world of work.

The Project SEARCH program will have the following overall objectives to:

- a) expose 10 out-of-school youth with disabilities to the world of work and increase job skills through job shadowing and work based learning internship training sites,
- b) increase the knowledge and skills of 10 out-of-school youth with disabilities to prepare for employment,
- c) assist 10 out-of-school youth with disabilities to become gainfully employed, and
- d) assist 10 out-of-school youth with disabilities retain gainful employment.

Participants will attend the program for a full school year at the business host site, NM Huntley Hospital. The program will be staffed by a Lead Employability Instructor and two support staff to meet the educational and training needs of the participants. Following the WIOA Youth Career Pathway Program, PAEP will work closely with the McHenry County Workforce Network to provide the following activities and services utilizing a comprehensive, holistic program model: 1) outreach and recruitment, 2) application, interview and acceptance to the program, 3) intake and career and CASAS assessment, 4) orientation, 5) classroom instruction, 6) worksite internships, 7) job coaching/support, 8) competitive job placement, 9) job support/training/coaching, and 10) follow-up, including referral to MCWN.

To meet the unique needs of each individual and the barriers presented with their disabilities, the program will provide real-life work experiences through internships combined with classroom training in employability activities and services to ensure that program goals and deliverables are met for each individual. At a classroom provided at NM Huntley Hospital, participants will engage in the program from September 2023 through May 2024 for a total of 30 weeks, Monday through Friday from 7:30am-2:30pm. The morning portion, 7:45-8:45am will include instruction that encompasses aspects of job readiness and employability skills designed around topics including resume development, interviewing, team building, getting around the workplace, social skills, job search skills, health/wellness and money management. The remainder of the day, 9am-2pm participants will complete internships in departments throughout the hospital. Participants will complete a total of three, 10-week long work based learning internships in three different departments within the hospital, totaling 30 weeks of work based learning to acquire a variety of competitive, and transferable skills in different occupations.

*All 14 identified WIOA Elements will be made available to the youth with disabilities that are enrolled in the program, many being delivered on-site through the direct program and some through a partnership or referral as described in the following project schedule.*

The following project schedule will be utilized to plan, implement and complete project milestones and outcomes:

**Planning Phase:**

<b><u>DATE</u></b>	<b><u>ACTIVITY</u></b>
Nov 2022 through Mar 2023	Outreach & Recruitment: PAEP, Northwestern Medicine, the Division of Rehabilitation Services and McHenry County College all work together to advertise the program to entities in which the program can attract individuals with disabilities. Outreach to appropriate entities is imperative to recruit appropriate candidates for the program. PAEP staff have conducted outreach activities and events including open houses, information and resource fairs to local high schools, individuals and families to recruit appropriate and eligible youth with disabilities to apply for PY 23-24.
Apr-Jun 2023	Application: Potential participants apply for program
June 2023	Received applications are reviewed by the steering committee
July 2023	Interview and Acceptance: PAEP and NM staff interview applicants; select 8 for PY 23-24; Letters of acceptance sent to participants. Pre-orientation for new participants
July/Aug 2023	PAEP staff meet with Huntley Hospital department leaders to develop internships sites for incoming participants; establish worksite rotation process; develop tasks within each worksite that participants will develop. Training: Technical Assistance from National PS provided to key partners and hospital department managers
July/Aug2023	Classroom preparation; curriculum development and preparation.

**Implementation Phase:**

July/Aug 2023	INTAKE/CAREER ASSESSMENT & ELIGIBILITY: PAEP staff conduct individual participant initial intake interview; comprehensive assessment; career exploration and employment goals are identified. Intake interview will include comprehensive guidance to assess need for counseling and support services. Program orientation and expectations, accountability and benefits of the program reviewed. PAEP will work with MCWN during intake interview to certify and document WIOA eligibility. PAEP will work with MCWN to coordinate the completion of CASAS.
Sept 2023	PAEP will begin participant portfolio with all intake documents. Development of the Individual Service Plan (ISS) is developed for each participant; career interest assessments and exploration activities to determine internship training goals and placement. PAEP will provide all required information to assist in the enrollment into IWDS.
Sept 2023 through May 2024	Participants engage in <i>work readiness classroom instruction</i> M-F, 8-9am. Classroom instruction uses a thoroughly developed curriculum that includes topics such as: financial literacy and money management, entrepreneurial skills training through McHenry County College, mock interviewing skills, resume development, building workplace skills, social skills, team building, health and wellness, career industry investigations, basic computer skills, and job search applications and activities.  PAEP recognizes the importance of services to assist young adults with mental health and anxiety related issues and will work with the Director of Social and Emotional Learning from



	<p>the Boys and Girls Club of Dundee Township to be made aware of services provided through adult mentoring and comprehensive guidance and counseling.</p> <p>PAEP will provide the opportunity for each participant to engage in outside peer-centered and leadership activities and report back to and share with other participants their experiences and how it has positively affected their behavior, specifically how it has assisted them in their employment goals. One example might include having one of the programs participants act as a speaker on behalf of the program and present information to potential employers on supporting people with disabilities in the workplace and sharing their experience of the program to encourage a department manager within the hospital to support the program. Northwestern Medicine has provided opportunities for our program participants to participate in panel discussions related to diversity in the workplace that is shared on an internal training platform for all hospital employees.</p> <p>Participants will complete 3, 10-week <i>work based learning internship</i> rotations within 3 different hospital departments to acquire a variety of competitive, marketable and transferable skills in different occupations. A large portion of PAEP staff time will be spent on meeting with hospital department managers to identify internships and provide support to them throughout the program to support the participants in the program. PAEP will also provide job shadowing opportunities to participants to expose them different available careers and job opportunities. PAEP provides intensive job coaching, task analysis, identification of possible job accommodations/modifications at each of these worksites-including the use of skill acquisition evaluations (monthly Employment Planning Meetings completed to evaluate progress completed). Upon completion of each worksite internship and the entire program, participants receive a certificate of completion for the program from McHenry County College.</p>
Mar-Jun 2024	<p>Participants continue work based learning rotations; PAEP staff begin competitive job placement development for participants; participants transfer skills into paid, competitive job settings.</p> <p>Towards the end of their third internship rotation, PAEP LEAD Employability Instructor begins intensive job development with local employers and businesses to place participants into competitive paid employment. This job development and placement occurs based on the participant’s experiences, strengths, and skills. PAEP staff assist participants in applying to jobs and interviewing until successful placement.</p> <p>PAEP will use assessment information about each participant seeking employment to target the types of jobs available from potential employers in the local labor market. Job development activities will include contacting employers and building networks to develop and identify job opportunities, completing work-site analysis, negotiating job carving or other job accommodations, and assisting the individual in finding jobs and employers well-matched to their employment goals. An organized system of job openings including names of employers, person referred and actions taken will be maintained. Job development and job placement strategies used within the project will also involve educating employers about various disabilities and providing any consultation in regards to incentives to the employer, and current disability-related issues affecting the employer. Through job development efforts of PAEP, participants will be taught how to interact with and contact employers, ultimately, placing them into competitive job settings.</p>

**Completion Phase:**

May 2024	Graduation; Participants graduate from program and receive certification of completion through McHenry County College
May-Sept 2024	PAEP provides intensive job coaching and follow up at new competitive jobs attained by participants until they become 100% independent on the job. Upon becoming independent, PAEP will maintain monthly contact and engagement to ensure goal attainment.
June-Sept 2024	PAEP will connect participants to community resources as requested; needed.
Continual through 2024	PAEP will provide follow up services for at least 12 months after the completion of the participation to assist participants in maintaining employment and succeeding in their position. Based on the individual needs of each participant, PAEP staff will provide follow up services in the form of monthly check ins at the employment sites, or a monthly call to both the employer and the participant to find out how employment is progressing. PAEP staff will be readily available and act as resource to identify and address any challenges or changes in their employment situation. This follow up will be thoroughly documented in their case files.

PAEP will create a file on each participant that will include all required paperwork with proof of the completion of all above identified activities. All direct hours spent with participants will be thoroughly documented on a daily basis to record hours and activities of each participant. PAEP will work closely with MCWN Staff to ensure all reporting and participant engagement, activities and progress is provided and participate in ongoing monitoring and evaluation activities led by MCWN. during the course of the project timeline.

As a result of the Project SEARCH program, 10 out-of-school youth with disabilities will be exposed to the world of work, increase their job skills through job shadowing and training, overcome barriers to employment, become gainfully employed and retain employment.

**1. Placement during 2<sup>nd</sup> quarter after exit:** 100% (10) participants will be placed into unsubsidized employment. The proposed program has substantial emphasis on job placement following the work-based learning and job training. Participation in the work based learning environments refine their skills and allow for transferring of skills into gainful employment.

**2. Retention/Employment during 4<sup>th</sup> quarter after exit:** 80% (8) participants will remain employed during 4th quarter after exit. PAEP implements strategies to assist in the retention of all participants in their community jobs. After job placement is secured, PAEP staff will provide intensive *on-the-job* training to the participant to ensure long term success on the job. PAEP will continue to provide routine check-in/site visits and phone calls to ensure successful employment and job retention of the participant. Follow-up services will be provided for twelve-months after youth exit the program. If at any time there is an issue at the job site, employers and individuals are informed to reach out to PAEP staff to remedy the situation and prevent job loss.

**3. Median Earnings:** 100% (10) participant's earnings will be reported.

**4. Credential Attainment:** Participants are placed into employment and receive certificate of completion from McHenry County College.

5. **Skills Gain:** The participants will engage in intensive skills training at each worksite that will lead to skills acquisition and employment.

6. **Employer Services:** The program implemented by PAEP will assist businesses in identifying gaps in employment needs, change corporate business culture and help add diversity to the workforce. The program assists businesses realize that by hiring individuals with disabilities, performance and retention in some high turnover, entry level positions will increase dramatically.

Program effectiveness will be evaluated through the review and assessment of project performance on a monthly basis. PAEP utilizes Employment Planning Meetings (EPM's) that take place every month with each participant, the LEAD Skills Trainer and Internship Department Manager to discuss progress towards achieving goals as identified in the Individual Service Plan/Plan for Employment. A monthly progress report is generated and included in each participant file. All required reports by the Illinois Workforce Development System (IWDS) will be submitted in a timely manner and the LEAD Employability Instructor will provide status reports and contact with WIOA staff to ensure progress on the program.

The program is driven by a strong collaboration of community partners. Collaboration and sharing of resources to meet each of the WIOA services is a key component of the program to generate successful outcomes. The following partners have been identified to assist in obtaining the performance measures and WIOA elements: 1) McHenry County College- all participants are enrolled as students of McHenry County College and receive a transcripts and a certificate of completion for the program, 2) Huntley Hospital (Northwestern Medicine), the host business providing classroom space and internship opportunities to the participating students, 3) Parents Alliance Employment Project, the community rehabilitation provider that provides a teacher for the classroom training portion as well as providing implementation of the internship set up as well as intensive job coaching and training to the participants at each internship site and job placement once the participants are finished with the internships, and 4) the local Workforce Investment programs to provide a portion of funding for the program, and workforce support and coordination for participants to access a successful career pathway. These community partners make up a steering committee that meet on a monthly basis to evaluate the activities within the program. A representative from each agency serves on this committee as well as the Project SEARCH staff who are implementing the program to report out on all the activities. It should also be noted that Project SEARCH is an international trademarked and copyrighted program model. To ensure model fidelity and best practices, Project SEARCH requires that all Project SEARCH program sites sign a licensing agreement with the national office based at Cincinnati Children's Hospital Medical Center. Program sites are held to the highest of standards and required to submit data on outcomes to a national Project SEARCH database.

## **F. Certifications**

**Please see attachments C, D, E and F.**

## **CONDITIONS/ASSURANCES**

In submitting this proposal, the respondent must agree to follow and abide by the conditions/assurances stated below. Please read each item carefully and sign where indicated.

***Include this section in your submission.***

- 1) MCWN Board reserves the right to reject any and all proposals which are not complete or not prepared in accordance with RFP guidelines.
- 2) MCWN Board retains the right to accept or reject any or all proposals received in whole or in part, to negotiate with any qualified sources, or to conceal in whole or in part proposals if it is in the best interest of MCWN Board to do so. MCWN Board will require selected respondents to participate in contract negotiations should they be necessary.
- 3) The submission of a proposal does not commit MCWN Board to award a contract or to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to the issuance of a signed contract.
- 4) The contents of proposals submitted will become part of any contract award.
- 5) Proprietary rights to all products, data, materials, and documentation originated and prepared pursuant to a contract shall belong exclusively to MCWN Board.
- 6) Contractors will be prohibited from disseminating products developed under contract with MCWN Board without prior written consent.
- 7) Contractors must participate in project reporting, evaluation, and monitoring required or conducted by MCWN Board.
- 8) Contractors will be required to adopt the MCWN Board Grievance Procedures.
- 9) The Contractor shall operate and comply with the project described in the proposal, which will be included as a part of the contract. Any deviation from the project as defined in this proposal must be approved in writing by MCWN Board. Failure to gain such written approval shall constitute breach of contract. In the event of breach of contract, MCWN Board reserves the right to impose sanctions as deemed appropriate.
- 10) **All** funds received pursuant to this contract must be used exclusively for the proposed project. Any expenditures or performances that exceed those agreed to in the contract are the sole responsibility of the contractor and shall not entitle him/her to additional payments or benefits.
- 11) The Contractor shall inform MCWN Board in writing regarding the receipt of additional funding that may have an effect upon the provision, quality, or costs of providing services under this contract. MCWN Board retains the right to disapprove or renegotiate project costs based upon receipt of this information.
- 12) The Contractor agrees to permit MCWN Board or any of its authorized agents full access to and the right to examine any pertinent books, documents, papers, and records involving transactions related to the funding of this project as often as deemed necessary.
- 13) The Contractor must agree to hold MCWN Board and the Federal and State Governments harmless from liabilities arising from bodily injury, illness or damage of losses to person or property, or claims arising out of any activity under a WIOA contract.
- 14) The Contractor agrees to maintain record confidentiality as required. The Contractor also agrees to retain all records pertinent to this project for a period of five (5) years from the date of final contract payment or until pending matters of litigation, audit, or other related claims are resolved. This includes but is not limited to financial, statistical and participant records and supporting documentation.
- 15) The Contractor must be able to maintain control over the accountability for all WIOA funds received. The Contractor's financial management system must be able to provide for accurate, current, and complete disclosure of all project costs/expenditures.

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16) The Contractor certifies that it possesses the legal authority to apply for WIOA funds, enter into any contract awarded and execute the proposed project.

17) The contracting organization agrees to comply with all Federal and State non-discrimination provisions. Specifically, upon receiving funding under the WIOA program, the contractor agrees that it will not discriminate on the basis of race, color, creed, religion, age, sex, physical or mental ability, marital status, arrest or conviction records (whenever appropriate), national origin, political affiliation, veteran status, or for persons with AIDS or HIV infection.

18) The Contractor agrees to meet all of the requirements or Section 504 of the Rehabilitation Act of 1973.

19) The Contractor agrees to meet all applicable labor laws, including Child Labor Law standards.

20) The Contractor affirms that it is not on any Federal, State of Illinois or local Debarment List.

21) This program is subject to the provisions of the "Jobs for Veterans Act", Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job-training program directly funded, in whole, or in part by the Department of Labor. Please note that, to obtain priority service, a veteran must meet the program's eligibility requirements. ETA Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) provides general guidance on the scope of veterans priority statute and its effect on current employment and training programs.

22) Any non-expendable personal property (equipment and other personal property of a tangible nature having a useful life of more than one (1) year and having an acquisition cost of \$300.00 or more) to be purchased with funds from this grant **must** be approved by MCWN Board **prior** to purchase. The item(s) remains the property of MCWN Board and is subject to MCWN Board inventory controls. This includes items such as computers, software, printers, and furniture. Upon completion of the grant, this equipment will be retrieved by MCWN Board.

*Kristen A. Sheffield*

March 2, 2023

Signature

Date

**Kristen A. Sheffield**

Executive Director

Name of Authorized Representative

Title

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1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
  2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor's (DOL) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
  3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
  4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  5. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
  6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
  7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the DOL, without modification, in all lower tier-covered transactions and in all solicitations for lower tier-covered transactions.
  8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties From Procurement or Non-procurement Programs.
  9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
  10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier-covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause of default.

ATTACHMENT D  
**STATE OF ILLINOIS REQUIRED**

18

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McHenry County Workforce Network  
Out of School Young Adult Program  
RFP # YouthPY22-002

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**CERTIFICATIONS**

The Grantee makes the following certifications as a condition of this Agreement. These certifications are required by State statute and are in addition to any certifications required by any federal funding source as set forth in this Agreement. Grantee's execution of this Agreement shall serve as its attestation that the certification made herein are true and correct.

**6.1 Compliance with Applicable Law.** The Grantee certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.

**6.2 Unemployment Insurance.** Grantee certifies that:

It has an Illinois Unemployment Insurance Account Number and that said number is 1213019 or

It does not have an Illinois Unemployment Insurance Account Number for the following reason(s):

If the Grantee has an Illinois Unemployment Insurance Account Number, it certifies that it is not delinquent in the payment of Unemployment Insurance contributions, payments in lieu of contributions, penalties and/or interest, nor does it owe any sums to the Department of Employment Security because of overpaid unemployment insurance benefits. Grantee further certifies that Grantee's Federal Employer Identification Number (FEIN) set forth in the Notice of Grant Award is the same number that Grantee has supplied to IDES for unemployment insurance purposes. If, for any reason, the FEIN the Grantee has supplied for unemployment insurance purposes changes, the Grantee will immediately notify the Department of Employment Security of the new FEIN, in writing, by tele-facsimile sent in care of the Office of Legal Counsel at (312) 793-2164, with such notice to include reference to the Grant number assigned to this Grant Agreement; upon receipt of such notice, all further payments under this grant shall be processed under the new FEIN. Grantee hereby acknowledges that to the extent allowable by applicable federal laws and regulation, the State shall have the right and the Grantee authorizes the State to withhold from any sum or sums due otherwise payable pursuant to this Grant Agreement the overpaid benefits under the Unemployment Insurance Act, and may apply the amount so withheld toward satisfaction of any such past due contributions, payments in lieu of contributions, penalties and/or interest or overpaid benefits.

**6.3 Bid-Rigging/Bid-Rotating.** The Grantee certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720ILCS 5/33 E-3 and 5/33 E-4).

**6.4 Default on Educational Loan.** The grantee certifies that this Agreement is not in violation of the Educational Loan Default Act (5 ILCS 385/3) prohibiting certain contracts to individuals who are in default on an educational loan. 25

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**6.5 Americans with Disabilities Act.** The Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et. seq.) and the regulations thereunder (2 CFR Part 200 and 2900) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving this grant, the Grantee certifies that services, programs and activities provided under this Agreement are, and will continue to be, in compliance with the ADA.

**6.6 Drugfree Workplace Act.** The Grantee certifies that:

- A)  It is a Corporation, Partnership, or other entity (other than an individual) with 24 or fewer employees at the time of execution of this Agreement.
- B)  That the purpose of this grant is to fund solid waste reduction.
- C)  It is a Corporation, Partnership, or other entity (other than an individual) with 25 or more employees at the time of execution of this Agreement, or
- D)  That it is an individual.

If Option "A" or "B" is checked, this Agreement is not subject to the requirements of the Act.

If Option "C" or "D" is checked and the amount of this grant is five thousand dollars (\$5,000.00) or more, the Grantee is notified that the Drugfree Workplace Act (30 ILCS 580/1 et. seq.) is applicable to this Agreement, and the Grantee must comply with the terms of said Act, as set forth below:

Grantee will provide a drugfree workplace by:

- (a) Publishing a statement:
- (i) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substance, including cannabis, is prohibited in the Grantee's workplace.
  - (ii) Specifying the actions that will be taken against employees for violations of such prohibition.
  - (iii) Notifying the employee that, as a condition of employment on such grant, the employee will:
    - (A) abide by the terms of the statement; and
    - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (b) Establishing a drugfree awareness program to inform employees about:
- (i) the dangers of drug abuse in the workplace; 26
  - (ii) the Grantee's policy of maintaining a drugfree workplace;
  - (iii) any available drug counseling, rehabilitation and employee assistance programs; and
  - (iv) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the granting agency within ten (10) days after receiving notice, under Part (B) of paragraph (iii) of subsection (a) above, from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in, a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 of the Drugfree Workplace Act, 30 ILCS 580/5.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation are required and indicating that a trained referral team is in place.
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(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-free Workplace Act, 30 ILCS 580/5.

If Grantee is an individual, it certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.

**6.7 Anti-Bribery.** The Grantee certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois, nor has Grantee or any of its employees made an admission of guilt of such conduct which is a matter of record as defined in the Illinois Procurement Code (30 ILCS 500 et. seq.).

**6.8 Discrimination/Illinois Human Rights Act.** The Grantee certifies (i) that it will not commit unlawful discrimination in employment in Illinois as that term is defined in Article 2 of said Act; (ii) that it will comply with the provisions of Article 5 of the Act regarding equal employment opportunities and affirmative action; and, (iii) that it will comply with policies and procedures established by the Department of Human Rights under Article 7 of the Act regarding equal employment opportunities and affirmative action. The Grantee further certifies that, if applicable, it will comply with “An act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works.” (775 ILCS 10/0.01 et. seq.).

**6.9 Sexual Harassment.** The Grantee certifies that it has written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Grantee’s internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human 27 Rights Commission; (vi) directions on how to contact the Department and Commission and, (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B)(5)). A copy of the policies shall be provided to the Department upon request.

**6.10 International Anti-Boycott Certification.** The Grantee hereby certifies that neither the Grantee nor any substantially owned affiliate company of the Grantee is participating or will participate in an international boycott, as defined by the provisions of the U.S. Export Administration Act of 1979, or as defined by the regulations of the U.S. Department of Commerce, promulgated pursuant to that Act (30 ILCS 582/1 et. seq.). 28

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ATTACHMENT E  
**CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND  
COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, A Disclosure Form to Report Lobbying@, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all\* sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all\* sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000.00 for each such failure.

Parents Alliance Employment Project

Grantee/Contractor Organization

Kristen A. Sheffield

Name of Certifying Official

*Kristen A. Sheffield*

Signature

March 2, 2023

Date

\*Note: In these instances, "All", in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000.00 (per OMB).

ATTACHMENT F  
**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 200 and 2900, Participants responsibilities. The regulations were published as part of the Federal Register published on December 26, 2013.

**(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Kristen A. Sheffield, Executive Director**

Name and Title of Authorized Representative

Kristen A. Sheffield  
Signature

March 2, 2023  
Date

**G. Cost Information:** Please see attached Budget Worksheets.

1. A thorough budget has been developed to support the program. Due to their unique needs and presented barriers, participants with disabilities require one on one services and support to ensure successful completion of the program.  
(Please see Attachment G and Budget Worksheets).
2. PAEP recognizes that invoices for payment will be submitted on a monthly basis unless prior approval for an alternative schedule is obtained from the grantor.

The following is a payment schedule of estimated expenditures by quarter.

COST	Quarter 1 (Jul-Sept)	Quarter 2 (Oct-Dec)	Quarter 3 (Jan-Mar)	Quarter 4 (Apr-Jun)	TOTAL
Personnel/Staff Wages	\$24,236.28	\$24,236.28	\$24,236.28	\$23,236.27	\$96,945.11
Fringe Benefits	\$3,771.82	\$3,771.82	\$3,771.81	\$3,771.81	\$15,087.26
Travel	\$393	\$393	\$393	\$393	\$1,572.00
Other (payroll, prof dev)	\$2,165.12	\$165.14	\$165.14	\$165.14	\$2660.54
<b>TOTAL</b>	<b>\$30,566.22</b>	<b>\$28,566.24</b>	<b>\$28,566.23</b>	<b>\$28,566.22</b>	<b>\$116,264.91</b>

ATTACHMENT G  
**BUDGET INFORMATION & WORKSHEETS**

Please include the completed Fiscal Questionnaire and all Budget Worksheets with your proposal. Specific instructions are provided on appropriate forms.

**FISCAL QUESTIONNAIRE**

1. Name/Title of person(s) responsible for bookkeeping, billing, record-keeping and reporting relative to this project:

Name: Brian Suste Title: Finance Director  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

2. Are all persons responsible for fiscal matters bonded?  Yes  No

If "yes", name of bond carrier: Utica

3. Has any officer of your agency ever been convicted of fraud or embezzlement?  Yes  No

If "yes", please explain: NO

4. Does your agency have written guidelines for fiscal management?  Yes  No

5. List the control ledgers/journals and any subsidiary registers or books of accounts used by your agency:

General Ledger  
Profit and Loss Statement

6. Does your agency maintain a general liability or other type of insurance policy that will hold MCWN Board harmless from liabilities arising from bodily injury, illness, or other damages or losses of person or property, or any claims arising out of any activity under a WIA contract or agreement?

Yes  No

7. Does your organization have a financial management system in place to track and record the grant expenditures? (Example: QuickBooks, Sage MIP etc....)

Yes  No

How long has this system been used at your organization? \_\_\_\_\_

8. Does the accounting system segregate receipts and expenditures separately for each grant/award provide for the recording of expenditures by budget cost categories?

Yes  No

9. Does your organization have a cost allocation plan that complies with the OMB Uniform Guidance 2 CFR 200.27?

Yes  No

10. Were there findings/violations in your organizations most recent monitoring /single audit?

McHenry County Workforce Network  
 Out of School Young Adult Program  
 RFP # YouthPY22-002

**BUDGET WORKSHEET**

**PRICE QUOTE**  
**Out of School Young Adult Program**

The quote will consider all costs (labor, material, overhead, administration, profit, travel, etc.) associated with providing the services listed in this RFP. (Please attach additional sheets if necessary)

Action Item	Proposed Price	Number of Hours
Personnel/Staff Wages	\$96,945.11	3370
Fringe Benefits	\$15,087.26	
Travel	\$1,572.00	
Other/Payroll Processing and Professional Development	\$2,660.54	
<b>TOTAL:</b>	<b>\$116,264.91</b>	

Please indicate any hourly rates for services that may not be included in the original scope of the RFP. (Please indicate below the positions and hourly rates.)

Position	Rate for Service

Please delineate any services out of scope for the Out of School Young Adult Program that may not be included in the original scope of the RFP.

Service	Proposed Price

<u>Personnel/Staff</u>		<u>%</u>	<u>Rate</u>	<u>Hrs/Week</u>	<u>Total</u>	<u>Total Hours</u>
<u>Wages</u>						
Lead Instructor	Ciezdalo	100%	\$27.56	40	\$57,319.50	2080
Employment Specialist	Kirkpatrick	50%	\$24.14	20	\$25,106.25	1040
Finance Director	Suste	5%	\$42.54	3.5	\$1,786.64	42
Executive Director	Sheffield	10%	\$61.22	4	\$12,732.72	208
<b><u>Total Salaries</u></b>					<b><u>\$96,945.11</u></b>	<b><u>3370</u></b>
<b><u>Fringe Benefits</u></b>	<b><u>Rate%</u></b>	<b><u>Total WIOA Salary</u></b>	<b><u>Total</u></b>			
FICA	7.65%	\$96,945.11	\$7,416.30			
Workers Comp	0.37%	\$96,945.11	\$358.70			
Unemployment Insurance	0.85%	\$96,945.11	\$824.03			
Health and Life Insurance	5.36%	\$96,945.11	\$5,192.90			
Retirement	0.00%	\$96,945.11	0			
Other/Dental	2.00%	\$96,945.11	\$1,295.33			
<b><u>Total Fringe Benefits</u></b>			<b><u>\$15,087.26</u></b>			
<b><u>Travel</u></b>						
Mileage	200 miles per month	12 months	0.655 per mile			
<b><u>Total Travel</u></b>				<b><u>\$1,572.00</u></b>		
<b><u>Other Costs</u></b>						
Payroll Processing				\$660.54		
National PS Conference				\$2000.00		
<b><u>Total Other Costs</u></b>				<b><u>\$2660.54</u></b>		
<b><u>Total Program Costs</u></b>						<b><u>\$116,264.91</u></b>
<b><u>Cost Per Participant</u></b>						<b><u>\$14,533.31</u></b>



**Funding for Entire Program**

**Total Project Budget:** \_\_\_\_\_ **\$201,027** \_\_\_\_\_

**WIOA Amount Requested :** \_\_\_\_\_ **\$116,264**

<b>Revenue</b>	<b>Funding</b>
<i>List all sources of revenue you expect to receive funds to meet program or project budget</i>	<i>Total anticipated from each source</i>
Federal/State Grants	\$175,227
-Workforce Innovation Opportunity Act (WIOA)	\$116,264
-Illinois Community College Board (ICCB)	\$54,300
-Division of Rehabilitation Services (DRS)	\$30,727
<b>TOTAL</b>	<b>\$201,027</b>

<b>Expenses</b>	<b>Total Program/Project Budget</b>
Salaries/Wages	\$174,290
Payroll Taxes	\$15,450
Payroll Service Fees	\$1215
Fringe Benefits	\$6500
Employee Travel	\$1572
Staff Development	\$2000
Office Supplies	
<b>Total</b>	<b>\$201,027</b>