

21152

ADOPTED
BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 508

MAR 4 1999

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

COUNTY OF COOK
AND STATE OF ILLINOIS

**IMPROVING MINORITY STUDENT SUCCESS WITH
COMMUNITY BASED ORGANIZATIONS (IBHE/HECA)
DALEY, WASHINGTON, MALCOLM X, OLIVE-HARVEY AND TRUMAN COLLEGES**

THE CHANCELLOR

REPORTS

that a renewal application was submitted to the Illinois Board of Higher Education, under the Higher Education Cooperation Act, to improve articulation and transfer activities to increase the number of minority students enrolling in and transferring from community colleges to four-year institutions, and to work with community-based organizations to achieve this goal; and

that on September 8, 1998 the Illinois Board of Higher Education notified the City Colleges of Chicago that a renewal application for FY1999 was approved in the amount of \$200,000 of which \$134,970 was set aside by the individual Colleges for sub-contracts to various community based organizations selected on the basis of responses to a Request for Proposals prepared by the individual Colleges.

RECOMMENDS

that the Board of Trustees approves the subcontracts as listed below; and authorizes the Chairman and Assistant Secretary to execute Agreements for cooperative services and in the amounts stated, for the period September 1, 1998 to August 31, 1999:

DALEY COLLEGE

LULAC (National Educational Services)	\$8,957
Southwest Youth Collaborative	\$8,957
Holy Cross/IMH Parish	\$8,957

TRUMAN COLLEGE

Jane Addams Resource	\$9,400
Lakeview Academy	\$9,400

MALCOLM X COLLEGE

Aspira Inc.	\$10,000
Community Services West	\$10,500
Dr. Pedro Campos AHS	\$10,500
Westtown Concerned Coalition	\$10,500

WASHINGTON COLLEGE

Aspira Inc.	\$8,000
Jobs for Youth	\$8,000
Youth Service Project	\$8,000

OLIVE-HARVEY COLLEGE

Mexican Community Committee	\$12,000
Universal Family Connections	\$12,000

Respectfully submitted,

Wayne D. Watson
Chancellor

March 4, 1999

21552

**ALCOHOLISM AND SUBSTANCE ABUSE STUDIES PRACTICUM
AGREEMENT**

between

**THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT
NO. 508 COUNTY OF COOK AND STATE OF ILLINOIS**

And

Entry House

**This Agreement is entered into by and between the Board of Trustees of
Community College District 508, County of Cook and State of Illinois (hereinafter
the "Board") on behalf of Harold Washington College and**

Entry House

**(hereinafter "Agency" to prepare students for positions in the fields of Alcoholism
and Substance Abuse treatment.**

It is hereby agreed by the parties as follows:

- 1. The Agency agrees to provide the Board's students with a varied
direct service alcohol and other drug abuse treatment experience
which will include as many of the following Illinois Alcoholism and
Other Drug Abuse Professional Counselors Association
(IAODAPCA) Core Functions as possible:**
 - a. client screening**
 - b. client intake**
 - c. client orientation**
 - d. client assessment**
 - e. substance abuse evaluation**
 - f. treatment planning**
 - g. individual counseling**
 - h. group counseling**
 - i. family counseling**
 - j. case management**
 - k. exposure to and attendance at meetings of Alcoholics
Anonymous, Al-Anon, and, if possible, Narcotics Anonymous**
 - l. crisis intervention**
 - m. client education**

- n. referral
 - o. outreach
 - p. recordkeeping
 - r. written communication with other professionals
 - s. consultation with other professionals
2. Each of the Board's students assigned to the Agency's practicum shall have an individual supervisor who shall be the employee of the Agency and who shall be assigned to the student by the Agency.
 3. The Agency agrees to maintain the appropriate Illinois license by the Department of Alcoholism and Substance Abuse or by the Department of Public Health if a hospital. Hospital programs will maintain Joint Commission for the Accreditation of Health Care Organizations (JCAHO) or Commission on the Accreditation of Rehabilitation of Facilities (CARF) accreditation.
 4. The duration of the practicum experience will be one semester in length unless other arrangements have been approved by the College Program Coordinator or the Practicum Instructor. Each student, as a course requirement, shall spend 300 hours at the agency unless other arrangements have been approved by the College Coordinator or Instructor. Each Agency supervisor shall document student attendance.
 5. The Board agrees to appoint a Harold Washington College Program Director for the purpose of maintaining ongoing contact with each Agency's practicum supervisor. At a minimum, such contact shall include a) one visit by the Harold Washington College Program Director to the Agency to meet student and Agency's representative; b) telephone contact between Harold Washington College Program Director and Agency on an as needed basis; c) two written evaluations of the student's performance at specified intervals completed by the Agency supervisor. Copies of these evaluations will be sent to the student and Harold Washington College Program Director and these evaluations will remain part of the student's permanent record file and the property of the Board.
 6. Supervision of the Intern:
 - a. It is the preference of the Harold Washington College Program that the student's Agency supervisor be a Certified Alcoholism Counselor and/or Certified (or clinically certified) Drug Abuse Counselor. Individuals who possess recognized Mental Health degrees (i.e., M.S.W., Ph.D) who

are not yet certified in the Alcoholism and Substance Abuse fields, may also be considered as potential supervisors, provided that they possess an acceptable amount of expertise in alcoholism and substance abuse treatment.

- b. No field-work agency supervisor may supervise more than four interns.
 - c. The student shall receive no less than a total of two hours of individual and group clinical agency supervision per week.
 - d. The Agency agrees to complete and submit two (2) Supervisor Evaluation Forms for each practicum student; one at mid-term and one at the completion of the practicum experience. In addition, the Agency agrees to complete and submit a Documentation of Supervision Form for each student. All forms will be submitted to the College in a timely fashion.
7. All students will be instructed in the observance of the principles of confidentiality and will be required to comply with them.
 8. The Agency's employees shall maintain and preserve the confidentiality of all student records.
 9. Documentation of Student Progress and Training Needs:

The Agency practicum supervisor agrees to address the issue of the student's additional training and supervisory needs. The supervisor's assessment of student's additional training and supervisory needs shall be discussed with the student and included as a written component of all intern evaluations.
 10. The Agency reserves the right to terminate student's practicum at the Agency prior to completion if it is determined by the Agency supervisor in consultation with the Harold Washington College Program Coordinator that the student is in violation of any local, state or federal law Agency or Board rules, or policy, or demonstrates unsatisfactory clinical progress as set forth in the course requirements.
 11. The Board reserves the right to terminate any student's practicum prior to completion if it determines that the Agency is not providing an appropriate experience for the student.

12. All parties agree that the termination of a practicum in process shall only be done under extreme circumstances and shall not be done without prior discussion between Agency, the Harold Washington College Practicum Coordinator and the student.
13. Insurance - The Board's students will be protected by malpractice in the following amounts, \$1,000,000/1,000,000 via Near North Insurance Company policy.
14. This Agreement may be terminated by either party upon 30 days written notice sent to the parties at the following address by first class mail, postage pre-paid: Wayne D. Watson, Chancellor, City Colleges of Chicago, 226 W. Jackson Blvd., 14th Floor, Chicago, IL 60606.

FOR THE BOARD

Wayne D. Watson
Chancellor
City Colleges of Chicago

and

Christine A. Franz
Dean of Instruction
Harold Washington College
30 East Lake Street
Chicago, IL 60601

FOR AGENCY

Entry House
1550 E. 65th Street
Chicago, IL

Supervisor: Greg Davis

15. Neither party shall use the name of the other in any promotional literature, statement or publication without the other party's express written approval.
16. It shall be the responsibility of each student to provide for her/his own health insurance coverage. Such coverage may be obtained via insurance policies through spouse or family, or the student may arrange coverage via the health insurance plan offered from time-to-time by private companies to the City Colleges, or the student may make other arrangements. Proof of satisfactory health insurance may be required by the Agency prior to the student beginning his/her practicum.
17. **Contract Term:** Begins August 23, 1999
Expires December 18, 1999

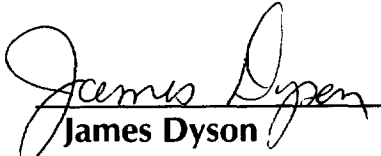
21552

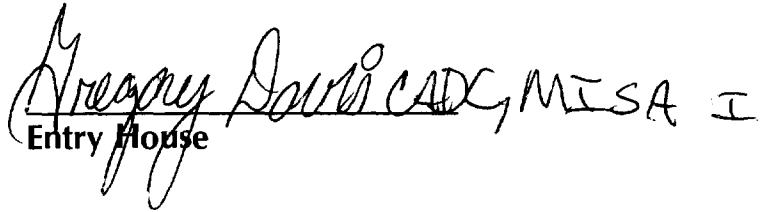
In witness whereof, the parties have executed this

Agreement on this _____ day of _____, 19__.

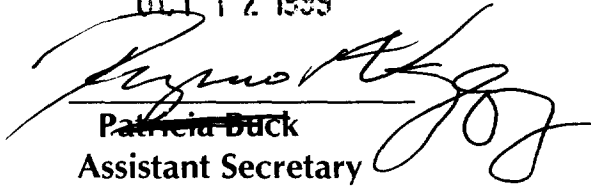
FOR THE BOARD

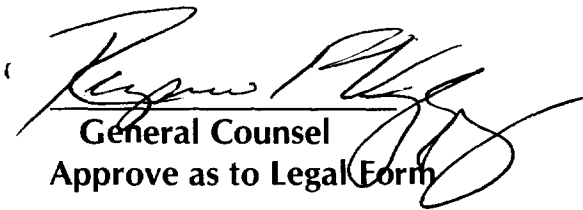
FOR AGENCY

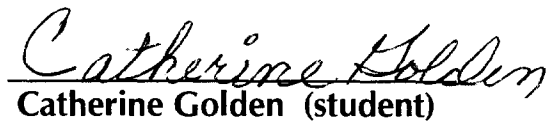

James Dyson
Chairman


Entry House

OCT 12 1999


Patricia Duck
Assistant Secretary


General Counsel
Approve as to Legal Form


Catherine Golden (student)

21552

ALCOHOLISM AND SUBSTANCE ABUSE STUDIES PRACTICUM
AGREEMENT

between

THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT
NO. 508 COUNTY OF COOK AND STATE OF ILLINOIS

And

St. Anthony Hospital

This Agreement is entered into by and between the Board of Trustees of Community College District 508, County of Cook and State of Illinois (hereinafter the "Board") on behalf of Harold Washington College and

St. Anthony Hospital

(hereinafter "Agency" to prepare students for positions in the fields of Alcoholism and Substance Abuse treatment.

It is hereby agreed by the parties as follows:

1. The Agency agrees to provide the Board's students with a varied direct service alcohol and other drug abuse treatment experience which will include as many of the following Illinois Alcoholism and Other Drug Abuse Professional Counselors Association (IAODAPCA) Core Functions as possible:
 - a. client screening
 - b. client intake
 - c. client orientation
 - d. client assessment
 - e. substance abuse evaluation
 - f. treatment planning
 - g. individual counseling
 - h. group counseling
 - i. family counseling
 - j. case management
 - k. exposure to and attendance at meetings of Alcoholics Anonymous, Al-Anon, and, if possible, Narcotics Anonymous
 - l. crisis intervention
 - m. client education

- n. referral
 - o. outreach
 - p. recordkeeping
 - r. written communication with other professionals
 - s. consultation with other professionals
2. Each of the Board's students assigned to the Agency's practicum shall have an individual supervisor who shall be the employee of the Agency and who shall be assigned to the student by the Agency.
 3. The Agency agrees to maintain the appropriate Illinois license by the Department of Alcoholism and Substance Abuse or by the Department of Public Health if a hospital. Hospital programs will maintain Joint Commission for the Accreditation of Health Care Organizations (JCAHO) or Commission on the Accreditation of Rehabilitation of Facilities (CARF) accreditation.
 4. The duration of the practicum experience will be one semester in length unless other arrangements have been approved by the College Program Coordinator or the Practicum Instructor. Each student, as a course requirement, shall spend 300 hours at the agency unless other arrangements have been approved by the College Coordinator or Instructor. Each Agency supervisor shall document student attendance.
 5. The Board agrees to appoint a Harold Washington College Program Director for the purpose of maintaining ongoing contact with each Agency's practicum supervisor. At a minimum, such contact shall include a) one visit by the Harold Washington College Program Director to the Agency to meet student and Agency's representative; b) telephone contact between Harold Washington College Program Director and Agency on an as needed basis; c) two written evaluations of the student's performance at specified intervals completed by the Agency supervisor. Copies of these evaluations will be sent to the student and Harold Washington College Program Director and these evaluations will remain part of the student's permanent record file and the property of the Board.
 6. Supervision of the Intern:
 - a. It is the preference of the Harold Washington College Program that the student's Agency supervisor be a Certified Alcoholism Counselor and/or Certified (or clinically certified) Drug Abuse Counselor. Individuals who possess recognized Mental Health degrees (i.e., M.S.W., Ph.D) who

are not yet certified in the Alcoholism and Substance Abuse fields, may also be considered as potential supervisors, provided that they possess an acceptable amount of expertise in alcoholism and substance abuse treatment.

- b. No field-work agency supervisor may supervise more than four interns.
 - c. The student shall receive no less than a total of two hours of individual and group clinical agency supervision per week.
 - d. The Agency agrees to complete and submit two (2) Supervisor Evaluation Forms for each practicum student; one at mid-term and one at the completion of the practicum experience. In addition, the Agency agrees to complete and submit a Documentation of Supervision Form for each student. All forms will be submitted to the College in a timely fashion.
7. All students will be instructed in the observance of the principles of confidentiality and will be required to comply with them.
 8. The Agency's employees shall maintain and preserve the confidentiality of all student records.
 9. Documentation of Student Progress and Training Needs:

The Agency practicum supervisor agrees to address the issue of the student's additional training and supervisory needs. The supervisor's assessment of student's additional training and supervisory needs shall be discussed with the student and included as a written component of all intern evaluations.
 10. The Agency reserves the right to terminate student's practicum at the Agency prior to completion if it is determined by the Agency supervisor in consultation with the Harold Washington College Program Coordinator that the student is in violation of any local, state or federal law Agency or Board rules, or policy, or demonstrates unsatisfactory clinical progress as set forth in the course requirements.
 11. The Board reserves the right to terminate any student's practicum prior to completion if it determines that the Agency is not providing an appropriate experience for the student.

12. All parties agree that the termination of a practicum in process shall only be done under extreme circumstances and shall not be done without prior discussion between Agency, the Harold Washington College Practicum Coordinator and the student.
13. Insurance - The Board's students will be protected by malpractice in the following amounts, \$1,000,000/1,000,000 via Near North Insurance Company policy.
14. This Agreement may be terminated by either party upon 30 days written notice sent to the parties at the following address by first class mail, postage pre-paid: Wayne D. Watson, Chancellor, City Colleges of Chicago, 226 W. Jackson Blvd., 14th Floor, Chicago, IL 60606.

FOR THE BOARD

Wayne D. Watson
Chancellor
City Colleges of Chicago

and

Christine A. Franz
Dean of Instruction
Harold Washington College
30 East Lake Street
Chicago, IL 60601

FOR AGENCY

St. Anthony Hospital
2875 W. 19th Place
Chicago, IL

Atten: Wade Smith

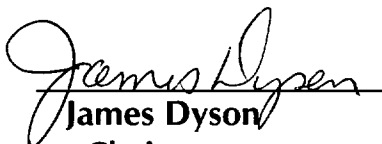
15. Neither party shall use the name of the other in any promotional literature, statement or publication without the other party's express written approval.
16. It shall be the responsibility of each student to provide for her/his own health insurance coverage. Such coverage may be obtained via insurance policies through spouse or family, or the student may arrange coverage via the health insurance plan offered from time-to-time by private companies to the City Colleges, or the student may make other arrangements. Proof of satisfactory health insurance may be required by the Agency prior to the student beginning his/her practicum.
17. **Contract Term:** Begins August 23, 1999
Expires December 18, 1999

21552

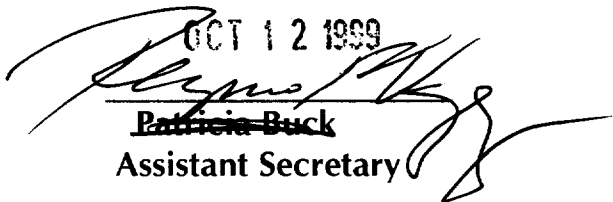
In witness whereof, the parties have executed this Agreement on this 18th day of NOVEMBER, 1999.

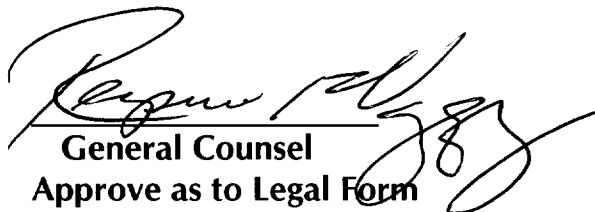
FOR THE BOARD

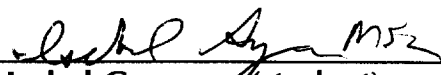
FOR AGENCY


James Dyson
Chairman


Wade F. Wisniewski
St. Anthony Hospital

OCT 12 1999

Patricia Buck
Assistant Secretary


General Counsel
Approve as to Legal Form


Isabel Guzman (student)

**ALCOHOLISM AND SUBSTANCE ABUSE STUDIES PRACTICUM
AGREEMENT**

between

**THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT
NO. 508 COUNTY OF COOK AND STATE OF ILLINOIS**

And

Intervention Crossroads

This Agreement is entered into by and between the Board of Trustees of Community College District 508, County of Cook and State of Illinois (hereinafter the "Board") on behalf of Harold Washington College and

Intervention Crossroads

(hereinafter "Agency" to prepare students for positions in the fields of Alcoholism and Substance Abuse treatment.

It is hereby agreed by the parties as follows:

- 1. The Agency agrees to provide the Board's students with a varied direct service alcohol and other drug abuse treatment experience which will include as many of the following Illinois Alcoholism and Other Drug Abuse Professional Counselors Association (IAODAPCA) Core Functions as possible:**
 - a. client screening**
 - b. client intake**
 - c. client orientation**
 - d. client assessment**
 - e. substance abuse evaluation**
 - f. treatment planning**
 - g. individual counseling**
 - h. group counseling**
 - i. family counseling**
 - j. case management**
 - k. exposure to and attendance at meetings of Alcoholics Anonymous, Al-Anon, and, if possible, Narcotics Anonymous**
 - l. crisis intervention**

- m. client education
 - n. referral
 - o. outreach
 - p. recordkeeping
 - r. written communication with other professionals
 - s. consultation with other professionals
2. Each of the Board's students assigned to the Agency's practicum shall have an individual supervisor who shall be the employee of the Agency and who shall be assigned to the student by the Agency.
 3. The Agency agrees to maintain the appropriate Illinois license by the Department of Alcoholism and Substance Abuse or by the Department of Public Health if a hospital. Hospital programs will maintain Joint Commission for the Accreditation of Health Care Organizations (JCAHO) or Commission on the Accreditation of Rehabilitation of Facilities (CARF) accreditation.
 4. The duration of the practicum experience will be one semester in length unless other arrangements have been approved by the College Program Coordinator or the Practicum Instructor. Each student, as a course requirement, shall spend 300 hours at the agency unless other arrangements have been approved by the College Coordinator or Instructor. Each Agency supervisor shall document student attendance.
 5. The Board agrees to appoint a Harold Washington College Program Director for the purpose of maintaining ongoing contact with each Agency's practicum supervisor. At a minimum, such contact shall include a) one visit by the Harold Washington College Program Director to the Agency to meet student and Agency's representative; b) telephone contact between Harold Washington College Program Director and Agency on an as needed basis; c) two written evaluations of the student's performance at specified intervals completed by the Agency supervisor. Copies of these evaluations will be sent to the student and Harold Washington College Program Director and these evaluations will remain part of the student's permanent record file and the property of the Board.
 6. Supervision of the Intern:
 - a. It is the preference of the Harold Washington College Program that the student's Agency supervisor be a Certified Alcoholism Counselor and/or Certified (or clinically certified) Drug Abuse Counselor. Individuals who possess

recognized Mental Health degrees (i.e., M.S.W., Ph.D) who are not yet certified in the Alcoholism and Substance Abuse fields, may also be considered as potential supervisors, provided that they possess an acceptable amount of expertise in alcoholism and substance abuse treatment.

- b. No field-work agency supervisor may supervise more than four interns.
 - c. The student shall receive no less than a total of two hours of individual and group clinical agency supervision per week.
 - d. The Agency agrees to complete and submit two (2) Supervisor Evaluation Forms for each practicum student; one at mid-term and one at the completion of the practicum experience. In addition, the Agency agrees to complete and submit a Documentation of Supervision Form for each student. All forms will be submitted to the College in a timely fashion.
7. All students will be instructed in the observance of the principles of confidentiality and will be required to comply with them.
 8. The Agency's employees shall maintain and preserve the confidentiality of all student records.
 9. Documentation of Student Progress and Training Needs:

The Agency practicum supervisor agrees to address the issue of the student's additional training and supervisory needs. The supervisor's assessment of student's additional training and supervisory needs shall be discussed with the student and included as a written component of all intern evaluations.
 10. The Agency reserves the right to terminate student's practicum at the Agency prior to completion if it is determined by the Agency supervisor in consultation with the Harold Washington College Program Coordinator that the student is in violation of any local, state or federal law Agency or Board rules, or policy, or demonstrates unsatisfactory clinical progress as set forth in the course requirements.
 11. The Board reserves the right to terminate any student's practicum prior to completion if it determines that the Agency is not providing an appropriate experience for the student.

12. All parties agree that the termination of a practicum in process shall only be done under extreme circumstances and shall not be done without prior discussion between Agency, the Harold Washington College Practicum Coordinator and the student.
13. Insurance - The Board's students will be protected by malpractice in the following amounts, \$1,000,000/1,000,000 via Near North Insurance Company policy.
14. This Agreement may be terminated by either party upon 30 days written notice sent to the parties at the following address by first class mail, postage pre-paid: Wayne D. Watson, Chancellor, City Colleges of Chicago, 226 W. Jackson Blvd., 14th Floor, Chicago, IL 60606.

FOR THE BOARD

FOR AGENCY

Wayne D. Watson
Chancellor
City Colleges of Chicago

Intervention Crossroads
3401 W. 111th Street
Chicago, IL

and

Atten: Darlene Crenshaw

Christine A. Franz
Dean of Instruction
Harold Washington College
30 East Lake Street
Chicago, IL 60601

15. Neither party shall use the name of the other in any promotional literature, statement or publication without the other party's express written approval.
16. It shall be the responsibility of each student to provide for her/his own health insurance coverage. Such coverage may be obtained via insurance policies through spouse or family, or the student may arrange coverage via the health insurance plan offered from time-to-time by private companies to the City Colleges, or the student may make other arrangements. Proof of satisfactory health insurance may be required by the Agency prior to the student beginning his/her practicum.
17. **Contract Term: Begins August 23, 1999**

21552

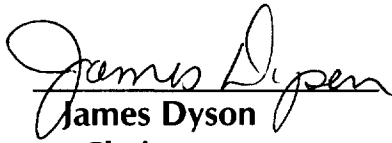
Expires December 18, 1999


In witness whereof, the parties have executed this

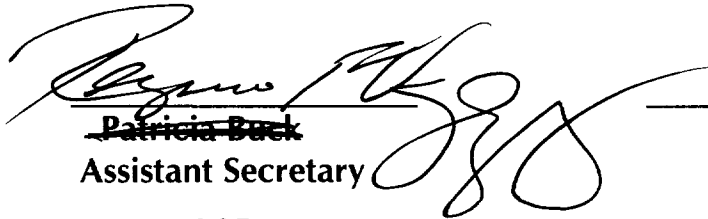
Agreement on this _____ day of _____, 19__.

FOR THE BOARD

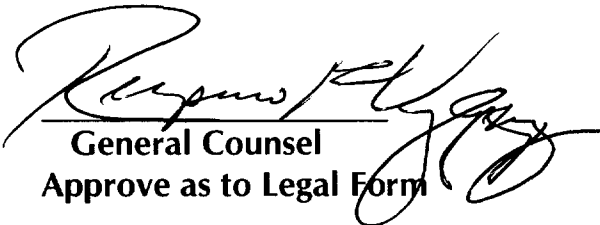
FOR AGENCY



James Dyson
Chairman


Intervention Crossroads


~~Patricia Buck~~
Assistant Secretary

OCT 12 1999


General Counsel
Approve as to Legal Form


Darlene Weaver (student)

**ALCOHOLISM AND SUBSTANCE ABUSE STUDIES PRACTICUM
AGREEMENT**

between

**THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT
NO. 508 COUNTY OF COOK AND STATE OF ILLINOIS**

And

H.R.D.I. (Near West)

This Agreement is entered into by and between the Board of Trustees of Community College District 508, County of Cook and State of Illinois (hereinafter the "Board") on behalf of Harold Washington College and

H.R.D.I (Near West)

(hereinafter "Agency" to prepare students for positions in the fields of Alcoholism and Substance Abuse treatment.

It is hereby agreed by the parties as follows:

1. The Agency agrees to provide the Board's students with a varied direct service alcohol and other drug abuse treatment experience which will include as many of the following Illinois Alcoholism and Other Drug Abuse Professional Counselors Association (IAODAPCA) Core Functions as possible:
 - a. client screening
 - b. client intake
 - c. client orientation
 - d. client assessment
 - e. substance abuse evaluation
 - f. treatment planning
 - g. individual counseling
 - h. group counseling
 - i. family counseling
 - j. case management
 - k. exposure to and attendance at meetings of Alcoholics Anonymous, Al-Anon, and, if possible, Narcotics Anonymous
 - l. crisis intervention

- m. client education
 - n. referral
 - o. outreach
 - p. recordkeeping
 - r. written communication with other professionals
 - s. consultation with other professionals
2. Each of the Board's students assigned to the Agency's practicum shall have an individual supervisor who shall be the employee of the Agency and who shall be assigned to the student by the Agency.
 3. The Agency agrees to maintain the appropriate Illinois license by the Department of Alcoholism and Substance Abuse or by the Department of Public Health if a hospital. Hospital programs will maintain Joint Commission for the Accreditation of Health Care Organizations (JCAHO) or Commission on the Accreditation of Rehabilitation of Facilities (CARF) accreditation.
 4. The duration of the practicum experience will be one semester in length unless other arrangements have been approved by the College Program Coordinator or the Practicum Instructor. Each student, as a course requirement, shall spend 300 hours at the agency unless other arrangements have been approved by the College Coordinator or Instructor. Each Agency supervisor shall document student attendance.
 5. The Board agrees to appoint a Harold Washington College Program Director for the purpose of maintaining ongoing contact with each Agency's practicum supervisor. At a minimum, such contact shall include a) one visit by the Harold Washington College Program Director to the Agency to meet student and Agency's representative; b) telephone contact between Harold Washington College Program Director and Agency on an as needed basis; c) two written evaluations of the student's performance at specified intervals completed by the Agency supervisor. Copies of these evaluations will be sent to the student and Harold Washington College Program Director and these evaluations will remain part of the student's permanent record file and the property of the Board.
 6. Supervision of the Intern:
 - a. It is the preference of the Harold Washington College Program that the student's Agency supervisor be a Certified Alcoholism Counselor and/or Certified (or clinically certified) Drug Abuse Counselor. Individuals who possess

recognized Mental Health degrees (i.e., M.S.W., Ph.D) who are not yet certified in the Alcoholism and Substance Abuse fields, may also be considered as potential supervisors, provided that they possess an acceptable amount of expertise in alcoholism and substance abuse treatment.

- b. No field-work agency supervisor may supervise more than four interns.
 - c. The student shall receive no less than a total of two hours of individual and group clinical agency supervision per week.
 - d. The Agency agrees to complete and submit two (2) Supervisor Evaluation Forms for each practicum student; one at mid-term and one at the completion of the practicum experience. In addition, the Agency agrees to complete and submit a Documentation of Supervision Form for each student. All forms will be submitted to the College in a timely fashion.
7. All students will be instructed in the observance of the principles of confidentiality and will be required to comply with them.
8. The Agency's employees shall maintain and preserve the confidentiality of all student records.
9. Documentation of Student Progress and Training Needs:
- The Agency practicum supervisor agrees to address the issue of the student's additional training and supervisory needs. The supervisor's assessment of student's additional training and supervisory needs shall be discussed with the student and included as a written component of all intern evaluations.
10. The Agency reserves the right to terminate student's practicum at the Agency prior to completion if it is determined by the Agency supervisor in consultation with the Harold Washington College Program Coordinator that the student is in violation of any local, state or federal law Agency or Board rules, or policy, or demonstrates unsatisfactory clinical progress as set forth in the course requirements.
11. The Board reserves the right to terminate any student's practicum prior to completion if it determines that the Agency is not providing an appropriate experience for the student.

12. All parties agree that the termination of a practicum in process shall only be done under extreme circumstances and shall not be done without prior discussion between Agency, the Harold Washington College Practicum Coordinator and the student.
13. Insurance - The Board's students will be protected by malpractice in the following amounts, \$1,000,000/1,000,000 via Near North Insurance Company policy.
14. This Agreement may be terminated by either party upon 30 days written notice sent to the parties at the following address by first class mail, postage pre-paid: Wayne D. Watson, Chancellor, City Colleges of Chicago, 226 W. Jackson Blvd., 14th Floor, Chicago, IL 60606.

FOR THE BOARD

FOR AGENCY

Wayne D. Watson
Chancellor
City Colleges of Chicago

H.R.D.I. (Near West)
2207 W. 18th St.
Chicago, IL

and

Atten: Lois Hempen

Christine A. Franz
Dean of Instruction
Harold Washington College
30 East Lake Street
Chicago, IL 60601

15. Neither party shall use the name of the other in any promotional literature, statement or publication without the other party's express written approval.
16. It shall be the responsibility of each student to provide for her/his own health insurance coverage. Such coverage may be obtained via insurance policies through spouse or family, or the student may arrange coverage via the health insurance plan offered from time-to-time by private companies to the City Colleges, or the student may make other arrangements. Proof of satisfactory health insurance may be required by the Agency prior to the student beginning his/her practicum.
17. Contract Term: Begins August 23, 1999

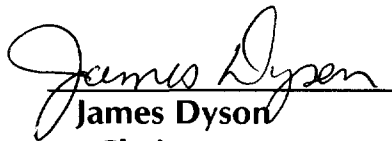
21552

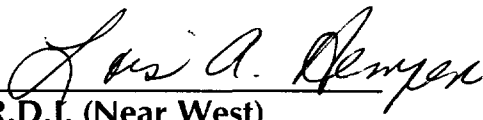
Expires December 18, 1999

In witness whereof, the parties have executed this Agreement on this 9TH day of NOVEMBER, 19 99.

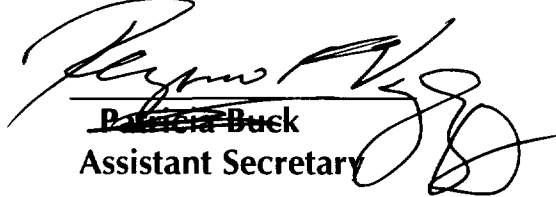
FOR THE BOARD

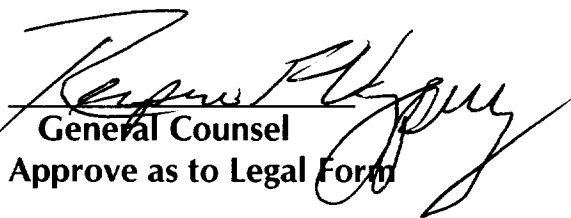
FOR AGENCY

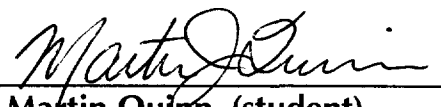

James Dyson
Chairman


H.R.D.I. (Near West)

OCT 12 1999


~~Patricia Buck~~
Assistant Secretary


General Counsel
Approve as to Legal Form


Martin Quinn (student)

21552

ALCOHOLISM AND SUBSTANCE ABUSE STUDIES PRACTICUM
AGREEMENT

between

THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT
NO. 508 COUNTY OF COOK AND STATE OF ILLINOIS

And

Interventions Northside

This Agreement is entered into by and between the Board of Trustees of Community College District 508, County of Cook and State of Illinois (hereinafter the "Board") on behalf of Harold Washington College and

Interventions Northside

(hereinafter "Agency" to prepare students for positions in the fields of Alcoholism and Substance Abuse treatment.

It is hereby agreed by the parties as follows:

1. The Agency agrees to provide the Board's students with a varied direct service alcohol and other drug abuse treatment experience which will include as many of the following Illinois Alcoholism and Other Drug Abuse Professional Counselors Association (IAODAPCA) Core Functions as possible:
 - a. client screening
 - b. client intake
 - c. client orientation
 - d. client assessment
 - e. substance abuse evaluation
 - f. treatment planning
 - g. individual counseling
 - h. group counseling
 - i. family counseling
 - j. case management
 - k. exposure to and attendance at meetings of Alcoholics Anonymous, Al-Anon, and, if possible, Narcotics Anonymous
 - l. crisis intervention
 - m. client education

- n. referral
 - o. outreach
 - p. recordkeeping
 - r. written communication with other professionals
 - s. consultation with other professionals
2. Each of the Board's students assigned to the Agency's practicum shall have an individual supervisor who shall be the employee of the Agency and who shall be assigned to the student by the Agency.
 3. The Agency agrees to maintain the appropriate Illinois license by the Department of Alcoholism and Substance Abuse or by the Department of Public Health if a hospital. Hospital programs will maintain Joint Commission for the Accreditation of Health Care Organizations (JCAHO) or Commission on the Accreditation of Rehabilitation of Facilities (CARF) accreditation.
 4. The duration of the practicum experience will be one semester in length unless other arrangements have been approved by the College Program Coordinator or the Practicum Instructor. Each student, as a course requirement, shall spend 300 hours at the agency unless other arrangements have been approved by the College Coordinator or Instructor. Each Agency supervisor shall document student attendance.
 5. The Board agrees to appoint a Harold Washington College Program Director for the purpose of maintaining ongoing contact with each Agency's practicum supervisor. At a minimum, such contact shall include a) one visit by the Harold Washington College Program Director to the Agency to meet student and Agency's representative; b) telephone contact between Harold Washington College Program Director and Agency on an as needed basis; c) two written evaluations of the student's performance at specified intervals completed by the Agency supervisor. Copies of these evaluations will be sent to the student and Harold Washington College Program Director and these evaluations will remain part of the student's permanent record file and the property of the Board.
 6. Supervision of the Intern:
 - a. It is the preference of the Harold Washington College Program that the student's Agency supervisor be a Certified Alcoholism Counselor and/or Certified (or clinically certified) Drug Abuse Counselor. Individuals who possess recognized Mental Health degrees (i.e., M.S.W., Ph.D) who

21552

are not yet certified in the Alcoholism and Substance Abuse fields, may also be considered as potential supervisors, provided that they possess an acceptable amount of expertise in alcoholism and substance abuse treatment.

- b. No field-work agency supervisor may supervise more than four interns.
 - c. The student shall receive no less than a total of two hours of individual and group clinical agency supervision per week.
 - d. The Agency agrees to complete and submit two (2) Supervisor Evaluation Forms for each practicum student; one at mid-term and one at the completion of the practicum experience. In addition, the Agency agrees to complete and submit a Documentation of Supervision Form for each student. All forms will be submitted to the College in a timely fashion.
7. All students will be instructed in the observance of the principles of confidentiality and will be required to comply with them.
 8. The Agency's employees shall maintain and preserve the confidentiality of all student records.
 9. Documentation of Student Progress and Training Needs:

The Agency practicum supervisor agrees to address the issue of the student's additional training and supervisory needs. The supervisor's assessment of student's additional training and supervisory needs shall be discussed with the student and included as a written component of all intern evaluations.
 10. The Agency reserves the right to terminate student's practicum at the Agency prior to completion if it is determined by the Agency supervisor in consultation with the Harold Washington College Program Coordinator that the student is in violation of any local, state or federal law Agency or Board rules, or policy, or demonstrates unsatisfactory clinical progress as set forth in the course requirements.
 11. The Board reserves the right to terminate any student's practicum prior to completion if it determines that the Agency is not providing an appropriate experience for the student.

12. All parties agree that the termination of a practicum in process shall only be done under extreme circumstances and shall not be done without prior discussion between Agency, the Harold Washington College Practicum Coordinator and the student.
13. Insurance - The Board's students will be protected by malpractice in the following amounts, \$1,000,000/1,000,000 via Near North Insurance Company policy.
14. This Agreement may be terminated by either party upon 30 days written notice sent to the parties at the following address by first class mail, postage pre-paid: Wayne D. Watson, Chancellor, City Colleges of Chicago, 226 W. Jackson Blvd., 14th Floor, Chicago, IL 60606.

FOR THE BOARD

Wayne D. Watson
Chancellor
City Colleges of Chicago

and

Christine A. Franz
Dean of Instruction
Harold Washington College
30 East Lake Street
Chicago, IL 60601

FOR AGENCY

Interventions Northside
2723 N. Clark
Chicago, IL

Supervisor: Valerie Burgest

15. Neither party shall use the name of the other in any promotional literature, statement or publication without the other party's express written approval.
16. It shall be the responsibility of each student to provide for her/his own health insurance coverage. Such coverage may be obtained via insurance policies through spouse or family, or the student may arrange coverage via the health insurance plan offered from time-to-time by private companies to the City Colleges, or the student may make other arrangements. Proof of satisfactory health insurance may be required by the Agency prior to the student beginning his/her practicum.
17. **Contract Term:** Begins August 23, 1999
Expires December 18, 1999


21552

In witness whereof, the parties have executed this

Agreement on this 30 day of October, 1999.

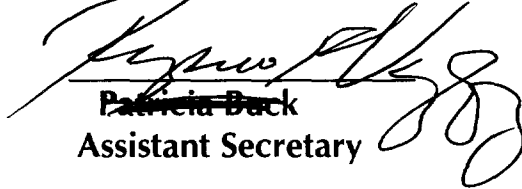
FOR THE BOARD

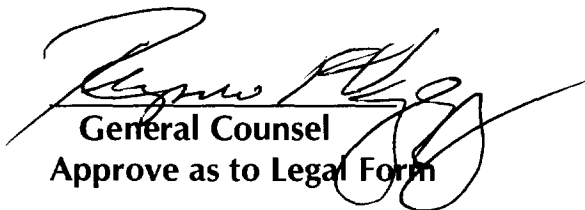
FOR AGENCY

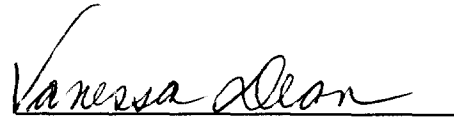

James Dyson
Chairman


Interventions Northside

OCT 12 1999


~~Patricia Buck~~
Assistant Secretary


General Counsel
Approve as to Legal Form


Vanessa Dean (student)

21552

**ALCOHOLISM AND SUBSTANCE ABUSE STUDIES PRACTICUM
AGREEMENT**

between

**THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT
NO. 508 COUNTY OF COOK AND STATE OF ILLINOIS**

And

Ravenswood Mental Health Center

This Agreement is entered into by and between the Board of Trustees of Community College District 508, County of Cook and State of Illinois (hereinafter the "Board") on behalf of Harold Washington College and

~~South Suburban Council on Alcoholism & Substance Abuse~~ *KAW*

Ravenswood Mental Health Center

(hereinafter "Agency" to prepare students for positions in the fields of Alcoholism and Substance Abuse treatment.

It is hereby agreed by the parties as follows:

1. The Agency agrees to provide the Board's students with a varied direct service alcohol and other drug abuse treatment experience which will include as many of the following Illinois Alcoholism and Other Drug Abuse Professional Counselors Association (IAODAPCA) Core Functions as possible:
 - a. client screening
 - b. client intake
 - c. client orientation
 - d. client assessment
 - e. substance abuse evaluation
 - f. treatment planning
 - g. individual counseling
 - h. group counseling
 - i. family counseling
 - j. case management
 - k. exposure to and attendance at meetings of Alcoholics

21552

- Anonymous, Al-Anon, and, if possible, Narcotics Anonymous
- l. crisis intervention
 - m. client education
 - n. referral
 - o. outreach
 - p. recordkeeping
 - r. written communication with other professionals
 - s. consultation with other professionals
 2. Each of the Board's students assigned to the Agency's practicum shall have an individual supervisor who shall be the employee of the Agency and who shall be assigned to the student by the Agency.
 3. The Agency agrees to maintain the appropriate Illinois license by the Department of Alcoholism and Substance Abuse or by the Department of Public Health if a hospital. Hospital programs will maintain Joint Commission for the Accreditation of Health Care Organizations (JCAHO) or Commission on the Accreditation of Rehabilitation of Facilities (CARF) accreditation.
 4. The duration of the practicum experience will be one semester in length unless other arrangements have been approved by the College Program Coordinator or the Practicum Instructor. Each student, as a course requirement, shall spend 300 hours at the agency unless other arrangements have been approved by the College Coordinator or Instructor. Each Agency supervisor shall document student attendance.
 5. The Board agrees to appoint a Harold Washington College Program Director for the purpose of maintaining ongoing contact with each Agency's practicum supervisor. At a minimum, such contact shall include a) one visit by the Harold Washington College Program Director to the Agency to meet student and Agency's representative; b) telephone contact between Harold Washington College Program Director and Agency on an as needed basis; c) two written evaluations of the student's performance at specified intervals completed by the Agency supervisor. Copies of these evaluations will be sent to the student and Harold Washington College Program Director and these evaluations will remain part of the student's permanent record file and the property of the Board.
 6. Supervision of the Intern:
 - a. It is the preference of the Harold Washington College Program that the student's Agency supervisor be a Certified

Alcoholism Counselor and/or Certified (or clinically certified) Drug Abuse Counselor. Individuals who possess recognized Mental Health degrees (i.e., M.S.W., Ph.D) who are not yet certified in the Alcoholism and Substance Abuse fields, may also be considered as potential supervisors, provided that they possess an acceptable amount of expertise in alcoholism and substance abuse treatment.

- b. No field-work agency supervisor may supervise more than four interns.
 - c. The student shall receive no less than a total of two hours of individual and group clinical supervision per week.
 - d. The Agency agrees to complete and submit two (2) Supervisor Evaluation Forms for each practicum student; one at mid-term and one at the completion of the practicum experience. In addition, the Agency agrees to complete and submit a Documentation of Supervision Form for each student. All forms will be submitted to the College in a timely fashion.
7. All students will be instructed in the observance of the principles of confidentiality and will be required to comply with them.
 8. The Agency's employees shall maintain and preserve the confidentiality of all student records.
 9. Documentation of Student Progress and Training Needs:

The Agency practicum supervisor agrees to address the issue of the student's additional training and supervisory needs. The supervisor's assessment of student's additional training and supervisory needs shall be discussed with the student and included as a written component of all intern evaluations.
 10. The Agency reserves the right to terminate student's practicum at the Agency prior to completion if it is determined by the Agency supervisor in consultation with the Harold Washington College Program Coordinator that the student is in violation of any local, state or federal law Agency or Board rules, or policy, or demonstrates unsatisfactory clinical progress as set forth in the course requirements.
 11. The Board reserves the right to terminate any student's practicum

prior to completion if it determines that the Agency is not providing an appropriate experience for the student.

12. All parties agree that the termination of a practicum in process shall only be done under extreme circumstances and shall not be done without prior discussion between Agency, the Harold Washington College Practicum Coordinator and the student.
13. Insurance - The Board's students will be protected by malpractice in the following amounts, \$1,000,000/1,000,000 via Near North Insurance Company policy.
14. This Agreement may be terminated by either party upon 30 days written notice sent to the parties at the following address by first class mail, postage pre-paid: Wayne D. Watson, Chancellor, City Colleges of Chicago, 226 W. Jackson Blvd., 14th Floor, Chicago, IL 60606.

FOR THE BOARD

FOR AGENCY

Wayne D. Watson
Chancellor
City Colleges of Chicago

Ravenswood Mental Health
Center
2350 W. Irving Park Road
Chicago, IL

and

Atten: Mary Larson

Christine A. Franz
Dean of Instruction
Harold Washington College
30 East Lake Street
Chicago, IL 60601

15. Neither party shall use the name of the other in any promotional literature, statement or publication without the other party's express written approval.
16. It shall be the responsibility of each student to provide for her/his own health insurance coverage. Such coverage may be obtained via insurance policies through spouse or family, or the student may arrange coverage via the health insurance plan offered from time-to-time by private companies to the City Colleges, or the student may make other arrangements. Proof of satisfactory health insurance may be required by the Agency prior to the student

21552.

beginning his/her practicum.

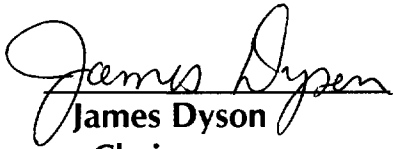
17. Contract Term: Begins August 23, 1999
Expires December 18, 1999

In witness whereof, the parties have executed this

Agreement on this _____ day of _____, 19__.

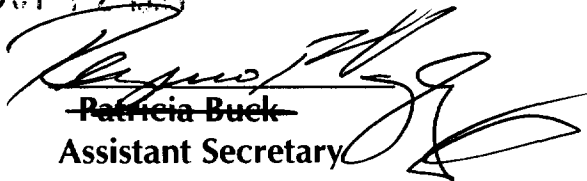
FOR THE BOARD

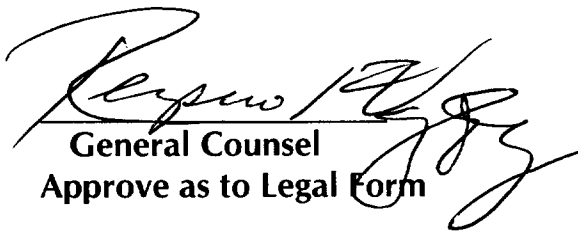
FOR AGENCY


James Dyson
Chairman


Ravenswood Mental Health Center

OCT 12 1999


~~Patricia Buck~~
Assistant Secretary


General Counsel
Approve as to Legal Form


Frank K. Kozlik (student)

**ALCOHOLISM AND SUBSTANCE ABUSE STUDIES PRACTICUM
AGREEMENT**

between

**THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT
NO. 508 COUNTY OF COOK AND STATE OF ILLINOIS**

And

Lifeline – Weiss Hospital

This Agreement is entered into by and between the Board of Trustees of Community College District 508, County of Cook and State of Illinois (hereinafter the "Board") on behalf of Harold Washington College and

Lifeline – Weiss Hospital

(hereinafter "Agency" to prepare students for positions in the fields of Alcoholism and Substance Abuse treatment.

It is hereby agreed by the parties as follows:

1. The Agency agrees to provide the Board's students with a varied direct service alcohol and other drug abuse treatment experience which will include as many of the following Illinois Alcoholism and Other Drug Abuse Professional Counselors Association (IAODAPCA) Core Functions as possible:
 - a. client screening
 - b. client intake
 - c. client orientation
 - d. client assessment
 - e. substance abuse evaluation
 - f. treatment planning
 - g. individual counseling
 - h. group counseling
 - i. family counseling
 - j. case management
 - k. exposure to and attendance at meetings of Alcoholics

- Anonymous, Al-Anon, and, if possible, Narcotics Anonymous
 - l. crisis intervention
 - m. client education
 - n. referral
 - o. outreach
 - p. recordkeeping
 - r. written communication with other professionals
 - s. consultation with other professionals
- 2. Each of the Board's students assigned to the Agency's practicum shall have an individual supervisor who shall be the employee of the Agency and who shall be assigned to the student by the Agency.
- 3. The Agency agrees to maintain the appropriate Illinois license by the Department of Alcoholism and Substance Abuse or by the Department of Public Health if a hospital. Hospital programs will maintain Joint Commission for the Accreditation of Health Care Organizations (JCAHO) or Commission on the Accreditation of Rehabilitation of Facilities (CARF) accreditation.
- 4. The duration of the practicum experience will be one semester in length unless other arrangements have been approved by the College Program Coordinator or the Practicum Instructor. Each student, as a course requirement, shall spend 300 hours at the agency unless other arrangements have been approved by the College Coordinator or Instructor. Each Agency supervisor shall document student attendance.
- 5. The Board agrees to appoint a Harold Washington College Program Director for the purpose of maintaining ongoing contact with each Agency's practicum supervisor. At a minimum, such contact shall include a) one visit by the Harold Washington College Program Director to the Agency to meet student and Agency's representative; b) telephone contact between Harold Washington College Program Director and Agency on an as needed basis; c) two written evaluations of the student's performance at specified intervals completed by the Agency supervisor. Copies of these evaluations will be sent to the student and Harold Washington College Program Director and these evaluations will remain part of the student's permanent record file and the property of the Board.
- 6. Supervision of the Intern:

 - a. It is the preference of the Harold Washington College Program that the student's Agency supervisor be a Certified

Alcoholism Counselor and/or Certified (or clinically certified) Drug Abuse Counselor. Individuals who possess recognized Mental Health degrees (i.e., M.S.W., Ph.D) who are not yet certified in the Alcoholism and Substance Abuse fields, may also be considered as potential supervisors, provided that they possess an acceptable amount of expertise in alcoholism and substance abuse treatment.

- b. No field-work agency supervisor may supervise more than four interns.**
 - c. The student shall receive no less than a total of two hours of individual and group clinical agency supervision per week.**
 - d. The Agency agrees to complete and submit two (2) Supervisor Evaluation Forms for each practicum student; one at mid-term and one at the completion of the practicum experience. In addition, the Agency agrees to complete and submit a Documentation of Supervision Form for each student. All forms will be submitted to the College in a timely fashion.**
- 7. All students will be instructed in the observance of the principles of confidentiality and will be required to comply with them.**
- 8. The Agency's employees shall maintain and preserve the confidentiality of all student records.**
- 9. Documentation of Student Progress and Training Needs:**
- The Agency practicum supervisor agrees to address the issue of the student's additional training and supervisory needs. The supervisor's assessment of student's additional training and supervisory needs shall be discussed with the student and included as a written component of all intern evaluations.**
- 10. The Agency reserves the right to terminate student's practicum at the Agency prior to completion if it is determined by the Agency supervisor in consultation with the Harold Washington College Program Coordinator that the student is in violation of any local, state or federal law Agency or Board rules, or policy, or demonstrates unsatisfactory clinical progress as set forth in the course requirements.**
- 11. The Board reserves the right to terminate any student's practicum**

prior to completion if it determines that the Agency is not providing an appropriate experience for the student.

12. All parties agree that the termination of a practicum in process shall only be done under extreme circumstances and shall not be done without prior discussion between Agency, the Harold Washington College Practicum Coordinator and the student.
13. Insurance - The Board's students will be protected by malpractice in the following amounts, \$1,000,000/1,000,000 via Near North Insurance Company policy.
14. This Agreement may be terminated by either party upon 30 days written notice sent to the parties at the following address by first class mail, postage pre-paid: Wayne D. Watson, Chancellor, City Colleges of Chicago, 226 W. Jackson Blvd., 14th Floor, Chicago, IL 60606.

FOR THE BOARD

FOR AGENCY

Wayne D. Watson
Chancellor
City Colleges of Chicago

Lifeline – Weiss Hospital
4646 N. Marine Drive
Chicago, IL

and

Atten: Gail Harris

Christine A. Franz
Dean of Instruction
Harold Washington College
30 East Lake Street
Chicago, IL 60601

15. Neither party shall use the name of the other in any promotional literature, statement or publication without the other party's express written approval.
16. It shall be the responsibility of each student to provide for her/his own health insurance coverage. Such coverage may be obtained via insurance policies through spouse or family, or the student may arrange coverage via the health insurance plan offered from time-to-time by private companies to the City Colleges, or the student may make other arrangements. Proof of satisfactory health insurance may be required by the Agency prior to the student beginning his/her practicum.

21552

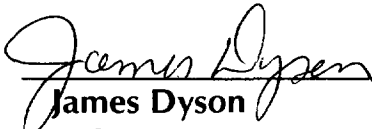
17. Contract Term: Begins August 23, 1999
Expires December 18, 1999

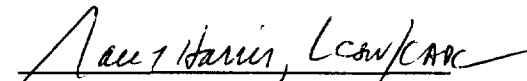
In witness whereof, the parties have executed this

Agreement on this _____ day of _____, 19__.

FOR THE BOARD

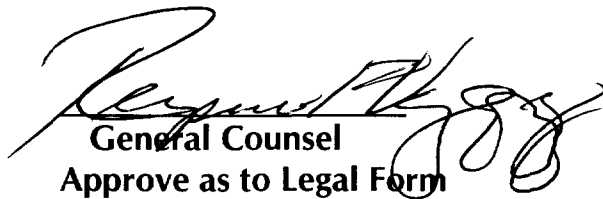
FOR AGENCY


James Dyson
Chairman


Nancy Harris, LCOW/CAO
Lifeline - Weiss Hospital

OCT 12 1999

Patricia Buck
Assistant Secretary


Robert H. Goy
General Counsel
Approve as to Legal Form


Austin, Vernesta (student)

21552

**ALCOHOLISM AND SUBSTANCE ABUSE STUDIES PRACTICUM
AGREEMENT**

between

**THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT
NO. 508 COUNTY OF COOK AND STATE OF ILLINOIS**

And

Haymarket

This Agreement is entered into by and between the Board of Trustees of Community College District 508, County of Cook and State of Illinois (hereinafter the "Board") on behalf of Harold Washington College and

South Suburban Council on Alcoholism & Substance Abuse

Haymarket

(hereinafter "Agency" to prepare students for positions in the fields of Alcoholism and Substance Abuse treatment.

It is hereby agreed by the parties as follows:

1. The Agency agrees to provide the Board's students with a varied direct service alcohol and other drug abuse treatment experience which will include as many of the following Illinois Alcoholism and Other Drug Abuse Professional Counselors Association (IAODAPCA) Core Functions as possible:
 - a. client screening
 - b. client intake
 - c. client orientation
 - d. client assessment
 - e. substance abuse evaluation
 - f. treatment planning
 - g. individual counseling
 - h. group counseling
 - i. family counseling
 - j. case management
 - k. exposure to and attendance at meetings of Alcoholics

- Anonymous, Al-Anon, and, if possible, Narcotics Anonymous
 - l. crisis intervention
 - m. client education
 - n. referral
 - o. outreach
 - p. recordkeeping
 - r. written communication with other professionals
 - s. consultation with other professionals
- 2. Each of the Board's students assigned to the Agency's practicum shall have an individual supervisor who shall be the employee of the Agency and who shall be assigned to the student by the Agency.
- 3. The Agency agrees to maintain the appropriate Illinois license by the Department of Alcoholism and Substance Abuse or by the Department of Public Health if a hospital. Hospital programs will maintain Joint Commission for the Accreditation of Health Care Organizations (JCAHO) or Commission on the Accreditation of Rehabilitation of Facilities (CARF) accreditation.
- 4. The duration of the practicum experience will be one semester in length unless other arrangements have been approved by the College Program Coordinator or the Practicum Instructor. Each student, as a course requirement, shall spend 300 hours at the agency unless other arrangements have been approved by the College Coordinator or Instructor. Each Agency supervisor shall document student attendance.
- 5. The Board agrees to appoint a Harold Washington College Program Director for the purpose of maintaining ongoing contact with each Agency's practicum supervisor. At a minimum, such contact shall include a) one visit by the Harold Washington College Program Director to the Agency to meet student and Agency's representative; b) telephone contact between Harold Washington College Program Director and Agency on an as needed basis; c) two written evaluations of the student's performance at specified intervals completed by the Agency supervisor. Copies of these evaluations will be sent to the student and Harold Washington College Program Director and these evaluations will remain part of the student's permanent record file and the property of the Board.
- 6. Supervision of the Intern:
 - a. It is the preference of the Harold Washington College Program that the student's Agency supervisor be a Certified

Alcoholism Counselor and/or Certified (or clinically certified) Drug Abuse Counselor. Individuals who possess recognized Mental Health degrees (i.e., M.S.W., Ph.D) who are not yet certified in the Alcoholism and Substance Abuse fields, may also be considered as potential supervisors, provided that they possess an acceptable amount of expertise in alcoholism and substance abuse treatment.

- b. No field-work agency supervisor may supervise more than four interns.**
 - c. The student shall receive no less than a total of two hours of individual and group clinical agency supervision per week.**
 - d. The Agency agrees to complete and submit two (2) Supervisor Evaluation Forms for each practicum student; one at mid-term and one at the completion of the practicum experience. In addition, the Agency agrees to complete and submit a Documentation of Supervision Form for each student. All forms will be submitted to the College in a timely fashion.**
- 7. All students will be instructed in the observance of the principles of confidentiality and will be required to comply with them.**
- 8. The Agency's employees shall maintain and preserve the confidentiality of all student records.**
- 9. Documentation of Student Progress and Training Needs:**
- The Agency practicum supervisor agrees to address the issue of the student's additional training and supervisory needs. The supervisor's assessment of student's additional training and supervisory needs shall be discussed with the student and included as a written component of all intern evaluations.**
- 10. The Agency reserves the right to terminate student's practicum at the Agency prior to completion if it is determined by the Agency supervisor in consultation with the Harold Washington College Program Coordinator that the student is in violation of any local, state or federal law Agency or Board rules, or policy, or demonstrates unsatisfactory clinical progress as set forth in the course requirements.**
- 11. The Board reserves the right to terminate any student's practicum**

prior to completion if it determines that the Agency is not providing an appropriate experience for the student.

12. All parties agree that the termination of a practicum in process shall only be done under extreme circumstances and shall not be done without prior discussion between Agency, the Harold Washington College Practicum Coordinator and the student.
13. Insurance - The Board's students will be protected by malpractice in the following amounts, \$1,000,000/1,000,000 via Near North Insurance Company policy.
14. This Agreement may be terminated by either party upon 30 days written notice sent to the parties at the following address by first class mail, postage pre-paid: Wayne D. Watson, Chancellor, City Colleges of Chicago, 226 W. Jackson Blvd., 14th Floor, Chicago, IL 60606.

FOR THE BOARD

FOR AGENCY

Wayne D. Watson
Chancellor
City Colleges of Chicago

Haymarket
120 N. Sangamon
Chicago, IL

and

Christine A. Franz
Dean of Instruction
Harold Washington College
30 East Lake Street
Chicago, IL 60601

15. Neither party shall use the name of the other in any promotional literature, statement or publication without the other party's express written approval.
16. It shall be the responsibility of each student to provide for her/his own health insurance coverage. Such coverage may be obtained via insurance policies through spouse or family, or the student may arrange coverage via the health insurance plan offered from time-to-time by private companies to the City Colleges, or the student may make other arrangements. Proof of satisfactory health insurance may be required by the Agency prior to the student beginning his/her practicum.

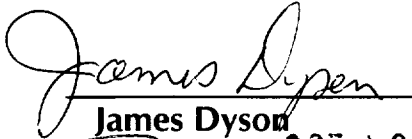
21552

17. Contract Term: Begins August 23, 1999
Expires December 18, 1999

In witness whereof, the parties have executed this
Agreement on this 16th day of November 1999.

FOR THE BOARD

FOR AGENCY



James Dyson

Chairman

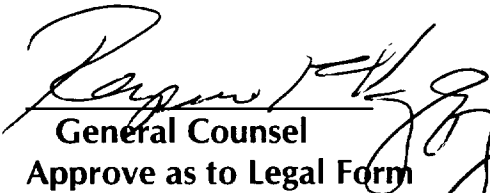
OCT 12 1999

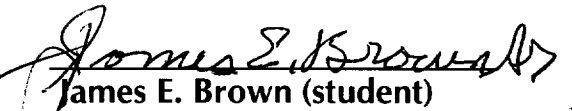

Patricia Buck

Assistant Secretary



Haymarket


General Counsel
Approve as to Legal Form


James E. Brown (student)

21552

**ALCOHOLISM AND SUBSTANCE ABUSE STUDIES PRACTICUM
AGREEMENT**

between

**THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT
NO. 508 COUNTY OF COOK AND STATE OF ILLINOIS**

And

Veterans Administration Hospital

This Agreement is entered into by and between the Board of Trustees of Community College District 508, County of Cook and State of Illinois (hereinafter the "Board") on behalf of Harold Washington College and

South Suburban Council on Alcoholism & Substance Abuse

Veterans Administration Hospital

(hereinafter "Agency" to prepare students for positions in the fields of Alcoholism and Substance Abuse treatment.

It is hereby agreed by the parties as follows:

1. The Agency agrees to provide the Board's students with a varied direct service alcohol and other drug abuse treatment experience which will include as many of the following Illinois Alcoholism and Other Drug Abuse Professional Counselors Association (IAODAPCA) Core Functions as possible:
 - a. client screening
 - b. client intake
 - c. client orientation
 - d. client assessment
 - e. substance abuse evaluation
 - f. treatment planning
 - g. individual counseling
 - h. group counseling
 - i. family counseling
 - j. case management
 - k. exposure to and attendance at meetings of Alcoholics

- Anonymous, Al-Anon, and, if possible, Narcotics Anonymous
- l. crisis intervention
 - m. client education
 - n. referral
 - o. outreach
 - p. recordkeeping
 - r. written communication with other professionals
 - s. consultation with other professionals
 2. Each of the Board's students assigned to the Agency's practicum shall have an individual supervisor who shall be the employee of the Agency and who shall be assigned to the student by the Agency.
 3. The Agency agrees to maintain the appropriate Illinois license by the Department of Alcoholism and Substance Abuse or by the Department of Public Health if a hospital. Hospital programs will maintain Joint Commission for the Accreditation of Health Care Organizations (JCAHO) or Commission on the Accreditation of Rehabilitation of Facilities (CARF) accreditation.
 4. The duration of the practicum experience will be one semester in length unless other arrangements have been approved by the College Program Coordinator or the Practicum Instructor. Each student, as a course requirement, shall spend 300 hours at the agency unless other arrangements have been approved by the College Coordinator or Instructor. Each Agency supervisor shall document student attendance.
 5. The Board agrees to appoint a Harold Washington College Program Director for the purpose of maintaining ongoing contact with each Agency's practicum supervisor. At a minimum, such contact shall include a) one visit by the Harold Washington College Program Director to the Agency to meet student and Agency's representative; b) telephone contact between Harold Washington College Program Director and Agency on an as needed basis; c) two written evaluations of the student's performance at specified intervals completed by the Agency supervisor. Copies of these evaluations will be sent to the student and Harold Washington College Program Director and these evaluations will remain part of the student's permanent record file and the property of the Board.
 6. Supervision of the Intern:
 - a. It is the preference of the Harold Washington College Program that the student's Agency supervisor be a Certified

Alcoholism Counselor and/or Certified (or clinically certified) Drug Abuse Counselor. Individuals who possess recognized Mental Health degrees (i.e., M.S.W., Ph.D) who are not yet certified in the Alcoholism and Substance Abuse fields, may also be considered as potential supervisors, provided that they possess an acceptable amount of expertise in alcoholism and substance abuse treatment.

- b. No field-work agency supervisor may supervise more than four interns.**
 - c. The student shall receive no less than a total of two hours of individual and group clinical agency supervision per week.**
 - d. The Agency agrees to complete and submit two (2) Supervisor Evaluation Forms for each practicum student; one at mid-term and one at the completion of the practicum experience. In addition, the Agency agrees to complete and submit a Documentation of Supervision Form for each student. All forms will be submitted to the College in a timely fashion.**
- 7. All students will be instructed in the observance of the principles of confidentiality and will be required to comply with them.**
- 8. The Agency's employees shall maintain and preserve the confidentiality of all student records.**
- 9. Documentation of Student Progress and Training Needs:**
- The Agency practicum supervisor agrees to address the issue of the student's additional training and supervisory needs. The supervisor's assessment of student's additional training and supervisory needs shall be discussed with the student and included as a written component of all intern evaluations.**
- 10. The Agency reserves the right to terminate student's practicum at the Agency prior to completion if it is determined by the Agency supervisor in consultation with the Harold Washington College Program Coordinator that the student is in violation of any local, state or federal law Agency or Board rules, or policy, or demonstrates unsatisfactory clinical progress as set forth in the course requirements.**
- 11. The Board reserves the right to terminate any student's practicum**

prior to completion if it determines that the Agency is not providing an appropriate experience for the student.

12. All parties agree that the termination of a practicum in process shall only be done under extreme circumstances and shall not be done without prior discussion between Agency, the Harold Washington College Practicum Coordinator and the student.
13. Insurance - The Board's students will be protected by malpractice in the following amounts, \$1,000,000/1,000,000 via Near North Insurance Company policy.
14. This Agreement may be terminated by either party upon 30 days written notice sent to the parties at the following address by first class mail, postage pre-paid: Wayne D. Watson, Chancellor, City Colleges of Chicago, 226 W. Jackson Blvd., 14th Floor, Chicago, IL 60606.

FOR THE BOARD

FOR AGENCY

Wayne D. Watson
Chancellor
City Colleges of Chicago

Veterans Administration Hospital
820 S. Damen
Chicago, IL

and

Atten: Morris Jones

Christine A. Franz
Dean of Instruction
Harold Washington College
30 East Lake Street
Chicago, IL 60601

15. Neither party shall use the name of the other in any promotional literature, statement or publication without the other party's express written approval.
16. It shall be the responsibility of each student to provide for her/his own health insurance coverage. Such coverage may be obtained via insurance policies through spouse or family, or the student may arrange coverage via the health insurance plan offered from time-to-time by private companies to the City Colleges, or the student may make other arrangements. Proof of satisfactory health insurance may be required by the Agency prior to the student beginning his/her practicum.

AGREEMENT

for

Improving Minority Student Transfer Success Through Articulation
with Community - Based Organizations

THIS AGREEMENT, entered into this ____ day of, 1998, by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, (here in after referred to as "Board"), and Youth Service Project, Inc., (herein after referred to as "contractor").

WHEREAS, the Board has contracted with the Illinois Board of Higher Education to provide services in a Improving Minority Student Transfer Success Through Articulation with Community Based Organizations.

WHEREAS, the Board has agreed to engage the Contractor to render services as described in the contractor's "Proposal for Funding under the Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations", a copy of which is appended to this Agreement and hereby incorporated by this reference.

WITNESSETH, that in consideration of the mutual obligations and promises contained herein, the Board and _____, do hereby mutually agree as to the following:

1. Scope of Services: The Contractor will implement its Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations and will perform all services as set forth in the proposal and budget attached hereto, and made a part of this agreement.
2. Time of Performance: The Services of Contractor are to commence on September 1, 1998 and shall be undertaken and completed by June 30, 1999.
3. Compensation and Method of Payment:
 - A. Compensation: The Contractor shall be compensated on a reimbursement basis for services performed and costs expended hereunder pursuant to the budget set forth as part of their Proposal for Funding. It is the intent of the parties to this agreement that all reimbursement by the Board shall be for money actually expended by the Contractor within the terms of the budget as approved by the State of Illinois for reimbursement. Reimbursement will be made only for actual costs incurred within the terms of the budget, as allowed by the State of Illinois. Contractor agrees to reimburse the Board of costs disallowed by the State of Illinois.
 - B. Method of Payment: The Board agrees to pay Contractor an amount not to exceed Eight Thousand dollars which shall constitute full and complete compensation for all of the Contractor's services under this contract. This Board shall make payment under this Agreement upon presentation of requisition for reimbursement by the Contractor. Once each month (or at other intervals as determined by the Board) the Contractor will submit to the Board, in such form and detail as required by the Board, a requisition for reimbursement supported by documents required by the Board as to expenditures incurred by the Contractor in the performance of this Agreement and claimed to constitute allowable costs.

4. Compliance with Laws: The Contractor shall at all times observe and comply with all laws ordinances, regulations and codes of the Federal, State, City and the Board which may in any manner affect the preparation of proposals or the performance of the agreement.
5. Indemnity: Contractor shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent infringement or copyright infringement claims, suits, liabilities, judgments, costs and consequences of the granting of this contract or which may in anywise result therefrom, whether or not it shall alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the Contractor's subcontractor's or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgement shall be rendered against the Board in any action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.
6. Charges: The Board may request changes in the scope of the services of the Contractor to the performed hereunder. Such changes, including any increases or decrease in the amount of the Contractor's compensation, with 30 days notice, shall be incorporated in written amendments to this Agreement.
7. Termination For Cause: If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement as determined by the Board, or if the Contractors shall violate any of the covenants, agreements, or stipulations of this Agreement. the Board shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specify the effective date thereof, at least 5 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Board become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the Agreement by the Contractor, and the Board may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Board from the Contractor is determined.

8. Records and Audits: At any time during the normal business hours and as often as the Board or the Illinois Board of Higher Education (IBHE) may deem necessary, there shall be made available to the Board or IBHE representatives for examination all of its records with respect to all matters covered by this Agreement and will permit the Board and IBHE representatives to examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this

Agreement.

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the Board or IBHE to assure proper accounting for all project funds. These records will be made available for audit purposes to the Board and IBHE or any authorized representatives, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the Board.

The Contractor agrees to conduct an independent audit which will verify all line item costs and reimbursed expenses covered by the full contract amount and further agrees to forward the final report from said audit to the Board within forty-five (45) days after the completion of this Agreement.

- 9. Reports and information: At such times and in such forms as the Board or IBHE may require, there shall be furnished to the Board of IBHE such statements, records, data and information, as the Board or IBHE may request pertaining to all matters covered by this Contract.
- 10. Terms and Conditions: This contract represents the final and complete understanding of the parties, and is subject to the terms, conditions and requirements of the Agreement of the Board and the Illinois Board of Higher Education.
- 11. Notice: Notice and communications pursuant to this Agreement shall be sent by first class mail to the parties at the following addresses:

College:	Agency:
<u>Ronald Hearn, Asst. Dean</u>	<u>Mary Scott-Boria, Associate Exec. Dir.</u>
<u>Harold Washington College</u>	<u>Youth Service Project, Inc.</u>
<u>30 E. Lake Street, Room 1017</u>	<u>3942 West North Ave.</u>
<u>Chicago, IL 60601</u>	<u>Chicago, IL 60647</u>

IN WITNESS WHEREOF the parties by their authorized signatories do hereby place their hand and seals.

21152

For the Board of Trustees
BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS
225 WEST JACKSON BLVD.
CHICAGO, ILLINOIS 60606

Community-Based Organization

Chairman of the Board

YOUTH SERVICE Project, INC.
Agency Name

Robert...

CHAIRMAN OF THE BOARD

MARY SCOTT-BOZIA

Agency Executive Director (print)

Patricia A. Buck
ASSISTANT BOARD SECRETARY

[Signature]
Approved as to legal form:

Mary Scott-Bozia

Agency Executive Director (signature)

Nancy DeSantis

College President

Academic Support/Student Services
21152
 IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
 ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

FY99

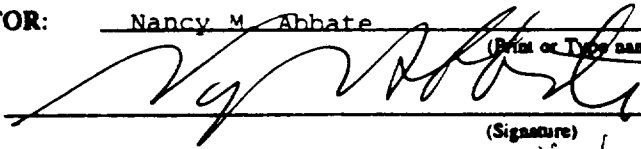
PROPOSAL COVER PAGE

PROJECT TITLE: EDUCATION ADVOCACY

APPLICANT (COLLEGE):

Name : Youth Service Project, Inc.
Address: 3942 West North Ave.
Chicago, Illinois 60647

GRANT ADMINISTRATOR: Nancy M. Abbate

(Print or Type name)

(Signature)

PROJECT DIRECTOR:

Name: Mary Scott-Boria
Title: Associate Executive Director
Address: 3942 West North Ave.
Chicago, Illinois 60647
Telephone: (312) 772-6270

*Linda Boria, Comptroller
Linda Black Contract*

<p>COLLEGE GOALS (As proposed by the CBOs)</p>	<p>FUNDS REQUESTED \$ <u>12,000</u></p>
<p>Indicate the number of participants to be:</p> <p>Directly served during FY99: <u>25</u></p> <p>Indirectly served during FY99: <u>60</u></p> <p>Enrolled in college credit by Fall 99: <u>25</u></p>	<p>Indicate the proposed number of participants to be directly served by Racial/Ethnic group:</p> <p><u> </u> Nat/Ame. <u> </u> White</p> <p><u>15</u> Hispanic <u>1</u> Black <u> </u> Asian/Ame</p>
	<p>Breakdown of the proposed number of participants to be directly served by educational status during FY99 (unduplicated)</p> <p><u>6</u> GED Grads. <u>12</u> Alt. HS Students</p> <p><u>7</u> GED students <u> </u> Alt. HS Grads.</p>

21152

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

Objective 3: Provide access to pre-credit programs designed to improve students' academic skills thereby providing access to the Colleges' credit programs.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
Provide for academic assessment sessions.	On-going	HWC & CBO staff	100 students will be assessed for academic skills placement and will be exposed to test taking strategies designed to help improve performance on college placement test.
Conduct test taking skills workshops.	On-going	HWC & CBO staff	
Setup onsite placement testing of participants.	On-going	HWC & CBO staff	

**City Colleges of Chicago
Academic Support/Student Services**

**IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS**

PROGRAM BUDGET PAGE

21152

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

Objective 2: Expose 100 minority students to campus life by hosting campus tours, providing career awareness and academic support information designed to motivate minority students to enroll in college.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
Conduct campus tours	On-going	HWC and CBO staff.	100 students will be exposed to information on financing a college education. These students will also become familiar with the physical layout of the College.
Conduct financial aid seminars	On-going	HWC and CBO staff.	
Conduct college admission orientation.	On-going	HWC and CBO staff.	

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

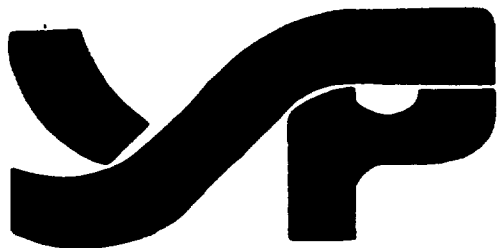
PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

Objective 1: Identify 100 minority students. Collect data and submit reports on the status of the program

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
Identify youth enrolled in community-based programs	On-going	CBO STAFF	100 students will have a working knowledge of the college admission's process and how to access the various services in the transfer center and the career planning & placement center.
Identify youth enrolled in alternative high schools.	On-going	CBO STAFF	
Identify youth enrolled in GED programs.	On-going	CBO STAFF	
Document and track program participants.	On-going	CBO STAFF, Project Coordinator.	
Submit reports on project results	Quarterly	CBO STAFF	

City Colleges of Chicago
Academic Support/Student Services



21152
YOUTH SERVICE PROJECT, INC.

responding to changing youth needs

(312) 772-6270 FAX (312) 772-8755 TTY (312) 772-4125
3942 West North Avenue, Chicago, Illinois 60647

**YOUTH SERVICE PROJECT, INC.
BOARD OF DIRECTORS**

OFFICERS:

PRESIDENT
CHUCK LAY
Systems Audit Manager
Sears Merchandise Group
Department 768A
3333 Beverly Road
Hoffman Estates, IL 60179
847/286-8935
Fax: 708/286-4797

VICE PRESIDENT
PAT BEDOLLA
Owner
Bedolla Foods
3850 W. North Avenue
Chicago, IL 60647
312/235-3637
Fax: 312/235-0534

SECRETARY
YOLANDA CUSTER
Producer/Director
WLS-TV Channel 7
190 N. State Street
Chicago, IL 60601
312/750-7111
Fax: 312/750-7050

TREASURER
PAUL NICKERSON
President
Hands-On, Inc.
1024 East 87th Street
Chicago, IL 60619
312/221-2102
Fax: 312/221-8176

MEMBERS:

ZULLY ALVARADO
President
The Zully Corporation
6033 N. Sheridan Road
Suite 14F
Chicago, IL 60660
312/561-1428
Fax: 312/561-0339

MICHAEL ANZELC
Director of Business Development
W. E. O'Neil Construction
2751 N. Clybourn Ave.
Chicago, IL 60614
312/327-1611
Fax: 312/327-4806

ELDA H. ANDERSON
President
Hernandez-Anderson Interior
Design, LTD.
5519 N. Christiana Ave.
Chicago, IL 60625
312/583-6772
Fax: 312/583-7488

LEE BALGEMANN
President
Lee Balgemann Photographics
725 Monroe Avenue
River Forest, IL 60305
708/771-9427
Fax: 708/771-9432

Member Chicago Association of Commerce and Industry
Greater North-Pulaski Development Corporation
YSP, Inc. is a tax-exempt not-for-profit corporation.
Your contributions are tax deductible according to law.

YSP, Inc. is a multi-service agency
working with young people and their families
in Greater Humboldt Park and neighboring communities
since 1975.

YSP Board of Directors
p. 2

JOSÉ CHAPA
President
José Chapa Communications
3550 N. Lake Shore Drive
Chicago, IL 60657
312/525-2178

OLGA REYES
Assistant Professor
U of IL - Chicago
Psychology Dept (MC285)
1007 W. Harrison
Chicago, IL 60607-7137
312/413-2627
Fax: 312/413-4122

ROBERT SACK
Vice President of Operations
Helene Curtis, Inc.
4401 W. North Avenue
Chicago, IL 60639
312/292-6405
Fax: 312/252-8890

MILA TELLEZ
The EXTRA
3918 W. North Avenue
Chicago, IL 60647
312/252-3534
Fax: 312/252-6031

BELINDA WARD
Relocation Coordinator
FMC Corporation
200 E. Randolph St.
Chicago, IL 60601
312/861-6730
Fax: 312/861-6716

SHERMAN WEST
Category Manager Carwash
Amoco Corporation
200 E. Randolph
Chicago, IL 60601
312/856-5581
Fax: 312/616-0636

MICHAEL WILLIAMS
Senior Vice President
Household Bank
255 E. Lake Street
Bloomington, IL 60108
708/307-6611
Fax: 708/894-3001

For YSP Board use:

NANCY M. ABBATE
Executive Director
Youth Service Project, Inc.
312/772-6270 ext. 159
Beeper: 312/604-3404

2/8/96

Address any reply to:

Department of the Treasury

Phone Contact: R. M. Pavlo
Phone Number: 353-3457

21152

**District Director
Internal Revenue Service**

Date: **JUN 13 1977** | In reply refer to:
EO:201:RFP

CHL:EO:77 324

▷ Youth Service Project, Inc.
3942 West North Avenue
Chicago, Illinois 60647



— Gentlemen:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

21152

RUZICKA & ASSOCIATES, LTD.

Certified Public Accountants

Board of Directors
Youth Service Project, Inc.

Independent Auditor's Report

We have audited the Balance Sheets of Youth Service Project, Inc. as of June 30, 1995 and 1994 and the related Statements of Support and Revenue, Expenses and Changes in Fund Balances, and Statements of Changes in Financial Position for the years then ended. These financial statements are the responsibility of the management of Youth Service Project, Inc. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Youth Service Project, Inc. at June 30, 1995 and 1994 and the results of its operations and changes in fund balances and financial position for the years then ended in conformity with generally accepted accounting principles.

Our audits have been made primarily for the purposes of expressing an opinion on the financial statements, taken as a whole. The accompanying supplementary information is presented for analysis purposes and is not necessary for a fair presentation of the financial information referred to in the preceding paragraph. It has been subjected to the tests and other auditing procedures applied in the audit of the financial statements mentioned above and, in our opinion, is fairly stated in all respects material in relation to the financial statements taken as a whole.

September 12, 1995

Ruzicka & Associates Ltd.

YOUTH SERVICE PROJECT, INC.

BALANCE SHEETS

JUNE 30, 1995 AND 1994

	1995			1994		
	Current Funds	Land, Building and Equipment	Total	Current Funds	Land, Building and Equipment	Total
Assets						
Cash and cash equivalents	\$ 629,715		629,715	\$ 595,557		595,557
Grants receivable	575,126		575,126	293,713		293,713
Other receivables and assets	8,067		8,067	6,526		6,526
Land, building, and equipment (note 5)		492,291	492,291		464,494	464,494
Total assets	\$ 1,212,908	492,291	1,705,199	\$ 895,796	464,494	1,360,290
Liabilities and Fund Balances						
Accounts payable	\$ 37,001		37,001	\$ 25,876		25,876
Accrued liabilities	62,719		62,719	58,889		58,889
Unearned grants and contracts	203,304		203,304	82,701		82,701
Other liabilities	5,862		5,862	20,239		20,239
Total liabilities	308,886		308,886	187,705		187,705
Fund Balances						
Undesignated, for general activities	804,022		804,022	608,091		608,091
Designated for scholarships	100,000		100,000	100,000		100,000
Invested in fixed assets		492,291	492,291		464,494	464,494
Total fund balances	904,022	492,291	1,396,313	708,091	464,494	1,172,585
Total liabilities and fund balances	\$ 1,212,908	492,291	1,705,199	\$ 895,796	464,494	1,360,290

21152

See accompanying notes to financial statements.

YOUTH SERVICE PROJECT, INC.

STATEMENTS OF SUPPORT AND REVENUE, EXPENSES, AND CHANGES IN FUND BALANCES

FOR THE YEARS ENDED JUNE 30, 1995 AND 1994

	1995			1994		
	General Operating	Land, Building and Equipment	Total	General Operating	Land, Building and Equipment	Total
Support and revenue:						
Government grants and contracts	\$ 1,709,621		1,709,621	\$1,539,891		1,539,891
Corporations, foundations and trusts	301,067		301,067	281,308		281,308
Other nonprofit organizations	20,000		20,000	54,261		54,261
United Way	112,577		112,577	120,520		120,520
Individuals and local businesses	90		90	1,285		1,285
Rent	27,880		27,980	31,680		31,680
Interest	23,633		23,633	12,749		12,749
Special events	20,128		20,128	13,930		13,930
Miscellaneous	54,568		54,568	33,204		33,204
Total support and revenue	2,269,554		2,269,554	2,088,529		2,088,529
Expenses:						
Salaries	1,182,424		1,182,424	1,116,184		1,116,184
Payroll taxes and benefits	170,466		170,466	160,345		160,345
Subcontract and stipends	17,007		17,007	35,906		35,906
Staff development	15,158		15,158	11,273		11,273
Program consultants	146,092		146,092	120,447		120,447
Utilities	14,902		14,902	18,144		18,144
Telephone	24,476		24,476	15,846		15,846
Insurance	39,879		39,879	46,123		46,123
Office supplies	22,014		22,014	15,407		15,407
Maintenance and repairs	28,901		28,901	20,199		20,199
Professional services	39,182		39,182	30,811		30,811
Dues and subscriptions	4,872		4,872	4,133		4,133
Equipment rental	59,631		59,631	51,753		51,753
Program expenses	96,207		96,207	91,048		91,048
Scholarships	41,000		41,000	30,500		30,500
Food	8,088		8,088	6,899		6,899
Printing and postage	20,395		20,395	27,401		27,401
Travel	61,595		61,595	73,787		73,787
Real estate taxes	5,700		5,700	2,681		2,681
Babysitting and parent group facilitators	5,270		5,270	5,995		5,995
Interest on loan				5,770		5,770
Depreciation		30,899	30,899		29,474	29,474
Building cost	3,159		3,159	3,445		3,445
Miscellaneous	8,509		8,509	5,814		5,814
Total expenses	2,314,927	30,899	2,345,826	1,894,901	29,474	1,924,375
Excess (deficit) of support and revenue over expenses	254,627	(30,899)	223,728	193,627	(29,474)	164,153
Fund balances, beginning of year	708,091	464,494	1,172,585	657,797	350,335	1,008,132
Transfers	(58,696)	58,696		(143,491)	143,491	
Fund balances, end of year	\$ 904,022	492,291	1,396,313	\$ 708,091	464,494	1,172,585

21152

21152
YOUTH SERVICE PROJECT

STATEMENTS OF CHANGES IN FINANCIAL POSITION

YEARS ENDED JUNE 30, 1995 AND 1994

	1995	1994
Sources of cash:		
Cash provided from operations:		
Excess of support and revenue over expenses	\$ 223,728	\$ 164,453
Add item not requiring cash - depreciation	30,899	29,474
Cash provided from operations	254,627	193,927
Increase (decrease) in accounts payable	11,125	(15,270)
Increase (decrease) in accrued liabilities	3,830	(5,495)
Increase (decrease) in unearned grants and contracts	120,603	(27,641)
Total cash provided	390,185	145,521
Use of cash		
Increase in grants receivable	281,413	36,230
Increase (decrease) in other receivables and assets	1,541	(3,070)
Decrease (increase) in other liabilities	14,377	(15,550)
Decrease in loan payable		139,192
Purchase of fixed assets	58,696	4,441
Total cash used	356,027	161,243
Increase (decrease) in cash	34,158	(15,722)
Cash and cash equivalents, beginning of year	595,557	611,279
Cash and cash equivalents, end of year	\$ 629,715	\$ 595,557

See accompanying notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 1995 and 1994

1. Purpose of Organization:

Youth Service Project, Inc. ("Organization") is an Illinois not-for-profit corporation supported primarily by government grants, private donations and fund-raising activities. Its purpose is to work in the Greater Humboldt Park area with primarily Latino and African-American young people and their families to confront neighborhood problems and provide constructive alternatives.

2. Summary of Significant Accounting Policies:

Method of Accounting

The Organization's accounts are maintained on the accrual basis of accounting. Donations are recorded when they are received or become receivable and, unless specifically restricted by the donor, are considered to be available for unrestricted use. Donations and grants which are restricted by the donor for a particular purpose are deemed to be earned as revenue when the Organization has incurred the expenditure in compliance with the restriction. Amounts received or receivable, but not yet earned, are reported as deferred revenue.

Property and Equipment

Property and equipment are recorded at their cost or fair market value at date of donation. Depreciation is provided on a straight-line basis over the following estimated useful lives:

Building	30 years
Building improvements	20 years
Equipment	5-10 years
Vehicle	5 years

Income Taxes

The Organization is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

3. Description of Funds:**Current Operating Funds**

The unrestricted current operating fund is used to account for all resources over which the Board of Directors has discretionary control, except amounts invested in property and equipment which are accounted for in the land, building and equipment fund.

The restricted current operating fund is used to account for donor-restricted donations. These funds are expended only in accordance with the donors' restrictions.

Land, Building and Equipment

The land, building and equipment fund is used to account for the net investment in property and equipment and for unexpended resources, if any, restricted by donors to be used for the acquisition of property and equipment for support of operations.

4. Fixed Assets, Net:

Fixed assets, net at June 30, 1995 is comprised of the following:

Land and buildings	\$395,000
Building improvements	165,817
Vehicle	19,000
Equipment	<u>78,275</u>
	658,092
Accumulated depreciation	<u>(165,801)</u>
	<u>\$492,291</u>

21152

**Public Allies 1995-96
VIOLENCE PREVENTION TEAM
PROPOSAL**

Team Members:

Akram Abedelal
Ava Berry
Shaisha Blount
Hugo Miranda
Gretchen Ocampo
Temperance Townsend
Jacinta Wong
Michael Wortham

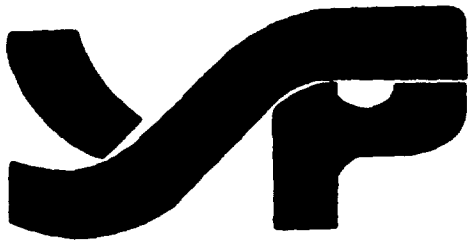
Program Associate:

Omar Buckner

MISSION AND GOAL

The Violence Prevention Team of Public Allies 1995-96 has revived a project with the goal of creating a network of young people dedicated to community service, preparing youth for future challenges, developing the skills of tomorrow's leaders and raising awareness of alternatives to violence in the Greater Grand Boulevard Community. It is the mission of the team to empower DuSable High School students with the knowledge and skills to become facilitators on Violence Prevention, and to then take that knowledge into feeder schools within the community to educate the elementary school students.

21152



YOUTH SERVICE PROJECT, INC.

responding to changing youth needs

(312) 772-6270 FAX (312) 772-8755 TTY (312) 772-4125
3942 West North Avenue, Chicago, Illinois 60647-4637

May 31, 1996


Mr. Alfonso Ribot
City Colleges of Chicago
226 West Jackson
Chicago, Illinois 60606

Dear Mr. Ribot,

Youth Service Project, Inc. is interested in continuing our Partnership with the Harold Washington College in the HECA program. The attached proposal outlines the goals and objectives of this program, as well as anticipated expenditures.

Please feel to contact us if you have any other questions or concerns.

Sincerely,



Nancy M. Abbate
Executive Director

NMA/msb

AGREEMENT

for

Improving Minority Student Transfer Success Through Articulation
with Community - Based Organizations

THIS AGREEMENT, entered into this ___ day of, 1998, by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, (here in after referred to as "Board"), and Jobs For Youth, (herein after referred to as "contractor").

WHEREAS, the Board has contracted with the Illinois Board of Higher Education to provide services in a Improving Minority Student Transfer Success Through Articulation with Community Based Organizations.

WHEREAS, the Board has agreed to engage the Contractor to render services as described in the contractor's "Proposal for Funding under the Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations", a copy of which is appended to this Agreement and hereby incorporated by this reference.

WITNESSETH, that in consideration of the mutual obligations and promises contained herein, the Board and _____, do hereby mutually agree as to the following:

1. **Scope of Services:** The Contractor will implement its Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations and will perform all services as set forth in the proposal and budget attached hereto, and made a part of this agreement.
2. **Time of Performance:** The Services of Contractor are to commence on September 1, 1998 and shall be undertaken and completed by June 30, 1999.
3. **Compensation and Method of Payment:**
 - A. **Compensation:** The Contractor shall be compensated on a reimbursement basis for services performed and costs expended hereunder pursuant to the budget set forth as part of their Proposal for Funding. It is the intent of the parties to this agreement that all reimbursement by the Board shall be for money actually expended by the Contractor within the terms of the budget as approved by the State of Illinois for reimbursement. Reimbursement will be made only for actual costs incurred within the terms of the budget, as allowed by the State of Illinois. Contractor agrees to reimburse the Board of costs disallowed by the State of Illinois.
 - B. **Method of Payment:** The Board agrees to pay Contractor an amount not to exceed Eight Thousand dollars which shall constitute full and complete compensation for all of the Contractor's services under this contract. This Board shall make payment under this Agreement upon presentation of requisition for reimbursement by the Contractor. Once each month (or at other intervals as determined by the Board) the Contractor will submit to the Board, in such form and detail as required by the Board, a requisition for reimbursement supported by documents required by the Board as to expenditures incurred by the Contractor in the performance of this Agreement and claimed to constitute allowable costs.

4. **Compliance with Laws:** The Contractor shall at all times observe and comply with all laws ordinances, regulations and codes of the Federal, State, City and the Board which may in any manner affect the preparation of proposals or the performance of the agreement.
5. **Indemnity:** Contractor shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent infringement or copyright infringement claims, suits, liabilities, judgments, costs and consequences of the granting of this contract or which may in anywise result therefrom, whether or not it shall alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the Contractor's subcontractor's or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgement shall be rendered against the Board in any action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.
6. **Charges:** The Board may request changes in the scope of the services of the Contractor to the performed hereunder. Such changes, including any increases or decrease in the amount of the Contractor's compensation, with 30 days notice, shall be incorporated in written amendments to this Agreement.
7. **Termination For Cause:** If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement as determined by the Board, or if the Contractors shall violate any of the covenants, agreements, or stipulations of this Agreement, the Board shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specify the effective date thereof, at least 5 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Board become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the Agreement by the Contractor, and the Board may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Board from the Contractor is determined.
8. **Records and Audits:** At any time during the normal business hours and as often as the Board or the Illinois Board of Higher Education (IBHE) may deem necessary, there shall be made available to the Board or IBHE representatives for examination all of its records with respect to all matters covered by this Agreement and will permit the Board and IBHE representatives to examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this

Agreement.

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the Board or IBHE to assure proper accounting for all project funds. These records will be made available for audit purposes to the Board and IBHE or any authorized representatives, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the Board.

The Contractor agrees to conduct an independent audit which will verify all line item costs and reimbursed expenses covered by the full contract amount and further agrees to forward the final report from said audit to the Board within forty-five (45) days after the completion of this Agreement.

- 9. Reports and information: At such times and in such forms as the Board or IBHE may require, there shall be furnished to the Board of IBHE such statements, records, data and information, as the Board or IBHE may request pertaining to all matters covered by this Contract.
- 10. Terms and Conditions: This contract represents the final and complete understanding of the parties, and is subject to the terms, conditions and requirements of the Agreement of the Board and the Illinois Board of Higher Education.
- 11. Notice: Notice and communications pursuant to this Agreement shall be sent by first class mail to the parties at the following addresses:

College:

Agency:

Ronald Hearn, Asst. Dean
Harold Washington College
30 E. Lake Street, Room 1017
Chicago, IL 60601

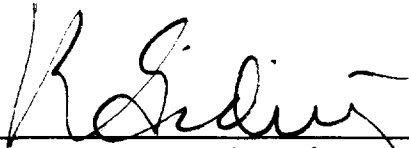
Robert W. Barnett, Director
Jobs For Youth
50 E. Washington, 4th Floor
Chicago, IL 60602

21152

IN WITNESS WHEREOF the parties by their authorized signatories do hereby place their hand and seals.

For the Board of Trustees

Community-Based Organization



Chairman of the Board

MAR 4 - 1999

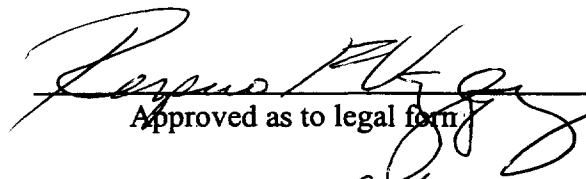
Agency Name



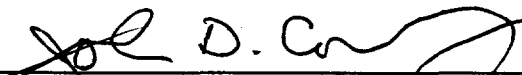
Board Secretary



Agency Executive Director (print)



Approved as to legal form



Agency Executive Director (signature)



College President

City Colleges of Chicago
Academic Support/Student Services

21152

**IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
 ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS**

FY99

PROPOSAL COVER PAGE

PROJECT TITLE: Jobs For Youth GED Articulation Project

APPLICANT (COLLEGE):

Name : Jobs For Youth - Chicago
Address: 50 East Washington, 4th Floor
Chicago, IL 60602

GRANT ADMINISTRATOR: John D. Connelly, Ph.D.
 (Print or Type name)

[Handwritten Signature]
 (Signature)

PROJECT DIRECTOR:

Name: Robert W. Barnett * *Jeff Boggness dropped off Final CBO-FY98 Report to Hector*
Title: Director of Educational Services
Address: 50 East Washington, 4th Floor
Chicago, IL 60602
Telephone: (312) 782-2086

<p>COLLEGE GOALS (As proposed by the CBOs)</p>	<p>FUNDS REQUESTED \$ <u>30,000.00</u></p>
<p>Indicate the number of participants to be:</p> <p>Directly served during FY99: <u>17</u></p> <p>Indirectly served during FY99: <u>350</u></p> <p>Enrolled in college credit by Fall 99: <u>10</u></p>	<p>Indicate the proposed number of participants to be directly served by Racial/Ethnic group:</p> <p>___ Nat/Ame. ___ White</p> <p><u>5</u> Hispanic <u>12</u> Black ___ Asian/Ame</p>
	<p>Breakdown of the proposed number of participants to be directly served by educational status during FY97 (unduplicated)</p> <p>___ GED Grads. ___ Alt. HS Students</p> <p><u>17</u> GED students ___ Alt. HS Grads.</p>

21152

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

Objective 3: Provide access to pre-credit programs designed to improve students' academic skills thereby providing access to the Colleges' credit programs.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
Provide for academic assessment sessions.	On-going	HWC & CBO staff	100 students will be assessed for academic skills placement
Conduct test taking skills workshops.	On-going	HWC & CBO staff	and will be exposed to test taking strategies designed to help improve performance on college placement test.
Setup onsite placement testing of participants.	On-going	HWC & CBO staff	

**City Colleges of Chicago
Academic Support/Student Services**

**IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS**

PROGRAM BUDGET PAGE

21152

**IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS**

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

Objective 2: Expose 100 minority students to campus life by hosting campus tours, providing career awareness and academic support information designed to motivate minority students to enroll in college.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
Conduct campus tours	On-going	HWC and CBO staff.	100 students will be exposed to information on financing a college education. These students will also become familiar with the physical layout of the College.
Conduct financial aid seminars	On-going	HWC and CBO staff.	
Conduct college admission orientation.	On-going	HWC and CBO staff.	

**City Colleges of Chicago
Academic Support/Student Services**

**IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS**

Academic Support/Student Services
21152

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

Objective 1: Identify 100 minority students. Collect data and submit reports on the status of the program

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
Identify youth enrolled in community-based programs	On-going	CBO STAFF	100 students will have a working knowledge of the college admission's process and how to access the various services in the transfer center and the career planning & placement center.
Identify youth enrolled in alternative high schools.	On-going	CBO STAFF	
Identify youth enrolled in GED programs.	On-going	CBO STAFF	
Document and track program participants.	On-going	CBO STAFF, Project Coordinator.	
Submit reports on project results	Quarterly	CBO STAFF	

City Colleges of Chicago
Academic Support/Student Services

21152

50 EAST WASHINGTON STREET
FOURTH FLOOR
CHICAGO, ILLINOIS 60602
VOICE (312) 782-2086
FAX (312) 782-3874
INTERNET: JFYCH@AOL.COM



Key Program and Management Staff
-- Jobs for Youth/Chicago, Inc. --

At present, there are 47 paid staff at Jobs for Youth, 27 in full-time, 20 in part-time positions. The management team consists of both administrative directors of the organization and directors of each program area. All key personnel have substantial experience in their fields.

Executive Director. John D. (Jack) Connelly has served as JFY's executive director since 1980. He earned a bachelor's degree from Xavier University, a master's degree from Northeastern Illinois University and has a doctorate in anthropology from Cornell University.

Jack began his professional career as a special education teacher for developmentally disabled and emotionally disturbed children. He was also an assistant professor at Eastern Kentucky University. During the 1970s Jack served as the acting director of the Chicago Health Systems Agency. He has served on the boards of several organizations, including the Clarence Darrow Community Center at Le Claire Court, and Pegasus Players. He is a founding Board member of AIDSCARE and the Health and Medicine Policy Research Group.

Associate Executive Director. Edward Vega, Sr. has a bachelor's degree from the University of Puerto Rico and a master's degree in social work from the University of Illinois at Chicago. He has been a member of the JFY staff since 1990. Before joining the Jobs for Youth staff, Ed was a chief planning analyst for the City of Chicago and an administrator for Casa Central.

Director of Training. Robert Barnett was promoted from GED Coordinator as of November 1994. He has a master's degree in Adult Education and Administration and 15 years of experience in adult education, including four years as workshop instructor, GED teacher, and GED Program Coordinator at Jobs for Youth.

GED Coordinator. Karen Sanders has a Master of Arts in Counseling from Gallaudet University. She has worked as a public school teacher, psycho-therapist, community liaison, and as a sign language interpreter. She is currently supervising a staff of six.

Workshop Coordinator. Mary Carroll has a bachelor's degree from Southern Illinois University and 10 years of combined experience in retail and hospitality management, three years of corporate recruitment experience, and four years of teaching experience. She supervises the Workshop teaching staff that all have significant teaching and/or counseling experience.

Director of Youth Services. Bob Gaither has 12 years of experience in counseling - the last five of which he has served in a supervisory capacity at Jobs For Youth. In addition to supervising a staff of five, he is also responsible for developing and coordinating Job For Youth's work with referral sources. Bob is a Viet Nam war veteran and former Marine Corps drill instructor.

Director of Employer Services. Al Sanders has a Bachelor's degree in Sociology from Eastern Michigan University and has earned credits toward a Master's degree in Public Administration from Indiana University. He has 17 years of experience in employment and training, including three years as vice president of operations for Lakeshore Partnership Employment and Training, which operated with a \$12 million dollar JTPA annual budget.

Campaign/Development Director. Director of development at JFY from 1988-1990, David Melis left to become senior development officer at The Children's Memorial Medical Center for more than two years. He returned to JFY in August 1993 to become campaign director. He is a graduate of Carthage College and has worked in development for Travelers & Immigrants Aid of Chicago and the Chicago Children's Choir.

Director of Public Affairs. Julie Dillon has a bachelor's degree from Grinnell College and a master's degree in human services administration from Spertus College. She been with Jobs for Youth since 1985, formerly serving as the executive assistant, the director of volunteer services, and the director of recruitment.

Network Administrator. Gregory Johnson has a bachelor's degree from the University of Southern California. He has an extensive, eight year computer and training background including experience in computer network maintenance, hardware configuration, software customization, classroom computer instruction and outside consulting.

Director of Recruitment and Enrollment. Henry Malone has been with Jobs For Youth for nine years. He began his career at Jobs For Youth as a job developer. He later moved into the counseling department where he was responsible for the administration of a government contract. As a senior member of the counseling staff, he was responsible for taking charge of day to day operations. Before coming to Jobs For Youth, Hank worked as a day care program coordinator for six years.

Director of Volunteer Services. Teri Foster has a bachelor's degree from Bowling Green University and has three years experience in volunteer administration. She is responsible for the management of Jobs For Youth's 200 member volunteer base and all program volunteer recruitment efforts. Teri also oversees the college internship program at Jobs For Youth.

Director of Special Projects. McKinley Olson has been with Jobs For Youth since 1983. Among the projects Mac is responsible for are to write, edit and produce Jobs For Youth's quarterly newsletter and youth recruitment projects that involve travel to various high schools and organizations around the city of Chicago.

21152

50 EAST WASHINGTON STREET
FOURTH FLOOR
CHICAGO, ILLINOIS 60602
VOICE (312) 782-2086
FAX (312) 782-3874
INTERNET: JFYCH@AOL.COM



JOBS FOR YOUTH/CHICAGO INC.



BOARD OF DIRECTORS

June 4, 1996

BOARD OF DIRECTORS

President

BRIEN O'BRIEN

President

Marquette Associates

Vice President

DARLENE A. CHALEFF

Vice President

Oppenheimer & Company

Secretary

KURT R. CHERRY

President

Palmyra Investments

Treasurer

WARD FARNSWORTH

Vice President

First Chicago

DONALD L. BEAL

President

Arrow Lumber Company

RODERICH M. CARR

Vice President

Salomon Bros., Inc.

MYRON M. CHERRY

Partner

Cherry & Flynn

BARBARA CLUTZ

Past President

New York Junior League

DON P. CROCKFORD

Director of

Information Systems &

Human Resources

Kraft General Foods

JACK J. CLUBERG

Chairman

Rival Manufacturing

ROBERT M. DREVS

Chairman (retired)

Peoples Gas Company

GARY R. EDSON

President

ECC, Inc.

JOHN S. GALLUP

Executive Vice President

Kemper Securities, Inc.

LAURA J. GINETT

Attorney

Lord, Bissel & Brook

MARCIE HARRISON

President

The Harrison Group

RICHARD G. MAIER

Senior Vice President/

Chief Financial Officer

LaSalle National Bank

MICHAEL E. MURPHY

Vice Chairman

Sara Lee Corporation

MICHAEL A. NEMEROFF

Former Group Finance Leader

Vedder, Price, Kaufman &

Kammholz

G. GALE ROBERSON, JR.

Partner

Wade, Baker and Coles

EXECUTIVE DIRECTOR

JOHN D. CONNELLY, Ph.D.

ASSOCIATE

EXECUTIVE DIRECTOR

EDWARD V. ...

JOHN S. GALLOP

Executive Vice President
Director, Corporate Finance
Kemper Securities, Inc.
77 West Wacker Drive, #3100
Chicago, IL 60601
(312) 574-6201

LAURA J. GINETT, ESQ.

Lord, Bissell & Brook
115 South LaSalle Street
Chicago, IL 60603
(312) 443-0700

MARCIE HARRISON

President
The Harrison Group
4426 North Ravenswood Ave.
Chicago, Illinois
(312) 334-1011

RICHARD MAIER

Senior Vice President and
Chief Financial Officer
LaSalle National Bank
120 South LaSalle Street
Chicago, IL 60603

MICHAEL E. MURPHY

Vice Chairman
Chief Financial and Administrative Officer
Sara Lee Corporation
Three First National Plaza
Chicago, Illinois 60602
(312) 558-8514

MICHAEL A. NEMEROFF, ESQ.

Vedder, Price, Kaufman & Kammholz
222 North LaSalle Street
Chicago, IL 60601
(312) 609-7858

BRIEN O'BRIEN - President

President
Marquette Associates
321 North Clark Street, Suite 950
Chicago, Illinois 60610
(312) 527-5500

G. GALE ROBERSON, JR., ESQ.

Attorney
McBride, Baker & Coles
Northwestern Atrium Center
500 West Madison Street
Chicago, Illinois 60661-2511
(312) 715-5714

DONALD L. BEAL

 President

Aarow Lumber Co.
 1111 East 87th Street
 Chicago, Illinois 60619
 (312) 768-2700

RODERICH M. CARR

 Vice President

Pension Services Department
 Salomon Bros., Inc.
 7 World Trade Center, 42nd Floor
 New York, NY 10048
 (212) 783-2751

DARLENE A. CHALEFF - Vice President

 Vice President

Oppenheimer & Company
 311 South Wacker Drive
 Chicago, Illinois 60606
 (312) 360-5606

KURT CHERRY - Secretary

 President

Palmyra Investments
 Three First National Plaza, #1400
 Chicago, Illinois 60602
 (312) 214-3262

MYRON M. CHERRY, ESQ.

 Partner

Cherry & Flynn
 30 North LaSalle Street, Suite 2100
 Chicago, Illinois 60602
 (312) 372-2100

BARBARA CLUTZ

 121 Wentworth
 Glencoe, Illinois 60022
 (708) 835-2767

DON P. CROCKFORD

 Director Human Resources
 Kraft General Foods, Inc.
 Three Lakes Drive
 Northfield, Illinois 60093
 (708) 998-2716

JACK J. CULBERG

 1300 North Lake Shore Drive
 Chicago, IL 60610
 (312) 787-3711

HON. ROBERT E. CUSACK

 Judge, Circuit Court of Cook County
 Daley Center, Room 1801
 Chicago, Illinois 60602
 (312) 443-6164

ROBERT M. DREVS

 10 South Riverside Plaza, #2222
 Chicago, Illinois 60606
 (312) 454-2044

GARY R. EDSON

 President
 ECG, Inc.
 515 North State
 Chicago, Illinois 60610
 (312) 494-5317

WARD FARNSWORTH - Treasurer

 Vice President and Chief
 Administrative Officer
 Personal Investments Department
 First Chicago
 Three First National Plaza
 Chicago, Illinois 60670
 (312) 732-4260

21152

Internal Revenue Service

Department of the Treasury

District
Director

Person to Contact: EO:TPA

Telephone Number: 1-800-829-1040
312-435-1040

JOBS FOR YOUTH
50 EAST WASHINGTON, 4TH FLOOR
CHICAGO, ILLINOIS 60602-2100

Refer Reply to: 95-1000

Date: February 21, 1995

RE: EXEMPT STATUS
EIN: 36-2996330

This is in response to the letter, dated January 19, 1995, regarding your status as an organization exempt from Federal income tax.

Our records indicate that a ruling letter was issued in January 1979, granting your organization an exemption from Federal income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954. Our records also indicate that your organization is not a private foundation but one that is described in Section 509(a)(1) & 170(b)(1)(A)(vi) of the Internal Revenue Code.

Contributions made to you are deductible by donors in computing their taxable income in the manner and to the extent provided in Section 170 of the Internal Revenue Code.

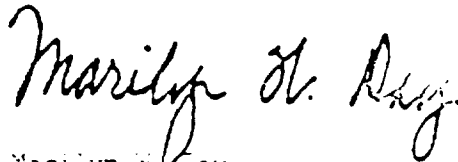
If your gross receipts each year are normally \$25,000 or more, you are required to file Form 990, Return of Organizations Exempt from Income tax by the fifteenth day of the fifth month after the end of your annual accounting period.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under Section 511 of the code. If you are subject to this tax, you must file an income tax return on F-990-T.

If any questions arises with respect to your status for Federal income tax purposes, you may use this letter as evidence of your exemption.

This is an advisory letter.

Sincerely yours,



Marilyn W. Day
District Director

21152

50 EAST WASHINGTON STREET
FOURTH FLOOR
CHICAGO, ILLINOIS 60602
VOICE (312) 782-2086
FAX (312) 782-3874
INTERNET: JFYCHI@AOL.COM



JOBS FOR YOUTH/CHICAGO INC.



BOARD OF DIRECTORS

June 4, 1996

BOARD OF DIRECTORS

President

BRIEN O'BRIEN

President

Marquette Associates

Vice President

DARLENE A. CHALEFF

Vice President

Oppenheimer & Company

Secretary

KURT R. CHERRY

President

Palmyra Investments

Treasurer

WARD FARNSWORTH

Vice President

First Chicago

DONALD L. BEAL

President

Arrow Lumber Company

RODERICH M. CARR

Vice President

Salomon Bros., Inc.

MYRON M. CHERRY

Partner

Cherry & Flynn

BARBARA CLUTZ

Past President

New York Junior League

DON P. CROCKFORD

Director of

information Systems &

Human Resources

Kraft General Foods

JACK J. CULBERG

Chairman

Rival Manufacturing

ROBERT M. DREVS

Chairman (retired)

Peoples Gas Company

GARY R. EDSON

President

ECC, Inc.

JOHN S. GALLUP

Executive Vice President

Kemper Securities, Inc.

LAURA J. GINETT

Attorney

Lord, Bissel & Brook

MARCIE HARRISON

President

The Harrison Group

RICHARD G. MAIER

Senior Vice President/
Chief Financial Officer

LaSalle National Bank

MICHAEL E. MURPHY

Vice Chairman

Sara Lee Corporation

MICHAEL A. NEMEROFF

Former Group Finance Leader

Vedder, Price, Kaufman &

Kammholz

G. GALE ROBERSON, JR.

Partner

of Baker and Coles

EXECUTIVE DIRECTOR

JOHN D. CONNELLY, PH.D.

ASSOCIATE

EXECUTIVE DIRECTOR

EDWARD V. ...

JOHN S. GALLOP

Executive Vice President
Director, Corporate Finance
Kemper Securities, Inc.
77 West Wacker Drive, #3100
Chicago, IL 60601
(312) 574-6201

LAURA J. GINETT, ESQ.

Lord, Bissell & Brook
115 South LaSalle Street
Chicago, IL 60603
(312) 443-0700

MARCIE HARRISON

President
The Harrison Group
4426 North Ravenswood Ave.
Chicago, Illinois
(312) 334-1011

RICHARD MAIER

Senior Vice President and
Chief Financial Officer
LaSalle National Bank
120 South LaSalle Street
Chicago, IL 60603

MICHAEL E. MURPHY

Vice Chairman
Chief Financial and Administrative Officer
Sara Lee Corporation
Three First National Plaza
Chicago, Illinois 60602
(312) 558-8514

MICHAEL A. NEMEROFF, ESQ.

Vedder, Price, Kaufman & Kammholz
222 North LaSalle Street
Chicago, IL 60601
(312) 609-7858

BRIEN O'BRIEN - President

President
Marquette Associates
321 North Clark Street, Suite 950
Chicago, Illinois 60610
(312) 527-5500

G. GALE ROBERSON, JR., ESQ.

Attorney
McBride, Baker & Coles
Northwestern Atrium Center
500 West Madison Street
Chicago, Illinois 60661-2511
(312) 715-5714

DONALD L. BEAL

President
Aarow Lumber Co.
1111 East 87th Street
Chicago, Illinois 60619
(312) 768-2700

RODERICH M. CARR

Vice President
Pension Services Department
Salomon Bros., Inc.
7 World Trade Center, 42nd Floor
New York, NY 10048
(212) 783-2751

**DARLENE A. CHALEFF - Vice
President**

Vice President
Oppenheimer & Company
311 South Wacker Drive
Chicago, Illinois 60606
(312) 360-5606

KURT CHERRY - Secretary

President
Palmyra Investments
Three First National Plaza, #1400
Chicago, Illinois 60602
(312) 214-3262

MYRON M. CHERRY, ESQ.

Partner
Cherry & Flynn
30 North LaSalle Street, Suite 2100
Chicago, Illinois 60602
(312) 372-2100

BARBARA CLUTZ

121 Wentworth
Glencoe, Illinois 60022
(708) 835-2767

DON P. CROCKFORD

Director Human Resources
Kraft General Foods, Inc.
Three Lakes Drive
Northfield, Illinois 60093
(708) 998-2716

JACK J. CULBERG

1300 North Lake Shore Drive
Chicago, IL 60610
(312) 787-3711

HON. ROBERT E. CUSACK

Judge, Circuit Court of Cook County
Daley Center, Room 1801
Chicago, Illinois 60602
(312) 443-6164

ROBERT M. DREVS

10 South Riverside Plaza, #2222
Chicago, Illinois 60606
(312) 454-2044

GARY R. EDSON

President
ECG, Inc.
515 North State
Chicago, Illinois 60610
(312) 494-5317

WARD FARNSWORTH - Treasurer

Vice President and Chief
Administrative Officer
Personal Investments Department
First Chicago
Three First National Plaza
Chicago, Illinois 60670
(312) 732-4260

21152

Internal Revenue Service

Department of the Treasury

District
Director

Person to Contact: EO:TPA

Telephone Number: 1-800-829-1040
312-435-1040

JOBS FOR YOUTH
50 EAST WASHINGTON, 4TH FLOOR
CHICAGO, ILLINOIS 60602-2100

Refer Reply to: 95-1000

Date: February 21, 1995

RE: EXEMPT STATUS
EIN: 36-2996380

This is in response to the letter, dated January 19, 1995, regarding your status as an organization exempt from Federal income tax.

Our records indicate that a ruling letter was issued in January 1979, granting your organization an exemption from Federal income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954. Our records also indicate that your organization is not a private foundation but one that is described in Section 509(a)(1) & 170(b)(1)(A)(vi) of the Internal Revenue Code.

Contributions made to you are deductible by donors in computing their taxable income in the manner and to the extent provided in Section 170 of the Internal Revenue Code.

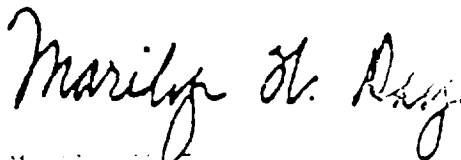
If your gross receipts each year are normally \$25,000 or more, you are required to file Form 990, Return of Organizations Exempt from Income tax by the fifteenth day of the fifth month after the end of your annual accounting period.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under Section 511 of the code. If you are subject to this tax, you must file an income tax return on F-990-E.

If any questions arises with respect to your status for Federal income tax purposes, you may use this letter as evidence of your exemption.

This is an advisory letter.

Sincerely yours,



Marilyn W. Jay
District Director

City Colleges of Chicago
Academic Support/Student Services

21152
**IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
 ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS**

PROPOSAL COVER PAGE

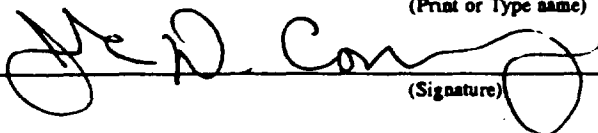
PROJECT TITLE: Jobs For Youth GED Articulation Project

APPLICANT (COLLEGE):

Name : Jobs For Youth - Chicago
Address: 50 East Washington, 4th Floor
Chicago, IL 60602

GRANT ADMINISTRATOR: John D. Connelly, Ph.D.

(Print or Type name)


 (Signature)

PROJECT DIRECTOR:

Name: Robert W. Barnett
Title: Director of Educational Services
Address: 50 East Washington, 4th Floor
Chicago, IL 60602
Telephone: (312) 782-2086

<p>COLLEGE GOALS (As proposed by the CBOs)</p> <p>Indicate the number of participants to be:</p> <p>Directly served during FY97: <u>17</u></p> <p>Indirectly served during FY97: <u>350</u></p> <p>Enrolled in college credit by Fall 97: <u>10</u></p>	<p>FUNDS REQUESTED \$ <u>30,000.00</u></p> <p>Indicate the proposed number of participants to be directly served by Racial/Ethnic group:</p> <p><u> </u> Nat/Ame. <u> </u> White</p> <p><u>5</u> Hispanic <u>12</u> Black <u> </u> Asian/Ame</p> <p>Breakdown of the proposed number of participants to be directly served by educational status during FY97 (unduplicated)</p> <p><u> </u> GED Grads. <u> </u> Alt. HS Students</p> <p><u>17</u> GED students <u> </u> Alt. HS Grads.</p>
--	--

21152

50 EAST WASHINGTON STREET
FOURTH FLOOR
CHICAGO, ILLINOIS 60602
VOICE (312) 782-2086
FAX (312) 782-3874
INTERNET: JFYCHI@AOL.COM

JOBS FOR YOUTH

C H I C A G O

Key Program and Management Staff

-- Jobs for Youth/Chicago, Inc. --

At present, there are 47 paid staff at Jobs for Youth, 27 in full-time, 20 in part-time positions. The management team consists of both administrative directors of the organization and directors of each program area. All key personnel have substantial experience in their fields.

Executive Director. John D. (Jack) Connelly has served as JFY's executive director since 1980. He earned a bachelor's degree from Xavier University, a master's degree from Northeastern Illinois University and has a doctorate in anthropology from Cornell University.

Jack began his professional career as a special education teacher for developmentally disabled and emotionally disturbed children. He was also an assistant professor at Eastern Kentucky University. During the 1970s Jack served as the acting director of the Chicago Health Systems Agency. He has served on the boards of several organizations, including the Clarence Darrow Community Center at Le Claire Court, and Pegasus Players. He is a founding Board member of AIDSCARE and the Health and Medicine Policy Research Group.

Associate Executive Director. Edward Vega, Sr. has a bachelor's degree from the University of Puerto Rico and a master's degree in social work from the University of Illinois at Chicago. He has been a member of the JFY staff since 1990. Before joining the Jobs for Youth staff, Ed was a chief planning analyst for the City of Chicago and an administrator for Casa Central.

Director of Training. Robert Barnett was promoted from GED Coordinator as of November 1994. He has a master's degree in Adult Education and Administration and 15 years of experience in adult education, including four years as workshop instructor, GED teacher, and GED Program Coordinator at Jobs for Youth.

GED Coordinator. Karen Sanders has a Master of Arts in Counseling from Gallaudet University. She has worked as a public school teacher, psycho-therapist, community liaison, and as a sign language interpreter. She is currently supervising a staff of six.

Workshop Coordinator. Mary Carroll has a bachelor's degree from Southern Illinois University and 10 years of combined experience in retail and hospitality management, three years of corporate recruitment experience, and four years of teaching experience. She supervises the Workshop teaching staff that all have significant teaching and/or counseling experience.

Director of Youth Services. Bob Gaither has 12 years of experience in counseling - the last five of which he has served in a supervisory capacity at Jobs For Youth. In addition to supervising a staff of five, he is also responsible for developing and coordinating Job For Youth's work with referral sources. Bob is a Viet Nam war veteran and former Marine Corps drill instructor.

Director of Employer Services. Al Sanders has a Bachelor's degree in Sociology from Eastern Michigan University and has earned credits toward a Master's degree in Public Administration from Indiana University. He has 17 years of experience in employment and training, including three years as vice president of operations for Lakeshore Partnership Employment and Training, which operated with a \$12 million dollar JTPA annual budget.

Campaign/Development Director. Director of development at JFY from 1988-1990, David Melis left to become senior development officer at The Children's Memorial Medical Center for more than two years. He returned to JFY in August 1993 to become campaign director. He is a graduate of Carthage College and has worked in development for Travelers & Immigrants Aid of Chicago and the Chicago Children's Choir.

Director of Public Affairs. Julie Dillon has a bachelor's degree from Grinnell College and a master's degree in human services administration from Spertus College. She been with Jobs for Youth since 1985, formerly serving as the executive assistant, the director of volunteer services, and the director of recruitment.

Network Administrator. Gregory Johnson has a bachelor's degree from the University of Southern California. He has an extensive, eight year computer and training background including experience in computer network maintenance, hardware configuration, software customization, classroom computer instruction and outside consulting.

21152

Director of Recruitment and Enrollment. Henry Malone has been with Jobs For Youth for nine years. He began his career at Jobs For Youth as a job developer. He later moved into the counseling department where he was responsible for the administration of a government contract. As a senior member of the counseling staff, he was responsible for taking charge of day to day operations. Before coming to Jobs For Youth, Hank worked as a day care program coordinator for six years.

Director of Volunteer Services. Teri Foster has a bachelor's degree from Bowling Green University and has three years experience in volunteer administration. She is responsible for the management of Jobs For Youth's 200 member volunteer base and all program volunteer recruitment efforts. Teri also oversees the college internship program at Jobs For Youth.

Director of Special Projects. McKinley Olson has been with Jobs For Youth since 1983. Among the projects Mac is responsible for are to write, edit and produce Jobs For Youth's quarterly newsletter and youth recruitment projects that involve travel to various high schools and organizations around the city of Chicago.

AGREEMENT

for

Improving Minority Student Transfer Success Through Articulation
with Community - Based Organizations

THIS AGREEMENT, entered into this ___ day of, 1998, by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, (here in after referred to as "Board"), and APIRA, INC., (herein after referred to as "contractor").

WHEREAS, the Board has contracted with the Illinois Board of Higher Education to provide services in a Improving Minority Student Transfer Success Through Articulation with Community Based Organizations.

WHEREAS, the Board has agreed to engage the Contractor to render services as described in the contractor's "Proposal for Funding under the Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations", a copy of which is appended to this Agreement and hereby incorporated by this reference.

WITNESSETH, that in consideration of the mutual obligations and promises contained herein, the Board and _____, do hereby mutually agree as to the following:

1. Scope of Services: The Contractor will implement its Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations and will perform all services as set forth in the proposal and budget attached hereto, and made a part of this agreement.
2. Time of Performance: The Services of Contractor are to commence on September 1, 1998 and shall be undertaken and completed by June 30, 1999.
3. Compensation and Method of Payment:
 - A. Compensation: The Contractor shall be compensated on a reimbursement basis for services performed and costs expended hereunder pursuant to the budget set forth as part of their Proposal for Funding. It is the intent of the parties to this agreement that all reimbursement by the Board shall be for money actually expended by the Contractor within the terms of the budget as approved by the State of Illinois for reimbursement. Reimbursement will be made only for actual costs incurred within the terms of the budget, as allowed by the State of Illinois. Contractor agrees to reimburse the Board of costs disallowed by the State of Illinois.
 - B. Method of Payment: The Board agrees to pay Contractor an amount not to exceed Eight Thousand dollars which shall constitute full and complete compensation for all of the Contractor's services under this contract. This Board shall make payment under this Agreement upon presentation of requisition for reimbursement by the Contractor. Once each month (or at other intervals as determined by the Board) the Contractor will submit to the Board, in such form and detail as required by the Board, a requisition for reimbursement supported by documents required by the Board as to expenditures incurred by the Contractor in the performance of this Agreement and claimed to constitute allowable costs.

4. Compliance with Laws: The Contractor shall at all times observe and comply with all laws ordinances, regulations and codes of the Federal, State, City and the Board which may in any manner affect the preparation of proposals or the performance of the agreement.
5. Indemnity: Contractor shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent infringement or copyright infringement claims, suits, liabilities, judgments, costs and consequences of the granting of this contract or which may in anywise result therefrom, whether or not it shall alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the Contractor's subcontractor's or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgement shall be rendered against the Board in any action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.
6. Charges: The Board may request changes in the scope of the services of the Contractor to the performed hereunder. Such changes, including any increases or decrease in the amount of the Contractor's compensation, with 30 days notice, shall be incorporated in written amendments to this Agreement.
7. Termination For Cause: If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement as determined by the Board, or if the Contractors shall violate any of the covenants, agreements, or stipulations of this Agreement, the Board shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specify the effective date thereof, at least 5 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Board become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the Agreement by the Contractor, and the Board may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Board from the Contractor is determined.

8. Records and Audits: At any time during the normal business hours and as often as the Board or the Illinois Board of Higher Education (IBHE) may deem necessary, there shall be made available to the Board or IBHE representatives for examination all of its records with respect to all matters covered by this Agreement and will permit the Board and IBHE representatives to examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the Board or IBHE to assure proper accounting for all project funds. These records will be made available for audit purposes to the Board and IBHE or any authorized representatives, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the Board.

The Contractor agrees to conduct an independent audit which will verify all line item costs and reimbursed expenses covered by the full contract amount and further agrees to forward the final report from said audit to the Board within forty-five (45) days after the completion of this Agreement.

- 9. Reports and information: At such times and in such forms as the Board or IBHE may require, there shall be furnished to the Board of IBHE such statements, records, data and information, as the Board or IBHE may request pertaining to all matters covered by this Contract.
- 10. Terms and Conditions: This contract represents the final and complete understanding of the parties, and is subject to the terms, conditions and requirements of the Agreement of the Board and the Illinois Board of Higher Education.
- 11. Notice: Notice and communications pursuant to this Agreement shall be sent by first class mail to the parties at the following addresses:

College:

Agency:

Ronald Hearn, Asst. Dean
Harold Washington College
30 E. Lake Street, Room 1017
Chicago, IL 60601

Jose Rodriguez, Executive Director
Aspira Inc. of Illinois
2435 N. Western Ave.
Chicago, IL 60647

21152

4M

IN WITNESS WHEREOF the parties by their authorized signatories do hereby place their hand and seals.

For the Board of Trustees

Community-Based Organization

[Handwritten signature]

ALSIPIA Inc. of It

Chairman of the Board

Agency Name

MAR 4 - 1999

Patricia A. Buck

Jose Rodriguez

Board Secretary

Agency Executive Director (print)

[Handwritten signature]

[Handwritten signature]

Approved as to legal form

Agency Executive Director (signature)

[Handwritten signature]

College President

21152

City Colleges of Chicago
Academic Support/Student Services

FY99

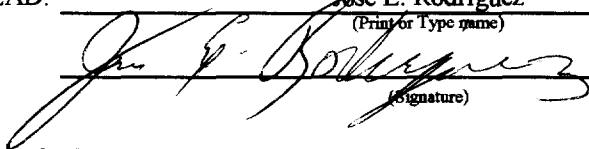
IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL COVER PAGE

PROJECT TITLE: Aspira Transfer Center Initiative Program

APPLICANT (COMMUNITY-BASED ORGANIZATION):

Name : Aspira Inc. of Illinois
Address: 2435 N. Western Ave.
Chicago, IL 60647

AGENCY HEAD: Jose E. Rodriguez
(Print or Type name)

(Signature)

PROJECT DIRECTOR:

Name: Carlos Gabler
Title: Project Coordinator
Address: 2435 N. Western Ave. (Antonia Pantoja High School)
Chicago, IL 60647
Telephone: (773) 252-0970

Applicant Status: <input type="checkbox"/> NEW APPLICANT (CHECK ONE) <input checked="" type="checkbox"/> RENEWAL	FUNDS REQUESTED <u>\$12,000</u>
Indicate the number of participants to be:	Indicate the proposed number of participants to be directly served by Racial/Ethnic group:
Directly served during FY 97-98: <u>25</u>	<u>20</u> Nat/Ame. <u>2</u> White
Indirectly served during Fy 97-98: <u>10</u>	<u>3</u> Black <u> </u> Asian/Ame
Enrolled in college credit by Fall 98: <u>10</u>	
	Break-down of the proposed number of participants to be directly served by educational status during FY 97-98(unduplicated)
	<u>0</u> HS/GED Grads <u>20</u> Alt. HS Students
	<u>0</u> GED students <u>5</u> Alt. H.S. Grads

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL ABSTRACT PAGE

No more than 200 words.

Aspira, Inc. of Illinois is a Puerto Rican not-for-profit organization committed to the self-determination of Latinos through education, leadership development and cultural awareness. Since 1968, Aspira has provided these services to Latinos in the area of Humboldt Park, Logan Square, West Town, and Hermosa neighborhoods.

Antonia Pantoja High School, formerly Aspira Alternative, was founded in 1986. APHS' mission is to instill in our students the importance of a post-secondary education. Each year three-quarters of those students are admitted into the City Colleges of Chicago system.

Aspira has established relationships with the City Colleges of Chicago and numerous other 4-year institutions. To enhance/supplement these relationships, Aspira's staff participate in various advisory Councils of the C.C.C. system. We (Aspira) receive monetary support for our high school. In addition, a faculty member sits on our Board of Directors.

In cooperation with Harold Washington College, Aspira will facilitate the enrollment of APHS students in Harold Washington College. To accomplish this objective, Aspira will prepare/instruct students through workshops on how to:

- Read class schedules/fill out registration forms;
- Comparison shop for post-secondary education;
- Learn to use the transfer center articulation information sheets;
- Prepare for the ACT exam;
- Plan career goals.

These workshops will be integrated into the Senior Colloquium class. An outline is attached.

Aspira will also continue to maintain a mini-Transfer Center curriculum library within the counseling center. We will provide students with general information on A.A./A.A.S. programs.

We are willing to participate in any data collection, research, and program evaluation as directed by Harold Washington College. Our only request is that we collaborate to create a standard data collection report form or any other necessary forms. It would greatly benefit Aspira to receive status reports of those students we helped place and have registered and attended Harold Washington College.

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

To help create a standard data collection system to help us track our students that would include:

- *An application process to determine what the turn-around time is
- *Monitoring their academic progress
- *Determining what the retention rate for our students is.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
<p>To work closely with Harold Washington College Transfer Center to develop and maintain a standardized database</p>	<p style="text-align: center;">98-99</p>	<p style="text-align: center;">M. Acosta</p>	<p>Better tracking of our students</p>

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

To show graduating students how to read, understand and fill out pertinent forms and applications pertaining to colleges.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
<p>Read Harold Washington class schedules, fill-out registration forms;</p> <p>Compare different colleges:</p> <ul style="list-style-type: none"> *costs *programs *total student enrollment *student/faculty ratio <p>Learn to use the transfer articulation guides;</p> <p>Apply for scholarships/financial aid;</p> <p>Learn to plan career goals;</p> <p>Learn how to use Harold Washington College's career development center</p>	<p style="text-align: center;">98-99 School Year</p>	<p style="text-align: center;">M. Acosta</p>	<p>A better prepared student will be knowledgeable in the areas of:</p> <ul style="list-style-type: none"> *registration *transfer articulation guides *A.A./A.A.S. programs

21152

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

To plan and implement at least two field trips to Harold Washington College that would allow students to frequently use the college's career development center. This schedule would attempt to include special campus events as well.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
<p>Harold Washington College tours;</p> <p>College fairs at Harold Washington College;</p> <p>Attend the following:</p> <ul style="list-style-type: none"> --Harold Washington orientation or open house --Visit and use the career development center --Attend cultural and historical events at Harold Washington College --Visit during Art Exhibits --Attend plays and sports activities --Visit and use labs such as plato or any other type of learning center. 	<p style="text-align: center;">98-99 School Year</p>	<p style="text-align: center;">M. Acosta</p>	<p>Promotion of Harold Washington College;</p> <p>Well informed students;</p> <p>Exposing students to college life through the visitation of campuses</p>

21152

4 M

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

To provide information to Harold Washington and the C.C.C. system for a minimum of 25 students. We hope to have a display case located in a prominent area in our counseling center.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
A.P.H.S. will establish and maintain a Harold Washington Resource Library	98-99 School Year	M. Acosta	Well informed students.

21152

4 M

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL BUDGET PAGE

In the space provided, explain in detail each item of budget on this application. (The description and cost of instructional material and supplies should be listed.)

CONTRACT NUMBER:					LINE
<u>Program Salaries</u>					01
<u>TITLE</u>	<u>NAME</u>	<u>Total Gross SALARY</u>	<u>% of Gross Charged to HECA</u>	<u>Total HECA Amount</u>	
H.S. Counselor	Milagros Acosta	25,000.00	33%	8,250	
Total Line 01				\$ 8,250	
<u>Fringes and Benefits</u>					02
FICA 7.65% of Salaries				631	
SUI 8.60% x \$9,000 x 40%				270	
Worker's Comp. 2.6% of Salaries				215	
Total Line 02				\$ 1,116	
<u>Contractual Services</u>					03
Audit				750	
Bookkeeping				750	
Total Line 03				\$ 1,500	
<u>Commodities/Supplies</u>					04
Postage				100	
Office Supplies				200	
Internet Fees				300	
Total Line 04				\$ 600	
<u>Travel</u>					05
Student Transportation				200	
Local Staff Travel				100	
Total Line 05				\$ 300	
<u>Printing</u>					06
Total Line 06				\$ -	

21152
City Colleges of Chicago
Academic Support/Student Services

4 M

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROGRAM BUDGET PAGE - Cont'd.

<u>Equipment (see note on Checklist)</u>	07
Total Line 10	<u>\$0</u>
<u>Telecommunications</u>	08
Telephone	234
Total line 12	<u>\$234</u>
Total Project Budget	<u>\$ 12,000</u>

AGREEMENT

for

**Improving Minority Student Transfer Success Through Articulation
with Community - Based Organizations**

THIS AGREEMENT, entered into this 5th day of November, 1998, by and between the Board of Trustees of Community College District No. 508, County of Cook and the State of Illinois, (here in after referred to as "Board"), and Lake View Academy, (herein after referred to as "contractor").

WHEREAS, the Board has contracted with the Illinois Board of Higher Education to provide services in a grant "Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations".

WHEREAS, the Board has agreed to engage the Contractor to render services as described in the contractor's "Proposal for Funding under the Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations", a copy of which is appended to this Agreement and hereby incorporated by this reference.

WITNESSETH, that in consideration of the mutual obligations and promises contained herein, the Board and Lake View Academy, do hereby mutually agree as to the following:

1. **Scope of Services:** The Contractor will implement its Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations and will perform all services as set forth in the proposal and budget attached hereto, and made a part of this agreement.
2. **Time of Performance:** The Services of Contractor are to commence on September 1, 1998 and shall be undertaken and completed by June 30, 1999.
3. **Compensation and Method of Payment:**
 - A. **Compensation:** The Contractor shall be compensated on a reimbursement basis for services performed and costs expended hereunder pursuant to the budget set forth as part of their Proposal for Funding. It is the intent of the parties to this agreement that all reimbursement by the Board shall be for money actually expended by the Contractor within the terms of the budget as approved by the State of Illinois for reimbursement. Reimbursement will be made only for actual costs incurred within the terms of the budget, as allowed by the State of Illinois. Contractor agrees to reimburse the Board of costs disallowed by the State of Illinois.

- B. Method of Payment:** The Board agrees to pay Contractor an amount not to exceed \$9,400.00 which shall constitute full and complete compensation for all of the Contractor's services under this contract. This Board shall make payment under this Agreement upon presentation of requisition for reimbursement by the Contractor. Once each month (or at other intervals as determined by the Board) the Contractor will submit to the Board, in such form and detail as required by the Board, a requisition for reimbursement supported by documents required by the Board as to expenditures incurred by the Contractor in the performance of this Agreement and claimed to constitute allowable costs.
4. **Compliance with Laws:** The Contractor shall at all times observe and comply with all laws ordinances, regulations and codes of the Federal, State, City and the Board which may in any manner affect the preparation of proposals or the performance of the agreement.
5. **Indemnity:** Contractor shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent infringement or copyright infringement claims, suits, liabilities, judgments, costs and consequences of the granting of this contract or which may in anywise result therefrom, whether or not it shall alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the Contractor's subcontractor's or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgement shall be rendered against the Board in any action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.
6. **Charges:** The Board may request changes in the scope of the services of the Contractor to the performed hereunder. Such changes, including any increases or decrease in the amount of the Contractor's compensation, with 30 days notice, shall be incorporated in written amendments to this Agreement.
7. **Termination For Cause:** If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement as determined by the Board, or if the Contractors shall violate any of the covenants, agreements, or stipulations of this Agreement, the Board shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specify the effective date thereof, at least 5 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Board become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the Agreement by the Contractor, and the Board may withhold any payments to the Contractor for the purpose

of set-off until such time as the exact amount of damages due the Board from the Contractor is determined.

- 8. **Records and Audits:** At any time during the normal business hours and as often as the Board or the Illinois Board of Higher Education (IBHE) may deem necessary, there shall be made available to the Board or IBHE representatives for examination all of its records with respect to all matters covered by this Agreement and will permit the Board and IBHE representatives to examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the Board or IBHE to assure proper accounting for all project funds. These records will be made available for audit purposes to the Board and IBHE or any authorized representatives, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the Board.

The Contractor agrees to conduct an independent audit which will verify all line item costs and reimbursed expenses covered by the full contract amount and further agrees to forward the final report from said audit to the Board within forty-five (45) days after the completion of this Agreement.

- 9. **Reports and information:** At such times and in such forms as the Board or IBHE may require, there shall be furnished to the Board of IBHE such statements, records, data and information, as the Board or IBHE may request pertaining to all matters covered by this Contract.
- 10. **Terms and Conditions:** This contract represents the final and complete understanding of the parties, and is subject to the terms, conditions and requirements of the Agreement of the Board and the Illinois Board of Higher Education.
- 11. **Notice:** Notice and communications pursuant to this Agreement shall be sent by first class mail to the parties at the following addresses:

College:

Agency:

Truman College

Lake View Academy

Attn: Richard Valencia

Debra Bayly, Principal

1145 W. Wilson

716 W. Addison

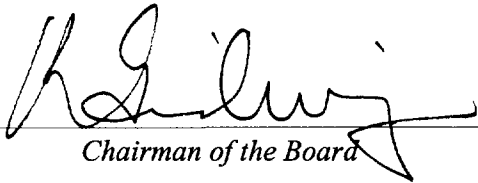
Chicago, IL. 60640

Chicago, IL. 60613

IN WITNESS WHEREOF the parties by their authorized signatories do hereby place their hand and seals.

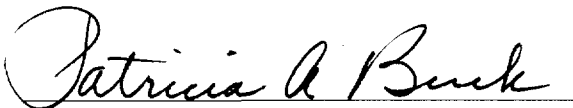
For the Board of Trustees

Community-Based Organization

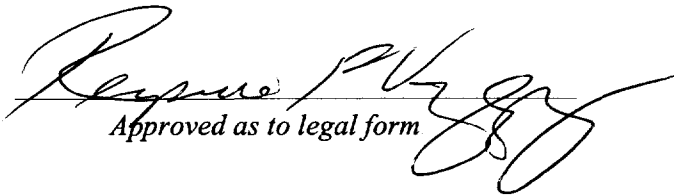

Chairman of the Board

Lake View Academy
Agency Name


MAR 4 - 1999


Board Secretary

Debra Bayly
Agency Executive Director (print)


Approved as to legal form


Agency Executive Director (signature)


Dr. Phoebe Helm, President, Truman College

21152
City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL COVER PAGE

PROJECT TITLE: "College Life"

APPLICANT (CBO):

Name : Lake View Academy

Address: 716 W. Addison

Chicago, IL 60613

GRANT ADMINISTRATOR: Anita K. Smith
(Print or Type name)

Anita K Smith
(Signature)

EXECUTIVE DIRECTOR:

Name: Deborah E. Bayly

Title: Director, Principal

Address: 716 W. Addison

Chicago, IL 60613

Telephone: (773) 281-3065

COLLEGE GOALS (As proposed by the CBOs)

FUNDS REQUESTED

\$ 7,300.⁰⁰

Indicate the number of participants to be:

Directly served during FY99: 16

Indirectly served during FY99: 2-4

Enrolled in college credit by Fall 99: 4 or
80% of seniors

Indicate the proposed number of participants to be directly served by Racial/Ethnic group:

0 Nat/Ame.

5 White

8 Hispanic

2 Black

1 Asian/Ame

Breakdown of the proposed number of participants to be directly served by educational status during FY99 (unduplicated)

 GED Grads.

16 Alt. HS Students

 GED students

 Alt. HS Grads.

City Colleges of Chicago
Academic Support/Student Services

21152

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL ABSTRACT PAGE

No more than 200 words.

Lake View Academy
1998-99

We enter our fourth year of working in partnership with Truman College in the HECCA Minority Articulation Project confident that this project is improving the success of minority students in transferring from high school to the Chicago City Colleges and other educational programs after high school graduation. Since Lake View Academy joined the HECCA project the number of our graduates who have not only enrolled in Chicago City Colleges but also successfully completed one or more semesters has increased dramatically, and we expect to see this trend continue in the coming year.

Our first goal continues to be to get our students to start envisioning themselves as college students. Since many of our students are the first in their families to even graduate from *high school*, it is a formidable task to get them to think about going on to *college*. It is even harder to get many of the parents to make the necessary commitment to support such an endeavor. To this end we will visit Truman City College a number of times for various types of activities, including class visits, talks with professors, etc. We will also visit other area colleges. Richard Valencia and his staff, in partnership with our counselor, will also help students register for college entrance exams, do sample registration forms, apply to colleges, apply for financial aid, etc.

Our second goal is to model success for our students, many of whom currently have very low opinions of themselves as students and potential members of the adult career world. We will work on this area through exposure to students who are making it at Truman and come from similar backgrounds (ethnic minority, low income, families with little education), bringing in our own graduates who are currently succeeding at Truman or another city college - as well as grads who have completed their schooling and are now embarked upon successful careers - mentoring with professionals, leadership activities, and developing close positive relationships with adults at both Truman and Lake View.

Finally, we will work this year to incorporate the goals stated above more directly into the English curriculum, with special emphasis on improving writing skills to enable our students to do acceptably on the college entrance tests writing sections as well as to better prepare them for college and careers. (Since many of our students are not native English speakers, this is a challenge that must be addressed.) Students will do research on careers and the education necessary for the careers, and will have some English class writing assignments based on this research. The school will update and expand its reference collection to this end.

City Colleges of Chicago
Academic Support/Student Services

FY '99

21152

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

1. Meet with Director of Truman Transfer Center, as soon as budget and plans for the program year are approved, to plan and schedule events to include both Truman College and Lake View Academy.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
<p>1. Meeting between Project Director and Director of Truman Transfer Center to plan and schedule events to take place first semester (or first two program quarters).</p>	<p>Sept. 1 - October 15</p>	<p>Project Director</p>	<p>Calendar of events will be available to all Lake View Academy staff and Transfer Center staff.</p>
<p>2. Meeting between Project Director and Director of Truman Transfer Center to plan and schedule events to take place second semester (or second to program quarters).</p>	<p>January 1 - Feb. 1</p>	<p>Project Director</p>	<p>Either a calendar page, a flier or other display informing program participants of the next College Life event will appear on bulletin board each month.</p>
<p>3. Phone contact and brief visits between two Directors to confirm, plan and revise calendar events as needed.</p>	<p>October 1 - June 30</p>	<p>Project Director</p>	

FY '99

City Colleges of Chicago
Academic Support/Student Services

21152

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

2. Update Truman Information bookshelf at Lake View Academy; update adjacent bulletin board. Plan an orientation for students in the program, and alert them to placement of Truman and other college-related information at Lake View Academy.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
<p>1. Discard out-of-date materials, clean and rearrange shelf, obtain up-to-date materials.</p> <p>2. Create a new bulletin board display for the beginning of the new academic year.</p> <p>3. Update bulletin board monthly.</p> <p>4. Plan an in-house orientation for students in the College Life program, to write individual goals and acquaint them with displays and information.</p>	<p style="text-align: center;">September October 15</p> <p style="text-align: center;">September October 15</p> <p style="text-align: center;">15th of each month</p> <p style="text-align: center;">September October 15-19</p>	<p style="text-align: center;">Project Director</p>	<p>Shelf and bulletin displays will be attractive, neat and updated in a timely fashion. College Life participants will be well-acquainted with these areas and with where other college-related information is stored, and will use - and help others use - the information as they need to do so at any time throughout the year.</p>

FY '99

City Colleges of Chicago
Academic Support/Student Services

21152

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

3. Conduct at least five group visits for College Life participants to Truman College during the academic/program year. Host at least four visits of Truman College staff and/or students at Lake View Academy, for a variety of purposes. Arrange for individual or small-group visits for special purposes. (See below.)

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
<p>1. Plan group visits to Truman College for any or all of the following:</p> <ul style="list-style-type: none"> a. Tour of the college/tour of technical programs. b. College admission workshop c. Visit to classes, demonstrations, and/or meet with professor(s) to learn about the classes they teach. d. Visit college facilities, such as career resource center, library, computer labs. e. Participate in a College Fair. <p>2. Host visits from Truman students and staff for two to four of the following purposes:</p> <ul style="list-style-type: none"> a. Orientation visit b. College Life Luncheons with Truman students. c. Financial aid workshop d. Placement testing e. Registration workshop <p>3. Arrange/sponsor visits of individuals or small groups for one or more of the following:</p> <ul style="list-style-type: none"> a. Attend sports, fine arts or cultural events. b. Visit other colleges with Truman students. 	<p>Schedule half + one of all events for 1st semester, and remainder for 2nd semester, all events to be completed May 20, 1998.</p> <p>(Visits in the third category may be planned at any time throughout the year.)</p>	<p>Project Director will plan and lead group visits with other LVA staff, in consultation with LVA Principal and Truman Transfer Center Director.</p> <p>(Visits in the third category may be led by any LVA staff, after consultation, as above.)</p>	<p>80% of program participants (or more) enrolled at LVA at the time of the event will participate.</p> <p>In some cases, if appropriate, only seniors will participate, at 80% or higher rate.</p> <p>Attendance and brief descriptions of activities will be kept by Program Director and made available for evaluation, record-keeping and planning purposes.</p>

- c. Register for a college credit class. are obsolete)
- d. Register for special classes, such as ACT preparation classes.
- e. Use college facilities for research or special projects.

FY '99

City Colleges of Chicago
Academic Support/Student Services

21152

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROJECT NARRATIVE PAGE

4. Increase - or hold steady, if increase is not possible - the number and/or rate of Lake View Academy graduates who apply, register and enroll in classes at Truman College, at other City Colleges, at other colleges or universities in the State of Illinois, or at other valid post-secondary training school, in the 1998-99 academic year and in the second semester of the 1998-99 academic year.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
<p>1. Counseling activities, individually and in groups, designed to prepare program participants for college and career selection and preparation; specifically, the following activities:</p> <ul style="list-style-type: none"> a. credit evaluation and course planning b. use of and interpretation of career interest inventories c. career exploration activities d. introduction to ACT and other college-entrance tests, assistance with registration and preparation e. college search activities, including visits to other nearby colleges, use of videos, research materials and catalogs f. assistance with applying for admission, financial aid and registration, as needed. 	<p>Throughout the school year, from mid-September to August 31 or later, as needed.</p> <p>2a. Fall Open House is held at the end of first quarter (late Oct. - early November.</p> <p>2b. End of January through August 31, or as needed.</p>	<p>Project Director, with other LVA counseling and teaching staff assisting.</p>	<p>All program participants will participate in at least 3 counseling activities; all seniors will participate in at least 5 activities.</p> <p>A College-Career file will be established for each program participant in which will be kept personal records and outcomes of each activity.</p> <p>All seniors, or all but one senior who is enrolled during the 2nd semester, will complete applications and placement tests for Truman College.</p>
<p>2. Work with parents of program participants, especially parents of seniors, as follows:</p>	<ul style="list-style-type: none"> a. Inform parents (initially at the Fall Parent Open House) about the Truman partnership "College Life" program, and invite their input and participation. b. Help parents to complete financial aid forms, income tax forms, etc., as needed. 		<p>75% or more of all 1998 LVA graduates will enroll for post-secondary education or training by January, 1999.</p>

→
Cont.

City Colleges of Chicago
Academic Support/Student Services

211521

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROGRAM BUDGET PAGE

In the space provided, explain in detail each item of budget on this application. (The description and cost of instructional material and supplies should be listed.)

CONTRACT NUMBER:					LINE
<u>Program Salaries</u>					01
TITLE	NAME	Total Gross SALARY	% of Gross Charged to HECA	Total HECA Amount	
Counselor and LVA HECCA Project Director	Anita K. Smith	\$45,000.00	16.9%	\$7,300.00	
Total Line 01	\$7,300.				
<u>Frings and Benefits</u>					02
Total Line 02	Ø				
<u>Contractual Services</u>					03
	Audit: \$700.00				
Total Line 03	\$700.00				
<u>Commodities/Supplies/Student Activities</u>					04
Total Line 04	\$950				
<u>Travel</u>					05
Total Line 05	\$450				
<u>Printing</u>					06
Total Line 06	Ø				

City Colleges of Chicago
21152
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

TRUMAN COLLEGE PROGRAM BUDGET PAGE - Cont'd.

Equipment (see note on Checklist) 07

Total Line 07 **

Telecommunications 08

Total Line 08 **

Total Project Budget 7,300.⁰⁰

Prepared by:

Deborah E. Bayly 2/5/99
Agency Executive Director/Principal, date

AGREEMENT

for

**Improving Minority Student Transfer Success Through Articulation
with Community - Based Organizations**

THIS AGREEMENT, entered into this 5th day of November, 1998, by and between the Board of Trustees of Community College District No. 508, County of Cook and the State of Illinois, (here in after referred to as "Board"), and Jane Addams Resource Corporation, (herein after referred to as "contractor").

WHEREAS, the Board has contracted with the Illinois Board of Higher Education to provide services in a grant "Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations".

WHEREAS, the Board has agreed to engage the Contractor to render services as described in the contractor's "Proposal for Funding under the Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations", a copy of which is appended to this Agreement and hereby incorporated by this reference.

WITNESSETH, that in consideration of the mutual obligations and promises contained herein, the Board and Jane Addams Resource Corporation, do hereby mutually agree as to the following:

1. **Scope of Services:** The Contractor will implement its Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations (*College Life*) grant and will perform all services as set forth in the proposal and budget attached hereto, and made a part of this agreement.
2. **Time of Performance:** The Services of Contractor are to commence on September 1, 1998 and shall be undertaken and completed by June 30, 1999.
3. **Compensation and Method of Payment:**
 - A. **Compensation:** The Contractor shall be compensated on a reimbursement basis for services performed and costs expended hereunder pursuant to the budget set forth as part of their Proposal for Funding. It is the intent of the parties to this agreement that all reimbursement by the Board shall be for money actually expended by the Contractor within the terms of the budget as approved by the State of Illinois for reimbursement. Reimbursement will be made only for actual costs incurred within the terms of the budget, as allowed by the State of Illinois. Contractor agrees to reimburse the Board of costs disallowed by the State of Illinois.

- B. Method of Payment:** The Board agrees to pay Contractor an amount not to exceed \$9,400.00 which shall constitute full and complete compensation for all of the Contractor's services under this contract. This Board shall make payment under this Agreement upon presentation of requisition for reimbursement by the Contractor. Once each month (or at other intervals as determined by the Board) the Contractor will submit to the Board, in such form and detail as required by the Board, a requisition for reimbursement supported by documents required by the Board as to expenditures incurred by the Contractor in the performance of this Agreement and claimed to constitute allowable costs.
4. **Compliance with Laws:** The Contractor shall at all times observe and comply with all laws ordinances, regulations and codes of the Federal, State, City and the Board which may in any manner affect the preparation of proposals or the performance of the agreement.
5. **Indemnity:** Contractor shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent infringement or copyright infringement claims, suits, liabilities, judgments, costs and consequences of the granting of this contract or which may in anywise result therefrom, whether or not it shall alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the Contractor's subcontractor's or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgement shall be rendered against the Board in any action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.
6. **Charges:** The Board may request changes in the scope of the services of the Contractor to the performed hereunder. Such changes, including any increases or decrease in the amount of the Contractor's compensation, with 30 days notice, shall be incorporated in written amendments to this Agreement.
7. **Termination For Cause:** If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement as determined by the Board, or if the Contractors shall violate any of the covenants, agreements, or stipulations of this Agreement. The Board shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specify the effective date thereof, at least 5 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Board become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the Agreement by the

Contractor, and the Board may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Board from the Contractor is determined.

- 8. **Records and Audits:** At any time during the normal business hours and as often as the Board or the Illinois Board of Higher Education (IBHE) may deem necessary, there shall be made available to the Board or IBHE representatives for examination all of its records with respect to all matters covered by this Agreement and will permit the Board and IBHE representatives to examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the Board or IBHE to assure proper accounting for all project funds. These records will be made available for audit purposes to the Board and IBHE or any authorized representatives, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the Board.

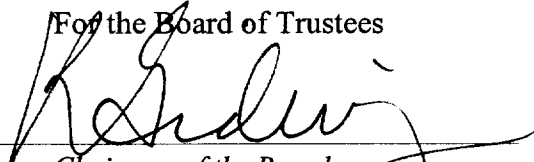
The Contractor agrees to conduct an independent audit which will verify all line item costs and reimbursed expenses covered by the full contract amount and further agrees to forward the final report from said audit to the Board within forty-five (45) days after the completion of this Agreement.

- 9. **Reports and information:** At such times and in such forms as the Board or IBHE may require, there shall be furnished to the Board of IBHE such statements, records, data and information, as the Board or IBHE may request pertaining to all matters covered by this Contract.
- 10. **Terms and Conditions:** This contract represents the final and complete understanding of the parties, and is subject to the terms, conditions and requirements of the Agreement of the Board and the Illinois Board of Higher Education.
- 11. **Notice:** Notice and communications pursuant to this Agreement shall be sent by first class mail to the parties at the following addresses:

College:	Agency:
_____ Truman College _____	_____ Jane Addams Resource Corporation _____
_____ Attn: Richard Valencia _____	_____ Michael Buccitelli, Executive Director _____
_____ 1145 W. Wilson _____	_____ 1800 W. Cuyler _____
_____ Chicago, IL. 60640 _____	_____ Chicago, IL. 60613 _____

IN WITNESS WHEREOF the parties by their authorized signatories do hereby place their hand and seals.

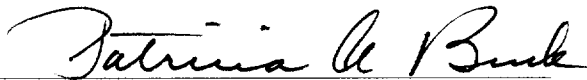
For the Board of Trustees


Chairman of the Board

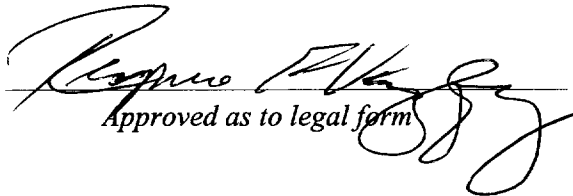
MAR 4 - 1999

Community-Based Organization

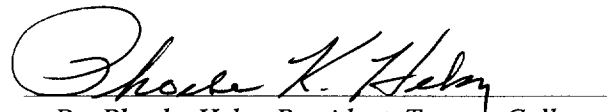
Jane Addams Resource Corporation
Agency Name


Board Secretary

Michael Buccitelli
Agency Executive Director (print)


Approved as to legal form


Agency Executive Director (signature)


Dr. Phoebe Helm, President, Truman College

City Colleges of Chicago
Academic Support/Student Services

21152

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL COVER PAGE

PROJECT TITLE: "College Life"

APPLICANT (CBO):

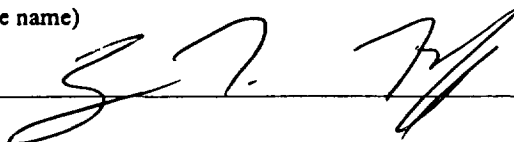
Name : JANE ADDAMS RESOURCE CORP.

Address: 1800 W Cuyler Ave.

Chicago, IL 60613

GRANT ADMINISTRATOR: Thomas W. Neff
(Print or Type name)

(Signature)



EXECUTIVE DIRECTOR:

Name: Michael Buccitelli

Title: Executive Director

Address: 1800 W Cuyler Ave.

Chicago, IL 60613

Telephone: (773) 871-1151

COLLEGE GOALS (As proposed by the CBOs)

FUNDS REQUESTED \$ 9400

Indicate the number of participants to be:

Directly served during FY99: 19

Indirectly served during FY99: 16

Enrolled in college credit by Fall 99: 10

Indicate the proposed number of participants to be directly served
by Racial/Ethnic group:

 Nat/Ame.

 5 White

 9 Hispanic

 1 Black 4 Asian/Ame

Breakdown of the proposed number of participants to be directly
served by educational status during FY99 (unduplicated)

 2 GED Grads.

 8 Alt. HS Students

 GED students

 Graduate Fall 99
 Alt. HS Grads.

 9 Graduate Spring 99

21152

**City Colleges of Chicago
Academic Support/Student Services**

**IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS**

PROPOSAL ABSTRACT PAGE

The Jane Addams Resource Corporation Alternative High School is requesting \$9,400 from Truman College for the 1998-99 academic year in order to participate in the HECA program. In collaboration with Truman College, Jane Addams will assist minority and economically disadvantaged students towards their educational and career goals and introduce them to the academic programs at Truman.

Since 1985, Jane Addams has been serving youth that have dropped out of high school. The mission of the Jane Addams High School is to empower Chicago youth to take control of the academic, social and employment aspects of their lives through academic, life skills and pre-employment training. The curriculum is designed to meet the educational and developmental needs of each student and prepare them for higher education.

In order to foster our students' interest and readiness for college, we will introduce them to the degree programs and academic support services available at Truman College. Jane Addams' students meet with Truman faculty, student leaders and financial aid representatives. Our students visit the Truman campus throughout the year to familiarize themselves with the surroundings, attend college fairs and participate in a biotech seminar. Jane Addams' students also participate in the PTK writing contest and attend a performance by the Pegasus Players.

The ultimate goal of the partnership between Jane Addams and Truman College is to introduce former high school dropouts to the opportunities and challenges of higher education. The faculty of Jane Addams is committed to assisting students make the transition from high school to further education within the City Colleges of Chicago system, and Truman College in particular.

City College of Chicago
Academic Support/Student Services
21152

**IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS**

PROJECT NARRATIVE PAGE

1) Implement minimum standards for the “College Life” program to improve and enhance project activities between Truman College and its community partners

<u>Activities</u>	<u>Time Frame</u>	<u>Who is Responsible</u>	<u>Outcomes</u>
Familiarize students with Truman College Campus and facilities	9/98	Program Coordinator Selected teachers Transfer Dir.	Prepare for enrollment
Participate in College Fair at Truman College	9/98	Program Coordinator Selected teachers Transfer Dir.	Prepare for enrollment at Truman or other schools Participating in fair
Participate in Biotech seminar	10/98	Program Coordinator Transfer Director	Introduce students to the Truman Biotech program
Eligible students take the Credit in Escrow Program	12/98-1/99	Program Coordinator Counselor Selected teachers	Selected students participate in Truman classes during the Spring 99 semester
Submit student writings to the PTK writing contest	12/98-1/99	English Teacher Program Coordinator	Improve and recognize student writings
Meet with Truman faculty	1/99	Program Coordinator Selected teachers	Prepare students for college-level academic workloads
Meet with Financial Aid officers	2/99-3/99	Program Coordinator Counselor Selected teachers	Prepare accurate and timely FAFSA forms
Tour Loyola University	1/99	Program Coordinator Selected teachers	Introduce students to life at a 4-year university
Take Truman placement tests	4/99	Program Coordinator Selected teachers	Prepare students for enrollment at Truman

21152
City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNIT-BASED ORGANIZATIONS

PROJECT NARRATIVE PAGE

2) Develop uniform guidelines to identify and enroll a cohort group of eligible students in the “College Life” program at the community-based organization.

<u>Activities</u>	<u>Time Frame</u>	<u>Who is responsible</u>	<u>Outcomes</u>
Screen and enroll students that are within 1 ½ years of earning their diploma or GED	9/98-6-99	Program Coordinator Transfer Director Counselor	Enroll in Truman College
Assess students’ career interests and educational goals	10/98-5/99	Alternatives Program Coordinator Life Skills Teacher	Select degree programs
Research education levels and career possibilities	10/98-5/99	Alternatives Life Skills	Enroll in Truman College degree programs
Connect career goals to courses at Truman	10/98-5/99	Program Coordinator Transfer Director Counselor	4-year degree program
Assist students with Truman application process and financial aid application	11/98-6/99	Program Coordinator Counselor Selected teachers Truman staff	Enroll in Truman College

21152
 City Colleges of Chicago
 Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
 ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

JARC "College Life" PROGRAM BUDGET PAGE

In the space provided, explain in detail each item of budget on this application. (The description and cost of instructional material and supplies should be listed.)

CONTRACT NUMBER:	LINE
Program Salaries	01
TITLE	HECA Amount
NAME	Total Gross
Total Gross	% of Gross SALARY
% of Gross SALARY	Total Charged to HECA
Total Charged to HECA	HECA Amount
Program coordinator:	100%
Tom Neff	
Total Line 01	<u>7144</u>
Frings and Benefits	02
Total Line 02	<u>**</u>
Contractual Services	03
Audit/Bookeeping	100%
Total Line 03	<u>1034</u>
Commodities/Supplies	04
Educational Supplies/special events	100%
Total Line 04	<u>790</u>
Travel	05
Local travel/bus trips	100%
Total Line 05	<u>432</u>
Printing	06
	100%
Total Line 06	<u>**</u>

Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

JARC "College Life" PROGRAM BUDGET PAGE - Cont'd.

Equipment (see note on Checklist) 07

Total Line 07 **

Telecommunications 08

Total Line 08 **

Total Project Budget \$9,400.*

Prepared by:

[Signature] 9 FEB 99
Executive Director/ Principal, Date

AGREEMENT

for

Improving Minority Student Transfer Success Through Articulation with Community - Based Organizations

THIS AGREEMENT, entered into this 1st day of September, 1998, by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, (here in after referred to as "Board"), and Universal Family Connection, (herein after referred to as "contractor").

WHEREAS, the Board has contracted with the Illinois Board of Higher Education to provide services in a Improving Minority Student Transfer Success Through Articulation with Community Based Organizations.

WHEREAS, the Board has agreed to engage the Contractor to render services as described in the contractor's "Proposal for Funding under the Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations", a copy of which is appended to this Agreement and hereby incorporated by this reference.

WITNESSETH, that in consideration of the mutual obligations and promises contained herein, the Board and Universal Family Connection, do hereby mutually agree as to the following:

1. Scope of Services: The Contractor will implement its Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations and will perform all services as set forth in the proposal and budget attached hereto, and made a part of this agreement.
2. Time of Performance: The Services of Contractor are to commence on September 1, 1998 and shall be undertaken and completed by August 31, 1999.
3. Compensation and Method of Payment:
 - A. Compensation: The Contractor shall be compensated on a reimbursement basis for services performed and costs expended hereunder pursuant to the budget set forth as part of their Proposal for Funding. It is the intent of the parties to this agreement that all reimbursement by the Board shall be for money actually expended by the Contractor within the terms of the budget as approved by the State of Illinois for reimbursement. Reimbursement will be made only for actual costs incurred within the terms of the budget, as allowed by the State of Illinois. Contractor agrees to reimburse the Board of costs disallowed by the State of Illinois.
 - B. Method of Payment: The Board agrees to pay Contractor an amount not to exceed Twelve Thousand (\$ 12,000) dollars which shall constitute full and complete compensation for all of the Contractor's services under this contract. This Board shall make payment under this Agreement upon presentation of requisition for reimbursement by the Contractor. Once each month (or at other intervals as determined by the Board) the Contractor will submit to the Board, in such form and

detail as required by the Board, a requisition for reimbursement supported by documents required by the Board as to expenditures incurred by the Contractor in the performance of this Agreement and claimed to constitute allowable costs.

4. Compliance with Laws: The Contractor shall at all times observe and comply with all laws ordinances, regulations and codes of the Federal, State, City and the Board which may in any manner affect the preparation of proposals or the performance of the agreement.
5. Indemnity: Contractor shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent infringement or copyright infringement claims, suits, liabilities, judgments, costs and consequences of the granting of this contract or which may in anywise result therefrom, whether or not it shall alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the Contractor's subcontractor's or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgement shall be rendered against the Board in any action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.
6. Charges: The Board may request changes in the scope of the services of the Contractor to the performed hereunder. Such changes, including any increases or decrease in the amount of the Contractor's compensation, with 30 days notice, shall be incorporated in written amendments to this Agreement.
7. Termination For Cause: If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement as determined by the Board, or if the Contractors shall violate any of the covenants, agreements, or stipulations of this Agreement, the Board shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specify the effective date thereof, at least 5 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Board become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the Agreement by the Contractor, and the Board may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Board from the Contractor is determined.

8. Records and Audits: At any time during the normal business hours and as often as the

Board or the Illinois Board of Higher Education (IBHE) may deem necessary, there shall be made available to the Board or IBHE representatives for examination all of its records with respect to all matters covered by this Agreement and will permit the Board and IBHE representatives to examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the Board or IBHE to assure proper accounting for all project funds. These records will be made available for audit purposes to the Board and IBHE or any authorized representatives, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the Board.

The Contractor agrees to conduct an independent audit which will verify all line item costs and reimbursed expenses covered by the full contract amount and further agrees to forward the final report from said audit to the Board within forty-five (45) days after the completion of this Agreement.

- 9. Reports and information: At such times and in such forms as the Board or IBHE may require, there shall be furnished to the Board of IBHE such statements, records, data and information, as the Board or IBHE may request pertaining to all matters covered by this Contract.
- 10. Terms and Conditions: This contract represents the final and complete understanding of the parties, and is subject to the terms, conditions and requirements of the Agreement of the Board and the Illinois Board of Higher Education.
- 11. Notice: Notice and communications pursuant to this Agreement shall be sent by first class mail to the parties at the following addresses:

College:
Olive•Harvey College
10001 S. Woodlawn Ave.
Chicago, IL 60628
Attn: Dr. Lawrence Cox

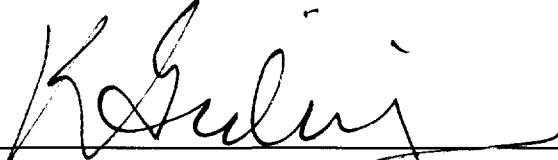
Agency:
Universal Family Connection
7949 S. Western Ave.
Chicago, IL 60620
Attn: Dr. Lorraine R. Broyles

21152


IN WITNESS WHEREOF the parties by their authorized signatories do hereby place their hand and seals.

For the Board of Trustees

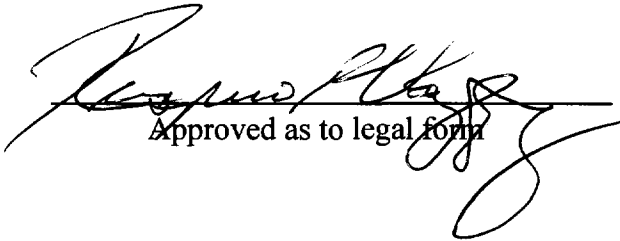
Community-Based Organization



Chairman of the Board
MAR 4 - 1998

Universal Family Connection
Agency Name


Board Secretary

Raymond Swope
Agency Executive (print)


Approved as to legal form


Agency Executive (signature)

21152



*A Healthy Society is
Based on the Family*

7949 South Western Avenue
Chicago, Illinois 60620
Phone: (773) 925-2222
Fax: (773) 925-2287

Lorraine R. Broyles, Ph.D.
President/CEO

10625 South Halsted Street
Chicago, Illinois 60628
Phone: (773) 264-4500
Fax: (773) 264-9653

Raymond L. Swope, L.S.C.W.
Executive Director

1350 West 103rd Street
Chicago, Illinois 60643
Phone: (773) 881-1711
Fax: (773) 881-3379

Albert S. Russell, M.A.
Deputy Executive Director

UNIVERSAL FAMILY CONNECTION, INC.
CURRENT FISCAL YEAR
PLANNED PROGRAM ACTIVITIES

Universal Family Connection's planned fiscal year activities for the HECA Minority Articulation Project include the following:

Coordination with Olive Harvey College: Universal Family Connection will host an informational meeting with prospective college students and various department staff of the college. The purpose of this meeting will be to provide participants with information on areas of study that will prepare them for entry into the labor market. The areas identified are: NURSING, COMPUTERS AND EARLY CHILDHOOD DEVELOPMENT. UFC will invite Olive Harvey staff to discuss career opportunities in these areas, and how two and four year degrees will benefit students in the long run with regard to salaries.

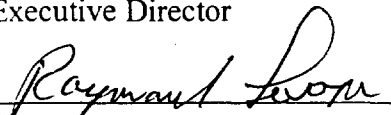
Olive Harvey Tour: Universal Family Connection is planning two (2) visits to the Olive Harvey campus to allow prospective students to tour the college and view facilities (computer labs , library, transfer center). During these tours, we are requesting that Olive Harvey staff from the admissions office, the financial aid office and transfer center meet with the prospective students.

Community Outreach: Universal Family Connection will continue its aggressive outreach to the community through flyers and notices on Chicago Access Television (Channel 52). Each outreach activity will invite and encourage prospective students to contact UFC for educational and career counseling and testing. Testing material are the TABE (Test of Adult Basic Education) and CAPS (Career Ability Placement Survey).

Additional activities will be planned based on the interests and needs of program participants.

Approved by:

Raymond Swope
Executive Director


Signature

02-08-99
Date

AGREEMENT

for

Improving Minority Student Transfer Success Through Articulation
with Community - Based Organizations

THIS AGREEMENT, entered into this 1st day of September, 1998, by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, (here in after referred to as "Board"), and Mexican Community Committee, (herein after referred to as "contractor").

WHEREAS, the Board has contracted with the Illinois Board of Higher Education to provide services in a Improving Minority Student Transfer Success Through Articulation with Community Based Organizations.

WHEREAS, the Board has agreed to engage the Contractor to render services as described in the contractor's "Proposal for Funding under the Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations", a copy of which is appended to this Agreement and hereby incorporated by this reference.

WITNESSETH, that in consideration of the mutual obligations and promises contained herein, the Board and Mexican Community Committee, do hereby mutually agree as to the following:

1. Scope of Services: The Contractor will implement its Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations and will perform all services as set forth in the proposal and budget attached hereto, and made a part of this agreement.
2. Time of Performance: The Services of Contractor are to commence on September 1, 1998 and shall be undertaken and completed by August 31, 1999.
3. Compensation and Method of Payment:
 - A. Compensation: The Contractor shall be compensated on a reimbursement basis for services performed and costs expended hereunder pursuant to the budget set forth as part of their Proposal for Funding. It is the intent of the parties to this agreement that all reimbursement by the Board shall be for money actually expended by the Contractor within the terms of the budget as approved by the State of Illinois for reimbursement. Reimbursement will be made only for actual costs incurred within the terms of the budget, as allowed by the State of Illinois. Contractor agrees to reimburse the Board of costs disallowed by the State of Illinois.
 - B. Method of Payment: The Board agrees to pay Contractor an amount not to exceed Twelve Thousand (\$ 12,000) dollars which shall constitute full and complete compensation for all of the Contractor's services under this contract. This Board shall make payment under this Agreement upon presentation of requisition for reimbursement by the Contractor. Once each month (or at other intervals as determined by the Board) the Contractor will submit to the Board, in such form and detail as required by the Board, a requisition for reimbursement supported by

documents required by the Board as to expenditures incurred by the Contractor in the performance of this Agreement and claimed to constitute allowable costs.

4. Compliance with Laws: The Contractor shall at all times observe and comply with all laws ordinances, regulations and codes of the Federal, State, City and the Board which may in any manner affect the preparation of proposals or the performance of the agreement.
5. Indemnity: Contractor shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent infringement or copyright infringement claims, suits, liabilities, judgments, costs and consequences of the granting of this contract or which may in anywise result therefrom, whether or not it shall alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the Contractor's subcontractor's or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgement shall be rendered against the Board in any action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.
6. Charges: The Board may request changes in the scope of the services of the Contractor to the performed hereunder. Such changes, including any increases or decrease in the amount of the Contractor's compensation, with 30 days notice, shall be incorporated in written amendments to this Agreement.
7. Termination For Cause: If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement as determined by the Board, or if the Contractors shall violate any of the covenants, agreements, or stipulations of this Agreement, the Board shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specify the effective date thereof, at least 5 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Board become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the Agreement by the Contractor, and the Board may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Board from the Contractor is determined.
8. Records and Audits: At any time during the normal business hours and as often as the Board or the Illinois Board of Higher Education (IBHE) may deem necessary, there shall

be made available to the Board or IBHE representatives for examination all of its records with respect to all matters covered by this Agreement and will permit the Board and IBHE representatives to examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the Board or IBHE to assure proper accounting for all project funds. These records will be made available for audit purposes to the Board and IBHE or any authorized representatives, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the Board.

The Contractor agrees to conduct an independent audit which will verify all line item costs and reimbursed expenses covered by the full contract amount and further agrees to forward the final report from said audit to the Board within forty-five (45) days after the completion of this Agreement.

- 9. Reports and information: At such times and in such forms as the Board or IBHE may require, there shall be furnished to the Board of IBHE such statements, records, data and information, as the Board or IBHE may request pertaining to all matters covered by this Contract.
- 10. Terms and Conditions: This contract represents the final and complete understanding of the parties, and is subject to the terms, conditions and requirements of the Agreement of the Board and the Illinois Board of Higher Education.
- 11. Notice: Notice and communications pursuant to this Agreement shall be sent by first class mail to the parties at the following addresses:

College:

Agency:

Olive•Harvey College

Mexican Community Committee

10001 S. Woodlawn Ave.

2939 E. 91st Street

Chicago, IL 60628

Chicago, IL 60617

Attn: Dr. Lawrence Cox

Attn: Henry H. Martinez, Director

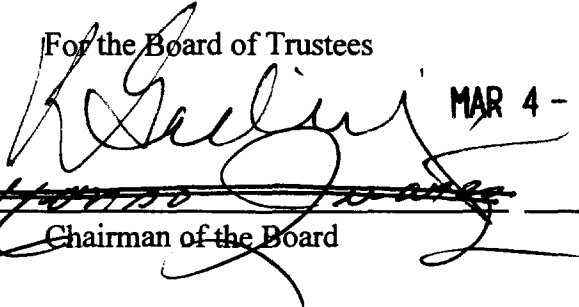
21152

IN WITNESS WHEREOF the parties by their authorized signatories do hereby place their hand and seals.

For the Board of Trustees

Community-Based Organization

MAR 4 - 1999

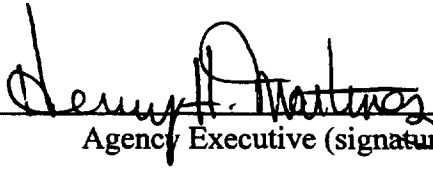

~~Chairman of the Board~~
Chairman of the Board

Mexican Community Committee
Agency Name


Board Secretary

HENRY H. MARTINEZ
Agency Executive (print)

Approved as to legal form


Agency Executive (signature)

APPROVED AS TO LEGAL FORM


GENERAL COUNSEL

MEMORANDUM

FROM: Beatriz Gutierrez
 Mexican Community Committee
 Community Based Organization
 Project "KEY"

TO: Dr. C. Talley
 Olive-Harvey College
 HECA GRANT
 FY99

DATE: February 5, 1999

RE: MCC PROJECT AGREEMENT

The following measures will be taken to ensure that Project 'KEY' is successful.

1. The MCC will serve as a liaison between Olive-Harvey Community College, and the South Chicago Campus to strengthen an already existing relationship with Olive-Harvey's Project Connection.
2. Actively recruit participants from the surrounding community by (a) providing personalized counseling, (b) giving participants a comprehensive list of the educational programs and courses available at O-HC, (c) providing personal tours and information about the college's support services, and (d) aiding the participants in completing the admissions and financial aid process.
3. Organize groups and arrange visits to Olive-Harvey College, coordinating these activities with Project Connection to provide overall college orientations.
4. Help eliminate any barriers that exist in the admissions, financial aid, class scheduling, and Placement Entrance Exams process.

PROGRAM OBJECTIVES:

Outreach: To inform the community about academic and vocational opportunities available at OHC.

Activities to Accompany the Above objectives	Time Frame	Responsible Person	Outcome
Visit the ESL & Parenting Classes sponsored by the MCC	On-Going	Beatriz Gutierrez	Dissemination of Info
Visit area high schools and recruit program participants			Recruit H.S. students to Program
Visit Community Agencies & Groups to distribute flyers and promote workshops hosted by the MCC			Inform the community of events & services offered through the Program

TO INTRODUCE PARTICIPANTS TO THE OLIVE-HARVEY COLLEGE

21152

ACADEMIC SUPPORT/STUDENT SERVICES

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

AGREEMENT COVER PAGE

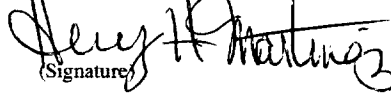
PROJECT TITLE: PROJECT "KEY" KNOWLEDGE, EDUCATION & YOUTH

CBO APPLICANT:

NAME: MEXICAN COMMUNITY COMMITTEE
ADDRESS: 2939 East 91st Street
Chicago, Illinois, 60617

GRANT ADMINISTRATOR:
(Agency Head)

Henry Martinez
(Print or Type Name)


(Signature)

PROJECT DIRECTOR:

NAME: Beatriz Gutierrez
TITLE: Project Director
ADDRESS: 2939 East 91st Street
Chicago, Illinois 60617

TELEPHONE: (773) 978-6441 OR (773) 978-0123

21152

To find scholarships for at least 5 students	On-Going	Beatriz Gutierrez	More students will be able to enroll in college credit programs
To assist eligible students to complete the Financial Aid Forms	January 1999		Students with financial aid problems will become aware of free financial assistance
TO INTRODUCE PROJECT PARTICIPANTS TO OLIVE-HARVEY COLLEGE AND KEY PERSONNEL TO FACILITATE REGISTRATION AND RETENTION OF COLLEGE-BOUND STUDENTS.			
Tours to Olive-Harvey College	August 1999	Beatriz Gutierrez	Expose students to college environment
Individual Tours	Ongoing		To ease fears and anxieties about college
TO COMPLETE AN INTAKE FORM FOR EACH DIRECTLY SERVED PARTICIPANT			
Individual Counseling to complete an Educational Needs Assessment	Upon entry	Beatriz Gutierrez	Increase knowledge of Individual Educational Plan (IEP)
Map out educational goals to attain desired aspirations			
Motivate & encourage students to enroll in college credit programs			Ensure student enrollment & success in college
TO MOTIVATE, INFORM AND RAISE THE LEVEL OF EXPECTATIONS OF PARTICIPANTS TO ENABLE THEM TO PURSUE A COLLEGE EDUCATION.			
Financial Aid & College Adm. Workshops	Feb 1999 May 1999	B. Gutierrez	Student will become aware of the different funds available through Financial Aid and other financial sources.
Test Taking and study skills Sessions	Spring 1999 Fall 1999		Prepare students for college testing
Invite guest speakers to come & interact with students	Throughout the Academic Year		Provide role models & Motivate students to follow in their footsteps
Career Development Workshops	Spring 1999		Educate students about the different career options available
Career Interest Inventory	Spring 1999		

AGREEMENT

for

Improving Minority Student Transfer Success Through Articulation
with Community - Based Organizations

THIS AGREEMENT, entered into this 11 day of November, 1998, by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, (here in after referred to as "Board"), and Westtown Concerned Citizens Coalition (Westtown) (Herein after referred to as "contractor").

WHEREAS, the Board has contracted with the Illinois Board of Higher Education to provide services in a Improving Minority Student Transfer Success Through Articulation with Community Based Organizations.

WHEREAS, the Board has agreed to engage the Contractor to render services as described in the contractor's "Proposal for Funding under the Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations", a copy of which is appended to this Agreement and hereby incorporated by this reference.

WITNESSETH, that in consideration of the mutual obligations and promises contained herein, the Westtown Concerned Citizens Coalition (Westtown) do hereby mutually agree as to the following:

1. **Scope of Services:** The Contractor will implement its Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations and will perform all services as set forth in the proposal and budget attached hereto, and made a part of this agreement.
2. **Time of Performance:** The Services of Contractor are to commence on September 1, 1998 and shall be undertaken and completed by August 31, 1999.
3. **Compensation and Method of Payment:**
 - A. **Compensation:** The Contractor shall be compensated on a reimbursement basis for services performed and costs expended hereunder pursuant to the budget set forth as part of their Proposal for Funding. It is the intent of the parties to this agreement that all reimbursement by the Board shall be for money actually expended by the Contractor within the terms of the budget as approved by the State of Illinois for reimbursement. Reimbursement will be made only for actual costs incurred within the terms of the budget, as allowed by the State of Illinois. Contractor agrees to reimburse the Board of costs disallowed by the State of Illinois.
 - B. **Method of Payment:** The Board agrees to pay Contractor an amount not to exceed 10,500.00 dollars which shall constitute full and complete compensation for all of the Contractor's services under this contract. This Board shall make payment under this Agreement upon presentation of requisition for reimbursement by the Contractor. Once each month (or at other intervals as determined by the Board) the Contractor will submit

to the Board, in such form and detail as required by the Board, a requisition for reimbursement supported by documents required by the Board as to expenditures incurred by the Contractor in the performance of this Agreement and claimed to constitute allowable costs.

4. Compliance with Laws: The Contractor shall at all times observe and comply with all laws ordinances, regulations and codes of the Federal, State, City and the Board which may in any manner affect the preparation of proposals or the performance of the agreement.
5. Indemnity: Contractor shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent infringement or copyright infringement claims, suits, liabilities, judgments, costs and consequences of the granting of this contract or which may in anywise result therefrom, whether or not it shall alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the Contractor's subcontractor's or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgement shall be rendered against the Board in any action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.
6. Charges: The Board may request changes in the scope of the services of the Contractor to the performed hereunder. Such changes, including any increases or decrease in the amount of the Contractor's compensation, with 30 days notice, shall be incorporated in written amendments to this Agreement.
7. Termination For Cause: If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement as determined by the Board, or if the Contractors shall violate any of the covenants, agreements, or stipulations of this Agreement, the Board shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specify the effective date thereof, at least 5 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Board become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the Agreement by the Contractor, and the Board may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Board from the Contractor is determined.

8. Records and Audits: At any time during the normal business hours and as often as the Board or the Illinois Board of Higher Education (IBHE) may deem necessary, there shall be made available to the Board or IBHE representatives for examination all of its records with respect to all matters covered by this Agreement and will permit the Board and IBHE representatives to examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the Board or IBHE to assure proper accounting for all project funds. These records will be made available for audit purposes to the Board and IBHE or any authorized representatives, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the Board.

The Contractor agrees to conduct an independent audit which will verify all line item costs and reimbursed expenses covered by the full contract amount and further agrees to forward the final report from said audit to the Board within forty-five (45) days after the completion of this Agreement.

9. Reports and information: At such times and in such forms as the Board or IBHE may require, there shall be furnished to the Board of IBHE such statements, records, data and information, as the Board or IBHE may request pertaining to all matters covered by this Contract.

10. Terms and Conditions: This contract represents the final and complete understanding of the parties, and is subject to the terms, conditions and requirements of the Agreement of the Board and the Illinois Board of Higher Education.

11. Notice: Notice and communications pursuant to this Agreement shall be sent by first class mail to the parties at the following addresses:

College:

Agency:

Malcolm X College

Westtown Concerned Citizens Coalition

1900 W. Van Buren

3524 W. Armitage

Chicago, Illinois, 60612

Chicago, Illinois, 60647

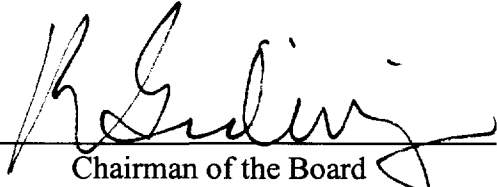
Attn: Zerrie D. Campbell

Attn: Tito Vargas

IN WITNESS WHEREOF the parties by their authorized signatories do hereby place their hand and seals.

For the Board of Trustees

Community-Based Organization

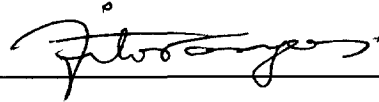

Chairman of the Board

Westtown Concerned Citizens
Agency Name

MAR 4 - 1999


Board Secretary

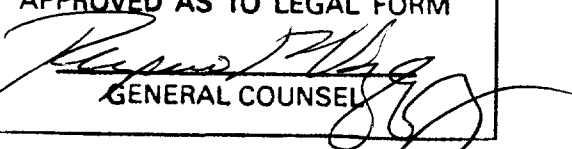
Agency Executive (print)



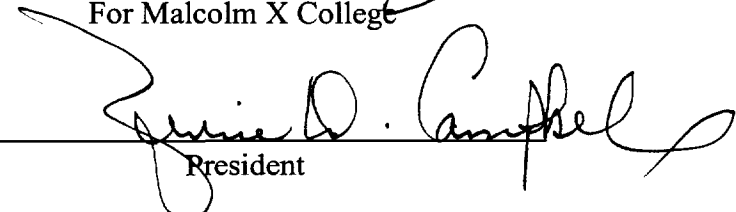
Agency Executive (signature)

Approved as to legal form:

APPROVED AS TO LEGAL FORM


GENERAL COUNSEL

For Malcolm X College


Resident

✓

21152
City Colleges of Chicago
Academic Support/Student Services

**IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY BASED ORGANIZATIONS**

PROPOSAL COVER PAGE

PROJECT TITLE: Community Base Articulation Program

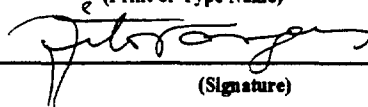
APPLICANT (COMMUNITY-BASED ORGANIZATION):

Name: Westtown Concerned Citizens Coalition

Address: 3501 W. Armitage Ave.
Chicago, Illinois 60647

AGENCY HEAD: TITO H VARGAS

(Print or Type Name)


(Signature)

PROJECT DIRECTOR:

Name: Max Armendariz

Title: Project Director

Address: 3501 W. Armitage Ave.
Chicago, IL.60647

Telephone: (773) 235-21 44

Applicant Status: <input type="checkbox"/> NEW APPLICANT <input checked="" type="checkbox"/> RENEWAL <small>(CHECK ONE)</small>	FUNDS REQUESTED \$ <u>12,500.00</u>
Indicate the number of participants to be: Directly saved during <i>FY98-99</i> : <u>40</u> Indirectly served during <i>FY98-99</i> : <u>40</u> Enrolled in college credit by Fall 99: <u>15</u>	Indicate the proposed number of participants to be directly served by Racial, Ethnic group: <u> </u> Nat/Ame. <u>5</u> white <u>23</u> Hispanic <u>12</u> Black <u> </u> Asian American
	Breakdown of the proposed number of participants to be directly served by educational status during <i>FY98-99</i> (unduplicated) <u>10</u> HS/GED Grads. <u>10</u> Alt. HS Students <u>10</u> GED students <u>10</u> Alt. HS Grads

21152

City College of Chicago
Academic Support / Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL ABSTRACT PAGE

No more than 200 words..

In November 1993, Westtown Concerned Citizens Coalition (WCCC) inaugurated its Community Based Articulation Program in conjunction with Malcolm X College. The program's aim was to serve minority students among the economically disadvantage residents of the West Town, Humboldt Park and Logan Square communities. WCCC renewed and increase the program for Fiscal Year 1998.

The program is part of the fifteen years of varied educational services WCCC has provided to these communities. The program places the bilingual staff in constant contact with minority persons (African -America and Hispanic) who demonstrate potential for completing junior college programs and matriculating in baccalaureate programs.

WCCC reaches out to its constituency with a variety of educational programs including Spanish And English classes, ESL and Naturalization classes all open to teenagers and adults. Higher education for its qualified young people occupies the highest priority in this WCCC program.

The higher education project will focus on students who are:

- *High school graduates who did not initially pursue college and have been unsuccessful in locating career track employment.
- *Enrollees in our GED classes will demonstrate college aptitude.
- *Single parents supported by entitlement programs.
- *Adult high school dropouts who are in need of career options.

Utilizing the available Network services, this project will recruit and follow the students throughout their post-secondary career. This project will provide direct services to 40 students, and will serve and additional 40 + indirectly. The program will train students in the use of the City Colleges Transfer Center.

The goal of the project is as follows:

- *Participants will be able to demonstrate competency in understanding and using college catalogs.
- *40 students will demonstrate increased understanding of baccalaureate requirements as documented by pre/post enrollment questionnaires.
- * 15 students will matriculate into Malcolm X College with a minimum of 3 credit hours as documented by registrations and grade reports.

21152

**City Colleges of Chicago
Academic Support/Student Services**

**IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS**

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

Objective 1:

To enroll 40 students in a minimum of six hours of **Understanding the College Catalog**.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
Students will obtain and review a college catalog; become acquainted with college policies and procedures; become familiar with the roles and related responsibilities of college administrative and support staff; learn to select majors and to fulfill course requirements; and complete synthesized activities that ensure competence in understanding and using the catalog.	September 1998	Project Director	10 students
	January 1999	Project Director	10 students
	May 1999	Project Director	20 students

21152

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT *TRANSFER SUCCESS* THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

To provide the surrounding community with information in regards to college registrations, submission deadlines and assessment periods

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
Distribute flyers in public facilities throughout the community and advertise in local newspapers and public radio services.	Three weeks prior to semester registrations	Project Director	Recruit 50 potential candidates
To interview and make assessments of students' goals and career objectives	Twice a year or as needed on individual basis	Project Director	Identify 15 students and assess them

21152
 City Colleges of Chicago
 Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
 ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

Objective II:

to engage 15 students in a simulated baccalaureate program from selection of college to graduation by June 1999.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
<p>Students will select three colleges and secure college catalogs, fill out three college applications; enroll in a college; select a major and chart two years of courses. After two years the students will repeat necessary procedures and transfer to a four year institution rechart course selection and graduate. Additionally students will visit two junior colleges and two four year colleges.</p>	<p>May 1999</p>	<p>Project Director</p>	<p>Students from WCCC Adult Classes.</p>

21152
 City Colleges of Chicago
 Academic Support/Student Services

IMPROVING MINORITY STUDENT *TRANSFER SUCCESS* THROUGH
 ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

To provide 15 participants with guidance in obtaining financial aid, instruction in college registration, course, selection and class scheduling in preparation for enrollment at Malcolm X College.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
Conduct one financial aid workshops for 15 students	December 1998	Project Director	I workshop
Conduct one college registration workshop for 15 students	March 1999	Project Director	I workshop-
Conduct course selection and class schedule workshop	May & June 1999	Project Director	I workshop

21152
City Colleges of Chicago
Academic Support/Student Services

**IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS**

PROGRAM BUDGET PAGE

In the space provided, explain in detail each item of budget on this application. (The description and cost of instructional material and supplies should be listed.)

CONTRACT NUMBER:

LINE

Program Salaries

01

<u>TITLE</u>	<u>NAME</u>	<u>Total Gross SALARY</u>	<u>% of Gross Charged to HECA</u>	<u>Total HECA Amount</u>
Project Director	Max Armendariz	\$ 14,000.00	65 %	\$ 9,100.00

Total Line 01 _____

Fringes and Benefits

02

Total Line 02 _____

Contractual Services

03

Total Line 03 _____

Commodities/ Supplies

\$1,200.00 04

Postage
Materials & supplies
students Activities

Total Line 04 \$1,200.00

Travel

\$500.00 05

Pay bus fare or rent a van for
students field trips

Total Line 05 \$500.00

Printing

\$800.00 06

To print letters head. brochures, flyers etc.

Total Line 06 \$800.00

Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROGRAM BUDGET PAGE - Cont'd.

<u>Telecommunications</u>		08
To pay telephone and fax services		\$900.00
Total Line 08	<u>\$900.00</u>	
Total Project Budget	<u>\$12,500.00</u>	

AGREEMENT

for

Improving Minority Student Transfer Success Through Articulation
with Community - Based Organizations

THIS AGREEMENT, entered into this 11 day of November, 1998, by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, (here in after referred to as "Board"), and Dr. Pedro Albizu Campos High School (Herein after referred to as "contractor").

WHEREAS, the Board has contracted with the Illinois Board of Higher Education to provide services in a Improving Minority Student Transfer Success Through Articulation with Community Based Organizations.

WHEREAS, the Board has agreed to engage the Contractor to render services as described in the contractor's "Proposal for Funding under the Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations", a copy of which is appended to this Agreement and hereby incorporated by this reference.

WITNESSETH, that in consideration of the mutual obligations and promises contained herein, the Board and Dr. Pedro Albizu Campos High School, do hereby mutually agree as to the following:

1. **Scope of Services:** The Contractor will implement its Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations and will perform all services as set forth in the proposal and budget attached hereto, and made a part of this agreement.
2. **Time of Performance:** The Services of Contractor are to commence on September 1, 1998 and shall be undertaken and completed by August 31, 1999.
3. **Compensation and Method of Payment:**
 - A. **Compensation:** The Contractor shall be compensated on a reimbursement basis for services performed and costs expended hereunder pursuant to the budget set forth as part of their Proposal for Funding. It is the intent of the parties to this agreement that all reimbursement by the Board shall be for money actually expended by the Contractor within the terms of the budget as approved by the State of Illinois for reimbursement. Reimbursement will be made only for actual costs incurred within the terms of the budget, as allowed by the State of Illinois. Contractor agrees to reimburse the Board of costs disallowed by the State of Illinois.
 - B. **Method of Payment:** The Board agrees to pay Contractor an amount not to exceed 10,500.00 dollars which shall constitute full and complete compensation for all of the Contractor's services under this contract. This Board shall make payment under this Agreement upon presentation of requisition for reimbursement by the Contractor. Once each month (or at other intervals as determined by the Board) the Contractor will submit

to the Board, in such form and detail as required by the Board, a requisition for reimbursement supported by documents required by the Board as to expenditures incurred by the Contractor in the performance of this Agreement and claimed to constitute allowable costs.

4. Compliance with Laws: The Contractor shall at all times observe and comply with all laws ordinances, regulations and codes of the Federal, State, City and the Board which may in any manner affect the preparation of proposals or the performance of the agreement.
5. Indemnity: Contractor shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent infringement or copyright infringement claims, suits, liabilities, judgments, costs and consequences of the granting of this contract or which may in anywise result therefrom, whether or not it shall alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the Contractor's subcontractor's or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgement shall be rendered against the Board in any action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.
6. Charges: The Board may request changes in the scope of the services of the Contractor to the performed hereunder. Such changes, including any increases or decrease in the amount of the Contractor's compensation, with 30 days notice, shall be incorporated in written amendments to this Agreement.
7. Termination For Cause: If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement as determined by the Board, or if the Contractors shall violate any of the covenants, agreements, or stipulations of this Agreement, the Board shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specify the effective date thereof, at least 5 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Board become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the Agreement by the Contractor, and the Board may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Board from the Contractor is determined.

- 8. Records and Audits: At any time during the normal business hours and as often as the Board or the Illinois Board of Higher Education (IBHE) may deem necessary, there shall be made available to the Board or IBHE representatives for examination all of its records with respect to all matters covered by this Agreement and will permit the Board and IBHE representatives to examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the Board or IBHE to assure proper accounting for all project funds. These records will be made available for audit purposes to the Board and IBHE or any authorized representatives, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the Board.

The Contractor agrees to conduct an independent audit which will verify all line item costs and reimbursed expenses covered by the full contract amount and further agrees to forward the final report from said audit to the Board within forty-five (45) days after the completion of this Agreement.

- 9. Reports and information: At such times and in such forms as the Board or IBHE may require, there shall be furnished to the Board of IBHE such statements, records, data and information, as the Board or IBHE may request pertaining to all matters covered by this Contract.
- 10. Terms and Conditions: This contract represents the final and complete understanding of the parties, and is subject to the terms, conditions and requirements of the Agreement of the Board and the Illinois Board of Higher Education.
- 11. Notice: Notice and communications pursuant to this Agreement shall be sent by first class mail to the parties at the following addresses:

College:

Agency:

Malcolm X College

Dr. Pedro Albizu Campos High School

1900 W. Van Buren

1671 N. Claremont

Chicago, Illinois, 60612

Chicago, Illinois, 60647

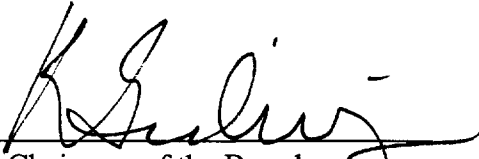
Attn: Zerrie D. Campbell

Attn:Marvin Garcia

IN WITNESS WHEREOF the parties by their authorized signatories do hereby place their hand and seals.

For the Board of Trustees

Community-Based Organization



Chairman of the Board

MAR 4 1999

Dr. Pedro Albizu Campos

Agency Name



Board Secretary

MARUIN GARCIA

Agency Executive (print)

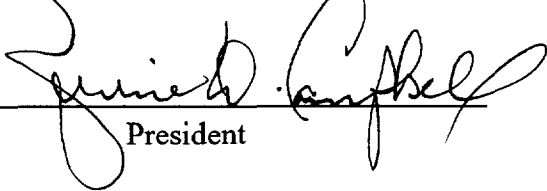


Agency Executive (signature)

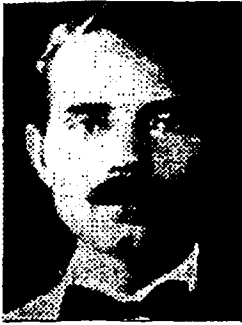
Approved as to legal form:
APPROVED AS TO LEGAL FORM


GENERAL COUNSEL

For Malcolm X College



President



21152

Dr. Pedro Albizu Campos Puerto Rican High School

1671 N. Claremont Ave. • Chicago, Illinois 60647

Voice: 773.342.8022 • Fax: 773.342.6609

A program of the Puerto Rican Cultural Center, Inc.

May 6, 1998

M. Lizzette Richardson, Director
Malcolm X College
1900 W. Van Buren
Chicago, IL 60612

National Winner,
Excellence in Education
Award 1986

Accredited
National Association
for Legal Support
Of Alternative Schools (NALSAS)

Member,
Alternative Schools Network (ASN),
Chicago

Elsa Rosana Delgado,
President
Board of Directors, PACHS

Marvin García
Director

1997 Graduates

- Carlos Cortes
- Lolita Garcia
- Adriana Gonzalez
- Juan Gonzalez
- Haydee Ramos
- Mark Rodriguez
- Jose Vega
- Lydia Velez

Dear Ms. Richardson:

Please find enclosed a proposal for our continued involvement with the Higher Education Cooperative Act Minority Articulation Partnership Project for fiscal year 1999. We are pleased with our successful collaborative work with Malcolm X over the past two years, and we very much look forward to continuing our program offerings for next year. We are requesting \$10,500 to operate our program next year.

Please feel free to contact either myself, Adriana Gonzalez, the project coordinator, or Michael Staudenmaier, the Grants Manager, with any questions or concerns. We look forward to hearing from you soon. Thank you for your time and attention.

Sincerely,

Marvin García,
Director

Academic Support/Student Services

21152

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL CHECKLIST

Please use this checklist to assist you in submitting all required items and support documentation and to assist you in sequencing proposal documents. After reviewing highlighted items check the box next to the proposal section reviewed, sign and submit this checklist with proposal packet to CCC.

Cover Page - Please review the following:

- Cover page information is accurate.
- Original copy has signature of the College Grant Administrator.
- # of directly served students is adequate to the level of funding requested.
- # of indirectly served students is adequate to the level of funding requested.
- # of students enrolled is realistic for the level of funding requested.
- # of directly served students are accurately broken down by Racial and Ethnic group.

Abstract Page - Make sure that the following is included:

- Abstract clearly describes how the HECA Articulation Project will enhance existing educational partnership programs at the institution.
- Abstract clearly document its existing educational partnership with community-based organizations.
- Abstract summarizes how it plans to implement the project with the partner community-based organization.

Narrative Page - Please review the following:

- Form used is the correct one (FY98).
- Measurable outcomes are clearly stated (what will be done and when, who will participate, etc.).
- Objectives are stated in measurable terms (i.e. how many, how often, etc.)

Budget Page - Please review the following:

- Correct form is used for budget description.
- No indirect costs are allocated (rent, space, equipment, utilities, etc.)
- Individual line item amounts add up to total budget amount.
- All CBO expenses regardless of what they are must be totaled under the subcontract line item
- Funds are allocated for college student activities.
- Title, Name, Salary, % of HECA funds to be used in Line item 01 by the college must be completed.

PLEASE NOTE: College's expenses should total less than 20% of the total budget.

Proposal Attachments - Make sure that all CBO related attachments are included in the proposal in the following order:

- Copy of IRS 501c(3) status as of three (3) years ago.
- Copy of 1996 agency fiscal audit.
- List of Agency Board of Directors (names, address, phone, title)
- List of CBO staff that will be responsible for different aspects of the project in the following areas:
- Partnership Agreement signed by the Executive Director or other duly authorized CBO officer.

Program Administration - Name and title of contact person directly responsible for program operations.

Fiscal Administration - Name and title of contact person for reimbursement claims and budget revisions.

Data collection and reporting - Name and title of person responsible for participant data recording.

Agency reviewer Mari Garcia Date 5-6-98

City College of Chicago
Academic Support/Student Services

21152

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL COVER PAGE

PROJECT TITLE: Dr. Pedro Albizu Campos H.S. Articulation Project

APPLICANT (COLLEGE):

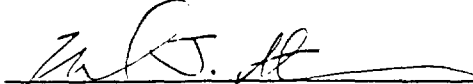
Name : Dr. Pedro Albizu Campos Puerto Rican High School

Address: 1671 N. Claremont

Chicago, IL 60647

GRANT ADMINISTRATOR: Michael Staudenmaier

(Print or Type name)



(Signature)

PROJECT DIRECTOR:

Name: Adriana Gonzalez

Title: Project Coordinator

Address: 1671 N. Claremont

Chicago, IL 60647

Telephone: 773-342-8022

COLLEGE GOALS (As proposed by the CBOs)	FUNDS REQUESTED \$ <u>10,500</u>
Indicate the number of participants to be: Directly served during FY98: <u>15</u> Indirectly served during FY98: <u>40</u> Enrolled in college credit by Fall 98: <u>15</u>	Indicate the proposed number of participants to be directly served by Racial/Ethnic group: <u>15</u> Nat/Ame. ___ White <u>15</u> Hispanic ___ Black ___ Asian/Ame Breakdown of the proposed number of participants to be directly served by educational status during FY98 (unduplicated) ___ GED Grads. <u>15</u> Alt. HS Students ___ GED students ___ Alt. HS Grads.

Academic Support/Student Services

21152

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL ABSTRACT PAGE

No more than 200 words.

Dr. Pedro Albizu Campos High School (PACHS) is requesting funding under the Higher Education Cooperation Act (HECA) to continue an articulation program with Malcolm X College Transfer Center.

Since 1972, PACHS has been committed to working with the youth of our community. Our student body is predominantly Puerto Rican, mainly from the Humboldt Park, West Town, and Logan Square neighborhoods. We have a high graduation rate and many of our graduates continue on to higher education. PACHS has played a pivotal role in combating not only educational neglect but the related problems of poverty, drug abuse, gangs, and AIDS. The school is a member of the the Alternative Schools Network of Chicago; the Alternative Education Consortium of the City Colleges of Chicago; the Chicago Public Schools Alternative Schools Program and Youth Connection Charter School; and, since July, 1997, the Quantum Opportunities Program for Humboldt Park, operated by the Mayor's Office of Employment and Training.

To fulfill our mission, we attempt to construct an affective atmosphere in and around the school where youth can feel a sense of belonging, community and justice. Students feel safe and develop mentoring relationships with teachers. Also, the effective aspect of group problem solving is practiced via critical thinking and active participation in community projects and issue oriented discussions.

The curriculum at PACHS focuses on the reality of the Puerto Rican community and the needs and concerns of our youth. We work with students to attain both marketable employment skills and enrollment into higher education. In the past five years we graduated 60 students of whom 40 have enrolled in either vocational programs or two and four year institutions. Another 20 people have been referred. We have developed relationships with various City Colleges of Chicago, and our partnership with Malcolm X College has lasted over a decade. During this time, we have worked especially closely with the Latino Center.

Since January of 1997, our articulation program with Malcolm X College's Transfer Center and Latino Center has offered our students options in designing career paths with possible dual enrollment for seamless articulation into two and four year institutions. In the spring semester of 1998 nineteen students participated in dual enrollment opportunities. We hope to continue and refine the offerings available through this program during the 1998-1999 school year.

We have established a goal of directly effecting a total of 15 students, although the program will have far broader impact at our school. These fifteen would be provided with dual enrollment, intensive academic instruction, guidance, job training and college articulation. Forty students will be (indirectly) exposed to career exploration and dual enrollment possibilities for the following school year. This gives us ample time to evaluate and shape an effective program with Malcolm X College in 1999.

We are requesting funding in the amount of \$10,500, which reflects services available to the students, a site counselor, and an instructor.

Academic Support/Student Services

21152 IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

ARTICULATION

To ensure that 10 students will articulate into post-secondary education in the City Colleges by the Fall Semester of 1997.

ACTIVITIES	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
*Contact and develop relationship with area city colleges, commuter and state universities.	Aug -Sept. 98	Project Coordinator	Document Relationship
*Interview students for career goals	Sept.-Oct. 98	Site Counselor	Develop. of IEP
*Students will be assigned appropriate H.S. courses to obtain career objectives at City Colleges.	Sept. 98	Project coordinator Site coordinator	Class Schedules
* Familiarize students with City College transfer goals.	Sept. 98	Site Counselor	35 students will understand program
*Students will Participate in ACT/ SAT registration work shops.	Sept 98 - April 99	Site Counselor CCC	10 students will complete ACT forms
*Students will participate in career exploration workshops.	Ongoing	Site Counselor CCC	Students will identify five possible careers
*Parent workshop; Career exploration, college registration, ACT, financial aid, student services.	Nov. 98	Site Counselor CCC	10 Parents will attend and assist students
*City College placement test	Oct. 98	Site Counselor CCC	Part. of 15 students
*Tour three City College facilities.	Oct.-Dec. 98	Site Counselor CCC	Part. of 15 students
*Financial aid and scholarship research workshops	Nov. 98 Jan. 99-May 99	Site Counselor CCC	Part. of 15 students
*Students will fill out CCC application Form.	Sep. 98	Classroom Instr.	Dual enrollment of 5 students by Sep. 98
*Students will write personal statements to accompany application.	Sept.-Dec. 98	Classroom Instr.	Enrollment of 10 students in CCC by Jan., 99
*Students will select appropriate College courses to obtain career objectives at City Colleges.	Sep. 98 & Jan. 99	Site Counselor CCC	Full-time status
*30-60 day follow-up performed on all participants placed in City College.	Nov. 98 & Mar. 99	Site Counselor	Student retention

Academic Support/Student Services

21152

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROGRAM BUDGET PAGE

In the space provided, explain in detail each item of budget on this application. (The description and cost of instructional material and supplies should be listed.)

CONTRACT NUMBER:

LINE

Program Salaries

01

TITLE	NAME	Total Gross SALARY	% of Gross Charged to HECA	Total HECA Amount
site counselor	Annie Gonzalez	\$4,000	50%	\$2,000.00
instructor	Michael Hannan	\$10,000	50%	\$5,000.00

Total Line 01 \$7,000.00

Fringes and Benefits

02

to include: Social Security, Medicare, Workers' compensation, Unemployment compensation (SUI)

Total Line 02 \$634.00

Contractual Services

03

Record Keeping and audit services of Rosalie J. Freidlin, CPA

Total Line 03 \$500.00

Commodities/Supplies

04

classroom supplies, books, office supplies

Total Line 04 \$2,000.00

Travel

05

Total Line 05 _____

Printing

06

photocopies and related expenses, including college correspondence financial aid forms, transcripts, etc.

Total Line 06 \$216.00

Academic Support/Student Services

21152

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROGRAM BUDGET PAGE - Cont'd.

Equipment (see note on Checklist) 07

Total Line 07 _____

Telecommunications 08

telephone and fax use

Total Line 08 \$150.00

Total Project Budget \$10,500.00

AGREEMENT

for

Improving Minority Student Transfer Success Through Articulation
with Community - Based Organizations

THIS AGREEMENT, entered into this 11 day of November, 1998, by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, (here in after referred to as "Board"), and Community Services West (CSW) (Herein after referred to as "contractor").

WHEREAS, the Board has contracted with the Illinois Board of Higher Education to provide services in a Improving Minority Student Transfer Success Through Articulation with Community Based Organizations.

WHEREAS, the Board has agreed to engage the Contractor to render services as described in the contractor's "Proposal for Funding under the Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations", a copy of which is appended to this Agreement and hereby incorporated by this reference.

WITNESSETH, that in consideration of the mutual obligations and promises contained herein, the Board and Community Services West (CSW), do hereby mutually agree as to the following:

1. Scope of Services: The Contractor will implement its Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations and will perform all services as set forth in the proposal and budget attached hereto, and made a part of this agreement.
2. Time of Performance: The Services of Contractor are to commence on September 1, 1998 and shall be undertaken and completed by August 31, 1999.
3. Compensation and Method of Payment:
 - A. Compensation: The Contractor shall be compensated on a reimbursement basis for services performed and costs expended hereunder pursuant to the budget set forth as part of their Proposal for Funding. It is the intent of the parties to this agreement that all reimbursement by the Board shall be for money actually expended by the Contractor within the terms of the budget as approved by the State of Illinois for reimbursement. Reimbursement will be made only for actual costs incurred within the terms of the budget, as allowed by the State of Illinois. Contractor agrees to reimburse the Board of costs disallowed by the State of Illinois.
 - B. Method of Payment: The Board agrees to pay Contractor an amount not to exceed 10,500.00 dollars which shall constitute full and complete compensation for all of the Contractor's services under this contract. This Board shall make payment under this Agreement upon presentation of requisition for reimbursement by the Contractor. Once each month (or at other intervals as determined by the Board) the Contractor will submit to the Board, in such form and detail as required by the Board, a requisition for

reimbursement supported by documents required by the Board as to expenditures incurred by the Contractor in the performance of this Agreement and claimed to constitute allowable costs.

4. Compliance with Laws: The Contractor shall at all times observe and comply with all laws ordinances, regulations and codes of the Federal, State, City and the Board which may in any manner affect the preparation of proposals or the performance of the agreement.
5. Indemnity: Contractor shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent infringement or copyright infringement claims, suits, liabilities, judgments, costs and consequences of the granting of this contract or which may in anywise result therefrom, whether or not it shall alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the Contractor's subcontractor's or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgement shall be rendered against the Board in any action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.
6. Charges: The Board may request changes in the scope of the services of the Contractor to the performed hereunder. Such changes, including any increases or decrease in the amount of the Contractor's compensation, with 30 days notice, shall be incorporated in written amendments to this Agreement.
7. Termination For Cause: If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement as determined by the Board, or if the Contractors shall violate any of the covenants, agreements, or stipulations of this Agreement. the Board shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specify the effective date thereof, at least 5 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Board become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the Agreement by the Contractor, and the Board may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Board from the Contractor is determined.

8. Records and Audits: At any time during the normal business hours and as often as the

Board or the Illinois Board of Higher Education (IBHE) may deem necessary, there shall be made available to the Board or IBHE representatives for examination all of its records with respect to all matters covered by this Agreement and will permit the Board and IBHE representatives to examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the Board or IBHE to assure proper accounting for all project funds. These records will be made available for audit purposes to the Board and IBHE or any authorized representatives, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the Board.

The Contractor agrees to conduct an independent audit which will verify all line item costs and reimbursed expenses covered by the full contract amount and further agrees to forward the final report from said audit to the Board within forty-five (45) days after the completion of this Agreement.

- 9. Reports and information: At such times and in such forms as the Board or IBHE may require, there shall be furnished to the Board of IBHE such statements, records, data and information, as the Board or IBHE may request pertaining to all matters covered by this Contract.
- 10. Terms and Conditions: This contract represents the final and complete understanding of the parties, and is subject to the terms, conditions and requirements of the Agreement of the Board and the Illinois Board of Higher Education.
- 11. Notice: Notice and communications pursuant to this Agreement shall be sent by first class mail to the parties at the following addresses:

College:

Agency:

Malcolm X College

Community Services West

1900 W. Van Buren

1231 S. Pulaski

Chicago, Illinois, 60612

Chicago, Illinois, 60647

Attn: Zerrie D. Campbell

Attn: Myra Sampson

21152

IN WITNESS WHEREOF the parties by their authorized signatories do hereby place their hand and seals.

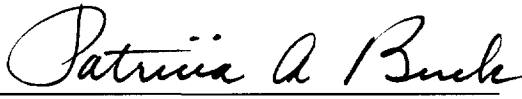
For the Board of Trustees

Community-Based Organization

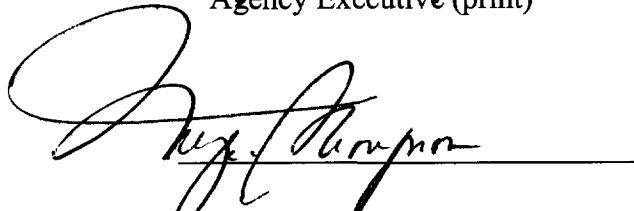

Chairman of the Board

Community Services West (CSW)
Agency Name

MAR 4 - 1999


Board Secretary

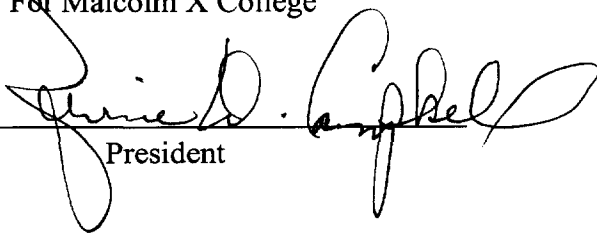

Agency Executive (print)


Agency Executive (signature)

Approved as to legal form.
APPROVED AS TO LEGAL FORM


GENERAL COUNSEL

For Malcolm X College


President

City Colleges of Chicago
Academic Support/Student Services

21152

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL COVER PAGE

PROJECT TITLE: Community Services West, CSW HECA

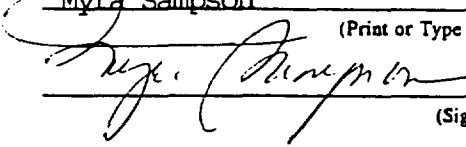
APPLICANT (COMMUNITY-BASED ORGANIZATION):

Name : Community Services West, CSW

Address: 1231 South Pulaski Road

Chicago, Illinois 60623

AGENCY HEAD: Myra Sampson (Print or Type name)

 (Signature)

PROJECT DIRECTOR:

Name: Gladys Simpson

Title: Project Director

Address: 4651 West Madison

Chicago, Illinois 60644

Telephone: (773)921-1315

Applicant Status: [] NEW APPLICANT (CHECK ONE) [X] RENEWAL	FUNDS REQUESTED \$ <u>15,000</u>
Indicate the number of participants to be: Directly served during FY <u>30</u> Indirectly served during FY <u>30</u> Enrolled in college credit by Fall <u>10</u>	Indicate the proposed number of participants to be directly served by Racial/Ethnic group: ___ Nat/Ame. ___ White ___ Hispanic <u>30</u> Black ___ Asia/Ame
	Breakdown of the proposed number of participants to be directly served by educational status during FY96-97 (unduplicated) ___ HS/GED Grads. <u>30</u> Alt. HS Students ___ GED students ___ Alt. HS. Grads

City Colleges of Chicago
Academic Support/Student Services **21152**

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL ABSTRACT PAGE

No more than 200 words.

The Community Services West, CSW, has two state recognized high schools that will provide 60 African-American, 17 to 30 year old, disadvantaged retrieved dropout and other at-risk students an articulation and matriculation program to increase their exposure to colleges and the possibility of their entering post-secondary training. The majority, 95%, of the students will come from Austin, Garfield and Lawndale communities.

The CSW agencies have worked with Malcolm X and the City Colleges in many ways including serving as alternative educational sites, former off campus sites for adult continuing education programs, currently serving on the Transfer Center board, and a current articulation and matriculation program.

The CSW will work with the transfer center and college departments to ensure the following goals:

- I. To engage 30 students in intensive college readiness through field trips, guest speakers and workshops by June 1999.
- II. To matriculate 10 students into Malcolm X College by June 1999.
- III. To provide indirect services to 30 prospective post secondary students through presentations on colleges, careers and general requirements by 1999.

City Colleges of Chicago
 Academic Support/Student Services **21152**

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
 ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

To engage 30 students in intensive college readiness through field trips, guest speakers and workshops by June 1999.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
Students will participate in workshops and/or college fairs to increase the interest in and ability to select post-secondary institutions.	October 1998 and on-going.	Counselor	30 juniors and seniors will attend post secondary such workshops and/or college fairs.
Students will visit two city colleges and two four year colleges.	October 1997 and on-going.	Counselor	30 students will visit two city colleges and two four colleges.

Revised: 3 May. 1996- FY97

(Other versions are obsolete)

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
 ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

To matriculate 10 students into Malcolm X College by June 1998.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
<p>Students will enroll and take one or more college level courses at Malcolm X.</p>	<p>January 1999 and June 1999.</p>	<p>Counselor</p>	<p>10 high school students will enroll into college level courses at Malcolm X.</p>

City Colleges of Chicago
 Academic Support/Student Services **21152**

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
 ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROJECT NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

To provide indirect services to 30 prospective post-secondary students through presentations on colleges, careers, and general requirements by June 1999.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
30 prospective post-secondary students will participate in workshops designed to assist in selection of colleges and careers.	October 1998 and on-going.	Counselor	30 students will attend college orientation or career selection workshops.

City Colleges of Chicago
Academic Support/Student Services **21152**

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROGRAM BUDGET PAGE

In the space provided, explain in detail each item of budget on this application. (The description and cost of instructional material and supplies should be listed.)

CONTRACT NUMBER: _____ LINE

Program Salaries

01

TITLE	NAME	Total Gross SALARY	% of Gross Charged to HECA	Total HECA Amount
Project Director/Counselor	Gladys Simpson			\$ 6,500
Counselor	Myra Sampson			<u>6,500</u>
				\$13,000

Total Line 01 _____

Expenses and Benefits 02

Total Line 02 _____

Contractual Services 03

Total Line 03 _____

Commodities/Supplies 04

Text, materials and tuition for Malcolm X classes \$2,000

Total Line 04 \$2,000

Travel 05

Total Line 05 _____

Printing 06

Total Line 06 _____

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROGRAM BUDGET PAGE - Cont'd.

>

Telecommunications

08

Total Line 08

Total Project Budget

\$15,000

AGREEMENT

for

Improving Minority Student Transfer Success Through Articulation
with Community - Based Organizations

THIS AGREEMENT, entered into this 11 day of November, 1998, by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, (here in after referred to as "Board"), and ASPIRA, Inc. (Herein after referred to as "contractor").

WHEREAS, the Board has contracted with the Illinois Board of Higher Education to provide services in a Improving Minority Student Transfer Success Through Articulation with Community Based Organizations.

WHEREAS, the Board has agreed to engage the Contractor to render services as described in the contractor's "Proposal for Funding under the Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations", a copy of which is appended to this Agreement and hereby incorporated by this reference.

WITNESSETH, that in consideration of the mutual obligations and promises contained herein, the ASPIRA, Inc. do hereby mutually agree as to the following:

1. **Scope of Services:** The Contractor will implement its Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations and will perform all services as set forth in the proposal and budget attached hereto, and made a part of this agreement.
2. **Time of Performance:** The Services of Contractor are to commence on September 1, 1998 and shall be undertaken and completed by August 31, 1999.
3. **Compensation and Method of Payment:**
 - A. **Compensation:** The Contractor shall be compensated on a reimbursement basis for services performed and costs expended hereunder pursuant to the budget set forth as part of their Proposal for Funding. It is the intent of the parties to this agreement that all reimbursement by the Board shall be for money actually expended by the Contractor within the terms of the budget as approved by the State of Illinois for reimbursement. Reimbursement will be made only for actual costs incurred within the terms of the budget, as allowed by the State of Illinois. Contractor agrees to reimburse the Board of costs disallowed by the State of Illinois.
 - B. **Method of Payment:** The Board agrees to pay Contractor an amount not to exceed 10,000.00 dollars which shall constitute full and complete compensation for all of the Contractor's services under this contract. This Board shall make payment under this Agreement upon presentation of requisition for reimbursement by the Contractor. Once each month (or at other intervals as determined by the Board) the Contractor will submit to the Board, in such form and detail as required by the Board, a requisition for reimbursement supported by documents required by the Board as to expenditures

incurred by the Contractor in the performance of this Agreement and claimed to constitute allowable costs.

4. Compliance with Laws: The Contractor shall at all times observe and comply with all laws ordinances, regulations and codes of the Federal, State, City and the Board which may in any manner affect the preparation of proposals or the performance of the agreement.
5. Indemnity: Contractor shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent infringement or copyright infringement claims, suits, liabilities, judgments, costs and consequences of the granting of this contract or which may in anywise result therefrom, whether or not it shall alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the Contractor's subcontractor's or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgement shall be rendered against the Board in any action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.
6. Charges: The Board may request changes in the scope of the services of the Contractor to the performed hereunder. Such changes, including any increases or decrease in the amount of the Contractor's compensation, with 30 days notice, shall be incorporated in written amendments to this Agreement.
7. Termination For Cause: If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement as determined by the Board, or if the Contractors shall violate any of the covenants, agreements, or stipulations of this Agreement, the Board shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specify the effective date thereof, at least 5 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Board become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the Agreement by the Contractor, and the Board may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Board from the Contractor is determined.

8. Records and Audits: At any time during the normal business hours and as often as the Board or the Illinois Board of Higher Education (IBHE) may deem necessary, there shall

be made available to the Board or IBHE representatives for examination all of its records with respect to all matters covered by this Agreement and will permit the Board and IBHE representatives to examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the Board or IBHE to assure proper accounting for all project funds. These records will be made available for audit purposes to the Board and IBHE or any authorized representatives, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the Board.

The Contractor agrees to conduct an independent audit which will verify all line item costs and reimbursed expenses covered by the full contract amount and further agrees to forward the final report from said audit to the Board within forty-five (45) days after the completion of this Agreement.

- 9. Reports and information: At such times and in such forms as the Board or IBHE may require, there shall be furnished to the Board of IBHE such statements, records, data and information, as the Board or IBHE may request pertaining to all matters covered by this Contract.
- 10. Terms and Conditions: This contract represents the final and complete understanding of the parties, and is subject to the terms, conditions and requirements of the Agreement of the Board and the Illinois Board of Higher Education.
- 11. Notice: Notice and communications pursuant to this Agreement shall be sent by first class mail to the parties at the following addresses:

College:	Agency:
<u>Malcolm X College</u>	<u>ASPIRA, Inc.</u>
<u>1900 W. Van Buren</u>	<u>2435 N. Western</u>
<u>Chicago, Illinois, 60612</u>	<u>Chicago, Illinois, 60647</u>
<u>Attn: Zerrie D. Campbell</u>	<u>Attn: Jose E. Rodriguez</u>

21152

IN WITNESS WHEREOF the parties by their authorized signatories do hereby place their hand and seals.

For the Board of Trustees

Community-Based Organization

K. G. Lewis

Chairman of the Board

MAR 4 - 1999

ASPIRA, Inc.

_____ Agency Name

Patricia A. Bunk

Board Secretary

_____ Agency Executive (print)

John B. ...

Agency Executive (signature)

Approved as to legal form:

APPROVED AS TO LEGAL FORM

[Signature]
GENERAL COUNSEL

For Malcolm X College

Quinn D. Campbell

President

21152

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL COVER PAGE

PROJECT TITLE: Aspira Transfer Center Initiative Program

APPLICANT (COMMUNITY-BASED ORGANIZATION):

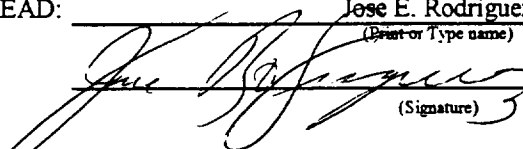
Name : Aspira Inc. of Illinois

Address: 2435 N. Western Ave.

Chicago, IL 60647

AGENCY HEAD: Jose E. Rodriguez

(Print or Type name)



(Signature)

PROJECT DIRECTOR:

Name: Carlos Gabler

Title: Project Coordinator

Address: 2435 N. Western Ave. (Antonia Pantoja High School)

Chicago, IL 60647

Telephone: (773) 252-0970

Applicant Status: [] NEW APPLICANT (CHECK ONE) [X] RENEWAL	FUNDS REQUESTED <u>\$12,000</u>
Indicate the number of participants to be:	Indicate the proposed number of participants to be directly served by Racial/Ethnic group:
Directly served during FY 97-98: <u>25</u>	<u>20</u> Nat./Ame. <u>2</u> White
Indirectly served during FY 97-98: <u>10</u>	<u>3</u> Black <u> </u> Asian/Ame
Enrolled in college credit by Fall 98: <u>10</u>	
	Breakdown of the proposed number of participants to be directly served by educational status during FY 97-98(unduplicated)
	<u>0</u> HS/GED Grads <u>20</u> Alt. HS Students
	<u>0</u> GED students <u>5</u> Alt. H.S. Grads

21152

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL ABSTRACT PAGE

No more than 200 words.

Aspira, Inc. of Illinois is a Puerto Rican not-for-profit organization committed to the self-determination of Latinos through education, leadership development and cultural awareness. Since 1968, Aspira has provided these services to Latinos in the area of Humboldt Park, Logan Square, West Town, and Hermosa neighborhoods.

Antonia Pantoja High School, formerly Aspira Alternative, was founded in 1986. APHS' mission is to instill in our students the importance of a post-secondary education. Each year three-quarters of those students are admitted into the City Colleges of Chicago system.

Aspira has established relationships with the City Colleges of Chicago and numerous other 4-year institutions. To enhance/supplement these relationships, Aspira's staff participate in various advisory Councils of the C.C.C. system. We (Aspira) receive monetary support for our high school. In addition, a faculty member sits on our Board of Directors.

In cooperation with Malcolm X College, Aspira will facilitate the enrollment of APHS students in Malcolm X College. To accomplish this objective, Aspira will prepare/instruct students through workshops on how to:

- Read class schedules/fill out registration forms;
- Comparison shop for post-secondary education;
- Learn to use the transfer center articulation information sheets;
- Prepare for the ACT exam;
- Plan career goals.

These workshops will be integrated into the Senior Colloquium class. An outline is attached.

Aspira will also continue to maintain a mini-Transfer Center curriculum library within the counseling center. We will provide students with general information on A.A./A.A.S. programs.

We are willing to participate in any data collection, research, and program evaluation as directed by Malcolm X College. Our only request is that we collaborate to create a standard data collection report form or any other necessary forms. It would greatly benefit Aspira to receive status reports of those students we helped place and have registered and attended Malcolm X College.

21152

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

To help create a standard data collection system to help us track our students that would include:

- *An application process to determine what the turn-around time is
- *Monitoring their academic progress
- *Determining what the retention rate for our students is.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
To work closely with Malcolm X Transfer Center to develop and maintain a standardized database	98-99	L. Aldridge	Better tracking of our students

211521

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

To show graduating students how to read, understand and fill out pertinent forms and applications pertaining to colleges.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
<p>Read Malcolm X class schedules, fill-out registration forms;</p> <p>Compare different colleges:</p> <ul style="list-style-type: none">*costs*programs*total student enrollment*student/faculty ratio <p>Learn to use the transfer articulation guides;</p> <p>Apply for scholarships/financial aid;</p> <p>Learn to plan career goals;</p> <p>Learn how to use Malcolm X College's career development center</p>	<p>98-99 School Year</p>	<p>L. Aldridge</p>	<p>A better prepared student will be knowledgeable in the areas of:</p> <ul style="list-style-type: none">*registration*transfer articulation guides*A.A./A.A.S. programs

21152

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

To plan and implement at least two field trips to Malcolm X College that would allow students to frequently use the college's career development center. This schedule would attempt to include special campus events as well.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
<p>Malcolm X College tours;</p> <p>College fairs at Malcolm X College;</p> <p>Attend the following:</p> <ul style="list-style-type: none">--Malcolm X orientation or open house--Visit and use the career development center--Attend cultural and historical events at Malcolm X College--Visit during Art Exhibits--Attend plays and sports activities--Visit and use labs such as plato or any other type of learning center.	<p>98-99 School Year</p>	<p>L. Aldridge</p>	<p>Promotion of Malcolm X College;</p> <p>Well informed students;</p> <p>Exposing students to college life through the visitation of campuses</p>

21152

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL NARRATIVE PAGE

PROGRAM OBJECTIVE (List only one objective on each page)

To provide information to Malcolm X and the C.C.C. system for a minimum of 25 students. We hope to have a display case located in a prominent area in our counseling center.

ACTIVITIES TO ACCOMPANY THE ABOVE OBJECTIVE	TIME FRAME	WHO IS RESPONSIBLE	OUTCOMES
A.P.H.S. will establish and maintain a Malcolm X Resource Library	98-99 School Year	L. Aldridge	Well informed students.

21152

City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROPOSAL BUDGET PAGE

In the space provided, explain in detail each item of budget on this application. (The description and cost of instructional material and supplies should be listed.)

CONTRACT NUMBER:				LINE
<u>Program Salaries</u>				01
<u>TITLE</u>	<u>NAME</u>	<u>Total Gross SALARY</u>	<u>% of Gross Charged to HECA</u>	<u>Total HECA Amount</u>
H.S. Counselor	Lynn Aldridge	25,500.00	32%	8,250
Total Line 01				S 8,250
<u>Fringes and Benefits</u>				02
FICA 7.65% of Salaries				631
SUI 8.60% x \$9,000 x 40%				270
Worker's Comp. 2.6% of Salaries				215
Total Line 02				S 1,116
<u>Contractual Services</u>				03
Audit				750
Bookkeeping				750
Total Line 03				S 1,500
<u>Commodities/Supplies</u>				04
Postage				100
Office Supplies				200
Internet Fees				300
Total Line 04				S 600
<u>Travel</u>				05
Student Transportation				200
Local Staff Travel				100
Total Line 05				S 300
<u>Printing</u>				06
Total Line 06				S -

21152
City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

PROGRAM BUDGET PAGE - Cont'd.

<u>Equipment (see note on Checklist)</u>		07
Total Line 10	<u>\$0</u>	
<u>Telecommunications</u>		08
Telephone	234	
Total line 12	<u>\$234</u>	
Total Project Budget	<u>\$ 12,000</u>	

21152

AGREEMENT

For

Improving Minority Student Transfer Success Through Articulation
With Community – Based Organizations

THIS AGREEMENT, entered into this 5th day of February, 1999, by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, (here in after referred to as "Board"), and Holy Cross/IMH Parish, (herein after referred to as "contractor").

WHEREAS, the Board has contracted with the Illinois Board of Higher Education to provide services in Improving Minority Student Transfer Success Through Articulation with Community Based Organizations.

WHEREAS, the Board has agreed to engage the Contractor to render services as described in the contractor's "Proposal for Funding under the Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations", a copy of which is appended to this Agreement and hereby incorporated by this reference.

WITNESSETH, that in consideration of the mutual obligations and promises contained herein, the Board and Southwest Educational Service Center, do hereby mutually agree as to the following:

1. Scope of Services: The Contractor will implement its Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations and will perform all services as set forth in the proposal and budget attached hereto, and made a part of this agreement.
2. Time of Performance: The Services of Contractor are to commence on September 1, 1998 and shall be undertaken and completed by August 31, 1999.
3. Compensation and Method of Payment:
 - A. Compensation: The Contractor shall be compensated on a reimbursement basis for services performed and costs expended hereunder pursuant to the budget set forth as part of their Proposal for Funding. It is the intent of the parties to this agreement that all reimbursement by the Board shall be for money actually expended by the Contractor within the terms of the budget as approved by the State of Illinois for reimbursement. Reimbursement will be made only for actual costs incurred within the terms of the budget, as allowed by the State of Illinois. Reimbursement requests must be submitted in a timely manner. Reimbursement requests are due for any given month by the 15th day of the following month. All reimbursement requests for the first half of the grant period are due no later than February 1, 1999 at 5:00 p.m. Any submissions for reimbursement for the first half of the grant period after the deadline will be denied and any remaining annual grant funds will be forfeited and distributed to another C.B.O. and/or Richard J. Daley College. All outstanding expenses for the grant period must be submitted by no later than June 15, 1999. Any expenses submitted after June 15, 1999 will not be accepted. Should the CBO have any summer activities planned, the projected expenditures may also be submitted by no later than June 15, 1999.
 - B. Method of Payment: The Board agrees to pay Contractor an amount not to exceed \$8,957.00 dollars which shall constitute full and complete compensation for all of the Contractor's services under this contract. This Board shall make payment under this Agreement upon presentation of requisition for reimbursement by the Contractor. Once each month (or at other intervals as determined by the Board) the Contractor will submit to the Board, in such form and detail as required by the Board, a requisition for reimbursement supported by documents required by the Board as to expenditures incurred by the Contractor in the performance of this Agreement and claimed constitute allowable costs.

4. Compliance with Laws: The Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, City and the Board which may in any manner affect the preparation of proposals or the performance of the agreement.
5. Indemnity: Contractor shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent infringement or copyright infringement claims, suits, liabilities, judgments, costs and consequences of the granting of this contract or which may in anywise result therefrom, whether or not it shall alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the Contractor's subcontractor's or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgement shall be rendered against the Board in any action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.
6. Charges: The Board may request changes in the scope of the services of the Contractor to the performed hereunder. Such changes, including any increases or decrease in the amount of the Contractor's compensation, with 30 days notice, shall be incorporated in written amendments to this Agreement.
7. Termination For Cause: If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement as determined by the Board, or if the Contractors shall violate any of the covenants, agreements, or stipulations of this Agreement, the Board shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specify the effective date thereof, at least 5 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Board become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the Agreement by the Contractor, and the Board may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Board from the Contractor is determined.

8. Records and Audits: At any time during the normal business hours and as often as the Board of the Illinois Board of Higher Education (IBHE) may deem necessary, there shall be made available to the Board or IBHE representatives for examination all of its records with respect to all matters covered by this Agreement and will permit the Board and IBHE representatives to examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

The Contractor shall maintain accounts and records, including personnel. Property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the Board or IBHE to assure proper accounting for all project funds. These records will be made available for

audit purposes to the Board and IBHE or any authorized representatives, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the Board.

The Contractor agrees to conduct an independent audit which will verify all line item costs and reimbursed expenses covered by the full contract amount and further agrees to forward the final report from said audit to the Board within forty-five (45) days after the completion of this Agreement.

- 9. Reports and Information: At such times and in such forms as the Board or IBHE may require, there shall be furnished to the Board of IBHE such statements, records, data and information, as the Board or IBHE may request pertaining to all matters covered by this Contract. A complete mid-year report is due no later than February 1, 1999. Failure to provide the mid-year report by the deadline will result in forfeiture of the second half of grant funds or result in non-renewal of the grant for the following year. Also a complete final report is due no later than September 1, 1999. Failure to provide the final report by the due date will result in non-renewal of the grant for the following year.
- 10. Terms and Conditions: This contract represents the final and complete understanding of the parties, and is subject to the terms, conditions and requirements of the Agreement of the Board and the Illinois Board of Higher Education.
- 11. Notice: Notice and communication pursuant to this Agreement shall be sent by first class mail to the parties at the following addresses:

College:

Richard J. Daley College
7500 S. Pulaski Road
Chicago, Illinois 60652

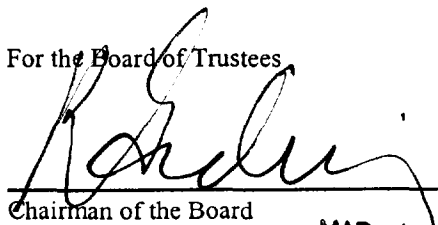
Agency:

Holy Cross/IHM Parish
4541 S. Wood Street
Chicago, Illinois 60609

IN WITNESS WHEREOF the parties by their authorized signatories, do hereby place their hand and seals.

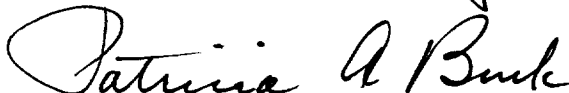
For the Board of Trustees

Community-Based Organization

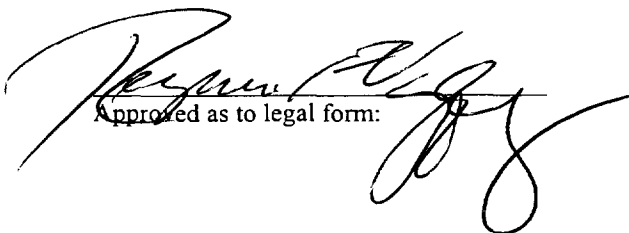

Chairman of the Board

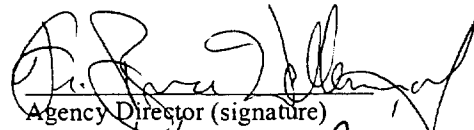
Holy Cross/IHM Parish
Agency Name

MAR 4 1999


Board Secretary

Fr. Bruce Wellems, CMF
Agency Director (print)


Approved as to legal form:


Agency Director (signature)
2/5/99 2/2/99

PROGRAM OUTLINE

Phase I

“Readiness” education sessions and preparedness for education programs.

Goal of these sessions is to get students “at-risk” (average age of 17-19 years) enrolled in the Irene Dugan Alternative High School or with G.E.D. interest. Targeted students will include those with high school credit already achieved, and/or those with interest in City College education who are looking for certificates or furthering skills. During G.E.D. preparedness sessions, values of college education, study habits, discipline, etc. will be discussed. 15-30 students will be targeted.

Sessions given by:

Bob Fabian, High School certified teacher and “at-risk” youth consultant

16 Sessions given Tuesdays and Thursdays: September thru November

Phase II

“Readiness” sessions and G.E.D. program

Goal of this phase will be to implement formal City College G.E.D. program and outreach for “at-risk” youth interested in pursuing City College certificates and/or degrees, as well as develop “readiness” education sessions through the Irene Dugan Alternative School and outside reflection groups for high school Juniors and Seniors, or youth ages 16-19. The sessions will concentrate on values in how to recognize academic potential, pursue life skill habits and self-awareness of how to develop life goals.

City College G.E.D. program given Tuesdays and Thursdays January thru May

Alternative High School “readiness” sessions, every Tuesday January thru June

Special Speakers:*

Greg Michie, Golden Apple winner teacher

Luis Rodriguez, author of Always Running

Alex Correa, “at-risk” youth professional speaker

Oscar Contreras, East LA S.E.A. youth worker consultant

Ropes Course at Iron Ridge

Special visits: Commander, City College visitors, etc.

*- biographies available upon request.

Phase III

Visits to Daley College and Parent component.

Goal of this phase is to conduct outreach to all parents of students and interested youth "a-risk" to establish support for educational interest and commitment. Parents may also desire education commitment for themselves thru programs at Daley College. Also, two primary visits will be set-up for students and parents to Daley College. 100 people will be targeted for the entire program.

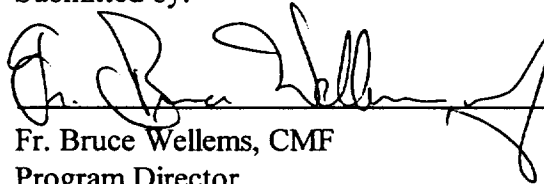
Attend college fair April 15th, between 9:30 AM- 5 PM
Bus to be provided by Latino Express/ Lunch provided.

Attend Job Fair April 22nd, 9:30 AM - 5 PM
Bus to be provided by Latino Express / Lunch provided.

Conduct Parenting Sessions Wednesday and Saturday based on model from
Soledad Enrichment Action, East Los Angeles.
Six sessions available each week for twenty weeks. January-May

Evaluation will be based on attendance, and matriculation into programs at Daley College, or other City Colleges for 1999-2000 school year.

Submitted by:


Fr. Bruce Wellems, CMF
Program Director

21152

Budget

Phase I

16 "Readiness" Sessions for two hours each at \$125 each
by Bob Fabian Sept-Nov \$2,000

Materials to prepare G.E.D. awareness/ study habits In-Kind

Program Director Salary: Pizza for group sessions (\$50/wk for sessions) Sept-Nov \$500

Phase II

City College G.E.D. program (Kennedy-King) In-Kind

"Readiness" Program speakers: \$3,000

Greg Michie	\$1,600
Luis Rodriguez	\$200
Alex Correa	\$200
Oscar Contreras	\$1,000
Other speakers	In-Kind

Ropes Course \$500

Materials (poems, books) In-Kind

Program Director Salary: Pizza for 60 group sessions (2x wk/\$50 ea time) \$3,000

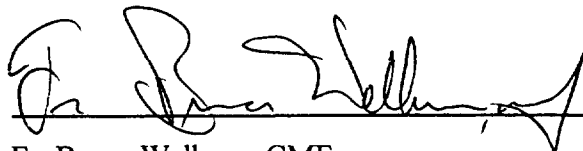
Phase III

Parenting Component (In-kind \$1,500 materials/Parent Volunteers) In-Kind

Daley College Visits (In Kind arranged by Daley bus & lunch) In-Kind

TOTAL BUDGET: \$9,000

Submitted by:



Fr. Bruce Wellems, CMF
Program Director

AGREEMENT

for

Improving Minority Student Transfer Success Through Articulation
with Community - Based Organizations

THIS AGREEMENT, entered into this ____ day of _____, 1998, by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, (here in after referred to as "Board"), and Southwest Youth Collaborative, (herein after referred to as "contractor").

WHEREAS, the Board has contracted with the Illinois Board of Higher Education to provide services in Improving Minority Student Transfer Success Through Articulation with Community Based Organizations.

WHEREAS, the Board has agreed to engage the Contractor to render services as described in the contractor's "Proposal for Funding under the Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations", a copy of which is appended to this Agreement and hereby incorporated by this reference.

WITNESSETH, that in consideration of the mutual obligations and promises contained herein, the Board and Southwest Educational Service Center, do hereby mutually agree as to the following:

1. Scope of Services: The Contractor will implement its Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations and will perform all services as set forth in the proposal and budget attached hereto, and made a part of this agreement.
2. Time of Performance: The Services of Contractor are to commence on September 1, 1998 and shall be undertaken and completed by August 31, 1999.
3. Compensation and Method of Payment:
 - A. Compensation: The Contractor shall be compensated on a reimbursement basis for services performed and costs expended hereunder pursuant to the budget set forth as part of their Proposal for Funding. It is the intent of the parties to this agreement that all reimbursement by the Board shall be for money actually expended by the Contractor within the terms of the budget as approved by the State of Illinois for reimbursement. Reimbursement will be made only for actual costs incurred within the terms of the budget, as allowed by the State of Illinois. Contractor agrees to reimburse the Board of costs disallowed by the State of Illinois. Reimbursement requests must be submitted in a timely manner. Reimbursement requests are due for any given month by the 15th day of the

following month. All reimbursement requests for the first half of the grant period are due no later than February 1, 1999 at 5:00 p.m. Any submissions for reimbursement for the first half of the grant period after the deadline will be denied and any remaining annual grant funds will be forfeited and distributed to another C.B.O. and/or Richard J. Daley College. All outstanding expenses for the grant period must be submitted by no later than June 15, 1999. Any expenses submitted after June 15, 1999 will not be accepted. Should the CBO have any summer activities planned, the projected expenditures may also be submitted by no later than June 15, 1999.

B. Method of Payment: The Board agrees to pay Contractor an amount not to exceed \$8957.00 dollars which shall constitute full and complete compensation for all of the Contractor's services under this contract. This Board shall make payment under this Agreement upon presentation of requisition for reimbursement by the Contractor. Once each month (or at other intervals as determined by the Board) the Contractor will submit to the Board, in such form and detail as required by the Board, a requisition for reimbursement supported by documents required by the Board as to expenditures incurred by the Contractor in the performance of this Agreement and claimed to constitute allowable costs.

4. Compliance with Laws: The Contractor shall at all times observe and comply with all laws ordinances, regulations and codes of the Federal, State, City and the Board which may in any manner affect the preparation of proposals or the performance of the agreement.
5. Indemnity: Contractor shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent infringement or copyright infringement claims, suits, liabilities, judgments, costs and consequences of the granting of this contract or which may in anywise result therefrom, whether or not it shall alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the Contractor's subcontractor's or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgement shall be rendered against the Board in any action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided
6. Charges: The Board may request changes in the scope of the services of the Contractor to the performed hereunder. Such changes, including any increases or decrease in the amount of the Contractor's compensation, with 30 days notice, shall be incorporated in written amendments to this Agreement.
7. Termination For Cause: If, through any cause, the Contractor shall fail to fulfill in timely

and proper manner its obligations under this Agreement as determined by the Board, or if the Contractors shall violate any of the covenants, agreements, or stipulations of this Agreement. the Board shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specify the effective date thereof, at least 5 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Board become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the Agreement by the Contractor, and the Board may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Board from the Contractor is determined.

8. Records and Audits: At any time during the normal business hours and as often as the Board or the Illinois Board of Higher Education (IBHE) may deem necessary, there shall be made available to the Board or IBHE representatives for examination all of its records with respect to all matters covered by this Agreement and will permit the Board and IBHE representatives to examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the Board or IBHE to assure proper accounting for all project funds. These records will be made available for audit purposes to the Board and IBHE or any authorized representatives, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the Board.

The Contractor agrees to conduct an independent audit which will verify all line item costs and reimbursed expenses covered by the full contract amount and further agrees to forward the final report from said audit to the Board within forty-five (45) days after the completion of this Agreement.

9. Reports and Information: At such times and in such forms as the Board or IBHE may require, there shall be furnished to the Board of IBHE such statements, records, data and information, as the Board or IBHE may request pertaining to all matters covered by this Contract. A complete mid-year report is due no later than February 1, 1999. Failure to provide the mid-year report by the deadline will result in forfeiture of the second half of grant funds or result in non-renewal of the grant for the following year. Also a complete final report is due no later than September 1, 1999. Failure to provide the final report by the due date will result in non-renewal of the grant for the following year.
10. Terms and Conditions: This contract represents the final and complete understanding of

the parties, and is subject to the terms, conditions and requirements of the Agreement of the Board and the Illinois Board of Higher Education.

- 11. Notice: Notice and communications pursuant to this Agreement shall be sent by first class mail to the parties at the following addresses:

College:

Agency:


Richard J. Daley College
7500 S. Pulaski Road
Chicago, Illinois 60652

Southwest Youth Collaborative
925 W. 63rd St.
Chicago, Illinois 60629


IN WITNESS WHEREOF the parties by their authorized signatories do hereby place their hand and seals.

For the Board of Trustees

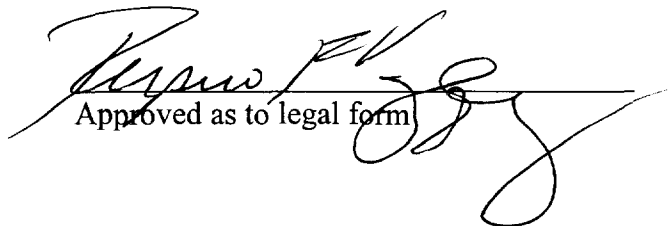
Community-Based Organization


 Chairman of the Board **MAR 4 1999**

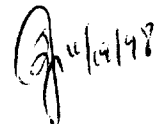
Southwest Youth Collaborative
 Agency Name


 Board Secretary

Camille Odeh
 Agency Director (print)


 Approved as to legal form


 Agency Director (signature)



City Colleges of Chicago
Academic Support/Student Services

IMPROVING MINORITY STUDENT SERVICES TRANSFER SUCCESS THROUGH
ARTICULATION WITH COMMUNITY-BASED ORGANIZATIONS

Southwest Youth Collaborative Mid-Term Report to Daley College
February 8, 1999

From September 1 to February 1, SWYC has provided the ScholarShop college and career/preparation program to approximately 30 Girls' Club students, including a trip to Navy Pier to explore various career options. SWYC has also provided educational and vocational guidance to approximately 15 Employment Program students, including assistance with college selection, admissions, testing and financial aid. As of February 1 there are 10 students enrolled in college.

Beginning in December, SWYC began to set up a ScholarShop program for approximately 400 students enrolled in the four Education-to-Career small schools at Harper High School. In December and January, the Program Coordinator provided initial orientation and training for a group of 6 teachers who will be working with this program, as well as the Education-to-Career Coordinator at Harper, Ms. Irma West-Martin. We anticipate this program will be in place by June 1.

Beginning in February, SWYC will begin setting up ScholarShop programs for approximately 50 GED students through the Latino Organization of the Southwest, approximately 40 students at the Near North YouthNet, and approximately 20 students at our St. Clare Sports Leadership program. We anticipate these programs will be in place by August 1.

SWYC will be inviting all these students to the April 15 Transfer Center College Fair, the April 22 Job Fair at Daley College, and a College Tour the week of March 29.

Submitted 2/8/99



Camille Odeh

Executive Director, Southwest Youth Collaborative

AGREEMENT

for

Improving Minority Student Transfer Success Through Articulation
with Community - Based Organizations

THIS AGREEMENT, entered into this ____ day of _____, 1998, by and between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, (here in after referred to as "Board"), and L.U.L.A.C. Educational Service Center, (herein after referred to as "contractor").

WHEREAS, the Board has contracted with the Illinois Board of Higher Education to provide services in a Improving Minority Student Transfer Success Through Articulation with Community Based Organizations.

WHEREAS, the Board has agreed to engage the Contractor to render services as described in the contractor's "Proposal for Funding under the Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations", a copy of which is appended to this Agreement and hereby incorporated by this reference.

WITNESSETH, that in consideration of the mutual obligations and promises contained herein, the Board and L.U.L.A.C. Educational Service Center, do hereby mutually agree as to the following:

1. Scope of Services: The Contractor will implement its Improving Minority Student Transfer Success Through Articulation with Community-Based Organizations and will perform all services as set forth in the proposal and budget attached hereto, and made a part of this agreement.
2. Time of Performance: The Services of Contractor are to commence on September 1, 1998 and shall be undertaken and completed by August 31, 1999.
3. Compensation and Method of Payment:
 - A. Compensation: The Contractor shall be compensated on a reimbursement basis for services performed and costs expended hereunder pursuant to the budget set forth as part of their Proposal for Funding. It is the intent of the parties to this agreement that all reimbursement by the Board shall be for money actually expended by the Contractor within the terms of the budget as approved by the State of Illinois for reimbursement. Reimbursement will be made only for actual costs incurred within the terms of the budget, as allowed by the State of Illinois. Contractor agrees to reimburse the Board of costs disallowed by the State of Illinois. Reimbursement requests must be submitted in a timely manner. Reimbursement requests are due for any given month by the 15th day of the

following month. All reimbursement requests for the first half of the grant period are due no later than February 1, 1999 at 5:00 p.m. Any submissions for reimbursement for the first half of the grant period after the deadline will be denied and any remaining annual grant funds will be forfeited and distributed to another C.B.O. and/or Richard J. Daley College. All outstanding expenses for the grant period must be submitted by no later than June 15, 1999. Any expenses submitted after June 15, 1999 will not be accepted. Should the CBO have any summer activities planned, the projected expenditures may also be submitted by no later than June 15, 1999.

- B. Method of Payment:** The Board agrees to pay Contractor an amount not to exceed \$8957.00 dollars which shall constitute full and complete compensation for all of the Contractor's services under this contract. This Board shall make payment under this Agreement upon presentation of requisition for reimbursement by the Contractor. Once each month (or at other intervals as determined by the Board) the Contractor will submit to the Board, in such form and detail as required by the Board, a requisition for reimbursement supported by documents required by the Board as to expenditures incurred by the Contractor in the performance of this Agreement and claimed to constitute allowable costs.
4. Compliance with Laws: The Contractor shall at all times observe and comply with all laws ordinances, regulations and codes of the Federal, State, City and the Board which may in any manner affect the preparation of proposals or the performance of the agreement.
5. Indemnity: Contractor shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent infringement or copyright infringement claims, suits, liabilities, judgments, costs and consequences of the granting of this contract or which may in anywise result therefrom, whether or not it shall alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the Contractor's subcontractor's or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgement shall be rendered against the Board in any action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.
6. Charges: The Board may request changes in the scope of the services of the Contractor to the performed hereunder. Such changes, including any increases or decrease in the amount of the Contractor's compensation, with 30 days notice, shall be incorporated in written amendments to this Agreement.
7. Termination For Cause: If, through any cause, the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement as determined by the Board, or if

and proper manner its obligations under this Agreement as determined by the Board, or if the Contractors shall violate any of the covenants, agreements, or stipulations of this Agreement. the Board shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specify the effective date thereof, at least 5 days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this Contract shall, at the option of the Board become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of the Agreement by the Contractor, and the Board may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Board from the Contractor is determined.

8. Records and Audits: At any time during the normal business hours and as often as the Board or the Illinois Board of Higher Education (IBHE) may deem necessary, there shall be made available to the Board or IBHE representatives for examination all of its records with respect to all matters covered by this Agreement and will permit the Board and IBHE representatives to examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

The Contractor shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and such other records as may be deemed necessary by the Board or IBHE to assure proper accounting for all project funds. These records will be made available for audit purposes to the Board and IBHE or any authorized representatives, and will be retained for three years after the expiration of this Agreement unless permission to destroy them is granted by the Board.

The Contractor agrees to conduct an independent audit which will verify all line item costs and reimbursed expenses covered by the full contract amount and further agrees to forward the final report from said audit to the Board within forty-five (45) days after the completion of this Agreement.

9. Reports and Information: At such times and in such forms as the Board or IBHE may require, there shall be furnished to the Board of IBHE such statements, records, data and information, as the Board or IBHE may request pertaining to all matters covered by this Contract. A complete mid-year report is due no later than February 1, 1999. Failure to provide the mid-year report by the deadline will result in forfeiture of the second half of grant funds or result in non-renewal of the grant for the following year. Also a complete final report is due no later than September 1, 1999. Failure to provide the final report by the due date will result in non-renewal of the grant for the following year.
10. Terms and Conditions: This contract represents the final and complete understanding of

the Board and the Illinois Board of Higher Education.

- 11. Notice: Notice and communications pursuant to this Agreement shall be sent by first class mail to the parties at the following addresses:

College:

Agency:

Richard J. Daley College
7500 S. Pulaski Road
Chicago, Illinois 60652

L.U.L.A.C. Educational Service Center
4355 West 26th Street
Chicago, Illinois 60623

IN WITNESS WHEREOF the parties by their authorized signatories do hereby place their hand and seals.

For the Board of Trustees

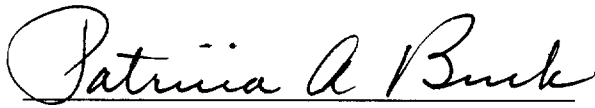
Community-Based Organization



 Chairman of the Board

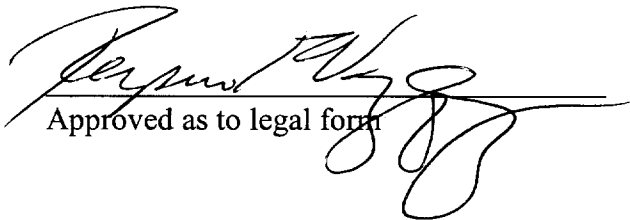
L.U.L.A.C. Educational Service Center
 Agency Name

MAR 4 1998

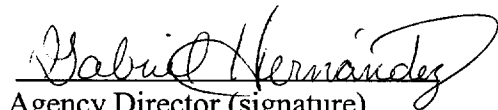


 Board Secretary

Gabriel Hernandez
 Agency Director (print)



 Approved as to legal form



 Agency Director (signature)

MAR 11 1998

LULAC National Educational Service Center Program Outline

Provide services offered by LNEESC to at risk students.

Services provided by LNEESC to Latino Youth Alternative High School and other "at risk" students include college awareness, assistance with the FAFSA and college applications, computer sessions at LNEESC, and tours of various area colleges and universities including Daley College. Workshops on financial aid along with individual sessions with students are available as needed.

September -August

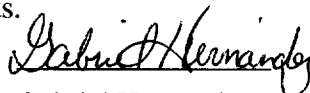
Activities with Latino Youth students.

Latino Youth Alternative High School students are directly serviced through activities designed for their educational benefit. LYAHS students will have the opportunity to participate in activities such as attending local conferences and workshops. These would be the VALE Leadership Conference at NIU in February, USHLC downtown in October, and the HLOP conference in the spring. Also, LYAHS students will develop and host a College and Career day at the Wood Boys and Girls Club in March. At the end of their school year, LYAHS students and staff will participate in a retreat to further develop their educational relationship.

January-June

Participants

Participants of the program are "at risk" students from Latino Youth Alternative High School, referred students from community organizations and walk-in students which are considered high school graduates with no post secondary education, and post secondary drop outs. There will be a total of 150 participants in the program, of which 35 will be direct participants.



Gabriel Hernandez
LNEESC Director