RESOLUTION

AUTHORIZING EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE CHICAGO HOUSING AUTHORITY (CHA) TO PROVIDE THE DELIVERY OF EDUCATIONAL AND OTHER SERVICES TO CHA

OFFICE OF INSTITUTIONAL ADVANCEMENT

WHEREAS, City Colleges of Chicago (CCC) and the Chicago Housing Authority (CHA) recognize the importance of working together to provide CHA, Housing Choice Voucher (HCV) and Property Rental Assistance Program (PRA) residents affordable, high-quality education that will lead to jobs that pay a sustainable income;

WHEREAS, in furtherance of this recognition, the Board of Trustees of Community College District No. 508, seeks to enter into an Intergovernmental Agreement with the CHA to provide for the delivery of educational services for those adults with lower literacy skills to increase their reading, math and communication skills while preparing for careers;

WHEREAS, CCC will provide the delivery of educational training and services for CHA, HCV and PRA families at a variety of educational levels, as well as provide support while residents are engaged in educational activities while preparing them for careers that will lead to jobs that pay a sustainable income;

WHEREAS, CCC will be an integral partner in CHA’s summer youth program, Learn and Earn, in which CCC will provide CHA use of their facilities, such as classroom space at CCC campuses at no charge to CHA for the youth participants; and

WHEREAS, CCC and CHA will collaborate on the existing initiatives and launch targeted marketing campaigns and enhanced outreach to promote the education opportunities and services available to all CHA residents;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Community College District No. 508, Cook County, Illinois, hereby authorizes the Chair, upon final approval of the General Counsel of the legal form of such an agreement, to execute an Intergovernmental Agreement with the Chicago Housing Authority whereby City Colleges of Chicago will provide educational and training programs and support services to CHA, HCV and PRA residents in an amount not to exceed $1,200,000 payable to CCC for the period of July 1, 2018 through June 30, 2019. At no cost to CHA, the agency will also use available classroom space at City Colleges of Chicago campus facilities.

November 1, 2018-Office of Institutional Advancement
This Amendment No. 1 to the Intergovernmental Agreement (Contract No. 12117) originally dated August 1, 2017 (as amended the “Agreement” or “IGA”) by and between the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508 (commonly known as THE CITY COLLEGES OF CHICAGO), a body politic and corporate established pursuant to the provisions of the Illinois Public Community College Act, 110 ILCS 805/1-1, et. seq. (hereinafter referred to as “CCC”) and THE CHICAGO HOUSING AUTHORITY, an Illinois municipal corporation organized and existing pursuant to 310 ILCS 10/1 et seq. of the Illinois Compiled Statutes (hereinafter referred to as “CHA”), is entered into and effective as of the 29th day of June, 2018.

RECITALS

WHEREAS, the CHA is engaged in the development and operation of safe, decent and sanitary housing throughout the City of Chicago for low income families in accordance with the United States Housing Act of 1937, 42 U.S.C. §1437 et seq., regulations promulgated by the United States Department of Housing and Urban Development (“HUD”), and the Illinois Housing Authorities Act, 310 ILCS 10/1 et seq., as amended, and other applicable laws, regulations and ordinances;

WHEREAS, CCC is a system of seven separately accredited colleges, located in various parts of the City of Chicago, engaged in providing affordable high-quality educational services to City of Chicago residents;

WHEREAS, the CHA and the CCC entered into the Agreement for the CCC to provide educational and training programs and support services (collectively, the “Services”), directly to CHA’s Eligible Residents who are referred to it, for a base term of August 1, 2017 through June 30, 2018, on a cost-reimbursement basis for compensation in an amount not-to-exceed One Million Two Hundred Thousand and 00/100 Dollars ($1,200,000.00), with four (4) one-year options to extend the Agreement reserved to the CHA with CCC consent at the same not-to-exceed amount;

WHEREAS, pursuant to Section 5 of the Agreement, the CHA and CCC now desire to execute this Amendment No. 1, and exercise the CHA’s first, of four, one-year options to extend the Agreement for the CCC to continue providing the Services, for the period of July 1, 2018 through June 30, 2019; and

WHEREAS, the CCC is ready willing and able to continue providing the Services under the terms and conditions as amended herein.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Recitals. The Recitals set forth above are incorporated by reference as if fully set forth herein.
2. Section 3 – Services to be Performed; Statement of Work. The Services to be performed by the Contractor during the extended term are amended and more fully described in the Statement of Work, as set forth in Exhibit I-A-2018, which is attached hereto and incorporated by reference herein.

3. Section 4 – Term of Agreement. The Term of the Agreement is hereby extended for a term of one (1) year, effective from July 1, 2018, through June 30, 2019, pursuant to this Amendment No. 1.

4. Section 6 – Compensation is amended as follows:

During the term of this Amendment No. 1, the Project Operating Budget shall be revised and supplemented as set forth in the attached Exhibit III-A-2018, Project Operating Budget, which is incorporated by reference as if fully and originally set forth herein. In consideration of the CCC’s continued performance of Services and related activities to be performed during the term of the Agreement (as amended by this Amendment No. 1), the total not-to-exceed compensation under the Agreement shall be increased by the amount not-to-exceed One Million Two Hundred Thousand and 00/100 Dollars ($1,200,000.00), resulting in the revised not-to-exceed compensation amount of Two Million Four Hundred Thousand and 00/100 Dollars ($2,400,000.00). CCC agrees not to perform, and waives any and all claims of payment for work, costs or expenses which would result in billings in excess of this amount, and in no event shall the CHA be responsible to reimburse CCC for any work, costs or expenses incurred in the performance of the Services other than or beyond those specific line item costs or expenses set forth in the Project Operating Budget without a prior written amendment to this Agreement authorizing said additional work, costs or expenses.

5. The following Exhibits and/or Attachments are either new to the Agreement or have been amended and are incorporated by reference herein, and supersedes any of their respective prior versions previously set forth in the Agreement:

   - Exhibit I-A-2018 (amended);
     - Attachment B.
   - Exhibit II-A-2018 (amended); and
   - Exhibit III-A-2018 (amended);

All other Exhibits and Attachments of the Agreement remain unchanged and in full force and effect. The Agreement is hereby modified in all other respects to give effect to the foregoing modifications and, as so modified, shall remain in full force and effect and shall continue to constitute the valid and binding obligations of the parties hereto. Except as modified hereby, the Agreement is hereby ratified, confirmed and approved.

6. This Amendment No. 1 has been executed, delivered and accepted and shall be deemed to have been made under and shall be governed by and construed in accordance with laws of the State of Illinois.
IN WITNESS WHEREOF, the CHA and CCC have caused this Amendment No. 1 to the Agreement to be executed and become effective as of June 29, 2018.

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508

By: ____________________________
   Walter E. Massey, Chair

CHICAGO HOUSING AUTHORITY

By: ____________________________
   Dionna Brookens
   Chief Procurement Officer
   Dept. of Procurement and Contracts

Approved as to Form and Legality
Chicago Housing Authority
Office of the General Counsel

By: ____________________________
   James L. Bebley
   Chief Legal Officer
EXHIBIT I-A-2018

STATEMENT OF WORK

The target population includes leaseholders or individuals who are a part of a leaseholder’s family living in a CHA public family housing unit or, mixed financed or, a rehabilitated family development or, scattered sites or, a senior designated unit or, private market tenants utilizing a CHA Housing Choice Voucher (“HCV”), including those living in units supported by project-based vouchers through CHA’s Property Rental Assistance Program (hereinafter collectively referred to as “Residents”). City Colleges of Chicago (“CCC”) shall provide educational guidance and counseling, training and support services (hereinafter collectively referred to as “Services”) to CHA Residents enrolled in City Colleges network courses (“Participants”). This Agreement allows CHA Participants to receive Services from CCC at low or no cost through the program called the Partners in Education Program (“Partners in Education”).

1. CCC Programming

a. CCC shall provide a comprehensive educational program catalog that, in addition to regular college coursework, includes specialized classes and certification programs to prepare students for entry-level employment in growing or sustaining industries.

b. CCC shall provide assessment, including testing (e.g., COMPASS) and advise Participants about all available services at CCC, and provide information on integrated literacy and workforce skills programs (e.g., contextualized literacy, industry specific skills, etc.), technical skills training and degree and certificate programs.

c. CCC shall work with CHA to develop its Residents in preparation for employment and continuing education opportunities, to become Participants completing their program of study. Participants are to be enrolled in college credit programs with pathways to degree completion with the support of career coaching activities, employment assistance, and college transition supportive services.

d. CCC shall, whenever possible, enroll academically eligible Chicago Public School high school student Residents in a dual enrollment program so they may earn college credit prior to completing high school.

2. Marketing and Recruitment

a. CHA and its contracted case management providers (e.g., FamilyWorks) shall facilitate outreach to eligible Residents and make referrals to CCC information sessions.

b. CCC shall provide a recommended schedule for targeted marketing campaigns and
coordinate with CHA when communicating to the targeted audience through print, digital and in-person promotions. Marketing materials should be distributed in a timely manner to reach the audience with adequate time to attend information sessions and register prior to enrollment deadlines. Marketing material content may include, but is not limited to, career related initiatives, summer course enrollment (e.g., those attending a 4-year school who can transfer summer credits from CCC to their lead institution), dual-enrollment, etc.

c. CCC shall coordinate with CHA to provide staff for in-person promotions at annual meetings and events hosted by CHA or its partners, including, but not limited to, Take Flight, Operation Warm, Central Advisory Council Tenant Services meetings, Ombudsman meetings and Local Advisory Council meetings as requested.

d. CCC shall conduct information sessions for prospective students. Information sessions shall provide an overview of the requirements and expectations to receive financial assistance through this Agreement. Sessions shall be held at each of the City College locations throughout the year. A finalized schedule shall be sent to CHA by December of each year with the information session dates and locations for the following calendar year. Modifications may be made based on attendance at a specific campus, but only with advance approval from CHA.

e. For those who need additional assistance with literacy services or an accommodation to access Services, CCC shall incorporate information on special services during these sessions and shall refer Participants, when appropriate, to courses and services to strengthen skill levels and provide support for successful program completion.

f. CCC shall identify Residents in need of their High School Equivalency Diploma ("GED") through information sessions and referrals. CCC shall provide resources for and assist participants in earning their GED at CCC campuses. Resident progress on obtaining GED services shall be reported to CHA and discussed at meetings.

3. Requirements & Restrictions

a. **Financial Aid.** Prior to enrolling in a financial aid eligible program, all Residents must complete the appropriate financial aid applications (e.g., Free Application for Federal Student Aid). Subject to the funding limitations of this Agreement as set forth in this Agreement and as further set forth in paragraph 3(b) of this Agreement, CHA will cover any remaining balance that is not covered by scholarship or grant funding. If a student is ineligible for financial aid (e.g., due to default on student loans, or has already obtained a bachelor’s degree, or Satisfactory Academic Progress ("SAP") hold enforcement), they are also ineligible for funding through this Agreement, but may submit an appeal to CHA through the appeals process, which is attached hereto as Attachment B and incorporated by reference herein.
Participants enrolling in any program that is eligible for Workforce Innovation and Opportunity Act ("WIOA") funding through CCC must first apply for WIOA funding. The amount received from WIOA will be applied to the total program cost first and CHA will pay for any remaining balance, including books and/or supplies required for the program.

b. **Annual Individual Tuition Cap.** The maximum amount of assistance a Participant may receive in any given school year through this Agreement is $6,000 (after financial aid is applied), inclusive of tuition, book vouchers and support (e.g., uniforms, required equipment). Exceptions, without appeal, include certification programs in excess of this dollar value that have been approved by CHA. CHA and CCC will maintain a list of such approved programs. Any Participant seeking support that exceeds the maximum amount of assistance for a program not on the approved list, or if a combination of courses will exceed this dollar value, must appeal to CHA through the approved appeals process.

c. **Enrollment Restrictions & Re-Enrolling.** Participants who have previously completed a program with financial assistance from CHA may enroll in a subsequent program if CCC staff determines the new enrollment constitutes a logical career path.

Any Participant that has previously enrolled with CHA financial assistance, but did not complete their program of study or did not pass, regardless of funding, is ineligible for funding through this Agreement, but may appeal to CHA for additional funding through the appeals process.

d. **Certification Testing.** Any Participant who fails an initial attempt to pass a certification exam covered by this Agreement may retake the exam one (1) time with CHA funding. Any additional attempts to complete certification exams may not be paid using the Project Operating Budget (Exhibit III-A-2018) for this Agreement.

e. **Past Debt & Reimbursement.** Participants shall not receive reimbursement for courses or materials previously paid for outside of this Agreement, nor shall any Participant receive financial assistance from CHA for past debt owed to CCC incurred outside of the parameters of this Agreement. For current CCC students learning about the Partners in Education program mid-semester or after courses have started, CHA funds cannot be applied to the current semester, but only to the next semester following their information session attendance and meeting eligibility requirements.

f. **Appeal Process.** CCC Project Coordinators shall assist students denied financial assistance through this Agreement by filing an appeal to CHA. CCC Project Coordinators shall consult with the student's assigned CHA service provider case manager, if applicable, to complete the appeal process. CCC Project Coordinators shall use CHA approved appeal forms, and all new appeals shall be submitted on an as-needed basis to CHA utilizing the approved tracking log. All appeals must include a statement from the student including the following information:
i. Reason for request;
ii. Summary of past secondary education enrollments;
iii. Current enrollment interest;
iv. Date of Information Session attendance;
v. A detailed plan of how the financial assistance and program will support the individual's career goals;
vi. Other steps the student has taken to meet the requirements of the Agreement (e.g., payment plan for defaulted loans, additional supports obtained to be successful in a program); and
vii. Proof of hold or inability to receive financial aid.

4. **Staff Roles & Responsibilities**

CCC shall designate three (3) full-time staff members to be dedicated to the Partners in Education Program. Two (2) of the full-time staff must be Project Coordinators, whose salary and fringe benefits may be paid using the funding allocated to this IGA. Salary and fringe benefits of the third staff member shall be the responsibility of CCC. Project Coordinator responsibilities include, but are not limited to, the following:

a. Conduct information sessions on a weekly basis for prospective Participants;
b. Facilitate the enrollment process for prospective Participants, including navigating the financial aid, testing and registration processes;
c. Consult with Participants on recommended career paths or program choices including career pathways and all CCC programs;
d. Support reporting and data management across both CHA and CCC systems as directed by the CHA Program Manager;
e. Assist Participants and Residents in completing appeals to CHA for special requests and coordinate submission of appeals to CHA; and
f. Complete follow-ups with Participants and interested Residents attending information sessions. Follow up shall include, but not be limited to:

i. Ensuring that each Participant has a Guided Pathway to Success (“GPS”) educational plan, which describes a “start-to-finish” course sequence for program completion.
ii. Conducting at least one (1) follow-up phone call within one (1) month to Residents and Participants who drop from a program or never begin their program. For programs that do not have minimum enrollment, CCC shall maintain a list of Residents interested in enrolling in the program and inform them of the next start program start date.
iii. Continual monitoring of attendance, including follow-up throughout the duration of a Participant’s enrollment in Services, including the first week of class, end of the first month, mid-term, at the end of each course, and follow-up for those who
miss multiple classes based on CCC’s attendance tracking procedures.

5. **Reporting & Data Management**
   
a. CCC shall regularly notify CHA of program participation and information session attendance.

b. CCC shall submit a monthly report of special initiatives, including new Participants, program utilization and tracking of placements in employment opportunities.

c. CCC shall utilize CHA’s approved Client Management Tracking System. CCC shall record information including, but not limited to, information session attendance, basic skills assessment results, financial aid application, program of study, enrollment status, and outreach and follow-up. CCC is prohibited from altering the database or function in anyway.

d. CCC shall maintain files for each Participant. CCC shall ensure files are maintained in a uniform fashion and include information about enrollment, financial aid, academic progress and documented follow-up/outreach. Files shall be located in a secured environment that ensures confidentiality of information.

e. CCC shall participate in file and data monitoring reviews, as determined by CHA, to verify the data reported in the designated database and via the appeal process.

6. **Coordination & Collaboration**
   
a. CCC shall meet with CHA staff as necessary to assess programmatic needs and adjustment to programs, including available funding and modifications to enrollment, to better meet the needs of CHA Residents receiving housing subsidies.

b. CCC shall analyze aggregate level student academic progress, demographics, program costs, etc. (see Exhibit II-A-2018) within 30 days of the end of each semester.

c. CCC shall consult with CHA as necessary and inform CHA of the re-engineering and structural changes occurring at CCC as it may relate to CHA and/or Residents receiving a housing subsidy from CHA enrolled or enrolling in programs at CCC.

d. CCC shall collaborate with FamilyWorks and other CHA contracted providers and partner organizations to ensure that Participants are receiving the necessary services to support them through their educational experience at CCC. Collaborations with CHA’s service providers and other entities are required to adhere to all rules and regulations and best practices regarding confidentiality.

e. CCC shall collaborate with CHA and other scholarship granting entities, to
maximize available tuition and support assistance for Residents enrolling in eligible programs.

f. CCC staff shall be familiar with other CHA partnerships and available services (e.g., FamilyWorks, Chicago Department of Family and Support Services, etc.).

g. CCC may authorize CHA to use CCC facilities, at mutually agreed upon dates/time, at no cost to CHA for CHA events, meetings and forums. Specifically, CCC shall authorize the use of CCC facilities as no cost to CHA for the summer youth education program, Learn and Earn, including, but not limited to the following:

i. Space shall be made available for approximately 700 participants at various CCC campuses for approximately seven (7) weeks during the summer.

ii. In addition to authorizing the use of lunchroom facilities at approximately six (6) CCC campuses to serve breakfast and lunch, and facilitate end of day activities, CCC shall provide space for up to two (2) partner agency staff at each campus, including access to a photocopier and basic office supplies or space for staff to house such equipment.

iii. CCC shall allow Learn and Earn student access to the onsite computer labs at each participating Learn and Earn campus for a minimum of two (2) hours per day Monday - Thursday during the Program.

h. CHA will reimburse CCC for costs associated with staff hired to supervise Learn and Earn sites in accordance with the established budget for this agreement.
ATTACHMENT B

Credit Appeal for the Partners in Education Program
Chicago Housing Authority & City Colleges of Chicago Partners in Education Program

You are being asked to complete a Credit Appeal with the Partners in Education program as financial aid is no longer available to you. Students will need to provide additional documentation explaining the circumstances as to 'Why financial aid is no longer available to you?' and 'What you seek to achieve with a credential from CCC?' Appeal requests are reviewed on a case-by-case basis and awarded as funds are available; students will receive a determination email within two weeks of submission.

Please forward your CREDIT APPEAL LETTER and PROOF OF FINANCIAL AID DENIAL to Cassie Brooks, Education Specialist at the Chicago Housing Authority cbrooks@thecha.org.

Your CREDIT APPEAL LETTER must include the following:
1. Your name
2. Your City Colleges of Chicago I.D. number
3. Your Chicago Housing Authority resident I.D. number
4. Your contact information – both phone number and email address
5. Why financial aid is not available (SAP HOLD, defaulted student loan, degree obtained, etc.) Please provide supporting documentation from College, Lender, etc.
6. List ALL credit courses requiring financial assistance with the number of credits per course
   Example below:
   Four Courses remain to be awarded my Associates Degree in General Studies, including:
   - Math 102 - 4 credit hours
   - English 201 - 3 credit hours
   - Speech 101 - 3 credit hours
   - History 201 - 3 credit hours

7. Will completing these classes result in you graduating from City Colleges of Chicago with an Associate’s degree? Or a Certificate? If so, please provide details on the program and credential.
8. Do you already have a degree or credential from CCC or another institution? If so, please detail the level of education you have already achieved (certificate, associates, bachelors or masters)?

Please note, the Partners in Education program is to support CHA Residents to receive their first credential. If you already have an Associate's, Bachelor's or Advanced Degree, you will only be eligible for very limited assistance. Provide detailed information as to why you seek a new credential.
9. Future outlook/ goal for the next 3 years based on completion of these courses (ex. Where you see yourself employment related to completion of these classes?)
Please send a CREDIT APPEAL LETTER along with PROOF OF FINANCIAL AID DENIAL (may include a screenshot of SAP hold, email from Financial Aid showing denial, or proof of previous degree) to:

Cassie Brooks, Chicago Housing Authority:
Email: cbrooks@thecha.org
Phone: 312.786.3222
**EXHIBIT II-A-2018**

**PERFORMANCE GOALS AND METRICS**

<table>
<thead>
<tr>
<th>Metric Description</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Information Sessions Executed</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key Performance Indicator (Data Analysis Element)</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Participants Receiving CHA Financial Aid</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Number of CCC Participants</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Average Net Cost of College for Low Income Students</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Number of Male and Female Participants</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Number of Minority Participants</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Average Participant Savings Per Course</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Number of Information Session Attendees</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Number of Participants that Complete a Program</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Number of Participants that Transfer to a Four-Year Education Institution After Completing a CCC Degree Program</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Participant Retention Rate</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Average Cost Per Participant Enrollment (Including Program Supports)</td>
<td>Tracking Only</td>
</tr>
</tbody>
</table>
## EXHIBIT III-A-2018

### PROJECT OPERATING BUDGET

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>Salary for 2 project coordinators and temporary staff</td>
<td>$141,000</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>Fringe benefits for 2 project coordinators</td>
<td>$43,520</td>
</tr>
<tr>
<td>Student Tuition</td>
<td>Student tuition for both credit and professional development courses (PPD)</td>
<td>$690,000</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>Approved text books, supplies, materials, uniforms and examination fees, etc.</td>
<td>$252,980</td>
</tr>
<tr>
<td>Marketing Materials</td>
<td>Posters, flyers, folders, handouts, etc.</td>
<td>$6,000</td>
</tr>
<tr>
<td>Program Supplies</td>
<td>Supplies to support recognition events for students as well as supplies for Learn and Earn College Day events</td>
<td>$4,000</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>Office supplies for director</td>
<td>$2,500</td>
</tr>
<tr>
<td>Learn and Earn Program Monitors</td>
<td>Salary to support Learn and Earn Site Monitors</td>
<td>$60,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$1,200,000</td>
</tr>
</tbody>
</table>
CONTRACT NO. 12117

INTERGOVERNMENTAL AGREEMENT

BETWEEN

THE CITY COLLEGES OF CHICAGO

AND

THE CHICAGO HOUSING AUTHORITY
INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement" or "IGA"), is made effective as of August 1, 2017, by and between the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508 (commonly known as THE CITY COLLEGES OF CHICAGO), a body politic and corporate established pursuant to the provisions of the Illinois Public Community College Act, 110 ILCS 805/1-1, et. seq. (hereinafter referred to as "CCC") and THE CHICAGO HOUSING AUTHORITY, an Illinois municipal corporation organized and existing pursuant to 310 ILCS 10/1 et seq. of the Illinois Compiled Statutes (hereinafter referred to as "CHA").

RECITALS

WHEREAS, the CHA is engaged in the development and operation of safe, decent, and sanitary housing throughout the City of Chicago for low-income families in accordance with the United States Housing Act of 1937, 42 U. S. C 1437 et seq. regulations promulgated by the United States Department of Housing and Urban Development ("HUD") and the Housing Authorities Act, 310 ILCS 10/1 et seq., as amended from time to time, and all other applicable laws, regulations and ordinances;

WHEREAS, one of the goals of the CHA’s updated strategic plan, “Plan Forward: Communities that Work”, is to improve the self-sufficiency of residents of CHA public family housing, including mixed-financed, rehabilitated family developments or scattered sites, of residents of CHA senior housing buildings, and of tenants in the private market utilizing a CHA Housing Choice Voucher ("HCV"), including those living in units supported by project based vouchers through CHA’s Property Rental Assistance Program ("PRA") (for purposes of the Agreement, hereinafter collectively referred to as “Eligible Residents”);

WHEREAS, Eligible Residents are required to meet the work requirements under the CHA’s revised Admissions and Continued Occupancy Plan ("ACOP") and/or certain screening criteria that requires engagement in work or self-sufficiency activities;

WHEREAS, CCC is a system of seven separately accredited colleges, located in various parts of the City of Chicago, engaged in providing affordable high-quality educational services to City of Chicago residents;

WHEREAS, the CHA and CCC through previous intergovernmental agreements have launched and maintained an initiative to offer educational opportunities to Eligible Residents;

WHEREAS, the CHA desires to continue to have CCC provide educational opportunities to Eligible Residents to prepare them for careers that will lead to jobs that pay a sustainable income;

WHEREAS, CCC is ready, willing and able to provide educational services to CHA’s Eligible Residents; and
WHEREAS, the CHA and the CCC have authority to enter into this intergovernmental agreement pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.;

NOW, THEREFORE, in consideration of the recitals set forth above, and the mutual covenants, terms, conditions, privileges and obligations herein set forth hereunder, and intending to be legally bound thereby, CCC and the CHA mutually agree as follows:

1. **Incorporation of Recitals.** The recitals set forth above are incorporated by reference as if fully set forth herein.

2. **Provision of Services.** The CCC shall provide educational and training programs and support services (collectively, the "Services") directly to CHA’s Eligible Residents who are referred to it. The budget and reimbursable costs for such Services to be paid to CCC by the CHA shall be set forth in exhibits to this Agreement, which may be added or amended from time to time upon agreement of CCC and the CHA. Each such exhibit designating the Services to be provided hereunder shall be subject to the terms and conditions of this Agreement and in the event of any inconsistency between the provisions of any such exhibits and other terms and conditions of this Agreement, the terms and conditions of this Agreement shall control.

3. **Statement of Work and Performance Measures.** The Services to be provided under this Agreement are contained in the Statement of Work, which is attached hereto as Exhibit I and incorporated by reference as if fully set forth herein. CCC shall endeavor to meet the performance measures set forth in Exhibit II.

4. **Term of Agreement.** The term of this Agreement is for the period of August 1, 2017, through June 30, 2019, or until the Agreement is terminated earlier in accordance with its terms, whichever occurs first.

5. **Contract Extension Options.** The CHA may request to extend this Agreement for four (4) additional one-year option periods, subject to CHA Board approval, if required. Any extension shall be under the same terms and conditions as this original Agreement. The Agreement shall be modified to reflect the time extension in accordance with the provisions of Section 16 of this Agreement.

6. **Compensation.** The total annual reimbursable costs payable under this Agreement for the Services to be provided by CCC is an amount not-to-exceed One Million Two Hundred Thousand and 00/100 ($1,200,000.00) dollars (the “Maximum Amount”). The same Maximum Amount shall apply to each of the four (4) one-year option terms, as provided in Section 5 above, if exercised by the CHA. The one-year base term of this Agreement, in conjunction with the four (4) one-year option terms provide for an aggregate not-to-exceed amount of Six Million and 00/100 ($6,000,000.00) dollars. CCC recognizes its affirmative duty to monitor its performance and billings to ensure that the Statement of Work for all Services is completed within the Maximum Amount. CCC waives all claims of payment for Services that would result in compensation in excess of the Maximum Amount unless the CHA authorizes such Services and agrees to pay for such Services in writing. All reimbursable costs for performance of the Services under this Agreement are included in the amount of compensation set forth in this paragraph.
7. **Payment.** CCC shall submit detailed monthly invoices during the term of the Agreement for reimbursement of tuition costs and other allowable reimbursable costs that have been incurred and are in accordance with and as set forth in the approved Project Operating Budget that is attached hereto as Exhibit III and incorporated by reference herein.

8. **Non-Appropriation.** Funding for this Agreement is subject to availability of Federal funds from HUD and the approval of funding by CHA’s Board of Commissioners. In the event that no funds or insufficient funds are appropriated and budgeted in any fiscal period of the CHA for payments to be made under this Agreement, then the CHA shall promptly notify CCC of such occurrence and this Agreement shall terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or when the funds appropriated for payment under this Agreement are exhausted. No payments shall be made or due to CCC under this Agreement beyond those amounts appropriated and budgeted by the CHA to fund payments hereunder.

9. **Insurance.** CCC’s Insurance Program is comprised of a combination of self-insurance and procurement of commercial policies to insure certain risks. CCC agrees to maintain sufficient insurance or sufficient retention funds for claims identified in the indemnification provision reflected in paragraph 10 of this Agreement.

10. **Indemnification.** CCC agrees, except to the extent liability of a municipal corporation, as such, is precluded by the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 101 et seq. or the Common Law of the State of Illinois, to defend, indemnify and hold CHA, its officers, agents, employees and management companies harmless from and against any and all suits, claims, grievances, damages, costs, expenses, judgments and/or liabilities, including costs of defense and reasonable attorneys’ fees arising out of or relating to any and all claims, liens, demands, obligations, actions, suits, judgments or settlements, proceedings or causes of action of every kind, nature and character (collectively “CHA Claims”) arising from the CCC’s provision of the Services or the acts or omissions of CCC, its officers, officials, agents and employees that are the proximate cause of any injury or damage to person or property, except to the extent caused by the negligence, acts or omissions of the CHA, its agents or employees. Upon notice from CHA of any claim, CCC shall timely appear and defend all suits and claims and shall pay all costs and expenses incidental thereto, but CHA shall have the right at its option and at its own expense, to participate in the defense of any suit without relieving CCC of any of its obligations hereunder.

    CHA agrees, except to the extent liability of a municipal corporation, as such, is precluded by the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 101 et seq. or the Common Law of the State of Illinois, to defend, indemnify and hold CCC, its officers, agents and employees harmless from and against any and all suits, claims, grievances, damages, costs, expenses, judgments and/or liabilities, including costs of defense and reasonable attorneys’ fees arising out of or relating to any and all claims, liens, demands, obligations, actions, suits, judgments or settlements, proceedings or causes of action of every kind, nature and character (collectively “CCC Claims”) arising from the acts or omissions of the CHA, its officers, officials, agents and employees that are the proximate cause of any injury or damage to person or property, except to the extent caused by the negligence, acts or omissions of the CCC, its agents or employees. Upon notice from CCC of any claim, CHA shall timely appear and defend all suits and claims and
shall pay all costs and expenses incidental thereto, but CCC shall have the right at its option and at its own expense, to participate in the defense of any suit without relieving CHA of any of its obligations hereunder.

This indemnification shall survive the termination or expiration of this Agreement.

11. **Record-Keeping Requirements & Audit.** The CCC shall maintain all books, records, and documents necessary to its performance of this Agreement and shall adopt a system of accounting in accordance with generally accepted accounting principles and practice to properly reflect all cost of whatever nature claimed to have been incurred or anticipated to be incurred in connection with CCC’s performance under this Agreement. In addition, the CCC shall keep such books, records and documents in a safe place and make them available for examination by the CHA or a third party designated by the CHA, upon reasonable notice to CCC of such an examination for a period of three (3) years after the expiration of the Agreement.

CHA retains an irrevocable right to independently or, through a third party, audit CCC’s books and records pertaining to this Agreement and disallow any inappropriate billings upon written notice to CCC. In the event of a disallowance, CCC shall refund the amount disallowed to CHA.

12. **Deliverables.** In performing the Services, CCC shall prepare and/or provide deliverables along with any other required work product that may consist of documents, data, studies, reports, findings or information in any form prepared or assembled either in hard copy or electronically on diskette or other media (hereinafter, collectively, “Deliverables”). CHA reserves the right to reject Deliverables which in the reasonable judgment of CHA do not adequately represent the intended level of completion or standard of performance, do not include relevant information or data, or do not include all documents specified in this Agreement, and are reasonably necessary for the purposes for which CHA made this Agreement with CCC. CHA will notify CCC in writing of any deficiencies CHA may identify involving any Deliverables.

Partial or incomplete Deliverables may be accepted for review only when required for a specific purpose and when consented to in advance by CHA. Such Deliverables may not be considered as satisfying the requirements of this Agreement and partial or incomplete Deliverables shall in no way relieve CCC of its commitments hereunder.

13. **Termination.** Either party may terminate this Agreement upon providing thirty (30) days written notice to the other party in accordance with the provisions of Paragraph No. 28 below. In the event of such early termination, CHA shall, within 30 days of such termination, pay CCC for all Services rendered by CCC under this Agreement through the date of termination.

14. **Default.** The following shall constitute an event of default (“Event of Default”) hereunder:

A. the violation by CCC of any law, statute, rule or regulation of a governmental entity relating to its performance under this Agreement;

B. the transfer or assignment by CCC of its rights and obligations hereunder without
the prior written consent of CHA;

C. any misrepresentation by CCC of any material fact;

D. the appointment of a receiver for the CCC with respect to all or a portion of their respective assets;

E. a material breach by CCC of any other provision of this Agreement including, but not limited to, a failure to perform services according to the time requirements and conditions set forth herein, a failure to meet any deadline for the submission of reports, proposals and other documents required by any provision of this Agreement and the continuance of this failure for sixty (60) days after notice by CHA to CCC, as applicable; or

F. there is a cessation or deterioration of services for a period that, in the reasonable judgment of the CHA, materially and adversely affects the delivery of the services required to be performed by CCC and such cessation or deterioration of services is not cured within fifteen (15) days after the CHA gives notice to CCC.

This Agreement may be terminated by the non-defaulting party, if an Event of Default occurs. If no cure period is stated for any of the items listed under this Section, the cure period shall be thirty (30) days after the defaulting party receives notice from the non-defaulting party. Notwithstanding the provisions of the Bankruptcy Code, if CHA should hereafter file for protection under the bankruptcy laws, CCC as debtor or any successor or trustee in bankruptcy, shall have thirty (30) days to exercise any right granted by the Bankruptcy Code to assume to reject this Agreement, such thirty (30) day period being deemed by the parties hereto to be a reasonable period to exercise such right. If CCC as debtor, or any successor or the bankruptcy trustee, fails to timely exercise any right under the Bankruptcy Code to assume this Agreement, this Agreement shall be deemed to be rejected by CCC as debtor or any such successor or bankruptcy trustee.

15. Independent Contractor. CCC shall perform under this Agreement as an independent contractor to the CHA and not as a representative, employee, agent, or partner of CHA.

16. Amendment. This Agreement may not be altered, amended, changed or modified in any respect without the written consent of both the CCC and the CHA.

17. Assignment. Neither party may assign its right or obligations under this Agreement without the prior written consent of the other party, which consent shall be in the other party’s sole discretion. This Agreement shall inure to the benefit of and be binding upon CCC, CHA and their respective successors and permitted assigns.

18. No Third-Party Beneficiary. This Agreement is for the sole and exclusive benefit of CHA and CCC and their respective successors and permitted assigns. No other person or entity is an intended third-party beneficiary of this Agreement or shall have the right to enforce any of the provisions of this Agreement. Nothing contained in this Agreement may be construed to create or imply any partnership, joint venture or other association between CCC and CHA.
19. **Headings.** The section headings contained herein are for convenience only and are not intended to limit, expand or modify the provisions of such sections.

20. **Non-Liability of Public Officials.** No official, employee or elected or appointed representative of CHA or CCC may be held personally liable for any breach of any provision of this Agreement or any damage, loss or injury arising out of the performance of this Agreement.

21. **Counterpart Execution.** This Agreement may be executed in multiple counterparts, the signature pages of which, taken together, shall constitute an original execution copy.

22. **Compliance with All Laws.**

   A. The parties shall comply with all applicable federal, state and local laws, statutes, ordinances, rules, regulations, codes and executive orders, all as may be in effect from time to time.

   B. Both CHA and CCC shall take such actions as may be necessary to comply promptly with all governmental orders imposed by any duly constituted government authority whether imposed by Federal, state, county or municipal authority.

23. **Section 3, HUD Act of 1968.** The work to be performed under this Agreement is on a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the HUD Act of 1968, as amended, 12 U.S.C. 1701 u. CCC agrees that it will comply with the provisions of Section 3 and the regulations issued pursuant thereto by the Secretary of HUD set forth in 24 CFR part 135, and all applicable rules and orders of HUD issued thereunder. CCC certifies and agrees that it is under no contractual or other disability, which would prevent it from complying with these regulations.

24. **Governing Law/Venue.** This Agreement shall be construed in accordance with the laws of the State of Illinois, excluding, however, those relating to choice or conflict of laws. The parties agree that the courts located in Cook County, Illinois shall be the exclusive venue for any action arising out of or brought pursuant to this Agreement.

25. **Waiver.** Whenever under this Agreement CHA, by a proper authority, expressly waives CCC’s performance in any respect or expressly waives a requirement or condition to either CHA’s or CCC’s performance, the waiver so granted, shall only apply to the particular instance and shall not be deemed a waiver forever or for subsequent instances of the performance, requirement or condition. No such waiver shall be construed as a modification of the Agreement regardless of the number of times CHA may have waived the performance, requirement or condition.

26. **Notices.** All notices and communications concerning this Agreement shall be sent to:
To:  
Chicago Housing Authority  
60 E. Van Buren St., 10th Floor  
Chicago, Illinois 60605  
Attn: Chief Resident Services Officer

With Copy To:  

City Colleges of Chicago  
226 W. Jackson Blvd.  
Chicago, Illinois 60606-6998  
Attn: General Counsel

To:  
City Colleges of Chicago  
226 W. Jackson Blvd.  
Chicago, Illinois 60606-6998  
Attn: Chancellor

Unless otherwise specified, any notice, demand or request required hereunder shall be given in writing at the addresses set forth above and shall be effective (a) if delivered by personal service. Upon delivery, (b) if sent by overnight courier, effective one business day after delivery to such courier, or (c) if sent by registered or certified mail, return receipt requested, effective three business days after the date of mailing. A party’s address for notices may be changed by giving written notice in the manner specified in this Section.

27. Authority. Execution of this Agreement by CHA and CCC is authorized by resolutions adopted by the respective governing Boards of each party. The parties represent and warrant to each other that they have the authority to enter into this Agreement and to perform their obligations hereunder, and the persons signing this Agreement below certify that they have power and authority to enter and execute this Agreement on behalf of their respective party.

IN WITNESS WHEREOF, the parties have executed this Agreement as of August 1, 2017.

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508

By: [Signature]

CHICAGO HOUSING AUTHORITY

By: [Signature]  
Dionna Brookens  
Chief Procurement Officer

Approved as to Legality and Form  
Chicago Housing Authority  
Office of the General Counsel

By: [Signature]  
James L. Behley  
General Counsel
EXHIBIT I

STATEMENT OF WORK

City Colleges of Chicago ("CCC") shall provide educational guidance and counseling, training and support services to CHA residents enrolled in CCC’s network courses ("Participants"). The target population includes leaseholders or individuals who are a part of a leaseholder’s family living in a CHA public family housing unit or, mixed financed or, a rehabilitated family development or, scattered sites or, a senior designated unit or, tenants in the private market utilizing a CHA Housing Choice Voucher ("HCV"), including those living in units supported by project-based vouchers through CHA’s Property Rental Assistance Program ("Residents").

1. CCC Programming

   a. CCC shall provide a comprehensive educational program catalog that, in addition to regular college coursework, includes specialized classes and certification programs to prepare students for entry-level employment in growing or sustaining industries.

   b. CCC shall provide assessment, including testing (e.g., COMPASS) and advise Participants about all available services at CCC, and provide information on integrated literacy and workforce skills programs (e.g., contextualized literacy, industry specific skills, etc.), technical skills training and degree and certificate programs.

   c. CCC shall work with CHA to develop its Residents in preparation for employment and continuing education opportunities for Participants completing their program of study. Participants are to be enrolled in college credit programs with pathways to degree completion with the support of career coaching activities, employment assistance, and college transition supportive services.

   d. CCC shall, whenever possible, enroll academically eligible Chicago Public School high school student Residents in a dual enrollment program so they may earn college credit prior to completing high school.

2. Marketing and Recruitment

   a. CHA and its contracted case management providers (e.g., FamilyWorks) shall facilitate outreach to eligible Residents and make referrals to CCC informational sessions.

   b. CCC shall provide a recommended schedule for targeted marketing campaigns and coordinate with CHA when communicating to the targeted audience through print, digital and in-person promotions. Marketing materials should be distributed in a timely manner in order to reach the audience with adequate time to attend information sessions and register prior to enrollment deadlines. Target areas may include, but are not limited to, career related initiatives, summer course enrollment (e.g., those attending a 4-year school who can transfer summer credits from CCC to their lead institution), dual-
enrollment, etc.

c. CCC shall coordinate with CHA to provide staff for in-person promotions at annual meetings and events hosted by CHA or its partners, including, but not limited to, Take Flight, Operation Warm, Central Advisory Council Tenant Services meetings, Ombudsman meetings and Local Advisory Council meetings as requested.

d. CCC shall conduct informational sessions for prospective students. Informational sessions shall provide an overview of the requirements and expectations to receive financial assistance through the IGA. Sessions shall be held at each of the City College locations throughout the year. A finalized schedule shall be sent to CHA by December of each year with the information session dates and locations for the following calendar year. Modifications may be made based on attendance at a specific campus, but only with advance approval from CHA.

e. For those who need additional assistance with literacy services or disability access, CCC shall incorporate information on special services during these sessions and shall refer students, when appropriate, to courses and services to strengthen skill levels and provide support for successful program completion.

f. CCC shall identify Residents in need of their High School Equivalency Diploma ("GED") through informational sessions and referrals. CCC shall provide resources for and assist participants in earning their GED at CCC campuses. Resident progress on obtaining GED services shall be reported to CHA and discussed at meetings.

3. Requirements & Restrictions

a. Financial Aid. Prior to enrolling in a financial aid eligible program, all Residents must complete the appropriate financial aid applications (e.g., Free Application for Federal Student Aid). Subject to the funding limitations of this Agreement as set forth in this Agreement and as further set forth in paragraph 3(b) of this Agreement, CHA will cover any remaining balance that is not covered by scholarship or grant funding. If a student is ineligible for financial aid (e.g., due to default on student loans, or has already obtained a bachelor’s degree, or Satisfactory Academic Progress (“SAP”) hold enforcement), they are also ineligible for funding through this Agreement, but may submit an appeal to CHA through the appeals process, which is attached hereto as Attachment A and incorporated by reference herein.

CCC Participants enrolling in any program that is eligible for Workforce Innovation and Opportunity Act (“WIOA”) funding through CCC must first apply for WIOA funding. The amount received from WIOA will be applied to the total program cost first and CHA will pay for any remaining balance, including books and/or supplies required for the program.

b. Annual Individual Tuition Cap. The maximum amount of assistance a CCC
Participant may receive in any given calendar year through this Agreement is $6,000 (after financial aid is applied), inclusive of tuition, book vouchers and support (e.g., uniforms, required equipment). Exceptions, without appeal, include certification programs in excess of this dollar value that have been approved by CHA. CHA and CCC will maintain a list of such approved programs. Any CCC Participant seeking support in excess of $6,000 for a program not on the approved list, or if a combination of courses will exceed this dollar value, must appeal to CHA through the approved appeals process.

c. **Enrollment Restrictions & Re-Enrolling.** CCC Participants who have previously completed a program with financial assistance from CHA may enroll in a subsequent program if CCC staff determines the new enrollment constitutes a logical career path.

Any CCC Participant that has previously enrolled with CHA financial assistance, but did not complete their program of study or did not pass, regardless of funding, is ineligible for funding through this agreement, but may appeal to CHA for additional funding through the appeals process.

d. **Certification Testing.** Any CCC Participant who fails an initial attempt to pass a certification exam covered by this Agreement may retake the exam one (1) time with CHA funding. Any additional attempts at certification exams will be at the CCC Participant’s own expense.

e. **Past Debt & Reimbursement.** CCC Participants shall not receive reimbursement for courses or materials previously paid for outside of this Agreement, nor shall any CCC Participant receive financial assistance from CHA for past owed debt to CCC incurred outside of the parameters of this Agreement. For current CCC students learning about the Partners in Education program mid-semester or after courses have started, CHA funds cannot be applied to the current semester, but only to the next semester following their information session attendance and meeting eligibility requirements.

f. **Appeal Process.** CCC Program Coordinators shall assist students denied financial assistance through this Agreement by filing an appeal to CHA. CCC Program Coordinators shall consult with the student’s assigned case manager, if applicable, to complete the appeal process. CCC Program Coordinators shall use CHA approved appeal forms, and all new appeals shall be submitted on an as-needed basis to CHA utilizing the approved tracking log. All appeals must include a statement from the student including the following information:

i. Reason for request;

ii. Summary of past secondary education enrollments;

iii. Current enrollment interest;

iv. Date of Informational Session attendance;

v. A detailed plan of how the financial assistance and program will support the individual’s career goals;
vi. Other steps the student has taken to meet the requirements of the Agreement (e.g., payment plan for defaulted loans, additional supports obtained to be successful in a program); and

vii. Proof of hold or inability to receive financial aid

4. **Staff Roles & Responsibilities**

CCC shall designate three (3) full time staff members as Project Coordinators. Two (2) of the full-time Project Coordinators, inclusive of fringe benefits, may be paid using the funding allocated to this IGA, the third position, inclusive of fringe benefits, shall be the responsibility of CCC. Project Coordinator responsibilities include, but are not limited to, the following:

a. Conduct informational sessions on a weekly basis for prospective CCC Participants;

b. Facilitate the enrollment process for prospective CCC Participants, including navigating the financial aid, testing and registration processes;

c. Consult with CCC Participants on recommended career paths or program choices including career pathways and all CCC programs;

d. Prepare and provide CHA with a monthly score card on program performance;

e. Assist CCC Participants and Residents in completing appeals to CHA for special requests and coordinate submission of appeals to CHA; and

f. Complete follow-ups with CCC Participants and interested Residents attending information sessions. Follow up shall include, but not be limited to:

i. Ensuring that each CCC Participant has a Guided Pathway to Success ("GPS") educational plan, which charts out a "start-to-finish" course sequence for program completion.

ii. At least one (1) follow-up phone call within one (1) month to Residents and CCC Participants who drop from a program or never begin their program. For programs that do not have minimum enrollment, CCC shall maintain a list of these Residents and inform them of the next start program start date.

iii. Continual monitoring of attendance, including follow-up throughout the duration of a CCC Participant’s enrollment at City Colleges of Chicago, including the first week of class, end of the first month, mid-term, at the end of each course, and follow-up for those who miss multiple classes based on CCC’s attendance tracking procedures.

5. **Reporting & Data Management**

a. CCC shall regularly notify CHA of program participation and informational session attendance.
b. CCC shall submit a monthly report of special initiatives, including new Participants, program utilization and tracking of placements in employment opportunities.

c. CCC shall utilize CHA’s approved Client Management Tracking System. CCC shall record information including, but not limited to, informational session attendance, basic skills assessment results, financial aid application, program of study, enrollment status, and outreach and follow-up. CCC is prohibited from altering the database or function in anyway.

d. CCC shall maintain files for each CCC Participant. CCC shall ensure files are maintained in a uniform fashion and include information about enrollment, financial aid, academic progress and documented follow-up/outreach. Files shall be located in a secured environment that ensures confidentiality of information.

e. CCC shall participate in file and data monitoring reviews with CHA to verify the data reported in the designated database and via the appeal process. These reviews will be conducted per CHA’s Resident Services Division’s Monitoring & Evaluation Procedures.

6. Coordination & Collaboration

a. CCC shall meet with CHA staff as necessary to assess programmatic needs and adjustment to programs, including available funding and modifications to enrollment, to better meet the needs of CHA Residents receiving housing subsidies.

b. CCC shall analyze aggregate level student academic progress, demographics, program costs, etc. (see Exhibit II) within 30 days of the end of each semester.

c. CCC shall consult with CHA as necessary and inform CHA of the re-engineering and structural changes occurring at CCC as it may relate to CHA and/or Residents receiving a housing subsidy from CHA enrolled or enrolling in programs at CCC.

d. CCC shall collaborate with FamilyWorks and other CHA contracted providers to ensure that participants are receiving the necessary services to support them through their educational experience at CCC. Collaborations with CHA’s service providers and other entities are required to adhere to all rules and regulations and best practices regarding confidentiality.

e. CCC shall collaborate with CHA and other scholarship granting entities, to maximize available tuition and support assistance for Residents enrolling in eligible programs.

f. CCC staff shall be familiar with other CHA partnerships and available services (e.g., FamilyWorks, Chicago Department of Family and Support Services).
g. CCC may authorize CHA to use CCC facilities, at mutually agreed upon dates/time, at no cost to CHA for CHA events, meetings and forums. Specifically, CCC shall authorize the use of CCC facilities as no cost to CHA for the summer youth education program, Learn and Earn, including, but not limited to the following:

i. Space shall be made available for approximately 700 participants at various CCC campuses for approximately seven (7) weeks during the summer.

ii. In addition to authorizing the use of lunchroom facilities at the six (6) CCC campuses to serve breakfast and lunch, and facilitate end of day activities, CCC shall provide space for up to two (2) partner agency staff, including access to a photocopier and basic office supplies or space for staff to house such equipment.

iii. CCC shall allow Learn and Earn student access to the onsite computer labs at each participating Learn and Earn campus for a minimum of two (2) hours per day Monday - Friday during the Program.

h. CHA will reimburse CCC for costs associated with staff hired to supervise Learn and Earn sites in accordance with the established budget for this agreement.
ATTACHMENT A

CHA APPROVED APPEAL FORM

Summary
Students denied financial assistance through the CHA-CCC IGA may file a one-time written appeal to the City Colleges of Chicago to be reviewed by CHA. CCC program coordinators shall provide students with assistance in completing the documentation required for the appeal and shall inform students of their eligibility and responsibilities under the IGA.

Eligibility
The following written appeals process shall apply to all participants seeking exception to the limitations set forth in the CHA-CCC IGA, including but not limited to the following circumstances for denied assistance through the IGA:

- Students who are ineligible for financial aid (e.g., Pell Grant), regardless of the reason for ineligibility (e.g., already obtained a bachelor's degree, defaulted on student loans);
- Tuition assistance request exceeds the threshold set forth in the IGA, currently $4,000, for a program that has not been approved by CHA;
- Students who have previously received tuition assistance through an IGA between CHA and CCC and are seeking to enroll in a career path course of study. Students seeking to advance upon existing certifications/degrees do not need to file a written appeal, unless another condition applies; and
- Students who have previously received tuition assistance through an IGA between CHA and CCC and either did not complete or did not pass their program of study and wish to re-enroll in any program and seeking financial assistance through the IGA.

Appeal Process
To be considered complete, an appeal must include, at a minimum, the following:
- CHA Appeal for Special Request form;
- Copies of past transcripts from CCC;
- Statement from CCC that the student is in good financial standing with CCC;

A written statement from the student including:
- Current Date
- Resident’s Name
- Residents City Colleges of Chicago I.D. number
- Resident's Chicago Housing Authority resident I.D. number
- Resident’s contact phone number
- Reason financial aid is not available (e.g., SAP HOLD, defaulted student loan, degree obtained, etc.) Please provide supporting documentation from College, Lender, etc.
- List of all credit courses requiring financial assistance with the number of credits per course

Example below:
- Math 102 - 4 credit hours
- English 201 - 3 credit hours
- Speech 101 - 3 credit hours
- History 201 - 3 credit hours
- Will completing these classes result in Resident graduating from City Colleges of Chicago with an Associate’s degree OR what type of Certification will the Resident receive?
- Future outlook/goal for the next 3 years based on completion of these courses (e.g., Where does the Resident see him/herself gaining employment related to completion of these classes?).
- Proof of Resident SAP hold (a financial aid denial letter, screenshot of hold on CCC.edu account).
- When applicable, a short statement of support from the individual’s case manager shall accompany the appeal.
- The student's request is logged on the CCC Appeal tracking log.

Once the Appeal package is complete, the Resident shall submit the Appeal package to the Education Specialist via electronic mail.

**Submission of an Appeal**
CCC program coordinators shall submit all appeals on a weekly basis to CHA's Contract Management and Reporting Team. Appeals shall not be submitted to CHA on an individual basis. CCC shall maintain a log of all appeals submitted. The log shall include the student's name, CHA client id number, entry program of study, reason for appeal, date the complete appeal package was submitted to CHA and the status.

CHA will make a good faith effort to respond to all new appeals within one (1) week of submission. The status of the appeal (approved, denied, additional information requested, or pending) will be indicated on the tracking log and returned to CCC program coordinators. Any additional information requested by CHA shall be returned as soon as possible and the appeal will be placed on hold until all requested information has been provided.

**Notification of Determination**
Upon notification of CHA's determination of a student's appeal, the assigned CCC program coordinator shall inform the student of the decision. If an appeal has been denied, CCC program coordinators may refer individuals back to their respective case manager, FSS coordinator, assistance within CCC's network or to additional community supports. CCC program coordinators shall communicate all appeal decisions to the student in both writing and via telephone.

**Subsequent Appeals**
No subsequent written appeals may be made by a student once a request has been denied. If a student is able to remedy the factors causing the denial (e.g. come into good standing on previously defaulted student loans), the student would then become eligible for financial assistance through the IGA.
Other Considerations
Any student placed on hold by CCC due to funding limitations within the IGA does not need to submit an appeal. Students will be notified of eligibility if and when additional funding becomes available.

Students who entered CCC and were required to take any form of entry level, prerequisite or remedial courses prior to becoming eligible for their requested program of study do not need to file an appeal, unless the aggregate of all coursework for the calendar year exceeds the individual threshold.

No appeals or special requests will be considered for the following reasons:
• Past owed debt to CCC;
• Outstanding tuition for a current semester which the student did not follow the required enrollment procedures to receive assistance through the IGA;
• Taking a certification exam more than two (2) times; and
• Tuition assistance for any program not part of the City Colleges of Chicago.

CHA and CCC may, from time to time, modify this appeal process, including eligibility for filing an appeal, requirements of the written appeal and special considerations that may be made for program eligibility.
EXHIBIT II

PERFORMANCE GOALS AND METRICS

<table>
<thead>
<tr>
<th>Metric Description</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Information Sessions Executed</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key Performance Indicator (Data Analysis Element)</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Participants Receiving CHA Financial Aid</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Number of CCC Participants</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Average Net Cost of College for Low Income Students</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Number of Male and Female Participants</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Number of Minority Participants</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Average Participant Savings Per Course</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Number of Information Session Attendees</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Number of Participants that Complete a Program</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Number of Participants that Transfer to a Four-Year Education Institution After Completing a CCC Degree Program</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Participant Retention Rate</td>
<td>Tracking Only</td>
</tr>
<tr>
<td>Average Cost Per Participant Enrollment (Including Program Supports)</td>
<td>Tracking Only</td>
</tr>
</tbody>
</table>
## EXHIBIT III

### PROJECT OPERATING BUDGET

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>Salary for 2 project coordinators</td>
<td>$126,000</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>Fringe benefits for 2 project coordinators</td>
<td>$40,000</td>
</tr>
<tr>
<td>Student Tuition</td>
<td>Student tuition for both credit and professional development courses (PPD)</td>
<td>$697,700</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>Approved text books, supplies, materials, uniforms, examination fees, etc.</td>
<td>$280,000</td>
</tr>
<tr>
<td>Marketing Materials</td>
<td>Posters, flyers, etc.</td>
<td>$3,000</td>
</tr>
<tr>
<td>Program Supplies</td>
<td>Supplies to support recognition events for students</td>
<td>$2,500</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>Office Supplies</td>
<td>$800</td>
</tr>
<tr>
<td>Learn and Earn Program Monitors</td>
<td>Salary for Learn and Earn site monitors</td>
<td>$50,000</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$1,200,000</td>
</tr>
</tbody>
</table>