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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 3, 2019**

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

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; and

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 continue 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; and

WHEREAS, CCC will continue to 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; and

WHEREAS, CCC will continue to 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 continue to 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 and State of 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 continue to provide the Chicago Housing Authority with the aforementioned educational and training programs and support services at a cost not to exceed \$1,200,000 payable to CCC for the period of July 1, 2019 through June 30, 2020. The CHA will also have access to available classroom space at City Colleges of Chicago campus facilities at no cost.

October 3, 2019- Office of Institutional Advancement

**CONTRACT NO. 12117
AMENDMENT NO. 2**

This Amendment No. 2 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 28th day of June 2019.

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’s consent, at the same not-to-exceed amount;

WHEREAS, on or about June 29, 2018, the CHA and CCC entered into Amendment No. 1 to the Agreement, in which the parties exercised the first (of four) one-year option terms and extended the Agreement for the period of July 1, 2018 through June 30, 2019. This Amendment No. 1 further provided for an increase to the compensation terms in the amount of \$1,200,000.00, resulting in a revised aggregate not-to-exceed compensation amount \$2,400,000.00;

WHEREAS, pursuant to Section 5 of the Agreement, the CHA and CCC now desire to execute this Amendment No. 2, and exercise the CHA’s second (of four), one-year options to extend the Agreement for the period of July 1, 2019 through June 30, 2020; 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-2019, 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, 2019, through June 30, 2020, pursuant to this Amendment No. 2.
4. Section 6 – Compensation is amended as follows:

During the term of this Amendment No. 2, the Project Operating Budget shall be revised and supplemented as set forth in the attached Exhibit III- -2019, 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. 2), 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 Three Million Six Hundred Thousand and 00/100 Dollars (\$3,600,000.00).

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 or re-stated and are incorporated by reference herein, and supersede any of their respective prior versions previously set forth in the Agreement:
 - Exhibit I-2019 (amended);
 - Attachment B.
 - Exhibit II-2019 (no change); and
 - Exhibit III-2019 (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. 2 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. 2 to the Agreement to be executed and become effective as of June 28, 2019.

**BOARD OF TRUSTEES OF COMMUNITY
COLLEGE DISTRICT NO. 508**

CHICAGO HOUSING AUTHORITY

By: _____
Walter E. Massey, Chair

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: _____
Cheryl J. Colston
Chief Legal Officer

EXHIBIT I-2019

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-2019) 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 personnel shall assist students denied financial assistance through this Agreement by filing an appeal to CHA. CCC personnel shall consult with the student’s assigned CHA service provider case manager, if applicable, to complete the appeal process. CCC personnel 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 implement a staffing pattern in accordance with the approved Project Operating Budget (Exhibit III-2019). The staffing pattern implemented shall include an additional full-time employee to supplement the staffing pattern reflected in the approved Project Operating Budget. Payment of salary and fringe benefits of the additional employee shall be the responsibility of CCC. CCC shall ensure project employee 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-2019) within 45 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-2019

PERFORMANCE GOALS AND METRICS

Metric Description	Goal
Number of Information Sessions Executed	40

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

EXHIBIT III-2019

PROJECT OPERATING BUDGET

Category	Description	Amount
Personnel	Project Coordinator (1 FTE), Project Coordinator (1 FTE), Staff Assistant (1FTE)	\$ 166,000.00
Fringe Benefits	Fringe Benefits for 3 FTEs	\$ 53,120.00
Learn and Earn Program Monitors	Salary for Learn and Earn Site Monitors	\$ 20,000.00
Student Tuition	Student tuition for both credit and professional development courses (PPD)	\$ 687,000.00
Student Support Services	Support services covering approved text books, supplies, materials, uniforms, testing/examination fees.	\$ 267,580.00
Marketing Materials	Posters, flyers, folders	\$ 3,000.00
Program Supplies	Supplies to support recognition events for students	\$ 2,500.00
Office Supplies	Office Supplies	\$ 800.00
Total		\$ 1,200,000.00