IMPORTANT - Year 2 Lead Agency Program Report Form

Inbox x

Jenkins, Lorri Lorri.Jenkins@illinois.gov Apr 4

to Alicia, ahines, Angela, Aurora, Betty, cnelson, Christina, Cory, valliered, dcassel, davidw, Edith, Ephraim, fcisneros, hrice, english, Houri, Howard, Izalia, Jaclin, Jaime, jennifer.artis, Jimi, Joycelyn, Kanu

Good evening,

Attached is a copy of the NRI FY12 (Year 2) Q1 Lead Agency Report Form. **As discussed during our recent Lead Agency Meeting, the end date for this reporting period is March 31st** (not April 15th) **and this report is due to IVPA on Tuesday April 16th** (not April 31st).

Also, please remember to submit ***both*** your fiscal and program reports. You already have your fiscal report forms.

Thank you all for time and attention; we look forward to receiving your reports!

Best,

Lorri

Lorri Jenkins

NRI Program Director

Illinois Violence Prevention Authority (IVPA)

100 W. Randolph Street

Suite 4-750

Chicago, Illinois 60601

312 814 8247 DL

lorri.jenkins@illinois.gov

NRI FY12 Year 2 Lead Agency Q1 Report Form 4-4-12.docx
219K View Download
Boomerang for Gmail - Schedule your Messages

Shaw, Barbara Barbara.Shaw@illinois.gov Apr 4

to Lorri, Alicia, ahines, Angela, Aurora, Betty, cnelson, Christina, Cory, valliered, dcassel, davidw, Edith, Ephraim, fcisneros, hrice, english, Houri, Howard, Izalia, Jaclin, Jaime, jennifer.artis, Jimi, Joycelyn

Correction: Quarterly reports are due on Monday, April 16th.

From: Jenkins, Lorri
Sent: Wednesday, April 04, 2012 6:30 PM
To: Alicia Tellez Vega (SWYC ED); Andre Hines (ahines@cfhcn.org); Angela Ware; Aurora Cruz; Betty Reader; Carlos Nelson (cnelson@gagdc.org); Christina Mason; Cory Muldoon; Dan Valliere (valliered@chicagocommons.org); David B. Cassel (dcassel@also-chicago.org); David Whittaker (davidw@chicagoareaproject.org); Edith Soto; Ephraim Eaddy; Francisco Cisneros Ph. D. (fcisneros@pilsenmh.org); Harold T. Rice Jr. (hrice@apcc-chgo.org); Henry L. English (English@bufi.org); Houri Gueyikian; Howard Lathan; Izalia Short; Jaclin Davis; Jaime Arteaga; Jennifer Artis (jennifer.artis@ssfhs.org); Jimi Orange; Joycelyn Jones; Kanu Iheukumere; Kevin McGee,CPA; Khaleelah Muhammad; LaSondra Banks; LaTonya Lumpkin; Laura Reyes; Letecia Padilla; Mairell Torres; Marian Luchechko; Mary Johnson (mjohnson@corazoncs.org); Michael Pfleger ([redacted]; Michael Rodriguez (mrodriguez@enlacechicago.org); Michael Shaver (mshaver@childrenshomeandaid.org); Michelle Belcher; Nikita Johnson-White; Patrick Nwaezeigwe (Circle Family Healthcare); Paul Naranjo; Peter Nicholson; Rev. Johnny L. Miller ([redacted]); Rev. Rodney Walker; Rocio Rodriguez; Ruben Salas; Salim Al Nurridin (alnurridin@hcionline.org); Sandra Wilson; Sharrone Ward (sward@gpsbh.org); Sheryl Holman (sholman@capsinc.org); Susana Stoll; Talmadge Betts; Tanya Rivers-Carter; Valencia Myles; Vickie Rivkin; William Barlow (wbarlow@maywood-il.org)
Cc: Shaw, Barbara; Desai, Reshma; King, Barbara; Barnett, Denise; Jackson, Marilyn D.; Cameron, Tara; Neal, LaToyia; Cornelious, Jamal; Jenkins, Lorri

Subject: IMPORTANT - Year 2 Lead Agency Program Report Form
Importance: High

Boomerang for Gmail - Schedule your Messages

Jaime Arteaga 10:13 AM (7 hours ago)

to me

---------- Forwarded message ----------
From: **Jenkins, Lorri** <Lorri.Jenkins@illinois.gov>
Date: Wed, Apr 4, 2012 at 6:30 PM
Subject: IMPORTANT - Year 2 Lead Agency Program Report Form
To: "Alicia Tellez Vega (SWYC ED)" <avega@swyc.org>, "Andre Hines (ahines@cfhcn.org)" <ahines@cfhcn.org>, Angela Ware <warea@chicagocommons.org>, Aurora Cruz <acruz@gagdc.org>, Betty Reader <breeder@capsinc.org>, "Carlos Nelson (cnelson@gagdc.org)" <cnelson@gagdc.org>, Christina Mason <christinamason@chicagoareaproject.org>, Cory Muldoon <cory@onechicago.org>, "Dan Valliere (valliered@chicagocommons.org)" <valliered@chicagocommons.org>, "David B. Cassel (dcassel@also-chicago.org)" <dcassel@also-chicago.org>, "David Whittaker (davidw@chicagoareaproject.org)" <davidw@chicagoareaproject.org>, Edith Soto <esoto@corazoncs.org>, Ephraim Eaddy <ephraimeaddy@gmail.com>, "Francisco Cisneros Ph. D. (fcisneros@pilsenmh.org)" <fcisneros@pilsenmh.org>, "Harold T. Rice Jr. (hrice@apcc-chgo.org)" <hrice@apcc-chgo.org>, "Henry L. English (english@bufi.org)" <english@bufi.org>, Houri Gueyikian <hgueyikian@childrenshomeandaid.org>, Howard Lathan <[redacted]>, Izalia Short <ishort@capsinc.org>, Jaclin Davis <jdavis@hcionline.org>, Jaime Arteaga <jarteaga@enlacechicago.org>, "Jennifer Artis (jennifer.artis@ssfhs.org)" <jennifer.artis@ssfhs.org>, Jimi Orange <jorange@childrenshomeandaid.org>, Joycelyn Jones <jjones@thearkofstsabina.org>, Kanu Iheukumere <kanui@chicagoareaproject.org>, "Kevin McGee,CPA" <kevin@peoplescpa.com>, Khaleelah Muhammad <kmuhammad@ercsabina.org>, LaSondra Banks <lbanks@maywood-il.org>, LaTonya Lumpkin <ltlumpkin@betterboys.org>, Laura Reyes <lreyes@also-chicago.org>, Letecia Padilla <lpadilla@betterboys.org>, Mairell Torres <mtorres@swyc.org>, Marian Luchechko <mluchechko@pilsenmh.org>, "Mary Johnson (mjohnson@corazoncs.org)" <mjohnson@corazoncs.org>, "Michael Pfleger ([redacted])" <[redacted]>, "Michael Rodriguez (mrodriguez@enlacechicago.org)" <mrodriguez@enlacechicago.org>, "Michael Shaver (mshaver@childrenshomeandaid.org)" <mshaver@childrenshomeandaid.org>, Michelle Belcher <mbelcher@swyc.org>, Nikita Johnson-White <[redacted]>, "Patrick Nwaezeigwe (Circle Family Healthcare)" <pnwaezeigwe@cfhcn.org>, Paul Naranjo <pnaranjo@pilsenmh.org>, Peter Nicholson <[redacted]>, "Rev. Johnny L. Miller ([redacted])" <[redacted]>, "Rev. Rodney Walker" <rwalker@apcc-chgo.org>, Rocio Rodriguez <rrodriguez@apcc-chgo.org>, Ruben Salas <rsalas@enlacechicago.org>, "Salim Al

Nurridin (alnurridin@hcionline.org)" <alnurridin@hcionline.org>, Sandra Wilson <swilson@maywood-il.org>, "Sharrone Ward (sward@gpsbh.org)" <sward@gpsbh.org>, "Sheryl Holman (sholman@capsinc.org)" <sholman@capsinc.org>, Susana Stoll <sstoll@also-chicago.org>, Talmadge Betts <talmadge@bufi.org>, Tanya Rivers-Carter <tanyarivers@sbcglobal.net>, Valencia Myles <mylesv@chicagocommons.org>, Vickie Rivkin <vrivkin@cfhcn.org>, "William Barlow (wbarlow@maywood-il.org)" <wbarlow@maywood-il.org>
Cc: "Shaw, Barbara" <Barbara.Shaw@illinois.gov>, "Desai, Reshma" <Reshma.Desai@illinois.gov>, "King, Barbara" <Barbara.King@illinois.gov>, "Barnett, Denise" <Denise.Barnett@illinois.gov>, "Jackson, Marilyn D." <Marilyn.D.Jackson@illinois.gov>, "Cameron, Tara" <Tara.Cameron@illinois.gov>, "Neal, LaToyia" <LaToyia.Neal@illinois.gov>, "Cornelious, Jamal" <Jamal.Cornelious@illinois.gov>, "Jenkins, Lorri" <Lorri.Jenkins@illinois.gov>

Good evening,

Attached is a copy of the NRI FY12 (Year 2) Q1 Lead Agency Report Form. **As discussed during our recent Lead Agency Meeting, the end date for this reporting period is March 31st** (not April 15th) **and this report is due to IVPA on Tuesday April 16th** (not April 31st).

Also, please remember to submit ***both*** your fiscal and program reports. You already have your fiscal report forms.

Thank you all for time and attention; we look forward to receiving your reports!

Best,

Lorri

Lorri Jenkins

NRI Program Director

Illinois Violence Prevention Authority (IVPA)

100 W. Randolph Street

Suite 4-750

Chicago, Illinois 60601

312 814 8247 DL

lorri.jenkins@illinois.gov

--

Jaime Arteaga
Neighborhood Recovery Initiative
Enlace Chicago
2329 S. Troy, 2nd Floor
Chicago, 60623
773.964.9763
jarteaga@enlacechicago.org

NRI FY12 Year 2 Lead Agency Q1 Report Form 4-4-12.docx
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Fwd: NRI Lead Agency and Component Reporting Dates

Jaime Arteaga

to me

---------- Forwarded message ----------
From: **Jenkins, Lorri** <Lorri.Jenkins@illinois.gov>
Date: Mon, Jul 16, 2012 at 5:09 PM
Subject: NRI Lead Agency and Component Reporting Dates
To: Aurora Cruz <acruz@gagdc.org>, "Carlos Heredia (SW Youth Collab)" <chered
<cpatterson@onechicago.org>, Elizabeth Murphy <Lmurphy@gpsbh.org>, Ephrain
Salgado <Esalgado@corazoncs.org>, Howard Lathan <[redacted]
<jdavis@hcionline.org>, Jaime Arteaga <jarteaga@enlacechicago.org>, "James Ly
<jprange@childrenshomeandaid.org>, Kanu Iheukumere <kanui@chicagoareaproj
<kmuhammad@ercsabina.org>, LaSondra Banks <lbanks@maywood-il.org>, LaTc
Torres <mtorres@swyc.org>, Paul Naranjo <pnaranjo@pilsenmh.org>, Peter Nicho
Walker" <rwalker@apcc-chgo.org>, Susana Stoll <sstoll@also-chicago.org>, Talma
<mylesv@chicagocommons.org>, Vickie Rivkin <vrivkin@cfhcn.org>
Cc: "Cameron, Tara" <Tara.Cameron@illinois.gov>, "Barnett, Denise" <Denise.Bar
<LaToyia.Neal@illinois.gov>, "Jackson, Marilyn D." <Marilyn.D.Jackson@illinois.go
<Reshma.Desai@illinois.gov>

Greetings everyone,

NRI
NEIGHBORHOOD RECOVERY INITIATIVE

Illinois IVPA

Neighborhood Recovery Initiative
FY 12 (Year 2) Q3 Lead Agency Report

Grant Number:	Grant Amount:
Lead Agency Name:	
Address:	Please note the following report periods and corresponding due dates:
	Reports — Due Date
	Q3: April 1st – June 30th — July 15, 2012
City/State/Zip:	
Telephone:	Fax:
Prepared By:	Title:

Please submit the original and two copies of this report in its entirety to:

Illinois Violence Prevention Authority
c/o: Marilyn D. Jackson
100 West Randolph Street, *Room 4-750*
Chicago, Illinois 60601
312.814.5189 (phone)

DAKI0063179

NRI Q3 FY12 (Year 2) LEAD AGENCY REPORT

Please answer all questions thoroughly but limit your narrative responses to three-five pages maximum for the entire report.
(This does not include the requested attachments.)

PERSONNEL

1) Indicate any new staff hired for the grant during this reporting period (include full name, title and start date for each).

2) Attach resume for each staff person listed.

Reminder: Please be sure to list all new personnel hired during this period, by name and with required information, on the Lead Agency Fiscal Report Form.

ADVISORY COMMITTEE

1) Please attach an updated list of advisory committee members, if there have been changes in membership.

2) List the dates, times, location, and attendees of all Advisory Committee Meetings held during this reporting period.

3) Does the advisory committee's membership reflect the diversity described in the NRI Request for Proposals (RFP)? (i.e., community organizations, service providers, faith-based groups, schools, law enforcement, parents, youth, business leaders and civic leaders)

4) If your advisory committee does not reflect the membership composition described in the NRI RFP, when and how will you add the missing members?

5) Describe the role of the advisory committee in resolving any issues or concerns with providing partners.

6) Please describe any recommendations made by the advisory committee during this reporting period.

DAKI0063180

NRI Q3 FY12 (Year 2) LEAD AGENCY REPORT

COORDINATING/PROVIDING PARTNERS

1) Describe any major accomplishments with component Coordinating Partners and Providing Partners during this reporting period.

2) List dates of meetings you had with your partners by component and with all components together as a community during this reporting period. Provide a brief description of major topics discussed.

3) What did your agency do in this reporting period to increase awareness of NRI and its components?

4) What did your agency do in this reporting period to ensure clear communication among agencies (Coordinating Partner, Providing Partner, etc.)?

5) Discuss any turnover with NRI staff that occurred during this reporting period (component Coordinating Partners and Providing Partners) and describe how it was addressed.

6) Have all partner agencies entered participant, service and pre-post assessment data into the system as directed?

   a. If no, describe how and when data will be entered.

   b. Describe any challenges with the data system.

BARRIERS/CHALLENGES

1. Please describe any barriers or challenges that you encountered during this reporting period.

DAKI0063181

ATTACHMENTS

Please include the following attachments with this report:

Resumes

Please attach the resumes for all individuals hired related to the grant during Q3.

Advisory Committee Members

Please attach an updated list of advisory committee members which includes their representation as indicated on the NRI request for proposals (RFP).

Printed Materials

Please attach one copy of all materials printed during this report period in whole or in part with funds provided by this grant.

- Brochures, pamphlets
- Public Service Announcements/Public Education Activities
  Any developed or broadcast within this report period
- Print media
  Coverage of the IVPA funded program

Disclaimer

Note: All printed material funded in whole or in part with funds provided by the IVPA must be submitted to the IVPA. As required by the Grant Agreement, the following disclaimer must appear on all printed materials:

> ***Funding for this material was provided through the Illinois Violence Prevention Authority. The views and statements expressed herein do not necessarily reflect the views and opinions of IVPA.***

DAKI0063182

Fwd: M+J 2nd Quarter Program Report Template

Inbox x

Jaime Arteaga

to me

---------- Forwarded message ----------
From: **Barnett, Denise** <Denise.Barnett@illinois.gov>
Date: Tue, Aug 21, 2012 at 3:23 PM
Subject: M+J 2nd Quarter Program Report Template
To: Valencia Myles <mylesv@chicagocommons.org>, Jaime Arteaga <jarteaga@er
<pnaranjo@pilsenmh.org>, Denise Lozano <dlozano@pilsenmh.org>, LaSondra B
<LMurphy@gpsbh.org>, Page Angela <Angela.Page@franciscanalliance.org>
Cc: "Jenkins, Lorri" <Lorri.Jenkins@illinois.gov>

Hello, All:

Here is the template for the 2nd quarter program report for M+J. If there are any c
report, please don't hesitate to contact me to discuss alternate arrangements. Tha

Denise

Denise M. Barnett
NRI Assistant Grant Manager

Neighborhood Recovery Initiative
FY 12 Q2 Report – M+J

☐ Coordinating Partner ☐ Providing Partner

Grant Number:

Grant Amount:

Agency Name:

Address:

Please note the following report periods and corresponding due dates:

Reports	Due Date
Q2 Report: May 16th-Aug 15	Aug 25, 2012

City/State/Zip:

Telephone:

Fax:

Prepared By:

Title:

Please submit the original and two copies of this report in its entirety to:

(Lead Agency - please insert contact information here)

DAKI0063184

NRI FY12 Q2 REPORT – M+J

Please answer all questions thoroughly but limit your narrative responses to three-five pages maximum for the entire report.
(This does not include the requested attachments.)

PERSONNEL

1) List any personnel changes that took place during this reporting period, including any staff hired (full name, date filled and date of background check).

2) Provide the following information regarding the number of staff and youth hired:

   - Total number of Lead Coordinators hired during this reporting period. _____

     Name of Lead Coordinator 1: _____
     Name of Lead Coordinator 2: _____
     Name of Lead Coordinator 3: _____

   - Total number of Coordinator Mentors actively employed during this reporting period. _____

   - Total number of youth hired during this reporting period. _____

   - Final number of youth actively employed in the program during this reporting period. _____

   - Total number of youth terminated/and or dropped out during the this reporting period._____

NRI PROGRAM IMPLEMENTATION

1. Describe major accomplishments during this period.

2. Did your agency personnel attend all required M+J trainings? If not, indicate which trainings were missed and how the training void will be filled.

3. List dates of meetings you had with your Lead Agency and/or partners during this reporting period. Provide a brief description of major topics discussed.

4. What types of community events did your youth attend to conduct outreach? (Please describe type of event, location and purpose.)

DAKI0063185

NRI FY12 Q2 REPORT – M+J

NRI PROGRAM IMPLEMENTATION (CONTINUED)

5. What did your agency do to increase awareness of NRI and the M+J component?

6. Describe any changes that you have made to your recruiting process for youth, lead coordinators and mentor coordinators for Year 2?

7. What is the total number of youth participants that completed pre-surveys. If number is different from total number of participants enrolled, please indicate reasons for not completing surveys.

8. Was all participant, service and assessment data entered into the data system as directed? If not, please provide reason why and when all data will be entered.

9. What did your agency do to ensure clear communication among the team (administrative coordinators, lead coordinators, and mentor coordinators) and agencies (lead agency and providing partner)?

DAKI0063186

NRI FY12 Q2 REPORT – M+I

BARRIERS/CHALLENGES

1. Describe any barriers or challenges that you encountered during this report period.

DAKI0063187

ATTACHMENTS

Please include the following attachments with this report:

Printed Materials

Please attach one copy of all materials printed during this report period in whole or in part with funds provided by this grant.

- Brochures, pamphlets
- Public Service Announcements/Public Education Activities
  Any developed or broadcast within this report period
- Print media
  Coverage of the IVPA funded program

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Note: All printed material funded in whole or in part with funds provided by the IVPA must be submitted to the IVPA. As required by the Grant Agreement, the following disclaimer must appear on all printed materials:

> ***Funding for this material was provided through the Illinois Violence Prevention Authority. The views and statements expressed herein do not necessarily reflect the views and opinions of IVPA.***

DAKI0063188

Missing Program Report

Inbox x

Jaime Arteaga jarteaga@enlacechicago.org Jun 27

to Marilyn, me

Marilyn,

Attached is the outstanding program report. All program reports listed in the document you sent have been submitted. Please email me if there are any further issues or if there is anything we can support with. thank you!

NRI FY 11 1st Quarter Report Form(Chicago-LP) Mentoring Plus Jobs.docx
218K View Download

Boomerang for Gmail - Schedule your Messages

Jackson, Marilyn D. Marilyn.D.Jackson@illinois.gov Jun 28

to Jaime, me

Jaime,

Thank you for your quick response to my request. I appreciate you and all that you do.

Marilyn

From: Jaime Arteaga [mailto:jarteaga@enlacechicago.org]
Sent: Wednesday, June 27, 2012 8:48 PM
To: Jackson, Marilyn D.
Cc: Ruben Salas
Subject: Missing Program Report

Boomerang for Gmail - Schedule your Messages

Ruben Salas rsalas@enlacechicago.org Jun 28

to Marilyn

Buen Trabajo Jaime.

On Thu, Jun 28, 2012 at 8:25 AM, Jackson, Marilyn D. <Marilyn.D.Jackson@illinois.gov> wrote:

Jaime,

Thank you for your quick response to my request. I appreciate you and all that you do.

Marilyn

From: Jaime Arteaga [mailto:jarteaga@enlacechicago.org]
Sent: Wednesday, June 27, 2012 8:48 PM
To: Jackson, Marilyn D.
Cc: Ruben Salas
Subject: Missing Program Report

Marilyn,

Attached is the outstanding program report. All program reports listed in the document you sent have been submitted. Please email me if there are any further issues or if there is anything we can support with. thank you!

--
Jaime Arteaga
Neighborhood Recovery Initiative
Enlace Chicago

2329 S. Troy, 2nd Floor

Chicago, 60623
773.964.9763
jarteaga@enlacechicago.org

--
Thank You

Ruben Salas
Controller
Enlace Chicago
2756 S. Harding Ave
Chicago, IL 60623
Tel. (773) 542-9233
Mobile: [redacted]
rsalas@enlacechicago.org
Please consider the environment before printing this e-mail.

Visit our website at www.enlacechicago.org

Enlace Chicago is dedicated to making a positive difference in the lives of the residents of the Little Village Community by fostering a physically safe and healthy environment in which to live and by championing opportunities for educational advancement and economic development.
Boomerang for Gmail - Schedule your Messages

Jaime Arteaga 9:58 AM (8 hours ago)

to me

NRI FY 11 1st Quarter Report Form(Chicago-LP) Mentoring Plus Jobs.docx
218K View Download

Signed Lead Agency Amendment

inbox x

Cornelious, Jamal Jamal.Cornelious@illinois.gov Jun 28

to Jaime, me, Mike, Denise

Good afternoon,

According to our records, we have not received the signed Lead Agency Amendment (contract) for Enlace Chicago. Please let me know if this document has already been sent and when we should expect delivery. If you have not sent the signed amendment to IVPA please deliver it no later than 12:00pm tomorrow 6/29/12.

Thank you,

Jamal Cornelious

NRI Program Developer

Illinois Violence Prevention Authority

100 West Randolph Room 4-750

People (4)
Jaime Arteaga
jarteaga@enlacechicago.org
Recent photos

Show details

DAKI0063192

Chicago, IL 60601

Ph: 312-814-3398

Fax: 312-814-8259

www.ivpa.org

Boomerang for Gmail - Schedule your Messages

Jaime Arteaga jarteaga@enlacechicago.org Jun 28

to Jamal, me, Mike, Denise

Good afternoon Jamal,

I hope you and all IVPA staff are keeping cool and well hydrated on this super hot day. The signed extensions were mailed out on Thursday June 21 by Enlace Chicago's executive director.

If you have not received them by tomorrow morning, we will have the ED sign another 4 copies (as originals are needed) and drop them off.

Jaime Arteaga

Boomerang for Gmail - Schedule your Messages

Cornelious, Jamal Jamal.Cornelious@illinois.gov Jun 28

DAKI0063193

to Jaime, me, Mike, Denise

Jaime,

Thank you for the update. As long as you have already submitted them, there is no need for you to duplicate your efforts. Thank you for being thorough and I hope your staff is keeping cool as well.

Best regards,

Jamal Cornelious

NRI Program Developer

Illinois Violence Prevention Authority

100 West Randolph Room 4-750

Chicago, IL 60601

Ph: 312-814-3398

Fax: 312-814-8259

www.ivpa.org

DAKI0063194

From: Jaime Arteaga [mailto:jarteaga@enlacechicago.org]
Sent: Thursday, June 28, 2012 1:48 PM
To: Cornelious, Jamal
Cc: Ruben Salas; Mike Rodriguez; Barnett, Denise
Subject: Re: Signed Lead Agency Amendment

Boomerang for Gmail - Schedule your Messages

Jaime Arteaga jarteaga@enlacechicago.org Jun 28

to me

Ruben,

can you print out 4 copies of the extension and leave them for Mike to sign. I do not have a car so I will have to figure out how to get them downtown tomorrow if Jamal does not receive them by tomorrow.

Boomerang for Gmail - Schedule your Messages

Jaime Arteaga 9:57 AM (7 hours ago)

to me

Boomerang for Gmail - Schedule your Messages

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DAKI0063195

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What's New

DAKI0063196

Nora Dunlop <ndunlop@enlacechicago.org>

AMC FY Q3 Report & Reallocation Form

Ruben Salas <rsalas@enlacechicago.org> Fri, Sep 21, 2012 at 3:57 PM
To: Nora Dunlop <ndunlop@enlacechicago.org>

---------- Forwarded message ----------
From: **Jaime Arteaga** <jarteaga@enlacechicago.org>
Date: Fri, Sep 21, 2012 at 9:59 AM
Subject: Fwd: AMC FY Q3 Report & Reallocation Form
To: Ruben Salas <rsalas@enlacechicago.org>

---------- Forwarded message ----------
From: **Cornelious, Jamal** <Jamal.Cornelious@illinois.gov>
Date: Tue, Apr 17, 2012 at 11:34 AM
Subject: AMC FY Q3 Report & Reallocation Form
To: Jaime Arteaga <jarteaga@enlacechicago.org>
Cc: Nora Dunlop <ndunlop@enlacechicago.org>, Ruben Salas <rsalas@enlacechicago.org>

Jaime,

Per my email below, the revised Q3 Closeout for Alivio Medical Center was due to IVPA on April 12, 2012. As of today April 17, 2012 we have not received. This document is past due and is causing a continued delay the FY11closeout process. Let me know when you expect to have this report turned in to IVPA.

Regards,

Jamal Cornelious

NRI Program Developer

Illinois Violence Prevention Authority

100 West Randolph Room 4-750

Chicago, IL 60601

Ph: 312-814-3398

Fax: 312-814-8259

DAKI0063197

www.ivpa.org

From: Cornelious, Jamal
Sent: Monday, April 09, 2012 4:23 PM
To: 'Jaime Arteaga'
Cc: Nora Dunlop; Ruben Salas
Subject: RE: AMC FY Q3 Report & Reallocation Form

Jaime,

The reallocation request for Alivio is being processed. In anticipation of the reallocation being approved, please have Alivio complete and submit a revised Q3 Closeout Report showing the revised budget from the reallocation as the Last Approved Budget. This revised report is due to IVPA by 2:00pm on Thursday, April 12, 2012. Contact me if you have any questions.

Regards,

Jamal Cornelious

NRI Program Developer

Illinois Violence Prevention Authority

100 West Randolph Room 4-750

Chicago, IL 60601

Ph: 312-814-3398

Fax: 312-814-8259

www.ivpa.org

From: Jaime Arteaga [mailto:jarteaga@enlacechicago.org]
Sent: Thursday, April 05, 2012 3:57 PM
To: Cornelious, Jamal
Cc: Nora Dunlop; Ruben Salas
Subject: AMC FY Q3 Report & Reallocation Form

Jamal,

DAKI0063198

Attached are both the fiscal report and reallocation form for Alivio Medical Center. Their reallocation request is for $1,684.10 and were included in the original reallocation request with the assessments and sofa.

The one question we had was in regards to liability insurance, the request $725.90 to cover that expense but it is not a line in the budget. When we discussed at Enlace we could understand how running these groups might increase their premium and as such did not find it unreasonable but we would defer to your judgement in this regard.

--
Jaime Arteaga
Neighborhood Recovery Initiative
Enlace Chicago

2329 S. Troy, 2nd Floor

Chicago, 60623
773.964.9763
jarteaga@enlacechicago.org

--
Jaime Arteaga
Neighborhood Recovery Initiative
Enlace Chicago
2329 S. Troy, 2nd Floor
Chicago, 60623
773.964.9763
jarteaga@enlacechicago.org

--
Thank You

Ruben Salas
Controller
Enlace Chicago
2756 S. Harding Ave
Chicago, IL 60623
Tel. (773) 542-9233
Mobile: [redacted]
rsalas@enlacechicago.org
Please consider the environment before printing this e-mail.

Visit our website at www.enlacechicago.org

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Alivio SBC Conversation

Inbox x

Jaime Arteaga jarteaga@enlacechicago.org Apr 29

to Lorri, Jamal, Mashana, Michael, Nora, me, Freddie

Lorri,

are we going to have a phone call to discuss the issues and concerns you raised during our conference call in March.

Boomerang for Gmail - Schedule your Messages

Jenkins, Lorri Lorri.Jenkins@illinois.gov Apr 30

to Jaime, Jamal, Mashana, Michael, Nora, me, Freddie

Good morning,

I've always been amenable to the discussion with Freddie and Alivio. I initially asked the you and your team coordinate the call on your end and I would coordinate on ours. Give me 3 dates/times that work and I will follow up.

Thanks!

Lorri

Lorri Jenkins

NRI Program Director

Illinois Violence Prevention Authority (IVPA)

100 W. Randolph Street

Suite 4-750

Chicago, Illinois 60601

312 814 8247 DL

lorri.jenkins@illinois.gov

From: Jaime Arteaga [mailto:jarteaga@enlacechicago.org]
Sent: Sunday, April 29, 2012 8:47 PM
To: Jenkins, Lorri; Cornelious, Jamal; Mashana Smith
Cc: Michael Rodriguez; Nora Dunlop; Ruben Salas; Freddie Taborda
Subject: Alivio SBC Conversation

Boomerang for Gmail - Schedule your Messages

Jaime Arteaga jarteaga@enlacechicago.org Apr 30

to Lorri, Jamal, Mashana, Michael, Nora, me, Freddie

Lorri,

I was merely inquiring as to if the conversation was going to take place and have sent dates and times in twice already.

I will email you dates and times this afternoon.

Boomerang for Gmail - Schedule your Messages

Jaime Arteaga 9:59 AM (7 hours ago)

to me

---------- Forwarded message ----------
From: **Jaime Arteaga** <jarteaga@enlacechicago.org>
Date: Mon, Apr 30, 2012 at 9:26 AM
Subject: Re: Alivio SBC Conversation
To: "Jenkins, Lorri" <Lorri.Jenkins@illinois.gov>
Cc: "Cornelious, Jamal" <Jamal.Cornelious@illinois.gov>, Mashana Smith

<nlsconsultinginc@yahoo.com>, Michael Rodriguez <mrodriguez@enlacechicago.org>, Nora Dunlop <ndunlop@enlacechicago.org>, Ruben Salas <rsalas@enlacechicago.org>, Freddie Taborda <ftaborda@aliviomedicalcenter.org>

Lorri,

I was merely inquiring as to if the conversation was going to take place and have sent dates and times in twice already.

I will email you dates and times this afternoon.

Jaime

On Mon, Apr 30, 2012 at 8:16 AM, Jenkins, Lorri <Lorri.Jenkins@illinois.gov> wrote:

Good morning,

I've always been amenable to the discussion with Freddie and Alivio. I initially asked the you and your team coordinate the call on your end and I would coordinate on ours. Give me 3 dates/times that work and I will follow up.

Thanks!

Lorri

Lorri Jenkins

NRI Program Director

Illinois Violence Prevention Authority (IVPA)

100 W. Randolph Street

Suite 4-750

Chicago, Illinois 60601

312 814 8247 DL

lorri.jenkins@illinois.gov

From: Jaime Arteaga [mailto:jarteaga@enlacechicago.org]
Sent: Sunday, April 29, 2012 8:47 PM
To: Jenkins, Lorri; Cornelious, Jamal; Mashana Smith
Cc: Michael Rodriguez; Nora Dunlop; Ruben Salas; Freddie Taborda
Subject: Alivio SBC Conversation

Lorri,

are we going to have a phone call to discuss the issues and concerns you raised during our conference call in March.

--
Jaime Arteaga
Neighborhood Recovery Initiative
Enlace Chicago

2329 S. Troy, 2nd Floor

Chicago, 60623
773.964.9763
jarteaga@enlacechicago.org

--
Jaime Arteaga
Neighborhood Recovery Initiative
Enlace Chicago
2329 S. Troy, 2nd Floor
Chicago, 60623
773.964.9763
jarteaga@enlacechicago.org

--
Jaime Arteaga
Neighborhood Recovery Initiative
Enlace Chicago

Forwarded message ----------
From: **Jaime Arteaga** <jarteaga@enlacechicago.org>
Date: Thu, Mar 29, 2012 at 4:45 PM
Subject: Re: Returning Phone Call/Alivio
To: "Jenkins, Lorri" <Lorri.Jenkins@illinois.gov>
Cc: "Cornelious, Jamal" <Jamal.Cornelious@illinois.gov>, Ruben Salas <rsalas@enlacechicago.org>, Nora Dunlop <ndunlop@enlacechicago.org>, Katheryn Saclarides <ksaclarides@enlacechicago.org>

Lorri,

The following dates look good on our end for the phone conversation: Wednesday March 4 at 10am, Thursday March 5 at 3pm and Monday March 9 at 11am. On the call will be Kathryn, Ruben, Freddie and myself.

I also just spoke to the fiscal person at Alivio and they are waiting for a signature so that we can review the closeout report and get it to you.

Jaime Arteaga

On Wed, Mar 28, 2012 at 10:16 AM, Jenkins, Lorri <Lorri.Jenkins@illinois.gov> wrote:

Hi Jaime,

Sorry I missed your call. I was in a meeting by the time you tried to reach me. I also tried to reach out to you this morning but your phone indicates that the call cannot be completed. At any rate, I just wanted to request that you reach out to Freddie Taborda at Alivio to let him know that we need their signed reallocation, without the additional services and couch purchase, in our office no later than 4:00 pm on Thursday, March 29th. Freddie has requested an opportunity to discuss the denial of their reallocation, which is fine. However I'm not sure that he understands that the discussion doesn't change the decision, which is evidenced in his last communication to me and we have not received their reallocation as requested.

Regarding his request for discussion, please coordinate with Freddie and your team (Rueben and Katya) and provide 3 dates and times available for the discussion. I will coordinate the NRI team on our side.

Thank you!

Lorri

Lorri Jenkins

NRI Program Director

Illinois Violence Prevention Authority (IVPA)

100 W. Randolph Street

Suite 4-750

Chicago, Illinois 60601

312 814 8247 DL

lorri.jenkins@illinois.gov

From: Jaime Arteaga [mailto:jarteaga@enlacechicago.org]
Sent: Tuesday, March 27, 2012 4:49 PM
To: Jenkins, Lorri
Cc: Cornelious, Jamal; Ruben Salas; Nora Dunlop
Subject: Returning Phone Call

Hey Lorri,

I am sorry I missed your phone call this afternoon. I gave you a ring back but missed you. Is there something you need me to do on our end or a document you need me to get you? Feel free to give me a ring or I will try you in the morning tomorrow.

Thanks Jaime!

Lorri Jenkins

NRI Program Director

Illinois Violence Prevention Authority (IVPA)

100 W. Randolph Street

Suite 4-750

Chicago, Illinois 60601

312 814 8247 DL

lorri.jenkins@illinois.gov

From: Jaime Arteaga [mailto:jarteaga@enlacechicago.org]
Sent: Wednesday, March 28, 2012 10:26 AM

To: Jenkins, Lorri
Cc: Cornelious, Jamal; Ruben Salas; Nora Dunlop
Subject: Re: Returning Phone Call/Alivio

Boomerang for Gmail - Schedule your Messages

Jaime Arteaga jarteaga@enlacechicago.org Mar 29

to **Katheryn**, Lorri, Jamal, me, Nora

Lorri,

The following dates look good on our end for the phone conversation: Wednesday March 4 at 10am, Thursday March 5 at 3pm and Monday March 9 at 11am. On the call will be Kathryn, Ruben, Freddie and myself.

I also just spoke to the fiscal person at Alivio and they are waiting for a signature so that we can review the closeout report and get it to you.

Boomerang for Gmail - Schedule your Messages

Ruben Salas rsalas@enlacechicago.org Mar 30

to Jaime

Jaime

You wrote March instead of April.

--

Thank You

Ruben Salas
Controller
Enlace Chicago
2756 S. Harding Ave
Chicago, IL 60623
Tel. (773) 542-9233
Mobile: [redacted]
rsalas@enlacechicago.org
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Boomerang for Gmail - Schedule your Messages

Jaime Arteaga jarteaga@enlacechicago.org Mar 30

to Lorri, Janal, me, Nora, Katheryn

Lorri,

the dates I sent in the previous email regarding times that work for us for a conference are for April and obviously not March.

Boomerang for Gmail - Schedule your Messages

Jaime Arteaga jarteaga@enlacechicago.org Mar 30

to me

Thanks!

Boomerang for Gmail - Schedule your Messages

Jenkins, Lorri Lorri.Jenkins@illinois.gov Apr 2

to **Mashana**, Jaime, Jamal, me, Nora, Katheryn

Hi Jaime,

Sorry for the delayed response; I have been in back to back meetings Friday and today. Unfortunately, we will need to look at dates starting next Tuesday due to scheduling issues on our end. I apologize for the inconvenience. Will you please reach out to your team again for new dates?

Thanks!

Lorri

Lorri Jenkins

NRI Program Director

Illinois Violence Prevention Authority (IVPA)

100 W. Randolph Street

Suite 4-750

Chicago, Illinois 60601

312 814 8247 DI.

lorri.jenkins@illinois.gov

From: Jaime Arteaga [mailto:jarteaga@enlacechicago.org]
Sent: Friday, March 30, 2012 10:44 AM
To: Jenkins, Lorri
Cc: Cornelious, Jamal; Ruben Salas; Nora Dunlop; Katheryn Saclarides

Subject: Re: Returning Phone Call/Alivio

Lorri,

Boomerang for Gmail - Schedule your Messages

Jaime Arteaga jarteaga@enlacechicago.org Apr 10

to Lorri, Jamal, me, Nora, Katheryn, Mashana

Lorri,

This Thursday April 12th from 930-10am works or from 12pm-1pm, Tuesday April 17th from 12pm-3pm is open Friday April 20th 9am-12pm is open and Monday April 23rd in the morning is open as well.

VIII

Fwd: FW: Report

Inbox x

Jaime Arteaga 9:58 AM (7 hours ago)

to me

---------- Forwarded message ----------
From: **Jaime Arteaga** <jarteaga@enlacechicago.org>
Date: Fri, Jun 8, 2012 at 12:40 PM
Subject: Re: FW: Report
To: Freddie Taborda <ftaborda@aliviomedicalcenter.org>, "Smith, Mashana <MaSmith@luriechildrens.org> (MaSmith@luriechildrens.org)" <MaSmith@luriechildrens.org>

Mashana,

The summer plan for both SBC partners were submitted with the FY13 renewal package. IVPA would not consider the applications complete without the summer plans.

I am not sure what happens to the paperwork once it gets to the ivpa but I do have documentation proving that the renewal packages were submitted on time.

Enlace, Alivio and Project Vida have already met regarding summer programming and supporting each other this summer.

Jaime

T-Mobile. America's First Nationwide 4G Network

Freddie Taborda <ftaborda@aliviomedicalcenter.org> wrote:

>Hi Mashana:
> Alivio submitted the Summer Intervention Plan back in April. I spoke today with Jaime Arteaga, the Lead Agency Coordinator from Enlace who personally delivered all the required documents to IVPA/NRI.
>I am including in this email an electronic copy of the Summer Plan Intervention that we developed back then for your review.
>Please let me know if you have any comments about our Summer Plan. Thanks
>
>Freddie
>

>Dr. Freddie Taborda
>Behavioral Health Coordinator
>Alivio Medical Center
>
>From: Bill Brown
>Sent: Friday, June 08, 2012 12:20 PM
>To: Freddie Taborda
>Subject: FW: Report
>
>Freddie,
>
>This is what was sent to Enlace. The SBC Summer Intervention Plan was included in the submission.
>
>Bill
>
>From: Bill Brown
>Sent: Monday, April 30, 2012 11:58 AM
>To: Jaime Arteaga (jarteaga@enlacechicago.org<mailto:jarteaga@enlacechicago.org>)
>Cc: Ruben Salas (rsalas@enlacechicago.org<mailto:rsalas@enlacechicago.org>)
>Subject: FW: Report
>
>
>Hey Jaime,
>
>Attached, please find our submission of the required documents for the FY13 NRI / SBC grant.
>
>Should you have any questions, please contact me immediately.
>
>Thanks!
>Bill Brown
>(312) 829-6334
>
>
>From: Freddie Taborda
>Sent: Thursday, April 26, 2012 5:05 PM
>To: Bill Brown
>Subject: Report
>
>Hi Bill:
> Here it is the report as well as the summer plan
>
>Freddie

IX

Fwd: SBC Performance Review for Project Vida

Inbox x

Jaime Arteaga 9:58 AM (7 hours ago)

to me

---------- Forwarded message ----------
From: **Smith, Mashana** <MaSmith@luriechildrens.org>
Date: Mon, May 14, 2012 at 7:30 AM
Subject: SBC Performance Review for Project Vida
To: "ftaborda@aliviomedicalcenter.org" <ftaborda@aliviomedicalcenter.org>, "jarteaga@enlacechicago.org" <jarteaga@enlacechicago.org>
Cc: "Barbara.Shaw@Illinois.gov" <Barbara.Shaw@illinois.gov>

People (2)
Jaime Arteaga
jarteaga@enlacechicago.org
Recent photos

Hi All:

I apologize for not sending this request as a meeting request, but my Outlook is not allowing me to do so this morning.

We are still in need of our SBC Performance Review for Project Vida. As you may know, NRI SBC Performance reviews are an opportunity to review the service data to date (e.g., Year I, Oct-Dec and Jan-March). Specifically, service data is reviewed for universal, Tier II and individual counseling services. In addition to yourselves as Lead Agency Project Coordinator and SBC Project Coordinator, we also request that you coordinate with the Project Vida ED and clinician to arrange for them to be in attendance as well. After coordinating with all persons involved, if you can let us know if everyone is available to meet Tuesday, May 22nd at 2:30 at IVPA (100 W. Randolph, 4th Floor), that would be great. Please let me know. Thanks in advance.

Show details

Mashana L. Smith, Ph.D.
Community-Linked Mental Health Services
Department of Child and Adolescent Psychiatry
Children's Memorial Hospital
312.227.8359
masmith@childrensmemorial.org

Boomerang for Gmail - Schedule your Messages

Ruben Salas rsalas@enlacechicago.org 1:59 PM (3 hours ago)

to Nora

---------- Forwarded message ----------
From: **Jaime Arteaga** <jarteaga@enlacechicago.org>
Date: Fri, Sep 21, 2012 at 9:58 AM
Subject: Fwd: SBC Performance Review for Project Vida
To: Ruben Salas <rsalas@enlacechicago.org>

---------- Forwarded message ----------
From: **Smith, Mashana** <MaSmith@luriechildrens.org>
Date: Mon, May 14, 2012 at 7:30 AM
Subject: SBC Performance Review for Project Vida
To: "ftaborda@aliviomedicalcenter.org" <ftaborda@aliviomedicalcenter.org>, "jarteaga@enlacechicago.org" <jarteaga@enlacechicago.org>
Cc: "Barbara.Shaw@Illinois.gov" <Barbara.Shaw@illinois.gov>

Hi All:

I apologize for not sending this request as a meeting request, but my Outlook is not allowing me to do so this morning.

We are still in need of our SBC Performance Review for Project Vida. As you may know, NRI SBC Performance reviews are an opportunity to review the service data to date (e.g., Year I, Oct-Dec and Jan-March). Specifically, service data is reviewed for universal, Tier II and individual counseling services. In addition to yourselves as Lead Agency Project Coordinator and SBC Project Coordinator, we also request that you coordinate with the Project Vida ED and clinician to arrange for them to be in attendance as well. After coordinating with all persons involved, if you can let us know if everyone is available to meet Tuesday, May 22nd at 2:30 at IVPA (100 W. Randolph, 4th Floor), that

would be great. Please let me know. Thanks in advance.

Mashana L. Smith, Ph.D.
Community-Linked Mental Health Services
Department of Child and Adolescent Psychiatry
Children's Memorial Hospital
312.227.8359
masmith@childrensmemorial.org

--

Jaime Arteaga
Neighborhood Recovery Initiative
Enlace Chicago
2329 S. Troy, 2nd Floor
Chicago, 60623
773.964.9763
jarteaga@enlacechicago.org

--

Thank You

Ruben Salas
Controller
Enlace Chicago
2756 S. Harding Ave
Chicago, IL 60623
Tel. (773) 542-9233
Mobile: [redacted]
rsalas@enlacechicago.org
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Click here to Reply or Forward

NRI, Update and Next Steps.

Inbox x

Nora Dunlop ndunlop@enlacechicago.org Mar 21

to d.mendoza, me, Jaime

Hi, Diana-

Thanks so much for coming to the meeting today- it was a pleasure to meet you.

To recap what has happened:

IVPA had concerns about IDPL paying participants in the M+J project with stipends rather than hourly employees. They requested that we collect any backing documentation on these payments from IDPL. We received 3 emails with pdfs of check stubs, cleared checks, timesheets, and check requests. We requested a General Ledger on these payments and received that, too. These items were forwarded to IVPA.

On Tuesday, we received an email from Jamal at IVPA stating concerns about these documents- specifically concerns that that documentation didn't produce sufficient explanation or justification about how the costs were charged, or that the youth paid were actually M + J participants. IVPA requested all supporting documentation (payroll records, database records, and intake forms) by March 22. Jaime relayed this information to IDPL, in that Enlace wanted to let IDPL know about the request and timeline.

On Wednesday morning, we had an email from Barbara at IVPA stating that the previous email might have suggested that IVPA had already reached conclusions, but IVPA was still only in the exploratory stage- thus, the request for more information.

At 11am on Wednesday Enlace hosted a meeting with the NRI partners to go over concerns about fiscal reporting and suggestions for how to move forward and resolve these issues.

After the meeting, Enlace (myself, Jaime, and Ruben Salas), met with Diana and Clara to go over the request for documentation. I shared the concern that on the pdf copies of the check requests for youth stipends, the documents state "Escalera," which could easily be interpreted as payment for the Escalera progam, which is, to my understanding, not the same as the M + J program. You then stated that those copies were the wrong documentation.

Our next steps are for IDPL to provide Enlace the correct documentation for youth payments (check requests, stubs, GL, etc), the intake forms, database reports, and all payroll records for the NRI project. We have requested these items by 9am Friday, March 23, at the latest. Enlace will review and then present the documentation to IVPA for them to review.

Please let me know if you have any questions about the above.

More soon,

Boomerang for Gmail - Schedule your Messages

Jaime Arteaga 10:18 AM (7 hours ago)

to me

---------- Forwarded message ----------
From: **Nora Dunlop** <ndunlop@enlacechicago.org>
Date: Wed, Mar 21, 2012 at 4:08 PM
Subject: NRI, Update and Next Steps.
To: d.mendoza@idpl.org
Cc: Ruben Salas <rsalas@enlacechicago.org>, Jaime Arteaga <jarteaga@enlacechicago.org>

Hi, Diana-

Thanks so much for coming to the meeting today- it was a pleasure to meet you.

To recap what has happened:

IVPA had concerns about IDPL paying participants in the M+J project with stipends rather than hourly employees. They requested that we collect any backing documentation on these payments from IDPL. We received 3 emails with pdfs of check stubs, cleared checks, timesheets, and check requests. We requested a General Ledger on these payments and received that, too. These items were forwarded to IVPA.

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Please let me know if you have any questions about the above.

More soon,

--

Nora Dunlop
Chief Financial Officer, Enlace Chicago
Office: 773-542-9233 x.11
Mobile: [redacted]

2756 S. Harding
Chicago IL, 60623

Jaime Arteaga
Neighborhood Recovery Initiative
Enlace Chicago
2329 S. Troy, 2nd Floor
Chicago, 60623
773.964.9763
jarteaga@enlacechicago.org

Boomerang for Gmail - Schedule your Messages

IDPL Documentation

Inbox x

Jaime Arteaga jarteaga@enlacechicago.org Mar 23

to Jamal, me, Nora

Jamal,

Enlace Chicago just received the additional documentation we requested from IDPL at 1130am today. We have been reviewing it, will continue to do so and we have a meeting with another NRI partner Monday at 11am but should be contacting you Monday around 1pm. Thank you and please call if you have any questions.

Boomerang for Gmail - Schedule your Messages

Cornelious, Jamal Jamal.Cornelious@illinois.gov Mar 26

to Jaime, me, Nora

Thank you for the update Jaime.

Jamal Cornelious

NRI Program Developer

Illinois Violence Prevention Authority

100 West Randolph Room 4-750

Chicago, IL 60601

Ph: 312-814-3398

Fax: 312-814-8259

www.ivpa.org

From: Jaime Arteaga [mailto:jarteaga@enlacechicago.org]
Sent: Friday, March 23, 2012 4:49 PM
To: Cornelious, Jamal
Cc: Ruben Salas; Nora Dunlop
Subject: IDPL Documentation

Boomerang for Gmail - Schedule your Messages

Cornelious, Jamal Jamal.Cornelious@illinois.gov Mar 26

to Jaime, me, Nora

I just received your messages. Call me when you return from lunch.

Regards,

Jamal Cornelious

NRI Program Developer

Illinois Violence Prevention Authority

100 West Randolph Room 4-750

Chicago, IL 60601

Ph: 312-814-3398

Fax: 312-814-8259

www.ivpa.org

From: Jaime Arteaga [mailto:jarteaga@enlacechicago.org]
Sent: Friday, March 23, 2012 4:49 PM

To: Cornelious, Jamal
Cc: Ruben Salas; Nora Dunlop
Subject: IDPL Documentation

Jamal,

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--
Jaime Arteaga
Neighborhood Recovery Initiative
Enlace Chicago

2329 S. Troy, 2nd Floor

Chicago, 60623
773.964.9763
jarteaga@enlacechicago.org

Boomerang for Gmail - Schedule your Messages

Ruben Salas rsalas@enlacechicago.org Mar 26

to Jamal, Jaime, Nora

Jamal

Attached IDPL Consent Forms

On Mon, Mar 26, 2012 at 1:55 PM, Cornelious, Jamal <Jamal.Cornelious@illinois.gov> wrote:

I just received your messages. Call me when you return from lunch.

Regards,

Jamal Cornelious

NRI Program Developer

Illinois Violence Prevention Authority

100 West Randolph Room 4-750

Chicago, IL 60601

Ph: 312-814-3398

Fax: 312-814-8259

www.ivpa.org

From: Jaime Arteaga [mailto:jarteaga@enlacechicago.org]
Sent: Friday, March 23, 2012 4:49 PM
To: Cornelious, Jamal
Cc: Ruben Salas; Nora Dunlop
Subject: IDPL Documentation

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--

Jaime Arteaga
Neighborhood Recovery Initiative
Enlace Chicago

2329 S. Troy, 2nd Floor

Chicago, 60623
773.964.9763
jarteaga@enlacechicago.org

--
Thank You

Ruben Salas
Controller
Enlace Chicago
2756 S. Harding Ave
Chicago, IL 60623
Tel. (773) 542-9233
Mobile: [redacted]
rsalas@enlacechicago.org
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4 attachments — Download all attachments

Consent Forms.pdf
3725K View Download

Explaination of missing consent and intake forms.docx
13K View Download

M+J Intake and Consent Forms Year One.docx
71K View Download

NRI Consent Forms M+J 2.pdf
448K View Download

XII

Fiscal Procedures Meeting Follow-Up

Inbox x

Jaime Arteaga jarteaga@enlacechicago.org Apr 17

to Tiffany, major_seay, me

Tiffany & Major,

I hope all is well with you both. Ruben and I were wondering if you we could to walk through the forms that Ruben created and that you will need to report on for the upcoming fiscal report.

Please shoot us some times and dates in the next 2 weeks that would work.

Boomerang for Gmail - Schedule your Messages

Tiffany Okoniewski tokoniewski@ymcachicago.org Apr 17

to **Major**, Jaime, me

Jaime,

I am on vacation from April 25 thru May 14th. I would not be able to meet until I come back. Could we please set something up for the week of May 14th?

Please let me know. Thanks

Tiffany Okoniewski
Business Manager
Ph: (312) 932-1345
Fax: (312) 447-7614

From: Jaime Arteaga [jarteaga@enlacechicago.org]
Sent: Tuesday, April 17, 2012 1:58 PM
To: Tiffany Okoniewski; Major Seay
Cc: Ruben Salas
Subject: Fiscal Procedures Meeting Follow-Up

The Y: We're for youth development, healthy living and social responsibility.
Boomerang for Gmail - Schedule your Messages

Ruben Salas rsalas@enlacechicago.org Apr 19

to Jaime

Jaime

Just to confirm, Are the partner's expense reports due on May 15th? If so, the meeting with Tiffany and Major taking place on the 14th will be too late.

Thank You

Ruben Salas
Controller
Enlace Chicago
2756 S. Harding Ave
Chicago, IL 60623
Tel. (773) 542-9233
Mobile: [redacted]
rsalas@enlacechicago.org
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Boomerang for Gmail - Schedule your Messages

Jaime Arteaga jarteaga@enlacechicago.org Apr 19

to me

The report is due the 21st to us.

Boomerang for Gmail - Schedule your Messages

Ruben Salas rsalas@enlacechicago.org Apr 19

to Tiffany, Jaime, Major, bcc: Nora

Hello everyone

How about this date? May 16th at 10:00 AM to 12:00 PM, we'll need 1.5 to 2 hrs. Let me know if it works for you.

Boomerang for Gmail - Schedule your Messages

Tiffany Okoniewski tokoniewski@ymcachicago.org Apr 19

to me, Jaime, Major

This date works for me.

Tiffany Okoniewski
Business Manager
Ph: (312) 932-1345
Fax: (312) 447-7614

From: Ruben Salas [rsalas@enlacechicago.org]
Sent: Thursday, April 19, 2012 4:08 PM
To: Tiffany Okoniewski
Cc: Jaime Arteaga; Major Seay
Subject: Re: Fiscal Procedures Meeting Follow-Up

Boomerang for Gmail - Schedule your Messages

Jaime Arteaga jarteaga@enlacechicago.org Apr 20

to Tiffany, me, Major

Where shall we meet?

Boomerang for Gmail - Schedule your Messages

Ruben Salas rsalas@enlacechicago.org Apr 20

to Jaime, Tiffany, Major

It makes sense to meet at Tiffany's office, just send us the address.

Boomerang for Gmail - Schedule your Messages

Major Seay mseay@ymcachicago.org Apr 20

to me, Jaime, Tiffany

Hello everyone,

YSIP's address is 1608 W. 21st Place. It is one block north of Cermak, on Ashland. The entrance is on 21st place—the building is right off of the alley. Looking forward to seeing everyone on the 16th.

Maj

From: Ruben Salas [mailto:rsalas@enlacechicago.org]
Sent: Friday, April 20, 2012 2:51 PM
To: Jaime Arteaga
Cc: Tiffany Okoniewski; Major Seay

Boomerang for Gmail - Schedule your Messages

Tiffany Okoniewski tokoniewski@ymcachicago.org Apr 21

to me, Jaime, Major

Jaime,
Please let me know what I need to bring with to this meeting. Thanks

Tiffany Okoniewski
Business Manager
Ph: (312) 932-1345
Fax: (312) 447-7614

From: Ruben Salas [rsalas@enlacechicago.org]

Sent: Friday, April 20, 2012 2:51 PM
To: Jaime Arteaga
Cc: Tiffany Okoniewski; Major Seay

Boomerang for Gmail - Schedule your Messages

Ruben Salas rsalas@enlacechicago.org Apr 23

to Tiffany, Jaime, Major

Good Morning Tiffany

Just make sure that you have on your computer the accounting guidelines (1 excel and 1 word document) Jaime sent to you about a month ago. The purpose of the meeting is to broadly explain you the necessary steps we will be needing prior to submitting the quarterly expense reports.

Boomerang for Gmail - Schedule your Messages

Ruben Salas rsalas@enlacechicago.org May 15

to Tiffany, Jaime, Major

Tiffany and Major

I will be with at your office tomorrow at 10:00 AM.

Nora Dunlop <ndunlop@enlacechicago.org>

Lead Agency Documentation Review

3 messages

Cornelious, Jamal <Jamal.Cornelious@illinois.gov> Wed, Apr 4, 2012 at 4:39 PM
To: Mike Rodriguez <mrodriguez@enlacechicago.org>, Nora Dunlop <ndunlop@enlacechicago.org>, Jaime Arteaga <jarteaga@enlacechicago.org>, Ruben Salas <rsalas@enlacechicago.org>
Cc: "Barnett, Denise" <Denise.Barnett@illinois.gov>, "Jenkins, Lorri" <Lorri.Jenkins@illinois.gov>

Dear Enlace Chicago:

Your agency has been selected to provide documentation for certain expenses reported by your agency as Lead Agency for the quarter ending March 31, 2012 (Qtr 2). When you submit your quarterly report on April 15th, please provide supporting documents (payroll records/journals, cancelled checks, invoices, banks statements) that support the following expenses for the quarter:

- Payroll and Fringe
- Disbursements to subs
- Occupancy
- Contractual Services
- Equipment (furniture, computers, etc.)

I will be following normal procedure and will review your quarterly report for accuracy, etc. and will authorize the next payment once the report has been approved.

However, the quarterly report may subsequently need to be revised based on the documentation review, which may take longer than the quarterly report review process. For example if the documentation review reveals that a certain expense is not allowable or is not supported by the documentation, the quarterly report will need to be adjusted accordingly.

Let me know if you have any questions.

Thanks for your cooperation.

Jamal Cornelious

DAKI0063228

NRI Program Developer

Illinois Violence Prevention Authority

100 West Randolph Room 4-750

Chicago, IL 60601

Ph: 312-814-3398

Fax: 312-814-8259

www.ivpa.org

Nora Dunlop <ndunlop@enlacechicago.org> Thu, Apr 5, 2012 at 10:13 AM
To: Cinzia Lia <clia@enlacechicago.org>

---------- Forwarded message ----------
From: **Cornelious, Jamal** <Jamal.Cornelious@illinois.gov>
Date: Wed, Apr 4, 2012 at 4:39 PM
Subject: Lead Agency Documentation Review
To: Mike Rodriguez <mrodriguez@enlacechicago.org>, Nora Dunlop <ndunlop@enlacechicago.org>, Jaime Arteaga <jarteaga@enlacechicago.org>, Ruben Salas <rsalas@enlacechicago.org>
Cc: "Barnett, Denise" <Denise.Barnett@illinois.gov>, "Jenkins, Lorri" <Lorri.Jenkins@illinois.gov>

Dear Enlace Chicago:

Your agency has been selected to provide documentation for certain expenses reported by your agency as Lead Agency for the quarter ending March 31, 2012 (Qtr 2). When you submit your quarterly report on April 15th, please provide supporting documents (payroll records/journals, cancelled checks, invoices, banks statements) that support the following expenses for the quarter:

- Payroll and Fringe
- Disbursements to subs
- Occupancy
- Contractual Services
- Equipment (furniture, computers, etc.)

I will be following normal procedure and will review your quarterly report for accuracy, etc. and will authorize the next payment once the report has been approved.

DAKI0063229

XIV

NRI Fiscal & Program Reports

Inbox x

Jaime Arteaga jarteaga@enlacechicago.org May 3

to Matthew, Greg, major_seay, Bill, Karla, Clara, Fernando, Luis, Adrienne, me

Hey Everyone,

just a reminder that fiscal and program reports are due on May 21 with no exceptions. Please feel free to contact Ruben or myself should any issues arise.

Boomerang for Gmail - Schedule your Messages

Van Hyfte, Greg gvanhyfte@projectvida.org May 3

to **Mike**, **Amy**, Jaime, me

Jaime,
When would you and Ruben want to come meet with us again? Before the report is due would be helpful. Did you have any questions about our application? Let us know.
Thanks,
Greg

--

Greg Van Hyfte

Gregory J. Van Hyfte, MA, MA/HAP, RYT-500
Development and Capacity Building Associate
Project VIDA

"Project VIDA's mission is to improve quality of life and reduce health disparities in underserved communities by promoting self-empowerment and providing holistic health education and direct services"

Administrative Office:
4045 W. 26th St. 2nd Floor
Chicago, IL 60623
t (773) 522-4570
f (773) 522-4573
c [redacted]

gvanhyfte@projectvida.org
www.projectvida.org

Direct Services Office:
2659 S. Kedvale
Chicago, IL 60623
(773) 277-2291
Boomerang for Gmail - Schedule your Messages

Ruben Salas rsalas@enlacechicago.org May 4

to Van, Jaime, Mike, Amy

Good Morning Gregg

I am pretty much open in the Morning next week, preferably Monday or Tuesday at 9:00 AM. Let us know.

--

Thank You

Ruben Salas
Controller
Enlace Chicago
2756 S. Harding Ave
Chicago, IL 60623
Tel. (773) 542-9233
Mobile: [redacted]
rsalas@enlacechicago.org
Please consider the environment before printing this e-mail.

Visit our website at www.enlacechicago.org

Enlace Chicago is dedicated to making a positive difference in the lives of the residents of the Little Village Community by fostering a physically safe and healthy environment in which to live and by championing opportunities for educational advancement and economic development.
Boomerang for Gmail - Schedule your Messages

Van Hyfte, Greg gvanhyfte@projectvida.org May 8

to me, Jaime, Mike, Amy

This week is pretty full and I'll be out of town Thurs - Mon. Let's shoot for sometime next week - Wed or Thursday? We want to have ample time to prepare the reports well for 5/21 due date. Let us know. Thanks, Greg

Boomerang for Gmail - Schedule your Messages

Ruben Salas rsalas@enlacechicago.org May 8

to Van, Jaime, Mike, Amy

I suggest Tuesday the 15th, However in order to complete the quarter report it's imperative to have a full detail disclosure of the fringe benefit cost from Hectoen incurred on behalf of Project Vida.

Boomerang for Gmail - Schedule your Messages

Van Hyfte, Greg gvanhyfte@projectvida.org May 9

to me, Jaime, Mike, Amy

I am available on Tuesday the 15th between 11 and 2 or Wednesday between 10 and 5. What works for others? Mike? Since I'm heading out of town tomorrow, whatever you schedule with Mike while I'm out, I will try and be there for it. Please work with Mike directly about the fringe benefit information for the renewal budget. Thanks for the follow up Ruben. Greg

Boomerang for Gmail - Schedule your Messages

Baldwin, Amy abaldwin@projectvida.org May 10

to Van, me, Jaime, Mike

Wednesday after 3 works best for me. Also, will the narrative portion of the report be the same as last quarter?

Thanks,
Amy

--
Amy Baldwin, LSW, SSW
School-Based Clinician
Project VIDA, a Project for Life
www.projectvida.org

Direct Service Building:
2659 South Kedvale
Chicago, IL 60623

P::773/277.2291
F::773/277.3543

Prevention/Administrative Building:
4045 West 26th Street, 2nd Floor
Chicago, IL 60623
P::773/522.4570
F::773/522.4573

Boomerang for Gmail - Schedule your Messages

Jaime Arteaga 9:58 AM (7 hours ago)

to me

---------- Forwarded message ----------
From: **Jaime Arteaga** <jarteaga@enlacechicago.org>
Date: Thu, May 3, 2012 at 12:30 PM
Subject: NRI Fiscal & Program Reports
To: Matthew Buehler <[redacted]>, Greg VanHyfte <gvanhyfte@projectvida.org>, "<Major_Seay@ymcachgo.org>" <major_seay@ymcachgo.org>, Bill Brown <bbrown@aliviomedicalcenter.org>, Karla Rivera <k.rivera@idpl.org>, Clara Diaz <c.diaz@idpl.org>, Fernando Lopez <flopez@bgcc.org>, Luis Gutierrez <luis@latinospro.org>, Adrienne Lange <adrienne@latinospro.org>
Cc: Ruben Salas <rsalas@enlacechicago.org>

Hey Everyone,

just a reminder that fiscal and program reports are due on May 21 with no exceptions. Please feel free to contact Ruben or myself should any issues arise.

--
Jaime Arteaga
Neighborhood Recovery Initiative
Enlace Chicago
2329 S. Troy, 2nd Floor
Chicago, 60623
773.964.9763
jarteaga@enlacechicago.org

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Jaime Arteaga
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Boomerang for Gmail - Schedule your Messages

Ruben Salas rsalas@enlacechicago.org 2:07 PM (3 hours ago)

to **Nora**

Boomerang for Gmail - Schedule your Messages

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