From: Shaw, Barbara
To: Adam M. Alonso; Andre Hines; Angela Page; Angie Lobo; Anne Barclay; Aurora Cruz; Camille Odeh; Carlos Heredia; Carlos Nelson; Cheyenne Cochrane; Cory Mulddon; D. Braxton ; Dave Lyke; David Cassel; Denis Regnier; Don Patterson; Edgar Ramirez; Ephraim Eaddy; Georgette Greenlee-Finney; Gregory A. Dean Jr.; Harold T. Rice; Henry English; Howard Lathan; Izalia Short; Jaclin Davis; Jamie Arteaga; Jamiko Rose; Jason Ervin; Jennifer Artis; Jimi Orange; John Holton; Kanu Iheukumere; Kathryn Saclarides; Khaleelah Muhammad; Kristin Ogren; Latonya Lumpkin; Lisa M. Labiak; Mary Johnson; Michael Rodriguez; Monica Masana; Paul Naranjo; Peter Nicholson; Radhika Sharma Gordon; Rev. Michael Pfleger; Reverend JLMiller; Rodney C. Walker; Salim Al Nurridin (salnurridin@hcionline.org); Sharronne Ward; Shawn Reaves; Sheryl Holman; Susana Stoll; Talmadge Betts; Teresa Bentley; Tina Mangrum; Valencia Myles; Vickie Rivkin
Cc: Desai, Reshma; Jenkins, Lorri; Holmes, Michael
Subject: Important NRI Information
Date: Friday, January 28, 2011 4:58:36 PM
Importance: High

Greetings all. Please take note of the following important information about NRI:

1. Project Timeline: Due to the number of issues that need to be resolved in the subcontract budgets and the time it will take to resolve them, we need to change the timeline for the subcontracts and for your Lead Agency contract. The subcontracts will still be for 9 months, but will have a term of Feb. 16, 2011 through November 15, 2011. This weekend I will send revised boilerplate subcontracts for you to use in finalizing your contracts with the Coordinating and Providing Partners. Next week we will be sending subcontract and budget issues for you to work on with your partners. No subcontracts should be signed until we have resolved all issues and approved revised budgets and subcontracts.

   Relatedly, we need to extend your Lead Agency contract to November 15th. Therefore, we are cancelling and recalling the amendments that we sent out earlier this week in order to add the term extension (the amendments we sent earlier just increased the grant amount from ¼ of the budget to the full award). Please don't worry about having sufficient operating funds for the extra month. We will make sure that you have sufficient funds and will discuss this at the Lead Agency meeting. We're sorry for the inconvenience, but this is the most efficient way to do this in light of the need to adjust the timelines. **So, please disregard the amendments previously sent and use the ones that Reshma will send you today or Monday morning.** Please print out and sign three copies and send them back by Friday, February 4th and we will file them with the Comptroller immediately.

   This timeline change also means that the Mentoring Plus Jobs Administrative Coordinator needs to start on March 7th instead of in mid February.

2. Fiscal Accountability: Because of the high visibility of this Initiative and the importance of all agencies being accountable for these funds, the Governor's Office has requested that IVPA increase our verification and audit procedures. We will be auditing expense verification for a number of Lead Agencies and subcontracts on a sample basis each quarter. This underscores the importance of developing accurate budgets and maintaining complete records that document and substantiate your expenses. Please inform your Coordinating and Providing Partners about this and keep this in mind as you work with them in finalizing their budgets and as you prepare your quarterly fiscal reports.

3. Training and Launch of Services: Please keep in mind that there will be training provided to all staff hired for all components during the first weeks of the program, including training on use of the NRI data system, so direct service activity will not likely begin until about May 1st. At the next Lead Agency meeting we will provide a training timeline for all components as well as guidance on next steps once subcontracts have been executed, including guidance on how to handle background checks that reveal a background, guidance on selection of schools for the School-Based Counseling initiative, etc.

   There should be no outreach activity to schools or other agencies until subcontracts have been signed, contracts with CPS and other school districts have been finalized, and training on all components, other issues, and next steps has been provided. We know that you and your partners are eager to get started, but it is critical that everyone wait until we're really ready to launch.

All of these items and others will be discussed at the next Lead Agency meeting. Please don't forget to let us know asap your availability on the dates Lorri sent to you for the Lead Agency meeting.

We look forward to seeing you soon and we appreciate your flexibility and cooperation as we all work hard to get this Initiative up and running.

Thanks,
Barbara