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; Irving, Toni; Holmes, Michael; Weems, Malcolm; King, Barbara; Ortiz, Eulalia; Moffitt, Sara; Ratliff, Mary

Subject: Final NRI Subcontract Boilerplates

Date: Saturday, February 05, 2011 5:57:25 PM

Attachments:
M+J Coord Partner Subcontract (Chicago & Other) V2.docx
M+J Prov Partner Subcontract (Chicago & Other) V2.docx
M+J Coord Partner Subcontract (Suburbs) V2.docx
M+J ProvPartner Subcontract (Suburbs) V2.docx
PLAN Coord Partner Subcontract (Chicago & Other) V2.docx
PLAN Prov Partner Subcontract (Chicago & Other) V2.docx
PLAN Coord Partner Subcontract (Suburbs) V2.docx
PLAN Prov Partner Subcontract (Suburbs) V2.docx
Reentry Coord Partner Subcontract (City & Other) V2.docx
Reentry Prov Partner Subcontract (City & Other) V2.docx
Reentry Coord Partner Subcontract (Suburbs) V2.docx
Reentry Prov Partner Subcontract (Suburbs) V2.docx
SBC Coord Partner Subcontract (Chicago) V2.docx
SBC Prov Partner Subcontract (Chicago) V2.docx
SBC Coord Partner Subcontract (other) V2.docx
SBC Prov Partner Subcontract (Other) V2.docx
SBC Coord Partner Subcontract (suburbs) V2.docx
SBC Prov Partner Subcontract (suburbs) V2.docx

Importance: High

Greetings, all. **PLEASE USE THE ATTACHED REVISED SUBCONTRACTS WHEN DEVELOPING YOUR FINAL SUBCONTRACTS AND BUDGETS**, taking care to use the right ones. All of the attached final versions have "**V2**" at the end of the file name. With the exception of the School Based Counseling (SBC) Component, there are two sets for each component: Coordinating Partner and Provider Partner for City and Other (Other refers to Cicero and Maywood), and Coordinating Partner and Provider Partner for the Suburbs. The SBC Component has three sets of Coordinating Partner and Provider Partner subcontracts: one set for Chicago, one set for Other (Cicero and Maywood) and one set for the Suburbs.

The attached subcontracts ,with the exception of the PLAN subcontracts (see explanation below) have been revised to extend the term of the grant period for one month (consistent with the one month extension in your Lead Agency Agreement term), correct some omissions and formatting, and adjust payment schedules where necessary (PLAN subcontracts are the only ones with adjusted payment schedules**).** Highlights of the changes are as follows:

1. Term (Section IV)

   - The term for all subcontracts **except PLAN subcontracts** has been changed to February 16 – November 15.
   - The term for the PLAN subcontracts has been changed to April 1, 2011 – August 31, 2011 to reflect the later start date and earlier end date for this program.
   - Timelines for staff start dates, training and launch of component services (not included in the subcontracts) will be discussed again at the Lead Agency

meeting. Of special note:

- The M+J Admin/Coordinator should start on March 7, 2011 and will begin training that week.
- The Plan Admin/Coordinator and the PLAN Lead Coordinators start on April 11, 2011 and begin training that week
- Coordinators and service providers for the other two components (SBC and Reentry) may start anytime after Feb. 15th but **only once the subcontracts have been signed and executed.** From a training schedule standpoint, we are assuming that it will take a few weeks to staff up for these components (all project coordinators, counselors and case mangers hired). All staff need to be on board at all sites before training begins.
- In general, component trainings and program planning will take place in March and early April; data training will take place in the last two weeks of April, and launch of services begins May 1st.

2. Award (Section III)
   - The payment schedule for the PLAN component reflects two payments (instead of three) with the 2nd payment occurring after a two-month report has been received and approved. This is necessary because PLAN is a shorter program (18 weeks in City, and 16 weeks in Suburbs) and CPs need the 2nd payment earlier in order to have sufficient funds to make payrolls for the last 8-9 weeks of the program.
   - All other component payments are made in three payments (1/3 of the total subcontract award) as originally stated in the first version of the subcontracts. The first payment is scheduled to be made with 7 days of execution of the subcontract Agreement.

3. Services to Be Provided (Section II)

   Section II F
   - SBC Component services revised to reflect that both the clinicians and the clinical supervisors are required to participate in the 6-7 weeks of initial trainings on the Tier II Inventions, and in eight (8) hours per month of clinical supervision and technical assistance sessions (clinicians inadvertently omitted in the first version).
   - "State of Illinois" added in 2nd and 3rd sentences (inadvertently omitted in the first version)

4. Formatting (no change in content)
   - All subcontract provisions are numbered (numerical or alpha, as appropriate), removing dot points where they existed;
   - All numbers are spelled out with digits in parentheses;
   - A couple of parentheses are removed to enable the text to stand as a sentence or part of the sentence;

- Periods are added at end of a provisions where they were omitted in the first version.

Again, **all final subcontracts and budgets should be constructed using the attached boilerplates.** IVPA staff members have begun communicating the needed revisions in the subcontracts and budget that you will resubmit to IVPA for final approval. Please make sure you use the attached final versions (V2) for all subcontracts, even if no revisions are necessary.

I look forward to seeing you on Tuesday morning. As Lorri indicated in her email, it would be great if you could bring your fiscal person to this meeting, although there will be another opportunity soon for fiscal staff to meet.

Thanks,
Barbara