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:	Jenkins, Lorri; Desai, Reshma
Subject:	Urgent Re Mentoring Plus Jobs
Date:	Monday, February 28, 2011 11:49:50 AM
Attachments:	Important dates flyer 2 28 11 (2).docx M+JOrientationRSVPForm2 23 10.pdf Memo to M+J training participants 2 28 11 (2).doc
Importance:	High

Good morning, all. There are a few urgent actions needed related to the Mentoring Plus Jobs Component that I want to call to your immediate attention:

M+J Subcontracts and Start Date

1. It is critical that the **M+J subcontracts, *especially the Coordinating Partner subcontracts*, be finalized and executed this week,** since the program orientation and training start next week. Please focus every effort to complete these this week. Please respond immediately to IVPA communications regarding the M+J subcontracts so that we can work together to get these done.

2. Your **M+J Coordinating Partners should have been recruiting and should have their Administrative Coordinator ready to start work next week (week of March 7th)**, as we discussed at the last Lead Agency meeting and as is reflected on the time line. Please check with your CM+J Coordinating Partners today to see if this is the case. **Please respond to Lorri Jenkins by noon tomorrow to confirm whether the M+J Administrative Coordinator has been identified and is ready to start next week.**

M+J Orientation and Training for Week of March 7th

1. As indicated in previous emails and on the attached flyer, the **M+J**

Orientation for Coordinating and Providing Partners (and M+J Admin Coordinators and Lead Agency Coordinators) is scheduled for Tuesday, March 8th from 9:00 am – 1:00 pm at the University of Illinois at Chicago (UIC) Student Center East, 750 S. Halsted, Room 302**.**

Please ask **all expected participants to complete the attached response form and send to Lucy Gregor (via fax 312 850 4446 or email at lgregor@ilaacp.org), no later than Friday, March 4th.**

2. MEE will conduct the first trainings for the Administrative Coordinators on March 9th and March 11th. Please see the attached materials on the training times and locations and **make sure that your Coordinating Partners receive the information right away so they can give it to their M+J Administrative Coordinators**.

Payments to Subcontractors

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1. You have sufficient funds on hand to make the first payment to your M+J Coordinating Partners and Providing Partners. (We have started making second payments to those of you whose amendments are completed and quarterly reports received and reviewed. You will soon receive that payment which will assure that you have funds to make first payments to all your subcontractors, except PLAN subcontractors who will be paid in early April as indicated in their subcontracts.)

2. As your M+J subcontract indicates, once the subcontract is executed, you should make a payment to your subcontractors in the amount of 1/3 of their total contract amount (they receive three (3) payments).

Thank you for your cooperation; let me know if you have any questions.

Thanks,
Barbara