

**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION  
AUTHORITY**



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**Meeting Notice**

***Budget Committee***

Monday, April 22, 2013 at 10:45 a.m.  
Illinois Criminal Justice Information Authority  
300 West Adams  
Suite 200, Large Conference Room  
Chicago, IL 60606

**Agenda**

► Call to Order and Roll Call

1. Justice Assistance Grants (JAG)  
American Recovery and Reinvestment Act 2009 Plan Adjustment #17
2. Award Application Updates
3. Bullying Prevention Grants (BP)
4. Illinois Community Violence Prevention Programs (ICVPP)
5. Illinois Violence Prevention Authority (IVPA) Legacy Programs
  - Youth Employment Program (YEP)
  - Illinois African American Coalition for Prevention (ILAACP)
  - Community Assistance Programs (CAPs)
  - University of Illinois at Chicago (UIC)
6. Chicago Area Project (CAP)

**Budget Committee**

Clerk Dorothy Brown  
*Chair*

Hon. Anita Alvarez  
*Vice Chair*

Abishi C. Cunningham  
Sheriff Tom Dart

Peter M. Ellis  
Director S. A. Godinez  
Director Hiram Grau

John Harvey

Lisa Jacobs

Clerk Becky Jansen

Hon. Lisa Madigan

Superintendent Garry McCarthy

President Toni Preckwinkle

Randall Rosenbaum

Angela Rudolph

► Old Business

► New Business

► Adjourn

**Illinois Criminal Justice  
Information Authority**

Peter M. Ellis  
*Chair*

Hon. Anita Alvarez  
*Vice Chair*

Jack Cutrone  
*Executive Director*

This meeting will be accessible to persons with disabilities in compliance with Executive Order #5 and pertinent State and Federal laws upon anticipated attendance. Persons with disabilities planning to attend and needing special accommodations should contact by telephone or letter Mr. Hank Anthony, Associate Director, Office of Administrative Services, Illinois Criminal Justice Information Authority, 300 West Adams Street, Suite 200, Chicago, Illinois 60606 (telephone 312/793-8550). TDD services are available at 312-793-4170.



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300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

**MEMORANDUM**

**To:** Budget Committee Members

**From:** Wendy McCambridge, Federal & State Grants Unit

**Date:** April 22, 2013

**Subject:** **Justice Assistance Grants (JAG) American Recovery and Reinvestment Act (ARRA) 2009 Plan Adjustment #17**

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**Recommended Designation**

**ARRA09**

**Chicago Department of Family & Support Services (DFSS) – Enhanced Neighborhood Clean-Up Program**

Staff recommends designating \$350,000 in ARRA09 funds to the Chicago Department of Family & Support Services (DFSS). DFSS will work in conjunction with the Chicago Police Department (CPD), in partnership with the Chicago Department of Streets & Sanitation (DSS), the John Jay College of Criminal Justice, and the Illinois Criminal Justice Information Authority (ICJIA), to launch a 7-month work program for high-risk former offenders and Violence Reduction Strategy call-in participants that will combine elements of a transitional jobs program with intensive support and therapeutic services.

Details are described in the attached Grant Recommendation Report.

## BUDGET COMMITTEE GRANT RECOMMENDATION REPORT

<b>Projected Designation Date</b>	<b>June 1, 2013</b>	<b>Total months of funding including this designation</b>	<b>7</b>
<b>Program Name</b>	Enhanced Neighborhood Clean-Up Program (Violence Reduction Strategy)	<b>Federal Award</b>	JAG ARRA '09
<b>Purpose Area</b>	City of Chicago	<b>Formula Category</b>	
<b>Recommended Maximum Designation Amount</b>	\$350,000	<b>Required Match % of Total</b>	25%

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### Program Summary

The Enhanced Neighborhood Clean-Up program is a therapeutic, intensive support, transitional jobs program targeted at engaging, training and employing sixty (60) former offenders and forty (40) Chicago Violence Reduction Strategy (VRS) participants who are formerly incarcerated gang-involved citizens. The work of the program involves: alley vegetation control, debris removal in alleys, and vacant lots; and commercial strip cleaning.

The Chicago Department of Family & Support Services (DFSS), in partnership with the Chicago Department of Streets & Sanitation (DSS), the Chicago Police Department (CPD), the John Jay College of Criminal Justice, and the Illinois Criminal Justice Information Authority (ICJIA), proposes to launch a 7-month work program for high-risk former offenders and VRS call-in participants that will combine elements of a transitional jobs program with intensive support and therapeutic services. Funding sought through ICJIA would cover portions of the program cost for 4 months of the 7-month program, including support service programming for the 40 VRS Participants. Each of the participants will receive wage reimbursement for work performed. The wages will be paid in part by the Chicago Department of Streets and Sanitation.

While in the program, participants will become knowledgeable in operating weed-wackers; mowers; hand saws; pruners; loppers; edgers; de-weeding devices and picks. They will also acquire worker safety skills that are compliant with current Occupational Safety and Health Administration (OSHA) Standards. Participants will gain work experience and job training while participating in projects carried out by sub-recipients of the City. Additionally, the VRS participants will receive intensive support from mentors and cognitive behavioral therapy (CBT) from trained professionals. The overarching goal of this program is to reduce violent crime and recidivism in targeted police districts.

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**Goals, Objectives and Performance Measures** *(Goals are a broad statement of what will be achieved. Objectives are specific, measurable outcomes of the project. Objectives have a timetable for completion. Provide any available data to illustrate your program's past/current performance.)*

**Goal 1:** To reduce the violent crime and recidivism in targeted police districts.

Objective	Performance Indicator
Place 40 formerly incarcerated gang-involved citizens (Violence Reduction Strategy or VRS participants) into gainful subsidized transitional employment from June-October 2013.	<ul style="list-style-type: none"> <li>40 VRS Participants will start job placement and will receive wage reimbursement for hours worked. A record of these wages will be placed in the client's file.</li> </ul>
Mentors (ratio of 1:5 VRS Participants) will be assigned to the 40 VRS Participants by June 2013. Mentors will meet twice a week with each VRS Participant to discuss work and life obstacles and decisions.	<ul style="list-style-type: none"> <li>Mentors will keep contact logs for each VRS Participant contact, including telephone and in-person meetings.</li> </ul>
Cognitive Behavioral Therapy Instructors will deliver CBT Therapy twice a week from June-October 2013 to assist VRS Participants with making better life decisions (such as refraining from violent activity and gang participation).	<ul style="list-style-type: none"> <li>CBT Instructors will collaborate with VRS Participants to create an individual service plan (ISP).</li> <li>Progress on the ISP will be tracked through case notes which will be in the VRS Participants' files.</li> </ul>

**Goal 2:** To have 40 formerly incarcerated gang-involved citizens enter gainful subsidized employment for a minimum of four months (June-October 2013).

Objective	Performance Indicator
Approximately 120 formerly incarcerated gang-involved citizens will be identified and recruited by the John Jay College of Criminal Justice/ Chicago Violence Reduction Strategy staff and contractors through "call-in" meetings occurring from March-May 2013.	<ul style="list-style-type: none"> <li>Attendance records will be maintained at all the "call-in" meetings.</li> </ul>
60 formerly incarcerated gang-involved citizens will go through an employment screening process, including intake, assessment, an orientation and job-readiness training session, pre-employment drug screening, and interview by June 1, 2013.	<ul style="list-style-type: none"> <li>All selected delegates will maintain a case file on each of the VRS Participants, documenting completion of intake, assessment, an orientation and job-readiness training session, pre-employment drug screening, and interview.</li> </ul>
40 formerly incarcerated gang-involved citizens will be placed into transitional employment through the Enhanced Neighborhood Clean-Up program by June 15, 2013.	<ul style="list-style-type: none"> <li>40 VRS Participants will start job placement and will receive wage reimbursement for hours worked. A record of these wages will be placed in the client's file.</li> </ul>
40 formerly incarcerated gang-involved citizens will complete the transitional job through the Enhanced Neighborhood Clean-Up program by October 2013.	<ul style="list-style-type: none"> <li>Upon completion of the 90-day transitional job placement, each VRS Participant will receive a certificate of completion and all wages will be recorded in the client's file.</li> </ul>

**Activities & Tasks** *(Describe what will be done. Who will do it? How will it be done? Where? When?)*

Activity/Task	Who will do it?	How will it be done?	By When:
To Identify 120 VRS Participants (i.e.: formerly incarcerated gang-involved citizens).	John Jay College of Criminal Justice/ Chicago Violence Reduction Strategy staff and contractors	The CPD and Chicago Violence Reduction Strategy staff hold regular “call-ins” for men on probation/ parole who are known to be gang-involved.	Monthly (March, April, May of 2013)
60 VRS Candidates will go through an employment screening process, including intake, assessment, an orientation and job-readiness training session, pre-employment drug screening, and interview.	Selected delegate agencies (RFP will be released in April; Program Implementation will begin on June 1 <sup>st</sup> )	VRS Candidates will go through an employment screening process, including intake, assessment, an orientation and job-readiness training session, pre-employment drug screening, and interview.	By June 10 <sup>th</sup> , 2013.
40 VRS Participants will be placed into transitional employment through the Enhanced Neighborhood Clean-Up program.	Selected delegate agencies (RFP will be released in April; Program Implementation will begin on June 1 <sup>st</sup> )	40 of the 60 screened VRS Candidates will be selected and placed into the program. 4 VRS Participants will be placed into each of the 10 work crews.	By June 15 <sup>th</sup> , 2013
35 VRS Participants will complete the transitional job through the Enhanced Neighborhood Clean-Up program by October 2013.	Selected delegate agencies (RFP will be released in April; Program Implementation will begin on June 1 <sup>st</sup> )	35 of the 40 VRS Participants will maintain employment through the life of the contract.	By October 2013
Mentoring is offered to the VRS Participants.	Selected delegate agencies (RFP will be released in April; Program Implementation will begin on June 1 <sup>st</sup> )	Mentors (ratio of 1:5 VRS Participants) will be assigned to the 40 VRS Participants by June 2013. Mentors will meet twice a week with each VRS Participant to discuss work and life obstacles and decisions.	Twice a week from June 2013-October 2013.

Cognitive Behavioral Therapy offered to VRS Participants.	Sub-contractor of selected Delegate Agency.	Instructors will deliver CBT groups twice a week from June-October 2013 to assist VRS Participants with making better life decisions (such as refraining from violent activity and gang participation).	Twice a week from June to October 2013.
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**Evidence Based / Promising Practices** *(Describe any EBP/PP incorporated within your program strategy)*

Use of Cognitive Behavioral Therapy with Ex-Offenders: According to the US Department of Justice, the use of Cognitive Behavioral Therapy with offenders and ex-offenders is deemed a promising practice. As more and more offenders were released from prisons in the 1990's and 2000's, cognitive-behavioral therapy (CBT) emerged as the predominant psychological method of treating not only mental illness, but a broad spectrum of socially problematic behaviors including substance abuse, criminal conduct, and depression. CBT attempts to change negative behaviors by replacing inappropriate behaviors with appropriate ones. Clients are not only taught more positive behaviors to replace their old ways of getting through life, clients are also shown how to be more attuned to the thought processes that led them to choose negative actions in the past. Source: *Cognitive-Behavioral Treatment: A Review and Discussion for Corrections Professionals*; web-source 2007/2013: <http://static.nicic.gov/Library/021657.pdf>

In 2007, U.S. Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Assistance and the U.S. Department of Labor (DOL) collaborated to offer 35 states a grant called Prisoner Re-Entry Initiative. Grants were awarded to state and local corrections agencies by DOJ to provide pre-release and transition services to offenders and were "matched" by DOL grants to faith- and community-based organizations (FBCOs) to provide post-release services, focusing on employment assistance and mentoring. Mentoring is a pro-social support option for offenders who need additional assistance in finding employment and housing, reconnecting with their families, and navigating other challenges they may confront as they adjust to life outside of prison. Source: Prisoner Re-Entry Initiative. Web source: 2009/2013: <http://www.cepp.com/documents/Building%20Offenders'%20Community%20Assets%20Through%20Mentoring.pdf>

Through this initiative DFSS proposes to marry these two successful strategies: Cognitive Behavioral Therapy and Mentoring. DFSS proposes that VRS Participants will receive Cognitive Behavioral Therapy twice a week after their work shift. Additionally, twice a week, VRS Participants will meet with a mentor who will assist them with managing life and work expectations and obstacles.

DFSS and DSS have partnered since 2005 to offer a short-term work program for the formerly incarcerated. The program, called the Neighborhood Cleanup Program, has been operated by two contractor organizations that specialize in recruiting, training, and overseeing work crews comprised of former offenders. The organizations serve as the employer of record for the participants and are responsible for performing and supervising outdoor sanitation-related work at the direction of DSS.

Building off this existing model, selected vendors (through funding of the Chicago Department of Family and Support Services) will employ up to 110 former offenders, in 10 work crews to perform outdoor work. DFSS and DSS propose to set aside up to 40 positions for VRS participants and to enhance the overall program model by extending its duration to seven months, adding a cognitive behavioral therapy component for all participants, and providing lead mentors and a special two-week screening and orientation for VRS participants.

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**Budget:** Total projected match and federal program costs. (The budget details below are proposed, initial estimates and subject to further review and adjustments)

Category	Description	Amount
Personnel	Mentors/Coaches	ICJIA: \$45,833
Travel	Leasing of Van -Crew Transportation- \$15,112) + CTA Cards for 40 VRS Participants for 1 week (\$1,120)	ICJIA: \$16,232
Equipment		\$0.00
Commodities	Training Materials	MATCH: \$500
Contractual	Cognitive Behavioral Therapy Provider ICJIA portion (\$6,346); Client Wages- ICJIA portion (\$281,589)	ICJIA: \$287,935 MATCH: \$612,517
TOTAL ESTIMATED PROGRAM COSTS		ICJIA: \$350,000 MATCH: \$613,017 TOTAL: \$963,017

Prepared by: Christy Beighe-Byrne, Workforce Services Coordinator (312-746-8629)



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**MEMORANDUM**

**To:** Budget Committee Members

**From:** Wendy McCambridge, Federal & State Grants Unit

**Date:** April 12, 2013

**Subject:** **Federal Award Applications**

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**Competitive Awards**

Staff has applied for and approval of the following FFY13 federal awards is pending:

- VAWA (Violence Against Women Act) Arrest Program
- Project Safe Neighborhoods

**Future Anticipated Application Submissions**

The following federal awards that have not been applied for at this time, but staff anticipates submitting applications between now and June:

1. Residential Substance Abuse Treatment Act (RSAT)
2. National Forensic Science Improvement Act (NFSIA)
3. National Instant Criminal Background Check System (NCIS) Act Reporting Improvement Program (NARIP)
4. Victims of Crime Act (VOCA)
5. Violence Against Women Act (VAWA)
6. VAWA Sexual Assault Services Programs (SASP)





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**MEMORANDUM**

**To:** Budget Committee Members

**From:** Wendy McCambridge, Federal & State Grants Unit

**Date:** April 12, 2013

**Subject:** **Bullying Prevention Program**

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**Program Summary**

The Purpose of the Bullying Prevention Grants Program is to provide funds for up to two (2) years to support implementation of school-based bullying prevention programs for students in grades K-12, and training of school personnel and parents on bullying prevention.

As a legislative response to the problem of bullying, Public Act 96-0952, the Prevent School Violence Act (PVSA), became law in June 2010. This law defines bullying for the first time in Illinois law and enumerates categories of students particularly vulnerable to bullying in schools.

Over the past two years, the Illinois Violence Prevention Authority awarded grants to community organizations and K-12 schools to implement an evidence-based, multi-session bullying prevention curriculum that they selected. The grantees also conducted bullying prevention awareness trainings for teachers and parents. In the first year, IVPA funded 20 grantees for up to \$15,000 each. These 20 grantees engaged 79 schools and reached 18,724 youth. In the second and current year, IVPA there are 16 grantees. The current grants end June 30, 2013.

## **Request for Proposals**

We are asking approval to release a competitive Request for Proposal (RFP) to fund up to 17 community based organizations and/or K-12 schools for up to \$15,000 each. The grantees will implement the following goals and objectives:

Goal 1: Grantees will attend mandatory ICJIA bullying prevention training

Objective 1: Participate in two ICJIA-approved trainings per year.

Goal 2: Implement evidence based, multi-session bullying prevention curriculum.

Objective 1: Collect curriculum specific pre-test surveys

Objective 2: Collect curriculum specific post-test surveys

Goal 3: Conduct bullying prevention awareness training sessions with school teachers and staff.

Objective 1: Use pre-approved bullying prevention training materials.

Objective 2: Provide \_\_ trainings per year.

Objective 3: Provide training to \_\_ attendees per training.

Goal 4: Conduct bullying prevention awareness training sessions with parents.

Objective 1: Use pre-approved bullying prevention training materials.

Objective 2: Provide \_\_ trainings per year.

Objective 3: Provide training to \_\_ attendees per training.

A separate evaluation grant will be executed to aggregate and analyze the pre and post surveys from each grantee. This will be a continuation grant and is not a part the discussion today.



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**MEMORANDUM**

**To:** Budget Committee Members

**From:** Wendy McCambridge, Federal & State Grants Unit

**Date:** April 22, 2013

**Subject:** **Illinois Community Violence Prevention Programs (ICVPP)**

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Recommended Designations

Staff recommends designating ICVPP funds to the following programs, as described in the attached memo, budgets, and Attachment A.



### Youth Employment Program

The Youth Employment Program (YEP) component of the Neighborhood Recovery Initiative will prepare 1,800 youth between the ages of 16-24 to be employed by businesses and community organizations in 24 Chicago and South Suburban neighborhoods. To accomplish this goal, a comprehensive workforce development training will be rolled out. In addition, YEP will provide youth with group and 1-on-1 mentoring, as well as an opportunity to participate in community outreach in their neighborhoods.

YEP deliverables/expectations per community:

- Recruit employers to provide subsidized summer jobs for youth
- Place 80 youth (40 in south suburbs) in subsidized summer employment
- Ensure successful employment by providing youth with 40 hours of job readiness training
- Provide individual and group mentoring for 80 youth (40 in south suburbs) to promote their social and emotional development, as well as to facilitate successful summer employment

In each NRI “community” (consisting of Lead Agency, Coordinating & Providing Partners) offering the YEP component, the following positions will be hired:

- 1 YEP Manager
- 3 YEP Coordinators
- 16 YEP Mentors (8 in south suburbs)
- 80 Youth (40 in south suburbs)

Each NRI community will be responsible for recruiting employers. ICJIA, CAPs, and ILAACP will also assist with marketing and recruitment to create a concerted recruitment effort. An online application/database will be created to gather information about employers interested in participating in YEP.

Each NRI community will be responsible for recruiting mentors. An online application/database will be created to gather information about mentors interested in participating in YEP.

Each NRI community will be responsible for hiring youth. An online application/database will be created to gather information about youth interested in participating in YEP. Youth will be paid for participating in 40 hours of job readiness training, along with 160 hours of employment between June – August, 2013. They will also be paid for 18 hours of community outreach and wrap-up activities. Youth will **NOT** be paid to participate in group and 1-on-1 mentoring.

Community Assistance Programs (CAPs) will prepare trainers to deliver 40 hours of job readiness training to youth. CAPs will also provide training on their timekeeping and payroll system. This system will be used to pay mentors and youth for their employment (**Note:** YEP agencies are responsible for paying YEP Managers and YEP Coordinators). CAPs will provide opportunities for each agency to schedule an onsite training or to attend a scheduled training at one of the CAPs’ offices.

Communities will be responsible for identifying space for the job readiness and mentor trainings.<sup>1</sup> In order to optimize learning, job readiness training is limited to 20 youth per trainer. Youth job readiness training will be delivered in five weeks: May 20 - June 21, 2013. Each community will need to schedule two 4-hour training sessions per week; exact dates and times will be determined by community. Each community will submit their youth training schedule to ILAACP for approval.

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<sup>1</sup> Computer lab space will be needed for Session 1, Session 5, and Session 6 of the youth readiness training. Mentor training will be provided; details are forthcoming.

## Parent Program

The Neighborhood Recovery Initiative Parent Program will employ and empower 1,110 parent leaders within the 24 NRI communities to reduce the risk factors that contribute to violence and negativity and promote protective factors that contribute to family and community stability, well-being and peace. The Parent Program is grounded in the research-based, evidence-informed Strengthening Families™ Protective Factors framework, developed by the Center for the Study of Social Policy in Washington, DC and active in 30 states. There will be a dual focus in communities on building protective factors in families and enhancing the neighborhood's capacity to assist families with building protective factors.

Building protective factors in families will be accomplished through the processes and training developed by the Strengthening Families Illinois / Be Strong Families team over the past seven years, including: parent cafes, Living the Protective Factors training, and Awaken to Your Potential as a Person, as a Parent, as a Leader leadership training through a training of trainers model. Be Strong Families will train NRI Parent Program administrative staff to deliver this training to parent leaders. Once parent leaders are trained, they will form teams of ten to design and implement service projects which will contribute to building protective factors in their community. Service projects will be designed with an eye toward making a positive contribution to the community well beyond the program period. There will be two mandatory service projects for each community: 1) a "Parents Guide to What's Good in the Neighborhood" and 2) ongoing parent cafes (or other ways to teach parents in the community about the protective factors and assist them with strengthening their families). The NRI Administrative team will provide technical assistance and support to parents as they implement their service projects. Be Strong Families will provide intensive support to the Administrative Teams.

In each NRI Parent Program community, there will be an administrative team consisting of a Parent Program Manager (working 28 hours per week) and 2 Parent Program Coordinators (working 16 hours a week). Each community will also employ 50 Parent Leaders (20 in south suburbs) who will work 8 hours per week. The primary criteria for recruiting these parent leaders will be their passion, desire, and enthusiasm for making positive changes in their family and community. There are no age restrictions and all community residents who consider themselves parents are eligible for employment, including teen parents, grandparents, foster parents, and non-custodial fathers. Previous experience with and training by Strengthening Families Illinois will be considered a plus.

The Parent Program will be highly structured and facilitated through a comprehensive implementation manual provided by Be Strong Families. The manual will provide a step-by-step, week-by-week agenda and all administrative forms necessary for implementation of the Parent Program. The program will have three phases:

### **Phase 1: Administrative Team Orientation and Training (6 weeks: April 22 – May 31, 2013)**

At the conclusion of this phase, all members of the Administrative Team will be fully prepared to implement the Parent Program and parent leaders will have been hired.

### **Phase 2: Parent Leaders Orientation, Training, and Planning (5 weeks: June 3 – July 5, 2013)**

At the conclusion of this phase, parent leaders will understand and be intentionally building the protective factors in their families. They will be part of a team of parents and, with the support of their administrative team liaison, they will have developed their Service Project plan.

### **Phase3: Service Project Implementation (8 weeks: July 8 – August 30, 2013)**

At the conclusion of this phase, service projects that contribute to increasing protective factors in communities will have been implemented and sustainability plans will be in place. This includes content for each community's "Parents' Guide to What's Good in the Neighborhood" and provisions for ongoing parent cafes.

# ICJIA

## Reentry Program

The Reentry Program component of the Community Violence Prevention Program (CVPP) is a community-based program designed for young people ages 13-28 who are returning to one of the selected target communities from either an Illinois Department of Juvenile Justice (IDJJ) or Illinois Department of Corrections (IDOC) facility. Factors that would make a young person ineligible would be the conviction of a sex or violent crime. Participation by the youth is voluntary. The goal for the program is to increase public safety and to reduce the recidivism rate of the young person through identifying and addressing the risks and needs of the young person upon placement within the community. The community agencies involved with this program have a history of working with juveniles and young adults who have been involved with the criminal justice system. The agencies will be required to provide or link the young people with the following range of services, which are gender specific where appropriate:

- Mentoring
- Family support and parenting skills
- Mental health/Alcohol, tobacco or other drugs treatment
- Educational/supports (emphasis on obtaining HS diploma or GED)\*
- Job/vocational training and development
- Emotional/social/life skills development
- Recreational support
- Crisis supports (food, clothing, emergency shelter, bus fare, etc.)\*

All reentry providers will provide case management, service planning and coordination amongst multiple systems and service providers involved with the young person's life including, but not limited to DJJ and DOC, behavioral health providers, schools, youth development services, Comprehensive Community Based Youth Services (CCBYS), law enforcement and courts, victim services and healthcare providers. The case manager will conduct home visits and establish regular communication with the young person and family, if appropriate. The case manager will participate in Youth and Family Team meetings that involve the young person, parents/caregivers or other primary support person(s), aftercare specialist (team leader), and parole agent. The case manager will be in close communication with the DJJ/DOC Aftercare team and parole and probation agents regarding the young person's progress towards completion of the identified services and goals. Each case manager will carry a caseload averaging 15-20 young people. Youth will be discharged from the program upon the termination of parole, lack of participation of the young person for a period of 30 days or entering a DJJ or DOC facility for 60 or more days.

\* represents services focused on by DOC released young persons

GRAND TOTAL		NRI Grant Amount	Total Cost
PERSONNEL SERVICES- SALARIED		\$ 76,550.70	\$ 76,550.70
PERSONNEL SERVICES- HOURLY		\$ -	\$ -
EQUIPMENT		\$ -	\$ -
COMMODITIES		\$ 1,080.00	\$ 1,080.00
TRAVEL		\$ 495.00	\$ 495.00
CONTRACTUAL		\$ 457,070.00	\$ 457,070.00
TOTAL COST			
		\$ 535,195.70	\$ 535,195.70

All procurements must be competitive

GRAND TOTAL		NRI Grant Amount	Total Cost
PERSONNEL SERVICES- SALARIED		\$ 196,506.09	\$ 196,506.09
PERSONNEL SERVICES- HOURLY		\$ 4,961.35	\$ 4,961.35
EQUIPMENT		\$ 1,655.63	\$ 1,655.63
COMMODITIES		\$ 4,056.15	\$ 4,056.15
TRAVEL		\$ 3,711.60	\$ 3,711.60
CONTRACTUAL		\$ 568,673.64	\$ 568,673.64
TOTAL COST		\$ 779,564.46	\$ 779,564.46

All procurements must be competitive



GRAND TOTAL		NRI Grant Amount	Total Cost
PERSONNEL SERVICES- SALARIED		\$ 8,818.92	\$ 8,818.92
PERSONNEL SERVICES- HOURLY		\$ 74,157.60	\$ 74,157.60
EQUIPMENT		\$ -	\$ -
COMMODITIES		\$ 1,945.48	\$ 1,945.48
TRAVEL		\$ 2,520.00	\$ 2,520.00
CONTRACTUAL		\$ 2,558.00	\$ 2,558.00
TOTAL COST		\$ 90,000.00	\$ 90,000.00

All procurements must be competitive

	GRAND TOTAL	NRI Grant Amount	Total Cost
PERSONNEL SERVICES- SALARIED		\$ 89,196.93	\$ 89,196.93
PERSONNEL SERVICES- HOURLY		\$ -	\$ -
EQUIPMENT		\$ -	\$ -
COMMODITIES		\$ 3.07	\$ 3.07
TRAVEL		\$ -	\$ -
CONTRACTUAL		\$ 446,000.00	\$ 446,000.00
TOTAL COST			
		\$ 535,200.00	\$ 535,200.00

All procurements must be competitive

GRAND TOTAL		NRI Grant Amount	Total Cost
PERSONNEL SERVICES- SALARIED		\$ 91,017.02	\$ 91,017.02
PERSONNEL SERVICES- HOURLY		\$ -	\$ -
EQUIPMENT		\$ -	\$ -
COMMODITIES		\$ 730.40	\$ 730.40
TRAVEL		\$ 238.52	\$ 238.52
CONTRACTUAL		\$ 666,227.28	\$ 666,227.28
TOTAL COST		\$ 758,213.22	\$ 758,213.22

All procurements must be competitive

GRAND TOTAL		NRI Grant Amount	Total Cost
PERSONNEL SERVICES- SALARIED		\$ 101,809.25	\$ 101,809.25
PERSONNEL SERVICES- HOURLY		\$ 6,200.64	\$ 6,200.64
EQUIPMENT		\$ -	\$ -
COMMODITIES		\$ 7,556.24	\$ 7,556.24
TRAVEL		\$ 546.96	\$ 546.96
CONTRACTUAL		\$ 663,291.90	\$ 663,291.90
TOTAL COST		\$ 779,405.00	\$ 779,405.00

All procurements must be competitive

GRAND TOTAL		NRI Grant Amount	Total Cost
PERSONNEL SERVICES- SALARIED		\$ 111,857.68	\$ 111,857.68
PERSONNEL SERVICES- HOURLY		\$ 72,497.78	\$ 72,497.78
EQUIPMENT		\$ -	\$ -
COMMODITIES		\$ 2,879.96	\$ 2,879.96
TRAVEL		\$ 6,067.62	\$ 6,067.62
CONTRACTUAL		\$ 586,151.49	\$ 586,151.49
TOTAL COST		\$ 779,454.53	\$ 779,454.53

All procurements must be competitive

GRAND TOTAL		NRI Grant Amount	Total Cost
PERSONNEL SERVICES- SALARIED		\$ 101,562.80	\$ 101,562.80
PERSONNEL SERVICES- HOURLY		\$ 154,002.14	\$ 154,002.14
EQUIPMENT		\$ 4,946.16	\$ 4,946.16
COMMODITIES		\$ 5,057.56	\$ 5,057.56
TRAVEL		\$ 755.00	\$ 755.00
CONTRACTUAL		\$ 245,050.91	\$ 245,050.91
TOTAL COST		\$ 511,374.56	\$ 511,374.56

All procurements must be competitive

GRAND TOTAL		NRI Grant Amount	Total Cost
PERSONNEL SERVICES- SALARIED		\$ 142,496.27	\$ 142,496.27
PERSONNEL SERVICES- HOURLY		\$ 196,885.10	\$ 196,885.10
EQUIPMENT		\$ -	\$ -
COMMODITIES		\$ 12,797.75	\$ 12,797.75
TRAVEL		\$ 5,597.60	\$ 5,597.60
CONTRACTUAL		\$ 411,018.44	\$ 411,018.44
TOTAL COST		\$ 768,795.16	\$ 768,795.16

All procurements must be competitive





<b>GRAND TOTAL</b>		<b>NRI Grant Amount</b>	<b>Total Cost</b>
<b>PERSONNEL SERVICES- SALARIED</b>		\$ 71,233.05	\$ 71,233.05
<b>PERSONNEL SERVICES- HOURLY</b>		\$ 9,208.46	\$ 9,208.46
<b>EQUIPMENT</b>		\$ -	\$ -
<b>COMMODITIES</b>		\$ 2,706.00	\$ 2,706.00
<b>TRAVEL</b>		\$ 612.00	\$ 612.00
<b>CONTRACTUAL</b>		\$ 451,243.64	\$ 451,243.64
<b>TOTAL COST</b>		\$ 535,003.16	\$ 535,003.16

All procurements must be competitive

GRAND TOTAL		NRI Grant Amount	Total Cost
PERSONNEL SERVICES-SALARIED		\$ 123,656.00	\$ 123,656.00
PERSONNEL SERVICES-HOURLY		\$ 452,981.84	\$ 452,981.84
EQUIPMENT		\$ -	\$ -
COMMODITIES		\$ 21,336.00	\$ 21,336.00
TRAVEL		\$ 3,468.00	\$ 3,468.00
CONTRACTUAL		\$ 176,660.28	\$ 176,660.28
TOTAL COST		\$ 778,102.12	\$ 778,102.12

All procurements must be competitive

	GRAND TOTAL	NRI Grant Amount	Total Cost
PERSONNEL SERVICES- SALARIED		\$ 35,036.86	\$ 35,036.86
PERSONNEL SERVICES- HOURLY		\$ 5,813.57	\$ 5,813.57
EQUIPMENT		\$ 3,715.26	\$ 3,715.26
COMMODITIES		\$ 1,714.00	\$ 1,714.00
TRAVEL		\$ -	\$ -
CONTRACTUAL		\$ 488,920.31	\$ 488,920.31
TOTAL COST			
		\$ 535,200.00	\$ 535,200.00

All procurements must be competitive

GRAND TOTAL		NRI Grant Amount	Total Cost
PERSONNEL SERVICES-SALARIED		\$ 50,784.45	\$ 50,784.45
PERSONNEL SERVICES- HOURLY		\$ 25,172.33	\$ 25,172.33
EQUIPMENT		\$ -	\$ -
COMMODITIES		\$ 3,883.22	\$ 3,883.22
TRAVEL		\$ 1,800.00	\$ 1,800.00
CONTRACTUAL		\$ 453,560.00	\$ 510,152.00
TOTAL COST			
		\$ 535,200.00	\$ 591,792.00

All procurements must be competitive

	GRAND TOTAL	NRI Grant Amount	Total Cost
PERSONNEL SERVICES- SALARIED		\$ 89,589.38	\$ 89,589.38
PERSONNEL SERVICES- HOURLY		\$ 6,717.36	\$ 6,717.36
EQUIPMENT		\$ -	\$ -
COMMODITIES		\$ 5,400.00	\$ 5,400.00
TRAVEL		\$ 1,740.00	\$ 1,740.00
CONTRACTUAL		\$ 676,129.96	\$ 676,129.96
TOTAL COST			
		\$ 779,576.70	\$ 779,576.70

All procurements must be competitive

GRAND TOTAL		NRI Grant Amount	Total Cost
PERSONNEL SERVICES-SALARIED		\$ 65,824.00	\$ 65,824.00
PERSONNEL SERVICES-HOURLY		\$ -	\$ -
EQUIPMENT		\$ -	\$ -
COMMODITIES		\$ 780.00	\$ 780.00
TRAVEL		\$ 450.10	\$ 450.10
CONTRACTUAL		\$ 468,145.90	\$ 468,145.90
TOTAL COST		\$ 535,200.00	\$ 535,200.00

All procurements must be competitive

GRAND TOTAL		NRI Grant Amount	Total Cost
PERSONNEL SERVICES- SALARIED		\$ 112,988.53	\$ 112,988.53
PERSONNEL SERVICES- HOURLY		\$ -	\$ -
EQUIPMENT		\$ 1,481.82	\$ 1,481.82
COMMODITIES		\$ 2,115.00	\$ 2,115.00
TRAVEL		\$ 1,465.20	\$ 1,465.20
CONTRACTUAL		\$ 661,524.11	\$ 661,524.11
TOTAL COST		\$ 779,574.66	\$ 779,574.66

All procurements must be competitive





GRAND TOTAL		NRI Grant Amount	Total Cost
PERSONNEL SERVICES- SALARIED		\$ 136,465.00	\$ 136,465.00
PERSONNEL SERVICES- HOURLY		\$ -	\$ -
EQUIPMENT		\$ -	\$ -
COMMODITIES		\$ 4,730.00	\$ 4,730.00
TRAVEL		\$ 5,324.00	\$ 5,324.00
CONTRACTUAL		\$ 514,981.00	\$ 514,981.00
TOTAL COST		\$ 661,500.00	\$ 661,500.00

All procurements must be competitive

GRAND TOTAL		NRI Grant Amount	Total Cost
PERSONNEL SERVICES- SALARIED		\$ 242,736.95	\$ 242,736.95
PERSONNEL SERVICES- HOURLY		\$ 7,582.39	\$ 7,582.39
EQUIPMENT		\$ 2,399.83	\$ 2,399.83
COMMODITIES		\$ 10,110.00	\$ 10,110.00
TRAVEL		\$ 3,117.96	\$ 3,117.96
CONTRACTUAL		\$ 283,518.36	\$ 283,518.36
TOTAL COST		\$ 549,465.50	\$ 549,465.50

All procurements must be competitive

**Violence Prevention Programs**  
**SFY13 PLAN**  
**ATTACHMENT A - Revised 4/17/13**

<b>Program Title: Illinois Community Youth Summer Jobs Program</b>			<b>INITIAL</b>	<b>AMENDED</b>	<b>DIFF</b>
			<b>AMOUNT</b>	<b>AMOUNT</b>	
Illinois Department of Human Services	1,700,000.00	GR	1,700,000.00		
<b>Program Title: Neighborhood Recovery Initiative</b>					
<i>TBD</i>	3,635.30	GR	3,635.30		
<i>Albany Park Community Center</i>	89,200.00	GR	89,200.00		
<i>Albany Park Neighborhood Council</i>	338,200.00	GR	338,200.00		
<i>Jesus House of Chicago</i>	17,800.00	GR	17,800.00		
<i>Family Focus</i>	90,000.00	GR	90,000.00		
<i>Total</i>	535,200.00				
<i>Circle Family Healthcare Network</i>	219,927.00	GR	219,927.00		
<i>Kingdom Community Inc.</i>	347,100.41	GR	347,100.41		
<i>African American Mentoring Group</i>	8,900.00	GR	8,900.00		
<i>Living Word Christian Center Prison Ministry</i>	203,637.00	GR	203,637.00		
<i>Total</i>	779,564.41				
<i>Pilsen-Little Village Community Mental Health Center, Inc.</i>	89,200.00	GR	89,200.00		
<i>SGA Youth &amp; Family Services</i>	356,000.00	GR	356,000.00		
<i>Brighton Park Neighborhood Council</i>	90,000.00	GR	90,000.00		
<i>Total</i>	535,200.00				
<i>Corazon Community Services</i>	89,200.00	GR	89,200.00		
<i>Catholic Charities of the Archdiocese of Chicago</i>	338,200.00	GR	338,200.00		
<i>Youth Crossroads, Inc.</i>	17,800.00	GR	17,800.00		
<i>Family Focus Nuestra Familia</i>	86,400.00	GR	86,400.00		
<i>Cicero Area Project</i>	3,600.00	GR	3,600.00		
<i>Total</i>	535,200.00				
<i>UCAN</i>	126,369.00	GR	126,369.00		
<i>New Baptist Ministers Fellowship</i>	338,200.00	GR	338,200.00		
<i>New Life Knew Solutions</i>	15,708.50	GR	15,708.50		
<i>People's Community Development Corp.</i>	86,400.00	GR	86,400.00		
<i>New Baptist Ministers Fellowship</i>	3,600.00	GR	3,600.00		
<i>People's Community Development Corp.</i>	128,652.60	GR	128,652.60		
<i>Mt. Vernon Baptist Church</i>	59,283.25	GR	59,283.25		
<i>Total</i>	758,213.35				

<i>Children's Home and Aid Society of Illinois</i>	129,900.00	GR	129,900.00
<i>Changing Life Education Initiative, Inc.</i>	338,200.00	GR	338,200.00
<i>KLEO Community Family Life Center</i>	8,900.00	GR	8,900.00
<i>Totally Positive Productions</i>	8,900.00	GR	8,900.00
<i>Antioch Community Social Services</i>	3,600.00	GR	3,600.00
<i>A Knock at Midnight (CP)</i>	86,400.00	GR	86,400.00
<i>Teamwork Englewood</i>	133,917.50	GR	133,917.50
<i>Access Community Health</i>	69,586.10	GR	69,586.10
<i>Total</i>	<hr/> 779,403.60		

<i>Greater Auburn Gresham Development Corp.</i>	216,329.00	GR	216,329.00
<i>Gary Comer Youth Center</i>	338,200.00	GR	338,200.00
<i>Exodus Unlimited</i>	17,800.00	GR	17,800.00
<i>Revere C.A.R.E</i>	3,600.00	GR	3,600.00
<i>Greater Auburn Gresham Development Corporation</i>	0.00	GR	0.00
<i>Target Area Development Corp.</i>	203,645.55	GR	203,645.55
<i>Total</i>	<hr/> 779,574.55		

<i>Fellowship Connection</i>	300,000.00	GR	300,000.00
<i>ULEED</i>	65,000.00	GR	65,000.00
<i>Fellowship Connection</i>	0.00	GR	0.00
<i>New Life</i>	100,000.00	GR	100,000.00
<i>Fellowship Connection</i>	0.00	GR	0.00
<i>Segundo Ruiz Belvis Cultural Center</i>	46,374.03	GR	46,374.03
<i>Total</i>	<hr/> 511,374.03		

<i>Chicago Commons</i>	464,552.53	GR	464,552.53
<i>Chicago Youth Centers</i>	8,900.00	GR	8,900.00
<i>Puerto Rican Cultural Center</i>	8,900.00	GR	8,900.00
<i>Chicago Commons</i>	0.00	GR	0.00
<i>Blocks Together</i>	86,400.00	GR	86,400.00
<i>West Humboldt Park Development Council</i>	3,600.00	GR	3,600.00
<i>Association House</i>	115,157.15	GR	115,157.15
<i>Latino Cultural Exchange Coalition</i>	44,244.20	GR	44,244.20
<i>New Life Knew Solutions</i>	37,041.30	GR	37,041.30
<i>Total</i>	<hr/> 768,795.18		

<i>Alliance of Local Service Organizations</i>	129,930.00	GR	129,930.00
<i>BUILD INC</i>	338,200.00	GR	338,200.00
<i>Voices of the City</i>	17,800.00	GR	17,800.00
<i>Logan Square Neighborhood Association</i>	90,000.00	GR	90,000.00
<i>Healthcare Alternative Systems, Inc. (HAS)</i>	133,887.75	GR	133,887.75
<i>ALSO/New Saints of Humboldt Park</i>	69,758.65	GR	69,758.65
<i>Total</i>	<hr/> 779,576.40		

<i>Proviso-Leyden Council for Community Action</i>	89,200.00	GR	89,200.00
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<i>Vision of Restoration</i>	8,900.00	GR	8,900.00
<i>Maywood Youth Mentoring</i>	8,900.00	GR	8,900.00
<b><i>Village of Maywood</i></b>	338,200.00	GR	338,200.00
<i>Proviso Leyden Council for Community Action</i>	84,600.00	GR	84,600.00
<i>Operation Safe Child</i>	2,700.00	GR	2,700.00
<i>The Answer Inc.</i>	2,700.00	GR	2,700.00
<b>Total</b>	<b>535,200.00</b>		

<i>Sinai Community Institute</i>	604,246.00	GR	604,246.00
<b><i>Sinai Community Institute</i></b>	0.00	GR	0.00
<i>Chicago-Lawndale AMACHI Mentoring Program</i>	6,675.00	GR	6,675.00
<i>Lawndale Christian Legal Center</i>	6,675.00	GR	6,675.00
<i>St. Agatha Family Empowerment</i>	6,675.00	GR	6,675.00
<b><i>Healthy Families Chicago</i></b>	90,000.00	GR	90,000.00
<b><i>Sinai Community Institute</i></b>	0.00	GR	0.00
<b><i>Lawndale Christian Legal Center</i></b>	63,839.25	GR	63,839.25
<b>Total</b>	<b>778,110.25</b>		

<i>Fellowship Connection</i>	89,200.00	GR	89,200.00
<b><i>Universidad Popular</i></b>	338,200.00	GR	338,200.00
<i>Latinos Progresando</i>	8,900.00	GR	8,900.00
<i>Centro Sin Fronteras Community Services Network</i>	8,900.00	GR	8,900.00
<i>Telpochcalli Community Education Project</i>	3,600.00	GR	3,600.00
<b><i>Enlace Chicago</i></b>	86,400.00	GR	86,400.00
<b>Total</b>	<b>535,200.00</b>		

<i>Organization of the North East</i>	89,200.00	GR	89,200.00
<b><i>A Safe Haven Foundation</i></b>	338,200.00	GR	338,200.00
<i>United Church of Rogers Park</i>	8,900.00	GR	8,900.00
<i>New Beginnings North Shore Congregation</i>	8,900.00	GR	8,900.00
<b><i>A Work of Faith Ministries</i></b>	90,000.00	GR	90,000.00
<b>Total</b>	<b>535,200.00</b>		

<i>Community Assistance Programs</i>	468,130.00	GR	468,130.00
<i>The Youth Peace Center</i>	17,800.00	GR	17,800.00
<b><i>Community Assistance Programs</i></b>	0.00	GR	0.00
<b><i>Developing Communities Projects</i></b>	86,400.00	GR	86,400.00
<i>Kids off The Block</i>	3,600.00	GR	3,600.00
<b><i>Lights of Zion Ministries</i></b>	132,371.35	GR	132,371.35
<b><i>Roseland Cease Fire</i></b>	71,275.90	GR	71,275.90
<b>Total</b>	<b>779,577.25</b>		

<i>Black United Fund of Illinois</i>	89,200.00	GR	89,200.00
<b><i>ABJ Community Services, Inc.</i></b>	338,200.00	GR	338,200.00
<i>Impact Ministries</i>	8,900.00	GR	8,900.00
<i>South Shore Planning and Preservation Coalition</i>	8,900.00	GR	8,900.00
<b><i>South Shore Chamber</i></b>	90,000.00	GR	90,000.00

	Total	535,200.00		
Goodcity		129,929.00	GR	129,929.00
Phalanx		356,000.00	GR	356,000.00
Santa Teresa de Episcopal Church		90,000.00	GR	90,000.00
Healthcare Alternative Systems (HAS)		203,645.55	GR	203,645.55
	Total	779,574.55		
Woodlawn Children's Promise		70,560.00	GR	70,560.00
Woodlawn Public Safety Alliance		282,260.80	GR	282,260.80
Woodlawn Children's Promise		70,539.13	GR	70,539.13
	Total	423,359.93		
Southland Health Care Forum		109,375.00	GR	109,375.00
Rich Township		205,590.00	GR	205,590.00
Southland Hispanic Leadership Council		16,910.00	GR	16,910.00
Southland Hispanic Leadership Council		84,341.00	GR	84,341.00
Neighborscapes		5,659.20	GR	5,659.20
	Total	421,875.20		
Healthcare Consortium of Illinois		397,600.00	GR	397,600.00
Thornton Township		205,590.00	GR	205,590.00
Healthcare Consortium of Illinois		0.00	GR	0.00
Bremen Youth Services		16,910.00	GR	16,910.00
The Success Center		41,400.00	GR	41,400.00
Healthcare Consortium of Illinois		0.00	GR	0.00
	Total	661,500.00		
ILAACP		549,466.00	GR	549,466.00

#### UNALLOCATED FUNDS

##### Unallocated

Undesignated General Revenue	0.00	GR	0.00
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#### ADMINISTRATIVE FUNDS

##### Administration

Administration Funds	0.00	S	0.00
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<b>TOTAL</b>	<b>15,000,000.00</b>	<b>15,000,000.00</b>	<b>15,000,000.00</b>	<b>0.00</b>
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##### Lead Agency - Black (bold)

Mentoring Plus Jobs - Blue LAP-bold

Parent Leadership - Green LAP-bold

Reentry - Purple LAP - bold



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

**MEMORANDUM**

**To:** Budget Committee Members

**From:** Wendy McCambridge, Federal & State Grants Unit

**Date:** April 22, 2013

**Subject:** **Illinois Violence Prevention Authority (IVPA) Legacy Programs**

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Recommended Designations

Staff recommends designating funds to the following IVPA Legacy Programs, as described in the attached Grant Recommendation Reports:

<b>Program</b>	<b>Designation Amount</b>
Community Assistance Programs	\$182,704
Youth Employment Program	\$30,000
Technical Assistance and Networking Project	\$235,255
University of Illinois at Chicago	\$199,556
<b>Total</b>	<b>\$647,515</b>



## BUDGET COMMITTEE GRANT RECOMMENDATION REPORT

<b>Projected Designation Date</b>	<b>November 1, 2012</b>	<b>Total months of funding including this designation</b>	<b>12</b>
<b>Program Name</b>	Community Assistance Programs	<b>Federal Award</b>	
<b>Purpose Area</b>		<b>Formula Category</b>	
<b>Recommended Maximum Designation Amount</b>	\$182,704	<b>Required Match % of Total</b>	0

### **Program Summary** *(State the problem and supporting data; identify target population and intended consequences)*

The Youth Employment Program (YEP) component of the Illinois Community Violence Prevention Program (ICVPP) will prepare 1,800 youth between the ages of 16-24 to be employed by businesses and community organizations in 24 Chicago and South Suburban neighborhoods. Coordinated timekeeping and payroll across all the sites is required to provide accountability and efficiency to be able to report accurately the time worked by the individual youth in businesses and agencies in Chicago and the South Suburbs. Community Assistance Programs also known as CAPs, is a not-for-profit community-based employment training and job placement agency, designated as a 501(c)(3) by the IRS and also has served as a lead agency and coordinating partner for the ICVPP program over the past two years.

Community Assistance Programs (CAPs) will provide technical support for the ICJIA Illinois Community Violence Prevention Program (ICVPP) Youth Employment Program (YEP) for timekeeping, and payroll services. CAPs will provide telephonic timekeeping services, and the resulting electronic payroll services for at least 1,800 youth across 24 ICVPP YEP agencies. CAPs will provide the staff, space, equipment, a telephonic timekeeping system with web-based tracking, an electronic payroll system, required employee payroll documents, payroll schedules, and training for the 24 YEP Program Managers as supervisors over the system approving payroll. CAPs will provide training for approximately 120 Instructor Mentors in the payroll and timekeeping process.

### **Goals, Objectives and Performance Measures** *(Goals are a broad statement of what will be achieved. Objectives are specific, measurable outcomes of the project. Objectives have a timetable for completion. Provide any available data to illustrate your program's past/current performance.)*

**Goal 1:** To provide an efficient and effective timekeeping and payroll process to allow youth the most realistic employment experience to achieve the goals of the YEP.

<b>Objective</b>	<b>Performance Indicator</b>
To provide a process that promotes accuracy, consistency, and timely reporting of work activities and payments for YEP participants.	<ul style="list-style-type: none"> <li>• Training provided to key staff in the ICVPP community on how to use the timekeeping system</li> <li>• All youth are trained on how to use timekeeping system by the ICVPP community staff</li> <li>• Schedule of report dates and pay dates provided to the ICVPP community staff</li> <li>• All participating businesses provide a clock in phone number for all youth participating in the program</li> </ul>

	<ul style="list-style-type: none"><li>• Issue W-2 forms for each youth based on timeframes set by the Internal Revenue Service</li></ul>
Prevent fraud and the loss of funds by providing an electronic timekeeping and payroll process that includes direct deposit rather than paper checks.	<ul style="list-style-type: none"><li>• Process developed and roles assigned regarding the approval process of the hours reported in the timekeeping system</li><li>• Youth are provided debit cards</li><li>• Issue payments to youth debit cards per schedule assigned</li><li>• Issue payment stubs to each agency on prescribed date</li></ul>

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**Activities & Tasks** *(Describe what will be done. Who will do it? How will it be done? Where? When?)*

CAPs will engage and establish protocol for an electronic timekeeping and payroll processing system designed for use by the ICVPP YEP youth and agency. CAPs will hire staff to manage the system for the YEP agencies to ensure an accurate and timely payroll process, and work experience for youth.

Through a telephonic timekeeping system, CAPs will train and assist YEP agencies to use the system and to be able to train participating youth. YEP staff will be instructed on how to use the timekeeping system to monitor the attendance of each youth at different employers with a web-based tool. CAPs will provide ongoing staff support for each agency throughout the program to assist in any issues that arise regarding the timekeeping and payroll systems. The YEP Program Manager will be given a timekeeping system access level that will allow them to make changes to the work hours for corrections, and to print the timesheets for signatures. Everyone else using the system will be provided “read-only” access allowing them to view and monitor activities.

In addition to the employer and the worker signatures on the completed timesheet, the Program Manager of each YEP agency will be designated as the approval signature to authorize payments for all workers in the CAPs system. CAPs will provide an authorization form that will require the signature of the Program Manager to change any work hours. CAPs will not accept timesheets without all three signatures to authorize the payment to the worker.

CAPs will assist all payees in obtaining a debit card for direct deposit of the bi-weekly payroll eliminating paper paychecks. Paycheck stubs will be provided via a paper stub for each payee or an electronic copy of all paycheck stubs for each agency through an email to the program manager on the designated pay date. CAPs will issue a calendar of payroll deadlines for all timekeeping and payroll activities to ensure an accurate and timely payroll process. As the Employer of Record, CAPs will issue W-2s for income tax filing for each payee participating in the program.

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**Evidence Based / Promising Practices** *(Describe any EBP/PP incorporated within your program strategy)*

This is not an evidence based or promising practice, but is essential to the operation of the program.

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**Budget:** Total projected match and federal program costs. (The budget details below are proposed, initial estimates and subject to further review and adjustments)

Category	Description	Amount
Personnel	To provide support to the ICVPP community staff, data entry, training and administrative services for the payroll and timekeeping for 1,800 youth	\$98,796
Travel	For staff members to and participate in the planning and execution of the Youth Employment Program component	560.00
Equipment	Computers, desks, printers and file cabinets. These items are necessary to support the hiring of new staff, to conduct the activities requested and to store the payroll records for the participants of the program	12,800.00
Commodities	For office supplies, training materials, express mailing materials and other associated costs.	6,450.00
Contractual	For the service to use the timekeeping software and other related costs for supporting the staff and the organization throughout the duration of the agreement.	64,098
TOTAL ESTIMATED PROGRAM COSTS		\$182,704

Prepared by: Wendy McCambridge, Associate Director Federal and State Grants Unit

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## BUDGET COMMITTEE GRANT RECOMMENDATION REPORT

<b>Projected Designation Date</b>	<b>November 1, 2012</b>	<b>Total months of funding including this designation</b>	<b>12</b>
<b>Program Name</b>	Mentoring training	<b>Federal Award</b>	
<b>Purpose Area</b>		<b>Formula Category</b>	
<b>Recommended Maximum Designation Amount</b>	\$30,000	<b>Required Match % of Total</b>	0

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**Program Summary** *(State the problem and supporting data; identify target population and intended consequences)*

The Youth Employment Program (YEP) component of the Neighborhood Recovery Initiative will prepare 1,800 youth between the ages of 16-24 to be employed by businesses and community organizations in 24 Chicago and South Suburban neighborhoods. The YEP Mentoring component offers youth one-on-one partnership that focuses on the needs of YEP participants. Mentors foster caring and supportive relationships, and encourage individuals to develop to their fullest potential. Mentors will encourage YEP participants to develop their own positive visions for the future. In addition, mentors develop active community partnerships to ensure additional youth support. Training will be conducted by Stephen F. Hamilton and Mary Agnes Hamilton as independent consultants. They are, respectively, Professor and Senior Research Associate at Cornell University. Their work involves research and program development related to youth development, especially the transition to adulthood of marginalized youth. They are co-editors of *The Youth Development Handbook*.

Two sets of training sessions constitute the program. Training and continuing support of are critical components of effective mentoring programs. This project will prepare YEP Coordinators to train and support the mentors in their programs. They will be designed and conducted for 48 Coordinators in the Neighborhood Recovery Initiative's Youth Employment Program (YEP). The Coordinators are responsible for training and supporting mentors (16/site) of youth in subsidized summer employment. The purpose of the training program is to prepare the Coordinators to meet these responsibilities.

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**Goals, Objectives and Performance Measures** *(Goals are a broad statement of what will be achieved. Objectives are specific, measurable outcomes of the project. Objectives have a timetable for completion. Provide any available data to illustrate your program's past/current performance.)*

**Goal 1: Plan First Training Session and Prepare Materials**

<b>Objective</b>	<b>Performance Indicator</b>
Plan training.	Training plan completed
Select and adapt existing training materials to fit the Mentoring component within the context of the Youth Employment Program.	Materials prepared

Develop new materials to fit new issues and needs.	Training developed
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**Goal 2: Train 48 YEP Coordinators to Train and Support Mentors.**

Objective	Performance Indicator
Two six-hour training sessions will be conducted, each with 24 coordinators, one session/day.	Training conducted
Coordinators will participate actively in the sessions.	All participants will speak two or more times
Coordinators will provide feedback on what they learned from the training, what their concerns are, and for what topics they would like additional training.	Coordinators will express appreciation for the training but will also identify remaining concerns and topics for additional training

**Goal 3: Plan Second Training Session and Prepare Materials.**

Objective	Performance Indicator
Consider mentors' expressed needs, issues.	Training plan matches mentors' expressed needs.
Plan training to address mentors' needs, issues	Materials support training plan.
Select and adapt existing training materials.	
Develop new materials as needed.	

**Goal 4: Train 48 YEP Coordinators to Train and Support Mentors.**

Objective	Performance Indicator
Two six-hour training sessions will be conducted, each with 24 coordinators, one session/day..	Training conducted
Coordinators will participate actively in the sessions.	Coordinators will identify issues that have emerged for mentors and collaboratively address them. Coordinators will communicate that the training was useful and that they are prepared to continue training and supporting the mentors they are responsible for.

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**Activities & Tasks** *(Describe what will be done. Who will do it? How will it be done? Where? When?)*

Goals 1 and 3 are about preparation for the training sessions; Goals 2 and 4 are about conducting the sessions, which will constitute the program. Two six-hour training sessions will be conducted on two successive days in April. Each session will involve 24 YEP Coordinators. The second set of training sessions will be conducted in July, each involving 24 YEP Coordinators. Following are some of the topics to be addressed in the first training sessions.

- Mentor definitions
- Mentor roles to promote social and personal competence
  - Teacher
  - Supporter
  - Role model
  - Challenger
  - Connector
  - Compass
- Boundaries for the YEP Mentor
- Activities for Mentors to help youth make the most of their work experience
  - Priming them, with advice on how to dress, behave, etc.
  - Giving them specific assignments, things to look for in their work place and to ask questions about.
  - How to engage youth in reflection on what they are doing and learning at work.
  - How to lead group discussions that encourage young people to share with one another as well as with an adult questions, problems, and accomplishments from work as well as challenges they might encounter in their families and neighborhoods.
- How to plan a meeting with the youth and their supervisor

Materials for the sessions will be selected from those previously developed by the Hamiltons, supplemented by materials developed by others and, when appropriate, new materials developed by the Hamiltons for this project. (Printing of existing materials, adaptation, design, and printing of new materials will be done by ICJIA.) Feedback from the Coordinators during the first sessions and information provided by ICJIA about issues and challenges mentors are confronting will be used to design the second set of training sessions, after the mentors have been engaged with youth for several weeks.

Training sessions will include a mixture of didactic presentations, whole-group and small-group discussions, and enactment of training activities. In addition to the materials prepared for the sessions, they will draw on the Hamiltons' research on mentoring and their experience in training workplace mentors and designing work-based learning opportunities for youth.

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**Evidence Based / Promising Practices** *(Describe any EBP/PP incorporated within your program strategy)*

Mentor programs for youth is an evidence based practice. Dr. Stephen F. Hamilton has focused his research on adolescent development and education emphasizing the interaction of school, community, and work during the transition to adulthood, especially in the contexts of work experience, experiential learning, community service, and mentoring relationships. A major portion of his responsibility includes developing and supporting 4-H youth development programs through Cornell Cooperative Extension. His book, *Apprenticeship for Adulthood: Preparing Youth for the Future* (1990), a product of a Fulbright Senior Research Fellowship in Germany, helped guide the School-to-Work Opportunities Act of 1994, as did the youth apprenticeship demonstration project that he and Mary Agnes Hamilton directed. Other research includes a study of how adults mentor high school interns and apprentices in workplaces, which included an experimental mentor training program. With Mary Agnes Hamilton he co-edited *The Youth Development Handbook: Coming of Age in American Communities* (2004). They recently completed an action research partnership with organizations in Latin America that support the transition to adulthood of vulnerable youth.

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**Budget:** Total projected match and federal program costs. (The budget details below are proposed, initial estimates and subject to further review and adjustments)

Category	Description	Amount
Personnel	For service and time related to the development and delivery of training	27,000.00
Travel	Airfare, accommodations, per diem rate and local ground travel for two trips to Chicago.	3,600.00
Equipment	N/A	
Commodities	Training materials and mailing costs	800.00
Contractual	N/A	0.00
TOTAL ESTIMATED PROGRAM COSTS		\$31,400.00

Prepared by: Wendy McCambridge, Associate Director Federal and State Grants Unit

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## BUDGET COMMITTEE GRANT RECOMMENDATION REPORT

<b>Projected Designation Date</b>		<b>November 1, 2012</b>	<b>Total months of funding including this designation</b>		<b>12</b>
<b>Program Name</b>	Illinois African American Coalition for Prevention		<b>Federal Award</b>		
<b>Purpose Area</b>			<b>Formula Category</b>		
<b>Recommended Maximum Designation Amount</b>	\$235, 255		<b>Required Match % of Total</b>	0	

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**Program Summary** *(State the problem and supporting data; identify target population and intended consequences)*

Since the inception of the Illinois Community Violence Prevention Program (ICVPP) in October, 2010, the Illinois African American Coalition for Prevention (ILAAP) has designed and implemented the Technical Assistance and Networking Project (TANP) to serve implementing agencies, coordinating contractors, and contractors. For Year 3 of the grant, ILAAP will continue to coordinate year-long, wrap-around training, technical assistance, and support. This will enable implementing agencies and contractors to stay connected, informed, and engaged while building their capacity to deliver effective and mutually accountable services. As a part of these services the ILAAP will enter into separate subcontract agreements with Be Strong Families and Community Assistance Programs to provide training and technical assistance for the Parent Program and the Youth Employment Program, respectively. Be Strong Families (BSF) is a non-profit organization whose mission is to strengthen families from the inside out to achieve positive outcomes for children, families, and society. Be Strong Families is the Illinois counterpart to the national Strengthening Families initiative. BSF assist parents with building research-based protective factors that keep families strong and children safe and assist social service providers in effectively engaging and serving parents. Community Assistance Programs also known as CAPs, is an not-for-profit community-based employment training and job placement agency. Below is additional information regarding both the Parent Program and the Youth Employment Program and the additional services and enhancements to the program as a result of this partnership.

**Parent Program** (Be Strong Families)

The Parent Program component of the Illinois Community Violence Prevention Program will employ 1110 parent leaders within the 24 identified Cook County communities to reduce the risk factors that contribute to violence and negativity and promote the Strengthening Families™ protective factors that contribute to family and community stability, wellbeing and peace. These research based, evidence-informed protective factors are:

- Parental Resilience
- Positive Social Connections
- Knowledge of Parenting and Child Development
- Concrete Support in Times of Need
- Social and Emotional Competence

Through the Parent Program, Parent Leaders will work on strengthening their own families, share information about the protective factors with their neighbors, and work in teams (of 10) to advance the transformation of their neighborhood into a positive Parenting Community.

Be Strong Families defines a Parenting Community as one in which citizens, business, government, schools, and non-profit organizations come together to support parents in raising healthy, positive, and productive children. Parenting Communities intentionally build protective factors. They:

- enhance parental and community resilience,
- facilitate friendships and mutual supports among parents,



- host activities and events that strengthen parenting,
- respond to family crisis quickly and appropriately,
- connect families to services and a wide variety of opportunities and resources,
- assist parents with understanding their children's social and emotional development, and
- respond to the stress, anxiety, and trauma that parents and children face.

Through the ICVPP Parent Program, 110 Creating Parenting Communities Service Projects will be implemented by Parent Leaders. These projects (which will be designed to be self-sustaining to the extent possible) will result in concrete changes and enhancements that will make each community more conducive to raising healthy children.

#### **Youth Employment Program (Community Assistance Programs)**

The Youth Employment Program (YEP) component of the Illinois Community Violence Prevention Program will prepare 1,800 youth between the ages of 16-24 to be employed by businesses and community organizations in 24 Chicago and South Suburban neighborhoods. To accomplish this goal, comprehensive workforce development training will be delivered to instructors who will then train the youth in the curriculum. In addition, YEP will provide youth with group and 1-on-1 mentoring and provide for an opportunity to participate in community outreach in their neighborhoods.

The Community Assistance Programs (CAPs) will provide technical support for the ICJIA Illinois Community Violence Prevention Program (ICVPP) Youth Employment Program (YEP) for training for the instructors. CAPs will provide curriculum for 40 hours of Job Readiness Training (JRT) designed for Youth, to be delivered to 1,800 youth and 360 mentors. CAPs will conduct 80 hours of training for at least 90 Instructor/Mentors. The trained Instructors will train 1,800 youth with 360 mentors present. CAPs will provide the staff, space, equipment and material for the training of the instructors. CAPs will develop and implement an interviewing process to screen, interview, and select up to 115 instructors. CAPs will provide interviewing information and background checks of selected Instructor/Mentors to the 24 agencies to make the final decision to hire Instructor/Mentors for their community. The training of the Instructor/Mentors will begin by April 1, 2013 and end by May 17, 2013 or as agreed.

CAPs will assist ICJIA in the planning, development and implementation of the workforce development aspect of the new ICVPP YEP process and procedures.

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**Goals, Objectives and Performance Measures** (*Goals are a broad statement of what will be achieved. Objectives are specific, measurable outcomes of the project. Objectives have a timetable for completion. Provide any available data to illustrate your program's past/current performance.*)

#### **Parent Program Training and Technical Assistance Goals**

##### **Goal 1: Building Protective Factors in Families**

Objective	Performance Indicator
Develop a technical assistance framework and materials to support the Administrative team and Parent staff in implementing the Parent Program.	<ul style="list-style-type: none"><li>• Manual developed for Administrative Team</li><li>• Manual developed for Parent Staff</li></ul>
Implement an orientation and training program for Parent Program Administrative staff that supports staff ability to understand the Protective Factor framework, how Protective Factors impact their own lives, and how to transfer the protective factor information to Parent Staff hired	<ul style="list-style-type: none"><li>• Orientation delivered</li><li>• Training delivered to Administration Team</li><li>• Implementation manual developed</li></ul>

Parent staff participate in a training program delivered by Administration Team with Technical Assistance support from Be Strong Families to prepare parent staff for community implementation	<ul style="list-style-type: none"> <li>Parent staff complete training program that prepares them to share information on the protective factors within their own communities and understand how the Protective Factors play a role in their everyday lives.</li> </ul>
Parent Staff know the protective factors, intentionally build them in their families, and share information with their neighbors. In addition, parents have less stress and anxiety, more confidence, more social support, better parenting, and see an impact on their children's behavior.	<ul style="list-style-type: none"> <li>Pre-, Mid-, Post- test surveys document changes.</li> </ul>

## Goal 2: Building Protective Factors in Communities

Objective	Performance Indicator
Parent Staff implement 5 Creating Parenting Communities (CPC) projects within their communities (2 CPC projects in South Suburban communities)	<ul style="list-style-type: none"> <li>Parent timesheets</li> <li>Weekly reports from TA Provider &amp; Admin team in each community demonstrating progress and barriers</li> </ul>
Parent Staff complete CPC projects documenting the project from planning through completion phases.	<ul style="list-style-type: none"> <li>"What's Good in the Neighborhood for Parents" on-line resource guide</li> <li>Documented mechanism for increasing awareness of protective factors</li> <li>At least 66% of CPC projects can be sustained beyond the program period.</li> <li>Final report from Admin team on results of CPCProjects</li> </ul>

## Goal 3: Create positive momentum and enthusiasm for the ICVPP Parent Program

Objective	Performance Indicator
Convene Parent Program Kick Off Events for Administrative Teams	<ul style="list-style-type: none"> <li>Event occurs</li> <li>Administrative Teams receive an overview of the full Parent Program</li> <li>Administrative Teams pick up implementation manuals</li> </ul>
Convene a Parent Program Closing evens for each of the 3 Clusters of communities that will Administrative Teams and Parent Staff	<ul style="list-style-type: none"> <li>Event occurs</li> <li>Parent staff are recognized for CPC project implementations, specifically acknowledging highly effective projects</li> <li>Parent Staff receive Parent Program completion certificate</li> </ul>
Parents involved strengthen their families by infusing Strengthening Families <sup>TM</sup> Protective Factors	<ul style="list-style-type: none"> <li>Evaluation results</li> </ul>
Key stakeholders recognize positive impact of Parent Program in communities	<ul style="list-style-type: none"> <li>Continued funding and increasing partnership and support for the ICVPP Parent Program after</li> </ul>

	October 2013
Parent Staff and Administrative Teams are fully committed to and supported in implementing the Parent Program	<ul style="list-style-type: none"> <li>CPC Projects are completed in all ICVPP communities</li> </ul>

#### Youth Employment Program (Community Assistance Programs)

**Goal 1:** Provide Job Readiness Training to allow youth the most realistic employment experience to achieve the goals of the YEP.

Objective	Performance Indicator
Provide Job Readiness Training curriculum and training for the instructors that will encourage and motivate youth to use this program to establish a pathway to self-sufficiency and promote a lucrative alternative to violence.	<ul style="list-style-type: none"> <li>Job Readiness Training curriculum developed</li> <li>Training scheduled</li> <li>Training held</li> <li># of attendees at each training</li> <li># of Instructors who successfully complete the training modules</li> </ul>
Identify and select 90 instructors that will demonstrate the capacity to deliver effective Job Readiness Training that will motivate youth and will result in their successful job placement through the YEP and in the future.	<ul style="list-style-type: none"> <li>Interview instructor candidates</li> <li>Inform lead agencies of the candidates who are eligible</li> <li>Perform background check on the instructors</li> <li>Identify instructors that are equipped to deliver the training for the youth at the conclusion of training</li> </ul>

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#### **Activities & Tasks** *(Describe what will be done. Who will do it? How will it be done? Where? When?)*

For the Parent Program (Be Strong Families)

There will be 5 Phases of Program Implementation:

- I. Preparation, Planning and Materials Development for Parent Program Implementation**
- II. Administrative Team Orientation and Training**
- III. Parent Leader Orientation, Training, and Planning**
- IV. Creating Parenting Communities Service Project Implementation**
- V. Analysis of Results, Preparation of Final Report, Celebration Event**

Details are as follows:

#### **I. Preparation, Planning and Materials Development for Parent Program Implementation: December 6 – April 19**

The first phase of the project is focused on developing the final plans and materials required to implement the Parent Program in April. Activities taking place during this period will include:

- Developing Parent Program
- Developing Parent Program materials (Content and design) including:
- Parent job descriptions and time sheets

- Administrative Team implementation manuals
- Parent Staff Implementation Manuals
- Supporting coordination of meeting planning / logistics for kick-off events as needed.
- Training/ resource material adaptation and reproduction.
- Evaluation Plan and Process

## **II. Administrative Team Orientation and Training – April 22 – May 31**

The Parent Program Administrative Team will be oriented to the ICVPP Parent Program goals and trained as trainers. Parent leaders will also be recruited and hired during this phase.

Administrative Team members will participate in the following trainings / meetings within this phase:

- Program Orientation (1 day)
- Vitality Training (.5 day)
- Awaken to Your Potential Unit 1: Maximizing Positive Energy to Direct Your Life (1 day)
- Awaken to Your Potential Unit 2: Clarifying Your Vision and Setting Your Goals (1 day)
- Awaken to Your Potential Training of Trainers for Parents (intensive training identifying the concepts and activities that will be transferred to Parent Staff taken from the two units) (1 day)
- Living the Protective Factors Training (1 day)
- Training of Trainers on Living the Protective Factors (1 day)
- Parent Café Training Institute (2 days)
- Parent Café implementation (1 day)
- Review of Parent Program Plans (1 day)

Be Strong Families Technical Assistance team will be meeting weekly to prepare for TA with Administrative Teams. Weekly Technical Assistance meetings with Administrative Teams will begin in this phase as well.

Parent leaders will be asked to complete a pre-survey test during the hiring process. The pre-survey will be on an online platform and will be administered by the lead agencies.

## **III. Parent Leader Orientation, Training, and Planning – June 3 – July 5**

Parent Leaders will be oriented to the ICVPP Parent Program. They will participate in training on the protective factors and leadership training, form Parenting Community teams, begin intentionally building the protective factors in their families, with their children, and, with the technical assistance of their Administrative Team liaison, they will develop their CPC Project plans.

Parent Staff will participate in the following training / activities during this phase:

- Parent Cafes (5 total, 2 hours per café)
- Awaken to Your Potential, Vitality, & Parenting Communities Training (1 day)
- Additional activities during this phase include:
- Parent Staff form Parenting Community teams and are assigned an Administrative Team TA Liaison.
- Parent staff develop CPC project plans for Administrative Team approval
- Weekly meetings of BSF TA Providers
- Weekly meeting between BSF TA Providers and Administrative Team members from specific communities (Each BSF TA Provider assigned 4 communities)

## **IV. Creating Parenting Communities Service Project Implementation – July 8 – Aug 30**

Parenting Community Teams will implement CPC projects that will contribute in concrete ways to increasing neighborhood vitality by building protective factors. (e.g., community resource guides, reviving block clubs or a neighborhood watch, collaborating with teens on an arts or theater project, community garden, sustainable parent cafes in local churches or child care centers, neighborhood beautification.)

In each community the Administrative Team will be responsible for coordination, documentation, and training and technical assistance to Parenting Community Teams. They will encourage, support, coach, and assist parent leaders in overcoming barriers as they design and implement the CPC Projects. Be Strong Families (the home of Strengthening Families Illinois) will provide training and technical assistance to the Administrative Teams.

Specific activities within this phase include:

- Parent Staff will take a Mid-Test survey regarding effect of Parent Cafes in building protective factors. This survey will be on an online platform and be administered by the
- Administrative Teams at the lead agencies.
- Administrative Team members convene to report on CPC projects in their communities.
- BSF Staff will provide Parent Café hosting training for Living the Protective Factors CPC teams that choose that as a focus for their efforts
- Parent Staff CPC Project Implementation, Documentation, and completion of projects.
- Weekly meetings of BSF TA Providers
- Weekly meeting between BSF TA Providers and Administrative Team members from specific communities (BSF Staff assigned 4 communities)
- Weekly meetings between CPC teams and Administrative TA liaisons
- Weekly meetings called as needed between BSF Staff and ICIJA / ILAACP staff

As the 19 week program period draws to a close, BSF convene closing meetings / celebration of accomplishments with the communities which may include all of the Administrative Teams and Parent Staff. Parent Staff will receive Parent Program completion certificates. Parent Leaders will complete post-test surveys. The survey will be available on an online platform and administered by the Administrative Teams at the Lead Agencies

V. Analysis of Results, Preparation of Final Report, and Celebration Event – September 1  
– October 31, 2013

The final phase of the Parent Program will be focused on finalizing CPC community resource guides, evaluation, analysis, following up with Parent Staff regarding the impact of participation, and completion of the final report. A celebration event will occur to highlight the accomplishments of the program as a whole with a focus on individual successes of the areas served.

For the Youth Employment Program (Community Assistance Programs):

The CAPs CEO and program director will reduce our current 80 hour Job Readiness Training (JRT) curriculum for youth to create 40 hour modules for youth participating in the ICVPP YEP. The youth training sessions will be conducted by JRT instructors equipped to deliver the curriculum through 80 hours of training by CAPs.

The topics for training will be:

1. Career Planning with Computer Literacy I
2. Self-Marketing – Include care of work uniform
3. Time Management – with instruction on the CAPs Timekeeping System
4. Money Management – with instruction on the Visa debit card use and fees
5. Creating Resumes/Applications
6. Computer Literacy II
7. Conflict Resolution

8. Workplace Communication/Vocabulary
9. Interviewing Techniques
10. Dress for Success - Graduation

The CAPs CEO and program director will develop 80 hour instruction modules of Job Readiness Training curriculum and train the JRT instructors to train 1,800 ICVPP YEP youth. CAPs will provide the curriculum and material. The method of instruction will be hands-on discussion and exercises. CAPs will maintain notes of progress for each student using a grading scale for each subject to assist in selecting the final instructors for YEP.

CAPs will provide 80 hours of training to instruct trainers in the art of delivering Job Readiness Training for youth. Trainers will receive an Instructor's Manual and will develop the style and method of delivering the curriculum that will motivate and inspire youth to be successful in this program and to establish an effective method of job search activities for the future. Training for the instructors will be conducted over a 7 week period for a maximum of 30 instructors in each session.

CAPs will accept and screen the applications of potential instructors to identify 115 for interviews. CAPs management will conduct interviews and initiate and review drug screening and background checks for the candidates selected for participation.

The Job Readiness Training curriculum is designed to prepare youth for their work assignment to ensure that youth complete the work assignment and have a meaningful work experience. The Training will be designed to inspire and motivate youth to establish a pathway to self-sufficiency and the pursuit of a career.

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**Evidence Based / Promising Practices** *(Describe any EBP/PP incorporated within your program strategy)*

The Be Strong Families program and curriculum is based on the Strengthening Families Program (SFP) which is a nationally and internationally recognized parenting and family strengthening program for high-risk and regular families. SFP is an evidence-based family skills training program found to significantly reduce problem behaviors, delinquency, and alcohol and drug abuse in children and to improve social competencies and school performance. Child maltreatment also decreases as parents strengthen bonds with their children and learn more effective parenting skills.

The original 14-session evidence-based SFP for high-risk families with children ages 6 to 11 years (SFP6-11) was developed and tested in the mid 1980s by Dr. Kumpfer on a NIDA research grant with children of substance abusing parents. Subsequent randomized control trials (RCTs) have found similar positive results with families in many different ethnic groups. Both culturally adapted versions and the core version of SFP have been found effective with African-American, Hispanic, Asian, Pacific Islander, and First Nations families. SFP is in 26 countries with language translations into Spanish, Portuguese, French, German, Dutch, Slovenian, Russian, Tai, Burmese, Chinese and other languages. In the more than two decades since its development, SFP has been reviewed by researchers and rated as an exemplary, evidence-based program. It has been approved for implementation with federal and state funds by: The White House Office of the First Lady Helping America's Youth (HAY), The White House Office of National Drug Control Policy (ONDCP), The National Institute on Drug Abuse (NIDA), The Center for Substance Abuse Prevention (CSAP), The Center for Mental Health Services (CMHS), The U.S. Department of Education (USDOE), The Office of Juvenile Justice and Delinquency Prevention (OJJDP). Be Strong Families has been working nationally to share the Parent Café model.

The Community Assistance Programs curriculum is based upon best practices in the field of job readiness training. CAPs has utilized their expertise in the area of job development and placement and has worked with other State funded job

programs through initiatives by the Illinois Departments of Children and Family Services, Human Services, and Employment Security, and local initiative through WorkNet Chicago and Cook County Works.

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**Budget:** Total projected match and federal program costs. (The budget details below are proposed, initial estimates and subject to further review and adjustments)

Category	Description	Amount
Personnel	No change	
Travel	No change	
Equipment	No change	
Commodities	No change	
Contractual	Increase for the Be Strong Families subcontract total cost of \$235,255 and Community Assistance Programs subcontract total cost of \$87,862. The Illinois African American Coalition for Prevention will utilize \$100,000 in this line item towards the training costs which had previously been slated for training support and contracts in general.	\$223,117
TOTAL ESTIMATED PROGRAM COSTS		\$223,117

Prepared by: Wendy McCambridge, Associate Director Federal and State Grants Unit

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## BUDGET COMMITTEE GRANT RECOMMENDATION REPORT

<b>Projected Designation Date</b>	<b>November 1, 2012</b>	<b>Total months of funding including this designation</b>	<b>12</b>
<b>Program Name</b>	University of Illinois at Chicago	<b>Federal Award</b>	
<b>Purpose Area</b>		<b>Formula Category</b>	
<b>Recommended Maximum Designation Amount</b>	\$199,556	<b>Required Match % of Total</b>	0

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**Program Summary** *(State the problem and supporting data; identify target population and intended consequences)*

The Illinois Community Violence Prevention Program (ICVPP) formerly known as the Neighborhood Recovery Initiative (NRI) has been created to reduce risk factors and promote protective factors associated with violence through:

1. Creation of jobs for community youth, adults and professionals that promote community wellness and healthy behaviors, youth and parent leadership, and healthy, caring community environments.
2. Provision of a wide range of community-based services for youth and young adults including: social, emotional and job skill development; case management, trauma-informed counseling for students in need of early intervention; mentoring; reentry services; and tutoring and other school supports that enhance young people's ability to succeed in school, in their community and in life.

The ICVPP as a part of the program has three distinct components:

- The Youth Employment Program (YEP) is a program designed to provide job readiness training, summer employment and work focused mentoring to 1,800 youth in specifically identified neighborhoods characterized to be the most underserved and socio-economically vulnerable communities within Chicago and the surrounding suburbs.
- The Parent Program is designed to train and empower 1,110 parents to build protective factors in families and enhance the neighborhood's capacity through the execution of a variety of Community Parenting Projects in specifically identified neighborhoods. The cornerstone of the program is the Parent Cafes- a small group conversation technology developed by Be Strong Families (based on the World Café process) that facilitates deep self reflection, peer-to-peer learning, and parent leadership.
- The Reentry Program component of the Community Violence Prevention Program (ICVPP) is a community-based program designed to provide supportive services and case management for young people ages 13-28 who are returning to one of the selected target communities from either an Illinois Department of Juvenile Justice (IDJJ) or Illinois Department of Corrections (IDOC) facility.

The University of Illinois Chicago (UIC) has been the primary evaluation team working on the Neighborhood Recovery Initiative. The University team has been lead by Dr. Marc Atkins to evaluate the data that has been entered into the database designed specifically to capture the data related to the activities regarding the NRI in prior years. For this grant funded period the UIC evaluation team would continue with the evaluation and report on the data captured in the database. The database is populated by information entered by the individual ICVPP sites regarding the activities of the participants in each of the individual components, Youth Employment Program, Parent Program and Reentry Program. UIC through Dr. Atkins will have primary responsibility for the management and oversight for the outcome data collection by agencies using the Social Solutions, Inc.'s database containing program specific data for the ICVPP.



The University of Illinois Chicago will enter into a sub-agreement with a vendor, Social Solutions, Inc., to develop and maintain a web-based data collection system to be used by providers, lead agencies and ICVPP to document program processes, activities, baseline measures and assessments, and program outcome measures.

UIC will import de-identified data sets provided by the vendor; clean data sets; merge files when necessary; perform all data preparation tasks associated with the data analysis plan, and; analyze and interpret the data. The UIC team will deliver a report regarding the outcomes analysis of the data incorporated into the database.

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**Goals, Objectives and Performance Measures** (*Goals are a broad statement of what will be achieved. Objectives are specific, measurable outcomes of the project. Objectives have a timetable for completion. Provide any available data to illustrate your program's past/current performance.*)

**Goal 1: Provide an outcome analysis of year three of the Illinois Community Violence Prevention Program**

Objective	Performance Indicator
Goals and objectives for the program are measurable	<ul style="list-style-type: none"><li>• Goals and objectives are established</li><li>• Data fields are created to evaluate performance</li><li>• Revision of database complete</li></ul>
Data sets deliver meaningful data	<ul style="list-style-type: none"><li>• Data fields are coded to provide binary output</li><li>• Training is delivered to the data entry staff who are responsible for entering the data</li><li>• Testing of new or revised field is completed</li><li>• Reports are developed and tested for delivery of data</li></ul>
Evaluation of the data	<ul style="list-style-type: none"><li>• Data will be reported from the database</li><li>• UIC performs cleaning of the data</li><li>• UIC delivers draft report of the findings</li><li>• UIC delivers final report of findings and analysis to ICJIA</li></ul>
	<ul style="list-style-type: none"><li>•</li></ul>

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**Activities & Tasks** (*Describe what will be done. Who will do it? How will it be done? Where? When?*)

UIC will be involved in active discussion with ICJIA to develop and create the goals and objectives for the program. Based on the established goals changes to the database may be necessary. UIC will enter into full discussion with the vendor, Social Solutions, regarding clear expectations and deliverables regarding the characteristics of the data to be entered. UIC will foster an open relationship with the vendor regarding the quality of the data. Social Solutions will make the necessary changes to the database to facilitate the work of UIC. Social Solutions will provide training to the end users who will be entering in the data. UIC will provide ICJIA a report of the final findings and conclusions based on the data in the Social Solutions database. The report will be delivered in early 2014.

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**Evidence Based / Promising Practices** *(Describe any EBP/PP incorporated within your program strategy)*

The purpose of UIC involvement in this program is to begin to establish the existence of promising practice of utilizing the three components in the same community and the impact on the reduction of violence in the area during the time the program is in operation and identify the need for further evaluation and study of the effects of the programming on the targeted areas.

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**Budget:** *Total projected match and federal program costs. (The budget details below are proposed, initial estimates and subject to further review and adjustments)*

Category	Description	Amount
Personnel	Personnel costs related to the Director, Program Coordinator, Data Manager and Project Manager	\$99,031.00
Travel	Parking related to the in-person meetings with ICJIA	525.00
Equipment		
Commodities		
Contractual	Sub-contract agreement with a vendor for database services for collection of the data to be evaluated and studied	100,000
TOTAL ESTIMATED PROGRAM COSTS		\$199,556.00

**Prepared by: Wendy McCambridge, Associate Director Federal and State Grants Unit**

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## BUDGET COMMITTEE GRANT RECOMMENDATION REPORT

<b>Projected Designation Date</b>		<b>November 1, 2013</b>	<b>Total months of funding including this designation</b>	12
<b>Program Name</b>	Chicago Area Project Fund		<b>Federal Award</b>	None
<b>Purpose Area</b>	Violence Prevention		<b>Formula Category</b>	None
<b>Recommended Maximum Designation Amount</b>	\$5,000,000		<b>Required Match % of Total</b>	\$0.00

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### **Program Summary** *(State the problem and supporting data; identify target population and intended consequences)*

Pursuant to Public Act 97-0731

“The amount of \$5,000,000, or so much thereof as may be necessary, is appropriated from the General Revenue Fund to the Illinois Criminal Justice Information Authority for grants to the Chicago Area Project.”

The Chicago Area Project (CAP) requests the funding to support the Illinois Community Violence Prevention Program (ICVPP) in three neighborhoods and to support other violence prevention initiatives through St. Sabina Church, Latinos Organization of the Southwest (LOS) and the DuPage County Area Project (DuCAP).

The Illinois Community Violence Prevention Program (ICVPP) formerly known as the Neighborhood Recovery Initiative (NRI) has been created to reduce risk factors and promote protective factors associated with violence through:

1. Creation of jobs for community youth, adults and professionals that promote community wellness and healthy behaviors, youth and parent leadership, and healthy, caring community environments.
2. Provision of a wide range of community-based services for youth and young adults including: social, emotional and job skill development; case management, trauma-informed counseling for students in need of early intervention; mentoring; reentry services; and tutoring and other school supports that enhance young people's ability to succeed in school, in their community and in life.

CAP and the ICVPP as a part of the program has three distinct components:

- The Youth Employment Program (YEP) is a program designed to provide job readiness training, summer employment and work focused mentoring to 1,800 youth in specifically identified neighborhoods characterized to be the most underserved and socio-economically vulnerable communities within Chicago and the surrounding suburbs.
- The Parent Program is designed to train and empower 1,110 parents to build protective factors in families and enhance the neighborhood's capacity through the execution of a variety of Community Parenting Projects in specifically identified neighborhoods. The cornerstone of the program is the Parent Cafes- a small group conversation technology developed by Be Strong Families (based on the World Café process) that facilitates deep self reflection, peer-to-peer learning, and parent leadership.
- The Reentry Program component of the Community Violence Prevention Program (ICVPP) is a community-based program designed to provide supportive services and case management for young people ages 13-28 who are returning to one of the selected target communities from either an Illinois Department of Juvenile Justice (IDJJ) or Illinois Department of Corrections (IDOC) facility.

CAP would provide additional violence prevention programming through the Comprehensive Youth Development Services. The maximum number of youth that may be served is 846. Youth eligible for the program would be between the ages of 7-17 in identified neighborhoods with high social and economic problems. The programs would focus on after-school activities that would be focused on development of the individual youth issues and personal development needs. Areas of focus will primarily be to promote educational, recreational, athletic, arts and crafts, cultural, and violence prevention skills. These supports will be provided one on one and in group settings.

CAP would partner with community based organizations to implement the ICVPP components in the three identified communities, Grand Boulevard, Auburn-Gresham and West Garfield Park.

The additional violence prevention programs through St. Sabina, LOS and DuCAP are described as follows:

- The St. Sabina will provide:
  - Services through the Employment Resource Center (ERC) will offer two comprehensive programs to complement other violence prevention programs: a youth employment program and a community employment and adult literacy program.
  - Services through the ARK of St. Sabina such as youth leadership development programming, creative arts programming, academic programming, and athletic programming.
- Latino Organization of the Southwest will provide:
  - Social services will be offered to youth such as coaching, case management, support groups, referral and reaching out to youth who are at risk of joining gangs, dropping out of school, using drugs, etc.
  - Self-help programs offered will include tutoring, youth leadership, resume writing and job placement assistance.
- DuPage County Area Project will provide:
  - Form local Neighborhood Action Clubs (NAC) within identified communities. A NAC is a group of local residents, within a specific neighborhood, working together to create and maintain a safe and healthy environment for youth and families.
  - Assist in the developing , coordinating and/or executing of prevention, intervention and diversion programs and services within certain neighborhoods in DuPage and Northern Will County Area.

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**Goals, Objectives and Performance Measures** *(Goals are a broad statement of what will be achieved. Objectives are specific, measurable outcomes of the project. Objectives have a timetable for completion. Provide any available data to illustrate your program's past/current performance.) Some of the goals, objectives and performance measures are as follows*

**Goal 1: To enhance the presence of structures collaborative, sustainable and locally-driven community resource frameworks to manage the lives of youth in socially and economically underserved communities**

Objective	Performance Indicator
Provide employment for youth	<ul style="list-style-type: none"><li>• Number of youth hired</li><li>• Increased percentage of youth demonstrating and reporting improved knowledge, attitude and practices towards risky behavior</li><li>• Increased percentage of participation/attendance</li></ul>
Provide youth and young people a range of education, employment and community related support and	<ul style="list-style-type: none"><li>• Increased percentage of youth reporting interest and motivation in education as a result of</li></ul>

development services	inclusion in services <ul style="list-style-type: none"> <li>• Increase in percentage of youth planning to engage post-secondary education options</li> <li>• Percentage of increase in applicants compared to previous terms of similar programs</li> <li>• Collect and report performance measures developed by the Authority's Research Analysis unit</li> </ul>
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**Goal 2: To reduce the recidivism rate among returning citizens between the ages of 17-24.**

Objective	Performance Indicator
Provide each youth with a detailed plan including housing, life skills, education/employment training and recreation alternatives	<ul style="list-style-type: none"> <li>• Number of youth with referrals to services</li> <li>• Number of youth participating in services</li> <li>• Number of youth successfully discharged from services</li> </ul>
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**Goal 3: To reduce the incidence of violence in the communities being served by providing alternatives for youth in the neighborhood served.**

Objective	Performance Indicator
Provide accessible services based on the need of the community through evaluation of existing services	<ul style="list-style-type: none"> <li>• Provision of an evaluation of the community</li> <li>• Number of participants in the program</li> </ul>
Creation of linkages with youth in the community	<ul style="list-style-type: none"> <li>• Percentage of increase of participants involved in the program</li> </ul>
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**Activities & Tasks** *(Describe what will be done. Who will do it? How will it be done? Where? When?)*

Services will be provided in the community by the community partner CAP has identified for a specific geographic area. Reports will be made on a quarterly basis to CAP regarding the activities engaged and the measurements towards the goals set forth in the program plan. CAP will provide ICJIA with regular quarterly reports regarding the status towards the achievement of the goals.

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**Evidence Based / Promising Practices** (Describe any EBP/PP incorporated within your program strategy)

None identified.

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**Budget:** Total projected match and federal program costs. (The budget details below are proposed, initial estimates and subject to further review and adjustments)

Category	Description	Amount
Personnel	For the staff to execute the program and oversight of the grant and sub-grant agreements	1,517,526.01
Travel	For travel among the sites to oversee the program components	20,510.88
Equipment	For various equipment needed by CAP for new employees to oversee the program	6,488.30
Commodities	Program supplies, office supplies to support the program	140,992.84
Contractual	For all the partnering agencies providing violence prevention programming	3,314,481.98
TOTAL ESTIMATED PROGRAM COSTS		\$5,000,000.00

Prepared by:

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