

URBAN LEAGUE OF ESSEX CTY  
ULEC GENERAL OPERATING ACCT  
508 CENTRAL AVE  
NEWARK, NJ 07107-1430

Bank of America  
ACH R/T 021200339

12333  
55-33/212 NJ  
356

02/27/2020

PAY TO THE ORDER OF Anthony Clark

\$ \*\*900.00

Nine hundred and 00/100 \*\*\*\*\* DOLLARS

Anthony Clark  
111 Mulberry St #2A  
Newark, NJ 07102

*Vivian Cox Juse*  
AUTHORIZED SIGNATURE

MEMO

451 -460 Ser. Rendered 02/10/20 - 02/14/20

⑈012995⑈ ⑆021200339⑆ 000238003973⑈

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12995

02/27/2020

Anthony Clark

| Date       | Type | Reference    | Original Amount | Balance Due | Payment |
|------------|------|--------------|-----------------|-------------|---------|
| 02/15/2020 | Bill | 02.15.20AC   | 900.00          | 900.00      | 900.00  |
|            |      | Check Amount |                 |             | 900.00  |

1010 Cash:Checking 451 -460 Ser. Rendered 02/10/20 - 02/14/20 900.00

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12995

02/27/2020

Anthony Clark

| Date       | Type | Reference    | Original Amount | Balance Due | Payment |
|------------|------|--------------|-----------------|-------------|---------|
| 02/15/2020 | Bill | 02.15.20AC   | 900.00          | 900.00      | 900.00  |
|            |      | Check Amount |                 |             | 900.00  |

1010 Cash:Checking 451 -460 Ser. Rendered 02/10/20 - 02/14/20 900.00

# CHECK REQUEST FORM

## 451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/21/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 02/17/20 - 02/21/20  
PAYABLE TO: Anthony Clark AMOUNT: \$900.00 INVOICE #: 02.21.20AC  
COMMENTS: Consultant Services for USJP participants for job opportunities

### GL CODES:

☐ 7112.1 USJP Manual Checks  
☐ 7120 FRINGE BENEFITS - INCLUDING FICA  
☒ 7540 INSTRUCTORS/CONSULTANTS/SUBS  
☐ 7550 INTERNSHIPS & OJT  
☐ 7560 PROFESSIONAL FEES - OTHER  
☐ 7570 TEMPORARY HELP/CONTRACT  
☐ 7580 DONATED PROFESSIONAL SERVICES  
☐ 8110 SUPPLIES  
☐ 8120 DONATED MATERIALS & SUPPLIES  
☐ 8140 POSTAGE & SHIPPING  
☐ 8160 COMPUTER SOFTWARE & HARDWARE  
☐ 8170 PRINTING & COPYING  
☐ 8180 BOOKS, SUBSCRIPTIONS, REFERENCE  
☐ 8205 RENT  
☐ 8310 TRANSPORTATION & PARKING

### GL CODES:

☐ 8310 STAFF TRANSPORTATION  
☐ 8320 MEALS  
☐ 8340 AIRFARE  
☐ 8350 CONFERENCE, CONVENTIONS, MEETINGS  
☐ 8415 COMMUNITY SERVICE PROJECT  
☐ 8430 JOB TRAINING  
☐ 8435 GED & ABE CLASSES  
☐ 8440 MENTORING  
☐ 8445 FOOD & RELATED SUPPLIES  
☐ 8450 PROGRAM TRAINING  
☐ 8460 STIPENDS & ASSISTANCE  
☐ 8470 FOOD FOR CLASSES  
☐ 8510 INTEREST EXPENSE - GENERAL  
☐ 8520 INSURANCE - NON EMPLOYMENT RELATED  
☐ 8540 STAFF DEVELOPMENT/TRAINING  
☐ 8570 ADVERTISING/MARKETING EXP  
☐ 8580 LICENSES & FEES

☒ ENTERED

PROGRAM DIRECTOR'S APPROVAL Gwen Morris GM

DATE: 2/13/2020

### FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: \_\_\_\_\_

DATE: \_\_\_\_\_

FISCAL OFFICE APPROVAL \_\_\_\_\_

CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL \_\_\_\_\_

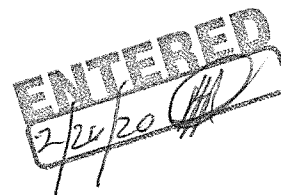
CHECK #: 12995



Urban League of  
Essex County

Empowering Communities.  
Changing Lives.

### Consultant Reimbursement Form: Job Developer



Name: Anthony G. Clark

Address: 111 Mulberry Street City: Newark State: NJ Zip: 07102

Phone (C): 973-991-7043 Email: Agclark.2465@gmail.com

Re: Reimbursement Month February Year: 2020

| Number of Billable Hours                    |        |         |           |          |        |             |
|---|--------|---------|-----------|----------|--------|-------------|
| Week of (Dates)                             | Monday | Tuesday | Wednesday | Thursday | Friday | Total Hours |
| February 17 <sup>th</sup> -21 <sup>st</sup> | 4.5    | 3.5     | 8         | 4        | 10     | 30          |
|   |        |         |           |          |        |             |
|   |        |         |           |          |        |             |
|   |        |         |           |          |        |             |
|   |        |         |           |          |        |             |
| <b>Total</b>                                |        |         |           |          |        | <b>30</b>   |

Base Pay @ \$30.00 \$900.00

*Note: Hours should not exceed 30 hours per week*

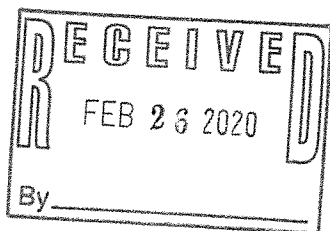
**Total Reimbursement** \$900.00

#### Number of Placements in Period

|              |  |
|--------------|--|
|              |  |
|              |  |
|              |  |
|              |  |
| <b>Total</b> |  |

Base Pay @ \$30.00 \$0.00

**Total Reimbursement** \$900.00



Signature \_\_\_\_\_ Date 2/21/2020

Attach the following: (1&2 must be submitted along with each invoice):

1. **Job Development Spreadsheet** – Job development, participant referrals, & Activity Log for period above)
2. **Hire letters** – for all participants placed during the period above; submit only when requesting payment for placements (email, paychecks)

**Please complete the above and return to:**

VP, Workforce Development and Financial Opportunity Center



Urban League of  
Essex County

*Empowering Communities.  
Changing Lives.*

## Job Developer Log

### Detailed Weekly Activities

| Date  | Activity*  | Comment   |
|---|--|---|
| February<br>17 <sup>th</sup> 8:30am<br>– 1pm        | Attended the Mayor's Men's breakfast meeting. Met with Kirra Eгна after the breakfast regarding her company ICCG, Inc who subcontract for NJ Transit by hiring people to clean the trains and her company is background friendly and her interest in taking on some of our USJP's.   | Follow up with Kirra Eгна regarding hiring our participants to work at NJ Transit trains clean up crew. |
| February<br>18 <sup>th</sup> 9am<br>– 12:30         | Follow up with data input to the BD report and follow up with Patti from Makeit company regarding jobs for USJP's in the office settings. Recommend the following USJP's Annette Clyburn-Williams, Roxane Barri & Rosaline Williams  |   |
| February<br>19 <sup>th</sup> 8:00am-<br>4:00pm      | Follow up with Jamar Morgan via phone and asked him to send the work papers and spoke with him about a new job search. Meeting with AF, KW& RH regarding Newark 2020 & USJP's Workforce concerns. Spoke ,with USJP participant Carmen Martinez regarding her updated resume and changes in her number, sent her resume to MCS Group. Follow up with Anthony Bygrave on his search and also sent his resume to Community Preservation & Associates, 's Shamecca Fuller, also had USJP's - Annette Clyburn-Williams, Roxane Barri's resumes sent to Ms. Fuller | Follow up with Alecia from Exothermic   |
| February<br>20 <sup>th</sup><br>8:30am –<br>12:00pm | Follow up with Patti and Nirod regrading the next steps for our partnership on hiring office supportive help through our USJP's list   | .   |
| February<br>21 <sup>st</sup>                        | Follow with an email and talk to Akua lessesen from Kente Gold Build regarding her construction and architect firm and potential administrative jobs with her for the USJP's. She was forward the following USJP's names Annette Clyburn-Williams, Roxane Barri. Follow  | Invite Akua out next week for drinks as requested per our conversation and her willing to hire USJP's.  |

|                        |   |   |
|------------------------|---|---|
| 8:30am-3pm<br>& 4-7:30 | up with USJP's participants regarding reviewing their job ready forms provided by Irene Cerno, I will schedule the following to come within the next week or two; Mary Tanner, Pat Carter, William Ribardo, Rosemary McGriff and Lisa Fulcher ere participant One on one meeting with AF on various matters regarding our workforce operation. Follow up with data entries and SF entries from the prior week | Contact the following USJP's to have them come to the Newark office within two weeks : Pat Carter, William Ribardo, Rosemary McGriff Mary Tanner and Lisa Fulcher |
|                        |   |   |
|                        |   |   |
|                        |   |   |
|                        |   |   |
|                        |   |   |
|                        |   |   |
|                        |   |   |

\*Activities may include, but is not limited to, maintaining and initiating contact with employers, researching & identifying job leads, interviewing participants, job matching activities, skills assessments, market research, outreach, identifying job orders, attending Job Fairs or meeting.

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ULEC GENERAL OPERATING ACCT  
508 CENTRAL AVE  
NEWARK, NJ 07107-1430

Bank of America  
ACH R/T 021200339

12950

55-33/212 NJ  
356

02/01/2020

PAY TO THE ORDER OF Horizon Blue Cross Blue Shield of NJ

\$ \*\*19,580.44

Nineteen thousand five hundred eighty and 44/100 \*\*\*\*\* DOLLARS

Horizon Blue Cross Blue Shield of NJ  
P.O. Box 10130  
Newark, NJ 07101-3130

MEMO

Empl. Health Ins. 02/15/20 - 03/15/20

*Vivian Cox*  
AUTHORIZED SIGNATURE

⑈012950⑈ ⑈021200339⑈ 000238003973⑈

URBAN LEAGUE OF ESSEX CTY  
02/01/2020

GENERAL OPERATING ACCT  
Horizon Blue Cross Blue Shield of NJ

12950

| Date       | Type | Reference    | Original Amount | Balance Due | Payment   |
|------------|------|--------------|-----------------|-------------|-----------|
| 02/01/2020 | Bill |              | 19,580.44       | 19,580.44   | 19,580.44 |
|            |      | Check Amount |                 |             | 19,580.44 |

1010 Cash:Checking Empl. Health Ins. 02/15/20 - 03/15/20 19,580.44

URBAN LEAGUE OF ESSEX CTY  
02/01/2020

GENERAL OPERATING ACCT  
Horizon Blue Cross Blue Shield of NJ

12950

| Date       | Type | Reference    | Original Amount | Balance Due | Payment   |
|------------|------|--------------|-----------------|-------------|-----------|
| 02/01/2020 | Bill |              | 19,580.44       | 19,580.44   | 19,580.44 |
|            |      | Check Amount |                 |             | 19,580.44 |

1010 Cash:Checking Empl. Health Ins. 02/15/20 - 03/15/20 19,580.44

# ULEC CHECK REQUEST FORM

INVOICE DATE: 2/1/2020 PREPARED BY: Pat Mise PERIOD COVERED: 02/15/20 - 03/15/20  
 INVOICE # 293308978 DUE DATE: 2/15/2020 AMOUNT: \$19,580.44  
 PAYABLE TO: Horizon Blue Cross Blue Shield  
 COMMENTS: \_\_\_\_\_

GL CODE: 7241 EMPLOYEE BENEFITS - HEALTH INSURANCE

|                                  |                    |   |                    |                                  |                          |
|----------------------------------|--------------------|---|--------------------|----------------------------------|--------------------------|
| <b>111 Abbott</b>                |                    | <b>112.1 TODDLERS</b>                   |                    | <b>561 - LISC-HUD/FOC</b>        | <b>854.68 Pat Sermon</b> |
| Roni Bryant                      | \$ 865.47          | C.E. Fitzpatrick                        | \$ 1,068.35        | <b>451 USJP</b>                  | <b>3,581.26</b>          |
| Quintella Hollins                | \$ 1,346.70        | Yolanda Green                           | \$ 946.06          | <b>112 EHS</b>                   | <b>2,014.41</b>          |
| Daphne L. McMillian              | \$ 918.88          |   |                    | <b>111 Abbott</b>                | <b>6,576.97</b>          |
| Betrilla Simmons                 | \$ 768.94          | <b>Total</b>                            | <b>\$ 2,014.41</b> | <b>222 Coding Prog</b>           | <b>365.26</b>            |
| Robin Stewart                    | \$ 1,068.35        | <b>467 Workforce</b>                    |                    | <b>368 Wells F N. Revit</b>      | <b>1,068.13</b>          |
| Heather Wilson                   | \$ 1,608.63        | Kyneisha Williams                       | \$ 625.08          | <b>502 - ESG- Housing</b>        | <b>679.44 V. Lindsey</b> |
| <b>Total</b>                     | <b>\$ 6,576.97</b> | Theresa Howard                          | \$ 746.45          | <b>334H NRTC18 - Housing</b>     | <b>679.44 V. Lindsey</b> |
|                                  |                    | <b>Total</b>                            | <b>\$ 1,371.53</b> | <b>467 Workforce</b>             | <b>1,371.53</b>          |
| <b>222 Coding</b>                |                    |   |                    | <b>620 Admin - Finance</b>       | <b>1,028.12</b>          |
| Darrin Sharif                    | \$ 258.42          | <b>339 ULEC OPPORTUNITY CORP</b>        |                    | <b>339 ULEC OPP CORP</b>         | <b>1,361.22</b>          |
| Greg Ward                        | \$ 106.84          | Leonard Robbins                         | \$ 1,068.35        | <b>Total Expense</b>             | <b>19,580.44</b>         |
| <b>Total</b>                     | <b>\$ 365.26</b>   | Curtis McDaniel                         | \$ 292.87          | <b>Total Bill</b>                | <b>19,580.44</b>         |
|                                  |                    | <b>Total</b>                            | <b>\$ 1,361.22</b> | <b>variance</b>                  | <b>0.00</b>              |
| <b>334 Housing</b>               |                    |   |                    |                                  |                          |
| Victoria Lindsey                 | \$ 1,068.35        | <b>620 Admin</b>                        |                    |                                  |                          |
| Karimi Guerra                    | \$ 290.52          | Joanna Martinez                         | \$ 66.61           |                                  |                          |
| <b>Total</b>                     | <b>\$ 1,358.87</b> | Greg Ward                               | \$ 961.52          |                                  |                          |
|                                  |                    | <b>Total</b>                            | <b>\$ 1,028.12</b> |                                  |                          |
| <b>368 Wells Fargo</b>           |                    |   |                    |                                  |                          |
| Darrin Sharif                    | \$ 775.26          |   |                    |                                  |                          |
| Curtis McDaniel                  | \$ 292.87          |   |                    |                                  |                          |
| <b>Total</b>                     | <b>\$ 1,068.13</b> |   |                    |                                  |                          |
| <b>451 USJP - Mature Workers</b> |                    | <b>Employees with Split Allocations</b> |                    |                                  |                          |
| Gwendolyn Morris                 | \$ 1,033.68        | Greg Ward                               | \$ 1,068.35        | Admin 90%, Coding 10%            |                          |
| Joanna Martinez                  | \$ 1,265.56        | Darrin Sharif                           | \$ 1,033.68        | Coding 25%, Wells Fargo 75%      |                          |
| Irene Cerna                      | \$ 1,068.35        | Patricia Sermon                         | \$ 1,068.35        | USJP 20%, LISC/FOC 80%           |                          |
| Patricia Sermon                  | \$ 213.67          | Joanna Martinez                         | \$ 1,332.17        | USJP 95%, Admin 5%               |                          |
| Greg Ward                        | \$ -               | Curtis McDaniel                         | \$ 585.73          | Wells Fargo 50%, Opport Corp 50% |                          |
| <b>Total</b>                     | <b>\$ 3,581.26</b> |   |                    |                                  |                          |

☒ ENTERED

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES ☒ NO ☐

A/P INITIAL: PM

DATE: 1/30/20

FISCAL OFFICE APPROVAL: Row

PRESIDENT/CEO'S APPROVAL: VJ

CHECK # 12950



ACCOUNT NUMBER: 310430354

STATEMENT DATE: 01/28/20

PAYMENT DUE DATE: 02/15/20

|                            |                  |   |             |   |                  |   |                 |   |                 |
|----------------------------|------------------|---|-------------|---|------------------|---|-----------------|---|-----------------|
| SUMMARY OF<br>TRANSACTIONS | PREVIOUS BALANCE | - | PAYMENT     | + | CURRENT BILLINGS | + | NET ADJUSTMENTS | = | PAY THIS AMOUNT |
|                            | \$19,289.92      |   | \$19,289.92 |   | \$19,580.44      |   | \$0.00          |   | \$19,580.44     |

## SUMMARY OF ACCOUNT

| DESCRIPTION                 | PRODUCT       | GROUP NUMBER: | DATE     | AMOUNT       |
|-----------------------------|---------------|---------------|----------|--------------|
| PREVIOUS BALANCE            |               |               | 12/30/19 | \$19,289.92  |
| PAYMENT RECEIVED, THANK YOU |               | 00-153M8      | 01/08/20 | -\$19,289.92 |
| BILL 02/15/20-03/15/20      | ADVANTAGE EPO | 00-153M8      | 01/28/20 | \$13,003.47  |
| BILL 02/15/20-03/15/20      | PRESCRIPTION  | 00-153M8      | 01/28/20 | \$0.00       |
| BILL 02/15/20-03/15/20      | DENTAL-G      | 01-153M8      | 01/28/20 | \$0.00       |
| BILL 02/15/20-03/15/20      | ADVANTAGE EPO | 02-153M8      | 01/28/20 | \$6,576.97   |
| BILL 02/15/20-03/15/20      | PRESCRIPTION  | 02-153M8      | 01/28/20 | \$0.00       |
| BILL 02/15/20-03/15/20      | DENTAL-G      | 03-153M8      | 01/28/20 | \$0.00       |
| TOTAL AMOUNT DUE            |               |               |          | \$19,580.44  |



STATEMENT DATE: 01/28/20

ACCOUNT NUMBER: 310430354

INVOICE NUMBER 293308978

GRP# 153M8

| PAST DUE AMOUNT | CURRENT MONTH CHARGES | PAY THIS AMOUNT | DUE DATE | AMOUNT ENCLOSED |
|-----------------|-----------------------|-----------------|----------|-----------------|
| \$0.00          | \$19,580.44           | \$19,580.44     | 02/15/20 |                 |

ATTN: R.GREGORY WARD/PATRICIA MISE  
 URBAN LEAGUE OF ESSEX COUNTY  
 508 CENTRAL AVENUE  
 NEWARK NJ 07107-1430

HORIZON BLUE CROSS BLUE SHIELD OF NJ  
 PO BOX 10130  
 NEWARK, NJ 07101-3130





| PAST DUE AMOUNT | CURRENT MONTH CHARGES | PAY THIS AMOUNT | DUE DATE |
|-----------------|-----------------------|-----------------|----------|
| \$0.00          | \$19,580.44           | \$19,580.44     | 02/15/20 |

STATEMENT DATE: 01/28/20

ACCOUNT NUMBER: 310430354

INVOICE NUMBER 293308978

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**SUMMARY OF ACCOUNT(CONTINUES)**

IF YOU HAVE ANY QUESTIONS REGARDING THIS BILL, PLEASE CALL 1-800-225-1955.

-----



3 PENN PLAZA EAST, NEWARK, NEW JERSEY 07105-2200

| RATING   |    | YEAR     |    |
|----------|----|----------|----|
| FROM     | TO | FROM     | TO |
| 10/15/19 |    | 10/15/20 |    |

| BILLING PERIOD |    | COVERED  |    |
|----------------|----|----------|----|
| FROM           | TO | FROM     | TO |
| 02/15/20       |    | 03/15/20 |    |

ATTN: R.GREGORY WARD/PATRICIA  
URBAN LEAGUE OF ESSEX COUNTY  
508 CENTRAL AVENUE  
NEWARK NJ 07107-1430  
ACCT: 310430354

| DATE PREPARED | GROUP NUMBER |
|---------------|--------------|
| 01/28/20      | 00-153M8     |

| SOCIAL SECURITY NUMBER | EMPLOYEE NUMBER | IDENTIFICATION NUMBER | EMPLOYEE NAME | S<br>E<br>X | CONTRACT TYPE | ADVANTAGE<br>EPO | PRESCRIPTION | PAY LOCATION<br>CODE | TOTAL |
|------------------------|-----------------|-----------------------|---------------|-------------|---------------|------------------|--------------|----------------------|-------|
|------------------------|-----------------|-----------------------|---------------|-------------|---------------|------------------|--------------|----------------------|-------|

\*\*\*\*\* DETAIL BILL \*\*\*\*\*

TEFDEF SUBSCRIBERS

|             |  |              |         |   |        |            |        |  |            |
|-------------|--|--------------|---------|---|--------|------------|--------|--|------------|
| XXX-XX-4885 |  | 3HZN77223910 | WARD,R. | M | SINGLE | \$1,068.35 | \$0.00 |  | \$1,068.35 |
|-------------|--|--------------|---------|---|--------|------------|--------|--|------------|

TOTAL TEFDEF \$1,068.35

REGULAR SUBSCRIBERS

|             |  |              |                  |   |        |            |        |  |            |
|-------------|--|--------------|------------------|---|--------|------------|--------|--|------------|
| XXX-XX-9241 |  | 3HZN74953700 | CERNA,I.         | F | SINGLE | \$1,068.35 | \$0.00 |  | \$1,068.35 |
| XXX-XX-5275 |  | 3HZN15326490 | FITZPATRICK,C.E. | F | SINGLE | \$1,068.35 | \$0.00 |  | \$1,068.35 |
| XXX-XX-0012 |  | 3HZN94251270 | GREEN,Y.         | F | SINGLE | \$946.06   | \$0.00 |  | \$946.06   |
| XXX-XX-3193 |  | 3HZN46093120 | GUERRA,K.        | F | SINGLE | \$290.52   | \$0.00 |  | \$290.52   |
| XXX-XX-4149 |  | 3HZN03133170 | HOWARD,T.M.      | F | SINGLE | \$746.45   | \$0.00 |  | \$746.45   |
| XXX-XX-2322 |  | 3HZN61240120 | LINDSEY,V.A.     | F | SINGLE | \$1,068.35 | \$0.00 |  | \$1,068.35 |
| XXX-XX-4493 |  | 3HZN88926110 | MARTINEZ,J.      | F | 2ADULT | \$1,332.17 | \$0.00 |  | \$1,332.17 |
| XXX-XX-1933 |  | 3HZN71286990 | MCDANIEL,C.      | M | SINGLE | \$585.73   | \$0.00 |  | \$585.73   |
| XXX-XX-3964 |  | 3HZN17758740 | MORRIS,G.J.      | F | SINGLE | \$1,033.68 | \$0.00 |  | \$1,033.68 |
| XXX-XX-9664 |  | 3HZN25462180 | ROBBINS,L.       | M | SINGLE | \$1,068.35 | \$0.00 |  | \$1,068.35 |
| XXX-XX-1312 |  | 3HZN60048430 | SERMON,P.A.      | F | SINGLE | \$1,068.35 | \$0.00 |  | \$1,068.35 |

| SOCIAL SECURITY NUMBER | EMPLOYEE NUMBER | IDENTIFICATION NUMBER | EMPLOYEE NAME | S<br>E | CONTRACT TYPE  | ADVANTAGE<br>EPO | PRESCRIPTION | PAY LOCATION<br>CODE | TOTAL       |
|------------------------|-----------------|-----------------------|---------------|--------|----------------|------------------|--------------|----------------------|-------------|
| XXX-XX-2811            |                 | 3HZN6992530           | SHARIF D.S.   | M      | SINGLE         | \$1,033.68       | \$0.00       |                      | \$1,033.68  |
| XXX-XX-4029            |                 | 3HZN24650320          | WILLIAMS K.J. | F      | SINGLE         | \$625.08         | \$0.00       |                      | \$625.08    |
|                        |                 |                       |               |        |                | *****            | *****        |                      | *****       |
|                        |                 |                       | TOTAL REGULAR |        |                | \$11,935.12      | \$0.00       |                      | \$11,935.12 |
|                        |                 |                       |               |        |                | *****            | *****        |                      | *****       |
|                        |                 |                       | TOTAL         |        |                |                  |              |                      |             |
|                        |                 |                       | DETAIL BILL   |        | - GROUP NUMBER | 00-153M8         |              |                      |             |
|                        |                 |                       |               |        |                | *****            | *****        |                      | *****       |
|                        |                 |                       | TOTAL DETAIL  |        | BILL           | \$13,003.47      | \$0.00       |                      | \$13,003.47 |
|                        |                 |                       |               |        |                |                  |              |                      |             |
|                        |                 |                       | TOTAL DEBIT   |        | ADJUSTMENTS    | \$13,003.47      | \$0.00       |                      | \$13,003.47 |
|                        |                 |                       |               |        |                |                  |              |                      |             |
|                        |                 |                       | TOTAL CREDIT  |        | ADJUSTMENTS    |                  |              |                      |             |
|                        |                 |                       |               |        |                |                  |              |                      |             |
|                        |                 |                       | TOTAL NET     |        | BILL           |                  |              |                      |             |



3 PENN PLAZA EAST, NEWARK, NEW JERSEY 07105-2200

| RATING   |    | YEAR     |    |
|----------|----|----------|----|
| FROM     | TO | FROM     | TO |
| 10/15/19 |    | 10/15/20 |    |

ATTN: R.GREGORY WARD/PATRICIA  
URBAN LEAGUE OF ESSEX COUNTY  
508 CENTRAL AVENUE  
NEWARK NJ 07107-1430  
ACCT: 310430354

CONTRACTS COUNTS

|                     | SINGLE | 2 ADULTS | FAMILY | TYPE4 | TYPE5 | P&C | TOTAL |
|---------------------|--------|----------|--------|-------|-------|-----|-------|
| ADVANTAGE EPO       |        |          |        |       |       |     |       |
| REGULAR GROUP       | 12     | 1        | 0      | 0     | 0     | 0   | 13    |
| TEFRA DEFRA         | 1      | 0        | 0      | 0     | 0     | 0   | 1     |
| TOTAL ADVANTAGE EPO | 13     | 1        | 0      | 0     | 0     | 0   | 14    |
| PREScription        |        |          |        |       |       |     |       |
| REGULAR GROUP       | 12     | 1        | 0      | 0     | 0     | 0   | 13    |
| TEFRA DEFRA         | 1      | 0        | 0      | 0     | 0     | 0   | 1     |
| TOTAL PRESCRIPTION  | 13     | 1        | 0      | 0     | 0     | 0   | 14    |



3 PENN PLAZA EAST, NEWARK, NEW JERSEY 07105-2200

| RATING   |  | YEAR     |  |
|----------|--|----------|--|
| FROM     |  | TO       |  |
| 10/15/19 |  | 10/15/20 |  |

| BILLING  |  | PERIOD   |  | COVERED |
|----------|--|----------|--|---------|
| FROM     |  | TO       |  |         |
| 02/15/20 |  | 03/15/20 |  |         |

ATTN: R.GREGORY WARD/PATRICIA  
URBAN LEAGUE OF ESSEX COUNTY  
508 CENTRAL AVENUE  
NEWARK NJ 07107-1430  
ACCT: 310430354

| DATE PREPARED |  |
|---------------|--|
| 01/28/20      |  |

| GROUP NUMBER |  |
|--------------|--|
| 01-153M8     |  |

| SOCIAL SECURITY NUMBER | EMPLOYEE NUMBER | IDENTIFICATION NUMBER | EMPLOYEE NAME | S<br>E<br>X | CONTRACT TYPE | DENTAL-G | PAY LOCATION CODE | TOTAL |
|------------------------|-----------------|-----------------------|---------------|-------------|---------------|----------|-------------------|-------|
|------------------------|-----------------|-----------------------|---------------|-------------|---------------|----------|-------------------|-------|

REGULAR SUBSCRIBERS

|             |  |              |                   |   |        |        |  |        |
|-------------|--|--------------|-------------------|---|--------|--------|--|--------|
| XXX-XX-0323 |  | 3HZN36279200 | BARBER, A.        | F | SINGLE | \$0.00 |  | \$0.00 |
| XXX-XX-9241 |  | 3HZN74953700 | CERNA, I.         | F | SINGLE | \$0.00 |  | \$0.00 |
| XXX-XX-8733 |  | 3HZN17722950 | CHAMBERS, C.M.    | M | SINGLE | \$0.00 |  | \$0.00 |
| XXX-XX-2266 |  | 3HZN21288520 | FALLEN, J.L.      | F | SINGLE | \$0.00 |  | \$0.00 |
| XXX-XX-5275 |  | 3HZN15326490 | FITZPATRICK, C.E. | F | SINGLE | \$0.00 |  | \$0.00 |
| XXX-XX-0012 |  | 3HZN94251270 | GREEN, Y.         | F | SINGLE | \$0.00 |  | \$0.00 |
| XXX-XX-9236 |  | 3HZN61822430 | GROVE, J.         | M | SINGLE | \$0.00 |  | \$0.00 |
| XXX-XX-5324 |  | 3HZN81107590 | LITTLE, S.        | F | SINGLE | \$0.00 |  | \$0.00 |
| XXX-XX-3964 |  | 3HZN17758740 | MORRIS, G.J.      | F | SINGLE | \$0.00 |  | \$0.00 |
| XXX-XX-6006 |  | 3HZN59576850 | RICHARDSON, S.M.  | F | SINGLE | \$0.00 |  | \$0.00 |
| XXX-XX-9664 |  | 3HZN25462180 | ROBBINS, L.       | M | SINGLE | \$0.00 |  | \$0.00 |



3 PENN PLAZA EAST, NEWARK, NEW JERSEY 07105-2200

| RATING   |  | YEAR     |  |
|----------|--|----------|--|
| FROM     |  | TO       |  |
| 10/15/19 |  | 10/15/20 |  |

| BILLING  |  | PERIOD   |  | COVERED |  |
|----------|--|----------|--|---------|--|
| FROM     |  | TO       |  | TO      |  |
| 02/15/20 |  | 03/15/20 |  |         |  |

ATTN: R.GREGORY WARD/PATRICIA  
URBAN LEAGUE OF ESSEX COUNTY  
508 CENTRAL AVENUE  
NEWARK NJ 07107-1430  
ACCT: 310430354

| SOCIAL SECURITY NUMBER | EMPLOYEE NUMBER | IDENTIFICATION NUMBER | EMPLOYEE NAME | S<br>E<br>X | CONTRACT TYPE | DENTAL-G | PAY LOCATION CODE | TOTAL |
|------------------------|-----------------|-----------------------|---------------|-------------|---------------|----------|-------------------|-------|
|------------------------|-----------------|-----------------------|---------------|-------------|---------------|----------|-------------------|-------|

|             |  |              |              |   |        |        |  |        |
|-------------|--|--------------|--------------|---|--------|--------|--|--------|
| XXX-XX-1312 |  | 3HZN60048430 | SERMON, P.A. | F | SINGLE | \$0.00 |  | \$0.00 |
| XXX-XX-0378 |  | 3HZN18450540 | THOMAS, G.   | M | SINGLE | \$0.00 |  | \$0.00 |

|               |  |  |  |  |  |        |  |        |
|---------------|--|--|--|--|--|--------|--|--------|
| TOTAL REGULAR |  |  |  |  |  |        |  |        |
|               |  |  |  |  |  | \$0.00 |  | \$0.00 |
| .....         |  |  |  |  |  |        |  |        |
| TOTAL         |  |  |  |  |  | \$0.00 |  | \$0.00 |
| TOTAL DETAIL  |  |  |  |  |  | \$0.00 |  | \$0.00 |
| TOTAL DEBIT   |  |  |  |  |  | \$0.00 |  | \$0.00 |
| TOTAL CREDIT  |  |  |  |  |  | \$0.00 |  | \$0.00 |
| TOTAL NET     |  |  |  |  |  | \$0.00 |  | \$0.00 |



3 PENN PLAZA EAST, NEWARK, NEW JERSEY 07105-2200

| RATING   |    | YEAR     |    |
|----------|----|----------|----|
| FROM     | TO | FROM     | TO |
| 10/15/19 |    | 10/15/20 |    |

| BILLING  |    | PERIOD   |    | COVERED |    |
|----------|----|----------|----|---------|----|
| FROM     | TO | FROM     | TO | FROM    | TO |
| 02/15/20 |    | 03/15/20 |    |         |    |

ATTN: R.GREGORY WARD/PATRICIA  
URBAN LEAGUE OF ESSEX COUNTY  
508 CENTRAL AVENUE  
NEWARK NJ 07107-1430  
ACCT: 310430354

| CONTRACTS COUNTS |        |          |        |       |       |     |       |  |  |
|------------------|--------|----------|--------|-------|-------|-----|-------|--|--|
|                  | SINGLE | 2 ADULTS | FAMILY | TYPE4 | TYPE5 | P&C | TOTAL |  |  |
| DENTAL-G         |        |          |        |       |       |     |       |  |  |
| .REGULAR GROUP   | 13     | 0        | 0      | 0     | 0     | 0   | 13    |  |  |
| TOTAL DENTAL-G   | 13     | 0        | 0      | 0     | 0     | 0   | 13    |  |  |



3 PENN PLAZA EAST, NEWARK, NEW JERSEY 07105-2200

| RATING   |  | YEAR     |  |
|----------|--|----------|--|
| FROM     |  | TO       |  |
| 10/15/19 |  | 10/15/20 |  |

| BILLING  |  | PERIOD |  | COVERED  |  |
|----------|--|--------|--|----------|--|
| FROM     |  | TO     |  | TO       |  |
| 02/15/20 |  |        |  | 03/15/20 |  |

ATTN: R.GREGORY WARD/PATRICIA  
URBAN LEAGUE OF ESSEX COUNTY  
508 CENTRAL AVENUE  
NEWARK NJ 07107-1430  
ACCT: 310430354

| DATE PREPARED | GROUP NUMBER |
|---------------|--------------|
| 01/28/20      | 02-153M8     |

| SOCIAL SECURITY NUMBER | EMPLOYEE NUMBER | IDENTIFICATION NUMBER | EMPLOYEE NAME | S<br>E<br>X | CONTRACT TYPE | ADVANTAGE<br>EPO | PRESCRIPTION | PAY LOCATION<br>CODE | TOTAL |
|------------------------|-----------------|-----------------------|---------------|-------------|---------------|------------------|--------------|----------------------|-------|
|------------------------|-----------------|-----------------------|---------------|-------------|---------------|------------------|--------------|----------------------|-------|

REGULAR SUBSCRIBERS

|             |              |                  |   |        |  |            |        |  |            |
|-------------|--------------|------------------|---|--------|--|------------|--------|--|------------|
| XXX-XX-1218 | 3HZN51544610 | BRYANT, R.L.     | F | SINGLE |  | \$865.47   | \$0.00 |  | \$865.47   |
| XXX-XX-9956 | 3HZN58336170 | HOLLINS, O.      | F | P&C    |  | \$1,346.70 | \$0.00 |  | \$1,346.70 |
| XXX-XX-0801 | 3HZN92497650 | MC MILLIAN, D.L. | F | SINGLE |  | \$918.88   | \$0.00 |  | \$918.88   |
| XXX-XX-6066 | 3HZN13051270 | SIMMONS, B.R.    | F | SINGLE |  | \$768.94   | \$0.00 |  | \$768.94   |
| XXX-XX-1629 | 3HZN86974140 | STEWART, R.      | F | SINGLE |  | \$1,068.35 | \$0.00 |  | \$1,068.35 |
| XXX-XX-5333 | 3HZN83797660 | WILSON, H.       | F | 2ADULT |  | \$1,608.63 | \$0.00 |  | \$1,608.63 |

TOTAL REGULAR

\$6,576.97

|       |              |                |          |            |        |            |
|-------|--------------|----------------|----------|------------|--------|------------|
| TOTAL | DETAIL BILL  | - GROUP NUMBER | 02-153M8 | \$6,576.97 | \$0.00 | \$6,576.97 |
|       | TOTAL DETAIL | BILL           |          | \$6,576.97 | \$0.00 | \$6,576.97 |
|       | TOTAL DEBIT  | ADJUSTMENTS    |          |            |        |            |
|       | TOTAL CREDIT | ADJUSTMENTS    |          |            |        |            |
|       | TOTAL NET    | BILL           |          |            |        |            |





3 PENN PLAZA EAST, NEWARK, NEW JERSEY 07105-2200

| RATING   |    | YEAR     |    |
|----------|----|----------|----|
| FROM     | TO | FROM     | TO |
| 10/15/19 |    | 10/15/20 |    |

| BILLING  |    | PERIOD   |    | COVERED |    |
|----------|----|----------|----|---------|----|
| FROM     | TO | FROM     | TO | FROM    | TO |
| 02/15/20 |    | 03/15/20 |    |         |    |

ATTN: R.GREGORY WARD/PATRICIA  
URBAN LEAGUE OF ESSEX COUNTY  
508 CENTRAL AVENUE  
NEWARK NJ 07107-1430  
ACCT: 310430354

| CONTRACTS COUNTS       |        |          |        |       |       |     |       |  |  |
|------------------------|--------|----------|--------|-------|-------|-----|-------|--|--|
|                        | SINGLE | 2 ADULTS | FAMILY | TYPE4 | TYPE5 | P&C | TOTAL |  |  |
| ADVANTAGE<br>EPO       |        |          |        |       |       |     |       |  |  |
| REGULAR GROUP          | 4      | 1        | 0      | 0     | 0     | 1   | 6     |  |  |
| TOTAL ADVANTAGE<br>EPO | 4      | 1        | 0      | 0     | 0     | 1   | 6     |  |  |
| PRESCRIPTION           |        |          |        |       |       |     |       |  |  |
| REGULAR GROUP          | 4      | 1        | 0      | 0     | 0     | 1   | 6     |  |  |
| TOTAL PRESCRIPTION     | 4      | 1        | 0      | 0     | 0     | 1   | 6     |  |  |



3 PENN PLAZA EAST, NEWARK, NEW JERSEY 07105-2200

| RATING   |  | YEAR     |  |
|----------|--|----------|--|
| FROM     |  | TO       |  |
| 10/15/19 |  | 10/15/20 |  |

| BILLING  |  | PERIOD |  | COVERED  |  |
|----------|--|--------|--|----------|--|
| FROM     |  | TO     |  | TO       |  |
| 02/15/20 |  |        |  | 03/15/20 |  |

ATTN: R.GREGORY WARD/PATRICIA  
URBAN LEAGUE OF ESSEX COUNTY  
508 CENTRAL AVENUE  
NEWARK NJ 07107-1430  
ACCT: 310430354

| DATE PREPARED | GROUP NUMBER |
|---------------|--------------|
| 01/28/20      | 03-153M8     |

| SOCIAL SECURITY NUMBER | EMPLOYEE NUMBER | IDENTIFICATION NUMBER | EMPLOYEE NAME | S<br>E<br>X | CONTRACT TYPE | DENTAL-G | PAY LOCATION CODE | TOTAL |
|------------------------|-----------------|-----------------------|---------------|-------------|---------------|----------|-------------------|-------|
|------------------------|-----------------|-----------------------|---------------|-------------|---------------|----------|-------------------|-------|

REGULAR SUBSCRIBERS

|             |  |              |                 |   |        |        |  |        |
|-------------|--|--------------|-----------------|---|--------|--------|--|--------|
| XXX-XX-1218 |  | 3HZN51544610 | BRYANT,R.L.     | F | SINGLE | \$0.00 |  | \$0.00 |
| XXX-XX-0801 |  | 3HZN92497650 | MC MILLIAN,D.L. | F | SINGLE | \$0.00 |  | \$0.00 |
| XXX-XX-1629 |  | 3HZN86974140 | STEWART,R.      | F | SINGLE | \$0.00 |  | \$0.00 |

|               |  |  |  |  |  |        |  |        |
|---------------|--|--|--|--|--|--------|--|--------|
| *****         |  |  |  |  |  |        |  |        |
| TOTAL REGULAR |  |  |  |  |  | \$0.00 |  | \$0.00 |
| *****         |  |  |  |  |  |        |  |        |
| TOTAL         |  |  |  |  |  | \$0.00 |  | \$0.00 |
| TOTAL DETAIL  |  |  |  |  |  | \$0.00 |  | \$0.00 |
| TOTAL DEBIT   |  |  |  |  |  |        |  |        |
| TOTAL CREDIT  |  |  |  |  |  |        |  |        |
| TOTAL NET     |  |  |  |  |  |        |  |        |



3 PENN PLAZA EAST, NEWARK, NEW JERSEY 07105-2200

| RATING   |    | YEAR     |    |
|----------|----|----------|----|
| FROM     | TO | FROM     | TO |
| 10/15/19 |    | 10/15/20 |    |

| BILLING  |    | PERIOD   |    | COVERED |    |
|----------|----|----------|----|---------|----|
| FROM     | TO | FROM     | TO | FROM    | TO |
| 02/15/20 |    | 03/15/20 |    |         |    |

ATTN: R.GREGORY WARD/PATRICIA  
URBAN LEAGUE OF ESSEX COUNTY  
508 CENTRAL AVENUE  
NEWARK NJ 07107-1430  
ACCT: 310430354

| CONTRACTS COUNTS |        |          |        |       |       |     |       |  |  |
|------------------|--------|----------|--------|-------|-------|-----|-------|--|--|
|                  | SINGLE | 2 ADULTS | FAMILY | TYPE4 | TYPE5 | P&C | TOTAL |  |  |
| DENTAL-G         |        |          |        |       |       |     |       |  |  |
| REGULAR GROUP    | 3      | 0        | 0      | 0     | 0     | 0   | 3     |  |  |
| TOTAL DENTAL-G   | 3      | 0        | 0      | 0     | 0     | 0   | 3     |  |  |

URBAN LEAGUE OF ESSEX CTY  
ULEC GENERAL OPERATING ACCT  
508 CENTRAL AVE  
NEWARK, NJ 07107-1430

Bank of America  
ACH R/T 021200339

12994  
55-33/212 NJ  
356

02/27/2020

PAY TO THE ORDER OF Mary Tanner

\$ \*\*15.12

Fifteen and 12/100\*\*\*\*\*

DOLLARS

Mary Tanner

MEMO

451 USJP Mileage Reimbursement 02/10/20

*Vivian Cox Jurek*  
AUTHORIZED SIGNATURE

⑈012994⑈ ⑆021200339⑆ 000238003973⑈

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12994

| Date       | Type | Reference    | Original Amount | Balance Due | Payment |
|------------|------|--------------|-----------------|-------------|---------|
| 02/27/2020 | Bill | 02.10.20MT   | 15.12           | 15.12       | 15.12   |
|            |      | Check Amount |                 |             | 15.12   |

1010 Cash:Checking 451 USJP Mileage Reimbursement 02/10/20 15.12

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12994

| Date       | Type | Reference    | Original Amount | Balance Due | Payment |
|------------|------|--------------|-----------------|-------------|---------|
| 02/27/2020 | Bill | 02.10.20MT   | 15.12           | 15.12       | 15.12   |
|            |      | Check Amount |                 |             | 15.12   |

1010 Cash:Checking 451 USJP Mileage Reimbursement 02/10/20 15.12

# CHECK REQUEST FORM

## 451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 2/10/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 2/10/2020  
PAYABLE TO: Mary Tanner AMOUNT: \$15.12  
COMMENTS: Mileage Reimbursement

### IL CODES:

☐ 7112.1 USJP Manual Checks  
☐ 7120 FRINGE BENEFITS - INCLUDING FICA  
☐ 7540 INSTRUCTORS/CONSULTANTS/SUBS  
☐ 7550 INTERNSHIPS & OJT  
☐ 7560 PROFESSIONAL FEES - OTHER  
☐ 7570 TEMPORARY HELP/CONTRACT  
☐ 7580 DONATED PROFESSIONAL SERVICES  
☐ 8110 SUPPLIES  
☐ 8120 DONATED MATERIALS & SUPPLIES  
☐ 8140 POSTAGE & SHIPPING  
☐ 8160 COMPUTER SOFTWARE & HARDWARE  
☐ 8170 PRINTING & COPYING  
☐ 8180 BOOKS, SUBSCRIPTIONS, REFERENCE  
☐ 8205 RENT  
☒ 8310 TRANSPORTATION & PARKING

### GL CODES:

☐ 8310 STAFF TRANSPORTATION  
☐ 8320 MEALS  
☐ 8340 AIRFARE  
☐ 8350 CONFERENCE, CONVENTIONS, MEETINGS  
☐ 8415 COMMUNITY SERVICE PROJECT  
☐ 8430 JOB TRAINING  
☐ 8435 GED & ABE CLASSES  
☐ 8440 MENTORING  
☐ 8445 FOOD & RELATED SUPPLIES  
☐ 8450 PROGRAM TRAINING  
☐ 8460 STIPENDS & ASSISTANCE  
☐ 8470 FOOD FOR CLASSES  
☐ 8510 INTEREST EXPENSE - GENERAL  
☐ 8520 INSURANCE - NON EMPLOYMENT RELATED  
☐ 8540 STAFF DEVELOPMENT/TRAINING  
☐ 8570 ADVERTISING/MARKETING EXP  
☐ 8580 LICENSES & FEES

☒ ENTERED

PROGRAM DIRECTOR'S APPROVAL [Signature]

DATE: 2/26/20

### FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: ☒ YES ☐ NO

VERIFIABLE INITIAL: PM

DATE: 2/27/20

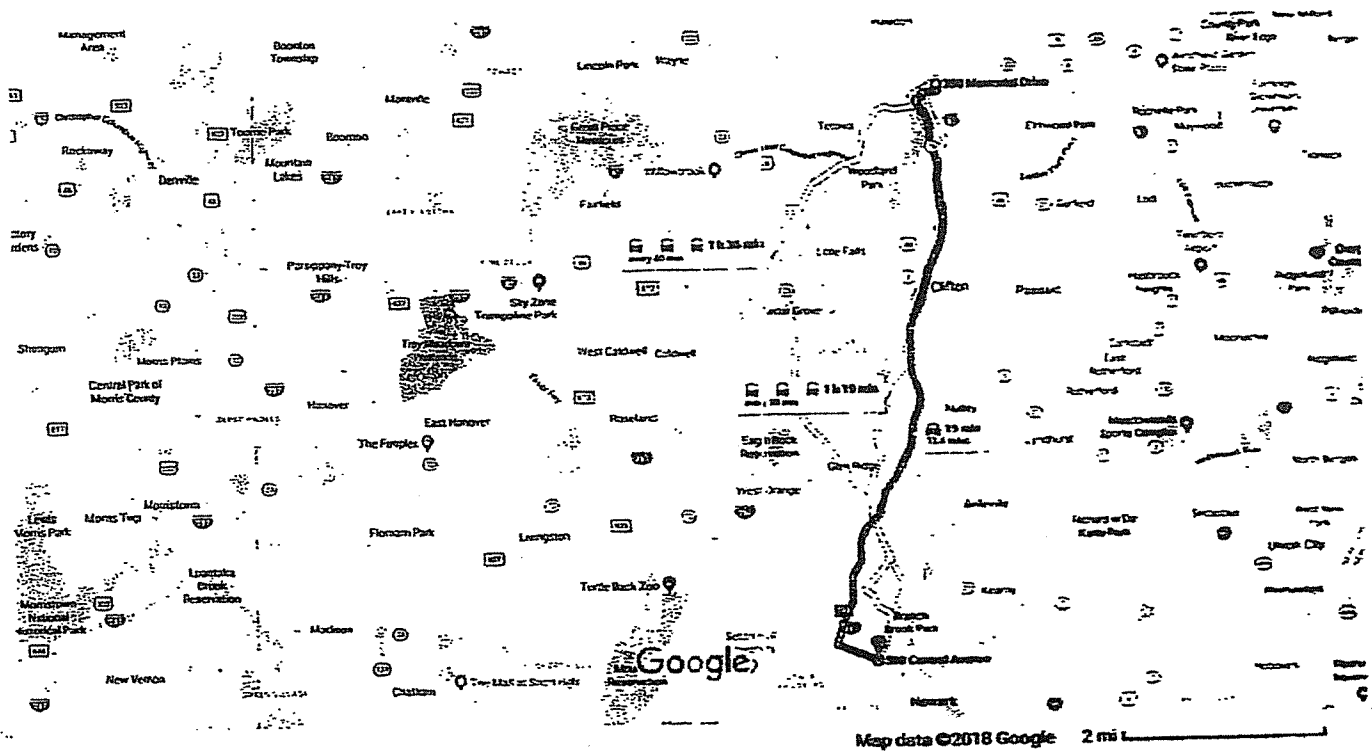
FISCAL OFFICE APPROVAL \_\_\_\_\_

CLASS CODE: 451

RESIDENT/CEO'S APPROVAL \_\_\_\_\_

CHECK #: 12994





via Garden State Pkwy

Fastest route, the usual traffic

⚠ This route has tolls.

19 min

13.4 miles



10:29 AM–12:05 PM

704 11 96

1 h 36 min



10:43 AM–12:02 PM

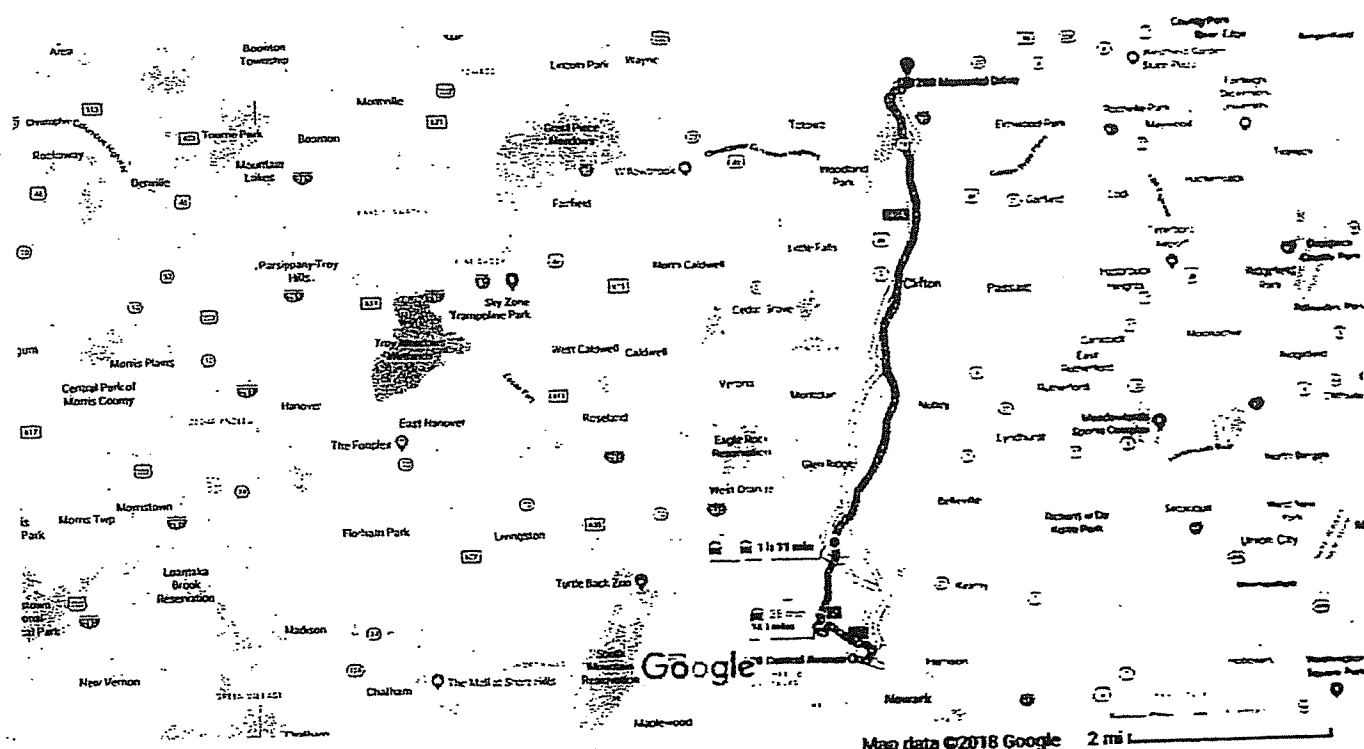
72 90 34

1 h 19 min

Google Maps

508 Central Ave, Newark, NJ 07107 to 200 Memorial Drive, Paterson, NJ

Drive 14.3 miles, 28 min



via Garden State Pkwy

Fastest route, despite slower traffic than usual

⚠️ This route uses tolls

28 min

14.3 miles



9:35 AM–10:46 AM

🚌 34 🚌 72 🚶

1 h 11 min



9:28 AM–10:46 AM

🚶 🚌 Newark Light Rail 🚌 72 🚶

1 h 18 min



URBAN LEAGUE OF ESSEX CTY  
ULEC GENERAL OPERATING ACCT  
508 CENTRAL AVE  
NEWARK, NJ 07107-1430

Bank of America  
ACH R/T 021200339

12949  
55-33/212 NJ  
356

02/01/2020

PAY TO THE ORDER OF Principal Financial Group

\$ \*\*1,491.10

One thousand four hundred ninety-one and 10/100\*\*\*\*\* DOLLARS

Principal Financial Group  
PLIC-SBD Grand Island  
P O Box 10372  
Des Moines, IA 50306-0372

MEMO

Dental & Life Ins. # 1013829-10001 02/20

  
AUTHORIZED SIGNATURE

⑈012949⑈ ⑈021200339⑈ 000238003973⑈

URBAN LEAGUE OF ESSEX CTY  
02/01/2020

GENERAL OPERATING ACCT  
Principal Financial Group

12949

| Date       | Type | Reference    | Original Amount | Balance Due | Payment  |
|------------|------|--------------|-----------------|-------------|----------|
| 02/01/2020 | Bill | 02.01.20PL   | 1,491.10        | 1,491.10    | 1,491.10 |
|            |      | Check Amount |                 |             | 1,491.10 |

1010 Cash:Checking Dental & Life Ins. # 1013829-10001 02/20 1,491.10

URBAN LEAGUE OF ESSEX CTY  
02/01/2020

GENERAL OPERATING ACCT  
Principal Financial Group

12949

| Date       | Type | Reference    | Original Amount | Balance Due | Payment  |
|------------|------|--------------|-----------------|-------------|----------|
| 02/01/2020 | Bill | 02.01.20PL   | 1,491.10        | 1,491.10    | 1,491.10 |
|            |      | Check Amount |                 |             | 1,491.10 |

1010 Cash:Checking Dental & Life Ins. # 1013829-10001 02/20 1,491.10

# ULEC CASH DISBURSEMENTS PAYMENT FORM

|   |                                   |                                |
|---|-----------------------------------|--------------------------------|
| INVOICE DATE: <u>2/1/2020</u>                       | PREPARED BY: <u>Patricia Mise</u> | DUE DATE: <u>February 2020</u> |
| PAYABLE TO: <u>Principal Life Insurance Company</u> | AMOUNT: <u>\$1,491.10</u>         |                                |
| PERIOD COVERED: <u>February 2020</u>                | <u>INV# 02-0620PL</u>             |                                |

## GL CODE: 7242 EMPLOYEE BENEFITS - LIFE INSURANCE

### 111 Abbott

|                   |           |
|-------------------|-----------|
| Cora Andrews      | \$ 12.20  |
| Roni Bryant       | \$ 12.20  |
| Wynora Hill       | \$ 61.57  |
| Daphne McMillian  | \$ 12.20  |
| Quintella Hollins | \$ 76.55  |
| Heather Wilson    | \$ 111.05 |
| Bertrilla Simmons | \$ 80.22  |
| Robin Stewart     | \$ 75.73  |

**Total** \$ 441.72

### 112.1 TODDLERS

|                  |                  |
|------------------|------------------|
| C.E. Fitzpatrick | \$ 62.19         |
| Yolanda Green    | \$ 59.94         |
| <b>Total</b>     | <u>\$ 122.13</u> |

### 222 Coding

|               |          |
|---------------|----------|
| Darrin Sharif | \$ 23.10 |
| Greg Ward     | \$ 6.00  |

**Total** \$ 29.10

### 334 Housing

|                  |          |
|------------------|----------|
| Victoria Lindsey | \$ 47.82 |
|------------------|----------|

**Total** \$ 47.82

### 339 ULEC OPPORTUNITY CORP

|                 |          |
|-----------------|----------|
| Leonard Robbins | \$ 92.41 |
| Curtis McDaniel | \$ 23.91 |

**Total** \$ 116.32

### 368 Wells Fargo

|                 |          |
|-----------------|----------|
| Darrin Sharif   | \$ 69.31 |
| Curtis McDaniel | \$ 23.91 |

**Total** \$ 93.22

### 451 USJP - Mature Workers

|                  |          |
|------------------|----------|
| Gwendolyn Morris | \$ 82.32 |
| Irene Cerna      | \$ 47.82 |
| Joanna Martinez  | \$ 90.03 |
| Patricia Sermon  | \$ 15.03 |
| Greg Ward        | \$ 6.00  |

**Total** \$ 241.20

### 467 Workforce

|                   |          |
|-------------------|----------|
| Alice Frazier     | \$ 12.20 |
| Kyneisha Williams | \$ 57.91 |
| Theresa Howard    | \$ 79.44 |

**Total** \$ 149.55

### 561 FOC

|                 |          |
|-----------------|----------|
| Rosa Higgins    | \$ 7.93  |
| Patricia Sermon | \$ 60.13 |

**Total** \$ 68.06

### 610 CEO

|               |        |
|---------------|--------|
| Vivian Fraser | 129.27 |
|---------------|--------|

**Total** \$ 129.27

### 620 Admin

|                 |          |
|-----------------|----------|
| Joanna Martinez | \$ 4.74  |
| Greg Ward       | \$ 47.98 |

**Total** \$ 52.71

### Employees with Split Allocations

|                 |          |
|-----------------|----------|
| Patricia Sermon | \$ 75.16 |
| Joanna Martinez | \$ 94.77 |
| Greg Ward       | \$ 59.97 |
| Darrin Sharif   | \$ 92.41 |
| Curtis McDaniel | \$ 47.82 |

561 - LISC-HUD/FOC 68.06

451 USJP 241.20

112 EHS 122.13

111 Abbott 441.72

222 Coding Prog 29.10

368 Wells F N. Revit 93.22

502 - ESG- Housing 23.91 V. Lindsey

334H NRTC18 - Housing 23.91 V. Lindsey

467 Workforce 149.55

610 Admin CEO 129.27 V. Fraser

620 Admin - Finance 52.71

339 ULEC OPP CORP 116.32

**Total Expense** 1,491.10

**Total Bill** 1,491.10

variance 0.00

ENTERED

## FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

A/P INITIAL: [Signature]

DATE: 01/27/20

FISCAL OFFICE APPROVAL: [Signature]

CLASS: Various

PRESIDENT/CEO'S APPROVAL: [Signature]

CHECK #: 12949



Principal Life Insurance Company  
Des Moines IA 50392

## Billing statement

### Important payment notice

For period: 02/01/2020 to 02/29/2020

Bill produced: 01/18/2020

002789

ATTN: GREGORY WARD  
URBAN LEAGUE OF ESSEX COUNTY  
508 CENTRAL AVENUE  
NEWARK NJ 07107



### Important information

If payment has already been made, please disregard this notice.

#### Bill summary

Account number: 1013829-10001

Due date: 02/01/2020

|                              |                   |
|------------------------------|-------------------|
| Last billed amount:          | \$1,491.10        |
| Payments since last bill:    | \$1,491.10        |
| Balance forward:             | \$0.00            |
| Adjustments since last bill: | \$0.00            |
| Current premium:             | \$1,491.10        |
| <b>Total amount due:</b>     | <b>\$1,491.10</b> |

Securely manage your benefits online with eService. Log in now at [principal.com](http://principal.com). Or, create an account by calling 800-843-1371.



#### Contact us

Group Benefits, call **800.843.1371** Monday-Friday 7:00 a.m. - 6:00 p.m. CT | [principal.com](http://principal.com)

Please make your check payable to Principal Life Insurance Company. Send your check with the stub to the address below.



7 0000149110 101382910001 0000000052551996 9

ATTN: GREGORY WARD  
URBAN LEAGUE OF ESSEX COUNTY  
508 CENTRAL AVENUE  
NEWARK NJ 07107

Principal Life Insurance Company  
PO BOX 10372  
DES MOINES IA 50306-0372

Due date: 02/01/2020  
Account number: 1013829-10001  
Total amount due: \$1,491.10



# Bill totals



## Current billed lives

Members 24

Account number: 1013829-10001  
For period: 02/01/2020 to 02/29/2020  
Bill produced: 01/18/2020

Current premium totals \$1,491.10

| Basic Life |          | Disability |          | Dental/<br>Vision |          |
|------------|----------|------------|----------|-------------------|----------|
| Life       | \$255.14 | LTD        | \$318.16 | Dental - EE       | \$757.50 |
| AD&D       | \$29.12  |            |          | Dental - Dep      | \$131.18 |



# Billing statement



Adjustments since last bill

| Member ID    | Member name | Transaction | Adjustment    |
|--------------|-------------|-------------|---------------|
| <b>Total</b> |             |             | <b>\$0.00</b> |

Account number: 1013829-10001

For period: 02/01/2020 to 02/29/2020

Bill produced: 01/18/2020

This is your copy. Please keep for your records.

## Current premium

| Member ID | Member name          | Basic Life                    | Disability   | Dental/<br>Vision          | Transaction    | Total<br>premium |
|-----------|----------------------|-------------------------------|--------------|----------------------------|----------------|------------------|
| 960885228 | ANDREWS, CORA        | Life<br>AD&D<br>10.95<br>1.25 |              |                            |                | \$12.20          |
| 987766449 | BRYANT, RONI         | Life<br>AD&D<br>10.95<br>1.25 |              |                            |                | \$12.20          |
| 939131512 | CERNA, IRENE         | Life<br>AD&D<br>10.95<br>1.25 |              | Dental - EE                | 35.62          | \$47.82          |
| 997886691 | FITZPATRICK, CYNTHIA | Life<br>AD&D<br>10.95<br>1.25 | LTD<br>14.37 | Dental - EE                | 35.62          | \$62.19          |
| 954768842 | FRASER, VIVIAN       | Life<br>AD&D<br>10.95<br>1.25 | LTD<br>34.50 | Dental - EE<br>Dental - +1 | 45.71<br>36.86 | \$129.27         |
| 964995931 | FRAZIER, ALICE       | Life<br>AD&D<br>10.95<br>1.25 |              |                            |                | \$12.20          |
| 933961459 | GREEN, YOLANDA       | Life<br>AD&D<br>10.95<br>1.25 | LTD<br>12.12 | Dental - EE                | 35.62          | \$59.94          |
| 918187664 | HIGGINS, ROSA        | Life<br>AD&D<br>7.12<br>0.81  |              |                            |                | \$7.93           |
| 994997640 | HILL, WYNORA         | Life<br>AD&D<br>10.95<br>1.25 | LTD<br>13.75 | Dental - EE                | 35.62          | \$61.57          |
| 904868263 | HOLLINS, QUINTELLA   | Life<br>AD&D<br>10.95<br>1.25 |              | Dental - EE<br>Dental - +1 | 35.62<br>28.73 | \$76.55          |
| 953136045 | HOWARD, THERESA      | Life<br>AD&D<br>10.95<br>1.25 | LTD<br>31.62 | Dental - EE                | 35.62          | \$79.44          |
| 991169996 | LINDSEY, VICTORIA    | Life<br>AD&D<br>10.95<br>1.25 |              | Dental - EE                | 35.62          | \$47.82          |
| 947912374 | MARTINEZ, JOANNA     | Life<br>AD&D<br>10.95<br>1.25 |              | Dental - EE<br>Dental - +1 | 45.71<br>36.86 | \$94.77          |
| 923216371 | MCDANIEL, CURTIS     | Life<br>AD&D<br>10.95<br>1.25 |              | Dental - EE                | 35.62          | \$47.82          |
| 995294138 | MCILLIAN, DAPHNE     | Life<br>AD&D<br>10.95<br>1.25 |              |                            |                | \$12.20          |
| 974228761 | MORRIS, GWENDOLYN    | Life<br>AD&D<br>10.95<br>1.25 | LTD<br>34.50 | Dental - EE                | 35.62          | \$82.32          |
| 959584035 | ROBBINS, LEONARD     | Life<br>AD&D<br>10.95<br>1.25 | LTD<br>34.50 | Dental - EE                | 45.71          | \$92.41          |
| 987803085 | SERMON, PATRICIA     | Life<br>AD&D<br>10.95<br>1.25 | LTD<br>17.25 | Dental - EE                | 45.71          | \$75.16          |
| 987239769 | SHARIF, DARRIN       | Life<br>AD&D<br>10.95<br>1.25 | LTD<br>34.50 | Dental - EE                | 45.71          | \$92.41          |
| 942110057 | SIMMONS, BERTILLA    | Life<br>AD&D<br>10.95<br>1.25 | LTD<br>32.40 | Dental - EE                | 35.62          | \$80.22          |
| 975852172 | STEWART, ROBIN       | Life<br>AD&D<br>10.95<br>1.25 | LTD<br>17.82 | Dental - EE                | 45.71          | \$75.73          |
| 926910558 | WARD, RICHARD        | Life<br>AD&D<br>7.12<br>0.81  | LTD<br>6.33  | Dental - EE                | 45.71          | \$59.97          |

Current premium continued

| Member ID    | Member name        | Basic Life                    | Disability   | Dental/<br>Vision                            | Transaction | Total<br>premium  |
|--------------|--------------------|-------------------------------|--------------|--|-------------|-------------------|
| 996862431    | WILLIAMS, KYNEISHA | Life<br>AD&D<br>10.95<br>1.25 |              | Dental - EE<br>45.71                         |             | \$57.91           |
| 912159218    | WILSON, HEATHER    | Life<br>AD&D<br>10.95<br>1.25 | LTD<br>34.50 | Dental - EE<br>Dental - +1<br>35.62<br>28.73 |             | \$111.05          |
| <b>Total</b> |                    |                               |              |  |             | <b>\$1,491.10</b> |

Insurance products and plan administrative services are provided by Principal Life Insurance Company  
a member of the Principal Financial Group®, (Principal®), Des Moines, IA 50392

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**INDEPENDENT CONTRACTOR AGREEMENT BETWEEN**  
**The Urban League of Essex County**  
**And**  
**JFK Consulting**

This agreement between the Urban League of Essex County., ("Urban League" or "ULEC"), located at 508 Central Avenue, Newark, NJ 07107, and **JFK Consulting**; and ("Contractor"), collectively, the "Parties," sets forth the entire agreement and understanding between the Parties regarding the services to be provided to the Urban League by Contractor ("Agreement"). Accordingly, the Urban League and Contractor acknowledge and agree as follows:

**Services.** Subject to the terms and conditions of this Agreement, JFK agrees to provide the services set forth in the Statement of Work ("SOW") that is attached hereto as Appendix A and that is incorporated into this Agreement as it set forth fully herein and such other services as may be agreed to in writing and attached hereto by ULEC and JFK from time to time ("Services") to ULEC's satisfaction (as determined in its sole discretion).

JFK will provide consulting activities in partnership with URBAN LEAGUE OF ESSEX COUNTY leadership and management by taking the lead role in developing a project work plan, support the organizing, coordinating, and analyzing of key data and information of the community assessment, and assist with the development of an enhanced service delivery model for Head Start and Early Head Start in preparation for the production of the Office of Head Start re-competition grant application.

The parties agree that the Consultant is engaged as an independent Contractor and is not to be considered an employee of the Sponsor. The Sponsor is not liable for Social Security Contributions pursuant to Section 418, 42 U.S. Cod. Furthermore, IRS Form 1099 will be forwarded at the end of the calendar year. The Consultant's employer identification number 141705384.

**1. Payment.**

- 1.1. Compensation. ULEC agrees to pay consulting fees sand expense in a fixed rate fee for services contract in the amount of \$25,000.00, of which twenty-five (25%) of contract to be paid at the start of the contract, and in increments identified below:

October 11<sup>th</sup>: 25%

October 25<sup>th</sup>: 25%

November 12<sup>th</sup>: 15%, with a hold back of 10% contingency final requests after submission of grant.



Invoices. Contractor's invoice shall be submitted with the request for payment.

1.2. Final Invoices. Contractor hereby agrees and acknowledges that it must submit final invoice for the SOW and any expenses no later than the fifteenth day following termination of the Services to receive payment.

3. **Changes in the Services.** The Urban League may, at any time, order changes, additions, deletions, or revisions in the Services to be rendered by Contractor through the submission of properly authorized change orders to any SOW, which must be approved in writing executed by both Parties before the requested changes, additions, deletions, and/or revisions may be made. Upon such approval, Contractor shall proceed with the Services as revised. Such revised Services shall be executed under the same terms and conditions of this Agreement. If any change order causes an increase or decrease in the Services to be performed or scheduled completion date, an equitable adjustment to the fees will be made by mutual written agreement prior to the start of such work. For ULEC all change orders which cause an increase of 5% or less in the fees for Services must be approved by Heather Wilson, Director of Early Childhood Education Heather Wilson, Director of Early Childhood Center, or their designee. All other change orders must be approved by Vivian Cox Fraser, President&CEO.
4. **Workmanlike Manner and Key Personnel.** Contractor agrees that the Services provided under this Agreement shall be performed in a good and workmanlike manner, of a high grade, nature, and quality. conforming to standards generally accepted in the field, by Contractor and its employees, agents, and/or representatives that are qualified to perform at that required level. Contractor further agrees that it shall not substitute key personnel assigned to the performance of this contract without written approval of the Urban League. The individuals specified as key personnel are those identified in an SOW.
5. **WARRANTIES:** Contractor warrants that:
  - 5.1. Contractor's agreement to perform the Services pursuant to this Agreement does not violate any agreement or obligation between Contractor and a third party; and
  - 5.2. The Services as delivered to ULEC will not infringe any copyright, patent, trade secret, or other proprietary right held by any third party; and
  - 5.3. The Services will be performed in a timely manner and shall meet deadlines agreed between Contractor and ULEC.





**6. Relationship of the Parties.**

- 6.1. Contractor is an independent contractor of ULEC and shall act as an independent contractor for all purposes. Nothing in this Agreement shall be construed as creating an employer-employee relationship, as a guarantee of future employment or engagement, or as a limitation upon ULEC's sole discretion to terminate this Agreement at any time without cause.
- 6.2. Contractor's employees, sub-contractors, agents, and/or representatives that render the Services hereunder shall remain, at all times, in the Contractor's employ, sub-contract, agency, and/or representative capacity, and shall not be deemed employees, sub-contractors, agents, and/or representatives of the Urban League for any purpose. This Agreement does not authorize, expressly or implicitly, Contractor to contract for or in the name of the Urban League, to hire persons on behalf of the Urban League, or to otherwise act on behalf of, or hold itself out as an agent or representative of the Urban League.
- 6.3. Contractor agrees to be responsible for all employment withholding or other tax liabilities of any kind or nature arising out of this Agreement or with the Services rendered under this Agreement, and/or with respect to its employees, agents, and/or representatives acting under this Agreement.

7. **Confidential Information.** Each of the Parties acknowledges and agrees that as a result of this Agreement, it, members of its staff, and its business and financial agents and/or representatives may have access to certain confidential and proprietary information concerning the other party and its subsidiaries or affiliates (collectively, "Proprietary Information"), and shall treat all Proprietary Information received in connection with this Agreement as confidential. ULEC recognizes and acknowledges that the Consultant possesses certain confidential information that constitutes a valuable, special and unique assets. As used herein, the term "confidential information" includes all information and materials belonging to, used by, or in the possession of the Consultant relating to its products, processes, services, technology, inventions, patents, ideas, contracts, financial information, developments, business strategies, pricing, current and prospective customers, marketing plans, and trade secrets of every kind and character, but shall not include (a) information that was already within the public domain at the time the information acquired by ULEC, or (b) information that subsequently becomes public through no act or omission of ULEC. ULEC agrees that Sponsor shall not, at any time following the exaction of this Agreement, use or disclose in any manner any confidential information of Consultant. Each Party shall maintain the confidentiality of all such information, shall disclose it to other third parties only with the written



consent of the other party, and shall return it or destroy it in accordance with the terms and conditions of this Agreement.

8. **Intellectual Property:** The Urban League will be and remain the sole and exclusive owner of all Urban League trademarks, logos, literary information, or any other intellectual property that the Urban League provides to Contractor during the term of this contract. Contractor may not use or otherwise display Urban League's intellectual property other than as expressly approved by the Urban League. All materials, inventions, works and work product that are developed, created or generated by Contractor in connection with performance of the Services, or using the Urban League's resources, as well as all intellectual property rights thereto (collectively "Work Product") shall be works for hire and the sole property of the Urban League. To the extent that such Work Product is not entitled to designation as works for hire by operation of law or otherwise, Contractor hereby assigns the same to the Urban League.
9. **Limitation of Liability and Indemnification.** Contractor hereby indemnifies and agrees to hold harmless the Urban League and its Trustees, employees, agents, and representatives from and against any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits and proceedings (including legal expenses and attorneys' fees), of whatever kind and nature, imposed on, incurred on, incurred by, or asserted against the Urban League and/or its trustees, employees, agents, and/or representatives arising out of or related to the performance of this Agreement or the services provided for under this Agreement, except to the extent due solely to the gross negligence of the Urban League, or its trustees, employees, agents, and/or representatives.
10. **Term.** This Agreement shall commence on the date hereof and end on the earliest of (i) the satisfactory completion of the services set forth in an SOW (ii) the date on which it is terminated by either Contractor or ULEC pursuant to Section 11 hereof, or (ii) 365 days. Contractor agrees to perform services in a SOW to ULEC on or before the expiration of the term set forth above.
11. **Termination.**
  - 11.1. **Termination without Cause.** The Urban League may terminate this Agreement for any reason whatsoever without cause with no further obligation to Contractor except for payment due for services prior to the date of such termination. In the event of such termination, the Urban League shall not be liable for any expense or damages incurred after the date of termination.
  - 11.2. **Rights and Remedies.** Upon termination, Contractor shall immediately



return to the Urban League or destroy all Proprietary Information disclosed to it hereunder, and shall certify in writing to ULEC that, to the best of Contractor's knowledge, all Proprietary Information has been returned or destroyed. The Urban League shall be obligated only for those services and materials rendered and accepted prior to the date of termination. Contractor shall be paid for all Services performed to the date subject to any offset by the Urban League for actual damages including loss of funding. The Urban League shall not be responsible or liable for any fees, costs, and/or penalties arising from or related to any Services performed after the termination date or any outstanding obligations of Contractor with respect to such Services. IN NO EVENT WILL ULEC BE LIABLE, TO CONTRACTOR, FOR ANY SPECIAL INDIRECT, INCIDENTAL EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR OTHERWISE ARISING OUT OF THIS AGREEMENT.

11.3. Survival. The following provisions shall survive expiration or termination of this agreement: Sections 7, 8, 9 and 16.

12. **Licenses, Permits, and Insurance.** Contractor agrees that during the time that Services are to be performed or are being performed under this Agreement, it shall maintain, at Contractor's sole expense, all necessary licenses and permits, and automobile coverage sufficient to protect the parties from any liability which may arise out of or result from the services provided by or operations of Contractor under this Agreement. Contractor is responsible for providing the Urban League with the appropriate certificates of insurance evidencing the above-referenced coverage with the execution of this contract.
13. **Subcontracting or Assignment by Contractor.** Contractor shall not subcontract or assign any portions of the Services due hereunder without the prior written approval of the Urban League. Contractor shall remain at all times primarily responsible for the acts and omissions of any such subcontractor or assign and shall retain any such liability and responsibility under this Agreement as if such subcontracted or assigned activities were performed by Contractor.
14. **Benefits.** Consultant and Consultant's employees will not be eligible for, and shall not participate in, any employee pensions, health, welfare, or their fringe benefit plan of ULEC. No worker's compensation insurance shall be obtained by ULEC covering Consultant or Consultant's employees. Consultant is responsible for their own worker's compensation insurance.
15. **Taxes.** Consultant shall be responsible for all taxes arising from compensation and other amounts paid under this Agreement and shall be responsible for all payroll taxes and fringe benefits of Consultant's employees. Neither federal, nor state, nor local income tax, nor payroll tax of any kind, shall be withheld or paid by ULEC on behalf of Consultant or his/her employees.



16. **Reimbursement.** ULEC does not provide for any type of reimbursements. If Consultant requires equipment or materials, a request should be made of the Director of Early Childhood Center, who will decide if the request is reasonable and necessary.
17. **Compliance with Laws.** Contractor warrants and certifies that in the performance of this Agreement, Contractor shall comply with all applicable laws, statutes, rules, regulations, and orders.
18. **Governing Law.** This Agreement is deemed to be made under and shall be governed and construed according to the laws of the State of New Jersey. Each party agrees to submit its person and property to the jurisdiction of the courts of New Jersey.
19. **Retention and Inspection of Records.** Contractor agrees that it shall maintain, for inspection and audit, books, records, documents, and other sufficient documentation of all work, costs, and materials relevant to the Services provided under this Agreement for a period of at least three (3) years from the completion of the Services provided hereunder. Authorized representatives of the Urban League (including third party auditors engaged by ULEC) shall have the right to conduct an on-site audit of Contractor during Contractor's normal business hours if necessary, to determine Contractor's compliance with the terms and conditions of this Agreement.
20. **Binding Effect.** This Agreement shall inure to the benefit of and shall be binding upon the Urban League, Contractor, and their respective successors and assigns.
21. **Notices.** Any notice or other communication required under this Agreement shall be in writing and shall be considered given when delivered personally or mailed by registered mail, return receipt requested, to the other party at the address set forth above and, as to any SOW, with a copy to the signatories of the SOW involved, at the same address or to such other address or addressee as either party may designate by written notice or at such other address as a party may specify. All notices to the Urban League shall be copied to Greg Ward, Chief Financial Officer, (gward@ulec.org).
22. **Severability.** The invalidity, illegality, or unenforceability of any provision of this Agreement shall not affect the validity, legality, or enforceability of any other provision of this Agreement, which shall remain in full force and effect.
23. **Entire Agreement.** This Agreement, including specifically the SOW attached hereto as Appendix A reflects and contains the entire understanding between the Parties, and supersedes all other oral and written agreements or



understandings between them. No modification or addition hereto or waiver or cancellation of any provision hereof shall be valid except by a writing signed by both Parties.

**(Signature Page Follows)**



## SIGNATURES

INWITNESS of the above, the parties have executed this agreement as of the date and year below written.

By signing below, both parties understand and agree.

\_\_\_\_\_  
Consultant Name & Title

Jennifer Reed, Consultant

\_\_\_\_\_  
Consultant Signature

October 2, 2019

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vivian Cox Fraser

\_\_\_\_\_  
President & CEO

\_\_\_\_\_  
President & CEO Signature

October 2, 2019

\_\_\_\_\_  
Date



## APPENDIX A

### STATEMENT OF WORK

#### SERVICES AGREEMENT BETWEEN THE NATIONAL URBAN LEAGUE, INC. AND Name of Consultant

This Statement of Work ("SOW") sets for the services that JFK shall provide to the Urban League of Essex County in accordance with the Independent Contractor Agreement entered into by JFK. This SOW is an integral part of Agreement between Urban League of Essex County and JFK, and is incorporated and made a part of the Agreement as if set forth fully therein. Any term not otherwise defined herein, shall have the meaning specified in the Agreement.

**Included Services.** If any services, functions or responsibilities not specifically described in this SOW are an inherent, necessary or customary part of the Services or are required for proper performance or provision of the Services in accordance with the Agreement, such services, functions or responsibilities shall be deemed to be included within the scope of the Services to be delivered for the fees, as if such services, functions or responsibilities were specifically described in this SOW.

See **Attachment A** for a complete description of the services, deliverables and/or other tasks to be accomplished, the milestone or implementation schedule, the charges and/or rates applicable to this SOW and any other mutually agreed upon terms.



## Attachment A

### Description of Services To Be Rendered

#### Project Summary:

In recognition of good and valuable consideration that the parties acknowledge receipt thereof, this agreement between JFK Consulting (Consultant) URBAN LEAGUE OF ESSEX COUNTY (Sponsor) is made and entered on this October 1, 2019. Each party agrees to perform the following specific agreed upon responsibilities.

#### Responsibilities of JFK Consulting:

- JFK will gain and document a full understanding of URBAN LEAGUE OF ESSEX COUNTY goals for the project
- JFK will establish an internal project management team to work with URBAN LEAGUE OF ESSEX COUNTY on the project to produce key deliverables
- JFK project team will use internal and external trends and other key information to make decisions about the direction of project activities
- JFK project team will URBAN LEAGUE OF ESSEX COUNTY leadership product the following:
  1. Provide a Comprehensive project work plan and a calendar of activities for the project that identifies key weekly deliverable for each project objectives and a report that outlines progress of producing key deliverables
  2. An enhanced service delivery model to support the Head Start grant application that responds to the request for proposal from the Office of Head Start (OHS) for the re-competition grant for suggestive Counties
  3. Will write Phase One for the program to be submitted by the program for the funding opportunity
- Work with URBAN LEAGUE OF ESSEX COUNTY leadership and management to serve as a sounding board for various issues related to the project,
- Review, and assist in the revision of project work plan and accompanying procedures as necessary.
- Develop summary report of activities conducted, challenges/open issues and next steps for completing project deliverables and submit bi-weekly invoices for project.
- Provide a written application for the project to following and implement through the process.





### **Responsibilities of ULEC:**

- Identify a project team and select a project manager to organize and coordinate activities in conjunction with JFK project team,
- Provide JFK with key agency information and materials during the project to support the development of the project work plan and calendar, comprehensive community assessment, and the Head Start grant to include the following:
  1. Most recent community assessment
  2. Most recent self-assessment
  3. Current organizational structure
  4. Current job descriptions for key management staff – including resumes for each
  5. Current grant application
  6. Current service delivery model and proposed service deliver model
  7. Current budget
  8. Current strategic plan
  9. Letters of Support from elected official, community partners, parents, etc...
  10. Internal Control Compliance and Ethical Values policy
  11. Accounting Policies and Procedures, and Accounting System
  12. Most recent Fiscal Audit
  13. Other materials as needed
- Provide meeting space with room setup as needed
- Submit application to OHS

### **Timeline**

| Project Task | Timeframe |
|--------------|-----------|
|              |           |
|              |           |
|              |           |
|              |           |
|              |           |



## **2. Compensation**

Compensation. ULEC agrees to pay consulting fees and expense in a fixed rate fee for services contract in the amount of \$25,000.00, of which twenty-five (25%) of contract to be paid at the start of the contract, and in increments identified below:

October 11<sup>th</sup>: 25%

October 25<sup>th</sup>: 25%

November 12<sup>th</sup>: 15%, with a hold back of 10% contingency final requests after submission of grant.

## **3. Timeframe of Project**

**October 1, 2019 – Deadline of grant due**

.

## **4. Personnel Listing and Key Personnel**

JFK Consulting

All invoices go directly to Director, Early Childhood Center

URBAN LEAGUE OF ESSEX COUNTY

13014

02/27/2020

Verizon Wireless

Date  
02/13/2020

Type  
Bill

Reference  
9848349443

Original Amount  
484.60

Balance Due  
484.60

Payment  
484.60  
484.60

Check Amount

PAYMENT  
RECORD

1010 Cash:Checking Verizon Cell Phone & Data Charges

484.60

0081



Rev 2/1

## ULEC CHECK REQUEST FORM

INV DATE: 2/13/2020 PREPARED BY: Carmen Martinez PERIOD COVERED: February 2020  
 PAY TO: VERIZON WIRELESS AMOUNT: \$ 484.60  
 INVOICE # 9848349443 BUDGET AVAILABLE: YES NO DUE DATE: 3/5/2020

COMMENTS: Account# 482718474-00001

|                            |                               |                          |                      |
|----------------------------|-------------------------------|--------------------------|----------------------|
| <b>COST CENTERS:</b>       | <b>COST CENTERS:</b>          | <b>COST CENTERS:</b>     | <b>COST CENTERS:</b> |
| \$ 89.79 041 THRIFT STORE  | 334F FOC NRTC                 | \$ 18.67 502 ESG HOUSING | 575 WHOLE CITIES     |
| 111 ABBOTT                 | 334H HOUSING NRTC             | 552 ESG RENTAL ASST      | 580 CAP 1 HOUSING    |
| 112.1 TODDLERS             | 335 NRTC 2019                 | 560 CAPITAL 1 SAVE UP    | 600 ADMIN            |
| 221 VERIZON TECH GRANT     | \$ 27.72 339 ULEC OPPORT CORP | 561 LISC-HUD FOC         | \$ 74.70 610 CEO     |
| \$ 20.67 222 DYFS - CODING | 366 STREET FAIR               | \$ 56.02 563 PRU FOC     | 620 CFO              |
| 225 AMERICORPS             | \$ 62.01 368 WF NEIGH REVIT   | 564 NUL - PRFC           | 630 COO              |
| 331 NRTC 2016              | 369 PSEG DEV GRANT            | 565 HOUSING COUNSELING   | 650 FACILITIES       |
| 332 CITY HOME GRANT        | \$ 135.02 451 USJP            | 567 FOC -CHASE           | 710 ANNUAL GALA      |
| 334 NRTC 2018              | 452 PACE                      | 570 FIN OPPT CTR-OTHER   | 950 ALLOCATED EXP    |
| 334E THRIFTWORKS-NRTC      | 467 WORKFORCE UNITED          | 573 VITA TAX             | OTHER                |

## GL CODES:

1420 PREPAID EXPENSES  
 7510 FUNDRAISING FEES  
 7520 ACCOUNTING FEES  
 7540 INSTRUCTORS/CONSULTANTS/SUBS  
 7560 PROFESSIONAL FEES - OTHER  
 7570 TEMPORARY HELP/CONTRACT  
 8110 SUPPLIES  
 8130 TELEPHONE & COMMUNICATIONS  
 8131 TELEPHONE MAINTENANCE CONTRACT  
 X 8132 CELL PHONE SERVICE  
 8133 VERIZON  
 8134 OPTIMUM  
 8140 POSTAGE & SHIPPING  
 8160 COMPUTER SOFTWARE & HARDWARE  
 8170 PRINTING & COPYING  
 8180 BOOKS, SUBSCRIPTIONS, REFERENCE  
 8190 INTERNET/WEB HOSTING FEES  
 8205 RENT, PARKING & OTHER OCCUPANCY  
 8210 UTILITIES  
 8211 UTILITIES WATER  
 8220 EQUIPMENT RENTAL, REPAIR & MAINTENANCE  
 8221 COPIER LEASE

## GL CODES:

8250 MORTGAGE INTEREST EXPENSE  
 8260 PROPERTY INSURANCE  
 8310 TRANSPORTATION & PARKING  
 8320 MEALS  
 8340 AIRFARE  
 8350 CONFERENCE, CONVENTIONS, MEETINGS  
 8405 CLASSROOM MATERIALS & SUPPLIES  
 8410 CLASSROOM TECHNOLOGY  
 8415 COMMUNITY SERVICE PROJECT  
 8420 TUTORING  
 8430 JOB TRAINING  
 8435 GED & ABE CLASSES  
 8440 MENTORING  
 8445 FOOD & RELATED SUPPLIES  
 8450 PROGRAM TRAINING  
 8455 SUBSIDY/RENTAL ASSISTANCE  
 8460 STIPENDS & ASSISTANCE  
 8470 FOOD FOR CLASSES  
 8510 INTEREST EXPENSE - GENERAL  
 8520 INSURANCE - NON EMPLOYMENT RELATED  
 8525 SPECIAL EVENT EXPENSES  
 8530 MEMBERSHIP DUES - ORGANIZATIONS

ENTERED  
 2/14/20

RECEIVED  
 FEB 26 2020  
 BY

PROGRAM DIRECTOR'S APPROVAL \_\_\_\_\_

DATE: \_\_\_\_\_

## FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

A/P INITIAL: [Signature]

DATE: 2/20/20

FISCAL OFFICE APPROVAL: \_\_\_\_\_

PRESIDENT/CEO'S APPROVAL \_\_\_\_\_

CLASS CODE: Various

CHECK # 13014

Monthly Verizon Wireless Invoice Allocation

Shared Account Charges                      \$        161.00

| Name            | Phone #      | Charges   | %    | Plan Charges | Total     |
|-----------------|--------------|-----------|------|--------------|-----------|
| Darrin Sharif   | 862-763-2979 | \$ 55.21  | 17%  | \$ 27.47     | \$ 82.68  |
| Cheryl Howard   | 973-202-8437 | \$ 59.96  | 19%  | \$ 29.83     | \$ 89.79  |
| Leonard Robbins | 973-558-1768 | \$ 18.51  | 6%   | \$ 9.21      | \$ 27.72  |
| Vivian Fraser   | 973-641-7071 | \$ 49.88  | 15%  | \$ 24.82     | \$ 74.70  |
| Housing Dept.   | 973-803-6071 | \$ 49.88  | 15%  | \$ 24.82     | \$ 74.70  |
| USJP Wifi       | 973-802-8458 | \$ 45.08  | 14%  | \$ 22.43     | \$ 67.51  |
| USJP Wifi       | 973-902-9894 | \$ 45.08  | 14%  | \$ 22.43     | \$ 67.51  |
| Total           |              | \$ 323.60 | 100% | \$ 161.00    | \$ 484.60 |

\$ 135.02



PO BOX 489  
NEWARK, NJ 07101-0489

URBAN LEAGUE OF ESSEX COUNTY  
508 CENTRAL AVE  
NEWARK, NJ 07107-1430

00026879

K102

|   |                 |            |
|---|-----------------|------------|
| Manage Your Account   | Account Number  | Date Due   |
| <a href="http://www.vzw.com/mybusinessaccount">www.vzw.com/mybusinessaccount</a>                          | 482718474-00001 | 03/05/20   |
| Change your address at<br><a href="http://sso.verizonenterprise.com">http://sso.verizonenterprise.com</a> | Invoice Number  | 9848349443 |

## Quick Bill Summary

Jan 14 – Feb 13

|  |                 |
|--|-----------------|
| Previous Balance <i>(see back for details)</i> | \$484.60        |
| Payment – Thank You                            | -\$484.60       |
| <b>Balance Forward</b>                         | <b>\$0.00</b>   |
| Monthly Charges                                | \$465.84        |
| Surcharges<br>and Other Charges & Credits      | \$14.26         |
| Taxes, Governmental Surcharges & Fees          | \$4.50          |
| <b>Total Current Charges</b>                   | <b>\$484.60</b> |

**Total Charges Due by March 05, 2020** **\$484.60**

|                |   |  |
|----------------|---|--|
| Pay from phone | Pay on the Web  | Questions:                             |
| #PMT (#768)    | At <a href="http://vzw.com/mybusinessaccount">vzw.com/mybusinessaccount</a> | 1.800.922.0204 or *611 from your phone |



Invoice Number Account Number Date Due Page

9848349443 482718474-00001 03/05/20 2 of 11

| Get Minutes Used | Get Data Used | Get Balance |
|------------------|---------------|-------------|
| #MIN + SEND      | #DATA + SEND  | #BAL + SEND |

## Payments

**Previous Balance** **\$484.60**

Payment – Thank You

Payment Received 02/06/20 –484.60

**Total Payments** **–\$484.60****Balance Forward** **\$0.00**

## Account Charges and Credits

## Account Monthly Charges

SMB UNL Talk&amp;TXT 25GB 02/14 – 03/13 175.00

08% Access Discount 02/14 – 03/13 –14.00

**Subtotal** **\$161.00****Total Account Charges and Credits** **\$161.00**

Written notations included with or on your payment will not be reviewed or honored. Please send correspondence to:  
Verizon Wireless Attn: Correspondence Team PO Box 408 Newark, NJ 07101-0408



Account's Plan for Shared

Lines

**SMB UNL Talk&TXT 25GB**  
\$175.00 monthly charge  
25 monthly GB allowance  
\$15.00 per GB after allowance  
**Beginning on 03/26/15:**  
08% Access Discount

Overview of Shared Usage

|                   | Participating<br>Lines as of<br>02/13/20 | Lines Exceeding<br>Allowance<br>after Share | Shared<br>Allowance | Shared<br>Usage | Shared<br>Billable | Rate    | Cost   |
|-------------------|--|---|---------------------|-----------------|--------------------|---------|--------|
| Voice             | 4  | 0   | unlimited           | 3,798           | 0                  | \$ .00  | \$ .00 |
| Messaging         | 4  | 0   | unlimited           | 2,145           | 0                  | \$ .00  | \$ .00 |
| Monthly Data Plan | 4  | 0   | 25,000GB            | 6,184GB         | 0GB                | \$15/GB | \$ .00 |





## Summary for Darrin Sharif: 862-763-2979

## Your Plan

**Business Unlimited Smartphone**

\$45.00 monthly charge

Unlimited monthly minutes

**UNL Text Messaging**

Unlimited M2M Text

Unlimited Text Message

**Email & Web Unlimited**

Unlimited monthly gigabyte

**UNL Picture/Video MSG**

Unlimited monthly Picture &amp; Video

Have more questions about your charges?  
Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount).

## Monthly Charges

|                                     |               |                |
|-------------------------------------|---------------|----------------|
| Business Unlimited Smartphone       | 02/14 - 03/13 | 45.00          |
| Wireless Phone Protection - Asurion | 02/14 - 03/13 | 6.85           |
|                                     |               | <b>\$51.85</b> |

## Usage and Purchase Charges

| Voice                       | Allowance | Used | Billable | Cost   |
|-----------------------------|-----------|------|----------|--------|
| Calling Plan <i>minutes</i> | unlimited | 3082 | ---      | ---    |
| Total Voice                 |           |      |          | \$0.00 |

| Messaging                               | Allowance | Used | Billable | Cost   |
|---|-----------|------|----------|--------|
| Text <i>messages</i>                    | unlimited | 258  | ---      | ---    |
| Unlimited M2M Text <i>messages</i>      | unlimited | 346  | ---      | ---    |
| Picture & Video - Sent <i>messages</i>  | unlimited | 18   | ---      | ---    |
| Picture & Video - Rcv'd <i>messages</i> | unlimited | 102  | ---      | ---    |
| Total Messaging                         |           |      |          | \$0.00 |

| Data                            | Allowance | Used  | Billable | Cost   |
|---------------------------------|-----------|-------|----------|--------|
| Gigabyte Usage <i>gigabytes</i> | unlimited | 1.493 | ---      | ---    |
| Total Data                      |           |       |          | \$0.00 |

**Total Usage and Purchase Charges** **\$0.00**

**Surcharges**

|                              |               |
|------------------------------|---------------|
| Fed Universal Service Charge | .53           |
| Regulatory Charge            | .15           |
| Administrative Charge        | 1.78          |
|                              | <b>\$2.46</b> |

**Taxes, Governmental Surcharges and Fees**

|                                |               |
|--------------------------------|---------------|
| NJ 911 System/Emerg. Resp. Fee | .90           |
|                                | <b>\$ .90</b> |

**Total Current Charges for 862-763-2979** **\$55.21**



## Summary for Leonard Robbins: 973-558-1768

## Your Plan

SMB UNL Talk&amp;TXT 25GB

(see pg 3)

Beginning on 05/21/15:

Month to Month Promotion \$25 Off

Smartphone Line Access

Have more questions about your charges?  
Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount).

## Monthly Charges

|                                 |               |                |
|---------------------------------|---------------|----------------|
| Smartphone Line Access          | 02/14 - 03/13 | 40.00          |
| \$25 Off Smartphone Month2Month | 02/14 - 03/13 | -25.00         |
|                                 |               | <b>\$15.00</b> |

## Usage and Purchase Charges

| Voice            |         | Allowance | Used | Billable | Cost   |
|------------------|---------|-----------|------|----------|--------|
| Shared           | minutes | unlimited | 144  | --       | --     |
| Mobile to Mobile | minutes | unlimited | 136  | --       | --     |
| Total Voice      |         |           |      |          | \$0.00 |

| Messaging             |          | Allowance | Used | Billable | Cost   |
|-----------------------|----------|-----------|------|----------|--------|
| Text, Picture & Video | messages | unlimited | 134  | --       | --     |
| Total Messaging       |          |           |      |          | \$0.00 |

| Data           |           | Allowance          | Used | Billable | Cost   |
|----------------|-----------|--------------------|------|----------|--------|
| Gigabyte Usage | gigabytes | 25.000<br>(shared) | .170 | --       | --     |
| Total Data     |           |                    |      |          | \$0.00 |

**Total Usage and Purchase Charges \$0.00**

## Surcharges+

|                              |      |
|------------------------------|------|
| Fed Universal Service Charge | .68  |
| Regulatory Charge            | .15  |
| Administrative Charge        | 1.78 |
| <b>\$2.61</b>                |      |

## Taxes, Governmental Surcharges and Fees+

|                                |     |
|--------------------------------|-----|
| NJ 911 System/Emerg. Resp. Fee | .90 |
| <b>\$0.90</b>                  |     |

**Total Current Charges for 973-558-1768 \$18.51**

+Percentage-based taxes, fees, and surcharges apply to charges for this line, including overage charges, plus this line's share of account charges.



## Summary for C Copper: 973-803-6071

### Your Plan

**SMB UNL Talk&TXT 25GB**  
(see pg 3)

**Beginning on 03/27/15:**  
**\$5 Off Smartphone Access**

Have more questions about your charges?  
Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount).

### Monthly Charges

|   |               |                |
|---|---------------|----------------|
| Smartphone Line Access                    | 02/14 - 03/13 | 40.00          |
| \$5 Off Smartphone Access                 | 02/14 - 03/13 | -5.00          |
| Total Equipment Coverage - <b>Asurion</b> | 02/14 - 03/13 | 11.00          |
|   |               | <b>\$46.00</b> |

### Usage and Purchase Charges

| Data                                    | Allowance          | Used | Billable | Cost          |
|---|--------------------|------|----------|---------------|
| Gigabyte Usage <i>gigabytes</i>         | 25.000<br>(shared) | .040 | --       | --            |
| Total Data                              |                    |      |          | \$0.00        |
| <b>Total Usage and Purchase Charges</b> |                    |      |          | <b>\$0.00</b> |

### Surcharges+

|   |               |
|---|---------------|
| Fed Universal Service Charge                    | 1.05          |
| Regulatory Charge                               | .15           |
| Administrative Charge                           | 1.78          |
|   | <b>\$2.98</b> |
| <b>Taxes, Governmental Surcharges and Fees+</b> |               |
| NJ 911 System/Emerg. Resp. Fee                  | .90           |
|   | <b>\$0.90</b> |

**Total Current Charges for 973-803-6071** **\$49.88**

+Percentage-based taxes, fees, and surcharges apply to charges for this line, including overage charges, plus this line's share of account charges.

## Summary for Wifi 4G: 973-902-8458

### Your Plan

**Business Unlimited Data**  
\$45.00 monthly charge  
\$.25 per minute

**Unlimited Data**  
Unlimited monthly gigabyte

### Monthly Charges

|                         |               |                |
|-------------------------|---------------|----------------|
| Business Unlimited Data | 02/14 - 03/13 | 45.00          |
|                         |               | <b>\$45.00</b> |

### Surcharges

|                       |               |
|-----------------------|---------------|
| Regulatory Charge     | .02           |
| Administrative Charge | .06           |
|                       | <b>\$0.08</b> |



## Need-to-Know Information

### Explanation of Surcharges

Surcharges include (i) a Regulatory Charge (which helps defray various government charges we pay including government number administration and license fees); (ii) a Federal Universal Service Charge (and, if applicable, a State Universal Service Charge) to recover charges imposed on us by the government to support universal service; and (iii) an Administrative Charge, which helps defray certain expenses we incur, including: charges we, or our agents, pay local telephone companies for delivering calls from our customers to their customers; fees and assessments on our network facilities and services; property taxes; and the costs we incur responding to regulatory obligations. **Please note that these are Verizon Wireless charges, not taxes. These charges, and what's included, are subject to change from time to time.**

### Bankruptcy Information

If you are or were in bankruptcy, this bill may include amounts for pre-bankruptcy charges. You should not pay pre-bankruptcy amounts; they are for your information only. In the event Verizon receives notice of a bankruptcy filing, pre-bankruptcy charges will be adjusted in future invoices. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.

### Returned Payments

In the event your check for payment of your wireless bill is returned by your bank for insufficient or uncollected funds, Verizon Wireless may resubmit your check electronically to your bank for payment from your checking account.

### Late Payment Information

A late payment applies for unpaid balances. The charge is the greater of \$5 or 1.5% per month, or as permitted by law. Failure to pay bills on time may result in negative credit reporting.

### Important Account Information

Effective on or after 3/26/20, you are required to activate any discounted wireless device within 30 days of receipt; otherwise, you will be charged the difference between the discounted price you paid and the full retail price of the device.

### Important Account Information

We have recently updated our Alternate Upgrade program. Upgrades between non-phone devices (such as smartwatches and Jetpacks) to phone devices (such as Basic or Smartphones) will no longer be permitted. You can continue to upgrade eligible lines, however, the upgrade must be in the same device type (non-phone to non-phone, or phone to phone).