

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

Bank of America
ACH R/T 021200339

12000
55-33212 NJ
356

02/27/2020

PAY TO THE Anthony Clark \$ **900.00
ORDER OF _____
Nine hundred and 00/100***** DOLLARS

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

MEMO

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

Vivian Cox Jaser
AUTHORIZED SIGNATURE



MP

10012995 10212003391 000238003973

URBAN LEAGUE OF ESSEX CTY GENERAL OPERATING ACCT 12995

02/27/2020		Anthony Clark		Original Amount	Balance Due	Payment
Date	Type	Reference		900.00	900.00	900.00
02/15/2020	Bill	02.15.20AC		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		Original Amount	Balance Due	Payment
Date	Type	Reference		900.00	900.00	900.00
02/15/2020	Bill	02.15.20AC		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
X 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

ENTERED
2/24/20 CH

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 th -21 st	4.5	3.5	8	4	10	30
Total						30

Base Pay @ \$30.00 \$900.00

Note: Hours should not exceed 30 hours per week

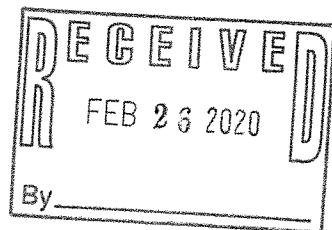
Total Reimbursement \$900.00

Number of Placements in Period

Total	

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 17 th 8:30am - 1pm	Attended the Mayor's Men's breakfast meeting. Met with Kirra Egna 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 Egna regarding hiring our participants to work at NJ Transit trains clean up crew.
February 18 th 9am - 12:30	Follow up with data input to the BD report and follow up with Patti from Maklett company regarding jobs for USJP's in the office settings. Recommend the following USJP's Annette Clyburn-Williams, Roxane Barri & Rosaline Williams	
February 19 th 8:00am- 4:00pm	Follow up with Lamar 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 20 th 8:30am - 12:00pm	Follow up with Patti and Nirod regarding the next steps for our partnership on hiring office supportive help through our USJP's list	.
February 21 st	Follow up 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 & 4-7:30	<p>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 are 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</p>	<p>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</p>

*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.

URBAN LEAGUE OF ESSEX CTY
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

Virginia Cox

AUTHORIZED SIGNATURE

Photo Safe Deposit®

Details on Back

12950 01 2950 02 21 200339 000238003973

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12950

02/01/2020

Horizon Blue Cross Blue Shield of NJ

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

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

GL CODE: 7241 EMPLOYEE BENEFITS - HEALTH INSURANCE

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

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

A/P INITIAL: PM

DATE: 1/30/20

FISCAL OFFICE APPROVAL:

PRESIDENT/CEO'S APPROVAL :

CHECK # 12950



ACCOUNT NUMBER: 310430354

STATEMENT DATE: 01/28/20

PAYMENT DUE DATE: 02/15/20

SUMMARY OF 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			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	DUUE 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	STATEMENT DATE: 01/28/20
\$0.00	\$19,580.44	\$19,580.44	02/15/20	ACCOUNT NUMBER: 310430354 INVOICE NUMBER 293308978

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

ATTN: R.GREGORY WARD/PATRICIA

RATING	YEAR	BILLING	PERIOD	COVERED
FROM	TO	FROM	TO	
10/15/10	10/15/20	02/14/20	02/14/20	

508 CENTRAL AVENUE
NEWARK NJ 07107-1430

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

SOCIAL SECURITY NUMBER	EMPLOYEE NUMBER	IDENTIFICATION NUMBER	EMPLOYEE NAME	S E X	CONTRACT TYPE	ADVANTAGE EPO	PREScription	PAY LOCATION CODE	TOTAL
				X					

TEFDEF SUBSCRIBERS

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

TOTAL FEE \$1,068.35
..... \$0.00
..... \$1,068.35

REGULAR SUBSCRIBERS 900,000

XXX-XX-9241 • **3H2ZN74959700** **CERMAI.** **F SINGLE** - **\$1,068.35**
\$0.00

XXX-XX-5275
3H2ZN15326490
FITZPATRICK,C.E. F SINGLE \$1,068.35
GREEN V E SINCE \$0.00
\$0.00
\$0.00
\$0.00
\$0.00

XXX-XX-3193	SHENZHEN	GREEN, T.	F	SINGLE	\$290.52	\$290.52
3HZN460931120	GUERRA,K.				\$0.00	

XXX-XX-2322
XXX-XX-4493 31ZN61240120 LINSEY,V.A. F SINGLE \$1,068.35
31ZN88926110 MARINEZ,J. F ZADULT \$1,332.17 \$9.00
\$1,332.17

XXX-XX-1933
3H2N71286990 MCDANIEL,C. M SINGLE \$585.73
\$0.00
\$585.73

XXX-XX-3964 3H2ZN17758740 MORRIS,G.J. F SINGLE \$1,033.68
XXX-XX-0661 3H2ZN05462190 RORRINS,I. M SINGLE \$1,068.35
\$1,068.35

XXX-XX-1312 312N60048430 SERMON,P.A F SINGLE \$1,068.35
 \$0.00

 \$1,068.35

PAGE 1



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

ATTN: R.GREGORY WARD/PATRICIA

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

ACCT: 310430354

RATING	YEAR	BILLING PERIOD	Covered
FROM	TO	FROM	TO
10/15/19		10/15/20	

PAGE 2

SOCIAL SECURITY NUMBER	EMPLOYEE NUMBER	IDENTIFICATION NUMBER	EMPLOYEE NAME	S CONTRACT TYPE	ADVANTAGE EPO	PREScription	PAY LOCATION CODE	TOTAL
XXX-XX-2811		3HZN69922530	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								
TOTAL DETAIL	DETAIL BILL	- GROUP NUMBER	00-153MB		\$13,003.47	\$0.00		\$13,003.47
TOTAL DEBIT	BILL				\$13,003.47	\$0.00		\$13,003.47
TOTAL CREDIT	ADJUSTMENTS							
TOTAL NET	BILL							



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

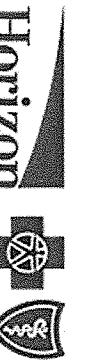
ATTN: R.GREGORY WARD/PATRICIA
URBAN LEAGUE OF ESSEX COUNTY

508 CENTRAL AVENUE
NEWARK NJ 07107-1430
ACCT: 310430354

RATING	YEAR	BILLING PERIOD	COVERED
10/1/19	10/15/20	02/15/20	03/15/20
FROM	TO	FROM	TO

PAGE 3

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

ATTN: R.GREGORY WARD/PATRICIA
URBAN LEAGUE OF ESSEX COUNTY508 CENTRAL AVENUE
NEWARK NJ 07107-1430

ACCT: 310430354

RATING	YEAR
FROM	TO
10/15/19	10/15/20
02/15/20	03/15/20

PAGE 4

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

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

REGULAR SUBSCRIBERS

XXX-XX-0323		3HZN36279200	BARBER,A.	F	SINGLE	\$0.00		
XXX-XX-9241		3HZN14953700	CERNA,I	F	SINGLE	\$0.00		
XXX-XX-8733		3HZN17722950	CHAMBERS,C.M.	M	SINGLE	\$0.00		
XXX-XX-2266		3HZN21288520	FALLEN,J.L.	F	SINGLE	\$0.00		
XXX-XX-5275		3HZN145326490	FITZPATRICK,C.E.	F	SINGLE	\$0.00		
XXX-XX-0012		3HZN194251270	GREEN,Y.	F	SINGLE	\$0.00		
XXX-XX-9236		3HZN61822430	GROVE,J	M	SINGLE	\$0.00		
XXX-XX-5324		3HZN81107590	LITTLE,S.	F	SINGLE	\$0.00		
XXX-XX-3964		3HZN17758740	MORRIS,G.J	F	SINGLE	\$0.00		
XXX-XX-6006		3HZN159576950	RICHARDSON,S.M.	F	SINGLE	\$0.00		
XXX-XX-9664		3HZN25462180	ROBBINS,L.	M	SINGLE	\$0.00		



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

ATTN: R.GREGORY WARD/PATRICIA

RATING	YEAR	BILLING	PERIOD	COVERED
FROM	TO	FROM	TO	

ACCT: 24043034
508 CENTRAL AVENUE
NEWARK NJ 07107-1430

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



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

RATING	YEAR
FROM	TO
10/15/19	10/15/20
02/15/20	03/15/20

DENTAL-G	REGULAR GROUP
TOTAL	DENTAL-G

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

PAGE 6

CONTRACTS COUNTS

	SINGLE	2 ADULTS	FAMILY	TYPE4	TYPE5	P&C	TOTAL
	13	0	0	0	0	0	13



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

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

RATING	YEAR	BILLING PERIOD	COVERED
10/15/19		10/15/20	
FROM	TO	FROM	TO
02/15/20		03/15/20	

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

SOCIAL SECURITY NUMBER	EMPLOYEE NUMBER	IDENTIFICATION NUMBER	EMPLOYEE NAME	S E X	CONTRACT TYPE	ADVANTAGE EPO	PREScription	PAY LOCATION CODE	TOTAL
***** DETAIL BILL *****									
XXX-XX-1218	3HZN51544610	BRYANT,R.L.		F	SINGLE	\$865.47	\$0.00		\$865.47
XXX-XX-9956	3HZN58396170	HOLLINS,Q.		F	P&C	\$1,346.70	\$0.00		\$1,346.70
XXX-XX-0801	3HZN92497650	MCMILLIAN,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	3HZN8377660	WILSON,H.		F	2ADULT	\$1,608.63	\$0.00		\$1,608.63
***** TOTAL REGULAR *****									
						\$6,576.97	\$0.00		\$6,576.97
TOTAL	DETAIL BILL	- GROUP NUMBER				\$6,576.97	\$0.00		\$6,576.97
	TOTAL DETAIL	BILL				\$6,576.97	\$0.00		\$6,576.97
***** TOTAL DEBT ADJUSTMENTS *****									
TOTAL CREDIT	ADJUSTMENTS								
TOTAL NET	BILL								



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

RATING	YEAR	BILLING	PERIOD	COVERED
10/1/19	10/1/20	02/15/20	03/15/20	
FROM	TO	FROM	TO	

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

PAGE 8

CONTRACTS COUNTS

	SINGLE	2 ADULTS	FAMILY	TYPE4	TYPE5	P&C	TOTAL
ADVANTAGE EPO							
REGULAR GROUP	4	1	0	0	0	1	6
TOTAL ADVANTAGE 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

ATTN: R.GREGORY WARD/PATRICIA
URBAN LEAGUE OF ESSEX COUNTY

RATING	YEAR	BILLING	PERIOD	COVERED
FROM	TO	FROM	TO	
10/15/19	10/15/20	02/15/20		03/15/20

508 CENTRAL AVENUE
NEWARK NJ 07107-1430
ACCT: 310430354

PAGE 9

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



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

ATTN: R.GREGORY WARD/PATRICIA

URBAN LEAGUE OF ESSEX COUNTY

508 CENTRAL AVENUE

NEWARK NJ 07107-1430

ACCT: 310430354

RATING	YEAR	BILLING	PERIOD	COVERED
FROM	TO	FROM	TO	
10/15/19	10/15/20	02/15/20	03/15/20	

PAGE 1

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

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

Vivian Cox-Jasen

AUTHORIZED SIGNATURE

MEMO

451 USJP Mileage Reimbursement 02/10/20



MP

1010 2994 1021 20033910 00023800397310

URBAN LEAGUE OF ESSEX CTY GENERAL OPERATING ACCT 12994

02/27/2020	Mary Tanner	Date	Type	Reference	Original Amount	Balance Due	Payment
		02/12/2020	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

02/27/2020	Mary Tanner	Date	Type	Reference	Original Amount	Balance Due	Payment
		02/12/2020	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 Given Morris PERIOD COVERED: 2/10/2020
PAYABLE TO: Mary Tanner AMOUNT: \$15.12
COMMENTS: Mileage Reimbursement

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
- X 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 GJ

DATE: 2/26/20

FINANCIAL 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

Urban League of Essex County Mileage Log and Reimbursement Form

Employee Name _____ **Department** _____
Employee Signature _____ **Authorized By** _____

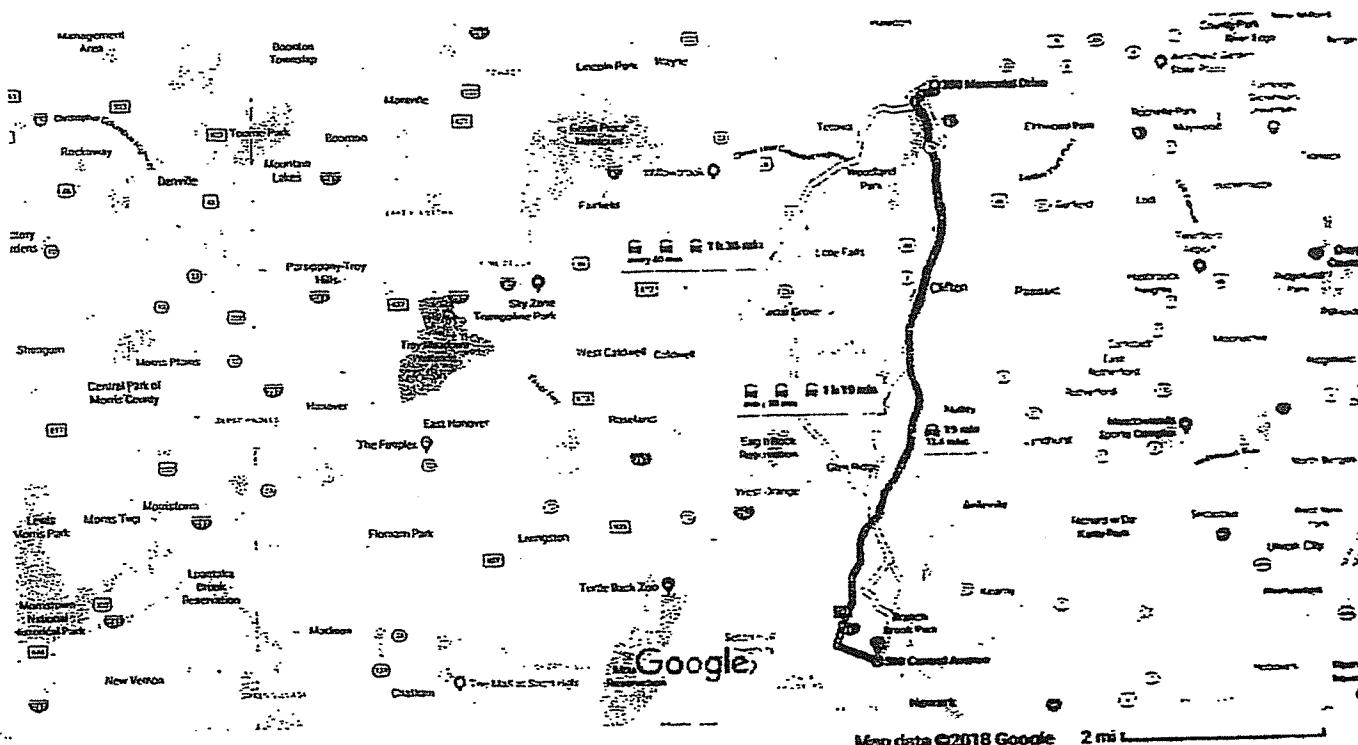
**Rate Per Mile
For Period
Total Mileage
Total Reimbursement**

82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

Google Maps

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

Drive 13.4 miles, 19 min



via Garden State Pkwy

19 min

Fastest route, the usual traffic

13.4 miles

▲ This route has tolls.



10:29 AM–12:05 PM

1 h 36 min

704 11 96



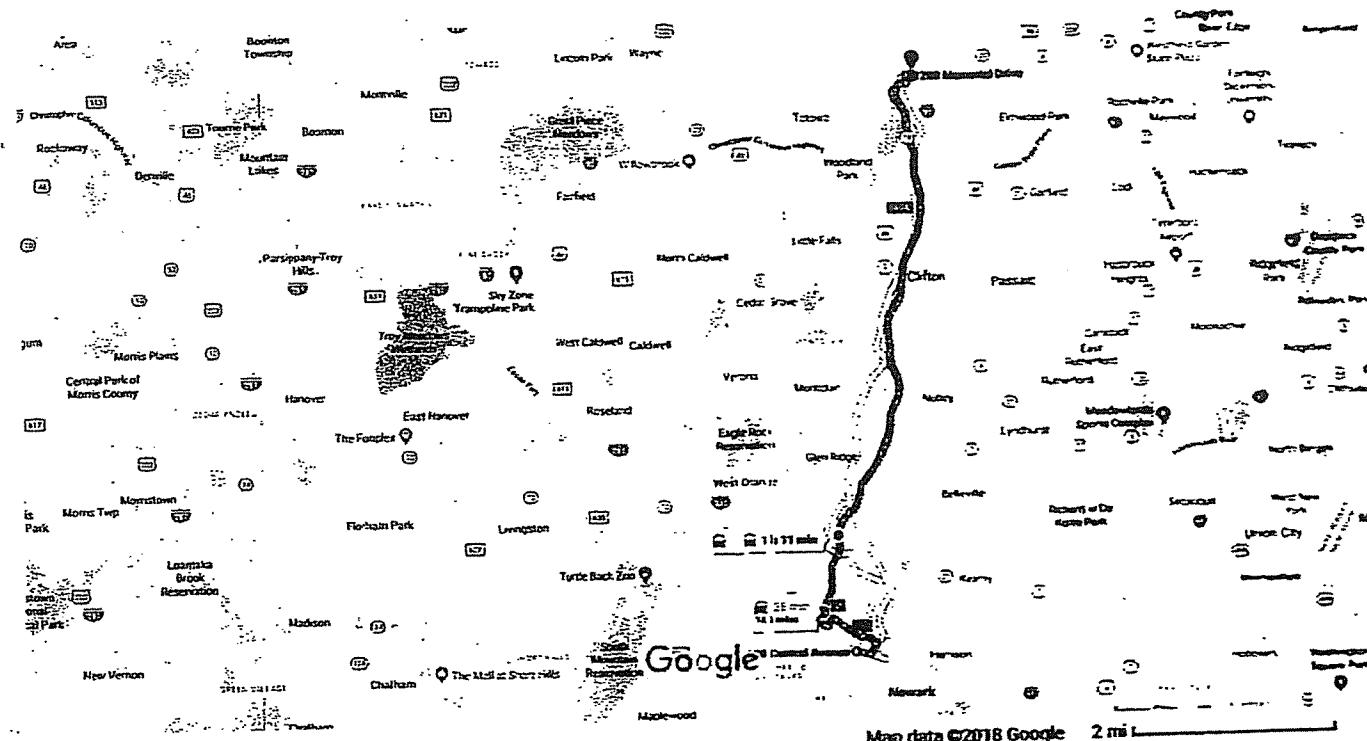
10:43 AM–12:02 PM

1 h 19 min

72 90 34

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 has 12 segments

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

Bank of America
ACH R/T 021200339

12949
55-33/212 NJ
356

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

02/01/2020

PAY TO THE Principal Financial Group \$ **1,491.10
ORDER OF _____ DOLLARS
One thousand four hundred ninety-one and 10/100*****

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

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

Vivian Cox Seal
AUTHORIZED SIGNATURE

1012949 1021200339 000238003973

URBAN LEAGUE OF ESSEX CTY		GENERAL OPERATING ACCT			12949
02/01/2020		Principal Financial Group			
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		GENERAL OPERATING ACCT			12949
02/01/2020		Principal Financial Group			
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:	2/1/2020	PREPARED BY: Patricia Mise	DUE DATE: February 2020
PAYABLE TO:	Principal Life Insurance Company		
PERIOD COVERED:	February 2020	INV# 02-0620PL	

GL CODE: 7242 EMPLOYEE BENEFITS - LIFE INSURANCE

111 Abbott		451 USJP - Mature Workers			
Cora Andrews	\$ 12.20	Gwendolyn Morris	\$ 82.32	561 - LISC-HUD/FOC	68.06
Roni Bryant	\$ 12.20	Irene Cerna	\$ 47.82	451 USJP	241.20
Wynora Hill	\$ 61.57	Joanna Martinez	\$ 90.03	112 EHS	122.13
Daphne McMillian	\$ 12.20	Patricia Sermon	\$ 15.03	111 Abbott	441.72
Quintella Hollins	\$ 76.55	Greg Ward	\$ 6.00	222 Coding Prog	29.10
Heather Wilson	\$ 111.05			368 Wells F N. Revit	93.22
Bertrilla Simmons	\$ 80.22	Total	\$ 241.20	502 - ESG- Housing	23.91 V. Lindsey
Robin Stewart	\$ 75.73			334H NRTC18 - Housing	23.91 V. Lindsey
Total	\$ 441.72			467 Workforce	149.55
		Alice Frazier	\$ 12.20	610 Admin CEO	129.27 V. Fraser
112.1 TODDLERS		Kyneisha Williams	\$ 57.91	620 Admin - Finance	52.71
C.E. Fitzpatrick	\$ 62.19	Theresa Howard	\$ 79.44	339 ULEC OPP CORP	116.32
Yolanda Green	\$ 59.94	Total	\$ 149.55	Total Expense	1,491.10
Total	\$ 122.13			Total Bill	1,491.10
				Variance	0.00
222 Coding					
Darrin Sharif	\$ 23.10	561 FOC			
Greg Ward	\$ 6.00	Rosa Higgins	\$ 7.93		
Total	\$ 29.10	Patricia Sermon	\$ 60.13		
		Total	\$ 68.06		
334 Housing					
Victoria Lindsey	\$ 47.82	610 CEO			
Total	\$ 47.82	Vivian Fraser		129.27	
		Total	\$ 129.27		
339 ULEC OPPORTUNITY CORP					
Leonard Robbins	\$ 92.41	620 Admin			
Curtis McDaniel	\$ 23.91	Joanna Martinez	\$ 4.74		
		Greg Ward	\$ 47.98		
		Total	\$ 52.71		
368 Wells Fargo					
Darrin Sharif	\$ 69.31	Employees with Split Allocations			
Curtis McDaniel	\$ 23.91	Patricia Sermon	\$ 75.16	USJP 20%, LISC/FOC 80%	
Total	\$ 93.22	Joanna Martinez	\$ 94.77	USJP 95%, Admin 5%	
		Greg Ward	\$ 59.97	USJP 10%, Admin 80%, Coding 10%	
		Darrin Sharif	\$ 92.41	Coding 25%, Wells Fargo 75%	
		Curtis McDaniel	\$ 47.82	Wells Fargo 50%, Opport Corp 50%	

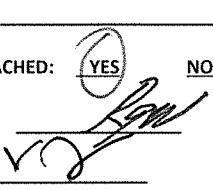
ENTERED

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

A/P INITIAL: 

DATE: 01/27/20

FISCAL OFFICE APPROVAL: 

CLASS: Various

PRESIDENT/CEO'S APPROVAL: 

CHECK #: 12949



Principal Life Insurance Company
Des Moines IA 50392

Important payment notice

002789

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

Billing statement

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

Bill produced: 01/18/2020



Important information

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

Bill summary

Account number: 1013829-10001

Due date: 02/01/2020

Securely manage your benefits online with eService. Log in now at principal.com. Or, create an account by calling 800-843-1371.

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
Total amount due:	\$1,491.10



Contact us

Group Benefits, call **800.843.1371** Monday-Friday 7:00 a.m. - 6:00 p.m. CT | principal.com

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



7 00000149110 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/ Vision		
Life AD&D	\$255.14 \$29.12	LTD \$318.16	Dental - EE Dental - Dep	\$757.50 \$131.18



Billing statement

Adjustments since last bill

Member ID	Member name	Transaction	Adjustment
Total			\$0.00

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/ Vision	Transaction	Total premium
960885228	ANDREWS, CORA	Life AD&D	10.95 1.25			\$12.20
987766449	BRYANT, RONI	Life AD&D	10.95 1.25			\$12.20
9397131512	CERNA, IRENE	Life AD&D	10.95 1.25	Dental - EE 35.62		\$47.82
997886691	FITZPATRICK, CYNTHIA	Life AD&D	10.95 1.25	Dental - E 35.62		\$62.19
954768842	FRASER, VIVIAN	Life AD&D	10.95 1.25	Dental - EE 45.71		\$129.27
964995931	FRAZIER, ALICE	Life AD&D	10.95 1.25	Dental - EE 36.86		\$12.20
933961459	GREEN, YOLANDA	Life AD&D	10.95 1.25	Dental - +1 12.12	Dental - EE 35.62	\$59.94
918187664	HIGGINS, ROSA	Life AD&D	7.12 0.81			\$7.93
994997640	HILL, WYNORA	Life AD&D	10.95 1.25	LTD 13.75	Dental - EE 35.62	\$61.57
904868263	HOLLINS, QUINTELLA	Life AD&D	10.95 1.25	Dental - EE 31.62	Dental - +1 28.73	\$76.55
953136045	HOWARD, THERESA	Life AD&D	10.95 1.25	Dental - EE 35.62	Dental - EE 35.62	\$79.44
991169996	LINDSEY, VICTORIA	Life AD&D	10.95 1.25	Dental - EE 35.62	Dental - EE 35.62	\$47.82
947912374	MARTINEZ, IOANNA	Life AD&D	10.95 1.25	Dental - EE 36.86	Dental - +1 35.62	\$94.77
923216371	MCDANIEL, CURTIS	Life AD&D	10.95 1.25	Dental - EE 35.62	Dental - EE 35.62	\$47.82
995294138	MCMILLIAN, DAPHNE	Life AD&D	10.95 1.25			\$12.20
974228761	MORRIS, GWENDOLYN	Life AD&D	10.95 1.25	LTD 34.50	Dental - EE 35.62	\$82.32
959584035	ROBBINS, LEONARD	Life AD&D	10.95 1.25	LTD 34.50	Dental - EE 45.71	\$92.41
987803085	SERMON, PATRICIA	Life AD&D	10.95 1.25	LTD 17.25	Dental - EE 45.71	\$75.16
987239769	SHARIF, DARRIN	Life AD&D	10.95 1.25	LTD 34.50	Dental - EE 45.71	\$92.41
942110057	SIMMONS, BERTRILLA	Life AD&D	10.95 1.25	LTD 32.40	Dental - EE 35.62	\$80.22
975852172	STEWART, ROBIN	Life AD&D	10.95 1.25	LTD 17.82	Dental - EE 45.71	\$75.73
926910558	WARD, RICHARD	Life AD&D	7.12 0.81	LTD 6.33	Dental - EE 45.71	\$59.97

Current premium continued

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

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
 © 2017 Principal Financial Services, Inc.



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 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 11th: 25%

October 25th: 25%

November 12th: 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



Urban League of
Essex County

*Empowering Communities.
Changing Lives.*

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)



Urban League of
Essex County

*Empowering Communities.
Changing Lives.*

SIGNATURES

IN WITNESS 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

A handwritten signature in black ink, appearing to read "Jennifer Reed".

October 2, 2019

Date

Vivian Cox Fraser
President & CEO

A handwritten signature in blue ink, appearing to read "Vivian Cox Fraser".

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 forth 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 11th: 25%

October 25th: 25%

November 12th: 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 Type Reference
02/13/2020 Bill 9848349443

Original Amount	Balance Due	Payment
484.60	484.60	484.60

Check Amount

P A Y M E N T R E C O R D

1010 Cash:Checking Verizon Cell Phone & Data Charges

484.60



100811



Rev 2/1



0081

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 #: 8848349443 BUDGET AVAILABLE: YES NO DUE DATE: 3/5/2020

COMMENTS: Account# 482718474-00001

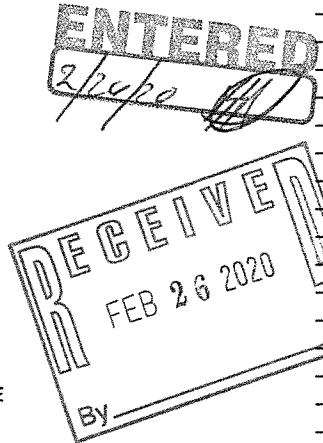
COST CENTERS:	COST CENTERS:	COST CENTERS:	COST CENTERS:
\$ 89.79 041 THRIFT STORE	334F FOC NRTC	\$ 18.67 502 ESG HOUSING	575 WHOLE CITIES
111 ABBOTT	334H HOUSING NRTC	552 ESG RENTAL ASST	580 CAP 1 HOUSING
112.1 TODDLERS	335 NRTC 2019	560 CAPITAL 1 SAVE UP	600 ADMIN
221 VERIZON TECH GRANT	\$ 27.72 339 ULEC OPPORT CORP	561 LISC-HUD FOC	\$ 74.70 610 CEO
\$ 20.67 222 DYFS - CODING	366 STREET FAIR	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



PROGRAM DIRECTOR'S APPROVAL _____

DATE: _____

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO A/P INITIAL: CM DATE: 2/26/20

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



PO BOX 489
NEWARK, NJ 07101-0489

Manage Your Account	Account Number	Date Due
www.vzw.com/mybusinessaccount	482718474-00001	03/05/20
Change your address at http://sso.verizonenterprise.com	Invoice Number	9848349443

Quick Bill Summary

Jan 14 – Feb 13

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

00026879
K102

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

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

Pay from phone #PMT (#768)	Pay on the Web At vzw.com/mybusinessaccount	Questions: 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
#MIN + SENDGet Data Used
#DATA + SENDGet Balance
#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&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

Overview of Shared Usage

Participating Lines as of 02/13/20	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Rate	Cost
Voice	4	0	unlimited	3,798	0	\$0.00
Messaging	4	0	unlimited	2,145	0	\$0.00
Monthly Data Plan	4	0	25.000GB	6.184GB	0GB	\$15/GB

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

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 & Video

Have more questions about your charges?
Get details for usage charges at
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
		\$51.85

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Calling Plan	minutes	unlimited	3082	--
Total Voice				\$0.00

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

Data	Allowance	Used	Billable	Cost
Gigabyte Usage	gigabytes	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
	\$2.46

Taxes, Governmental Surcharges and Fees

NJ 911 System/Emerg. Resp. Fee	.90
	\$0.90

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



Invoice Number Account Number Date Due Page

9848349443 482718474-00001 03/05/20 7 of 11

Summary for Leonard Robbins: 973-558-1768**Your Plan**

SMB UNL Talk&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.

Monthly Charges

Smartphone Line Access	02/14 – 03/13	40.00
\$25 Off Smartphone Month2Month	02/14 – 03/13	-\$25.00
		\$15.00

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 (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
	\$2.61

Taxes, Governmental Surcharges and Fees+

NJ 911 System/Emerg. Resp. Fee	.90
	\$0.90

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.

Monthly Charges

Smartphone Line Access	02/14 – 03/13	40.00
\$5 Off Smartphone Access	02/14 – 03/13	–5.00
Total Equipment Coverage – Asurion	02/14 – 03/13	11.00
		\$46.00

Usage and Purchase Charges

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

Surcharges+

Fed Universal Service Charge	1.05
Regulatory Charge	.15
Administrative Charge	1.78
	\$2.98

Taxes, Governmental Surcharges and Fees+

NJ 911 System/Emerg. Resp. Fee	.90
	\$0.90

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
		\$45.00

Surcharges

Regulatory Charge	.02
Administrative Charge	.06
	\$0.08



Invoice Number Account Number Date Due Page

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

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).