

**AGREEMENT #24383 Opportunity Youth Program
FOR PROFESSIONAL SERVICES
For LAKE COUNTY**

This Agreement for Professional Services (“**Agreement**”) is between the County of Lake, on behalf of the Lake County Workforce Development, in Lake County (“**County**”) and Youth Conservation Corps (“**Sub Recipient Grantee**”), whose principal business address is 1020 W Greenwood Ave, Waukegan, IL 60087.

RECITALS

1. Lake County issued an RFP seeking a qualified firm to identify and support organizations that can enhance job readiness training programs for Opportunity Youth, helping them overcome employment barriers and achieve sustainable employment (“**Services**”) under the federal Workforce Innovation and Opportunity Act (WIOA).
2. Sub-Recipient Grantee responded timely with a proposal to serve 18 WIOA eligible youth dated November 27, 2024 (“**Proposal**”).
3. Based on Sub-Recipient Grantee, the County and Sub-Recipient Grantee have negotiated terms under which Sub-Recipient Grantee will perform the Services.
4. To memorialize the terms and conditions under which Sub-Recipient Grantee will perform the Services, the parties have drafted this Agreement.

In light of the foregoing, Lake County and Sub-recipient agree as follows:

SECTION 1. AGREEMENT DOCUMENTS

The documents that encompass the parties’ understanding are listed below and shall be considered in the following order of precedence, with the Sub-Recipient Grantee proposal or the RFP supplying terms or specifications only where not superseded by the terms or specifications contained in this Agreement.

- A. This Agreement and its exhibits A–C.
 - Exhibit A- Scope of Work
 - Exhibit B- Sub-Recipient Grantee Program Budget
 - Exhibit C - Uniform Grant Rules
- B. Sub-Recipient Grantee Proposal
- C. The County’s RFP (including any addenda to it).

SECTION 2. SCOPE OF WORK

The scope of work that Sub-Recipient Grantee agrees to perform is set forth in Exhibit A- Scope

of Work to this Agreement. The Sub-Recipient Grantee agrees to incorporate sustainable practices into the program, including:

1. Developing partnerships with local organizations to ensure ongoing support for Opportunity Youth.
2. Exploring diverse funding sources to reduce reliance on a single funding stream.
3. Establishing a framework for evaluating long-term participant outcomes and program impact.

The Grantee will provide a summary report of sustainability efforts and recommendations for future development at the conclusion of the contract period.

SECTION 3. EFFECTIVE DATE; TERM

This Agreement shall be effective upon execution through June 30, 2026. Lake County reserves the right to renew this contract for two (2) additional two (2) year period(s), subject to acceptable performance by the contractor. At the end of any contract term, Lake County reserves the right to extend this contract for a period of 60 days for the purpose of negotiating a new or extended agreement. For any year beyond the initial year, this contract is contingent on acceptable performance by the contractor and appropriation of sufficient funds; no charges shall be assessed for failure of the County to appropriate funds in future contract years.

Effective Date. Unless a different effective date is provided above, this Agreement will become effective when all of the parties have signed it, and the date this Agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature) will be deemed the "Effective Date" of this Agreement. If a party signs but fails to date a signature, the date that the other party receives the signing party's signature will be deemed to be the date that the signing party signed this agreement, and the other party may inscribe that date as the date associated with the signing party's signature.

SECTION 4. AGREEMENT PRICE

The County will pay Sub-Recipient Grantee a not to exceed amount of \$127,200.00 for deliverables identified in Exhibit B- Sub-Recipient Grantee Budget and will invoice the County not more than once per month based upon the actual expense reimbursement.

SECTION 5. INVOICES & PAYMENT

- A. At the start of this Agreement, the County will issue a purchase order for the work and Sub-Recipient Grantee shall submit invoices detailing the products and services provided and identify the purchase order number on all invoices.
- B. Sub-Recipient Grantee shall maintain records showing the actual time its employees and agents devoted to the project, and the costs incurred. Sub-Recipient Grantee shall permit a representative from Lake County to inspect and audit all of Sub-Recipient Grantee data

and records for the work and services provided under this Agreement. Sub-Recipient Grantee shall make these records available at reasonable times during the Agreement period and for one year after the end of the Agreement.

- C. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act, which generally requires approval of a vendor's bill within 30 days of receiving the invoice for the services contained in it, and payment within an additional 30 days (50 ILCS 505/1 *et seq.*).
- D. Lake County's fiscal year ends on November 30. Invoices for services the Sub-recipient has rendered up until November 30 of each year must be received by Lake County on or before January 15 of the subsequent calendar year.

Other than the timeframe for payments related to the end of Lake County's fiscal year, as stated above, Lake County shall not be held financially liable for payment of any services rendered if the invoice for such services is not sent to the County within 90 days from the date the services were provided.

If this Agreement is terminated prior to its expected expiration date, the Sub-Recipient Grantee must submit all invoices to Lake County no later than 30 days after the effective date of the termination.

Payment for invoices received beyond the time periods in this subsection will be denied, absent an agreement to the contrary. Failure of the Sub-Recipient Grantee to invoice the County in the timeframes noted in this section shall constitute the Sub-recipient's waiver of the Sub-Recipient Grantee right to payment.

SECTION 6. CONTRACT MODIFICATIONS

In the event changes to the scope of the project or additional work become necessary or desired (a "Modification"), the parties shall follow the procedures set forth in this Section to memorialize the modification (a "Contract Modification"). A Contract Modification shall be effective only if documented in writing, dated and signed by both parties, and expressly referencing this Agreement. The Contract Modification shall set forth in detail: (i) the Modification requested, (ii) the reason for the proposed Modification; (iii) the cost of the Modification; and (iv) the Modification's impact on the time for completing the project.

In the event either party desires a Modification, the Project Manager for such party shall submit to the other party's Project Manager a proposed Contract Modification. If the receiving party does not accept the Contract Modification in writing within 10 business days, the receiving party shall be deemed to have rejected the Contract Modification. If the parties cannot reach agreement on a proposed Modification, Contractor shall nevertheless continue to render performance under this Agreement in accordance with its (unmodified) terms and conditions.

Modifications that involve or increase in the amounts payable by the County may require execution by the County Purchasing Agent. Some increases may also require approval by the County Board. In cases where the Purchasing Agent's signature is required, or where County Board approval is needed, the Contract Modification shall not be deemed rejected by County after 10 days if the County's Project Manager has indicated in writing within the 10-day period an intent to present the Contract Modification for appropriate signature or approval.

SECTION 7. INDEMNIFICATION

Sub-Recipient Grantee agrees to indemnify and defend Lake County (its employees, elected officials, executives, and agents) from all claims, actions, demands, judgments or liabilities, fines, penalties, and expenses, including without limitation reasonable legal fees and expert costs, arising out of this Agreement and arising from the Sub-Recipient Grantee (its employees', executives', and agents') actions, whether negligent, reckless, or intentional. Lake County shall provide notice to Sub-Recipient Grantee promptly of any such claim, suit, or proceeding, and will assist Sub-Recipient Grantee, at Sub-Recipient Grantee expense, in defending any such claim, suit, or proceeding.

SECTION 8. INSURANCE

The Sub-Recipient Grantee must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A and provide the County with a Certificate of Insurance 15 days before the start of the project, and thereafter annually upon each renewal date for contracts/projects that will last more than one year. Insurance in the following types and amounts is necessary:

Commercial General Liability Insurance

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- Independent Contractors
- Products/Completed Operations
- Liability assumed under an Insured Contract/ Contractual Liability
- Personal Injury and Advertising Injury

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the contractor's projects away from premises owned or rented to contractor.

Excess/ Umbrella Liability

The Contractor's Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage, limits of insurance will be based on size of project:

\$ 2,000,000 per occurrence limit (*minimum*)

Automobile Liability Insurance

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The Contractor's auto liability insurance, as required above, shall be written with limits of insurance not less than the following:

\$ 1,000,000 Combined single Limit (Each Accident)

Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Workers Compensation Insurance covering all liability of the Contractor arising under the Worker's Compensation Act and Worker's Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers' Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the Contractor's employees, with limits listed below:

Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000
- c) Disease-Each Employee \$1,000,000

Such Insurance shall contain a waiver of subrogation in favor of Lake County.

County, acting at its sole option, may waive any of the foregoing insurance requirements upon a request to do so, but no waiver shall be effective unless made in writing. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by County's risk manager taking into account the nature of the work and other factors relevant to County's exposure, if any, under this agreement.

Liability Insurance Conditions

Contractor agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;

- b) The Contractor's insurance shall be primary & non-contributory over Lake County's insurance in the event of a claim.
- c) Contractor agrees that with respect to the above required insurance, Lake County shall be named as additional insured, including its agents, officers, and employees and volunteers and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change. A blanket additional insured ISO endorsement is preferred for Contractors who have multiple projects with the County.
- d) Lake County shall be provided with Certificates of Insurance and should include the appropriate corresponding ISO form endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies. No manuscript endorsements will be accepted. Any hard copies of said Notices and Certificates of Insurance and Endorsements shall be provided to:

Lake County
Purchasing Division
18 N. County 9th Floor
[Waukegan, Illinois 60085](mailto:Purchasing@lakecountyil.gov)

&
Lake County Workforce Development Department
1 N. Genesee Street
Waukegan, IL 60085
Attn: Jennifer Serino, Director

- e) **Electronic copies of Notices, Certificates of Insurance and Endorsements can be emailed to Purchasing@lakecountyil.gov in place of hard copies.**

Failure to Comply: In the event the Contractor fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Contractor.

SECTION 9. INDEPENDENT CONTRACTOR; LICENSURE OR CERTIFICATIONS; KEY PERSONNEL

- A. **Independent Contractor Status.** The parties intend that the Sub-Recipient Grantee will be an independent contractor.
- B. **Licensure or Certifications.** If required by law, the Sub-Recipient Grantee must at all times be and remain licensed or certified as a qualified provider of the services provided in this Agreement. Sub-Recipient Grantee shall submit copies of the required licenses or

certifications upon the County's request. Sub-Recipient Grantee shall promptly notify County in writing of any citation Sub-recipient receives from any licensing or certification authority, including all responses and correction plans.

- C. Where the parties have identified particular individuals as being critical to a project ("Key Employees"), then Sub-Recipient Grantee shall not replace Key Employees without the County's prior written consent, which shall not be unreasonably withheld. Should Key Employees be reassigned, become incapacitated, separate from the Sub-recipient sub, or be otherwise unable to perform the functions assigned to them, Sub-recipient shall (i) within 10 business days, temporarily replace the person with another properly qualified employee and (ii) within 30 calendar days, permanently replace the person.

Lake County shall have the right to request that Sub-Recipient Grantee replace Key Employees from the project by setting forth in writing the grounds for the request. Sub-Recipient Grantee shall have a reasonable time period in which to address the grounds or make a substitution.

- D. Sub-Recipient Grantee shall complete its obligations under this Agreement in a sound, economical and efficient manner and in accordance with this Agreement and all applicable laws. Sub-Recipient Grantee agrees to notify Lake County immediately whenever it is unable to comply with applicable State, Federal, or local laws, rules and regulations. Where non-compliance materially impairs the Sub-Recipient Grantee from performing the services under this Agreement, the County may terminate the Agreement for cause.

SECTION 10. DISPUTE RESOLUTION

All issues, claims, or disputes that the Sub-Recipient Grantee raises or makes related to this Agreement shall be resolved in accordance with the Contract Disputes provision of the Lake County Purchasing Ordinance, § 33.097.

SECTION 11. NO IMPLIED WAIVERS

Waivers of a term or condition of this Agreement shall be in writing, and that writing must describe the circumstances giving rise to the waiver. The parties intend that no waiver of any term or condition shall be deemed or construed as a waiver of any other term or condition of this Agreement, and waiver of any breach shall not be deemed to be a waiver of any subsequent breach, whether of the same or a different provision of this Agreement.

SECTION 12. SEVERABILITY

If any provision of this Agreement is unenforceable to any extent, the remainder of this Agreement (or application of that provision to any persons or circumstances other than those as

to which it is held unenforceable) will not be affected by that unenforceability and will be enforceable to the fullest extent permitted by law.

SECTION 13. JURISDICTION, VENUE, CHOICE OF LAW AND PROFESSIONAL STANDARDS

This Agreement shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19th Judicial Circuit Court of Lake County, Illinois.

SECTION 14. NOTICES AND COMMUNICATIONS

All notices and communications which may be given by Lake County to Sub-Recipient Grantee relative to this Agreement shall be addressed to the Sub-recipient at the address shown herein below:

Jennifer Yonan
Executive Director
Youth Conservation Corps
1020 W Greenwood Ave, Waukegan, IL 60087
Email: jyonan@youthconservationcorps.org
Phone: 847-623-0900 ext.7100

Copies of any notices and communications which propose to modify or terminate this Agreement shall be provided to: Lake County Purchasing Division, 18 North County Street, 9th Floor, Waukegan, Illinois 60085-4350; Attention: Purchasing Agent.

SECTION 15. ASSIGNMENT, ALTERATIONS AND MODIFICATIONS

This Agreement shall not be assigned, delegated, or modified without the express written consent of both parties. This Agreement supersedes all other agreements, oral or written, between the parties with respect to the subject matter of this Agreement.

If Lake County agrees that the Sub-Recipient Grantee may assign, delegate, or subcontract the work under this Agreement, Sub Recipient Grantee shall remain contractually liable to Lake County unless otherwise agreed in writing.

SECTION 16. TERMINATION

Lake County reserves the right to terminate this Agreement as set forth below.

a. Termination for Convenience:

Lake County reserves the right to terminate this Agreement, or any part of this Agreement, with or without cause, upon 30 days' written notice. In case of such termination, Sub-Recipient Grantee shall be entitled to receive payment from Lake

County for work completed to the date of termination in accordance with the terms and conditions of this Agreement.

b. Termination Due to Material Breach:

In the event that this Agreement is terminated due to the Sub-Recipient Grantee material breach, Lake County shall be entitled to purchase substitute items or services elsewhere and charge Sub-Recipient Grantee with losses the County incurs, including attorney's fees and expenses, notwithstanding any damage limitations the parties may agree to elsewhere.

c. Termination Due to Lack of Appropriations:

If sufficient funds are not appropriated by the Lake County Board to continue the services under this Agreement, then Lake County may terminate this Agreement. Lake County agrees to give written notice of termination to Sub-Recipient Grantee at least 30 days prior to the end of the last fiscal year for which appropriations were made. Lake County shall remit payment for all work completed and approved or accepted by the County, to the date of termination. Termination under this subsection shall not entitle the Sub-recipient to contractual damages of any kind.

d. Termination Due to Force Majeure Events:

(i) If a Force Majeure Event prevents a party from complying with any one or more obligations under this agreement, that inability to comply will not constitute breach if (1) that party uses reasonable efforts to perform those obligations, (2) that party's inability to perform those obligations is not due to its failure to (A) take reasonable measures to protect itself against events or circumstances of the same type as that Force Majeure Event or (B) develop and maintain a reasonable contingency plan to respond to events or circumstances of the same type as that Force Majeure Event, and (3) that party complies with its obligations under section 16(d)(iii), below.

(ii) For purposes of this agreement, "Force Majeure Event" means, with respect to a party, any event or circumstance, whether or not foreseeable, that was not caused by that party and any consequences of that event or circumstance.

(iii) If a Force Majeure Event occurs, the noncomplying party shall promptly notify the other party of occurrence of that Force Majeure Event and may terminate the Agreement based on it, with an obligation to pay only for services performed prior to the Force Majeure Event.

SECTION 17. CONFIDENTIALITY

Both parties acknowledge that Sub-Recipient Grantee documents and dealings related to this Agreement are subject to the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*) and the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*). Sub-recipient agrees to comply with all

pertinent federal and state statutes, rules and regulations and County ordinances related to confidentiality.

SECTION 18. WORK PRODUCT

All work product prepared by Sub-Recipient Grantee pursuant to this Agreement, including, but not limited to, policies, reports, analysis, plans, designs, calculations, work drawings, studies, photographs, models, and recommendations shall be the property of Lake County. Sub-recipient shall deliver the work product to Lake County upon completion of Sub-recipient's work, or termination of the Agreement, whichever comes first. Sub-recipient may retain copies of such work product for its records; however, Sub-recipient may not use, print, share, disseminate, or publish any work product related to this Agreement without the consent of Lake County.

SECTION 19. PRESS/NEWS RELEASES

Sub-Recipient Grantee may not issue any press or news releases regarding this Agreement without prior approval from Lake County. Sub-Recipient Grantee shall provide notice to Lake County's Chief Communications Officer if contacted by the media regarding the services set forth in this Agreement.

SECTION 20. DEBARMENT AND SUSPENSION

The Lake County Purchasing Ordinance § 33.125 through 33.126 defines the County's Authority and Decision to Debar.

The Sub-Recipient Grantee certifies to the best of his or her knowledge and belief that the Sub-recipient:

- A. Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
- B. Has not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- C. Is not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

- D. Has not, within a three-year period preceding this contract, had one or more public transactions (Federal, State, or local) terminated for cause or default.

Sub-Recipient Grantee agrees that, during the term of this Agreement, Sub-Recipient Grantee shall report to the County’s contract administrator, within 10 days, any allegations to or findings by the National Labor Relations Board (NLRB) or Illinois Labor Relations Board (ILRB) that Sub-Recipient Grantee has violated a statute or regulation regarding labor standards or relations. If an investigation by the County results in a final determination that the matter adversely affects Sub-Recipient Grantee responsibilities under this Agreement, then the County may terminate this contract.

SECTION 21. NON-DISCRIMINATION

During the term of this agreement, Sub-Recipient Grantee agrees to and shall comply with (1) the Equal Opportunity Employer provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order Number 11246, as amended by Executive Order 11375, and (2) Chapter 33 of Title III of the Lake County Code of Ordinances (titled “Purchasing”).

Signed:

COUNTY OF LAKE

YOUTH CONSERVATION CORPS

By: _____
Its Purchasing Agent

By: _____
Its

Date: _____

Date: _____

Exhibit A

[Negotiated Scope of Work]

Youth Conservation Corps (YCC) recognizes that opportunity youth, ages 16–24 years, face significant barriers to employment, including limited work experience, lack of transportation, and difficulty navigating pathways to long-term employment or education. This program will address these challenges through:

- Offering paid work experiences to develop workforce readiness and employability skills.
- Providing driver's education and temporary support in the form of rideshare vouchers to remove transportation barriers.
- Employing dedicated staff to support youth in their transition to stable employment or post-secondary education.

This holistic approach ensures that members are not only equipped with immediate opportunities but also prepared for sustainable success beyond the program.

Scope of Work

1. Paid Work Experiences

YCC intends to offer paid work experiences for 4-6 weeks during the final weeks of active programming, providing hands-on opportunities for youth to learn workplace skills and responsibilities, build confidence, and explore potential career interests.

Approach:

- **Worksite Partnerships:** We will collaborate with local employers, community organizations, and municipal agencies to create diverse, high-quality worksites that align with member interests and community needs.
- **Member Preparation:** We will work with youth throughout active program to identify fields of interest that will provide opportunities for career exploration and possible longterm placement.
- **Skill Development Focus:** Supervised placements will include mentorship and skillsbuilding, addressing soft skills like teamwork, punctuality, and communication.
- **Compensation Structure:** Youth will earn \$15/hour for up to 30 hours weekly over six weeks, incentivizing participation while providing financial support.

Desired Outcomes:

- 75% of surveyed members will express an increase in transferable job skills upon completion of the program.
- Foster positive work habits and increased confidence in workplace settings.

2. Driver's Education and Transportation Support

YCC understands that transportation barriers significantly limit youth employment opportunities. Providing access to driver's education and temporary transportation support removes a critical obstacle and expands job possibilities.

Approach:

- **Provider Partnerships:** Collaborate with reputable driver's education providers to offer accessible and affordable options.
- **Cost Coverage:** Fund the complete process, including classroom instruction, practice sessions, and fees for licensure.
- **Case Management:** Our case managers will work closely with youth to ensure they stay on track to complete their driver's education and licensing requirements.

Desired Outcomes:

- 70% of members will obtain a driver's license by program end or will be on track towards completion if limited by state requirements, such as number of months with a permit.
- Increased member ability to access a broader range of employment opportunities and achieve sustainable employment.

3. Youth Placement and Follow-Up Support

Opportunity youth have been disengaged in education and employment. In order to secure a lasting re-engagement, a multi-faceted approach is necessary. This approach will include coaching, mentorship, supportive placement and follow-up support. Post-program success depends on tailored support to help youth secure employment, advance education, or pursue specialized training.

Approach:

- **Dedicated Placement Staff:** Hire a full-time staff member responsible for providing individualized career coaching, connecting members with opportunities, and maintaining employer relationships.
- **Employer Engagement:** Partner with local businesses to secure internships, job placements, and potential career pathways.
- **Resource Accessibility:** Provide members with resume-building workshops, interview preparation, and access to job fairs and community events.

Desired Outcomes:

- Placement of at least 70% of members in employment, post-secondary education, or advanced training within the second quarter following exit and 65% within the fourth quarter following exit.
- Establishment of sustained relationships with employer and educational partners for longterm member benefits.

Youth Conservation Corps' approach is designed to address both immediate and long-term barriers faced by opportunity youth. By integrating structured work experiences, resolving

transportation challenges, and delivering personalized placement support, we aim to empower youth to achieve meaningful and lasting success.

Supportive Services and Workforce Readiness

YCC offers a variety of supportive services to address barriers to success and ease the transition into work experience for our members. These services include but are not limited to life skills training, digital and financial literacy programs, and mental health counseling. Additionally, YCC is committed to removing transportation barriers by providing bus passes to members, as well as offering Uber rides for those facing significant challenges in getting to work during their initial work experience or employment. This support lasts for at least the first few weeks, ensuring that members have a smooth transition into their roles. Recognizing the importance of mental health in achieving success, YCC partners with a local counseling office to offer professional counseling services, helping members develop coping skills that are essential for their personal and professional growth. Additionally, individual counseling sessions are available for members who need additional support.

YCC staff members are trained in trauma-informed care through YFC. This ensures that staff are equipped to respond to the unique needs of each member in a compassionate and strategic manner

To further enhance the program's impact, YCC collaborates with state programs to raise awareness about available resources, including free childcare services, making it easier for members to balance work and family responsibilities. YCC also provides invaluable career exploration opportunities, such as college tours and mock interviews with staff and partner organizations, to prepare our members and build workforce readiness. Our program actively participates in career fairs and career exploration opportunities organized by LCWD and other community partners, connecting members with potential employers and career opportunities. To further solidify work experience opportunities for our members, YCC program has the Employee Advisory Council, which strengthens partnerships with employers and creates opportunities for members to gain valuable work experience at multiple levels. Additionally, YCC offers other supportive services like housing assistance through community resources to reduce barriers for our members and encourage their participation in the program including access to One-Stop services.

Soft skills development is another key focus of the program. Through leadership projects with community partners and participation in community service projects, members not only enhance their personal growth but also open the door to potential employment placements. YCC's holistic, multi-faceted approach ensures that opportunity youth have the support, resources, and opportunities they need to succeed in both their personal and professional lives.

Performance Metric and Reporting

YCC has a robust internal control system in place to track progress toward performance outcomes and ensure the accuracy and reliability of data. This system allows YCC to regularly monitor performance metrics, ensuring that members remain actively engaged and make continuous progress toward credential attainment and other key outcomes, including

employment placement. The system tracks these metrics throughout the active programming period and into the follow-up year, with a detailed breakdown for each quarter. Additionally, the tracking system enables YCC to provide personalized, one-on-one support services to participants, offering assistance as needed to ensure their success in the YouthBuild program. It also helps YCC track enrollment goals and ensures compliance with grant requirements.

. Implementation Plan

Work Experiences Program

Phase 1: Planning and Preparation (April 2025)

1. Identify Youth Work Preferences

- Conduct individual meetings with program youth members to understand their career interests and preferred work environments.
- Analyze responses to identify common themes and areas of interest.

2. Engage Employer Partners

- Outreach to existing employer partners and recruit new partners from industries aligning with youth preferences.
- Host an Employer Engagement Meeting to introduce the program, highlight benefits, and outline expectations.

3. Develop Work Experience Packet

- Collaborate with employer partners to define learning objectives for each placement.
- Create a standardized packet including:
 - ♣ Job descriptions and skills to be developed.
 - ♣ Workplace expectations, safety protocols, and contact information.
 - ♣ Work experience agreements outlining roles and responsibilities of employers, youth, and program staff.

Phase 2: Recruitment and Onboarding (May 2025)

1. Youth Orientation

- Provide pre-placement training focusing on workplace readiness, including communication, time management, and professionalism.
- Provide any necessary supports to remove barriers to work experience, including transportation assistance and supportive services.

Phase 3: Rolling Work Experience Implementation – With the process in place for enrollment, YCC will continue to enroll members into this program as they are ready.

1. Placement into Work Experiences

- Match youth with employer partners based on their preferences and career goals.
- Conduct an orientation for employers and youth to review expectations.

2. Monitoring and Support

- Conduct regular check-ins with youth and employers to ensure successful experience.
- Address challenges promptly and adjust placements if necessary.

Phase 4: Final Placement Activities (Ongoing)

1. Youth Return to YCC

- Facilitate reflection sessions for youth to share their experiences and discuss lessons learned.

2. Career or Education Placement

- Provide individualized coaching for youth to identify post-program goals.
- Support applications for jobs, apprenticeships, or post-secondary education.
- Strengthen connections with employer partners to secure job offers or internships.

3. Program Evaluation

- Collect feedback from youth, employers, and staff to evaluate program effectiveness.
- Analyze data on youth outcomes to inform future program improvements.

Supportive Services – Driver’s License Attainment

Phase 1: Planning and Partnership Development (April 2025 – May 2025)

1. Engage Local Driving Academies
 - Identify and contact reputable driving schools in the area.

- Negotiate discounted rates or group pricing for program participants.
 - Establish flexible class schedules to accommodate youth availability.
2. Develop Participation Criteria
 - Define eligibility requirements (e.g., program enrollment, age, commitment to completion).
 - Determine priority groups (e.g., youth without reliable transportation, those living in public transportation deserts).
 3. Program Design
 - Finalize the structure, including classroom instruction, behind-the-wheel training, and the process for obtaining a license.
 - Allocate funding for driving classes, permit fees, and licensing costs.

Phase 2: Recruitment and Enrollment (May 2025- Ongoing)

1. Outreach to Youth Participants
 - Communicate the program opportunity during orientation and program updates.
 - Provide an overview of benefits and expectations for obtaining a driver's license.
2. Enrollment Process
 - Assist youth in completing necessary paperwork for driver's education (e.g., parental consent if needed, state identification).
 - Pair youth with driving academies based on location and availability.

Phase 3: Driver's Education Implementation (Ongoing)

1. Classroom Instruction
 - Schedule classroom sessions for permit preparation.
 - Support youth in studying and completing their learner's permit exams.
2. Behind-the-Wheel Training
 - Coordinate practice driving sessions with academies.
 - Ensure all youth complete required hours for licensing eligibility.
3. Progress Monitoring and Support
 - Maintain regular communication with driving academies to track attendance and progress.
 - Address barriers such as scheduling conflicts or test anxiety.

Phase 4: Licensing and Program Evaluation (Ongoing)

1. Testing and Licensing Support
 - Assist youth in scheduling driving tests at local DMV offices.
 - Provide transportation to and from testing centers if needed.
2. Celebrate Achievements
 - Recognize youth who successfully obtain their licenses during program events or ceremonies.
3. Evaluate Program Effectiveness
 - Collect feedback from youth and driving academies to assess the process.
 - Track data on license attainment rates and identify areas for improvement

[Budget Narrative]

Action Item	Proposed Price
Staff Wages	\$45,000
Fringe Benefits (25%)	\$11,250
Staff Travel	
Supplies	\$3,000
Youth Stipends	\$57,550 (\$53,460 wages + \$4,090 FICA)
Tuition	
Other	\$10,400
Total:	\$127,200

Budget Narrative

Staff Wages:

Placement and Case Management Support will be a staff member (1FTE) responsible for providing individualized career coaching, connecting members with opportunities, and maintaining employer relationships.

Fringe Benefits:

Includes FICA, unemployment insurance, employer health insurance (medical, dental, vision), retirement (employer contribution) and workers comp.

Supplies:

Rideshare vouchers will allow for temporary support while sustainable transportation options are being addressed through the driver's education program.

Youth Stipends:

Provides a minimum of 18 youth with the opportunity to receive \$16.50/hour, 30 hours per week, for 6 weeks in paid work experience. This assumes 100% attendance.

Other:

Provides a minimum of 20 youth with the opportunity to complete driver's education courses and all licensing fees, removing a significant barrier to sustainable employment. Costs per member will be based on age and licensing requirements.

Youth Conservation Corps Sustainability Statement

Youth Conservation Corps (YCC) is deeply committed to sustainable practices, aligning with the values of environmental stewardship and social responsibility upheld by Lake County. As a nonprofit organization dedicated to empowering youth and conserving natural resources, sustainability is a core aspect of our operations, programs, and community engagement efforts.

Organizational Policies and Achievements

YCC adheres to sustainable practices across all programs and operations:

- **Green Policies:** YCC prioritizes eco-friendly solutions, including reducing waste, recycling, and implementing energy-efficient measures in our facilities.
- **Community Impact:** Our conservation and urban forestry programs directly contribute to environmental sustainability by restoring natural areas, planting trees, and improving green spaces in Waukegan and surrounding areas.

Practices and Initiatives

- **Waste Minimization:** YCC practices waste sorting and composting in our community gardens and encourages waste reduction across our programs.
- **Energy Efficiency:** Our facility utilizes energy-efficient lighting and appliances, and we are actively exploring renewable energy sources to reduce reliance on traditional energy grids. We have submitted a grant proposal to the EPA to build a green roof at our facility in Waukegan, which, if funded, will serve as a model of sustainable practices for the community, generate 129,000 kWh and decrease YCC's carbon footprint by 90 MT of CO₂ per year.
- **Staff and Member Education:** YCC educates staff and program participants on environmental stewardship, including training in sustainable construction practices, urban forestry techniques, and conservation strategies. We also plan to add a new YouthBuild career pathway in solar panel installation in 2025.
- **Community Engagement:** We lead park cleanups, tree planting events, and community gardening projects, providing tangible benefits to the local environment and fostering a culture of sustainability.

Project-Specific Sustainability Approaches

For this project, YCC will integrate the following sustainable methods:

- Utilizing green-certified materials and eco-friendly products whenever possible.
- Employing youth participants trained in sustainable construction practices and environmental restoration techniques.
- Incorporating renewable energy where feasible, such as solar-powered tools or battery operated equipment.
- Supporting biodiversity by planting native species that improve soil quality and provide habitats for local wildlife.

Cost Considerations

YCC is committed to balancing sustainability with cost-effectiveness. While incorporating ecofriendly materials and renewable energy sources may involve higher upfront costs, these investments often result in lower life cycle costs and long-term environmental benefits. For this project, we will work to identify cost-neutral or cost-effective solutions that align with sustainability goals.

EXHIBIT C

[Uniform Grant Rules]

FAIN: 24A55AY000081-01-00

Federal Awarding Agency: Department Of Labor

Federal Award Date: 04/01/2024

Assistance Listing Program

Title:

WIOA Youth Activities

Assistance Listing Number: 17.259

Compliance with Uniform Grant Rules. Grantee certifies that it must adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which are published in Title 2, Part 200 of the Code of Federal Regulations (2 CFR Part 200) and are incorporated herein by reference. 44 Ill. Admin. Code 7000.40(c)(1)(A). The requirements of 2 CFR Part 200 apply to the Grant Funds awarded through this Agreement, regardless of whether the original source of the funds is State or federal, unless an exception is noted in federal or State statutes or regulations. 30 ILCS 708/5(b).

Representations and Use of Funds. Grantee certifies under oath that (1) all representations made in this Agreement are true and correct and (2) all Grant Funds awarded pursuant to this Agreement must be used only for the purpose(s) described herein. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions will be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

Availability of Appropriation; Sufficiency of Funds. This Agreement is contingent upon and subject to the availability of sufficient funds. Grantor may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to Grantor by the State or the federal funding source, (ii) the Governor or Grantor reserves funds, or (iii) the Governor or Grantor determines that funds will not or may not be available for payment. Grantor must provide notice, in writing, to Grantee of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Paragraph will be effective upon the date of the written notice unless otherwise indicated.

Allowability of Costs; Cost Allocation Methods. The allowability of costs and cost allocation methods for work performed under this Agreement will be determined in accordance with 2 CFR Part 200 Subpart E and Appendices III, IV, V, and VII.