

## PROPOSAL COVER SHEET & VENDOR INFORMATION

Name of Organization:	Crosswalk Community Action Agency
Address:	410 W. Main Street
City, State, Zip Code:	West Frankfort, IL 62865
Phone:	(618) 937-8069
Fax:	(618) 932-8069
Organization FEIN (see bottom of this page):	37-1193288
Project Contact Person and Title:	Debra Jackanicz, Executive Director
Contact's Phone:	(618) 937-3581
Contact's email:	<a href="mailto:debra.jackanicz@crosswalkcaa.com">debra.jackanicz@crosswalkcaa.com</a>
Name/Title of Person Authorized to Negotiate Contract:	Debra Jackanicz, Executive Director
Phone and email:	(618) 937-3581 <a href="mailto:debra.jackanicz@crosswalkcaa.com">debra.jackanicz@crosswalkcaa.com</a>
Name/Title of Person Authorized to Sign Contract:	Debra Jackanicz, Executive Director
Phone and email:	(618) 937-3581 <a href="mailto:debra.jackanicz@crosswalkcaa.com">debra.jackanicz@crosswalkcaa.com</a>

### Business Organization Identification

- |   |   |
|---|---|
| <input type="checkbox"/> Individual or Sole Proprietorship<br><input type="checkbox"/> Partnership (list Names, Titles, Addresses of Principles/Partners as attachment)<br><input type="checkbox"/> Corporation<br><input type="checkbox"/> Government Entity | <input type="checkbox"/> Real Estate Agent<br><input type="checkbox"/> Medical and Health Care Trust or Estate<br><input checked="" type="checkbox"/> Nonprofit Corporation<br><input checked="" type="checkbox"/> 501c3 – US Internal Revenue Code<br><input type="checkbox"/> Services Provider Corporation |
|---|---|

I hereby certify that, to the best of my knowledge, this proposal is complete and complies with the requirements of the Request for Proposals (RFP). The submission of this proposal has been authorized by the governing body of this organization. Under penalties of perjury, I certify that is my correct Federal Taxpayer Identification Number. I am doing business as a (Please check one):

Authorized Signature:  Date: 05/13/2021

Federal Employer Identification Numbers (FEINs) must not be used for sole proprietorships. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number.

If you do not have a FEIN or TIN, apply for one immediately. To apply, get form SS-5, Application for a Social Security Number Card (for individuals) from your local Social Security Administration, or form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue office.

To complete the certification if you do not have a TIN, fill out the certification indicating that a TIN has been applied for, sign and date the form, and return it to this agency. As soon as you receive your TIN, sign and date the form, and give it to this agency.

If you fail to furnish your correct TIN to this agency, you are subject to an IRS penalty of \$50.00 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

WILLFULLY FALSIFYING CERTIFICATIONS OR AFFIRMATIONS MAY SUBJECT YOU TO CRIMINAL PENALTIES INCLUDING FINES AND/OR IMPRISONMENT. 31

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## **Executive Summary**

Crosswalk Community Action Agency (CCAA) is committed to serving the residents living in poverty in the southern Illinois counties of Franklin, Jackson, Jefferson and Williamson.

Working daily with people in need makes us very aware of the workforce needs of southern Illinois residents. Access to training and job seeking assistance is critical for moving people from poverty to self-sufficiency. Therefore, CCAA is interested in continuing as the One-Stop Operator for the Southern Illinois Workforce Development Board (SIWDB). It is our goal to continue to improve the system which supports the workforce needs of our region. CCAA will continue to act as a coordinator of partner services and American Job Center Southern Illinois/One Stop operations. CCAA will provide leadership and functional supervision of staff functions in order to optimize and streamline American Job Center Southern Illinois/One-Stop service delivery efforts. By managing American Job Center Southern Illinois/One Stop daily operations, CCAA will continue to assist the Southern Illinois Workforce Development Board in meeting local and federal WIOA responsibilities, compliance, and continued certification of the American Job Center Southern Illinois/One Stop.

Along with the daily coordination and management of the American Job Center Southern Illinois/One Stop, CCAA will continue to work with all the partners of the One Stop System and under the guidance of the SIWDB to achieve the following goals.

CCAA will work with partners to continue our cross training program for the Navigator position, partner staff and for other interested partners providing workforce services. This cross training may include process mapping of services; partner meetings; creation of paper and electronic training materials and additional resource tools. During the continued pandemic and making sure all staff follow state and federal guidelines training will be held via Zoom meetings, email blasts, and Facebook live. All this will be accomplished with strong partner input and the technical and graphic support of ManTraCon staff.

CCAA will improve the use of technology within the Center and the System to better serve not only the staff, but the needs of customers as well. CCAA will lead the effort to create and/or improve technology tools for those in need of services, both customers within the physical American Job Center Southern Illinois/One Stop and those unable to visit the physical Resource

Room. During our time as One Stop Operator, improvements have included enhancements to the existing Splash Page and Calendar; changes to the referral form adding an online referral to the American Job Center Southern Illinois/One Stop website; an on-line orientation and other ideas generated from the partners.

CCAA will work with partners to continually improve the customer experience from entry to the system through service delivery and follow up. It may be necessary to map the current customer flow to better understand the customer experience and ways to make it easier for customers and partners. It is necessary to understand current tracking methods and “direct linkage” issues within the system.

As the coordinator of partner participation with responsibility to the SIWDB, it is very important to treat all partners equally and provide a way for all of them to have input. It requires the partners to help one another understand the basic functions of each program for great referrals to the system. Of course, all required or requested reporting to the SIWDB will occur and suggestions for improved reports may come from the partner meetings.

As the One Stop Operator, CCAA is committed to improving the One Stop Delivery System for LWIA 25 through great communication between partners and information sharing with the SIWDB. CCAA has been the One Stop Operator since 2017. CCAA has a dedicated staff of over twenty people who care about serving the needs of southern Illinois residents. Two resumes are included indicating qualifications of key staff who will be involved with the function of the One Stop Operator. Debra Jackanicz, CCAA Executive Director, will serve as the Administrative Entity and Lucinda (Cindy) Webb will perform the daily functions, obligations, and reporting requirements of the One Stop Operator Administrator to the Southern Illinois Workforce Development Board.

**Debra Jo Jackanicz**  
**8951 Knox Road**  
**West Frankfort, IL 62896**  
**Work: (618) 932-6438 ext 114**

*RELEVANT WORK EXPERIENCE*

**Present** – Executive Director for Crosswalk Community Action Agency. Responsible for all aspects related to the administration and programmatic implementation of all programs administered by Crosswalk Community Action Agency. This includes supervision of all staff – approximately 25 employees. At all times, must act as liaison between CCAA Board of Directors, personnel and community and state agencies. Specifically, coordinator of all housing rehabilitation programs and the Community Services Block Grant program, including grant preparation, program implementation, contractor payments, liaison with local unit of governments and arbitrator of disputes. Oversee all budgetary items including preparing monthly reports as well as agency-wide annual budget. Research, write and prepare grant applications for funding including housing rehabilitation and repair. Maintain active membership of the One-Stop Committee and the Southern Illinois Workforce Development Board. Report directly to the Board of Directors. Continually maintain extensive experience in the operation of programs for the low-income disadvantaged, elderly and disabled population of the area. This experience includes one-on-one customer management and satisfaction. Maintain experience in reviewing and verifying income eligibility for various programs. Continually maintain knowledge of Federal and State fair housing, accessibility laws and regulations and lead based paint rules.

January 2000 through August 2002 – Associate Executive Director for Crosswalk Community Action Agency. Assist the Executive Director in all aspects related to the administration and programmatic implementation of all programs administered by Crosswalk Community Action Agency. Coordinator for all housing rehabilitation programs and the Community Services Block Grant program. Oversee all budgetary items including preparing monthly reports as well as agency-wide annual budget. Assist fiscal officer in accounting issues. Active member of the Illinois Community Action Development Corporation. Assisted in the grant application process and construction of Strawberry Meadows, a 42 unit affordable housing complex located in West Frankfort, IL and also Woodlawn Apartments in Herrin, Illinois, another affordable housing complex.

August 1996 through January 2000 – Executive Director for Big Muddy Community Action Agency. Responsible for all aspects related to the administration and programmatic implementation of all programs administered by Crosswalk Community Action Agency. This includes supervision of all staff. Act as liaison between CCAA Board of Directors, personnel and community and state agencies. Specifically, act as coordinator of all housing rehabilitation programs and the Community Services Block Grant program. Oversee all budgetary items including preparing monthly reports as well as agency-wide annual budget.

\* Big Muddy Community Action Agency and Volunteer Services merged effective January 1, 2000.

*RELEVANT WORK EXPERIENCE (continued)*

July 1979 through August 1996 – Various titles including Executive Secretary, Coordinator and Assistance Fiscal Officer. Responsible for maintenance of client files, payroll preparation and client correspondence. Responsible for grant writing and budget preparation. Processed vendor payments. Completed financial reports, financial and activity reports for the Board of Director. reviewed and processed business loan requests, loan disbursements and repayments. Full implementation of the housing rehabilitation program including work write-ups, costs reimbursement to contractors, and liaison between homeowners and contractors.

*SPECIALIZED TRAINING (specifically for housing rehabilitation)*

Completed the Third Party Examination for Lead Supervisor and refresher courses as necessary for licensing with Illinois Department of Public Health.

**I.D. Number L9105 License Expiration 3/31/2018**

Completed the 2000 Accessibility Code conducted by International Code Council in August 2003.

Completed the National Association of Housing and Redevelopment Officials (NAHRO) Housing Quality Standards Inspection Proficiency Examination, December 2008

Completed the Residential Mechanical Principles & Code Applications conducted by International Code Council – April 2003

Completed the Overview of the 2000 International Residential Code Seminar conducted by Building Officials and Code Administrators International, Inc. October 2001.

Completed the Overview of the 2000 International Residential Code Seminar conducted by the Building Officials and Code Administrators International, Inc. (BOCA) October 2001

Completed the Lead-Based Paint Maintenance Training Certification program conducted by U.S. Department of Housing and Urban Development and Quantitative Technologies for Research and Analysis (QuanTech) May 2001

*Other Affiliations:*

Denning Cemetery, West Frankfort, IL - Board of Directors, Chairman

Franklin County Farm Bureau, Benton, IL – Board of Directors

Plumfield Water District, West Frankfort, IL – Board of Directors

# LUCINDA K. WEBB

7726 Main Street ▪ Mulkeytown, IL 62865 ▪ H: 618.724.4074 ▪ C: 618.218.8325 ▪ Email:  
[cindy.webb91@gmail.com](mailto:cindy.webb91@gmail.com)

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## ONE STOP OPERATOR ADMINISTRATOR

Customer driven individual with experience in meeting the daily needs of both patrons and management. Respected team player known for dependability and commitment to achieving goals. Liaison between upper management and staff. Friendly, outgoing, and easily develops rapport with individuals at all levels.

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## PROFILE

### Office Skills

- Perform front office duties greeting visitors and customers, ascertaining nature of business, refer to person of contact, or assist onsite to obtain immediate assistance
- Operate copy machine, fax, scanner, various types of printers, and postage meter

### Communication Skills

- Adept at both oral and written communication
- Able to present to individuals of all levels, providing information pertaining to local history, folklore, and facilities
- Maintain contact with individuals regarding upcoming events and providing information as needed regarding fundraising efforts

### Technology Skills

- Knowledgeable in the use of various office suite programs including MS Word, MS Excel, MS PowerPoint, and MS Outlook
  - Internet research via Explorer, FoxFire, and Google with email via Outlook and Google
  - Install software and hardware as needed, maintaining and troubleshooting errors and issues with equipment
- 

## WORK HISTORY

### Crosswalk Community Action Agency – Contracted Position

Marion, IL

*One Stop Operator Administrator*

July 2019 to Present

- Plan and coordinate meetings with partnering and social service agencies and community leaders introducing them to services and/or Internet based program information
- Present to community leaders, groups, agencies, and organizations pertaining to services and information
- Maintain contacts with partnering agencies and provide informational services
- Train staff in daily operations, customer services, and troubleshooting of equipment
- Maintain computer workstations, troubleshooting any issues or problems and work closely with IT in resolving issues
- Determine work procedures, prepare work schedules, and assist staff as needed in meeting daily schedules
- Attend meetings as needed in representing the American Job Center SI, providing information pertaining to services and programs
- Communicate between upper management and staff pertaining to daily services required within the resource room and per the One-Stop Memorandum of Understanding (MOU)

**Cindy's This & That****Self-Employed****Mulkeytown, IL**  
October 2016 to Present

- Reseller of Rada Cutlery and products
- Set-up and display wares at local craft/vendor fairs
- Greet customers and assist with selections of products and wares
- Process monetary transactions via credit cards, debit cards, checks, and cash payments for product purchases
- Count back change after transactions and provide receipts as needed and requested
- Explain and demonstrate Rada products and warranty guarantees

**Illinois workNet – Southern Illinois University at Carbondale****Contractual – Illinois workNet Project****Springfield, IL**  
September 2013 to August 2014

- Developed and wrote 14 articles for the Illinois workNet site assisting with updates for an upcoming Youth Program
- Coordinated with workNet staff in regards to layouts and information pertaining to changes to the workNet site and development of articles
- Participated in conference calls and webinars during workNet project to ensure proper guidelines were followed for subject matter of articles and target audience(s)
- Maintained contact via phone and email updating team regarding scheduling and discussions of deadlines for each article
- Worked with a team of Workforce Investment Act (WIA) staff making sure guidelines were followed in implementing articles focusing on youth throughout Illinois

**Man-Tra-Con Corporation****Career Specialist****Marion, IL**  
June 2011 to August 2013

- Provided intensive job search assistance and training/re-training assistance to job seekers within a Workforce Investment Act (WIA) One-Stop Career Center
- Developed and maintained contacts with community organizations and educational institutions for outreach purposes
- Explained and provided orientation services to customers pertaining to available services and eligibility requirements
- Assisted customers in exploring career profiles and job searching via the Internet and resume/cover letter creation
- Administered testing of TABE both computerized and manual to customers for eligibility purposes via Workforce Investment Act (WIA) requirements and procedures
- Provide informational workshops for customers, staff, and partners pertaining to job search needs
- Travel between 5 county offices performing workshops, providing assistance in resource rooms, and performing other Workforce Investment Act (WIA) services
  - Completed monthly reports to be provided to the LWA Chief Operations Officer, Chief Local Elected Officials (CLEOs), and One-Stop Career Center Board (CLEOs), and One-Stop Career Center Board

**Illinois workNet Coordinator/Content Manager**

June 2005 to August 2013

- Served as a liaison between Local Workforce Area (LWA) 25 and the Illinois Office of Education in providing administrative support for the Illinois workNet website
- Provided outreach services in assisting partnering and social services agencies in becoming partners on the workNet site
- Entered data and information pertaining to services and job postings with the LWA
  - Completed monthly reports to be provided to the LWA Chief Operations Officer, Chief Local Elected Officials (CLEOs), and One-Stop Career Center Board (CLEOs), and One-Stop Career Center Board



**Additional Work History at Man-Tra-Con**

- Community Outreach Liaison – February 2007 – June 2011
  - Resource Room Coordinator/Community Outreach Liaison – July 2006 – February 2007
  - Resource Room Specialist – July 2002 to July 2006
  - Career/Resource Room Specialist – November 2000 to July 2002
  - Computer Lab Instructor/Career Specialist – January 1995 to November 2000
  - Receptionist – January 1991 to January 1995
- 

**VOLUNTEERISM/COMMUNITY SERVICE**

**West Franklin Historical District and Silkwood Inn Museum**

**Mulkeytown, IL**

*Public Information Officer/Volunteer*

January 2009 to Present

- Coordinate and schedule craft/vendor fairs, thrift sales, facility rentals, and community events
  - Create flyers for upcoming events, posting information on social media and other news outlets
  - Write and distribute quarterly newsletter for both the Historical District & Inn Museum
  - Handle monetary transactions for facility rentals, craft/vendor fairs, thrift sales, and for other fundraising events, making deposits as needed
  - Clean facilities prior to and after events, maintaining areas to secure safety of visitors and volunteers
  - Provide tours of facilities as needed and/or requested
  - Back-up to the secretary taking notes as needed; preparing minutes for monthly meeting
- 

**EDUCATION**

**Rend Lake College**

**Ina, IL**

Coursework includes: Business Communications; Introduction to Microsoft Word, Excel, and Access; Operating Systems; Principles of Management; Principles of Marketing; and Introduction to Psychology

**Christopher Community High School**

**Christopher, IL**

Diploma

## **Past Demonstrated Effectiveness**

Crosswalk CAA is a private not-for-profit corporation established to eliminate the causes and effects of poverty, by improving the conditions in which people live, work and learn. Since CCAA's inception on January 1, 2000, CCAA has strived to improve conditions in which people live, learn and work. CCAA incorporate services resulting in social and economic development within Franklin, Jackson, Jefferson and Williamson Counties. CCAA administers a variety of programs and services that assist low-income and/or disadvantaged individuals and families. The goal is to provide services that promote and improve the self-sufficiency level of our customers, while simultaneously addressing their day-to-day needs.

CCAA administered resources totaling over \$7.1 million to over 10,000 people in need. CCAA receives funding from Federal, State and local resources. Attached are the financial records from Resources Administered and Generated and Program Participant Characteristics for a thorough understanding of the last program year responsibilities.

Crosswalk Community Action agency has a long standing, productive relationship with the workforce board and the administrative entity/staff to the board. We look forward to continuing the relationship as the One Stop Operator for LWIA 25 and the Southern Illinois Workforce Development Board.

# FY 2020 CSBG Annual Report

## Module 4, Section C: All Characteristics Report - Data Entry Form

### Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting: Crosswalk Community Action Agency  
 State: Miss DUNS: \_\_\_\_\_

A. Total (unduplicated) number of all INDIVIDUALS about whom one or more characteristics were obtained: 10,827  
 B. Total (unduplicated) number of all HOUSEHOLDS about whom one or more characteristics were obtained: 5,247

#### C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender

Number of Individuals	Gender/Type	Number of Individuals
4,582	a. Male	1,282
6,245	b. Female	1,765
25	c. Other	1,140
10,852	d. Unknown/not reported	13
10,852	e. TOTAL (info calculated)	10,827

Section C-1 Status: \_\_\_\_\_  
 Section C-6 Status: \_\_\_\_\_

2. Age

Number of Individuals	Age Group	Number of Individuals
1,324	a. 0-6	15
1,720	b. 7-15	8
787	c. 16-17	1,745
679	d. 18-24	1
2,912	e. 25-44	8,762
1,074	f. 45-64	376
718	g. 65-84	26
670	h. 85-94	1
829	i. 75+	1,847
648	k. Unknown/not reported	
10,852	l. TOTAL (info calculated)	

Section C-2 Status: \_\_\_\_\_  
 Section C-3 Status: \_\_\_\_\_

3. Education Levels

Number of Individuals	Education Level	Number of Individuals
56	a. Under 08	28
66	b. Grades 9-12/Non-Credit	97
	c. High School Graduate	
	d. Certificate/Diploma	
14	e. 12 grade + Some Post-Secondary	141
4	f. 2 or 4 years College/Graduate	127
	g. Graduate of 4 year post secondary school	17
1,200	h. Unknown/not reported	581
1,436	i. TOTAL (info calculated)	821

Section C-4 Status: \_\_\_\_\_  
 Section C-7 Status: \_\_\_\_\_

4. Other Characteristics

a. Your age is 18-24 and you're working in school: \_\_\_\_\_

5. Health

Number of Individuals	Health Status	Number of Individuals
1,515	a. Healthy Condition	7,935
145	b. Health Condition	1,387
737	c. Health Condition	2,667
96	d. Health Condition	2,667

Section C-5 Status: \_\_\_\_\_  
 Section C-8 Status: \_\_\_\_\_

6. Work Status (Section C-8)

Number of Individuals	Work Status	Number of Individuals
70	a. Employed Full-time	53
53	b. Employed Part-time	39
39	c. Military or Service as Worker	23
23	d. Unemployed (Short-term, 6 months or less)	15
15	e. Unemployed (Long-term, more than 6 months)	7
7	f. Unemployed (Not in labor force)	2
2	g. Unemployed	219
219	h. Unknown/not reported	1,064
1,064	i. TOTAL (info calculated)	

Section C-9 Status: \_\_\_\_\_  
 Section C-10 Status: \_\_\_\_\_

7. Military Status

Number of Individuals	Military Status	Number of Individuals
8	a. Veteran	
	b. Active Military	
	c. Never Served in the Military	693
693	d. Unknown/not reported	491
491	e. TOTAL (info calculated)	

Section C-11 Status: \_\_\_\_\_  
 Section C-12 Status: \_\_\_\_\_

8. Work Status (Section C-8)

Number of Individuals	Work Status	Number of Individuals
70	a. Employed Full-time	53
53	b. Employed Part-time	39
39	c. Military or Service as Worker	23
23	d. Unemployed (Short-term, 6 months or less)	15
15	e. Unemployed (Long-term, more than 6 months)	7
7	f. Unemployed (Not in labor force)	2
2	g. Unemployed	219
219	h. Unknown/not reported	1,064
1,064	i. TOTAL (info calculated)	

Section C-13 Status: \_\_\_\_\_  
 Section C-14 Status: \_\_\_\_\_

9. Health

Number of Individuals	Health Status	Number of Individuals
1,515	a. Healthy Condition	7,935
145	b. Health Condition	1,387
737	c. Health Condition	2,667
96	d. Health Condition	2,667

Section C-15 Status: \_\_\_\_\_  
 Section C-16 Status: \_\_\_\_\_

10. Health Insurance Status

11. Medicaid

12. Medicare

FY 2020 CSBG Annual Report

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Agency Reporting	Crosswalk Community Action Agency
c.2. Medicaid	16
c.3. State Children's Health Insurance Program	2
c.4. State Health Insurance for Adults	2
c.5. Military Health Care	1
c.6. Dental Purchase	
c.7. Employment Based	1
c.8. Uninsured/Not Reported	225
c.9. TOTM (Data Collected)	237

Section C.5 Status

# FY 2020 CSBG Annual Report

## Module 4, Section C: All Characteristics Report - Data Entry Form

### Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting: Crosswalk Community Action Agency

#### D. HOUSEHOLD LEVEL CHARACTERISTICS

Household Type	Number of Households
a. Single Person	2255
b. Two Adults NO Children	100
c. Single Parent Female	226
d. Single Parent Male	18
e. Two Parent Household	98
f. Non Related Adults with Children	3
g. Multigenerational Household	6
h. Other	47
i. Unreported/not reported	203
j. TOTAL (auto calculated)	3000

Section D.5 Status:

Household Size	Number of Households
a. Single Person	2256
b. Two	100
c. Three	95
d. Four	47
e. Five	33
f. Six or more	217
g. Unreported/not reported	
h. TOTAL (auto calculated)	3007

Section D.10 Status:

Raizing	Number of Households
a. Urban	2130
b. Rural	1456
c. Other Government Housing	
d. Homestead	3
e. Other	98
f. Unreported/not reported	3
g. TOTAL (auto calculated)	3607

Section D.11 Status:

Level of Household Income (of all households)	Number of Households
a. Up to 50%	1234
b. 51% to 75%	812
c. 76% to 100%	150
d. 101% to 125%	88
e. 126% to 150%	572
f. 151% to 175%	135
g. 176% to 200%	135
h. 201% and over	21
i. Unreported/not reported	19
j. TOTAL (auto calculated)	3000

Section D.12 Status:

Source of Household Income	Number of Households
a. Income from Employment Only	398
b. Income from Employment and Other Income Source	361
c. Income from Employment, Other Income Source, and Non-Cash Benefits	4
d. Income from Employment and Non-Cash Benefits	8
e. Other Income Source Only	2879
f. Other Income Source and Non-Cash Benefits	25
g. No Income	
h. Non-Cash Benefits Only	3
i. Unreported/not reported	802
j. TOTAL (auto calculated)	5007

Section D.13 Status:

Below please report the types of Other Income and/or non-cash benefits received by the household and reported across other data questions:

Other Income Source	Number of Households
a. TANF	222
b. Supplemental Security Income (SSI)	982
c. Social Security Disability Income (SSDI)	43
d. VA Service-Connected Disability Compensation	
e. VA Non-Service-Connected Disability Benefits	1
f. Private Disability Insurance	1
g. Worker's Compensation	
h. Retirement Income from Social Security	2025
i. Pension	36
j. Child Support	45
k. Alimony or Other Spousal Support	2
l. Unemployment Insurance	387
m. ETC	
n. Other	1407
o. Unreported/not reported	31

Section D.14 Status:

Non-Cash Benefits	Number of Households
a. SNAP	37
b. WIC	
c. LIHTAP	
d. Home Energy Voucher or other Housing	
e. Rental and Reproductive Housing	
f. HUD-VASH	
g. National Voucher	
h. Affordable Care Act Subsidy	
i. Other	
j. Unreported/not reported	1

Section D.15 Status:

E. Number of Individuals Who Stay or Are Not Included in the Totals Above (due to data collection system integration errors) August 2019

**FY 2020 CSBG Annual Report**

**Module 4, Section C: All Characteristics Report - Data Entry Form**

**Goal 1: Individuals and Families with low-income are stable and achieve economic security.**

Name of CSBG Eligible Entity Reporting: Orangeburg Community Action Agency

2. Please list the unduplicated number of individuals served to each program:

Program Name	Number of Individuals
CDG - Food Pantry	28133
Home Visitation	170
Homeless Prevention	142
Emergency Services Unit	1
NEMA	22

FY 20

Module 2, Section C: Allocated Resources per CSBG Eligible Entity - Data Entry Form

Name of CSBG Eligible Entity:		Crosswalk Community Action Agency	
State Name:		Illinois	DUNS: 173490947
C.1. CSBG Eligible Entity Reporting Period			
C.1a. July 1 - June 30			<input checked="" type="checkbox"/>
C.1b. October 1 - September 30			<input type="checkbox"/>
C.1c. January 1 - December 31			<input type="checkbox"/>
C.2. Amount of FY 2020 CSBG allocated to reporting entity		C.2	\$ 762,002
C.3. Federal Resources Allocated (Other than CSBG)			
C.3a. Weatherization (DOE) (Include all overcharge \$\$)			
C.3b. Health and Human Services (HHS)		C.3c.	\$ 300,577
C.3b.1.	LEAD - Lead Abatement Project of Overcharge \$\$	C.3c.1.	\$ 3,478,957
C.3b.2.	LEAD - Weatherization Project of Overcharge \$\$	C.3c.2.	\$ 398,785
C.3b.3.	Child Support	C.3c.3.	
C.3b.4.	Early Headstart	C.3c.4.	
C.3b.5.	Child Abuse Reporting Act	C.3c.5.	
C.3b.6.	Child Support Work Grant (SSBG)	C.3c.6.	
C.3b.7.	Jobless Report Card	C.3c.7.	
C.3b.8.	Assist for Independence (AFI)	C.3c.8.	
C.3b.9.	Temporary Assistance for Needy Families (TANF)	C.3c.9.	
C.3b.10.	Child Care Development Block Grant (CCDBG)	C.3c.10.	
C.3b.11.	Community Action or Revolving Fund (CARF)	C.3c.11.	
C.3b.12.	Other HHS Resource Description	C.3c.12.	
C.3b.12.a.	Community Development Block Grant (CDBG)	C.3c.12.a.	\$ 1,234,567
C.3b.12.b.		C.3c.12.b.	
C.3b.12.c.		C.3c.12.c.	
C.3b.12.d.		C.3c.12.d.	
C.3b.13. Total Other HHS Resources (Automatically)		C.3c.13.	\$ 3,882,432
C.3d. Department of Agriculture (USDA)			
C.3d.1.	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	C.3e.1.	
C.3d.2.	AR USDA Non-Food Programs (e.g. rural development)	C.3e.2.	\$ 197,076
C.3d.3.	All other USDA Food Programs	C.3e.3.	\$ 48,319
C.3e. Department of Housing and Urban Development (HUD)			
C.3e.1.	Community Development Block Grant (CDBG) - Federal, State, and Local	C.3f.1.	
C.3e.2.	Section 202	C.3f.2.	
C.3e.3.	Section 209	C.3f.3.	
C.3e.4.	Home Tenant Based Rental Assistance (HOME TERA)	C.3f.4.	
C.3e.5.	HOME for Homeless Program (HHP)	C.3f.5.	
C.3e.6.	Emergency Solutions Grant (ESG)	C.3f.6.	\$ 21,072
C.3e.7.	Continuum of Care (CoC)	C.3f.7.	\$ 64,867
C.3e.8.	All other HUD programs, including Home Investment	C.3f.8.	
C.3f. Department of Labor (DOL)			
C.3f.1.	Workforce Innovation and Opportunity Act (WIOA) - Priority MI	C.3g.1.	
C.3f.2.	Other DOL Employment and Training Programs	C.3g.2.	
C.3f.3.	All other DOL programs	C.3g.3.	
C.3g. Corporation for National and Community Service (CNCS) programs			
C.3h. Federal Emergency Management Agency (FEMA)			
C.3i. Department of Transportation			
C.3j. Department of Education			
C.3k. Department of Justice			
C.3l. Department of Treasury			
C.3m. Other Federal Resources			
C.3m.1.		C.3n.1.	
C.3m.2.		C.3n.2.	
C.3m.3.		C.3n.3.	
C.3m.4.		C.3n.4.	
C.3m.5.		C.3n.5.	
C.3m. Total Other Federal Resources (Automatically)		C.3n.	\$ -

02/01/2022

Module 2, Section C: Allocated Resources per CSBG Eligible Entity

**C.4. State Resources Allocated**

C.4a.	State appropriated funds used for state projects as Federal CSBG funds	C.4a.	
C.4b.	State housing and Nutrition programs (elderly, disabled, etc.)	C.4b.	
C.4c.	State Nutrition programs	C.4c.	
C.4d.	State Early Childhood Programs (e.g. Head Start, Day Care)	C.4d.	
C.4e.	State Energy programs	C.4e.	\$ 1,571,032
C.4f.	State Health programs	C.4f.	
C.4g.	State Youth Development programs	C.4g.	
C.4h.	State Employment and Training programs	C.4h.	
C.4i.	State Senior programs	C.4i.	
C.4j.	State Transportation programs	C.4j.	
C.4k.	State Education programs	C.4k.	
C.4l.	State Community, Rural and Economic Development programs	C.4l.	
C.4m.	State Family Development programs	C.4m.	
C.4n.	Other State Resources	C.4n.	
C.4o.	BIDN	C.4o.	\$ 799,231
C.4p.		C.4p.	
C.4q.		C.4q.	
C.4r.		C.4r.	
C.4s.		C.4s.	
C.4t.	<b>Total Other State Resources (Excluding BIDN)</b>	C.4t.	\$ 248,799

C.4p. Total State Resources Allocated (autocalculated) C.4p \$ 3,007,363  
 C.4q. If any of these resources were also reported under item C.3r. (Federal Resources), please estimate the amount. C.4q

**C.5. Local Resources Allocated**

C.5a.	Amount of unincorporated funds apportioned by local government	C.5a.	
C.5b.	Amount of related funds apportioned by local government	C.5b.	
C.5c.	Value of donated services	C.5c.	
C.5d.	Type of in-kind products/services received from local government	C.5d.	
C.5e.	<b>Total Local Resources Allocated (autocalculated)</b>	C.5e.	\$
C.5f.	If any of these resources were also reported under item C.3r. or C.4p. (Federal or State Resources), please estimate the amount.	C.5f.	

**C.6. Private Sector Resources Allocated**

C.6a.	Funds from foundations, state or local, unions, etc., for nonprofits	C.6a.	
C.6b.	Other donated funds	C.6b.	\$ 47,508
C.6c.	Value of other donated items (food, clothing, furniture, etc.)	C.6c.	\$ 811,214
C.6d.	Value of in-kind services received from businesses	C.6d.	
C.6e.	Payments by clients for services	C.6e.	
C.6f.	Payments by private or other organizations for low income clients or employees	C.6f.	
C.6g.	<b>Total Private Sector Resources Allocated (autocalculated)</b>	C.6g.	\$ 905,730
C.6h.	If any of these resources were also reported under item C.3r., C.4p. or C.5a. (Federal, State or Local Resources), please estimate the amount.	C.6h.	

C.7. Total Non-CSBG Resources Allocated (Federal, State, Local & Private)\* C.7 \$ 3,913,093  
 C.8. Total Resources in CSBG Eligible Entity (including CSBG)\* C.8 \$ 3,007,363

Note: \* All totals are autocalculated



C.3n. Total: Non-CDBG Federal Resources Allocated (unspecified)

C.3n.

5 4,200,000

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Appendix 2, Section C: Allocated Resources per Case, Eligible City

## **Narrative Description**

As the One Stop Operator for the Southern Illinois Workforce Development Board (SIWDB), the Crosswalk Community Action Agency (CCAA) will have the role of coordinator of partner services within LWIA 25 to continually streamline and improve One Stop service delivery and maintain One Stop certification of the comprehensive American Job Center Southern Illinois/One Stop located in Marion, Illinois. CCA will continually work with partners on the following goals with the guidance of the SIWDB and the technical assistance of ManTraCon staff.

- **Cross Training of Partner Staff**

- Train the partners who will be staffing and/or assisting the Navigator within the Resource Room of the American Job Center Southern Illinois/One Stop in Marion. Partners staffing the resource room will need to be cross trained about the services each partner provides.
  - Create and/or update partner training materials both print and electronic versions. It is important that the materials can be used both in person, via Zoom meetings, and electronically so all partners have access.
  - Train Navigator and staff on the use of the Welcome Interview, Referral Form (both paper and online), and Exit Survey. It is hopeful by staff being trained, they will have ideas to improve the process and/or tools.
  - Provide guidance on possible improvements to the existing process within the American Job Center Southern Illinois/One Stop from customer entrance to exit.
  - Insure EO Officer provides on-going training on assistive/accessibility equipment.
- 1) **Continue the use of technology** to aid customers in understanding and receiving services within the One Stop system of LWIA 25.
- a. Work closely with partners to maintain, update, and/or improve the current on-line orientation for LWIA 25 career services. Man-Tra-Con IT and Graphic Design personnel will assist with technical expertise.
  - b. Continue to update and improve the current American Job Center Southern Illinois/One Stop Landing Page on the SIWDB website. This page provides

information and linkage to labor market information. The site will be monitored regularly to ensure provided information is accurate and up-to-date.

- 2) Improve the Customer Experience.
  - a. Continually review the current method of coordinating and tracking referrals utilizing the existing Referral Form (paper and online forms) - with suggestions for improvement.
  - b. Track and insure that “direct linkage” requirements are met by each partner as described in the MOU.
  - c. Continue to improve the current Customer Service Exit Survey which addresses customer service, effectiveness of services and equal accessibility. The survey provides information for the SIWDB and assists in continuous improvement.
    - i. Reports are provided to the SIWDB and the American Job Center Southern Illinois/One Stop committee in sharing the survey reports.
  
- 3) Utilize the IWDS system to count the attendance of customers visiting and utilizing the American Job Center Southern Illinois/One Stop resource room and record all provided or accessed services.
  - a. Reporting attendance and customer utilization from the IWDS system back to the SIWDB and the American Job Center Southern Illinois/One Stop Committee.

**Additional General Responsibilities:**

CCAA will coordinate American Job Center Southern Illinois/One-Stop Partners and Service Providers to ensure good communication among parties and provide cross training opportunities including, but not limited to, scheduled meetings of on-site staff. These meetings are scheduled on-site or as Zoom meetings due to the current pandemic safety guidelines. CCAA’s current One Stop Operator schedules, coordinates, and shares information via quarterly interagency meetings with required partners, community partner’s, local city and state government entities. Learning and sharing information about local services and resources is an important step in maintaining our goals as projected to the SIWDB in making sure individuals in LWIA 25 are provided services needed in meeting their daily needs.

CCAA will provide assistance with the American Job Center Southern Illinois/One Stop partners with compiling minutes, agendas, and/or notes for any meetings convened of the American Job Center Southern Illinois/One-Stop partners. CCAA will work with partners in assessing customer's needs as part of the required integrated services and improvement processes in providing services to individuals in LWIA 25.

CCAA will oversee the general administration of the American Job Center Southern Illinois/One-Stop - supervising staff functions, including the Navigator position and any work based learning positions. CCAA will convene staff meetings and utilize meeting time to resolve issues which may have occurred. CCAA will also act as a mediator to facilitate the resolution of complaints, problems and other issues which may arise.

CCAA will ensure that in time of need that the American Job Center Southern Illinois/One-Stop has the required personal protection needed during a pandemic and/or emergency situations. CCAA will work with partners and SIWDB in securing, maintaining, and utilizing any and all resources to make sure staff and customers are kept safe.

CCAA will ensure State requirements are met, WIOA sec 134 (c)(2) are available and accessible and policies and procedures are implemented and followed. CCAA will work with partners to ensure State requirements for center certification are met and maintained. Additionally, CCAA will ensure that all American Job Center Southern Illinois/One-Stop Center materials are up-to-date with correct branding and available for resource room staff and customer use.

CCAA staff will attend American Job Center Southern Illinois/One-Stop meetings in order to report overall progress of various goals and utilize the expertise of the partners. CCAA will prepare any requested reports to be presented to SIWDB and make suggestions to the board based on information contained in the reports. The SIWDB may recommend these reports and suggestions move through the American Job Center Southern Illinois/One Stop Committee. Of special interest, the Navigator position created within the American Job Center Southern Illinois/One Stop has been a success. The Navigator is a cross trained staff member who is familiar with all partner programs, understands processes, and has the ability to refer customers as needed to assist with the required integrated processes of the One Stop system.

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**FISCAL QUESTIONNAIRE**

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1. Name/Title of person(s) responsible for bookkeeping, record-keeping and reporting relative to this project:

Name: Debra Jackanicz Title: Executive Director

Name: \_\_\_\_\_ Title: \_\_\_\_\_

2. Are all persons responsible for fiscal matters bonded?  Yes  No

If "yes", name of bond carrier: \_\_\_\_\_

3. Has any officer of your agency ever been convicted of fraud or embezzlement? \_\_ Yes X No

If "yes", please explain: \_\_\_\_\_

4. Does your agency have written guidelines for fiscal management? X Yes \_\_\_ No

5. List the control ledgers/journals and any subsidiary registers or books of accounts used by your agency:

MIP

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6. Does your agency maintain a general liability or other type of insurance policy that will hold Southern Illinois Workforce Development Board harmless from liabilities arising from bodily injury, illness, or other damages or losses of person or property, or any claims arising out of any activity under a WIA contract or agreement?

Yes  No

7. Does your organization have a financial management system in place to track and record the grant expenditures? (Example: QuickBooks, Sage MIP etc.)

Yes  No

How long has this system been used at your organization? \_\_\_\_\_

8. Does the accounting system segregate receipts and expenditures separately for each grant/award provide for the recording of expenditures by budget cost categories?

Yes  No

9. Does your organization have a cost allocation plan that complies with the OMB Uniform Guidance 2 CFR 200.27?

Yes  No

10. Were there findings/violations in your organizations most recent monitoring /single audit?

Yes  No If yes, please attach your response to those findings and your corrective actions.

**BUDGET WORKSHEET**

**PRICE QUOTE**

**LWIA 25 WIOA ONE-STOP OPERATOR**

*The quote will consider all costs (labor, material, overhead, administration, profit, travel, etc.) associated with providing the services listed in this RFP. (Please attach additional sheets if necessary)*

Service / Action Item	Proposed Price	Number of Hours
Administrative Entity	3,500	
Lucinda (Cindy) Webb	31,500	
<b>TOTAL:</b>	<b>35,000</b>	

*Please indicate any hourly rates for services that may not be included in the original scope of the RFP. (Please indicate below the positions and hourly rates.)*

Position	Rate for Service

*Please delineate any services out of scope for the preparation of a WIOA Four-Year Plan that may not be included in the original scope of the RFP.*

Service	Proposed Price

## REFERENCES

Organization Name	Randall Crocker, Franklin County		
Address	PO Box 520		
City, State, Zip Code	Sesser, IL 62884		
Telephone Number			
Contact person & email	Randall Crocker, Crocker.ins@gmail.com		
Dates of Service		# of Employees	
Organization Name	Tom Jordan, City of West Frankfort		
Address	605 W. Main Street		
City, State, Zip Code	West Frankfort, IL 62896		
Telephone Number	(618) 932-3262		
Contact person & email	Tom Jordan, cityclerk@westfrankfort-il.gov		
Dates of Service		# of Employees	
Organization Name	Jason Ashmore, City of Sesser		
Address	302 W. Franklin Street		
City, State, Zip Code	Sesser, IL 62884		
Telephone Number	(618) 625-3611		
Contact person & email	Jason Ashmore, Mayor@sesser.org		
Dates of Service		# of Employees	
Organization Name			
Address			
City, State, Zip Code			
Telephone Number			
Contact person & email			
Dates of Service		# of Employees	
Organization Name			
Address			
City, State, Zip Code			
Telephone Number			
Contact person & email			
Dates of Service		# of Employees	

## **CONDITIONS/ASSURANCES**

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- 1)** Southern Illinois Workforce Development Board reserves the right to reject any and all proposals which are not complete or not prepared in accordance with RFP guidelines.
- 2)** Southern Illinois Workforce Development Board retains the right to accept or reject any or all proposals received in whole or in part, to negotiate with any qualified sources, or to conceal in whole or in part proposals if it is in the best interest of Southern Illinois Workforce Development Board to do so. Southern Illinois Workforce Development Board will require selected respondents to participate in contract negotiations should they be necessary.
- 3)** The submission of a proposal does not commit Southern Illinois Workforce Development Board to award a contract or to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to the issuance of a signed contract.
- 4)** The contents of proposals submitted will become part of any contract award.
- 5)** Proprietary rights to all products, data, materials, and documentation originated and prepared pursuant to a contract shall belong exclusively to Southern Illinois Workforce Development Board.
- 6)** Contractors will be prohibited from disseminating products developed under contract with Southern Illinois Workforce Development Board without prior written consent.
- 7)** Contractors must participate in project reporting, evaluation, and monitoring required or conducted by Southern Illinois Workforce Development Board.
- 8)** Contractors will be required to adopt the Southern Illinois Workforce Development Board Grievance Procedures.
- 9)** The Contractor shall operate and comply with the project described in the proposal, which will be included as a part of the contract. Any deviation from the project as defined in this proposal must be approved in writing by Southern Illinois Workforce Development Board. Failure to gain such written approval shall constitute breach of contract. In the event of breach of contract, Southern Illinois Workforce Development Board reserves the right to impose sanctions as deemed appropriate.
- 10)** All funds received pursuant to this contract must be used exclusively for the proposed project. Any expenditures or performances that exceed those agreed to in the contract are the sole responsibility of the contractor and shall not entitle him/her to additional payments or benefits.
- 11)** The Contractor shall inform Southern Illinois Workforce Development Board in writing regarding the receipt of additional funding that may have an effect upon the provision, quality, or costs of providing services under this contract. Southern Illinois Workforce Development Board retains the right to disapprove or renegotiate project costs based upon receipt of this information.
- 12)** The Contractor agrees to permit Southern Illinois Workforce Development Board or any of its authorized agents full access to and the right to examine any pertinent books, documents, papers, and records involving transactions related to the funding of this project as often as deemed necessary.
- 13)** The Contractor must agree to hold Southern Illinois Workforce Development Board and the Federal and State Governments harmless from liabilities arising from bodily injury, illness or damage of losses to person or property, or claims arising out of any activity under a WIOA contract.



14) The Contractor agrees to maintain record confidentiality as required. The Contractor also agrees to retain all records pertinent to this project for a period of five (5) years from the date of final contract payment or until pending matters of litigation, audit, or other related claims are resolved. This includes but is not limited to financial, statistical and participant records and supporting documentation.

15) The Contractor must be able to maintain control over the accountability for all WIOA funds received. The Contractor's financial management system must be able to provide for accurate, current, and complete disclosure of all project costs/expenditures.

16) The Contractor certifies that it possesses the legal authority to apply for WIOA funds, enter into any contract awarded and execute the proposed project.

17) The contracting organization agrees to comply with all Federal and State non-discrimination provisions. Specifically, upon receiving funding under the WIOA program, the contractor agrees that it will not discriminate on the basis of race, color, creed, religion, age, sex, physical or mental ability, marital status, arrest or conviction records (whenever appropriate), national origin, political affiliation, veteran status, or for persons with AIDS or HIV infection.


18) The Contractor agrees to meet all of the requirements or Section 504 of the Rehabilitation Act of 1973.

19) The Contractor agrees to meet all applicable labor laws, including Child Labor Law standards.

20) The Contractor affirms that it is not on any Federal, State of Illinois or local Debarment List.

21) This program is subject to the provisions of the "Jobs for Veterans Act", Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job-training program directly funded, in whole, or in part by the Department of Labor. Please note that, to obtain priority service, a veteran must meet the program's eligibility requirements. ETA Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) provides general guidance on the scope of veterans priority statute and its effect on current employment and training programs.

22) Any non-expendable personal property (equipment and other personal property of a tangible nature having a useful life of more than one (1) year and having an acquisition cost of \$300.00 or more) to be purchased with funds from this grant **must** be approved by Southern Illinois Workforce Development Board **prior** to purchase. The item(s) remains the property of Southern Illinois Workforce Development Board and is subject to Southern Illinois Workforce Development Board inventory controls. This includes items such as computers, software, printers, and furniture. Upon completion of the grant, this equipment will be retrieved by Southern Illinois Workforce Development Board.

 5/13/2021  
Signature Date

**Debra Jackanicz**

Name of Authorized Representative

**Executive Director**

Title

**STATE OF ILLINOIS REQUIRED  
CERTIFICATIONS**

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*The Grantee makes the following certifications as a condition of this Agreement. These certifications are required by State statute and are in addition to any certifications required by any federal funding source as set forth in this Agreement. Grantee's execution of this Agreement shall serve as its attestation that the certification made herein are true and correct.*

**6.1 Compliance with Applicable Law.** The Grantee certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.

**6.2 Unemployment Insurance.** Grantee certifies that:

  X   It has an Illinois Unemployment Insurance Account Number and that said number is  
  4128588   or

       It does not have an Illinois Unemployment Insurance Account Number for the following reason(s):

If the Grantee has an Illinois Unemployment Insurance Account Number, it certifies that it is not delinquent in the payment of Unemployment Insurance contributions, payments in lieu of contributions, penalties and/or interest, nor does it owe any sums to the Department of Employment Security because of overpaid unemployment insurance benefits. Grantee further certifies that Grantee's Federal Employer Identification Number (FEIN) set forth in the Notice of Grant Award is the same number that Grantee has supplied to IDES for unemployment insurance purposes. If, for any reason, the FEIN the Grantee has supplied for unemployment insurance purposes changes, the Grantee will immediately notify the Department of Employment Security of the new FEIN, in writing, by tele-facsimile sent in care of the Office of Legal Counsel at (312) 793-2164, with such notice to include reference to the Grant number assigned to this Grant Agreement; upon receipt of such notice, all further payments under this grant shall be processed under the new FEIN. Grantee hereby acknowledges that to the extent allowable by applicable federal laws and regulation, the State shall have the right and the Grantee authorizes the State to withhold from any sum or sums due otherwise payable pursuant to this Grant Agreement the overpaid benefits under the Unemployment Insurance Act, and may apply the amount so withheld toward satisfaction of any such past due contributions, payments in lieu of contributions, penalties and/or interest or overpaid benefits.

**6.3 Bid-Rigging/Bid-Rotating.** The Grantee certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720ILCS 5/33 E-3 and 5/33 E-4).

**6.4 Default on Educational Loan.** The grantee certifies that this Agreement is not in violation of the Educational Loan Default Act (5 ILCS 385/3) prohibiting certain contracts to individuals who are in default on an educational loan.

**6.5 Americans with Disabilities Act.** The Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et. seq.) and the regulations thereunder (2 CFR Part 200 and 2900) prohibit discrimination

against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving this grant, the Grantee certifies that services, programs and activities provided under this Agreement are, and will continue to be, in compliance with the ADA.

**6.6 Drug-free Workplace Act.** The Grantee certifies that:

A) \_\_\_\_\_ It is a Corporation, Partnership, or other entity (other than an individual) with 24 or fewer employees at the time of execution of this Agreement.

B) \_\_\_\_\_ That the purpose of this grant is to fund solid waste reduction.

C)  X  It is a Corporation, Partnership, or other entity (other than an individual) with 25 or more

employees at the time of execution of this Agreement, or

D) \_\_\_\_\_ That it is an individual.

If Option "A" or "B" is checked, this Agreement is not subject to the requirements of the Act.

If Option "C" or "D" is checked and the amount of this grant is five thousand dollars (\$5,000.00) or more, the Grantee is notified that the Drug-free Workplace Act (30 ILCS 580/1 et. seq.) is applicable to this Agreement, and the Grantee must comply with the terms of said Act, as set forth below:

Grantee will provide a drug-free workplace by:

(a) Publishing a statement:

(i) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a \_\_\_\_\_ controlled substance, including cannabis, is prohibited in the Grantee's workplace.

(ii) Specifying the actions that will be taken against employees for violations of such prohibition.

(iii) Notifying the employee that, as a condition of employment on such grant, the employee will:

(A) abide by the terms of the statement; and

(B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(b) Establishing a drug-free awareness program to inform employees about:

(i) the dangers of drug abuse in the workplace;

(ii) the Grantee's policy of maintaining a drug-free workplace;

(iii) any available drug counseling, rehabilitation and employee assistance programs; and

- (iv) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the granting agency within ten (10) days after receiving notice, under Part (B) of paragraph (iii) of subsection (a) above, from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in, a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 of the Drug-free Workplace Act, 30 ILCS 580/5.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation are required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of the Drug-free Workplace Act, 30 ILCS 580/5.
- (h) If Grantee is an individual, it certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.

**6.7 Anti-Bribery.** The Grantee certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois, nor has Grantee or any of its employees made an admission of guilt of such conduct which is a matter of record as defined in the Illinois Procurement Code (30 ILCS 500 et. seq.).

**6.8 Discrimination/Illinois Human Rights Act.** The Grantee certifies (i) that it will not commit unlawful discrimination in employment in Illinois as that term is defined in Article 2 of said Act; (ii) that it will comply with the provisions of Article 5 of the Act regarding equal employment opportunities and affirmative action; and, (iii) that it will comply with policies and procedures established by the Department of Human Rights under Article 7 of the Act regarding equal employment opportunities and affirmative action. The Grantee further certifies that, if applicable, it will comply with “An act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works.” (775 ILCS 10/0.01 et. seq.).

**6.9 Sexual Harassment.** The Grantee certifies that it has written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Grantee’s internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human 27 Rights Commission; (vi) directions on how to contact the Department and Commission and, (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B)(5)). A copy of the policies shall be provided to the Department upon request.

**6.10 International Anti-Boycott Certification.** The Grantee hereby certifies that neither the Grantee nor any substantially owned affiliate company of the Grantee is participating or will participate in an international boycott, as defined by the provisions of the U.S. Export Administration Act of 1979, or as defined by the regulations of the U.S. Department of Commerce, promulgated pursuant to that Act (30 ILCS 582/1 et. seq.).

## INSTRUCTIONS FOR CERTIFICATION

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- 1.) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- 2.) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor's (DOL) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- 3.) The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
- 4.) The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 5.) The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
- 6.) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
- 7.) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the DOL, without modification, in all lower tier-covered transactions and in all solicitations for lower tier-covered transactions.
- 8.) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties From Procurement or Non-procurement Programs.
- 9.) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

**10.)** Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier-covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause of default.

**CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND  
COOPERATIVE AGREEMENTS**

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*The undersigned certifies, to the best of his or her knowledge and belief, that:*

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, A Disclosure Form to Report Lobbying@, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all\* sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all\* sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000.00 for each such failure.

**Crosswalk Community Action Agency**

Grantee/Contractor Organization

**Debra Jackanicz**

Name of Certifying Official

  
Signature

**5/13/2021**

Date

\*Note: In these instances, "All", in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000.00 (per OMB).



**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY  
MATTERS  
PRIMARY COVERED TRANSACTIONS**

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*This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 200 and 2900, Participants responsibilities. The regulations were published as part of the Federal Register published on December 26, 2013.*

(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or on or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in This certification, such prospective participant shall attach an explanation to this proposal.

**Debra Jackanicz, Executive Director**

Name and Title of Authorized Representative



Signature

**5/13/2021**

Date