SUBCONTRACT AGREEMENT

This Subcontract Agreement ("Agreement") is executed on May 10, 2024 ("Effective Date"), for the term beginning July 1, 2024 and ending June 30, 2025 by and between:

Party A: CEDA

Name:
Community and Economic Development Association of Cook County
567 West Lake Street, Suite 1200
Chicago, IL
60661

Point of Contact:
Rob Delaney
rob.delaney@cedaorg.net
(312) 805-7426

Party B: ICRT

Name:
Indoor Climate Research and Training
Champaign County Regional Planning Commission
2111 S. Oak St., Suite 106
Champaign, IL
61820

Point of Contact:
Lori Shupe
lshupe@ccrpc.org
(217) 850-0526

WHEREAS CEDA and ICRT (collectively referred to as "Parties") intend to work together under the terms and conditions set forth in this Agreement for the provision of specific services, as detailed in the Scope of Work.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. Scope of Work

1.1 The Parties agree that CEDA and ICRT will work together under:
(a) Subcontract Agreement.

2. Deliverables and Budget

2.1. CEDA will provide program and operations training as requested by OCA and ICRT, and agreed to by CEDA, with approved scopes and budgets. The budgets shall be presented in a template format and include task line items, project details, and a "not to exceed" limit for each project/task.

2.2 The "not to exceed" limit for each project/task shall be substantial enough to cover additional program and operations training projects/tasks and proctoring that may be assigned to CEDA through OCA and ICRT after the execution of this contract.

2.3 CEDA shall submit the OCA approved budget template to ICRT for review and reference for payment approval.

3. Amendments

3.1 Amendments to this subcontract shall be made for all additional projects assigned to CEDA through OCA, after the contract's execution.

4. Project Action Plans

4.1 Each program and operations training project under this Agreement shall have an action plan that includes OCA-approved milestones and deliverables.

4.2 CEDA will share the action plans with ICRT, so ICRT is aware of what is being developed and taught, and when, to coordinate with the training ICRT provides to the IHWAP Network.

4.3 CEDA will take into consideration ICRT's feedback, suggestions, and revisions to project work.

5. Billing and Reports

5.1 A billing report will be provided monthly, summarizing services provided as they relate to deliverables and timelines.

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5.2 The billing report shall be submitted to OCA for review and approval, after which it shall be submitted to ICRT for review and submission for payment.

6. Point of Contacts

6.1 Lori Shupe will serve as the primary point of contact for ICRT for all matters related to this Agreement.

6.2 Rob Delaney will serve as the primary point of contact for CEDA for all matters related to this Agreement.

6.3 OCA will appoint a primary point of contact for all matters related to this Agreement.

7. Term and Termination

7.1 This Agreement shall commence on the Effective Date and shall continue until terminated by either Party with 90 days' written notice and approval from OCA management or the end of the current plan year; whichever comes first. All accrued expenses through the end of the contract term or termination date shall be fully reimbursed with proper supporting documentation.

8. Governing Law

8.1 This Agreement shall be governed by and construed in accordance with the laws of the state of Illinois.

9. Entire Agreement

9.1 This Agreement, along with the accompanying Scope of Work constitutes the entire agreement for these services- between the Parties and supersedes all prior – related agreements, representations, and warranties.

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IN WITNESS WHEREOF, the Parties hereto have executed this Subcontract Agreement, in accordance with the accompanying Scope of Work, as of the Effective Date.
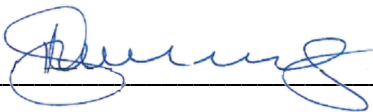
CEDA:

Signature: _Harold Rice_____

Name:

Date: _May 10, 2024_____

CCRPC:

Signature: _____

Name: Dalitso Sulamoyo

Date: _May 10, 2024_____

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Executive Summary: CEDA PY25 Projects Proposal

This proposal outlines CEDA's plan for projects in Program Year 2025 (PY25). The proposal focuses on supporting the existing projects assigned to CEDA and proposes potential projects for further development upon OCA request.

All project categories underwent a comprehensive analysis of resource allocation when creating PY25 project budgets.

Key Initiatives:

- Network Trainings (Budget: $686,000): CEDA will design, develop, and deliver comprehensive training programs for IHWAP network staff and contractors, including main trainings, micro-trainings, and programmatic sessions. This ensures staff are equipped with the latest knowledge and skills for effective program implementation.

- Market Analysis Update (Budget: $100,000):

  - CEDA will update and verify data within the PY25 Market Analysis to ensure its accuracy and relevance for PY26. This includes material cost comparisons, hyperlinks, documentation, and labor comparisons.

  - Xactimate Exploration: CEDA will explore the feasibility of using Xactimate for pricing of Weatherization tasks.

Additional Investments:

- Professional Development (Budget: $15,000): This allocation supports staff attendance at conferences focused on continuing education in areas relevant to project success.

- Materials (Budget: $10,000): This budget covers acquiring, implementing, and maintaining technological tools and software systems necessary for project execution.

PY25 Projects: SOW, budgets, timelines, and deliverables

Network Trainings-

Scope of work- As directed by OCA, design, develop, and implement program and operations curricula, supplying curricula-related resources and trainings for the IHWAP network, which the following task list supports.

Tasks-

Design and Develop Curriculum:

- Create a comprehensive curriculum framework for the IHWAP network, including main and micro trainings.
- Define learning objectives, content structure, and assessment criteria for each training module.

Resource Development:

- Develop and compile resources, such as training materials, handouts, presentations, and reference materials.
- Ensure resources are relevant, up-to-date, and accessible to participants.

Main Training Development:

- Design and develop network trainings.
- Prepare training modules, interactive activities, and practical exercises.
- Incorporate multimedia elements and case studies to enhance the learning experience.

Micro Training Development:

- Create micro training modules that focus on specific topics.
- Design short, focused lessons to address key concepts and skills.

Programmatic Training Development:

- Design and develop programmatic training sessions that relate to program and operations curricula.
- Develop training content that aligns with determined goals and initiatives.
- Report on the deliverables and the curricula design, assigned by OCA, to ICRT and OCA to ensure that it is incorporated in field training.
- ICRT will be invited to attend project update meetings.

Implementation Planning:

- Plan the coordination of delivering the training, including scheduling, location, and participant registration.
- Determine the technology and tools needed for virtual or in-person delivery.

Training Delivery:

- Conduct the main and micro trainings.
- Facilitate interactive sessions, ensuring participant engagement and comprehension.

Evaluation and Feedback:

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- Implement evaluation mechanisms to gather feedback from participants.
- Analyze feedback to make continuous improvements to the curricula and training programs.

Documentation and Reporting:

- Maintain records of training sessions, materials, and participant data.
- Generate regular reports on the progress and impact of the training programs.
- CEDA will report student scores, records, and student outcome data to ICRT monthly.

Iterative Curriculum Enhancement:

- Continuously review and update the curriculum and resources to stay current with industry best practices and emerging trends.
- Incorporate feedback and lessons learned to enhance the effectiveness of the training.

Deliverables and timelines - Specific project timelines and deliverables will be submitted for approval to OCA and shared with ICRT, per project assigned for PY25.

Staffing-

The budget for Network Trainings represents the following staffing level on a full-time basis for PY25:
- Project manager/ SME
- Sr instructional designer
- Multimedia asset developer

This budget assumes an allotment of 6,236.36 hours at $110 per labor hour.

CEDA will continue to bill on a percentage of completion per project when specific projects are assigned from OCA.

Timeline- 7/1/2024-6/30/2025

Budget- $686,000

Market Analysis-

Scope of work-Update and verify all data contained within the PY25 Market Analysis for PY26 implementation.

Tasks-

Update Material Comparisons:

- Review and revise the material cost comparisons for all single-family and prevailing wage line items in the current version of the PY25 Market Analysis to ensure accuracy and relevance for PY26.
  - Task deliverable date: 3/15/2025

Update Hyperlinks:

- Verify and update all hyperlinks included in the PY25 Market Analysis, ensuring they are functional and point to the correct resources or references for PY26.

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o   Task deliverable date: 3/15/2025

Update Documentation:

- Revise any documentation associated with the current version of the Market Analysis to reflect changes, updates, or additional information relevant to PY26.
  - o   Task deliverable date: 3/15/2025

Update Labor Comparisons:

- Reevaluate and update labor cost comparisons for all single-family and prevailing wage line items in the existing PY25 Market Analysis, considering any changes in labor costs and requirements for PY26.
  - o   Task deliverable date: 4/15/2025

Xactimate:

- Engage Xactimate for pricing tasks in Weatherization- per OCA
  - o   Schedule meeting with Xactimate to explain the Weatherization program, and the task-pricing model, explain the potential for a new market in weatherization.

Project deliverable date- 5/1/2025

Staffing- This budget supports the current staffing level allocated to the Market Analysis project for PY25.

Timeframe- 1/1/2025-5/1/2025

Budget- $100,000

Professional Development- The budget allocation of $15,000 for Professional Development is intended to cover expenses for staff attending conferences with a focus on continuing education in instructional design, graphic design, adult learning, team management, software, etc.

Timeframe- 7/1/2024-6/30/2024

Budget- $15,000

Materials- The budget allocation of $10,000 for Materials is intended to cover expenses related to acquiring, implementing, distributing, maintaining, and upgrading technological tools and software systems necessary for the projects outlined in budget. This includes hardware, software licenses, IT infrastructure, and digital resources.

Timeframe- 7/1/2024-6/30/2024

Budget- $10,000

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Signature of Approval

Mick Prince   5/1/2024
_____
                                        Date

Mick Prince
IHWAP Program Manager