



Dr. Tony Sanders, State Superintendent of Education  
Dr. Steven Isoye, Chair of the Board

100 N. First Street • Springfield, IL 62777 • isbe.net

January 23, 2026

**School Year 2026-2027 FSMC/ Vended Meals Contract Renewal Forms**

Dear School Nutrition Programs Sponsor:

Our records indicate your food service management company (FSMC) contract or vended meals contract contains the option to renew your existing contract for at least one more year. Please confirm that this information is accurate by reviewing your contract terms. If you have received this notice in error and do not have any renewals remaining; or if the food service plan is to return to self-operated; or if you plan to add a new Child Nutrition meal program, such as the School Breakfast Program; and/or if the existing contractor has not fulfilled the contract terms as agreed upon, you may disregard the remainder of this correspondence and will need to contact the Illinois State Board of Education (ISBE), Nutrition Department as soon as possible to discuss the options available to you.

School Food Authority (SFA) contracts that do have the option and plan to renew their contract for next school year must renew their contract prior to the date their current contract expires. Most FSMC and Vended Meals contracts in Illinois expire either June 30<sup>th</sup> or July 31<sup>st</sup>. **Contract renewal forms must be submitted to the ISBE Nutrition Department by May 15<sup>th</sup>, 2026.**

**Failure to submit the required contract renewal forms by May 15<sup>th</sup> may result in a mandatory re-solicitation and/or the inability to use Federal Child Nutrition Program funds to pay for goods and/or services rendered without the State Agency Approval as required in 7 CFR 210.16.**

Please follow the instructions below for renewing your contract.

**Contract Renewal Steps**

**Step 1:** The SFA must use the required *Contract Renewal Agreement Form* sent with this letter. The required forms can also be found on our [website](#) under Contract Renewals.

It is important to note that the SFA is the responsible party for creating contracts and/or renewals. Federal regulations prohibit FSMC and/or Vended Meals contractors from participating in any manner in the creation of contracts, renewals and/or amendments.

**Step 2:** If the SFA is planning to allow for price increases or decreases to the fixed meal rate and/or fixed management fees, first the SFA must review the contract renewal terms stated in their original contract prior to beginning the negotiation process. The SFA must ensure the contractor provides the required written financial analysis justifying all fixed meal rate and/or fixed management fee increases/decreases. The contractor is **NOT** automatically entitled to the full allowable increase. **All increases must be legitimate and must be justified by the written financial analysis required to be provided by the contractor.**

Any negotiated price increase for each of the fixed meal rates and applicable fixed management fees **must not** exceed the measurable index established in the original contract. The [Consumer Price Index-December 2025](#) are as follows:

- CPI-U—All 2.7 %
- CPI-U—Food Away from Home 4.1 %
- CPI-U—Food 3.1 %

The FSMC shall make such records and documentation available to the School Food Authority ("SFA") no less than monthly during the school year, or more frequently upon request by the SFA. In addition, the FSMC shall provide the SFA with a written report aggregating: (i) total non-domestic commercial food program purchases; (ii) total domestic commercial food program purchases; and (iii) total commercial food program purchases.

Beginning with School Year 2025–2026 (July 1, 2025), the FSMC shall monitor and track all commercial food program purchases to ensure that no more than ten percent (10%) of such purchases are non-domestic. Beginning with School Year 2028–2029 (July 1, 2028), the maximum allowable percentage of non-domestic purchases shall be reduced to eight percent (8%). Beginning with School Year 2031–2032 (July 1, 2031), the maximum allowable percentage of non-domestic purchases shall be further reduced to five percent (5%).

Failure to comply with the requirements of this provision shall constitute a material breach of this Agreement and may result in corrective action, remedies, or other enforcement measures as permitted under this Agreement and applicable federal and state regulations.

## **FSMC Acceptance of Contract Renewal Agreement**

By submission of this proposed renewal agreement, the FSMC certifies that the FSMC shall operate in accordance with the original contract terms and conditions and all applicable current Child Nutrition Program rules and regulations.

Just A Dash Food Service Group

FSMC Name

1579 Huntington Dr.

FSMC Street Address

Galumet City

City

IL

State

60409

Zip Code



FSMC Authorized Representative Signature

Co-CEO

Title

04/05/2020

Date

## **SFA Acceptance of Contract Renewal Agreement**

By submission of this proposed renewal agreement, the SFA certifies that the FSFA shall operate in accordance with the original contract terms and conditions and all applicable current Child Nutrition Program rules and regulations.

Center Cass School District 66

SFA Name

699 Plainfield Rd

SFA Street Address

Downers Grove

City

IL

State

60516

Zip Code



SFA Authorized Representative Signature

Superintendent

Title

04-06-26

Date

Date of Original Contract: 8/1/2024	Year of Renewal (Check Box) <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
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School Food Authority Name: Center Cass School District 66  
 Agreement Number (RCDT Code): 190220660021001

## Food Service Management Company Contract Renewal Agreement School Nutrition Programs School Year 2026-2027

This document contains the rates and fees for the contract of food service management for nonprofit food service programs for the period beginning 8/3/2026, and ending 7/31/27. The terms and conditions of the original contract are applicable to the contract renewal. Upon acceptance, this document shall constitute the contract renewal between the Food Service Management Company (FSMC) and the School Food Authority (SFA).

The FSMC shall not plead misunderstanding or deception because of the character, location, or other conditions pertaining to the contract. This agreement shall not exceed one calendar year.

School Year 2026-2027 A la carte equivalency factor is \$5.20.

	2025-2026 Rate(s)	2026-2027 Rate(s)**	Percentage Increase ***
<b>School Nutrition Programs (SNP)/ Seamless Summer Option (SSO)</b>			
Reimbursable Breakfast w/ Milk			
Reimbursable Lunch w/ Milk*	4.25	4.25	0
A la Carte Equivalent Meal Rate*	4.25	4.25	0
Reimbursable After School Snack			
Special Milk Program (SMP)			
Management Fee per School Meal (Breakfast and Lunch)			

<b>Child and Adult Care Food Program (CACFP)</b>			
Reimbursable At-Risk After School Snack			
Reimbursable At-Risk After School Supper w/ Milk			
Reimbursable AM/PM Snack (Pre-K)			

<b>Summer Food Service Program (SFSP)</b>			
Reimbursable Breakfast w/ Milk			
Reimbursable Lunch w/ Milk	4.25	4.25	0

\*Rates must be the same.

\*\*Rates must not be rounded up. Do not exceed four decimal places.

\*\*\*Percentage increase must not exceed the allowable increase established in the original contract.

### **Buy American Provision Amendment**

The Food Service Management Company ("FSMC") shall comply with all Buy American requirements applicable to the commercial food program as outlined in 7 CFR 210.21(d) and 7 CFR 220.16(d), respectively. The FSMC shall maintain complete and accurate purchase records and supporting documentation identifying all non-domestic commercial food program purchases, including, for each such purchase, the food item and unit cost, as well as documentation of the total commercial food program purchases made during each school year.

## Contract Renewal Agreement Certification Form

The *Contract Renewal Agreement Certification Statement* must be completed and signed by the School Food Authority's (SFA's) authorized representative.

### A. School Food Authority Information

Agreement Number (RCDT Code): 190220660021001

School Food Authority Name: Center Cass School District 66

FSMC Name: Just A Dash Food Service Group

### B. Contract Renewal Terms

Per the contract renewal terms stated in the contract, the maximum allowable percentage increase that may be applied to the fixed meal rates and fixed management fees is as follows (refer to the original contract for renewal terms; check the appropriate box):

- |                                                                   |                                 |
|-------------------------------------------------------------------|---------------------------------|
| <input type="checkbox"/> CPI-All (Dec)                            | 2.7%                            |
| <input checked="" type="checkbox"/> CPI-Food Away from Home (Dec) | 4.1%                            |
| <input type="checkbox"/> CPI-Food (Dec)                           | 3.1%                            |
| <input type="checkbox"/> CPI-Food Away from Home (Dec)            | not to exceed (insert number) % |
| <input type="checkbox"/> Other (specify) _____                    |                                 |

Source: Consumer Price Index-December 2025

### C. Certification Statement

Under the provisions of the United States Department of Agriculture, Food and Nutrition Service, I certify as a sponsor in the Child Nutrition Programs all information contained in the executed *Contract Renewal Agreement* and accompanying contract renewal documents is true and accurate.

I understand the nonprofit school food service program account cannot be used to pay for unallowable contract costs. As authorized representative for the school food authority noted above, I will ensure operation of the nonprofit school food service program, including use of nonprofit school food service program account funds, is in compliance with the rules and regulations of the Illinois State Board of Education and the United States Department of Agriculture regarding Child Nutrition Programs.

I understand revisions cannot be made to the executed FSMC Contract without first submitting proposed revisions to the Illinois State Board of Education for review and receiving written notification the proposed revisions are allowable within the regulatory guidelines. Furthermore, I understand additional documents and/or agreements, including those developed by the contractor, cannot become part of the executed contract.

I understand all contract information provided to the Illinois State Board of Education is being given in connection with the receipt of federal funds and deliberate misrepresentation may subject me to prosecution under applicable state and

federal criminal statutes. Further, I understand such misrepresentation could result in the loss of federal and state funding received by the school food authority for School-Based Child Nutrition Programs.

I certify the Contract Renewals documents submitted to ISBE have been reviewed by the School Food Authority and the School Food Authority's legal counsel, as deemed necessary, to ensure compliance with all Local, State and Federal regulations, statutes, and policies.


I certify that no third-party entity prepared the contract renewal documents, requested amendments, and USDA foods entitlement utilization data below.

I certify that all contract provisions, including those relating to USDA Foods utilization by the FSMC to the maximum extent possible have been met:

School Year 2025-26 <a href="#">USDA Foods Entitlement</a> Amount (including Bonus) enter text.	(A)	\$ <del>21,321.45</del> <b>21,321.45</b>
School Year 2025-26 USDA Foods credits issued to the SFA by the FSMC enter text.	(B)	\$ <del>19,048.26</del> <b>19,048.26</b>
USDA Foods Entitlement Utilization Percentage as of <del>(insert date of certification)**</del> enter text.	(B / A) %	<del>Click or tap here to</del> <b>89.34%</b>

**03/12/26**

**\*\*Date of certification must be as of the date contract renewal is signed based on year-to-date actual credits received by the FSMC as verified by monthly invoices\*\***

<b>Andrew Wise</b> SFA Authorized Representative Signature	 Superintendent Title	<b>April 8, 2026</b> Date
---------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------	------------------------------

#### D. Submission of Required Documentation

The SFA must submit signed copies of the following documents to our office, prior to the expiration of your current contract, in order to obtain approval of your 2027 Child Nutrition Program Sponsor Application. Originals should be retained in your files. Send the forms and documents only once; for example, do not email and mail.

- Contract Renewal Agreement (pages 1-2)
- Contract Renewal Agreement Certification Form (pages 3-4)
- [USDA Foods Entitlement Tracking Log](#). **THIS IS TO BE COMPLETED BY THE SFA NOT THE FSMC.**
- Copy of the [SFA - FSMC Monitoring form\(s\)](#). **THIS IS TO BE COMPLETED BY THE SFA NOT THE FSMC.**
- Certification forms, as applicable, signed annually by the contractor.
  - [Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions](#).
  - [Certificate Regarding Lobbying—Contracts, Grants, Loans, and Cooperative Agreements](#).
  - [Disclosure of Lobbying Activities-](#)
  - [Contract Certification Forms Packet](#)

**Mail or email to:**  
**Nutrition Department**  
**Illinois State Board of Education**  
**100 North First Street W270**

**Center Cass School District 66**

**USDA Foods Entitlement Tracking Log when contracting with an FSMC/Vendor**

**Annual Entitlement Value\*:** **\$21,321.45**

\*Annual entitlement final value as of September 15th.  
[Value can be found on ICS](#)

**FSMC Actual Invoice Credit**

Month	Amount	Percentage
July		0.00%
August	\$1,576.68	7.39%
September	\$4,229.37	27.23%
October	\$5,776.80	54.32%
November	\$2,569.87	66.38%
December	\$1,211.28	72.06%
January	\$1,245.46	77.90%
February	\$2,438.80	89.34%
March		89.34%
April		89.34%
May		89.34%
June		89.34%

\*\*\*Should be at a minimum of 50%

\*\*\*Should be at a minimum of 85%

\*\*\*Should be at a minimum of 100%

**Total credit received:** **\$19,048.26** **89.34%**

The SFA and Selected FSMC must order USDA Foods within the appropriate designated ISBE Food Distribution Systems in quantities sufficient to receive and credit the SFA for USDA Foods maximizing the SFA's annual USDA Foods entitlement amount. The FSMC should have provided a minimum credit total of 85% of the SFA's annual USDA Foods entitlement amount three (3) months prior to the annual contract end date with the expectation of 100% USDA Foods entitlement credit by the end of the annual contract term. **If the Selected FSMC utilizes more than 100% of entitlement, all additional/bonus entitlement must also be credited by the end of the annual contract term.** If the SFA has not received a minimum credit total of 85% three (3) months prior to the annual contract end date the Selected FSMC must submit a corrective action plan on how the Selected FSMC will reach the expected 100% USDA Foods entitlement credit to the SFA by the end of the annual contract term. This corrective action plan will be submitted to ISBE for review and determination of compliance. If determined not in compliance a mandatory rebid may be required.



100 North First Street  
Springfield, Illinois 62777-0001

**CERTIFICATE OF INDEPENDENT  
PRICE DETERMINATION**

**NUTRITION DEPARTMENT**

Both the School Food Authority (SFA)/Sponsoring Organization (SO) and the Company (Offeror) shall execute this Independent Price Determination Certificate.

NAME OF COMPANY Just A Dash Food Service Group	NAME OF SCHOOL FOOD AUTHORITY/ SPONSORING ORGANIZATION Center Cass SD66
---------------------------------------------------	----------------------------------------------------------------------------

- A. By submission of this offer, the Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:
  - (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor.
  - (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the Offeror and will not knowingly be disclosed by the Offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offeror for the purpose of restricting competition.
  - (3) No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.
- B. Each person signing this offer on behalf of the Offeror certifies that:
  - (1) He or she is the person in the Offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to sections a through c above; or
  - (2) He or she is not the person in other Offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to sections a through c above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to the above.


**TO THE BEST OF MY KNOWLEDGE**, this Offeror, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, accepts as follows:

  
 \_\_\_\_\_  
 Signature of Offeror's authorized representative

Co-CEO  
 \_\_\_\_\_  
 Title

2/19/26  
 \_\_\_\_\_  
 Date Signed

**IN ACCEPTING THIS OFFER**, the SFA/SO certifies that no representative of the SFA has taken any action, which may have jeopardized the independence of the offer referred above.

  
 \_\_\_\_\_  
 Signature of SFA/SO authorized representative

04.06.26  
 \_\_\_\_\_  
 Title

Superintendent  
 \_\_\_\_\_  
 Date Signed



100 North First Street  
Springfield, Illinois 62777-0001

**BID-RIGGING CERTIFICATION**

**NUTRITION DEPARTMENT**

As the duly authorized agent, I hereby certify that neither the contractor, nor any individual presently affiliated with the contractor's organization, is not barred from entering into this contract by Sections 33E-3 and 33E-4 of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). Sections ~~33E-3~~ and ~~33E-4~~ prohibit the receipt of a contract by a contractor who has been convicted of bid-rigging or bid-rotating.

ORGANIZATION / COMPANY NAME <b>Just A Dash Food Service Group</b>	ORGANIZATION / COMPANY ADDRESS <b>1579 Huntington Dr., Calumet City, IL</b>
NAME OF AUTHORIZED AGENT <b>Shena Hawkins</b>	TITLE OF AUTHORIZED AGENT <b>CO-CEO</b>

  
\_\_\_\_\_  
*Signature of Authorized Agent*

**03/06/20**  
\_\_\_\_\_  
*Date*



**ILLINOIS**  
STATE BOARD OF  
**EDUCATION**

100 North First Street  
Springfield, Illinois 62777-0001

**CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION, INELIGIBILITY, AND VOLUNTARY  
EXCLUSION LOWER TIER COVERED TRANSACTIONS**

**NUTRITION DEPARTMENT**

This certification is required by the regulations implementing Executive Orders [12549](#) and [12689](#), Debarment and Suspension, [2 CFR part 3485](#), including Subpart C Responsibilities of Participants Regarding Transactions (also see federal guidance at [2 CFR part 180](#)).

Child Nutrition Program Operators are required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at [2 CFR 200.212](#) by doing any one of the following:

- Checking the [Excluded Parties List](#) found at the System for Award Management (SAM) [www.SAM.gov](http://www.SAM.gov).
- Collecting a certification that the entity is neither excluded nor disqualified. Since a federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own.
- Including a clause to this effect in the sub-grant agreement and in any procurement, contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant.
- Sub-grantee and contractors must obtain a Unique Entity ID. All Federal Government awards are required to have a Unique Entity ID. To obtain a Unique Entity ID, visit [www.SAM.gov](http://www.SAM.gov) to register. There is no charge for a Unique Entity ID. The Unique Entity ID serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance.

**BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.**

**CERTIFICATION**

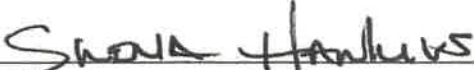
The prospective lower tier participant certifies, by submission of this Certification, that:

1. Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. It shall not knowingly enter 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 department or agency with which this transaction originated.
4. It will include the clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion— Lower Tier Covered Transactions*, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
5. The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into.
6. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

Just A Dash Food Service Group

Company/Organization Name

PR/Award Number or Project Name



Co-CEO

Name of Company / Organization  
Authorized Representative

Title



03/06/20

Digital or Original Signature of  
Authorized Representative

Date

**NUTRITION DEPARTMENT**

**Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts**  
**Exceeding \$100,000 in Federal Funds**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. 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 for each such failure.

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 any 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 a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a 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 Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit the Illinois State Board of Education (ISBE) form, "Disclosure of Lobbying Activities", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Just A Dash Food Service Group

Organization Name

PR/Award Number or Project Name

  
Name of Authorized Representative

Co-CEO

Title

  
Digital or Original Signature of  
Authorized Representative

03/06/20

Date

not applicable

100 North First Street  
Springfield, Illinois 62777-0001

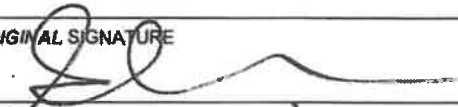
**NUTRITION DEPARTMENT**

Directions: Complete this form to disclose lobbying activities pursuant to [31 U.S.C. 1352](#). (See reverse for public burden disclosure.)

<b>1. TYPE OF FEDERAL ACTION</b> <input type="checkbox"/> a. Contract <input type="checkbox"/> b. Grant <input type="checkbox"/> c. Cooperative agreement <input type="checkbox"/> d. Loan <input type="checkbox"/> e. Loan guarantee <input type="checkbox"/> f. Loan insurance	
<b>2. STATUS OF FEDERAL ACTION</b> <input type="checkbox"/> a. Bid/offer/application <input type="checkbox"/> b. Initial award <input type="checkbox"/> c. Post-award	
<b>3. REPORT TYPE</b> <input type="checkbox"/> a. Initial filing <input type="checkbox"/> b. Material change <input type="checkbox"/> For material change only: _____ Year _____ Quarter _____ Date of last report	
<b>4. NAME AND ADDRESS OF REPORTING ENTITY</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee, Tier _____ if known _____ Congressional District, if known	
<b>5. IF REPORTING ENTITY IN NO. 4 IS SUBAWARDEE, ENTER NAME AND ADDRESS OF PRIME</b> _____ Congressional District, if known	
<b>6. FEDERAL DEPARTMENT/AGENCY</b>	<b>7. FEDERAL PROGRAM NAME/DESCRIPTION</b> _____ CFDA Number, if applicable
<b>8. FEDERAL ACTION NUMBER, if known</b>	<b>9. AWARD AMOUNT (if known)</b> \$ _____
<b>10a. NAME AND ADDRESS OF LOBBYING ENTITY</b> (if individual last name, first name, MI)	<b>10b. INDIVIDUALS PERFORMING SERVICES</b> (including address if different from #10a) (last name, first name, MI)

*(Attach Continuation Sheet(s), if necessary)*

<b>11. AMOUNT OF PAYMENT (check all that apply)</b> \$ _____ <input type="checkbox"/> Actual <input type="checkbox"/> Planned
<b>12. FORM OF PAYMENT (check all that apply)</b> <input type="checkbox"/> a. Cash <input type="checkbox"/> b. In-kind; specify: nature _____ value _____
<b>13. TYPE OF PAYMENT (check all that apply)</b> <input type="checkbox"/> a. Retainer <input type="checkbox"/> b. One-time fee <input type="checkbox"/> c. Commission <input type="checkbox"/> d. Contingent fee <input type="checkbox"/> e. Deferred <input type="checkbox"/> f. Other, specify _____
<b>14. Brief description of services performed or to be performed and date(s) of service, including officer(s), employee(s), or member(s) contacted, for payment indicated in item 11.</b>

<b>15. <input type="checkbox"/> YES <input type="checkbox"/> NO CONTINUATION SHEET(S), ATTACHED</b>	
<b>16. Information requested through this form is authorized by title <a href="#">31 U.S.C. Section 1352</a>. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to <a href="#">31 U.S.C. 1352</a>. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	<b>ORIGINAL SIGNATURE</b> 
	<b>PRINT NAME OR TYPE</b> Shena Hankin
	<b>TITLE</b> Co-CEO
	<b>TELEPHONE NUMBER</b> 708-801-2400

## INSTRUCTIONS FOR COMPLETION OF ISBE 85-37, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title [31 U.S.C. Section 1352](#). The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 Member of Congress in connection with a covered Federal action. Use the Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial(MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

*According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.*

# CONTINUATION SHEET DISCLOSURE OF LOBBYING ACTIVITIES

REPORTING ENTITY NAME: