

### **SUBRECIPIENT GRANT AGREEMENT**

**THIS SUBRECIPIENT GRANT AGREEMENT** ("Agreement") is entered into as of the day of 21 July, 2020 between the VILLAGE OF OAK PARK, Illinois (hereinafter the "Village") and BEYOND HUNGER, an Illinois not-for-profit Corporation (hereinafter the "Subrecipient").

#### **RECITALS**

**WHEREAS**, the Village has applied for Community Development Block Grant-Corona Virus ("CDBG-CV") funds from the United States Department of Housing and Urban Development ("HUD") as provided by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (hereinafter "the Act"); and

**WHEREAS**, Subrecipient has applied to the Village for CDBG-CV funds for the 2019 Program Year; and

**WHEREAS**, the Village has considered and approved the application of Subrecipient and hereby agrees to distribute to Subrecipient a portion of the total CDBG-CV funds allotted to the Village by HUD, with the portion distributed to Subrecipient being in the amount provided in this Agreement and upon the conditions set forth herein; and

**WHEREAS**, the Village and Subrecipient, acting through their respective Boards are each authorized to enter into this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. **INCORPORATION OF RECITALS.** The foregoing recitals are incorporated into this Agreement as though fully set forth herein.

2. **SCOPE OF SERVICES.**

A. Subrecipient's project schedule and project budget (collectively referred to as "the Project") are set forth in the Subrecipient's Program Year 2019 CDBG-CV Proposal attached hereto and incorporated herein by reference as Exhibit A (hereinafter the "Subrecipient's Proposal").

B. The Project will proceed in accordance with the terms of this Agreement, the Subrecipient's Proposal and all laws and regulations referenced in this Agreement. Any changes(s) in the Project must be approved by the Village prior to the Subrecipient incurring any Project costs or implementing any substantial Project modifications. Such approval shall only be effective if authorized by a written amendment to this Agreement.

C. The funds to be provided by the Village to Subrecipient pursuant to this Agreement shall be used to meet the nutrition needs of homebound, low-income seniors, people with disabilities, and those who are experiencing homelessness by providing them with groceries monthly. A total of 300 persons (240 Oak Park persons) will benefit.

**3. ALLOCATION OF FUNDS.**

A. The Village shall distribute to Subrecipient as Subrecipient's portion of the total grant received by the Village from HUD a maximum of eighty five thousand dollars (\$85,000) (hereinafter the "Grant Funds") to be paid in accordance with the terms of this Agreement. The Subrecipient acknowledges and agrees that only those budget line items and percentages that appear in its Program Year 2019 Project Budget will be considered for reimbursement through the Grant Funds.

B. The Grant Funds shall not be used for ineligible or unallowable costs, including costs incurred prior to the effective date of this Agreement as defined herein. In the event the Village does not receive the Grant Funds from HUD, the Village shall not provide the Grant Funds, or any other funds, to Subrecipient.

**4. PAYMENT.**

A. The Village shall make all Grant Funds payments on a reimbursement basis. To request a payment of Grant Funds, the Subrecipient must submit a request for payment to the Village in the form of an invoice, together with such supporting documentation as the Village deems necessary in its discretion to support the invoice. The Village shall only reimburse the Subrecipient for approved expenditures to the maximum of the allocated Grant Funds for the Project.

B. The Village may refuse to reimburse the Subrecipient if the Subrecipient is not in compliance with any applicable law, rule or regulation or this Agreement. In such case, the Village shall assist the Subrecipient to bring the Project into compliance.

C. The Subrecipient shall submit invoices to the Village for reimbursement at least quarterly for the Program Year, as defined below. Final project invoices must be submitted to the Village no later than July 31, 2022. Any invoices submitted after July 31, 2022 shall not be paid by the Village.

**5. PROGRAM YEAR.**

A. The Subrecipient shall perform the Project beginning on the date that Subrecipient receives the notice to proceed and ending on June 30, 2022 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than June 30, 2022. Project costs shall not be incurred after the Program Year.

C. If the Subrecipient is delayed in the completion of the Project by any cause legitimately beyond its control, it shall immediately, upon receipt and knowledge of such delay, give written notice to the Village and request an extension of time for completion of the Project. The Subrecipient shall request an extension from the Village in writing at least thirty (30) days before the end of the Program Year. The Village shall either grant or deny the request for an extension in its discretion and shall provide notice to the Subrecipient of its grant or denial of the request.

D. The Subrecipient shall return any funds not expended by the end of the Project to the Village. All funds obligated or committed by the Subrecipient to contractors, suppliers, etc. during the Program Year must be expended by the end of the Program Year unless an extension has been given to the Subrecipient. The Subrecipient shall have 30 days after the close of the Program Year to request reimbursement for costs incurred for the Project, unless an extension has been granted pursuant to this Agreement.

## **6. COMPLIANCE WITH LAWS AND REGULATIONS.**

A. The Subrecipient shall comply with the applicable provisions of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (hereinafter referred to as the "Act") and all applicable rules and regulations promulgated under the Act by the Department of Housing and Urban Development (HUD), including, but not limited to the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 *et seq.*; 24 CFR Part 570; and all other applicable federal, state, county and local government laws, ordinances or regulations which may in any manner affect the performance of this Agreement, including but not limited to those set forth herein, and those identified in the document titled "Assurances," attached hereto and incorporated herein by reference as Exhibit B.

B. The Subrecipient shall comply with the applicable administrative requirements set forth in the Code of Federal Regulations at 2 CFR 200.

C. The Subrecipient shall comply with the following in its performance of the Project:

1. Not discriminate against any worker, employee, or applicant, or any member of the public because of race, religion, disability, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, nor otherwise commit an unfair employment practice;

2. Take action to ensure that applicants are employed without regard to race, religion, handicap, creed, color, sex, age, sexual orientation,



status as a disabled veteran or Vietnam era veteran, or national origin, with such action including, but not limited to the following: employment, upgrading, demotion or transfer, termination, rates of pay, other forms of compensation, selection for training, including apprenticeship; and

3. The Village's Reaffirmation of Equal Employment Opportunity Policy ("EEO"), attached hereto and incorporated herein by reference as Exhibit C.

D. Subrecipient agrees not to violate any state or federal laws, rules or regulations regarding a direct or indirect illegal interest on the part of any employee or elected officials of the Subrecipient in the Project or payments made pursuant to this Agreement.

E. Subrecipient agrees that, to the best of its knowledge, neither the Project nor the funds provided therefore, nor the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 of Title 5 of the United States Code, otherwise known as the "Hatch Act."

F. Subrecipient shall be accountable to the Village for compliance with this Agreement in the same manner as the Village is accountable to the United States government for compliance with HUD guidelines.

G. The Village, as a condition to Subrecipient's receipt of Grant Funds, requires Subrecipient, when applicable, to assist in the completion of an environmental review as needed for the Project.

H. Subrecipient shall permit the authorized representatives of the Village, HUD, and the Comptroller General of the United States to inspect and audit all data and reports of Subrecipient relating to its performance of this Agreement.

I. Subrecipient agrees and authorizes the Village to conduct on-site reviews, examine personnel and employment records and to conduct other procedures or practices to assure compliance with these provisions. The Subrecipient agrees to post notices, in conspicuous places available to employees and applicants for employment, setting forth the provisions of this non-discrimination clause.

J. The Village will provide technical assistance as needed to assist the Subrecipient in complying with the Act and the rules and regulations promulgated for implementation of the Act.



## **7. REPORTING AND RECORD KEEPING.**

### **A. Subrecipient's Maintenance of Required Records.**

Subrecipient shall maintain records to show actual time devoted and costs incurred in connection with the Project. Upon fifteen (15) days' notice from the Village, originals or certified copies of all time sheets, billings, and other documentation used in the preparation of said Progress Reports required pursuant to Section 7(C) below shall be made available for inspection, copying, or auditing by the Village at any time, during normal business hours.

B. Subrecipient's documents and records pursuant to this Agreement shall be maintained and made available during the Project Period and for three (3) years after completion of the Project. The Subrecipient shall give notice to the Village of any documents or records to be disposed of or destroyed and the intended date after said period, which shall be at least 90 days after the effective date of such notice of disposal or destruction. The Village shall have 90 days after receipt of any such notice to give notice to the Consultant not to dispose of or destroy said documents and records and to require Consultant to deliver same to the Village. The Subrecipient shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of Grant Funds passing in conjunction with the Agreement. The Agreement and all books, records and supporting documents related to the Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Subrecipient agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this subsection shall establish a presumption in favor of the Village for recovery of any Grant Funds paid by the Village under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Subrecipient shall make the documents and records available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Project as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

C. Quarterly Progress Reports & Final Report. Subrecipient shall prepare and submit a quarterly Progress Report to the Village reporting on the status of the Project. Project progress is to be implemented based on the Project timeline set forth in the Proposal, attached hereto and incorporated herein as Attachment A. The information provided in the Progress Reports shall be forwarded to the United States Department of Housing and Urban Development and shall be made available to the Village's Community Development Citizen Advisory Committee in order to determine the success or failure of the Project.

All Progress Reports, unless otherwise specifically noted, shall be due by the 15th day of the month following the end of each quarter and shall contain data obtained during the pre-

ceding three months. The Subrecipient shall be required to submit a final report at the end of the Project in lieu of the last Progress Report.

Each quarterly Progress Report and the Final Report shall include information regarding activity compliance pursuant to the national objective criteria set forth in 24 C.F.R. Section 208 (2) and 570 and in Section 2 - Scope of Services. See the attached formats Exhibits D & E. The Village may request additional reports from the Subrecipient as necessary to comply with any applicable federal law requirements.

D. Subrecipient will keep and maintain such records and provide the report and documentation to the Village as the Village deems necessary to further its monitoring obligations.

## **8. MONITORING AND PERFORMANCE DEFICIENCIES.**

A. Village Project Monitoring. The Village will monitor the Subrecipient's planning and implementation of the Project on a periodic basis to determine Subrecipient's compliance with all laws, rules and regulations and to determine whether Subrecipient is adequately performing and operating the Project in accordance with the approved Project guidelines. Subrecipient acknowledges the necessity for such monitoring and agrees to cooperate with the Village in this effort by providing all requested records and information and allowing such on-site visits as the Village determines is necessary to accomplish its monitoring function.

B. Performance Deficiency Procedures. The Village may take such actions as are necessary to prevent the continuation of a performance deficiency, to mitigate, to the extent possible, the adverse effects or consequences of the deficiency, and to prevent a recurrence of the deficiency. The following steps outline the general procedure the Village will use when it becomes aware of a performance deficiency. The Village is not bound to follow these steps. Depending on the seriousness of the deficiency, the Village may take any steps it deems necessary to address the deficiency, including immediate termination of the Project and any other remedies available by law.

1. When an issue involving a performance deficiency arises, including performance reporting requirements, the Village will first attempt to resolve the issue by informal discussions with the Subrecipient. The Village will attempt to provide Technical Assistance, to the maximum extent practicable, to help the Subrecipient successfully resolve the performance issue.
2. If discussion does not result in correction of the deficiency, the Village will schedule a monitoring visit to review the performance area that must be improved. The Village will provide the Subrecipient with a written report that outlines the results of the monitoring. Generally this report will include a course of corrective action and a time frame in which to implement corrective actions.



3. If, despite the above efforts, the Subrecipient fails to undertake the course of corrective action by the stated deadline, the Village will notify the Subrecipient in writing that its Project is being suspended. CDBG funds may not be expended for any Project that has been suspended.
4. The Village's written suspension notice will include a specified, written course of corrective action and a timeline for achieving the changes. Generally, corrective action plans will require a 15 to 60 day period of resolution (depending upon the performance issue).
5. The Village may lift a suspension when the performance issue has been resolved to the satisfaction of the Village. The Village will release a suspension by written release signed by the Village Manager or her designee.

C. Unresolved Performance Deficiencies. Subrecipient's failure, in whole or in part, to meet the course of corrective action to have a suspension lifted, shall constitute cause for termination pursuant to the procedures set forth in Section 9 below.

## 9. TERMINATION.

This Agreement may be terminated as follows:

A. By Fulfillment. This Agreement will be considered terminated upon fulfillment of its terms and conditions.

B. By Mutual Consent. The Agreement may be terminated or suspended, in whole or in part, at any time, if both parties consent to such termination or suspension. The conditions of the suspension or termination shall be documented in a written amendment to the Agreement.

C. Lack of Funding. The Village reserves the right to terminate this Agreement, in whole or in part, in the event expected or actual funding from the Federal government or other sources is withdrawn, reduced or eliminated.

D. For Cause. The Village may terminate this Agreement for cause at any time. Cause shall include, but not be limited to:

1. Improper or illegal use of funds;
2. Subrecipient's suspension of the Project; or
3. Failure to carry out the Project in a timely manner.



E. Termination for Illegality. This Agreement shall be subject to automatic termination due to the Subrecipient's improper or illegal use of the Grant Funds. Notice of termination for illegality shall be provided by the Village to Subrecipient pursuant to Section 18 below.

**10. REVERSION OF ASSETS.**

A. At the termination of this Agreement, Subrecipient shall transfer to the Village any CDBG-CV funds on hand, and any accounts receivable attributable to the use of CDBG-CV funds.

B. If Subrecipient intends to dispose of any real property acquired and/or improved with CDBG-CV funds, Subrecipient must report, in writing, to the Village, such intent to dispose of said property 30 days prior to the negotiation and/or agreement to dispose of said property.

C. For a period of 5 years after the Project Year, Subrecipient will provide the Village with an annual report inventorying all real property acquired or improved with CDBG-CV funds and certifying its use in accordance with the CDBG National Objectives.

**11. REMEDIES.**

A. In the event of any violation or breach of this Agreement by Subrecipient, misuse or misapplication of funds derived from the Agreement by Subrecipient, or any violation of any laws, rules or regulations, directly or indirectly, by Subrecipient and/or any of its agents or representatives, the Village shall have the following remedies:

1. The Subrecipient may be required to repay the Grant Funds to the Village;

2. To the fullest extent permitted by law, the Subrecipient will indemnify and hold the Village harmless from any requirement to repay the Grant Funds to HUD previously received by the Subrecipient for the Project or penalties and expenses, including attorneys' fees and other costs of defense, resulting from any action or omission by the Subrecipient; and

3. The Village may bring suit in any court of competent jurisdiction for repayment of Grant Funds, damages and its attorney's fees and costs, or to seek any other lawful remedy to enforce the terms of this Agreement, as a result of any action or omission by the Subrecipient.

**12. INDEPENDENT CONTRACTOR.** Subrecipient is and shall remain for all purposes an independent contractor and shall be solely responsible for any salaries, wages, benefits, fees or

other compensation which she may obligate herself to pay to any other person or consultant retained by her.

**13. NO ASSIGNMENT.** Subrecipient shall not assign this Agreement or any part thereof and Subrecipient shall not transfer or assign any Grant Funds or claims due or to become due hereunder, without the written approval of the Village having first been obtained.

**14. AMENDMENTS AND MODIFICATIONS.**

A. The nature and the scope of services specified in this Agreement may only be modified by written amendment to this Agreement approved by both parties.

B. No such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Subrecipient.

**15. SAVINGS CLAUSE.** If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

**16. ENTIRE AGREEMENT.**

A. This Agreement sets forth all the covenants, conditions and promises between the parties.

B. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

**17. GOVERNING LAW, VENUE AND SEVERABILITY.**

A. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance. Venue for any action brought pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

B. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

**18. NOTICES.**

A. All notices or invoices required to be given under the terms of this Agreement shall be given by United States mail or personal service addressed to the parties as follows:

For the Village:

Grants Supervisor  
Village of Oak Park  
123 Madison Street  
Oak Park, Illinois 60302

For Subrecipient:

Executive Director  
Beyond Hunger  
848 Lake Street  
Oak Park, IL 60301

B. Either of the parties may designate in writing from time to time substitute addresses or persons in connection with required notices.

**19. EFFECTIVE DATE.** The effective date of this Agreement as reflected above shall be the date that the Village Manager for the Village of Oak Park and Beyond Hunger execute this Agreement.

**20. COUNTERPARTS; FACSIMILE OR PDF SIGNATURES.** This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement. A facsimile or pdf copy of this Agreement and any signature(s) thereon will be considered for all purposes as an original.

**21. CAPTIONS AND SECTION HEADINGS.** Captions and section headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.

**22. NON-WAIVER OF RIGHTS.** No failure of any Party to exercise any power given to it hereunder or to insist upon strict compliance by any other Party with its obligations hereunder, and no custom or practice of the Parties at variance with the terms hereof, shall constitute a waiver of that Party's right to demand exact compliance with the terms hereof.

**23. ATTORNEY'S OPINION.** If requested, the Subrecipient shall provide an opinion by its attorney in a form reasonably satisfactory to the Village Attorney that all steps necessary to adopt this Agreement, in a manner binding upon the Subrecipient have been taken by the Subrecipient.

**24. BINDING AUTHORITY.** The individuals executing this Agreement on behalf of the Parties represent that they have the legal power, right, and actual authority to bind their respective Party to the terms and conditions of this Agreement.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -  
SIGNATURE PAGE FOLLOWS]**




IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

  
Name: Cara Pavlicek  
Title: Village Manager

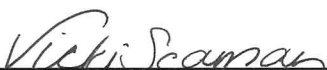
Date: 7/21, 2020

BEYOND HUNGER

  
Name: Michael Zurakowski  
Title: Executive Director


Date: 7/26, 2020

ATTEST:

  
Name: Vicki Scaman  
Title: Village Clerk

Date: 7/21, 2020

ATTEST:

  
Name: Teri Miller  
Title: Director of Dardymet

Date: 7/26, 2020

REVIEWED AND APPROVED  
ASTORIA

  
JUL 28 2020  
LAW DEPARTMENT



**EXHIBIT A**  
**SUBRECIPIENT'S PROPOSAL**





This application is for special program year (PY) 2019 Community Development Block Grant (CDBG) Public Services projects, with funding made available through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Each proposed project should prevent, prepare for, and respond to COVID-19 and to facilitate assistance to eligible persons economically impacted by COVID-19. The new funds are classified as **CDBG-CV**. Every proposed project must meet the CDBG National Objective of primarily serving low and moderate income persons, and must also be an eligible CDBG project.

Please read the Application Instructions in their entirety. The applications are being made available May 27, 2020 and are due 5 p.m., June 10, 2020. No late submittals will be accepted. Please direct questions to Mark Dwyer at [mdwyer@oak-park.us](mailto:mdwyer@oak-park.us).

#### **CDBG-CV Application, PY 2019**

##### **Applicant Information**

<b>Project Contact and Basic Information</b>	
<b>Project Name</b>	Beyond Hunger, Home Delivery Food Assistance
<b>Project Address</b>	848 Lake Street, Oak Park, IL 60301
<b>Project Manager/Primary Contact</b>	Michele Zurakowski
<b>Primary Contact Phone Number</b>	708-434-0085
<b>Primary Contact Email Address</b>	michele@gobeyondhunger.org
<b>Agency DUNS Number</b>	96-242-6073

##### **Project Overview**

<b>Project Summary</b>	
Total CDBG-CV dollars requested	\$85,000
Total Project Budget	\$159,510
Total Low/Mod Income persons served	300
Brief project description and purpose (200 characters or less with spaces):	The project will meet the nutrition needs of 300 homebound, low-income seniors, people with disabilities, and those who are experiencing homelessness by providing them with 40 lbs. of groceries monthly. 80% will be Oak Parkers
<b>Population served (select by placing an X)</b>	
<input type="checkbox"/> Abused Children	X Persons experiencing homelessness
X Severely disabled adults	<input type="checkbox"/> Victims of domestic violence
<input type="checkbox"/> Persons living with HIV/AIDS	<input type="checkbox"/> Illiterate adults
X 51% or more Low/Moderate Income Persons	X Elderly persons
<b>Type of Application</b>	
X Public Services	

#### **I. Background and Need**

Provide some background and state what unmet community need(s) the project addresses.

Prior to the COVID-19 crisis, the overall number of people living in food insecure households in Oak Park and surrounding communities was beginning to decline. A robust economy led to gainful employment for more people and fewer struggled with hunger. Despite that progress, some populations were left behind. Those on fixed incomes for one. For others, underemployment, stagnant wages, and rising costs of living coupled with limitations imposed by the care of children, aging parents or disabled family members, all placed severe limits on our clients' ability to garner sufficient income to meet basic needs. They struggled to find enough food for their families. In Cook County, one in seven people relied on charitable food assistance last year. Then COVID-19 hit, exacerbating the challenges faced by already vulnerable populations.

Though macro-level data on the impact of COVID-19 on food security is not yet available, Beyond Hunger's experience since Illinois' shelter in place order was issued in March illustrates the magnitude of the problem. In March, the number of people who visited our Food Pantry for the first time increased by 155%. In April and May, we provided direct food assistance to over 40% more people than we averaged during the prior quarter.

While COVID-19 has affected everybody, senior, disabled, and homeless populations have been particularly hard hit. Beyond Hunger has adapted our Food Pantry to promote health and safety by implementing a distribution model focused on social distancing. Yet simply leaving home presents a risk to older adults who have been disproportionately affected by the virus. With seniors already at greater risk of hunger than younger populations due to unique medical and mobility challenges, COVID-19 has further strained their ability to access adequate nutrition. The same is true of those with disabilities, many of whom also face mobility challenges that limit their ability to access resources in the community.

Among all low-income populations, regardless of age, getting to the Food Pantry has become more difficult than it was at the beginning of the year. Often without their own personal vehicles, these individuals must rely on public transportation and risk exposure to COVID-19 to get to a Food Pantry distribution. Thus, in the wake of COVID-19, the need for home delivered free groceries has risen exponentially. Because a vaccine is not imminent, we anticipate continued demand for participation in the Home Delivery program while the pandemic persists—a timeframe coinciding with CDBG-CV funding.

## **II. Approach**

Explain how the project will meet the need described above in Section I.

Recognizing the acute mobility and health vulnerabilities of targeted populations during COVID-19, Beyond Hunger has greatly expanded its Home Delivery program to ensure that those who cannot safely access our Food Pantry continue to receive nutritious food that meets their dietary needs. Since the outbreak of COVID-19, the Home Delivery program expanded by 250%, from 88 to nearly 300 households now receiving nutritious pantry staples each month. This expansion was funded by temporary COVID-19 related philanthropy ending in June and July 2020.



By helping low-income neighbors access food at no cost and delivering it to the homes of those who cannot visit our Food Pantry, the Home Delivery program addresses a gap in the community safety net and helps meet the nutrition needs of highly vulnerable populations. Through the Home Delivery program, participants receive approximately 40 pounds of food each month, including fresh produce, whole grains and non-perishable items. In the initial phases of shelter-in-place when we were unable to enter client homes, it was not food-safe to leave meat on doorsteps. Instead, we included more shelf-stable protein options. As we move into later phases of Restore Illinois, we plan to reintroduce frozen meat and dairy products to this delivery model.

Describe the specific target population(s).
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In the past, Home Delivery participants have been identified and screened for income eligibility through Oak Park Township, Thresholds, and Senior Suites of Austin. Since the onset of the pandemic, we have proactively sought out partnerships to help us meet the needs of homebound individuals in need of food assistance who could benefit from the Home Delivery program. To that end, we have added referral relationships with PCC Wellness, Thrive, and the 15<sup>th</sup> precinct of the Chicago Police Department in the Austin neighborhood. The CPD envisioned their participation as a temporary response and will be phasing out their involvement in July. Without CPD's identification and transportation assistance, we lack the capacity to reach these particular individuals for home delivery

However, many of our other partners have identified more need for the Home Delivery program. With CDBG-CV funding, we could expand the program with existing partners to help close the local food gap. Covid-related referrals will be served on an emergency basis from July, 2020 through June, 2021. When Restore Illinois reaches phase 5, these new participants will phase out of the Home Delivery program in June 2021. However, if funding permits, we will retain these Covid-related referrals through the entire program year of September 2021.

Because this project targets older adults and those with disabilities, and will serve individuals experiencing homelessness, 100% of the individuals served through the project will be presumed to be LMI based on CDBG guidelines. (We will utilize a standard HUD-approved intake form to verify eligibility for any persons seeking admittance to the program outside of these referral parameters. This latter method is meant to be used in emergency situations only and is not the intended method of identifying participants.)

Beyond Hunger serves clients living in 13 zip codes on the westside of Chicago, Oak Park, and surrounding suburbs. Currently for Home Delivery, 53% of participants reside in Oak Park, 46% live in Chicago, and the remaining 1% are in River Forest/Forest Park. This configuration will change significantly in the CDBG-CV program year. Beginning in July, CPD will phase out its program and we will onboard more clients living in Oak Park through Housing Forward and Oak Park Township. By August, the breakdown will be: 83% Oak Park, 16% Chicago, 1% other.

For the purposes of this project, we seek support only for home deliveries to Oak Park residents, approximately 240 unduplicated individuals, all of whom will meet the LMI standard. Those served through the project will include seniors, individuals with disabilities, and those with disabilities experiencing homelessness (but are now housed). As stated previously, the Home

Delivery program meets the needs of the target population by bringing groceries to individuals who would otherwise be unable to access our Food Pantry.

Provide a clear and concise description of the strategies and activities used to achieve the proposed project purpose. Describe the entire project from beginning to end.
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Home Delivery participants to be served through this project will include those individuals identified as in need throughout the course of the pandemic. All have comorbidities that make them particularly vulnerable to Covid. Future Covid-related participants will be identified and screened for program eligibility through Oak Park Township's senior services and by Housing Forward, which is working with the Oak Park Housing Authority for approvals and verification before individuals granted supportive housing. Eligibility for Home Delivery is determined by age (63+), disability (receiving SSDI, VA benefits, diagnosed with a serious underlying medical condition such as diabetes or mental illness) and access to transportation. Thresholds, Thrive, PCC Wellness, Senior Suites of Austin, and Beyond Hunger social service staff identify those with emergency needs who meet these qualifications. Once eligibility is established, individuals who qualify will be added to Beyond Hunger's Home Delivery program for the emergency pandemic funding period, July 2020 – June, 2021. COVID-19 related referrals will receive documentation of the length and dates of service. If funding permits, participants may be served in the program for a longer period. For instance, Greater Chicago Food Depository (GCFD) from whom we purchase much of our food, is currently not charging for the food we order. They do not know how long this practice can continue. In our budget for the program, we assume a phasing out of this program in September. Moreover, while the food GCFD is providing is free, the amount and variety has diminished significantly, so we need to purchase supplemental products. However, if food costs are significantly lower due to prolonged and impactful in-kind donations, we can continue the program for a longer period up to September 2021. Alternately, if funding allows, we could add more participants.

Once individuals are approved for participation, they are called by Beyond Hunger staff to verify interest, gauge dietary needs, and go over the logistics of the program including dates of service. At Beyond Hunger, on-staff dietitians typically develop monthly menus based on available purchased and donated items that fit within dietary requirements. Pre-COVID-19, specially trained volunteers called recipients to go over the month's offerings, allowing participants to select their own groceries. However, during the COVID-19 emergency response, supply chain limitations have curtailed our ability to offer food choices. Instead, participants receive a pre-packed selection of groceries. On the day of delivery, volunteers package and deliver the groceries to households in the Home Delivery program. When the number of individuals in the program tripled in response to COVID-19 this spring, volunteer capacity was outstripped. At this point, Oak Park Township began providing critical transportation assistance by utilizing their minibus drivers for Home Delivery. They will continue to provide this service to Oak Park residents throughout the term of this grant cycle.

Currently, clients are called when the volunteer arrives at their residence and asked to come to the door. The volunteer then retreats at least 6 feet and waits for the client to open the door. They verbally verify the person is who is on the list and wave goodbye. (Occasionally homebound clients answer the phone but cannot come to the door. In these cases, volunteers leave the groceries by the door.) This summer, we plan to implement a digital sign-in via tablet



in order to collect more robust data. Volunteers will verbally verify the information, ascertaining and logging any needed demographic info. They will then wipe the tablet face with disinfectant and hold it out for the client to sign with their finger.

Beyond Hunger tracks the number of participants served, amount and nutritional value of food distributed, and participant satisfaction with the Home Delivery project. We also normally gather data on food insecurity before and after participation to determine how effectively the Home Delivery program decreases food insecurity. We hope to redeploy these assessment protocols in the near term. As the supply chain recovers and more food is available, we will incorporate some level of client choice back into the program. We understand the value selecting ones own food has on both the dignity of the participant and on their ability to fully utilize the food provided.

### III. Outcomes

Project Beneficiaries for the Entire Grant Period

#### All Persons

- |  |  |
|--|--|
| <p><u>300</u></p> <p>a) <u>300</u></p> <p>b) <u>100%</u></p> <p>c) <u>240</u></p> <p>d) <u>240</u></p> | <p>Total of all persons Benefiting (without regard to income or residency)</p> <p>Number of all Very Low, Low and Mod-Income persons to be served</p> <p>Percentage of LMI benefit (<math>a \div \text{total persons} \times 100</math>)</p> <p>Number of all <b>Oak Park</b> persons benefiting</p> <p>Number of Very Low, Low and Moderate-Income <b>Oak Park</b> persons to be served</p> |
|--|--|

### IV. Budget Narrative

Complete and attach the budget form. Below, describe each CDBG project cost in detail (e.g. specific position FTE, dollar amount per hour or salary, type of supplies). Show the percentage of each category or FTE charged to this budget for CDBG costs.

CDBG-CV funding received for this project will be used to staff the Home Delivery project, purchase food and supplies, and to cover transportation/delivery costs. Funding received from CDBG-CV for the project will be used to provide home delivery to Oak Park residents only.

**Salaries/benefits/taxes:** Operation of this program requires the time allocations listed below. Only those in bold will be charged to CDBG based on the percentage of Oak Park residents served. In other words, if the Program Manager spends 50% of her time on Home Delivery and 83% of those participants are from Oak Park, 40% ( $50\% \times 80\%$ ) will be charged to CDBG. Staff percentages are based on actual time spent on the program during the past quarter and on historical averages. TOTAL TO CDBG: 59%

- **Program Manager: Annual salary \$59,740 + taxes \$4,570 + benefits \$6592**
  - .5FTE to this program, of that, 56% to CDBG
- **Aging and Disability Population Specialist: AmeriCorps Annual stipend \$7,450**
  - 1 FTE to this program, 77% to CDBG
- **Home Delivery Coordinator (bridge position 2 months only): 100% 30hrs/month x 2 months \$15/hour**
  - 1 FTE to this program, 60% to CDBG
- Social Services Coordinator: 9% FTE for this program (not allocated to CDBG)

- Executive Director: 6% FTE for this program (not allocated to CDBG)
- Finance Manager: 1% FTE for this program (not allocated to CDBG)

**Rent/Utilities/Telephone:** Not charged to CDBG

**Supplies:** Based on actuals in last quarter related to Covid Home Deliveries includes boxes, bags, tape, and related sanitizing expenses. 69% charged to CDBG based on Oak Park participation rate.

**Food:** In-kind food is not charged to CDBG. We assume food currently provided at no cost from GCFD will continue for 2 months. Purchase food based on historic average of \$19/household x 300 participants x 10 months. 70% charged to CDBG.

**Transportation OPT:** \$400/month reimbursement to Oak Park Township for use of their buses. Average transportation cost per hour = \$25.00. That is cost per mile (vehicle and fuel) and staff for 16 hours per month. 100% charged to CDBG

**Transportation UHaul:** Needed to transport food from vendors to site. Not charged to CDBG.

**Consultant:** Feasibility study for auxiliary space analysis and plan. Not charged to CDBG.

## V. Timeline

Provide a detailed timeline.
------------------------------

### **July:**

- Confirm current Home Delivery clients with partners. Recruit and coordinate volunteers and Township bus drivers. Purchase, pack, and deliver food. (**Repeat this step every month.**)
- Hire/train temporary coordinator who will work for 2 months as bridge to AmeriCorps. Begin interviewing Aging and Disabled Populations Specialist, AmeriCorps position.
- Begin onboarding new clients through OP Township and Housing Forward.
- Administer food security survey to sample set of participants.
- Final delivery with CPD. If capacity permits, extend to other partners (PCC Wellness, Thrive, etc.).
- Determine storage needs for shelf-stable and cold-storage items for the duration of program. Begin build-out of new storage space including purchase/lease/borrowing of cold storage units.
- Implement new data-collection process via tablet and finger signature.
- Ascertain (or attempt to) longevity of in-kind food donations from GCFD and USDA. Adjust budget accordingly. If unable to make determination this month, attempt again in August.
- Debrief with all partners.

### **August:**

- Continue onboarding new clients through OP Township and Housing Forward if maximum is not reached. Add new clients from Senior Suites of Austin. If capacity permits, extend to other partners (PCC Wellness, Thrive, etc.).
- Administer food security survey to sample set of participants.
- Ascertain (or attempt to) longevity of in-kind food donations from GCFD and USDA. Adjust budget accordingly. If unable to make determination this month, attempt again in September.

- If sufficient cold storage and social distancing permits, add back perishable provisions.
- Hire and train Aging and Disabled Populations Specialist (AmeriCorps)

**September:**

- First quarter report and reimbursement request due September 15.
- Extend participation opportunity to clients of remaining partners if space is available.
- Prepare implementation plan to extend client ability to chose products. Include diary and meat products.
- Develop plan for program storage needs past First United Church's reopening.

**October/November**

- Review budget for quarter to determine if more individuals may be added.
- Administer food security survey to participants who roll off.

**December**

- Second quarter report and reimbursement request due December 15.
- Review budget. If funding permits extended period of service, begin analyzing storage/facility needs up through September 2021.
- Add participants as slots open.

**January-March 2021**

- Debrief with partners to ascertain interest in continuing past June if funding permits. If interest exists, develop plan for continuation. If funding not available, discuss other ways to connect clients to food.
- If funding permits extended period of service, begin implementing storage/facility plan up through September 2021.
- Continue adding participants as slots open.
- Third quarter report due March 15

**April-September 2021 if funding permits**

- Administer food security survey during 4<sup>th</sup> quarter
- If funding will end in June, call all participants in April to remind them the program is ending and offer alternatives.
- If funding permits extending, implement plan determined with partners last month.
- Thank all partners, collect final data, gather any materials, dismantle extra storage
- Fourth quarter report due June 15
- Final report due October 15

**VI. Virtual Signature**

Virtual Signature of Authorized Official (Type Name) Michele Zurakowski

Title of Authorized Official: Executive Director

Date of Application Submission: 6/10/20

By typing the name and title above, the Authorized Official of Applicant Organization hereby affirms that the information in this application is accurate, acknowledges that he or she read the PY 2019 CDBG-CV Proposal Instructions, and agrees to the PY 2019 CDBG-CV Proposal terms and conditions stated by the Village of Oak Park.



**ADDITIONAL APPLICATION DOCUMENTATION REQUIRED**

To submit via email with completed CDBG-CV Proposal

**Intake Sheet** (For direct benefit and limited clientele beneficiaries; please ensure that it asks for household income for all persons 18 and over based on family size and uses that most recent HUD income limits.)

**Report on methodology** and calculation used for determining the projected number and Oak Park residence of low/moderate income project beneficiaries. Explain how you figured out your beneficiary numbers.

**Current year agency budget**

**Latest certified audit** (Unless the latest audit was submitted with prior PY 2020 CDBG application. **If submitted previously, please state so.**)

**Articles of Incorporation/By-Laws** (Unless submitted with prior PY 2020 CDBG application and no changes since. **If submitted previously, please state so.**)

**Statement of Compliance with Americans with Disabilities Act (ADA)** Explain how your agency complies with the ADA in your building (or buildings).

**Resumes of CDBG-CV Project Principals** Up to date and inclusive.

**Current and Dated List of Board Members and Officers**



**PY 2019 CDBG-CV PROPOSED PROJECT BUDGET.** Project budget must include the entire project funding even if CDBG-CV is only funding a portion of the activity. You must limit your amount/percentage of Oak Park CDBG funds requested to match or be less than the proportional amount of Oak Parkers to Non-Oak Parkers served.

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		In-kind donations	Other Revenue - donations	Other Revenue -grants	Total Other Revenues	Other Revenues % of Costs
Please ensure that percentages, subtotals & totals are listed.				Funding Source:	in kind food rescues and donations	private donations	OPRFCE, RRF		
<b><u>Personnel Costs</u></b>									
Salaries	\$42,195	\$24,000	57%			\$8,195	\$10,000	\$18,195	43%
Benefits	\$4,356	\$2,000	46%			\$2,356		\$2,356	54%
Taxes	\$3,151	\$1,800	57%			\$1,351		\$1,351	43%
AmeriCorps	\$7,453	\$5,900	79%			\$1,553		\$1,553	21%
<b>Subtotal: Personnel Costs</b>	<b>\$57,155</b>	<b>\$33,700</b>	<b>59%</b>		<b>\$0</b>	<b>\$13,455</b>	<b>\$10,000</b>	<b>\$23,455</b>	<b>41%</b>
<b><u>Operating Costs:</u></b>									
Rent/Lease	\$1,800	\$0	0%			\$1,800		\$1,800	100%
Utilities	\$1,400	\$0	0%			\$1,400		\$1,400	100%
Supplies	\$9,400	\$6,500	69%			\$2,900		\$2,900	31%
Transportation Oak Park Township	\$4,800	\$4,800	100%					\$0	0%
Transportation Uhaul	\$1,200	\$0	0%			\$1,200		\$1,200	100%
Food	\$57,000	\$40,000	70%			\$2,000	\$15,000	\$17,000	30%
In-Kind Food	\$23,500	\$0	0%		\$23,500			\$23,500	100%
<b>Subtotal: Operations</b>	<b>\$99,100</b>	<b>\$51,300</b>	<b>52%</b>		<b>\$23,500</b>	<b>\$9,300</b>	<b>\$15,000</b>	<b>\$47,800</b>	<b>48%</b>
<b><u>Professional/Services</u></b>									
Consultant	\$3,255	\$0	0%			\$3,255		\$3,255	100%
<b>Subtotal: Professional Services</b>	<b>\$3,255</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$3,255</b>	<b>\$0</b>	<b>\$3,255</b>	<b>100%</b>
<b>TOTAL (all categories)</b>	<b>\$159,510</b>	<b>\$85,000</b>	<b>53%</b>		<b>\$23,500</b>	<b>\$26,010</b>	<b>\$25,000</b>	<b>\$74,510</b>	<b>47%</b>

## EXHIBIT B - ASSURANCES

Subrecipient hereby certifies that it will comply with the regulations, policies, guidelines and requirements with respect to the acceptance and use of Grant Funds in accordance with the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (“the Act”), and the Housing and Community Development Act of 1974 as amended, and will receive Grant Funds for the purpose of carrying out eligible community development activities under the Act, and under regulations published by the U.S. Department of Housing and Urban Development at 24 CFR Part 570. There should be no duplication of benefits from other Federal funding sources for the exact same cost for this project. Also, Subrecipient certifies with respect to its receipt of Grant Funds that:

1. Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the person identified as the official representative of Subrecipient to execute the agreement, all understandings and assurances contained therein, and directing the authorization of the person identified as the official representative of Subrecipient to act in connection with the execution of the agreement and to provide such additional information as may be required.
2. Subrecipient shall conduct and administer the Project for which it receives Grant Funds in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and implementing regulations issued at 24 CFR Section 1 (24 CFR 570.601(a)(1);
  - b. Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), as amended; and that the Subrecipient will administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing (24 CFR 570.601(a)(2))
  - c. Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959-1963 Comp., p. 652; 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing), and implementing regulations in 24 CFR part 107. [24 CFR 570.601(b)].
  - d. Section 109 of the Housing and Community Development Act, prohibiting discrimination based on of race, color, national origin, religion, or sex, and the discrimination prohibited by Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Age Discrimination Act of 1975 (P.L. 94-135), as amended and implementing regulations when published. (24 CFR 570.602);
  - e. The employment and contracting rules set forth in (a) Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR 1964-1965 Comp. p. 339; 3 CFR, 1966-1970 Comp., p. 684; 3 CFR, 1966-1970., p. 803; 3 CFR, 1978 Comp., p. 230; 3 CFR, 1978 Comp., p. 264 (Equal Employment Opportunity), and Executive Order 13279 (Equal



Protection of the Laws for Faith-Based and Community Organizations), 67 FR 77141, 3 CFR, 2002 Comp., p. 258; and the implementing regulations at 41 CFR chapter 60; and

- f. The employment and contracting rules set forth in Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR part 135; 24 CFR 570.607.
- g. The Uniform Administrative Requirements and Cost Principles set forth in 2 CFR 200.
- h. The conflict of interest prohibitions set forth in 24 CFR 570.611.
- i. The eligibility of certain resident aliens requirements in 24 CFR 570.613.
- j. The Architectural Barriers Act and Americans with Disabilities Act requirements set forth in 24 CFR 570.614.
- k. The Uniform Administrative Requirements in 2 CFR 200.
- l. Executive Order 11063, Equal Opportunity in Housing, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Section 60.

3. All procurement actions and subcontracts shall be in accordance with applicable local, State and Federal law relating to contracting by public agencies. For procurement actions requiring a written contract, Subrecipient may, upon the Village's specific written approval of the contract instrument, enter into any subcontract or procurement action authorized as necessary for the successful completion of this Agreement. Subrecipient will remain fully obligated under the provisions of this Agreement notwithstanding its designation of any third party to undertake all or any of the Project. Subrecipient may not award or permit an award of a contract to a party that is debarred, suspended or ineligible to participate in a Federal program.

Subrecipient will submit to the Village, the names of contractors, prior to signing contracts, to ensure compliance with 24 CFR Part 24, "Debarment and Suspension."

4. It has adopted and is enforcing:
- a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction; against any individuals engaged in non-violent civil rights demonstrations; and
  - b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

5. To the best of its knowledge and belief no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of Subrecipient, 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.





**EXHIBIT C**  
**VILLAGE OF OAK PARK REAFFIRMATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY**  
**(EEO)**

APPENDIX V

REAFFIRMATION STATEMENT

**MARCH 31, 1997**

**REAFFIRMATION OF  
EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEO)  
VILLAGE OF OAK PARK**

It is the policy of the Village of Oak Park to afford equal opportunity in employment to all individuals, regardless of race, color, religion, age, sex, national origin, sexual orientation, disability, or status as a disabled veteran or Vietnam era veteran. The Village is committed to this policy because of legal requirements set forth in the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972, and because such principles are fundamental to Oak Park's existence as a racially and culturally diverse community. Equal Employment Opportunity within the Village government is essential if Oak Park is to effectively pursue community-wide goals of racial diversity and increased economic opportunity. EEO is, therefore, a legal, social, moral and economic necessity for the Village of Oak Park.

Chapter 13, Article III of the Code of the Village of Oak Park expressly prohibits discrimination in hiring, terms and conditions of employment, and promotions. Appeal procedures set forth in the Village Personnel Manual provide a mechanism for reporting any such practice to the Village Manager, who is empowered to hold hearings and issue decisions on such matters in behalf of the Village.

Policy statements alone are not sufficient, however, to address longstanding social barriers which have resulted in under-utilization of the skills and abilities of certain groups within our society. The Village of Oak Park, therefore, embraces a policy of affirmative recruitment, whereby specific efforts are made to attract and retain qualified female, minority, and disabled employees in the Village work force.

Responsibility for administering the Village of Oak Park's Equal Employment Opportunity/Affirmative Recruitment Plan lies with the Village Manager, who is assisted by the Human Resources Director in implementing policies which ensure Equal Employment Opportunity within the Village work force. Ultimately, however, the Village's EEO/affirmative recruitment efforts will succeed only with the cooperation of all Village employees. Each of us is responsible for creating a work environment which encourages full participation by women, minorities and the disabled. Each of us is responsible for forging a Village work force that reflects the diversity of our community and utilizes the best talent available for serving the residents of Oak Park.



Carl Swenson  
Village Manager

Village of Oak Park  
Personnel Manual

Adopted 3/31/97

## APPENDIX D: QUARTERLY REPORT FORM

### Village of Oak Park CDBG-CV Quarterly Report, Program Year 2019 Report Unduplicated Beneficiaries

Subrecipient: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Prepared By: \_\_\_\_\_  
Quarter: \_\_\_\_\_

#### **I. Narrative - Describe CDBG-CV Quarter Outcomes in detail:** \_\_\_\_\_

#### **II. Unduplicated Project Beneficiaries, Income Section**

\_\_\_\_\_ # **Total Beneficiary Persons**, regardless of income.

\_\_\_\_\_ # Moderate Income Beneficiaries, 51-80% of median income.

\_\_\_\_\_ # Low Income Beneficiaries, 31-50% of median income.

\_\_\_\_\_ # Very Low Income Beneficiaries, 0-30% of median income.

\_\_\_\_\_ # **TOTAL** Very Low/Low/Moderate Income Beneficiaries (0-80% of median income).

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\_\_\_\_\_ # **TOTAL OAK PARK RESIDENT** Beneficiaries.

\_\_\_\_\_ # **TOTAL OAK PARK** Very Low/Low/Moderate Income Beneficiaries (0-80% of median income).

#### **III. Beneficiaries Report**

##### RACE AND HISPANIC ORIGIN

# Persons (Universe: total unduplicated beneficiary persons, regardless of income)

Note that Hispanic (or Latino) is not classified as a race by the federal government.

<b>RACE</b>	<b># ALL (Including Hispanic)</b>	<b># HISPANIC (Of This Race)</b>
White		
Black/African American		
Asian		
American Indian or Alaska Native		
Native Hawaiian or Other Pacific Islander		
American Indian or Alaska Native AND White		
Asian AND White		
Black/African American AND White		
American Indian /Alaska Native AND Black/African Amer		
Other Multi-Racial		
<b>GRAND TOTAL CLIENTS</b>		

## APPENDIX E: FINAL REPORT FORM

### Village of Oak Park CDBG-CV Final Report, Program Year 2019

Please complete for entire program year.

#### Report Unduplicated Beneficiaries

Subrecipient: \_\_\_\_\_

Project Name: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Job Title: \_\_\_\_\_

### I. Narrative - Describe PY 2019 CDBG-CV Outcomes in detail: \_\_\_\_\_

### II. Unduplicated Project Beneficiaries, Income Section

\_\_\_\_\_ # Total Beneficiary Persons, regardless of income.

\_\_\_\_\_ # Moderate Income Beneficiaries, 51-80% of median income.

\_\_\_\_\_ # Low Income Beneficiaries, 31-50% of median income.

\_\_\_\_\_ # Very Low Income Beneficiaries, 0-30% of median income.

\_\_\_\_\_ # **TOTAL** Very Low/Low/Moderate Income Beneficiaries (0-80% of median income).

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\_\_\_\_\_ # **TOTAL** OAK PARK RESIDENT Beneficiaries.

\_\_\_\_\_ # **TOTAL** OAK PARK Very Low/Low/Moderate Income Beneficiaries (0-80% of median income).

### III. Beneficiaries Report

#### RACE AND HISPANIC ORIGIN

# Persons (Universe: total unduplicated beneficiary persons, regardless of income)

Note that Hispanic (or Latino) is not classified as a race by the federal government.

<i>RACE</i>	<i># ALL (Including Hispanic)</i>	<i># HISPANIC (Of This Race)</i>
White		
Black/African American		
Asian		
American Indian or Alaska Native		
Native Hawaiian or Other Pacific Islander		
American Indian or Alaska Native AND White		
Asian AND White		
Black/African American AND White		
American Indian /Alaska Native AND Black/African Amer		
Other Multi-Racial		
GRAND TOTAL CLIENTS		

↓ OVER



Village of Oak Park CDBG-CV Final Report, Program Year 2019

**IV. Did Beneficiary Number Change From Number Proposed in Original Application?**

\_\_\_\_\_ yes          \_\_\_\_\_ no

If yes, why?

**V. Funds Expended on CDBG Activity:**

**a. Total CDBG Project Funds Expended: \$\_\_\_\_\_**

**b. Other Funds Expended and their Source**

Other Federal: \$ \_\_\_\_\_ (Of *Other Federal*, that which is HUD: \$ \_\_\_\_\_ )

State \$ \_\_\_\_\_

Local Govt: \$ \_\_\_\_\_

Private: \$ \_\_\_\_\_

Other (specify source) : \$ \_\_\_\_\_

Other funds Subtotal : \$ \_\_\_\_\_

**c. TOTAL of All Funds Expended: \$\_\_\_\_\_**

**VI. Please Sign and Date the Form**

**Signature of Authorized Official**

**Typed or Printed Name**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_