

## **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 THRIVE COUNSELING CENTER, 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 for operating costs (telephone and computer expenses) to assist persons with an existing mental illness and low incomes. A total of 188 persons (81 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 three thousand, nine hundred and thirty dollars (\$3,930) (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 preceding 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

**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  
Thrive Counseling Center  
120 S. Marion Street  
Oak Park, IL 60302

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 Thrive Counseling Center 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: 7/24, 2020

THRIVE COUNSELING CENTER



Name: John Meisner  
Title: President / Executive Director

Date: 7/27, 2020

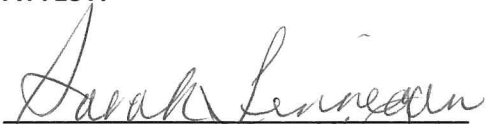
ATTEST:



Name: Vicki Scaman  
Title: Village Clerk

Date: 7/21, 2020

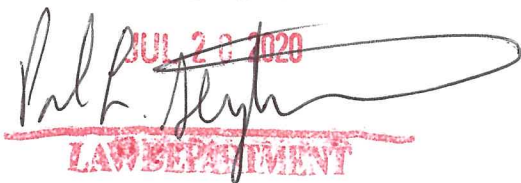
ATTEST:



Name: Sarah Lennigan  
Title: Development Director

Date: 7/27, 2020

REVIEWED AND APPROVED  
ASTO FORM



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>	<b><u>Thrive Counseling Center CV Response</u></b>
<b>Project Address</b>	<b><u>120 S. Marion , oak Park, IL 60302</u></b>
<b>Project Manager/Primary Contact</b>	<b><u>Sarah Finnegan</u></b>
<b>Primary Contact Phone Number</b>	<b><u>708-383-7500, Ext 106</u></b>
<b>Primary Contact Email Address</b>	<b><u>sfinnegan@thrivecc.org</u></b>
<b>Agency DUNS Number</b>	<b><u>072327794</u></b>

##### **Project Overview**

<b>Project Summary</b>	
<b>Total CDBG-CV dollars requested</b>	<b>\$25,010</b>
<b>Total Project Budget</b>	<b>\$222,430</b>
<b>Total Low/Mod Income persons served</b>	<b>188 Entire Project/81 Oak Park</b>
<b>Brief project description and purpose (200 characters or less with spaces):</b>	The coronavirus pandemic has presented an unprecedented threat to not just our physical health, but our mental health as well. This is true for the majority of adults to some degree, but the impact can be severe for those with an existing mental illness or limited incomes. Anxiety, depression, substance abuse, and domestic violence have all increased during the quarantine time, according to early surveys. Thrive Counseling Center moved quickly in mid-March to convert in-person therapy to a remote model. This conversion required a number of investments: staff training in teletherapy, a restructuring of our phone system to route

	<p>client calls to staff cell phones; and the purchase of laptops with cameras for selected therapists.</p> <p>We are requesting CDBG \$25,010 to offset our cost to serve Oak Park Medicaid clients during this period. Note we are not requesting support for other new initiatives, such as a free Check-In phone support line, because in our effort to eliminate all barriers to care, we do not collect income or insurance information.</p> <p>Throughout this very difficult period, the fierce commitment and creativity of Thrive staff has ensured continuity of care for current low-income Oak Park residents and much-needed support for new Medicaid clients.</p>
<b>Population served (select by placing an X)</b>	
<input type="checkbox"/> Abused Children	<input checked="" type="checkbox"/> X Persons experiencing homelessness
<input checked="" type="checkbox"/> X Severely disabled adults	<input checked="" type="checkbox"/> X Victims of domestic violence
<input checked="" type="checkbox"/> X Persons living with HIV/AIDS	<input type="checkbox"/> Illiterate adults
<input checked="" type="checkbox"/> X 51% or more Low/Moderate Income Persons	<input checked="" type="checkbox"/> X Elderly persons
<b>Type of Application</b>	
<input checked="" type="checkbox"/> X Public Services	

#### I. Background and Need

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

The last several months have been a confusing and stressful time for all of us. Feelings of anxiety and uncertainty are the norm, in Oak Park, our nation and across the globe. A Kaiser Foundation survey in late April found that 56 percent of all adults reported that worry or stress due to the pandemic had affected their mental health and well-being. Imagine how much more challenging this situation would be for those who struggle with mental illness?

Joshua Gordon, MD., PHD, Director of the National Institutes of Mental Health, shared that for individuals with anxiety disorders, worry about the future may be all-consuming. For those with schizophrenia, the concern about infection may contribute to paranoia. And for those with depression, lack of social engagement and disruption in routines often increases symptoms. Individuals in lower-income households with fewer resources and access to care are likely to experience higher levels of distress.

Thrive's counseling and case management services all needed to be converted to a virtual approach. This change required several weeks to plan and implement and many expenses are ongoing. We are requesting CDBG funds to support our personnel delivering counseling to adults and for training and equipment expenses required to adapt to the quarantine.

In addition, the agency launched several new services in response to the pandemic and enhanced others. These include the free “Thrive Check-In” phone support line and the Thrive Town Hall Zoom forum, which is an online support group for any resident seeking for coping strategies during the crisis.

Our request relates to expense associated with Oak Park Medicaid clients only for the March 15-June 30, 2020 timeframe. As you know, these residents cannot afford the \$100-\$200/hour self-pay fees charged by most private therapists, the vast majority of whom do not accept Medicaid. At Thrive, Medicaid clients pay no out-of-pocket fees, thus removing a key barrier to care.

## **II. Approach**

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

In addition to personnel expenses related to the actual delivery of adult counseling services, a significant investment was required to move our in-person therapy model to phone and teletherapy delivery. These expenses for which we seek funding include: a) the cost of training on best practices in phone and teletherapy for our entire clinical staff (this expenses is included as personnel costs of the budget); b) computers with cameras for remote therapy sessions, and c) an enhancement to our phone system to route calls to the appropriate clinical staff member’s cell phone and a small stipend to offset our clinician’s cost while using personal phones for phone therapy for clients without computers. With all these investments, our goal has been to ensure continuity of care for current clients and the availability of support for new clients.

Describe the specific target population(s).

We are defining the entire Project as all Adult Medicaid clients from March 15, 2020 through June 30, 2020 excluding those receiving Psychiatry Services or Crisis Services. We excluded Psychiatry on the premise that these clients are already supported with CDBG funds through the PY19 grant. Crisis Services expenses are largely covered by fee-for-service contracts.

Medicaid clients are by definition very low-, low-, or moderate income. We gather insurance information from all clients at intake and verify insurance regularly. Some of these clients are newly jobless, some are homeless, others suffer from bipolar or other serious mental health disorders. Some are simply depressed or anxious and struggling to function on a daily basis.

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.

To ensure that members of our community would continue to have access to affordable, responsive mental health care during the crisis, Thrive needed to convert its in-person counseling and case management services for remote delivery. To do this well, staff training, equipment purchases and a restructuring of our phone call routing system were required.

### **Training**

Thrive provided two separate two-hour training sessions on best practices and challenges in teletherapy. Our request includes support for the personnel hours dedicated to these trainings. Many of our clinicians are relatively young and



had never delivered care virtually. Staff learned how to overcome initial discomfort with teletherapy, handle privacy issues when clients are at home, and work through special challenges seniors might encounter dealing with unfamiliar online technologies, such as Zoom. We are also providing time for clinicians to attend webinars on online psychotherapy. Thrive foregoes client billing revenue when not delivering therapy, of course, so this initiative represents a substantial investment in the effectiveness of our services and our staff.

#### **Equipment Purchase**

Thrive does not typically issue a laptop to its staff members and the majority of our counseling staff did not own personal computers with cameras embedded. The ability for clinician and client to see one another during therapy is considered critical in delivering effective care. Thrive has purchased laptops with cameras for clinical staff that needed one, configured these computers with encryption functionality for privacy, and assigned them to therapists for use in client sessions.

#### **Enhanced Telephone Functionality**

Previously, when a client would call a clinical staff member, the call would be routed to the clinician's office phone. In March, we needed to modify our phone system to be able to send client calls to our clinicians' cell phone numbers. Over the span of three days, Thrive coordinated this change with the assistance of our phone provider and our technical partner. We also provide a \$50 per month phone stipend to offset our clinicians' use of personal phones for therapy. The phone option is especially critical for clients without access to a computer.

### **III. Outcomes**

Project Beneficiaries for the Entire Grant Period

#### **All Persons**

188	Total of all persons Benefiting (without regard to income or residency)
a) 188	Number of all Very Low, Low and Mod-Income persons to be served
b) 100%	Percentage of LMI benefit ( $a \div \text{total persons} \times 100$ )
c) 81	Number of all <b>Oak Park</b> persons benefiting
d) 81	Number of Very Low, Low and Moderate-Income <b>Oak Park</b> persons to be served

### **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 funding will be used to support part of 20 full-time and four part-time positions, clinicians who provide therapeutic support to our adult, Medicaid-funded clientele. The therapists' salaries and related benefit and payroll tax costs are allocated based upon the percentage of their time spent working with adult Medicaid-supported clients versus all clients (including youth, crisis, psyche and non-Medicaid supported adults). Those percentages range from 9% to 100%, depending on the staff member. Total project personnel costs for the four staff persons are \$206,690, which represents 61% of the clinicians' salaries, benefits and taxes during the 3.5 month period.

Support is also sought for the incremental telephone and computer costs necessary to transition to providing remote therapeutic support to our Medicaid clients. Using the same allocation methodology as for personnel costs, the direct project costs of the move to remote therapeutic support totals \$15,740.

The requested CDBG grant of \$25,010 would cover 11.2% of the total direct project expenses. Currently, Oak Park residents account for 81 (43.1%) of the 188 Medicaid clients who benefit from the services.

**V. Timeline**

Provide a detailed timeline: **March 15 through June 30, 2020**

<b>Time frame</b>	<b>Activity</b>	<b>Person or team responsible</b>
Mar 15-31	<ul style="list-style-type: none"> <li>• Thrive begins to plan for changes to address safety needs during the pandemic</li> <li>• Oak Park's Shelter-in-Place order goes into effect on March 20</li> <li>• Planning continues, engaging staff across the agency</li> <li>• Thrive communicates new safety measures, including a work from home policy, to staff and to clients</li> <li>• Thrive restructures phone system so that client calls to a specific therapist will be routed to that person's cell phone directly</li> <li>• Remote Adult Counseling Services initiated</li> <li>• Thrive assesses additional equipment and software needs to deliver teletherapy to clients</li> <li>• Staff-written articles on coping with the pandemic are published in the Wednesday Journal</li> <li>• Thrive Board of Directors and committee meetings are held to review the changes in processes, new services, and agency needs</li> </ul>	<ul style="list-style-type: none"> <li>• John Meister, Executive Director, and the agency leadership team, as well as clinical managers and selected other staff as needed.</li> </ul>
Apr 1 - 15	<ul style="list-style-type: none"> <li>• Remote adult counseling continues</li> <li>• Staff trainings on teletherapy underway</li> <li>• New free support line, Thrive Check-In, is launched</li> <li>• Staff-written articles for the local paper on coping with the pandemic continue</li> <li>• Communications to clients, partners and community at large developed to explain program changes, introduce new services, and reassure that Thrive is available to help</li> <li>• Thrive selects and orders equipment</li> <li>• Staff coordinate with the Community Mental Health Board to provide updated lists of services available</li> </ul>	<ul style="list-style-type: none"> <li>• Two 2-hour trainings on teletherapy, along with ongoing support, is delivered by a local experienced therapist</li> <li>• Clinical staff supplement with online training resources</li> <li>• Operations team implements the new support line, determines triage of calls, etc.</li> <li>• Development team assists with communications to the community, including website updates.</li> <li>• Executive Director</li> </ul>
April 16 - 30	<ul style="list-style-type: none"> <li>• Remote adult counseling continues</li> <li>• Free Thrive support line counseling continues</li> <li>• Community education efforts continue</li> <li>• Additional training and technical support provided to clinicians as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Operations and clinical teams assess the transition thus far, make adjustments as needed</li> </ul>

	<ul style="list-style-type: none"> <li>• Clinical staff begins taking the State-routed Call4Calm calls, offering callers support, intake into services and referrals as appropriate</li> <li>• Staff trainings continue</li> <li>• Computer equipment delivered and configured for clinical staff's use</li> <li>• Staff-written articles for the local paper on coping with the pandemic continue</li> <li>• Thrive Board of Directors and committee meetings continue to keep the board updated</li> </ul>	<ul style="list-style-type: none"> <li>• Finance handles purchase of equipment</li> <li>• Executive Director</li> </ul>
May 1-15	<ul style="list-style-type: none"> <li>• Remote adult counseling continues</li> <li>• Free Thrive support line and Call4Calm counseling continues</li> <li>• Staff implements community education webinar on Anxiety</li> <li>• Staff-written articles for the local paper on coping with the pandemic continue</li> </ul>	<ul style="list-style-type: none"> <li>• Operations, Clinical and Development teams</li> </ul>
May 16-31	<ul style="list-style-type: none"> <li>• Remote adult counseling continues</li> <li>• Free Thrive support line and Call4Calm counseling continues</li> <li>• Staff trainings continue</li> <li>• Staff-written articles for the local paper on coping with the pandemic continue</li> <li>• Thrive Board of Directors and committee meetings continue to keep the board updated</li> </ul>	<ul style="list-style-type: none"> <li>• Operations, Clinical and Development teams, Executive Director</li> </ul>
June 1-June 15	<ul style="list-style-type: none"> <li>• Remote adult counseling continues</li> <li>• Free Thrive support line and Call4Calm counseling continues</li> <li>• Planning for future return to in-person counseling sessions drafted, guided by both medical and legal advice</li> </ul>	<ul style="list-style-type: none"> <li>• Operations, Clinical and Development teams</li> </ul>
June 16-30	<ul style="list-style-type: none"> <li>• Report on use of funds is developed for delivery in early July</li> <li>• Plans for return to in-person counseling finalized</li> </ul>	<ul style="list-style-type: none"> <li>• Development and Finance teams</li> </ul>

#### VI. Virtual Signature

Virtual Signature of Authorized Official (Type Name)

**John Meister**

Title of Authorized Official

**Executive Director**



Date of Application Submission

**June 9, 2020**

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

**NOTE: Both the most recent completed audit and the Articles of Incorporation were submitted previously as part of Thrive's PY20 application. The other requested items will be included in a second email to the Village Grants Manager.**

**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**

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**



PY 2019 CDBG-CV PROPOSED PROJECT BUDGET. Project budget must include the entire project funding.

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue - List Source	Other Revenue - List Source	Other Revenue -List Source	Total Other Revenues	Other Revenues % of Costs
Please ensure that percentages, subtotals & totals are listed.				Funding Source:	Medicaid	Private Funding	Reserves		
<b>Personnel Costs</b>									
Salaries	\$176,660	\$18,000	10%		\$132,500	\$17,700	\$8,460	\$158,660	90%
Benefits	\$16,515	\$1,700	10%		\$12,390	\$1,660	\$765	\$14,815	90%
Taxes	\$13,515	\$1,380	10%		\$10,140	\$1,350	\$645	\$12,135	90%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$206,690</b>	<b>\$21,080</b>	<b>10%</b>		<b>\$155,030</b>	<b>\$20,710</b>	<b>\$9,870</b>	<b>\$185,610</b>	<b>90%</b>
<b>Operating Costs:</b>									
Rent/Lease	\$0	\$0	#DIV/0!					\$0	0%
Utilities	\$0	\$0	#DIV/0!					\$0	0%
Telephone	\$1,930	\$480	25%			\$1,450		\$1,450	75%
Postage	\$0	\$0	#DIV/0!					\$0	0%
Supplies	\$0	\$0	#DIV/0!					\$0	0%
Mileage	\$0	\$0	#DIV/0!					\$0	0%
Computer	\$13,810	\$3,450	25%			\$10,360		\$10,360	75%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Operations</b>	<b>\$15,740</b>	<b>\$3,930</b>	<b>25%</b>		<b>\$0</b>	<b>\$11,810</b>	<b>\$0</b>	<b>\$11,810</b>	<b>75%</b>
<b>Professional/Services</b>									
Consultant	\$0	\$0	#DIV/0!					\$0	0%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Professional Services</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL (all categories)</b>	<b>\$222,430</b>	<b>\$25,010</b>	<b>11%</b>		<b>\$155,030</b>	<b>\$32,520</b>	<b>\$9,870</b>	<b>\$197,420</b>	<b>89%</b>



**CDBG-CV Application, PY 2019 – Revisions\_v2**

These sections will incorporate your revisions based on your final award.

<b>Agency Name</b>	<b>Thrive Counseling Center</b>
--------------------	---------------------------------

**VII. Revised Outcomes (If applicable)**

Project Beneficiaries for the Entire Grant Period

**All Persons**

- 188** Total of all persons Benefiting (without regard to income or residency)
- a) **188** Number of all Very Low, Low and Mod-Income persons to be served
- b) **100%** Percentage of LMI benefit ( $a \div \text{total persons} \times 100$ )
- c) **81** Number of all **Oak Park** persons benefiting
- d) **81** Number of Very Low, Low and Moderate-Income **Oak Park** persons to be served

**VIII. Revised Budget Narrative**

Complete and attach the revised 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.

**See attached revised budget**

**a. Budget Description**

CDBG funding is sought for the incremental telephone and computer costs necessary to transition to providing remote therapeutic support to our Medicaid clients.

It is necessary to provide laptops to our clinical staff with adequate audio and video capability to effectively conduct remote therapy sessions. The cost of that conversion is about \$22,640. As 61% of our clients are Medicaid funded, and thus considered low to very low income, that would lead to \$13,810 of the investment being allocable to the program.

Additional support has also been provided to the 24 members of the clinical staff for their phone costs associated with having to migrate and conduct Thrive business over their personal cell phones. That additional support totals \$3,160 during the grant period, of which 61% (\$1,930) would be allocated to the program.

Of the total program expenses for these two line items (\$15,740) we request CDBG support for \$3,930, which would cover approximately 25% of the program expenses for those line items. In the period ended May 31, 2020, Oak Park residents accounted for 81 (43.1%) of the 188 Medicaid clients who benefited from the services.



**PY 2019 CDBG-CV REVISED PROJECT BUDGET REVISED** Project budget must include the entire project funding even if CDBG-CV 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		Other Revenue - List Source	Other Revenue - List Source	Other Revenue -List Source	Total Other Revenues	Other Revenues % of Costs
Please ensure that percentages, subtotals & totals are listed.				Funding Source:	Medicaid	Private Funding	Reserves		
<b><u>Personnel Costs</u></b>									
Salaries	\$176,660	\$0	0%		\$132,500	\$22,100	\$22,060	\$176,660	100%
Benefits	\$16,515	\$0	0%		\$12,390	\$2,070	\$2,055	\$16,515	100%
Taxes	\$13,515	\$0	0%		\$10,140	\$1,690	\$1,685	\$13,515	100%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$206,690</b>	<b>\$0</b>	<b>0%</b>		<b>\$155,030</b>	<b>\$25,860</b>	<b>\$25,800</b>	<b>\$206,690</b>	<b>100%</b>
<b><u>Operating Costs:</u></b>									
Rent/Lease	\$0	\$0	#DIV/0!					\$0	0%
Utilities	\$0	\$0	#DIV/0!					\$0	0%
Telephone	\$1,930	\$480	25%			\$1,450		\$1,450	75%
Postage	\$0	\$0	#DIV/0!					\$0	0%
Supplies	\$0	\$0	#DIV/0!					\$0	0%
Mileage	\$0	\$0	#DIV/0!					\$0	0%
Computer	\$13,810	\$3,450	25%			\$10,360		\$10,360	75%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Operations</b>	<b>\$15,740</b>	<b>\$3,930</b>	<b>25%</b>		<b>\$0</b>	<b>\$11,810</b>	<b>\$0</b>	<b>\$11,810</b>	<b>75%</b>
<b><u>Professional/Services</u></b>									
Consultant	\$0	\$0	#DIV/0!					\$0	0%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Professional Services</b>	<b>\$0</b>	<b>\$0</b>	<b>#DIV/0!</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL (all categories)</b>	<b>\$222,430</b>	<b>\$3,930</b>	<b>2%</b>		<b>\$155,030</b>	<b>\$37,670</b>	<b>\$25,800</b>	<b>\$218,500</b>	<b>98%</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, 1987

**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 3/31/87

## 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).

---

\_\_\_\_\_ # **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		



## 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).

---

\_\_\_\_\_ # **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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

