

**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 UNITED CEREBRAL PALSY SEGUIN OF GREATER CHICAGO, 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 emergency supplies, Personal Protective Equipment, materials, other equipment, and meals to assist persons with disabilities. A total of 34 persons (all 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 fifteen thousand, nine hundred and seventy four dollars (\$15,974) (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:

President/CEO  
United Cerebral Palsy Seguin of Greater Chicago  
3100 S. Central Avenue  
Cicero, IL 60804

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 United Cerebral Palsy Seguin of Greater Chicago 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

UNITED CEREBRAL PALSY SEGUIN OF GREATER CHICAGO

  
Name: Cara Pavlicek  
Title: Village Manager

  
Name: John Voigt  
Title: President/CEO

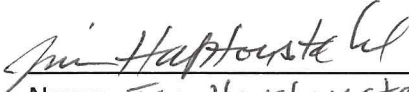
Date: 7/21, 2020

Date: 7/27, 2020

ATTEST:

ATTEST:

  
Name: Vicki Scaman  
Title: Village Clerk

  
Name: Jim Haptonstahl  
Title: Executive Vice President

Date: 7/21, 2020

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**

##### **Project Contact and Basic Information**

<b>Project Name</b>	UCP Seguin's Oak Park COVID-19 Supplies, Testing, Equipment, and Meals (STEAM) Project
<b>Project Address</b>	Levinson Center 332 West Harrison Street Oak Park, IL 60304-1557
<b>Project Manager/Primary Contact</b>	Jim Haptonstahl, Executive Vice President
<b>Primary Contact Phone Number</b>	708-222-4250
<b>Primary Contact Email Address</b>	JHaptons@Seguin.org
<b>Agency DUNS Number</b>	010605426

#### **Project Overview**

##### **Project Summary**

Total CDBG-CV dollars requested	\$62,263
Total Project Budget	\$88,596
Total Low/Mod Income persons served	34
Brief project description and purpose (200 characters or less with spaces):	The STEAM Project will prevent, prepare for, and respond to COVID-19 and facilitate assistance to 34 Oak Park residents and participants with IDD and the staff and foster parents supporting them.

##### **Population served (select by placing an X)**

- |  |  |
|--|--|
| <input type="checkbox"/> Abused Children                         | <input type="checkbox"/> Persons experiencing homelessness |
| <input checked="" type="checkbox"/> Severely disabled adults     | <input type="checkbox"/> Victims of domestic violence      |
| <input type="checkbox"/> Persons living with HIV/AIDS            | <input type="checkbox"/> Illiterate adults                 |
| <input type="checkbox"/> 51% or more Low/Moderate Income Persons | <input type="checkbox"/> Elderly persons                   |

##### **Type of Application**

- ☒ Public Services

## **I. Background and Need**

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

UCP Seguin seeks a CDBG-CV CARES Act grant from the Village of Oak Park for the provision of new/increased public services designed to prevent, prepare for, and respond to COVID-19 and facilitate assistance to extremely low-income, adult Oak Park residents with intellectual and developmental disabilities (IDD), other participants with IDD primarily served in Oak Park, and the “first responder” staff and foster parents supporting these participants. Nineteen (19) residents live in UCP Seguin’s six Community Integrated Living Arrangement (CILA) group homes in Oak Park, with all of them, plus 15 other Oak Park residents participants (22 Oak Park residents among 57 total participants), served at its Levinson Center Employment & Life Skills Training Program in Oak Park.

Since the COVID-19 outbreak in Illinois and the Governor’s shelter-in-place order in mid-March, UCP Seguin’s comprehensive in-person services to these residents have been greatly disrupted. By State mandate, UCP Seguin shuttered its seven Community Day Services sites across the Greater Chicago area, including the Levinson Center in Oak Park. As a result, UCP Seguin’s CILA residents in Oak Park and elsewhere have had to remain in their group homes indefinitely. This extreme disruption in routine, and its resulting social distancing and isolation, has led to a palpable increase in needs among these residents, most of whom are already vulnerable due to their IDD and challenging medical, mental health, and behavioral health conditions.

To respond to this crisis, UCP Seguin has re-assigned its “first responder” Direct Support Professional (DSP) staff from its Community Day Services to supplement its existing Adult Residential Services staff and adult foster parents to provide 24/7 care and supervision to these residents in their CILA homes. These DSPs, current group home staff, and adult foster parents – including those in Oak Park – are now providing both in-home and online developmental and life skills training, including activities of daily living such as bathing, dressing, and food preparation, as well as learning and recreational activities, to reduce anxiety and increase enjoyment among these residents. Such personnel services cost well in excess of UCP Seguin’s standard staffing expenses in terms of overtime and premium wages paid.

COVID-19 has negatively impacted UCP Seguin’s service provision in its Oak Park CILA homes and Levinson Center in many ways, leading to a preponderance of needs among its participants and staff. The coronavirus is highly contagious and easily spread from person to person if stringent sanitary measures and assessments are not consistently taken, monitored, and maintained. Unfortunately, sanitary supplies are often expensive and difficult to acquire in sufficient quantities for participants, staff, and foster parents to ensure consistency of their use.

UCP Seguin’s six Oak Park CILA group homes house two to five residents with IDD each. Upon determination by the Illinois Department of Human Services (DHS), they and many other participants may soon start returning for Community Day Services (including the Levinson Center in Oak Park), although with significant protective social distancing and other safety protocols strictly observed. But wherever they are situated, due to their challenges and conditions, these participants are much more susceptible to COVID-19 and other infections than are other populations. Protective equipment must be used constantly and consistently, as participants have difficulty using such materials or following protocols and procedures without aid.

As a result, additional external staff are needed in each CILA home, but their frequent trips into and out of these sites make participants more vulnerable to infection. To limit infection, some of UCP Seguin’s staff have



moved into its CILA homes, but they often sleep on couches or floors due to the lack of available beds. Frequent onsite testing of external and internal staff, foster parents, and participants is needed to monitor infection rates and quickly isolate those infected.

The mandatory shelter-in-place order and requirements for appropriate social distancing have greatly contributed to individuals' safety, but they have also resulted in isolation and a significant increase in needs among UCP Seguin's participants, most of whom are already vulnerable due to their IDD and co-occurring medical, mental, and behavioral health conditions. They are challenged to maintain communications with families and other outside parties and to have more beneficial access to learning and enrichment opportunities.

And finally, these participants are very low-income, and most have lost their low-wage, community-based jobs due to the pandemic. They need greater access to donated food and related supplies if they are to survive and thrive during a time when their already low prospects for new jobs are further limited by COVID-19.

State government funds that UCP Seguin receives for its CILA group homes and Community Day Services in Oak Park cover most of its standard program service components and a modest stipend for mortgage payments. During the pandemic and shelter-in-place period, the State has made some rate adjustments to assist in covering costs. But these funds do not cover the costs of highly unusual staffing or equipment needed to combat this devastating pandemic. And the need for these extra offerings is likely to go on for many months, long after the Governor's sheltering restriction orders are lifted. To ensure that it allocates most of its limited operating funds properly to its traditional direct service support provision, UCP Seguin must seek such extraordinary funds from the Village of Oak Park and other funding entities, such as the Oak Park-River Forest Community Foundation and the Community Mental Health Board of Oak Park Township.

## **II. Approach**

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

By assigning additional DSP staff to its Oak Park-based CILA group homes, UCP Seguin can ensure 24/7 services to all the residents with IDD in these homes, protecting their safety, health, and well-being. In recognition of the extra risk involved for DSP staff in providing such in-person services, and as an incentive to ensure sufficient staffing coverage for vulnerable individuals with IDD, UCP Seguin is paying a premium wage of \$2.00 an hour above the staff's regular wages.

Supplies, in the form of hand sanitizer, paper towels, disinfecting sprays, liquids, and wipes, and other cleaning supplies are needed for use during the much more frequent cleaning and disinfecting activities required to make UCP Seguin's six CILA group homes and Levinson Center in Oak Park safer for their residents, participants, foster parents, and supporting staff during this pandemic.

Testing for the presence of the coronavirus is needed among UCP Seguin's CILA group home residents, Levinson Center participants, and the staff and foster parents serving them because people can be infected with COVID-19 for up to two weeks before symptoms present. In its earliest stages, infected individuals are often asymptomatic, making the coronavirus much more transmissible and therefore more dangerous to these residents and participants. Frequent testing is the only way to quickly identify those infected and isolate them from their fellow group home residents, participants, foster parents, and staff before the coronavirus can spread further. UCP Seguin has designated several of its 76 CILA homes to quarantine infected individuals not yet needing hospitalization. To address this need, UCP Seguin proposes to bring a contractual mobile testing unit to each of its six Oak Park CILA group homes and its Levinson Center on a periodic basis.

Personal Protective Equipment (PPE), such as masks, face shields, gloves, gowns, etc., help keep staff and foster parents safe when working with and treating residents and participants, and masks must be worn by



them during times of social engagement outside of their homes. While UCP Seguin has been able to secure some PPE through grants and in-kind donations, PPE continue to be in limited supply. Additionally, in its Levinson Center, UCP Seguin needs to secure an Automated AI Temperature Screening System (AATSS) to determine the temperatures of participants and staff on a periodic, preventative basis or as someone is exhibiting coronavirus symptoms. An AATSS is a tablet-like device that can measure an individual's temperature without direct contact. It can also detect the improper wearing of PPE (e.g., face mask failure). The device sends such information to an agency database system for remote monitoring by supervisory and nursing staff. In its six Oak Park homes, UCP Seguin also needs medically approved, sturdily constructed, contactless thermometers to measure temperatures of residents, foster parents, and staff regularly to detect one of the earliest symptoms of COVID-19.

Other equipment, such as iPads and related devices, are needed in UCP Seguin's Oak Park CILA homes to increase communications and connections between residents, their families, and staff. The formal lifting of the order statewide will not change the need for this vulnerable population to continue sheltering in place for many months to come.

In addition, in its two CILA group homes served through the shift-staffed model, UCP Seguin needs to acquire extra self-inflating air mattresses to accommodate DSP staff who may need to remain on-site for extended periods. This will therefore limit staff exposure to coronavirus infection, while minimizing the chance of their exposing COVID-19 to residents with IDD.

Meals on wheels are needed in UCP Seguin's six CILA group homes in Oak Park, the residents of which are very low-income and need to maintain social distancing due to their medical vulnerabilities. These meals, in the form of groceries and related supplies, are to be packaged by DSP staff at UCP Seguin's Food Hub food pantry, located within the agency's main training site (the Carr Center) in Cicero. These staff will then deliver them to the residents of UCP Seguin's six CILA group homes in Oak Park.

UCP Seguin's proposed Oak Park COVID-19 STEAM Program will meet two of the CDBG-CV CARES Act's three National Objectives. First, it will "principally benefit low- and moderate-income persons, defined as families and individuals whose household incomes do not exceed 80% of a jurisdiction's median income."<sup>1</sup> All 19 of the residents of UCP Seguin's six CILA group homes, and all 22 Oak Park residents (including seven of the aforementioned Oak Park CILA residents) served at its Levinson Center – 34 unduplicated Oak Park residents in all, are within the U.S. Department of Housing and Urban Development (HUD)'s "very low-income" category.

Second, the program will "meet an urgent need by addressing conditions that pose a serious and immediate threat to the health and safety of residents."<sup>2</sup> The residents of UCP Seguin's CILA group homes in Oak Park, and its Levinson Center participants, are extremely vulnerable to COVID-19 infection due to their IDD and other conditions, and they have an urgent need for all of the goods and services presented in this request.

All the proposed activities align with the CDBG-CV CARES Act eligible activities<sup>3</sup> to support the "Provision of New or Quantifiably Increased Public Services," especially those designed to:

- "Provide testing...at a...mobile location."
- "Increase the capacity and availability of...services for infectious disease response within existing...facilities."

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<sup>1</sup> Congressional Research Service: "Community Development Block Grants and the CARES Act," Page 2, May 14, 2020 (available at <https://crsreports.congress.gov/product/pdf/IN/IN11315>).

<sup>2</sup> Ibid.

<sup>3</sup> U.S. Department of Housing and Urban Development: "Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response," Revised April 6, 2020 (available at <https://files.hudexchange.info/resources/documents/Quick-Guide-CDBG-Infectious-Disease-Response.pdf>).

- “Provide equipment, supplies, and materials necessary to carry-out a public service.”
- “Deliver meals on wheels to...individuals that need to maintain social distancing due to medical vulnerabilities.”

Describe the specific target population(s).

To be admitted to UCP Seguin's CILA Group Home Program or its Levinson Center, and thus be eligible for CDBG-CV CARES Act goods and services to be funded by the Village of Oak Park, prospective residents and participants must be adults (ages 18 or older), have at least one medically certified IDD or other special need, and be Medicaid-certified as being low-income.

UCP Seguin currently serves a total 19 Oak Park residents through its CILA group homes, and 22 Oak Park residents (seven of the above residents in an Oak Park CILA home) through its Levinson Center's Community Day Services. All these individuals are adults with IDD, physical disabilities, and other special needs. They exhibit a wide range of challenges – mild to profound intellectual disabilities, cerebral palsy, epilepsy, autism, sensory impairments, and other conditions. In addition, many have a secondary or dual diagnosis of mental illness.

Seventy-four (74%) of Oak Park residents served in UCP Seguin's CILA group homes and Levinson Center Community Day Services are male, while 26% are female. Sixty-eight percent (68%) are Caucasian, 21% are African American, 8% are Latinx, and 3% are Asian American. They are, by HUD's definition, severely disabled – a presumed beneficiary. All (100%) of these participants are considered by HUD to be very low-income (0% - 30% of the Village's median family income).

UCP Seguin has identified approximately 36 staff members and foster parents who work with and support these residents through face-to-face, in-person engagement. Through this CDBG-CV grant, UCP Seguin seeks to cover a portion of the costs of their direct services to Oak Park residents delivered in its CILA group homes, plus the full costs of COVID-19 testing for the period July through November 2020.

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.

There will be no recruitment, per se, of participants for this project, as all residents of UCP Seguin's CILA group homes in Oak Park, along with all Levinson Center participants and all staff and foster parents providing direct care support services to them, will automatically be eligible for the project's goods and services. UCP Seguin's general participant intake and exit process is mentioned in its attached “Report on Methodology.”

With full funding from the Village of Oak Park's CDBG-CV CARES Act allocation, UCP Seguin's STEAM Program will provide the following goods and services to the adults with IDD residing in its six Oak Park CILA group homes and those residents also participating in its Levinson Center, as well as the foster parents and staff who serve them, as appropriate:

- **Personnel:** UCP Seguin must assign additional DSP staff to its Oak Park-based CILA group homes, to ensure 24/7 services to all the residents with IDD in these group homes, protecting their safety, health, and well-being. In recognition of the extra risk involved for DSP staff in providing such in-person services, and as an incentive to ensure sufficient staffing coverage for vulnerable individuals with IDD, UCP Seguin will pay a premium wage of \$2.00 an hour above the staff's regular wages.
- **Supplies:** UCP Seguin must acquire large amounts of PPE, as well as emergency and cleaning supplies and materials, all to ensure disease prevention and management among the project's participants. PPE, such as masks, face shields, gloves, gowns, etc., will help keep staff and foster parents safe when



working with and treating residents and participants. Masks must be worn by residents and participants during times of social engagement outside of their homes. Much larger than normal quantities of hand sanitizer, disinfectants, disinfecting wipes, paper towels, and other supplies and materials are needed to ensure that staff, foster parents, residents, and participants can clean and disinfect surfaces, common areas, and themselves more frequently. Additionally, at its Levinson Center once it is re-opened for Community Day Services provision, UCP Seguin needs to secure an AATSS to determine the temperatures of residents and staff on a periodic, preventative basis or as someone is exhibiting coronavirus symptoms. In the six CILA group homes, UCP Seguin also needs medically approved, sturdily constructed, contactless thermometers to regularly measure temperatures of residents, foster parents, and staff to detect this early symptom of COVID-19.

- **Testing:** A mobile lab service will travel to each of UCP Seguin's Oak Park CILA homes and its Levinson Center once per month to test all Oak Park residents and the staff and foster parents serving them, for the presence of coronavirus. Ideally such testing should be conducted much more frequently, perhaps even daily, but UCP Seguin believes the cost for that number of tests and their frequency is prohibitive.
- **Equipment:** iPads and related telecommunications equipment (i.e., protective cases, HDMI lightning adapters and cables, etc.) in each Oak Park CILA home will facilitate remote check-ins between residents, their parents and families, and UCP Seguin's nursing, behavioral, DSP, and other support staff. Such equipment will also increase the residents' connectedness and educational advancement through new training sessions, virtual learning, and enrichment activities UCP Seguin has been conducting remotely since the advent of COVID-19. This equipment will help reduce the amount of anxiety, isolation, and depression felt by these residents and will greatly augment and expand UCP Seguin's capacity to provide them with treatment, enrichment, skill-building, and social engagement activities that fulfill their needs. In addition, in its CILA group homes served through the shift-staffed models, UCP Seguin needs to acquire extra self-inflating air mattresses to accommodate DSP staff who may need to remain on-site for extended periods. This will therefore limit staff exposure to coronavirus infection, while minimizing the chance of their exposing COVID-19 to residents with IDD.
- **Meals:** UCP Seguin receives donated food and related supplies to its Food Hub food pantry at its Carr Center in Cicero. But funds are needed for staff to package these goods and deliver them to each of its CILA homes in Oak Park.

### III. Outcomes

Project Beneficiaries for the Entire Grant Period

#### All Persons

	<u>34</u>	Total of all persons Benefiting (without regard to income or residency) – <b>funding to address Oak Park residents only</b>
a)	<u>34</u>	Number of all Very Low, Low and Mod-Income persons to be served
b)	<u>100</u>	Percentage of LMI benefit ( $a \div \text{total persons} \times 100$ )
c)	<u>34</u>	Number of all <b>Oak Park</b> persons benefiting
d)	<u>34</u>	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.

Personnel:

- Fourteen (14) full-time DSP staff working in CILA group homes, covering 24/7 care for the period of April 1, 2020 through September 30, 2020, with an extra \$2.00/hour in premium/hazard pay (\$2.00/hour above wages covered through other reimbursements) – 14 staff x \$2.00/hour x 173 hours/month x six months = \$29,064

Total Personnel: \$29,064

Percentage of category charged to this budget for CDBG costs: 50% (\$14,532)

Supplies, PPE, and Materials:

- Cleaning Supplies (hand sanitizer, disinfectant, etc.): Seven sites (six CILA group homes and the Levinson Center) x six months x \$75/home per month = \$3,150
- PPE (masks, face shields, gowns, gloves, etc.): Seven sites (six CILA group homes and the Levinson Center) x six months x \$100/site per month = \$4,200
- Self-Inflating Air Mattresses: Eight mattresses x \$80/mattress = \$640

Total Supplies, PPE, and Materials: \$7,990

Percentage of category charged to this budget for CDBG costs: 50% (\$3,995)

Testing:

- Mobile Testing Service: 75 mobile tests/month x five months (July-November 2020) x \$100/test = \$37,500

Total Testing: \$37,500

Percentage of category charged to this budget for CDBG costs: 100% (\$37,500)

Equipment:

- AATSS for Levinson Center in Oak Park: One system x \$3,000/system = \$3,000
- Contactless Thermometers: Six thermometers x \$153/each = \$918
- Apple iPads: One iPad/home x six homes x \$325/iPad = \$1,950
- Otter Box Protective Cases: One case/home x six homes x \$50/case = \$300
- HDMI Lightning Adapters: One adapter/home x six homes x \$20/adapter = \$120
- HDMI Cables: One cable/home x six homes x \$8/cable = \$48

Total Equipment: \$6,336

Percentage of category charged to this budget for CDBG costs: 100% (\$6,336)

Meals (also Personnel):

- Staff: Two DSP staff to package meals x eight hours/week x 26 weeks (April-September 2020) x \$16.50/hour (wage and fringe) = \$6,864
- Travel: Six homes x one weekly round trip/home x 26 weeks x 10 miles/round trip x \$.54/mile = \$842

Total Meals: \$7,706

Percentage of category charged to this budget for CDBG costs: 0% (\$0)

Total Expenses: \$88,596

Requested to be covered by Oak Park CDBG-CV funding: \$62,363

## V. Timeline

Provide a detailed timeline.

The following chart summaries the major activities that must be completed each month during the grant period running from March 20, 2020 to September 30, 2021:

Activity	4/20 - 9/20	7/20 - 11/20	10/21
Additional DSP are assigned to CILA group homes to ensure full 24/7 coverage; existing and newly assigned staff are provided premium/hazard pay in recognition of the risks of their direct service work.	X		
Supplies (cleaning supplies, air mattresses, etc.) are bulk ordered and received at Carr Center.	X		
Supplies are delivered as needed to each home and the Levinson Center.	X	X	
Mobile testing lab firm is identified and retained.	X		
Mobile testing is conducted once per month in each home and the Levinson Center.		X	
iPads and related telecommunications equipment are bulk ordered, received at Carr Center, and set up by IT or other staff or foster parents in each home.	X		
Remote check-in, developmental/life skills tele-training, and tele-health sessions are conducted.	X		
PPE are bulk ordered and received at Carr Center.	X		
PPE are delivered as needed to each home and the Levinson Center.	X		
Meals are packaged at Food Hub and delivered weekly to each home.	X		
Quarterly invoices, and reports are submitted by 11/15/20, 2/15/21, 5/15/21, and 8/15/21.		X	
Final report submitted by 10/15/21.			X

## VI. Virtual Signature

Virtual Signature of Authorized Official (Type Name)

Jim Haptonstahl

Title of Authorized Official

Executive Vice President

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

**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.)

See "UCP Seguin - Intake Sheet.pdf."

**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.

See "UCP Seguin - Report on Methodology.pdf."

**Current year agency budget**

See “UCP Seguin - Current Year Agency Budget.pdf.”

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

See “UCP Seguin - Latest Certified Audit.pdf.”

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

See “UCP Seguin - Articles of Incorporation-By-Laws.pdf”.

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

See “UCP Seguin - Statement of Compliance with Americans with Disabilities Act (ADA) .pdf”.

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

See “UCP Seguin - Resumes of CDBG-CV Project Principals.pdf”.

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

See “UCP Seguin - Current and Dated List of Board Members and Officers.pdf”.

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**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
<b>Project Expenses</b>	<b>Total Project Costs</b>	<b>CDBG Request Amount</b>	<b>CDBG % of Total Cost</b>		<b>Other Revenue - List Source</b>	<b>Other Revenue - List Source</b>	<b>Other Revenue -List Source</b>	<b>Total Other Revenues</b>	<b>Other Revenues % of Costs</b>
Please ensure that percentages, subtotals & totals are listed.				Funding Source:	Foundation Grants	Individual Donations			
<b><u>Personnel Costs</u></b>									
Salaries	\$35,928	\$14,532	40%		\$16,005	\$5,391		\$21,396	60%
Benefits	\$0	\$0	#DIV/0!					\$0	0%
Taxes	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$35,928</b>	<b>\$14,532</b>	<b>40%</b>		<b>\$16,005</b>	<b>\$5,391</b>	<b>\$0</b>	<b>\$21,396</b>	<b>60%</b>
<b><u>Operating Costs:</u></b>									
Rent/Lease	\$0	\$0	#DIV/0!					\$0	0%
Utilities	\$0	\$0	#DIV/0!					\$0	0%
Telephone	\$0	\$0	#DIV/0!					\$0	0%
Postage	\$0	\$0	#DIV/0!					\$0	0%
Supplies	\$7,990	\$3,995	50%		\$3,995			\$3,995	50%
Mileage	\$842	\$0	0%			\$842		\$842	100%
Equipment	\$6,336	\$6,336	100%					\$0	0%
<b>Subtotal: Operations</b>	<b>\$15,168</b>	<b>\$10,331</b>	<b>68%</b>		<b>\$3,995</b>	<b>\$842</b>	<b>\$0</b>	<b>\$4,837</b>	<b>32%</b>
<b><u>Professional/Services</u></b>									
Consultant	\$0	\$0	#DIV/0!					\$0	0%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Mobile Testing	\$37,500	\$37,500	100%					\$0	0%
<b>Subtotal: Professional Services</b>	<b>\$37,500</b>	<b>\$37,500</b>	<b>100%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL (all categories)</b>	<b>\$88,596</b>	<b>\$62,363</b>	<b>70%</b>		<b>\$20,000</b>	<b>\$6,233</b>	<b>\$0</b>	<b>\$26,233</b>	<b>30%</b>



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

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

<b>Agency Name</b>	<b>UCP Sequin of Greater Chicago</b>
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## **VII. Revised Outcomes (if applicable)**

Project Beneficiaries for the Entire Grant Period

### **All Persons**

- 34** Total of all persons Benefiting (without regard to income or residency)
- a) **34** 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) **34** Number of all **Oak Park** persons benefiting
- d) **34** 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.

### **Supplies, PPE, and Materials:**

- Cleaning Supplies (hand sanitizer, disinfectant, etc.): Seven sites (six CILA group homes and the Levinson Center) x six months x \$75/home per month = \$3,150
- PPE (masks, face shields, gowns, gloves, etc.): Seven sites (six CILA group homes and the Levinson Center) x six months x \$100/site per month = \$4,200

**Total Supplies, PPE, and Materials: \$7,350**

### **Equipment:**

- Contactless Thermometers: Six thermometers x \$153/each = \$918

**Total Equipment: \$918**

### **Meals:**

- Staff: Two DSP staff to package meals x eight hours/week x 26 weeks (April-September 2020) x \$16.50/hour (wage and fringe) = \$6,864
- Travel: Six homes x one weekly round trip/home x 26 weeks x 10 miles/round trip x \$.54/mile = \$842

**Total Meals: \$7,706**

**TOTAL CDBG-CV FUNDING: \$15,974**



**PY 2019 CDBG-CV REVISED 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		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:	Foundation Grants	Individual Donations			
<b><u>Personnel Costs</u></b>									
Salaries	\$0	\$0	#DIV/0!					\$0	0%
Benefits	\$0	\$0	#DIV/0!					\$0	0%
Taxes	\$0	\$0	#DIV/0!					\$0	0%
<b>Subtotal: Personnel Costs</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><u>Operating Costs:</u></b>									
Rent/Lease	\$0	\$0	#DIV/0!					\$0	0%
Utilities	\$0	\$0	#DIV/0!					\$0	0%
Telephone	\$0	\$0	#DIV/0!					\$0	0%
Postage	\$0	\$0	#DIV/0!					\$0	0%
Supplies	\$7,350	\$7,350	100%					\$0	0%
Mileage		\$0	#DIV/0!					\$0	0%
Equipment	\$918	\$918	100%					\$0	0%
Other - Meals	\$7,706	\$7,706	100%					\$0	0%
<b>Subtotal: Operations</b>	<b>\$15,974</b>	<b>\$15,974</b>	<b>100%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b><u>Professional/Services</u></b>									
Consultant	\$0	\$0	#DIV/0!					\$0	0%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Mobile Testing			#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>\$15,974</b>	<b>\$15,974</b>	<b>100%</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</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).

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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		



## 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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_