

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 the THE WAY BACK INN, an Illinois not-for-profit Corporation (hereinafter the "Subrecipient").

RECITALS

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

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

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

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

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

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

2. SCOPE OF SERVICES.

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

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

C. The funds to be provided by the Village to Subrecipient pursuant to this Agreement shall be used to use personnel and operating costs to provide residential recovery treatment to women living in the Oak Park home called Grateful House to ensure the safety of staff and clients because of the COVID-19 crisis. A total of 40 persons (32 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 seven thousand, two hundred and fifty six dollars (\$7,256) (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.

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

12. INDEPENDENT CONTRACTOR. Subrecipient is and shall remain for all purposes an independent contractor and shall be solely responsible for any salaries, wages, benefits, fees or other compensation which she may obligate herself to pay to any other person or consultant retained by her.

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

14. AMENDMENTS AND MODIFICATIONS.

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

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

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

16. ENTIRE AGREEMENT.

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

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

17. GOVERNING LAW, VENUE AND SEVERABILITY.

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

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

18. NOTICES.

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

For the Village:

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

For Subrecipient:

Executive Director
The Way Back Inn
104 Oak Street
Maywood, Illinois 60153

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 The Way Back Inn execute this Agreement.

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

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

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

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

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

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

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


VILLAGE OF OAK PARK



Name: Cara Pavlicek
Title: Village Manager

Date: 7/21, 2020

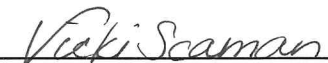
THE WAY BACK INN



Name: ANITA PINDUR
Title: EXECUTIVE DIRECTOR

Date: 7-28-, 2020

ATTEST:



Name: Vicki Scaman
Title: Village Clerk

Date: 7/21, 2020

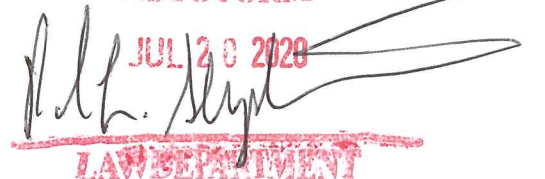
ATTEST:



Name: OLIVIA BARCZAK
Title: Financial Director

Date: 7/28/20, 2020

REVIEWED AND APPROVED
ASTO FORM



JUL 20 2020
LAW DEPARTMENT

EXHIBIT A
SUBRECIPIENT'S PROPOSAL



CDBG-CV Application, PY 2019

Applicant Information

Project Contact and Basic Information – Way Back Inn	
Project Name	<u>COVID-19 Support for Addiction Treatment</u>
Project Address	<u>412 S. Wesley, Oak Park, Il. 60302</u>
Project Manager/Primary Contact	<u>Anita Pindiur</u>
Primary Contact Phone Number	<u>708-345-8422</u>
Primary Contact Email Address	<u>anitap@waybackinn.org</u>
Agency DUNS Number	<u>112426192</u>

Project Overview

Project Summary	
Total CDBG-CV dollars requested	7,256
Total Project Budget	11,704
Total Low/Mod Income persons served	32
Brief project description and purpose (200 characters or less with spaces):	While providing residential recovery treatment to women living in our Oak Park home called Grateful House, we are ensuring the safety of our staff and clients because of the COVID-19 crisis.
Population served (select by placing an X)	
<input type="checkbox"/> Abused Children	<input checked="" type="checkbox"/> Persons experiencing homelessness
<input 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 checked="" type="checkbox"/> 51% or more Low/Moderate Income Persons	<input type="checkbox"/> Elderly persons
Type of Application	
<input checked="" type="checkbox"/> Public Services	

I. Background and Need

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

People with addictions can rebuild their lives with proper treatment. According to the 2014 National Survey on Drug Use and Health, approximately, 21.5 million people aged 12 or older have a substance use disorder. Substance use and addiction are leading national health problems, and the national statistics are also reflective of Illinois and the Chicagoland area. Between 2013 and 2016, opioid overdose deaths in Illinois increased 82% and continue to rise. The 2017 Oak Park River Forest Community Health Plan lists the overuse of opioids among adults as one of its behavioral health priorities. The Plan states that “the problem of opioid overdoses is present and growing.” In the Chicago metropolitan area, the percentage of treatment admissions for heroin was more than double the national average, according to the Illinois Consortium on Drug Policy at Roosevelt University. Only 10.8% of those who need treatment actually receive it at a specialty facility, and for those who are under-insured, the percentage is even smaller. This persistent shortfall leaves the majority of those underserved individuals without access to treatment or other resources essential to recovery. We further expect that the legalization of marijuana and the expansion of gambling in Illinois will increase the need for our services.

The COVID-19 emergency will require us to expend funds directly related to ensuring the safety of our staff and clients and to meet CDC guidelines. We need to have new clients stay in a quarantined location where they can be isolated to ensure that they do not have COVID-19 before we are able to allow them to participate in the regular residential treatment home at Grateful House. We also need to regularly sanitize all areas of the recovery home.

II. Approach

Explain how the project will meet the need described above in Section I.
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Way Back Inn provides a long-term residential addiction treatment for people least able to find services. Our clients live in a treatment home for a minimum of 90 days and for as long as one year. Research shows that an extended treatment period is the most effective way to achieve a lasting recovery. Our experience bears this out, with approximately 64% of our participants maintaining a recovery and returning to a productive life in the community.

Funding from the Oak Park CDBG-CV will help us to maintain the health and safety of our clients and staff by helping us to purchase sanitizing supplies and to hire a new House Tech who will work with our new clients in the quarantine location.

Describe the specific target population(s).

At our Oak Park treatment home named Grateful House, we provide a long-term residential treatment home for women aged 18 and over who are trying to overcome a substance use disorder or a gambling use disorder. Many have co-occurring disorders. Most of the people who come to Grateful House had been homeless, unemployed, and living at the poverty level.

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.

When a person is interested in participating in the Way Back Inn recovery program, the Intake Coordinator administers the federally approved Addiction Severity Index (ASI), which is used when a participant enters and leaves our program. This screening tool helps us to determine the severity of the addiction upon entering the program and helps to determine the degree of improvement when they leave our program. The Intake Coordinator determines if the person will participate in the Extended Residential Program, the Intensive Outpatient Program, or the Outpatient Program. An example of the ASI can be viewed at:

https://adai.washington.edu/instruments/pdf/Addiction_Severity_Index_Baseline_Follow_up_4.pdf The ASI assesses each client on seven domains of life functioning including Medical, Employment, Drug/Alcohol Abuse, Family/Social, Legal, and Psychiatric. Way Back Inn expects to witness positive changes in five of the seven domains upon discharge from treatment.

Every client in our program is treated with dignity and respect. Our vision is to create an environment where lives are transformed, and relationships are healed. The Way Back Inn recovery program focuses on the integration of the body, mind, and spirit, and we pride ourselves on the individualized and specialized treatment we can provide to each person. The mission of Way Back Inn is to rebuild lives damaged by addiction in a personalized healing environment.

All participants receive personalized addiction therapy, stress reduction training, nutritional guidance, and financial management training which is provided by our professional counselors. Each client works with our counselors to develop their own personal goals. We have several general goals for each participant in our program:

1. Clients will achieve continuous sobriety.
2. Clients will become more self-sufficient in multiple levels of life functioning after successful discharge from residential or outpatient treatment.
3. Clients will be employed, have a checking account, and have developed good money management skills.
4. Clients and their families will have worked to heal their relationships by learning healthy coping skills, by learning the difference between proper medication use and substance abuse, and by learning to develop trust within the family system.

Our Family Program helps to heal the family relationships that were damaged by addiction. It is an especially important aspect of the addiction recovery process because healing the relationships within the family greatly improves the chances of a sustained recovery. It is not just the individual who is recovering, but the entire family. We provide clients and their families with process-oriented therapy dealing with issues of substance abuse and how it affects the family system. The more that family members understand and are involved in their loved one's recovery, the greater the chance that the recovering person will sustain their sobriety. In addition, research has found that

children who are exposed to their parent's recovery are less likely to develop an addiction themselves. Children benefit from having a healthy parent and benefit further when the entire family heals itself. We provide childcare for our participants' children so that more family members can attend the therapeutic meetings.

We assist our participants in obtaining employment while they are residing with us, which is an important part of the recovery process. They obtain a checking account and learn financial management. We regularly follow up with our residents after they leave the program, and we work closely with their families to assist in their transition to a normal life.

The highly qualified staff of Way Back Inn have advanced degrees in mental health and addictions counseling. Way Back Inn programs are licensed by the Illinois Department of Human Services and the Division of Alcohol and Substance Abuse. We are accredited by CARF International (Commission on Accreditation of Rehabilitation Facilities).

Way Back Inn has worked in close collaboration with area hospitals, other local providers of addiction treatment, and mental health professionals who help people with addictions. These professionals refer clients to us, and we refer clients to them. Our staff serve on numerous committees and associations that address addiction issues.

During the COVID-19 situation, clients in our Extended Residential program and our Outpatient program need additional counseling during this time. Many are isolated from their families and support networks, triggering anxiety, inducing stressors, and increasing the potential for use of substances or gambling. We are providing face-to-face counseling for our residential clients more frequently than in the past because of the increased need. To be able to address the needs of people in our Outpatient Program and the many people who are not in our program, we have added Early Intervention counseling. These individuals struggling with an addiction would not have been able to obtain counseling without these interventions which are provided via tele-health Zoom sessions and over the phone. Since most of our residential and outpatient clients have not seen their families due to shelter-in-place rules, we are providing clients with access to virtual family time and helping them to maintain their connection with other health care professionals and support networks.

We have taken steps to ensure the health and safety of our clients and staff and expect to continue with these measures for at least the next 10 months. We will continue purchasing appropriate PPE and cleaning supplies, following IDHS and CDC guidelines. We expect soon to be able to take in new clients into the residential program, and in order to ensure their safety as well as the safety of current clients and staff, we are planning on keeping new clients in a quarantine home for two weeks before admitting them into the residential program. To accomplish this, we will need to hire a new House Tech position to oversee that home and to help our new clients who will temporarily live in that quarantine location.

III. Outcomes

Project Beneficiaries for the Entire Grant Period

All Persons

40 Total of all persons Benefiting (without regard to income or residency)

- a) 32 Number of all Very Low, Low and Mod-Income persons to be served
- b) 80 Percentage of LMI benefit ($a \div \text{total persons} \times 100$)
- c) 32 Number of all **Oak Park** persons benefiting
- d) 25 Number of Very Low, Low and Moderate-Income **Oak Park** 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.

Total project budget: \$11,704

Total CDBG-CV dollars requested: \$7,256

We estimate that 80% of the beneficiaries will be Oak Park residents, and 80% of those people will be Very Low, Low and Moderate-Income persons. 40 people in total will benefit from this proposal, and 25 will be Very Low, Low and Mod-Income Oak Park residents. That represents 62% of the total people served, so the total CDBG-CV funds requested is 62% of the total project costs.

The Oak Park CDBG-CV portion of the project expenses will be:

1. We plan on hiring one House Tech. This position will spend 62% of her time related to serving the Oak Park Very Low, Low and Mod-Income Oak Park residents.

- 1 person x \$15/hour x 5.723 hours per week x 52 weeks = \$4,464
- Payroll taxes are \$312

Total personnel costs will be: \$4,776

2. We will need to purchase cleaning supplies, masks, and related items to keeping the home sanitized. The cost for this is estimated to be \$2,480.

Total Oak Park CDBG-CV costs would be $\$4,776 + \$2,480 = \$7,256$.

V. Timeline

Provide a detailed timeline.

Timeframe	Activity	Person Responsible
Month 1	Interview and admit clients to Way Back Inn. House new client in quarantine home before admitting to Grateful House. Sanitize quarantine home and Grateful House. Provide recovery treatment in Grateful House.	Intake Coordinator, House Tech, House Lead, Executive Director, Counselor
Month 2	Interview and admit clients to Way Back Inn. House new client in quarantine home before admitting to Grateful House. Sanitize quarantine home and Grateful House. Provide recovery treatment in Grateful House	Intake Coordinator, House Tech, House Lead, Executive Director, Counselor
Month 3	Interview and admit clients to Way Back Inn. House new client in quarantine home before admitting to Grateful House. Sanitize quarantine home and Grateful House. Provide recovery treatment in Grateful House.	Intake Coordinator, House Tech, House Lead, Executive Director, Counselor
Month 4	Interview and admit clients to Way Back Inn. House new client in quarantine home before admitting to Grateful House. Sanitize quarantine home and Grateful House. Provide recovery treatment in Grateful House. Provide quarterly report to Oak Park CDBG-CV.	Intake Coordinator, House Tech, House Lead, Executive Director, Counselor, Grant writer
Month 5	Interview and admit clients to Way Back Inn. House new client in quarantine home before admitting to Grateful House. Sanitize quarantine home and Grateful House.	Intake Coordinator, House Tech, House Lead, Executive Director, Counselor

	Provide recovery treatment in Grateful House.	
Month 6	Interview and admit clients to Way Back Inn. House new client in quarantine home before admitting to Grateful House. Sanitize quarantine home and Grateful House. Provide recovery treatment in Grateful House.	Intake Coordinator, House Tech, House Lead, Executive Director, Counselor
Month 7	Interview and admit clients to Way Back Inn. House new client in quarantine home before admitting to Grateful House. Sanitize quarantine home and Grateful House. Provide recovery treatment in Grateful House. Provide quarterly report to Oak Park CDBG-CV.	Intake Coordinator, House Tech, House Lead, Executive Director, Counselor, Grant writer
Month 8	Interview and admit clients to Way Back Inn. House new client in quarantine home before admitting to Grateful House. Sanitize quarantine home and Grateful House. Provide recovery treatment in Grateful House.	Intake Coordinator, House Tech, House Lead, Executive Director, Counselor
Month 9	Interview and admit clients to Way Back Inn. House new client in quarantine home before admitting to Grateful House. Sanitize quarantine home and Grateful House. Provide recovery treatment in Grateful House.	Intake Coordinator, House Tech, House Lead, Executive Director, Counselor
Month 10	Interview and admit clients to Way Back Inn. House new client in quarantine home before admitting to Grateful House. Sanitize quarantine home and Grateful House. Provide recovery treatment in Grateful House. Provide quarterly report to Oak Park CDBG-CV.	Intake Coordinator, House Tech, House Lead, Executive Director, Counselor, Grant writer
Month 11	Interview and admit clients to Way Back Inn. House new client in quarantine home	Intake Coordinator, House Tech, House Lead, Executive Director, Counselor

	before admitting to Grateful House. Sanitize quarantine home and Grateful House. Provide recovery treatment in Grateful House.	
Month 12	Interview and admit clients to Way Back Inn. House new client in quarantine home before admitting to Grateful House. Sanitize quarantine home and Grateful House. Provide recovery treatment in Grateful House.	Intake Coordinator, House Tech, House Lead, Executive Director, Counselor
Month 13	Provide final report to Oak Park CDBG-CV	Grant writer

VI. Virtual Signature

Virtual Signature of Authorized Official (Type Name)

Anita Pindiur

Title of Authorized Official

Executive Director

Date of Application Submission

6-3-2020

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.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

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

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		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:	WBI New Program Development Reserve				
<u>Personnel Costs</u>									
Salaries	\$7,200	\$4,464	62%		\$2,736			\$2,736	38%
Benefits	\$0	\$0	#DIV/0!		\$0			\$0	0%
Taxes	\$504	\$312	62%		\$192			\$192	38%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Personnel Costs	\$7,704	\$4,776	62%		\$2,928	\$0	\$0	\$2,928	38%
<u>Operating Costs:</u>									
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	\$4,000	\$2,480	62%		\$1,520			\$1,520	38%
Mileage	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Operations	\$4,000	\$2,480	62%		\$1,520	\$0	\$0	\$1,520	38%
<u>Professional/Services</u>									
Consultant	\$0	\$0	#DIV/0!					\$0	0%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Professional Services	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
TOTAL (all categories)	\$11,704	\$7,256	62%		\$4,448	\$0	\$0	\$4,448	38%

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
