

SUBRECIPIENT GRANT AGREEMENT

THIS SUBRECIPIENT GRANT AGREEMENT is entered into as of the _____ day of September, 2016 between the VILLAGE OF OAK PARK, Illinois (hereinafter the "Village") and COMMUNITY SUPPORT SERVICES, INC., an Illinois not-for-profit Corporation (hereinafter the "Subrecipient").

RECITALS

WHEREAS, the Village has applied for Community Development Block Grant ("CDBG") funds from the United States Department of Housing and Urban Development ("HUD") as provided by the Housing and Community Development Act of 1974, as amended (P.L. 93-383) (hereinafter "the Act"); and

WHEREAS, Subrecipient has applied to the Village for CDBG funds for the 2016 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 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 2016 Community Development Block Grant Program 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 partially cover personnel costs for the Oak Park Respite Coordinator, who provides respite services. 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 Eight Thousand Dollars (\$8,000) (hereinafter the "Grant Funds") to be paid in accordance with the terms of this Agreement. The Subrecipient acknowledges and agrees that only those budget line items and percentages that appear in its Program Year 2016 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. Final project invoices must be submitted to the Village no later than October 31, 2017. Any invoices submitted after October 31, 2017 shall not be paid by the Village.

5. PROGRAM YEAR.

A. The Subrecipient shall perform the Project beginning October 1, 2016 and ending on September 30, 2017 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2017. 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 Housing and Community Development Act of 1974, 42 U.S.C. § 5301 *et seq.* (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 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 Title 24, Part 570.502 of the Code of Federal Regulations

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.

The following schedule shall be applicable:

1 st Quarter: October–December, 2016	Progress report due by January 15, 2017
2 nd Quarter: January–March, 2017	Progress report due by April 15, 2017
3 rd Quarter: April–June, 2017	Progress report due by July 15, 2017
4 th Quarter: July–September, 2017	Progress report/Final report due by October 15, 2017

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. Penalty for Late Submission of Quarterly Reports or Final Report. In the event the Subrecipient does not provide the Village with any report within the required time period, the Village shall withhold \$25.00 from the Grant Funds for each business day the report remains overdue. Funds charged for failure to submit a required report shall be deducted from the total Grant Funds and the amount allocated to reimburse for the scope of services shall be reduced accordingly. It is the Subrecipient's sole responsibility to be aware of the reporting schedule and to provide the Village with timely reports.

E. Subrecipient will keep and maintain such records and provide such reports 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 contract, 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 contract, Subrecipient shall transfer to the Village any CDBG funds on hand, and any accounts receivable attributable to the use of CDBG funds.

B. Any real property under Subrecipient's control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to Subrecipient in the form of a loan) in excess of \$25,000 must be either:

1. Used to meet one of the national objectives in Section 570.208 for a period of five years after the expiration of the agreement, or for such longer period of time as determined to be appropriate by the recipient; or
2. If not so used, Subrecipient shall then pay to the Village an amount equal to the current market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of, or improvement to, the property, which payment shall be considered program income to the Village, as required by law. Such change in use or property disposition will be reported to the Village within 30 days of the intent to dispose of said property. Promissory notes, deeds of trust or other documents may additionally be negotiated as a term for receipt of funds.

C. If Subrecipient intends to dispose of any real property acquired and/or improved with CDBG 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.

D. 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 funds and certifying its use in accordance with the CDBG National Objectives.

11. REMEDIES.

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

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

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

and other costs of defense, resulting from any action or omission by the Subrecipient; and

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

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

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

14. AMENDMENTS AND MODIFICATIONS.

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

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

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

16. ENTIRE AGREEMENT.

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

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

17. GOVERNING LAW, VENUE AND SEVERABILITY.

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

B. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring

any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

18. NOTICES.

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

For the Village:

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

For Subrecipient:

Diane Farina White, Executive Director
Community Support Services, Inc.
9021 Ogden Avenue
Brookfield, IL 60513

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 executes this Agreement.

20. COUNTERPARTS. This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

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 day and date first written above.

VILLAGE OF OAK PARK

COMMUNITY SUPPORT SERVICES, INC.

Name: Cara Pavlicek
Title: Village Manager

Name:
Title:

Date: _____, 2016

Date: _____, 2016

ATTEST:

ATTEST:

Name: Teresa Powell
Title: Village Clerk

Name:
Title:

Date: _____, 2016

Date: _____, 2016

EXHIBIT A
SUBRECIPIENT'S PROPOSAL

Published on *Village of Oak Park* (<http://www.oak-park.us>)

[Home](#) > [Village of Oak Park CDBG Public Services Proposal](#) > [Webform results](#) > Submission #4

Submission information

Form: [Village of Oak Park CDBG Public Services Proposal](#)

Submitted by css

Thu, 2016-03-10 16:04

173.9.238.137

1. Applicant Information

A. Organization Information

1. Organization Name

Community Support Services

2. Organization Mailing Address

9021 Odgen, Brookfield, IL 60513

3. Organization Phone

7,083,544,547.0000

4. Executive Director

Diane Farina-White

5. Email Address

dfwhite@cssservices.org

6. FEIN #

363,122,784

7. DUNS #

151,760,311

B. Project Information

1. Proposed Project Name

Respite and Case Management for individuals with intellectual/developmental disabilities

2. Proposed Project Address

Throughout the Oak Park community

3. Project Manager/Primary Contact

Andrea Finnegan

4. Secondary Contact

Diane Farina White

5. Proposed Project Phone

7,083,544,547.0000

6. Email Address

afinnegan@cssservices.org

C. Type of Organization

Private non-profit

Other

D. Project Overview**1. Total CDBG Dollars Requested**

\$12,500

2. Total Project Budget

\$2,949,438

3. Total Low/Moderate Income Persons Served Annually

18

4. Brief project description and purpose

This funding supports the Oak Park Service Coordinator position who provides Respite and Case Management services

5. Population Served

Severely Disabled Adults

Other

E. Priority Addressed

Programs for Persons with Disabilities

2. Project Narrative**I. Background & Need**

Families in Oak Park who have children with Intellectual/Developmental /Disabilities need services that will help them problem solve and access needed services for their child. The services CSS requests support for are our Family Support Case Management and Respite Services for those families. Occasional care for the son or daughter with

Intellectual/Developmental /Disabilities is often challenging on a day to day basis. Sometimes the babysitter or relative who can provide temporary care for a non-disabled child, is reluctant to provide care for a child with disabilities who may be high energy, difficult to communicate with or non-verbal. Families are also at a loss about a number of issues: how to prepare for adult services, how to apply for state funding, parent rights at the school's staffing about needed supports. The diagnosis of autism is increasingly prevalent, and these children frequently have behaviors and communication challenges that put a stress on the family unit. The challenges of parenting a special needs child can put a stress on the marriage, finances and the entire family unit.

II. Approach

a. Purpose

Our approach at CSS is to help the family identify what their needs and what they think would help their family. Our work is always family centered. We also address the needs of other family members. We understand families have to choose the services they feel they can agree to.

Our proposal seeks funding to support the Service Coordinator position at CSS. This staff person provides Case Management services to all the Oak Park families who contact our agency seeking guidance on resources and who need to have Respite support for their child. There is no fee for the service to low income parents. The respite supports might have a minimal cost share of 50 cents an hour to a dollar or two for more moderate incomes.

b. Target Populations

Families in Oak Park whose children or family members have a diagnosis of Intellectual/Developmental Disabilities

c. Strategies

Our Respite and Case Management services are based on the Family Support philosophy of letting the family describe what help will be most meaningful to them. Over time we have brought in professionals in the field to help our staff understand Flexible, Family Driven Services. Our Respite service have received very favorable reports from our CARF accreditation surveyors and we have been recognized by the ARC of Illinois for our Family Support Respite Services.

The Oak Park Coordinator meets with families to understand what the family defines as the kind of help they need. We then inform the family about what we can provide to address their issues. The input of the parents about the type of respite care that would help their family is very important. The respite options are one on one activities, small group activities in the community with another child, or site based activities. This Coordinator hires a Respite worker who can pass the background checks established by the agency and successfully complete our training. The Respite workers are paid on an hourly basis for the services they provide to each child. The funding from the state and from the Community Mental Health Board of Oak Park is not sufficient to pay for the salary of the Oak Park Coordinator and the hourly wages of the respite workers.

d. Timeline

Use the attached chart format with applicant having the ability to complete the fields.

III. Outcomes & Evaluation**a. Goal Statement**

To provide parents of children with developmental disabilities the information, resources, and referrals they will need in caring for, providing for and planning for their special needs child. To help parents secure direct supports needed for their child.

b. Narrative**1. Ensuring Outputs/Outcomes**

1. The Vice President of Clinical Services and QE is responsible for evaluation the viability of all of our services. Each program area is presented to the Program Committee of the Board for a review of program viability.
2. We also distribute an Annual Satisfaction with Services Survey and tabulate the results. The information from Oak Park families will be segregated and reported for this grant.
3. The Service Coordinator for Oak Park families will work individually with each family to bring the resources needed for each family. Documentation is Case notes
4. At the introduction of each new Respite staff, the parents will provide feedback after the introductory visit, stating whether they approve of the planned worker, or whether they want to meet additional staff prior to selection. Documented in Case notes after visits.

Additional funding provides for a level of services that can make an impact on each family. With the support of a trusted respite worker, the family has a few hours each week to be used for activities with their non-disabled children. Parents can have a break from child care for all of their children if they use our Parents Night Out Program that occurs twice a month at the Fox Center in Oak Park. Small group activities have been successful in the development of friendships between children with disabilities, who often have no friends except family. Research has shown that respite can prevent the disruption of family life, and can actually allow families to keep their children in the home, as opposed to seeking placement.

2. Documenting Income

We document income at the time of case opening, and periodically after that. Family income is entered into our data base. We have also distributed HUD forms to request family income.

3. Evaluation Process

Oak Park families will indicate on our annual survey that our case management and respite services have met the needs of their family for relief from caregiving. They will indicate the services have enhanced the quality of life for their special needs child. We can also help the child with disabilities to improve self-esteem, to learn new skills,

to socialize with other children, and to develop confidence in their interpersonal relationships and public communications. Families will also be linked to any resource in the community that might be needed.

Families also complete Exit summaries when they leave services to provide feedback on their history of the agency. Both the annual Satisfaction survey and report on the Exit Survey are the responsibility of Kaye Masters, Vice President of Programs and Quality Assurance.

When the Program Management team reviews the data that is compiled in the survey, Directors can identify individual Coordinators who may need more training or closer supervision. We also see trends in that data that indicate we need to emphasize a certain aspect of Customer Services or bring in additional information to all Coordinators to improve knowledge in certain areas.

Each of our Service areas is reviewed annually by the Program Committee of the Board. The Program Directors prepare a Program Viability Report on each service area to document the need for the services, the outcome status of each goal, the financial viability of providing the service and the satisfaction of the participants receiving services.

The Director of Programs and QE prepares an annual Quality Enhancement report for the CEO and the Program Committee. With input from the professionals on our Program committee we have our Service areas recommended to go forward as is, or to make specific changes to improve quality.

V. Organization Capacity

a. Mission & Experience

Community Support Services, Inc. is a private, non-profit service agency that initiates, provides and promotes services for people with intellectual/developmental disabilities and their families, within their communities, in order to strengthen their independence, self-esteem and ability to participate in and contribute to community life. This will be our 35th year providing services to individuals and families.

b. Ability to Meet Reporting Requirements

CSS can meet all reporting requirements through our Finance Department and Program Staff. We have a paperless billing system and are transitioning to paper files. We report to seven Mental Health Boards, CDGBs in other communities and several private grants.

c. Collaboration with Others

CSS partners with the University of Illinois Institute on Human Development and Disability, the University of Illinois Extension Program, CEDA for energy assistance, training from the Family Resource Center. We are members of the Mental Health Board of Oak Park Consortium of funded agencies. We also share referrals with West Suburban Special Recreation, and we market our services to District 97 Social Workers.

–V. Budget Narrative

a. Budget Description

CSS is requesting \$12,500 to cover 34% of the salary of the Oak Park Service Coordinator's annual salary –what are we asking for

b. Alternate Revenue Sources

Without this support, the service levels in Oak Park will not be as robust as we need to provide to meet the needs of families in Oak Park. With this support, we can provide each family three to four respite activities each week. We are no longer being paid by the State of Illinois for Respite and Case Management.

3. Attachments**Timeline**

[cdbg_public_services_timeline_formfinal3.16.pdf](#)

Logic Model

[css_logic_model_final.pdf](#)

Articles of Incorporation

[css_articles_ofincorporation_bylawsf.pdf](#)

Non-Profit Determination (IRS Letter)

[css_501c3.pdf](#)

List of Board of Directors

[boardlistfy16_current.pdf](#)

Organizational Chart

[organization_table_of_org_3.16.pdf](#)

Resumes

[css_resumes.pdf](#)

Financial Statement and Audit

[css_fy16_budget_audit.pdf](#)

Conflict of Interest Statement

[css_conflictinterest.pdf](#)

Lobbying Statement

[css_lobbyingguidelines.pdf](#)

EEO Form

eeo_report_chart.pdf

Statement of ADA Compliance

css_ada_compliance_fy16.pdf

Intake Documentation

css_intakeform.pdf

Support Statements

supporting_statements.docx

Budget Worksheet

2016_project_budget-other_revenue_summary.xlsx

4. Proposal Agency Information & Verifications

1. Name of Authorized Official of Applicant Organization

Andrea Finnegan

2. Title of Authorized Official of Applicant Organization

VP of Finance & Operations

3. Date of Submittal

Thu, 2016-03-17

4. Affirmation

I agree

Source URL: <http://www.oak-park.us/node/4323/submission/7205>

Page execution time was 381.74 ms.



PY 2016

Organization	Community Support Services
Project Name	Case Management

Routine activities repeat each month

Timeframe	Activity	Person Responsible
Month 1	<p>Respond to the support needs of Oak Park families -provide information, referral and supervise the direct supports for Respite.</p> <p>Case notes document the Service Coordination (case management) activities – ***these activities are ongoing and occur each month</p>	<p>Carol Heller, Service Coordinator, and part time support respite staff. All contacts are documented.</p> <p>Supervisor does a quality review of the case notes monthly –</p> <p>***This is an ongoing duty for the Service Coordinator and the supervisor</p>
Month 2	Continue support activities	Service Coordinator continues to document activities with families, and supervisor reviews notes
Month 3	Continue support activities	Service Coordinator continues to respond to families and supervisor approves notes
Month 4	<p>Continue support activities</p> <p>Quarterly Invoicing</p> <p>HUD Reporting</p>	<p>Service Coordinator continues to provide and document support activities and supervisor approves notes</p> <p>Finance Department</p>
Month 5	Continue support activities	Service Coordinator continues to provide and document support activities and supervisor approves notes
Month 6	Continue support activities	Service Coordinator continues to provide and document support activities and supervisor approves the case notes.

Month 6 (Continued)	Annual Service Plan Meetings are conducted with families	Service Coordinator and parents meet to review goals and focus of services
Month 7	Continue support activities Quarterly Invoicing HUD reporting	Service coordinator continues to provide and document supports and supervisor approves notes Finance Department
Month 8	Continue support activities A satisfaction survey is distributed to families to get feedback on our quality of services	Service coordinator continues to provide and document support activities. Supervisor approves the case notes, Survey is distributed and results are tabulated and reported by Vice President of Quality Assurance. The survey results are reviewed by the Program Committee of the Board
Month 9	Continue support activities	Service Coordinator continues to respond to service needs and document activities. Supervisor approves notes.
Month 10	Continue support activities Preparation of a Program Viability Report to assess the quality of our case management Quarterly Invoicing HUD reporting	Service Coordinator continues to respond to support needs Supervisor approves notes Director of Respite Review by Program Committee of the Board Finance Department
Month 11	Continue support activities	Service Coordinator continues to responds to and document case activities. Supervisor approves notes
Month 12	Continue support activities	Service Coordinator continues to respond to and document case activities. Supervisor approved notes.

Final Quarterly report - one month after this 12 month period.

Final HUD report –one month after this 12 month period

We are not initiating a new program or new services. Our Service Coordinator is assigned to all of the families in Oak Park that we support on funding from the Community Mental Health Board, state grants and funding from resources such as the Oak Park CDGB. Most of these families have received services many years.



PY 2016

Organization	Community Support Services, Inc.
Project Name	Case management and respite services for people with intellectual/developmental disabilities in the Oak Park community

Goal Statement: To provide parents of children with developmental disabilities the information, resources, and referrals they will need in caring for, providing for and planning for their special needs child. To help parents secure direct supports needed for their child.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
1 Service Coordinator Home visits and telephone contacts Assignment of direct support staff to provide respite	Dedicated Service Coordinator will provide case management services to families in Oak Park who have a family member with developmental disabilities Respite supports will assist families with care and supervision	Total Served <u>In Oak Park</u> ~ 34 Oak Park Low Income - 8 Middle Income -10 Not Low Income -16 Note: Total clients served in this program (in all communities) is 491, 34 of which are from Oak Park. The budget presented is for the entire program as is consistent with all grants filed.	Parents will have a resource they can call to request help with, community resources, government benefits and referrals. Our service Coordinator makes home visits to assist families with problem solving. This person also hires and supervises support staff to give parents relief from constant care.	Parents will be assured that they have someone to assist them with issues that arrive from parenting a special needs child. Parents will have respite supports to ease the burden of 24 hour care for their special needs child. Their child can make friends with other individuals of similar age and interests	Case notes will document the activities of the Service Coordinator and the types of assistance offered to each parent. Case notes will reflect our work to help families receive all the assistance and benefits for which they are eligible. Notes from our Respite staff will document the direct assistance offered to parents. A parent survey will reflect if families feel respite has offer relief from care taking Respite staff document their hours of support to the family

WORKBOOK CONTAINS BOTH THE PROJECT BUDGET & THE OTHER REVENUE SUMMARY.

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

PY 2016 PROPOSED PROJECT BUDGET. Project budget must include the entire project funding even if CDBG

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.

Project Expenses	1 Total Project Costs	2 CDBG Request Amount	3 CDBG % of Total Cost	4 Other Revenue List Source	5 Other Revenue List Source	6 Other Revenue List Source	7 Total Other Revenues	8 Other Revenues % of Costs
				Funding	DHS	Local Gov't	Other Revenue	Fees
Personnel Costs								
Salaries	\$1,592,454	\$12,500	1%	\$1,041,943	\$446,442	\$91,569	\$1,579,954	99%
Benefits	\$276,291	\$0	0%	\$180,777	\$77,085	\$18,429	\$276,291	100%
Taxes	\$121,823	\$0	0%	\$79,709	\$33,989	\$8,126	\$121,823	100%
Other (Identify)	\$0	\$0	0%				\$0	0%
Other (Identify)	\$0	\$0	0%				\$0	0%
Subtotal: Personnel Costs	\$1,990,568	\$12,500	1%	\$1,302,429	\$557,515	\$118,123	\$1,978,068	99%
Operating Costs:								
Rent/Lease	\$12,900	\$0	0%	\$8,440	\$3,599	\$860	\$12,900	100%
Utilities	\$65,000	\$0	0%	\$42,530	\$18,135	\$4,336	\$65,000	100%
Telephone	\$0	\$0	0%				\$0	0%
Postage	\$19,000	\$0	0%	\$12,432	\$5,301	\$1,267	\$19,000	100%
Supplies	\$70,500	\$0	0%	\$46,128	\$19,670	\$4,702	\$70,500	100%
Mileage	\$0	\$0	0%				\$0	0%
Other (Transportation)	\$24,500	\$0	0%	\$16,030	\$6,836	\$1,634	\$24,500	100%
Other (Depreciation)	\$143,000	\$0	0%	\$93,565	\$39,897	\$9,538	\$143,000	
Other (Interest, Insurance, occupancy other)	\$134,100	\$0	0%			\$134,100	\$134,100	100%
Subtotal: Operations	\$469,000	\$0	0%	\$219,125	\$93,437	\$156,438	\$469,000	100%
Professional/Services								
Consultant	\$278,000	\$0	0%	\$181,895	\$77,562	\$18,543	\$278,000	100%
Engineering	\$0	\$0	0%				\$0	0%
Other (Respite Voucher)	\$209,670	\$0	0%	\$137,187	\$58,498	\$13,985	\$209,670	
Other (Audit)	\$2,200	\$0	0%	\$1,439	\$614	\$147	\$2,200	100%
Subtotal: Professional Services	\$489,870	\$0	0%	\$326,522	\$136,674	\$32,674	\$489,870	100%
TOTAL (all categories)	\$2,949,438	\$12,500	0%	\$1,842,076	\$787,626	\$307,236	\$2,936,938	100%

PY 2016 CDBG OTHER REVENUE SUMMARY

This chart provides more information about the "Other Revenue" sources that were listed above in columns F, G & H.

Please fully complete this table. The columns are self-explanatory

1 FUNDING SOURCE	2 LOAN OR GRANT?	3 FUNDING AMOUNT	4 FUNDING STATUS	5 DATE FUND AVAILABLE	6 FUNDING RESTRICTIONS	7 TYPE: Federal, State/Local or Private?
Local Government Funds	Grant / FFS	\$820,118				Local
Contributions	Foundations/Individuals, etc	\$125,000				Private
Fees	FFS	\$71,225				Private
State Funds	Grant / FFS	\$1,923,820				State
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$2,940,163				

a. Revised Budget Description

Describe each CDBG cost in detail (e.g. specific positions, % FTE, % of time spent on the CDBG portion of the project, type of supplies). Focus on the CDBG portion of the project, and show the percentage of each category charged to this budget. The percent CDBG to total project budget should be approximately equal to or less than the percent of total Oak Park persons served to total persons served.

Community Support Services (CSS) Requests \$8,000 for a fraction of the Respite Coordinator's salary who is serving Oak Park

CDBG PY 2016 Respite Coordination (1 FTE) for

Carol Heller – 10.01.2016 to 9.30.2017 (\$37,087 salary x 21.57%) = \$8,000

The Respite Coordinator position will spend 21.57% of her total time working strictly on the PY 2016 VOP CDBG project.

To provide parents of children with developmental disabilities the information, resources, and referrals they will need in caring for, providing for and planning for their special needs child. To help parents secure direct supports needed for their child.

Rev.

WORKBOOK CONTAINS BOTH THE PROJECT BUDGET & THE OTHER REVENUE SUMMARY.

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Engineering	\$0	\$0	0%				\$0	0%
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PY 2016 CDBG OTHER REVENUE SUMMARY

This chart provides more information about the "Other Revenue" sources that were listed above in columns F, G & H.
Please fully complete this table. The columns are self-explanatory

1	2	3	4	5	6	7
FUNDING SOURCE	LOAN OR GRANT?	FUNDING AMOUNT	FUNDING STATUS	DATE AVAIL.	FUNDING RESTRIC- TIONS	TYPE: Federal, State/Local or Private?
Local Government Funds	Grant / FFS	\$816,893				Local
Contributions	Foundations/Individuals, etc	\$125,000				Private
Fees	FFS	\$71,225				Private
State Funds	Grant / FFS	\$1,823,820				State
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$2,936,938				

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 Housing and Community Development Act of 1974 ("Act"), 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. 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 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 24 CFR 570.610

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 24 CFR 570.502

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 contract 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 30, 1997

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

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

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

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

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



Carl Swenson
Village Manager

Exhibit D: PY 2016 Quarterly Report Form, Oak Park CDBG Program

Exhibit E: PY 2016 Final Report Form, Oak Park CDBG Program

FINAL REPORT COMPONENT

Did the beneficiary number change from the number proposed in the original application? If so, why?

Funds Expended on CDBG Activity	
Total CDBG Project Funds Expended	
<i>Other funds expended and their source:</i>	
Other Federal	
HUD Funding (non-CDBG)	
State	
Local government	
Private	
Other (specify source) in-kind food donations	
Total	0
Total All funds	0

Signature of Authorized Official	Typed or Printed Name	Date