

SUBRECIPIENT GRANT AGREEMENT

THIS SUBRECIPIENT GRANT AGREEMENT ("Agreement") is entered into as of the day of _____ October, 2018 between the VILLAGE OF OAK PARK, Illinois (hereinafter the "Village") and OAK LEYDEN DEVELOPMENTAL SERVICES, 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 2018 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 2018 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 cover construction costs for partially rehabilitating two of the agency's group homes, as described in the Subrecipient's Proposal. A total of 7 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 Eighteen Thousand Dollars (\$18,000) (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 2018 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, 2019. Any invoices submitted after October 31, 2019 shall not be paid by the Village.

5. PROGRAM YEAR.

A. The Subrecipient shall perform the Project beginning October 1, 2018 and ending on September 30, 2019 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2019. 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 given 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, 2018	Progress report due by January 15, 2019
2 nd Quarter: January-March, 2019	Progress report due by April 15, 2019
3 rd Quarter: April-June, 2019	Progress report due by July 15, 2019
4 th Quarter: July-September, 2019	Progress report/Final report due by October 15, 2019

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 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 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:

Executive Director
Oak Leyden Developmental Services
411 Chicago Avenue
Oak Park, IL 60302

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

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

OAK LEYDEN DEVELOPMENTAL SERVICES

Name: Cara Pavlicek
Title: Village Manager

Name:
Title:

Date: _____, 2018

Date: _____, 2018

ATTEST:

ATTEST:

Name: Vicki Scaman
Title: Village Clerk

Name:
Title:

Date: _____, 2018

Date: _____, 2018

**EXHIBIT A
SUBRECIPIENT'S PROPOSAL**

[Home](#) » [Village of Oak Park CDBG Public Facilities Improvements Grant Submission Form](#) »
[Webform results](#)

Submission #14

[View](#)[Edit](#)[Delete](#)[Previous submission](#)[Next submission](#)[Print](#) [Resend e-mails](#)

Submission information

Form: [Village of Oak Park CDBG Public Facilities Improvements Grant Submission Form](#)

Submitted by oakleyden

Thu, 2018-03-01 13:10

75.150.218.225

1. Applicant Information

Please provide the following information about your organization and the project your organization is proposing.

A. Organization Information

1. Organization Name

Oak-Leyden Developmental Services

2. Organization Mailing Address

411 Chicago Avenue

3. Organization Phone Number

708-524-1050

4. Executive Director

Bertha Magana

5. Email Address

bmagana@oak-leyden.org

6. FEIN

23-7380622

7. DUNS#

068478262

B. Project Information

1. Proposed Project Name

CILA Improvements for Oak Park Group Homes

2. Proposed Project Address

317/319 Chicago Avenue

3. Project Manager/Primary Contact

Ken Cheatham

4. Secondary Contact

Tony Barrett

5. Proposed Project Phone Number

708-524-1050

6. Email Address

kcheatham@oak-leyden.org

C. Type of Organization

Private non-profit

D. Project Overview

2. Total project budget

\$ 25,378

1. Total CDBG dollars requested

\$ 20,000

3. Total Low/Moderate Income Persons Served Annually

7 in this Oak Park location

4. Project Location(s)

317 and 319 Chicago Avenue, Oak Park IL

5. Proposed Activity

Accessibility

Other

A new ramp to improve accessibility which necessitates a new deck that is connected; new HVAC system for energy efficiency.

2. Project Narrative

I. Background and Need

Oak-Leyden's community integrated living arrangements (CILAs) are comfortable, family-style residential homes in communities throughout the Greater Chicago Area that house adults with developmental disabilities who require specialized care and support. The 54 residents served by Oak-Leyden on average are over the age of 55, rely solely on Supplemental Security Income (SSI), and experience physical disabilities and ailments in addition to their developmental and intellectual disabilities. Without the attention and support of Oak-Leyden, the quality of life for these individuals would be greatly diminished, with little assurance that their social, health, and housing needs would be compassionately met.

As noted in "Priced Out" in 2014, adults with disabilities on SSI have incomes too low to afford the average rent cost for a one-bedroom apartment. Oak-Leyden ensures that such individuals not only have housing, but live in spaces that provide 24-hour support and care that promotes their personal independence and physical well-being. Our organization maintains 12 residences located in Oak Park, Berwyn, Forest Park, Franklin Park, Melrose Park, Northlake, and Westchester. Each home at Oak-Leyden houses an average of four residents per home, providing more space than most CILAs in the state of Illinois. All residents have their own bedrooms which they are able to personalize and fully call their own. Residents go on frequent community outings and trips based on their personal interests and hobbies, and often host gatherings with friends and family at their homes.

Oak-Leyden must ensure that our participants are safe as they benefit from our services. They are unable to contribute to expenses related to maintenance of their homes due to their income-status. Oak-Leyden's CILA at 317 Chicago Avenue has a ramp and deck in great need of improvement. On the same property, at both 317 and 319 Chicago Avenue, a new HVAC system is needed to keep participants in a comfortable, temperature-controlled environment. Both of these updates are necessary to ensure the high quality of life that Oak-Leyden guarantees our residents. This need was determined by an assessment of the site and our desire to keep our participants safe and secure.

II. Approach

a. Meeting Needs

Our goal for Residential Services is to provide the most comfortable, family-style homes for our participants. This project will meet the needs of our low-income residents by enhancing their daily living experience and ensuring their safety. This project addresses the PY 2015-2019 Consolidated Plan to improve accessibility.

The existing ramp and deck at 317 Chicago Avenue is in bad repair. Replacing the current ramp and deck will enhance the safety of the structures. Oak-Leyden will remove the existing deck, dig and install 7 new concrete pierce 42" below grade 6" above 10" DIA, and build a new treated wood deck 22'x10' per architectural drawings. We will remove old dirt and install new ground cover liner, filling up the with new river rock.

Currently, our Oak Park homes have window air units and radiant heat. A new HVAC system will provide more efficient, comfortable living. Oak-Leyden will have one Rheem 2-1/2 ton fan coil unit, one Rheem 2-1/2 ton air condenser (13 S.E.E.R.), one outdoor condenser pad, one refrigerant line set and one Honeywell 5/2 day programmable thermostat installed. An insulated supply return air distribution system with all needed trim registers will be installed in the attic.

These modifications to our CILAs will meet the safety and quality of life needs of our residents. By providing a new HVAC system, ramp, and deck, we will address major participant needs for years to come.

b. Target Population

The target population for our Residential Services is adults with developmental disabilities. There are 7 residents in Oak Park; all male, 43% African American, 57% Caucasian, 57% age 25-35 and 43% age 36-61. All are very low-income and Medicaid eligible; program participants must have Medicaid card and show it at admission.

The HVAC component of the project will give residents the opportunity to control their home temperature to provide for their comfort. The ramp and deck replacement project will improve accessibility, reduce the risk of trips and falls, and will provide a safe outdoor space for the residents.

c. Strategies

Currently, the properties have window air units and radiant heat. This often creates temperature fluctuations from either too hot or too cold. Installing a more up to date, energy-efficient HVAC system will improve the quality of life and comfort for residents. The existing ramp and connecting deck are weathered and over 5 years old. Replacing the structures will improve the safety of our residents, especially those who are increasingly at risk of falls due to their age. The work will be done while the residents are at our Oak Park Lifelong Learning Center during the day, minimizing the impact of the project on our participants.

III. Program Eligibility

a. Goal Statement

The goal of this project is to ensure safe, energy-efficient and well-regulated heating and air conditioning for our residential clients with intellectual and developmental disabilities, and to replace a weathered ramp and connecting deck in order to improve accessibility and safety for our residents.

b. Program Eligibility

1. Meeting Outcomes

To ensure quality control, the Director of Facilities will oversee the projects. Upon completion of each component, he will consult with the Director of Residential Services and together they will make final inspections of the completed work. The Director of Residential Services will consult with home managers to ensure they document the HVAC system is operating properly, with temperatures controlled and at comfortable settings for the residents. The same process will be pursued for the new ramp and deck, highlighting consideration of safety. The Director of Residential Services will work with home managers to develop a satisfaction survey for the residents on these improvements to their homes.

2. Income Documentation

All residential participants are very low-income and Medicaid eligible; program participants must have Medicaid card and show it at admission. The Illinois Department of Human Services determines eligibility for the CILA program. The Residential Services Director works closely with Suburban Access, who is the liaison between the participant/family/guardian and Oak-Leyden during the intake process. The Director receives a copy of the participant's IDHS award letter, which extensively details the individual's income status.

3. Procurement and Management Process

The agency develops a Capital Budget Plan and presents to the Board of Directors. Procurements over \$25,000 must be reviewed and approved the Oak-Leyden Directors. Depending on the project, Oak-Leyden ensures that compliance with local and federal guidelines are adhered. When applicable, the project may need to be approved by the Oak-Leyden facility director prior to full payment of the contract. The project may need to be reviewed and pass an inspection from a local government entity.

In addition, Oak-Leyden Developmental Services operates under state and accreditation agency oversight and well as oversight from its Board of Directors. All programs utilize work plans and logic models with clear objectives and progress indicators. Oak-Leyden measures the effectiveness in our program areas through the number of people we serve, and whether these program participants meet the goals set with either their licensed and credentialed therapists, or with direct service staff. Oak-Leyden consistently monitors program enrollment and attendance and rates, and documents participant growth toward their Individual Service Plans (ISPs) (now known as Person Centered Plans in the state of Illinois). These ISPs serve as vital evaluation tools with quantitative goals tracked for clear progress evaluation. Satisfaction from participants and their families is also surveyed annually, with some participants and family members serving in an advisory capacity year-round. Oak-Leyden's programs and services are also regularly evaluated for quality by external monitors through the Illinois Department of Human Services and CARF International.

All participants are formally surveyed annually to monitor their satisfaction with the programs they are enrolled in. This data is analyzed by program directors and reported to the Oak-Leyden Board. Participant feedback is also regularly solicited when making program changes in our Lifelong Learning Center and Residential Services. Participants are always able to offer their ideas for activities for their day programs and homes. They can suggest or request specific outings, and staff will be quick to accommodate them as much as possible in order to support their individual goals and interests. Job placements in Oak-Leyden's Support Employment Program are driven by the personal career interests of program participants. Additionally, all program directors have an open-door policy when there are participant questions or concerns.

In fiscal year 2016, Oak-Leyden received the following results from its internal evaluation:

- Oak-Leyden programs supported and empowered- 407 children in our Children's Services, 52 in our Residential Services, and 132 adults in our Lifelong Learning programs. 35 of these adults were employed in community jobs at minimum wage or higher through our Supported Employment Program.
- Ninety percent (90%) of adult participants met or exceeded goals in their Individualized Service Plans (ISPs).

- Ninety percent (90%) of child participants demonstrated developmental increases as documented by their therapists.
- About 25% of children made enough gains through Oak-Leyden to no longer qualify for Early Childhood Services in school.
- Oak-Leyden as an organization received an average overall satisfaction score of 4.5 out of 5 from both program participants and their parents/guardians.

IV. Organizational Capacity

a. Mission and Experience

Oak-Leyden was established over 60 years ago to help children and adults with developmental disabilities to meet life's challenges and reach their highest potential. Oak-Leyden was originally formed as the Oak Community School in 1956. Concerned parents wanted their children with developmental disabilities to receive the training and education that would allow them to be as independent as possible in their homes, at their jobs and in their communities. The agency has grown to serve more than 500 children and adults annually in western Cook County, providing a variety of services that promote inclusion within the larger community. In addition to our main office in Oak Park, we have several program services and group homes in Oak Park, Berwyn, Chicago, Cicero, Elmwood Park, Forest Park, Franklin Park, Maywood, Melrose Park, Northlake, River Forest and Westchester. We are proud to be recognized for our quality residential and vocational adult services, and services for children with developmental disabilities or delays. In 2017, Oak-Leyden earned a 3-year accreditation for its day and residential programs from CARF International, and received 100% on its annual monitoring by the Department of Human Services' Early Intervention Monitoring.

Ken Cheatham, Director of Facilities, has been with us for over 25 years and has overseen many similar projects. He has experience managing staff and working with contractors; he is responsible for the maintenance of our 12 group homes.

Tony Barrett, Director of Residential Services, joined us last May. He has more than two decades of nonprofit management experience and direct expertise in training Qualified Intellectual Disabilities Professionals (QIDPs). Barrett holds his M.A. in Communication & Training from Governors State University and his M.B.A. from Benedictine University.

Bertha Magaña became our full time Executive Director in March 2017. Her career has spanned the non-profit and educational sectors. She has served previously as the executive director of several non-profits and was an independent consultant and Associate Vice President with The Alford Group. She is an LGC Leadership Greater Chicago Fellow and an LBG Fellow Association Board Member; a former Member of the Board of the Chicago Public Schools and the Chicago Foundation for Women. She holds a degree in law from the University of Illinois College of Law and is a graduate of the University of Illinois Chicago, political science and psychology departments.

b. Ability to Meet Requirements

Through past CDBG projects and current grants/contracts, Oak-Leyden has demonstrated its ability to meet requirements:

Oak-Leyden has received several CDBG grants and has met its reporting compliance requirements:

- 2005 \$45,000 Facilities Improvement for 411 Chicago Avenue
- 2007 \$135,000 Bathroom improvements 320 Chicago Avenue
- 2010 \$150,000 HVAC and bathroom improvements 320 Chicago Avenue; New roof 411 Chicago Avenue
- 2011 \$38,078 Facilities improvements 317 and 319 Chicago Avenue
- 2012 \$10,000 Facilities improvements 319 Chicago Avenue

Government Grant Reporting Experience:

- Oak-Leyden receives funding from the Illinois Department of Human Services and the community mental health boards of Berwyn, Cicero, Leyden Township Oak Park and River Forest. We comply with all of the monthly, quarterly and annual reporting requirements of those bodies.
- Oak-Leyden receives vehicles through the extensive grant application process of the Illinois Department of Transportation.

c. Collaboration with Others

Oak-Leyden has collaborative partnerships with the following entities:

- Infintec – a coalition of non-profit organizations that serve the developmentally disabled; includes access to computers and training either free or at discounted rates
- The Arc of Illinois – affiliate member
- Suburban Access – PASS agent
- Community Alternatives – PASS agent
- Illinois Department of Human Services – grantor/fees for service partner
- Illinois Department of Transportation - grantor
- Community Mental Health Board of Oak Park Township and its Coalition of funded agencies – several programs are funded by the CMHB, as well as the community mental health boards of Berwyn, Cicero, Leyden Township and River Forest
- Oak Park River Forest and Leyden High Schools - we work collaboratively with the transition specialists at both
- The Children's Services Program has collaborative agreements with Parenthesis, CFC #7 Local Interagency Council, Oak Park Collaboration for Early Childhood and Cicero Youth Task Force
- Oak-Leyden Developmental Services has a seat on the OPRF Chamber of Commerce, which helps maximize relationships in the local business community
- Oak-Leyden continues to seek new partnerships and has recently developed relationships with the Oak Park Art League and the Oak Park Area Arts Council for the purpose of enhancing participants' art experiences

V. Budget Narrative

a. Budget Description

\$8,300 Heat/Air Conditioning System:

New equipment: one Rheem 2-1/2 ton fan coil unit; one Rheem 2-1/2 ton air condenser (13 S.E.E.R.), one outdoor condenser pad, one refrigerant line set and one Honeywell 5/2 day programmable thermostat

Sheet metal fabrication: one complete (located in attic) insulated supply return air distribution system with all needed trim registers

Electrical: as needed to connect to existing panel

Plumbing: one condensate pump with drain tubing

Warranties: 5 years on all parts and one year on all labor

Exclusions: permits/fees; carpentry work if needed for patch repair by others
Sheet

\$9,550 Deck/Ramp:

Includes removal of existing wood deck; digging and installing 7 new concrete pierce 42" below grade 6" above 10" DIA; building new treated wood deck 22'x10' per architectural drawings; removing old dirt and installing new ground cover liner; filling up with new river rock; permit included; labor, material and rubbish removal

\$6,603 Oak-Leyden Staff Allocation - percentage of time as project managers (Director of Facilities, primary; Director of Residential Services, oversight) for salary, benefits, taxes

\$925 has been allocated for permit fees (\$300) and any patching or repair work not covered in contractors' proposals

b. Alternative Revenue Sources

At this time, we are completing an inventory and needs assessment on all of our properties prior to beginning the spring budget process for our FY19. The board will determine how best to allocate resources for needed improvements. In addition, we have developed a Home Champion Program and as we enhance our major donor program, we will be soliciting corporations and individuals to help with the needs of maintaining 12 homes. We continue to submit foundation proposals for general operating and Residential Services, and it would be anticipated secured funding would be allocated to this project. We have had successful crowdfunders for other capital projects, such as renovation of our Children's Services large therapy room.

3. Attachments

Attach the following documents, with the saved name formatted as required (see Application Instructions).

Articles of Incorporation and By-Laws

[oakleyden_developmental_services_articles_of_incorp_bylaws.pdf](#)

List of Board of Directors

[oakleyden_developmental_services_board_of_directors.pdf](#)

Non-Profit Determination (IRS Letter)

[oakleyden_developmental_services_nonprofit_determination_501c3_letter.pdf](#)

Organizational Chart

[oakleyden_developmental_services_org_chart.pdf](#)

Resumes

[oakleyden_developmental_services_resumes.pdf](#)

Budget Worksheet

[oakleyden_developmental_services_budget_worksheet.pdf](#)

Proposed Activity Beneficiaries Form

[oakleyden_developmental_services_activity_beneficiaries_form.pdf](#)

Timeline

[timelinoakleyden_developmental_services_timeline.pdf](#)

Construction Cost Estimate

[oakleyden_developmental_services_construction_cost_est.pdf](#)

EEO Form

[oakleyden_developmental_services_eereport.pdf](#)

Facility lease or proof of ownership

[oakleyden_developmental_services_proof_of_ownership.pdf](#)

Financial Statement and Audit

[oak_leyden_financial_statement_and_audits.pdf](#)

Statement of ADA Compliance

[oakleyden_developmental_services_ada_compliance_statement.pdf](#)

Support Statements

[oakleyden_developmental_services_letters_of_support.pdf](#)

4. Proposal Agency Information and Verification

Name of Authorized Official of Applicant Organization

Bertha G. Magana

Title of Authorized Official of Applicant Organization

Executive Director

Date of Submittal

Fri, 2018-03-02

Affirmation

I agree

[Previous submission](#)

[Next submission](#)



PY 2018

CDBG Public Facilities & Improvements

Organization Name	Oak-Leyden Developmental Services
Proposed Project Name	CILA Improvements for Oak Park Group Homes

Beneficiary Component	Number or Percent
Total of all Persons Benefiting, without regard to income or residency	7
Number of all Very Low, Low and Moderate-Income (LMI) Persons to be served	7
Percentage of LMI benefit (above ÷ total persons x 100)	100%
Number of all Oak Park persons benefiting	7
Percentage of Oak Park persons benefiting (#Oak Park persons benefiting ÷ total persons benefiting x 100)	100%
Number of Very Low, Low and Moderate-Income (LMI) Oak Park Persons to be served	7
Percentage of Oak Park persons that are LMI (#LMI Oak Park persons benefiting ÷ total Oak Park persons benefiting x 100)	100%

As with all application components, please carefully read the Instructions



PY 2018 Timeline

CDBG Public Facilities & Improvements

Organization	Oak-Leyden Developmental Services
Project Name	CILA Improvements for Oak Park Group Homes

Timeframe	Activity	Person Responsible
Month 1 October	Send draft bid specs for both projects to Village Staff for review/approval; include correct/current Federal Wage Determination and Federal Labor Standards with bid specs	Ken Cheatham
	Place ads for bids for both projects	Ken Cheatham
Month 2 November	Review bids and choose contractor(s)	Ken Cheatham/Tony Barrett
	Apply for permits	Ken Cheatham/Contractor
Month 3 December	Submit quarterly report to Village staff	Ken Cheatham
Month 4 January	Both projects weather-dependent - no direct activity	
	Submit bill for contractor(s) down payment(s)	Maria Martinez
Month 5 February	Purchase materials for HVAC project	Contractor/Ken Cheatham
Month 6 March (late)	Install HVAC/Carpentry-Patch work	Contractor
	Submit quarterly report to Village staff	Ken Cheatham
Month 7 April	Complete any carpentry/patch work on HVAC project	Contractor
	Walk-through inspection	Contractor/Ken Cheatham/Tony Barrett
Month 8 May	Bill for HVAC contractor fee balance	Maria Martinez
	Remove ramp and deck	Contractor
	Replace ramp and deck	Contractor
Month 9 June	Repair landscaping as necessary	Ken Cheatham
	Project inspection/walk-through	Ken Cheatham/Tony Barrett
	Submit quarterly report to Village staff	Ken Cheatham
Month 10 July	Billing	Maria Martinez
Month 11 August	Projects complete	
Month 12 September	Final report	Ken Cheatham

**WORKBOOK CONTAINS BOTH THE PROJECT BUDGET & THE OTHER REVENUE SUMMARY .
COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL**

PY 2018 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.

	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:	Oak-Leyden pending FY19 budget				
Personnel Costs									
Salaries	\$5,093	\$0	0%		\$5,093			\$5,093	100%
Benefits	\$1,120	\$0	0%		\$1,120			\$1,120	100%
Taxes	\$390	\$0	0%		\$390			\$390	100%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Personnel Costs	\$6,603	\$0	0%		\$6,603	\$0	\$0	\$6,603	100%
Construction Costs									
Materials/Supplies	\$625	\$0	0%		\$625			\$625	100%
Construction Costs	\$17,850	\$17,850	100%					\$0	0%
Equipment Purchase	\$0	\$0	#DIV/0!					\$0	0%
Other - Permits	\$300	\$0	0%		\$300			\$300	100%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Construction	\$18,775	\$17,850	95%		\$925	\$0	\$0	\$925	5%
Professional/Services									
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)	\$25,378	\$17,850	70%		\$7,528	\$0	\$0	\$7,528	30%

PY 2018 CDBG OTHER REVENUE SUMMARY

This chart provides more information about "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 RESTRICTIONS	TYPE: Federal, State/Local or Private?
Oak-Leyden - material costs indirectly related to projects-drywall, lawncare, etc.		\$625	Pending FY19 budget process			Federal/OL budget
Oak-Leyden - salary, benefits, taxes for 2 staff		\$6,603	Pending FY19 budget process			Federal
Oak-Leyden - permit fees		\$300	Pending FY19 budget process			OL budget
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$7,528				

KEAN HEATING & A/C

2904 N. 74th Ave
Elmwood Park, Illinois 60707
(773) 430-9198

To: Oak Leyden
411 Chicago Ave
Oak Park, Ill
RE: 317 Chicago Ave
Oak Park, Il

Date: 1/31/18

We hereby propose to furnish all labor and material to complete the installation of the following as described below:

New equipment: One Rheem 2-1/2 ton Fan coil unit, One Rheem 2-1/2 ton air condenser (13 S.E.E.R.), one outdoor condenser pad, one refrigerant line set and one Honeywell 5/2 day programmable thermostat.

Sheet metal fabrication: One complete (located in attic) insulated supply return air distribution system with all needed trim registers.

Electrical: As needed to connect to existing panel.

Plumbing: One condensate pump with drain tubing.

Warranties: (5)Five years on all parts and one year on all labor.

Exclusions:

- 1) Permits and fees.
- 2) Carpentry work: If needed for patch repair by others.

Total cost: \$8,300.00.00

Deposit: \$4,500.00

Balance: Balance due upon completion

Per _____
Andrew McKean

Accepted by: _____

Date: _____

Proposal

W N U K CONSTRUCTION COMPANY

6917 Roosevelt Road • Berwyn, IL 60402
Office (708) 749-4011 or (708) 749-4093 • Fax (708) 749-8522
website: www.wnukconstruction.com email: wnukconstruction@sbcglobal.net

PROPOSAL SUBMITTED TO Kenneth Cheatham	PHONE H- 1-708-388-7681	DATE Feb-14-2018
STREET	JOB NAME Cell 1-708-870-3541	
CITY, STATE and ZIP CODE Oak Park ILL	JOB LOCATION Job -317 Chicago Ave Oak Park ILL 60302	
ARCHITECT	DATE OF PLANS	JOB PHONE

We propose to furnish material and labor - complete in accordance with specifications below, for the sum of:

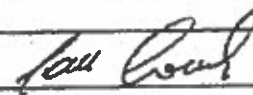
Nine thousand five hundred fifty 00/100 dollars @ **\$9,550.00**

Payment to be made as follows:
Down payment \$1,650.00

On start of work 5,000.00 on completion \$3,000.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be assessed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon permits, accidents or delays beyond our control. Owner to carry fire, theft and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature



Note: This proposal may be withdrawn by us if not accepted within **30** days.

We hereby submit specifications and estimate for:

New deck by the house

- 1 Remove existing wood deck
- 2 Dig and install 7-new concrete pierce 42" below grade 6" above 10" DIA
- 3 build new Treated wood deck 22'x10' Per architecture drownings
- 4 Remove old dirt install new ground cover liner and fill up new river rock
- 5 Permit included in proposal

Wnuk construction Co. will provide Labor - material - permit - rubbish remove
Please, call me if are any questions thanks John Wnuk 708-749 4011 or 749-4093

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____



OAK-LEYDEN DEVELOPMENTAL SERVICES

411 Chicago Avenue

Oak Park, IL 60302

www.oak-leyden.org

June 28, 2018

Mark Dwyer
Grants Supervisor
Village of Oak Park
123 Madison
Oak Park, IL 60302

Dear Mark:

Please consider this as an update to our CDBG project budget. In addition to the vendor estimates, we have budgeted \$325 to construction costs, of which \$150 will be allocated to the awarded grant. The costs are anticipated for cleanup costs, touch up painting and/or simple lawn work that may be needed after the deck has been demolished and reconstructed.

Please let me know if you have any other questions. Thank you for your assistance.

Cordially,

Lori Malinski
Director of Development

Oak-Leyden Developmental Services is a non-profit 501(c) 3 organization. Donations are tax-deductible to the fullest extent allowed by law. Oak-Leyden certifies that no goods were exchanged as a result of this donation. Please retain this receipt for your records.

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

COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL

REVISED 5/31/2018: PY 2018 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.

	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:	Oak-Leyden pending FY19 budget				
Personnel Costs									
Salaries	\$5,093	\$0	0%		\$5,093			\$5,093	100%
Benefits	\$1,120	\$0	0%		\$1,120			\$1,120	100%
Taxes	\$390	\$0	0%		\$390			\$390	100%
Other (Identify)	\$0	\$0	0%					\$0	0%
Other (Identify)	\$0	\$0	0%					\$0	0%
Subtotal: Personnel Costs	\$6,603	\$0	0%		\$6,603	\$0	\$0	\$6,603	100%
Construction Costs									
Materials/Supplies	\$0		0%					\$0	0%
Construction Costs	\$18,325	\$18,000	98%		\$325			\$325	2%
Equipment Purchase	\$0	\$0	0%					\$0	0%
Other - Permits	\$300	\$0	0%		\$300			\$300	100%
Other (Identify)	\$0	\$0	0%					\$0	0%
Other (Identify)	\$0	\$0	0%					\$0	0%
Other (Identify)	\$0	\$0	0%					\$0	0%
Other (Identify)	\$0	\$0	0%					\$0	0%
Subtotal: Construction	\$18,625	\$18,000	97%		\$625	\$0	\$0	\$625	3%
Professional/Services									
Consultant	\$0	\$0	0%					\$0	0%
Engineering	\$0	\$0	0%					\$0	0%
Other (Identify)	\$0	\$0	0%					\$0	0%
Subtotal: Professional Services	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
TOTAL (all categories)	\$25,228	\$18,000	71%		\$7,228	\$0	\$0	\$7,228	29%

PY 2018 CDBG OTHER REVENUE SUMMARY

This chart provides more information about "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 RESTRICTIONS	TYPE: Federal, State/Local or Private?
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Oak-Leyden - salary, benefits, taxes for 2 staff		\$6,603	Pending FY19 budget process			Federal
Oak-Leyden - permit fees		\$300	Pending FY19 budget process			OL budget
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$7,228				

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 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 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 Agreement notwithstanding its designation of any third party to undertake all or any of the Project. Subrecipient may not award or permit an award of a contract to a party that is debarred, suspended or ineligible to participate in a Federal program.

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

- 4. It has adopted and is enforcing:
 - a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction; against any individuals engaged in non-violent civil rights demonstrations; and
 - b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- 5. To the best of its knowledge and belief no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an

officer or employee of Subrecipient, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

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

APPENDIX V

REAFFIRMATION STATEMENT

MARCH 31, 1997

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

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

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

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

Responsibility for administering the Village of Oak Park's Equal Employment Opportunity/Affirmative Recruitment Plan lies with the Village Manager, who is assisted by the Human Resources Director in implementing policies which assure 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 E: PY 2018 Final Report Form, Oak Park CDBG Program

FINAL REPORT COMPONENT (Please explain even if you exceeded goals)

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