

1. Applicant Information

- a. Applicant Name Village of Oak Park
- b. Does Business as
- c. Address 123 Madison Street
- d. Address 2
- e. City Oak Park State IL Zip 60302
- f. Federal ID Number 36-6006027 DUNS Number 020947966
- g. Applicant fiscal year (beginning month and day) January-01
- h. Agency Type

Governmental

i. Web site (if applicable)

Department Name: Oak Park Health Department

Division Name:
(optional)

Telephone # 708-358-5480 Fax # 708-358-5115

Email health@oak-park.us

SAM Cage Code: 4HU05 SAM Expiry Date: 04/01/2022

Chief Officer Information

Name Dr. Theresa Chapple-McGruder

Title Health Department Director

Address Line 1 123 Madison St

Address Line 2

City Oak Park State IL Zip 60302

Telephone # 708-358-5482 Fax # 708-358-5115

Email tchapple@oak-park.us

j. If applicable, list all Names and FEINS that are registered to your organization or have been registered during the last 3 years.

Name	FEIN
Village of Oak Park	36-600-6027

k. Illinois Department of Human Rights Number (if applicable):

l. Will the proposed project cover the entire state? Yes/No Yes No

If No, please check the specific Counties from the list below

- | | | | |
|-----------------------------------|-------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Adams | <input type="checkbox"/> Alexander | <input type="checkbox"/> Bond | <input type="checkbox"/> Boone |
| <input type="checkbox"/> Brown | <input type="checkbox"/> Bureau | <input type="checkbox"/> Calhoun | <input type="checkbox"/> Carroll |
| <input type="checkbox"/> Cass | <input type="checkbox"/> Champaign | <input type="checkbox"/> Christian | <input type="checkbox"/> Clark |
| <input type="checkbox"/> Clay | <input type="checkbox"/> Clinton | <input type="checkbox"/> Coles | <input checked="" type="checkbox"/> Cook |
| <input type="checkbox"/> Crawford | <input type="checkbox"/> Cumberland | <input type="checkbox"/> DeKalb | <input type="checkbox"/> DeWitt |

- | | | | |
|--------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Douglas | <input type="checkbox"/> DuPage | <input type="checkbox"/> Edgar | <input type="checkbox"/> Edwards |
| <input type="checkbox"/> Effingham | <input type="checkbox"/> Fayette | <input type="checkbox"/> Ford | <input type="checkbox"/> Franklin |
| <input type="checkbox"/> Fulton | <input type="checkbox"/> Gallatin | <input type="checkbox"/> Greene | <input type="checkbox"/> Grundy |
| <input type="checkbox"/> Hamilton | <input type="checkbox"/> Hancock | <input type="checkbox"/> Hardin | <input type="checkbox"/> Henderson |
| <input type="checkbox"/> Henry | <input type="checkbox"/> Iroquois | <input type="checkbox"/> Jackson | <input type="checkbox"/> Jasper |
| <input type="checkbox"/> Jefferson | <input type="checkbox"/> Jersey | <input type="checkbox"/> Jo Daviess | <input type="checkbox"/> Johnson |
| <input type="checkbox"/> Kane | <input type="checkbox"/> Kankakee | <input type="checkbox"/> Kendall | <input type="checkbox"/> Knox |
| <input type="checkbox"/> Lake | <input type="checkbox"/> LaSalle | <input type="checkbox"/> Lawrence | <input type="checkbox"/> Lee |
| <input type="checkbox"/> Livingston | <input type="checkbox"/> Logan | <input type="checkbox"/> McDonough | <input type="checkbox"/> McHenry |
| <input type="checkbox"/> McLean | <input type="checkbox"/> Macon | <input type="checkbox"/> Macoupin | <input type="checkbox"/> Madison |
| <input type="checkbox"/> Marion | <input type="checkbox"/> Marshall | <input type="checkbox"/> Mason | <input type="checkbox"/> Massac |
| <input type="checkbox"/> Menard | <input type="checkbox"/> Mercer | <input type="checkbox"/> Monroe | <input type="checkbox"/> Montgomery |
| <input type="checkbox"/> Morgan | <input type="checkbox"/> Moultrie | <input type="checkbox"/> Ogle | <input type="checkbox"/> Peoria |
| <input type="checkbox"/> Perry | <input type="checkbox"/> Piatt | <input type="checkbox"/> Pike | <input type="checkbox"/> Pope |
| <input type="checkbox"/> Pulaski | <input type="checkbox"/> Putnam | <input type="checkbox"/> Randolph | <input type="checkbox"/> Richland |
| <input type="checkbox"/> Rock Island | <input type="checkbox"/> St. Clair | <input type="checkbox"/> Saline | <input type="checkbox"/> Sangamon |
| <input type="checkbox"/> Schuyler | <input type="checkbox"/> Scott | <input type="checkbox"/> Shelby | <input type="checkbox"/> Stark |
| <input type="checkbox"/> Stephenson | <input type="checkbox"/> Tazewell | <input type="checkbox"/> Union | <input type="checkbox"/> Vermilion |
| <input type="checkbox"/> Wabash | <input type="checkbox"/> Warren | <input type="checkbox"/> Washington | <input type="checkbox"/> Wayne |
| <input type="checkbox"/> White | <input type="checkbox"/> Whiteside | <input type="checkbox"/> Will | <input type="checkbox"/> Williamson |
| <input type="checkbox"/> Winnebago | <input type="checkbox"/> Woodford | | |

m. **LEGISLATIVE DISTRICT of Proposed Program / Project (If you selected 'NO' for 'Will the proposed project cover the entire state?', please select the Legislative Districts below)**

State Senate District

- Senate District 39

State House District

- House District 78

Congressional District

- Congress District 07

n. **LEGISLATIVE DISTRICT of Applicant Agency**

State Senate District

- Senate District 39

State House District

- House District 78

Congressional District

- Congress District 07

o. Non-Competitive Grant Funding Information (NCFI) Acknowledgement

- Before proceeding, please verify that you have read the Non-Competitive Grant Funding Information (NCFI) instructions. (Note: NCFI instructions are available in the 'Show Documents' section at the top of the page).

2. Project Information

- a. Project Name COVID-19 Response Grant - 2022
- b. Is implementing agency same as Applicant Yes No
- c. Implementing Agency Name
- d. Project Start Date Jan-01-2022 End Date Dec-31-2022
- e. Amount of Funds Allocated \$250,000.00 Project Cost \$250,000.00

f. Brief Project Description

The sole purpose of this grant is to fund the Grantee's performance of the services described herein during the Term of this Agreement. Grant funds may only be used by Local Health Departments for activities associated with COVID-19 pandemic response efforts.

- g. What is your organization's annual operating budget? 200,175,528
- h. Will subcontractors be used under this grant application?
 Subcontractors Sub-grantee Both No

If you are using sub-grantees, please complete the below table

Sub-grantee Name	Address	City	State	Zip	Phone	Description of Services	MO A

3. Key Grant Contact Information

a. Project Director

Name Michael Montino
Title Project Coordinator
Mailing Address 123 Madison Street
City Oak Park State IL Zip 60302
Telephone (708) 358-5489 Fax (708) 358-5115
E-mail Address mmontino@oak-park.us

b. Project Director

Name Theresa Chapple-McGruder
Title Director of Public Health
Mailing Address 123 Madison Street
City Oak Park State IL Zip 60302
Telephone (708) 358-5482 Fax (708) 358-5115
E-mail Address tchapple@oak-park.us

c. Authorized Official

Name Sara Semelka
Title Program Manager
Mailing Address 123 Madison Street
City Oak Park State IL Zip 60302
Telephone (708) 358-5496 Fax (708) 358-5115
E-mail Address ssemelka@oak-park.us

d. Financial Officer

Name Steve Drazner
Title Chief Financial Officer
Mailing Address 123 Madison Street
City Oak Park State IL Zip 60302
Telephone (708) 358-5462 Fax
E-mail Address sdrazner@oak-park.us

e. Authorized Official

Name New Village Manager (TBD)
Title
Mailing Address 123 Madison Street
City Oak Park State IL Zip 60302
Telephone (708) 358-5772 Fax
E-mail Address villagemanager@oak-park.us

a. Description of Applicant Organization

The Oak Park Health Department is a local health department service for the Village of Oak Park, a community of approximately 54,583. The Department is responsible for carrying out local health protection services including food protection and communicable disease surveillance control.

Applicant Grant History

- b. How long has the applicant been incorporated? 1902
- c. Is the applicant in "good standing" with the Illinois Office of the Secretary of State? Yes No
- d. Has the applicant or any principal experienced foreclosure, repossession, civil judgment or criminal penalty (or been a part to a consent decree) within the past seven years as a result of any violation of federal, state or local law applicable to its business? Yes No

If yes, identify the nature of the action and the disposition. If the action/proceeding is still pending or unresolved, provide a status identifying the unresolved issues. Be as descriptive as possible.

Applicant Grant History (con't)

- e. Is the applicant or any principal the subject of any proceedings that are pending, or to the best of the applicant's knowledge threatened against applicant and/or any principal that may result in any adverse change the applicant's financial condition or materially and adversely affect applicant's operations? Yes No

If yes, identify the nature of the proceedings and how they may affect the applicant's financial situation and/or operations.

- f. Does the applicant or any principal owe any debt to the State of Illinois? Yes No

If yes, list the amount and reason for the debt. Attach additional documentation to explain the debt owed to the state.

State of IL Department / Agency	Amount of Debt	Reason for the debt	Reference

1. Grant Scope of Work

Project Description

The COVID-19 Response Grant Program is an integral part of the State's response to the ongoing COVID-19 pandemic. This grant program will help prevent transmission of COVID-19 through the continuation of response efforts and activities within local communities and funded through U.S. Centers for Disease Control and Prevention's Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) grant.

Grant funds will help defray costs associated with the administration of COVID-19 response efforts as well as relieve some financial burden from local health departments already strained financially from responding to the COVID-19 pandemic. Funds may be used for the continuance of surveillance, epidemiologic investigation (case and contact tracing), infection control, mitigation, resource coordination, testing services and communications:

- surveillance, detection and response,
- prevention and intervention strategies, and
- communications, coordination and partnerships.

ELC resources may support each of these individually however, it is only through integration that these complementary core areas are optimized. Grant funds may not be used for COVID-19 mass vaccination expenses.

Acknowledgement

- I have read the Scope of Work and plan to provide adequate staff and resources to complete the activities outlined in my annual plan according to the terms of my duly signed and executed grant agreement from IDPH.

1. Objectives and Activities

- Objective :** Utilize the existing Health Department mobile health unit to create a responsive community testing program
- Activity :** Upgrade Health Department mobile health unit to be an all-weather, all-season unit
- Responsible Staff :** Michael Montino
- Date Range :** 04/01/2022 - 05/31/2022
- Expected Outcome :** Build capacity to provide mobile testing capabilities for the entire Oak Park community
- Measurement :** Number of times mobile health unit is used for testing events each quarter
- Activity :** Oak Park Health Department will work with community liaisons to organize testing at community events, festivals and large community gatherings
- Responsible Staff :** COVID Response Coordinator (TBD)
- Date Range :** 06/01/2022 - 12/31/2022
- Expected Outcome :** The Oak Park Health Department will have a presence at community events to improve COVID testing accessibility to community members
- Measurement :** Number of community events at which the Oak Park Health Department provides testing
- Objective :** Focus community testing in previously unaddressed populations in the Oak Park business districts, which are impacted by disproportionately high COVID rates
- Activity :** Using a data-driven approach, including wastewater data analysis, to test communities with the highest rates of COVID
- Responsible Staff :** COVID Response Manager (TBD), COVID-19 intern (TBD)
- Date Range :** 06/01/2022 - 12/31/2022
- Expected Outcome :** Targeted COVID testing in high risk geographic areas
- Measurement :** Percent of positive tests from targeted COVID testing events
- Activity :** Create relationships with members of the business community to establish and execute testing events at times and locations that are convenient and responsive to the community.
- Responsible Staff :** COVID Response Manager (TBD), COVID-19 intern (TBD)
- Date Range :** 06/01/2022 - 12/31/2022
- Expected Outcome :** Increased testing in the business districts of Oak Park
- Measurement :** Number of testing events held in commercial districts
- Objective :** Hire a COVID response coordinator to manage community-level response activities for our target populations
- Activity :** Obtain and distribute FDA approved tests to schools, daycares, community organizations and other stakeholders pending supply
- Responsible Staff :** COVID testing coordinator (TBD)
- Date Range :** 06/01/2022 - 12/31/2022
- Expected Outcome :** The Oak Park Health Department will distribute tests to community stakeholders and the general public
- Measurement :** Number of tests distributed and/or administered
- Objective :** Increase community knowledge about the benefits of COVID testing for community and personal health
- Activity :** Work with a communications consultant to increase COVID testing messages on social media channels including Facebook, Twitter and Instagram
- Responsible Staff :** Communications consultant
- Date Range :** 04/01/2022 - 12/31/2022
- Expected Outcome :** Increased awareness of COVID testing benefits and participation in health department testing events
- Measurement :** Numbers of social media posts about COVID testing, social media post views

Activity : Work with a communications consultant to create COVID testing campaigns for specific communities at higher risk for COVID spread, including fliers, door-knocking campaigns and other engagement activities

Responsible Staff : Communications consultant

Date Range : 06/01/2022 - 12/31/2022

Expected Outcome : Increased awareness of COVID testing benefits and participation in health department testing events among our target populations, including the business community

Measurement : Number of engagement materials created, number of participants attending testing events

Key Definitions

Disparately impacted communities: include, but are not limited to, racial and ethnic minorities, refugees, immigrants, seniors, low-income earners, uninsured individuals, undocumented individuals, individuals with limited English Proficiency, individuals with disabilities and the homeless.

Health equity: Health equity is attainment of the highest level of health for all people. Achieving health equity requires valuing everyone equally with focused and ongoing societal efforts to address avoidable inequalities, historical and contemporary injustices, and the elimination of health and health care disparities.

Health Disparities: means differences in health outcomes and their determinants between segments of the population, as defined by social, demographic, environmental, and geographic attributes.

Health Inequalities: a term sometimes used interchangeably with the term health disparities. It is more often used in the scientific and economic literature to refer to summary measures of population health associated with individual - or group – specific attributes (e.g., income, education, or race/ethnicity).

Health Inequities: a subset of health inequalities that are modifiable, associated with social disadvantage, and considered ethically unfair.

Intervention Strategy: any plan, guidance, proposal, policy, practice, communication, or directive, developed by statewide, regional and local level entities to treat, diagnose, study, provide awareness of, or otherwise address COVID-19 in Illinois residents, including in disparately impacted communities.

Social determinants of health: the conditions in the environments in which people are born, live, learn, work, play, worship, and age, that affect a wide range of health, functioning, and quality-of-life outcomes and risks.

Community Health Needs Assessment (CHNA): assessment of a specific community being serviced and typically performed by a consortium of not-for-profit hospitals and community-based organizations. Although they vary by community, CHNAs "enable communities to identify issues of greatest concern and decide how to allocate resources to address those issues."

Considerations for Assessing Health Equity:

Participating entities should use the following questions to assess both the short and long-term impacts to health equity, health inequalities and health inequities of a particular intervention strategy. Short-term initiatives might prioritize currently prevalent comorbidities for a disparately impacted community, whereas long-term initiatives might prioritize issues such as food insecurity, inadequate housing or limited access to health care that widen health disparities.

Communities most likely to benefit from this intervention strategy

This intervention strategy will benefit the residents of the Village of Oak Park. Oak Park is a suburb of Chicago with a population of 54,583 residents. According to Census Bureau, 12.9% of the Village's population has an education level of high school diploma or less. Oak Park is diverse in age and demographics and has a 7.7% population rate below the poverty line. This intervention will also benefit people who work in Oak Park, from low-wage workers to high earners.

The services provided through our COVID response program will work to fill the gap in testing access disparities across the community while also providing these resources to underserved areas of Oak Park.

1. **What persons / communities are most likely to benefit from this intervention strategy?** Which disparately impacted communities are most affected by this intervention strategy?

For example, consider the use of the following resources to identify and inform where the most health needs are in your community.

- Your Community Health Needs Assessment

- Community Health Rankings
- The CMS AHC Screening Tool for the Social Determinants of Health

Based on the above guidance for communities are most likely to benefit from this intervention strategy, please provide your response below:

This intervention strategy will benefit the residents of the Village of Oak Park. Oak Park is a suburb of Chicago with a population of 54,583 residents. According to Census Bureau, 12.9% of the Village's population has an education level of high school diploma or less. Oak Park is diverse in age and demographics and has a 7.7% population rate below the poverty line. This intervention will also benefit people who work in Oak Park, from low-wage workers to high earners.

The services provided through our COVID response program will work to fill the gap in testing access disparities across the community while also providing these resources to underserved areas of Oak Park.

Benefit to disparately impacted communities

The mobile health and testing strategy benefits disparately impacted persons by bringing health services such as COVID-19 testing which would otherwise be inaccessible into the community. This will allow people who have a lack of access to transportation, extended leave time, or insurance access testing in thier own community. In addition, administration by familiar community staff may aid in reducing hesitation from community members who may be hesitant in seeking health services such as COVID-19 testing.

2. How does this intervention strategy benefit disparately impacted persons / communities?

- What specific health conditions (e.g., diabetes, asthma, hypertension, etc.) and inequities will be addressed with this intervention strategy?
- What social determinants are targeted for intervention?
- How will the members of each disparately impacted community be affected?

Based on the above guidance for benefit from this intervention strategy to disparately impacted communities, please provide your response below:

The mobile health and testing strategy benefits disparately impacted persons by bringing health services such as COVID-19 testing which would otherwise be inaccessible into the community. This will allow people who have a lack of access to transportation, extended leave time, or insurance access testing in thier own community. In addition, administration by familiar community staff may aid in reducing hesitation from community members who may be hesitant in seeking health services such as COVID-19 testing.

Proposed intervention strategy vs expand socio-economic opportunities

By bringing free testing resources to people's places of work, they do not have to lose time or wages by traveling to testing sites. This program will ensure that hourly and low-wage earners can access nessary COVID testing resources.

3. **Will the proposed intervention strategy expand socio-economic opportunities for disparately impacted persons / community members and their overall health?** Yes No

- If yes, how?
- If no, how can the proposed intervention strategy be revised to address that?

Based on you response to the above question, please provide your response below:

By bringing free testing resources to people's places of work, they do not have to lose time or wages by traveling to testing sites. This program will ensure that hourly and low-wage earners can access necessary COVID testing resources.

Promotion inclusive collaboration and civic engagement

Meetings are conducted with different organizations and community members to ensure discussion and dialog. Community leaders from varying racial and ethnic backgrounds will be engaged early in the planning phases as we establish our mobile testing strategy and throughout the process to prevent unintended consequences.

4. **Will the proposed intervention strategy promote inclusive collaboration and / or civic engagement of all disparately impacted communities?** Yes No

Is there community support for the intervention strategy? Yes No

If yes, who are your collaborating partners?

Collaborating Partners
Housing Forward
Oak Park Homelessness Coalition
Oak Park Police Department
Oak Park Business Community

If no, which communities are in opposition, why does that opposition exist (i.e. what interests are in conflict with the intervention strategy), and how do you plan to address it?

Have you or do you plan to engage the disparately impacted community in a dialogue? Yes No

Do you have strategies in place to identify unintended consequences or barriers to racial equity as a result of the proposed intervention strategy? Are there strategies in place to mitigate any negative impacts? Are revised strategies needed to address those consequences?

Meetings are conducted with different organizations and community members to ensure discussion and dialog. Community leaders from varying racial and ethnic backgrounds will be engaged early in the planning phases as we establish our mobile testing strategy and throughout the process to prevent unintended consequences.

Assurance of workforce equity

Village of Oak Park works collaboratively internally and externally to ensure and support workforce quity and/or contracting equity. Employers will be encouraged to allow paid time off for sick staff. Employers will be advised of any potential funding assistance to allow this to occur without detriment to the business profit, thereby allowing continued employment of impacted employees.

5. **Will your intervention strategy ensure support of workforce equity and/or contracting equity?** Yes No

- If yes, how?
- What goals are contemplated for workforce equity and/or contracting equity?
- If no, what modifications are needed to ensure the intervention strategy supports workforce equity and/or

contracting equity?

Based on your response for ensuring workforce equity and/or contracting equity, please provide your response below:

Village of Oak Park works collaboratively internally and externally to ensure and support workforce equity and/or contracting equity. Employers will be encouraged to allow paid time off for sick staff. Employers will be advised of any potential funding assistance to allow this to occur without detriment to the business profit, thereby allowing continued employment of impacted employees.

Achievement of greater health equity

We will stratify our data by populations we believe could carry a disproportionate burden of diseases and resources. This stratification will be in line with our equity based mitigation strategies. We will compare rates in the overall population to rates within the population at risk for a greater share of adverse outcomes. The goal will be to experience similar rates of disease/disparity among the entire population, but if we do not, we will be poised to review our mitigation strategies and pivot accordingly.

6. How will this intervention strategy achieve greater health equity for disparately impacted persons / communities?

- Can you demonstrate how this intervention strategy improves health equity?
- If not, why not, and what modifications are needed to ensure the plan meets the health equity goals?

Based on the above guidance for achieving greater health equity for disparately impacted communities, please provide your response below:

We will stratify our data by populations we believe could carry a disproportionate burden of diseases and resources. This stratification will be in line with our equity based mitigation strategies. We will compare rates in the overall population to rates within the population at risk for a greater share of adverse outcomes. The goal will be to experience similar rates of disease/disparity among the entire population, but if we do not, we will be poised to review our mitigation strategies and pivot accordingly.

Metrics to ensure and evaluate health equity goals

The Oak Park Health Department will utilize the number of geographically diverse sites and the number of tests administered for at-risk groups and facilities (daycares, retirement facilities, elderly, schools, etc.)

7. Name and explain at least two metrics that will be used to evaluate your health equity goals

The Oak Park Health Department will utilize the number of geographically diverse sites and the number of tests administered for at-risk groups and facilities (daycares, retirement facilities, elderly, schools, etc.)

Grant Budget Detail for COVID-19 Response Grant - 2022
 Agency: Village of Oak Park
 Application: COVID-19 Response Grant - 2022

3/1/2022

	Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested
DIRECT EXPENSES							
Program Expenses							
1	Personal Services (Incl Salary & Wages)						
	Program Manager Notes : COVID-19 Program Manager	6000.0000	1.000	9.000	MTH	54,000.00	54,000.00
	COVID-19 Intern	2550.0000	1.000	3.000	MTH	7,650.00	7,650.00
	Hazard Pay Notes : Hazard Pay for 4 Employees Will be paid out hourly for hazardous work The following employees will receive hazard pay Dr. Theresa Chapple - Health Director Sara Semelka - Public Health Education Manager Michael Montino - Emergency Preparedness and Response Coordinator Chris Randall - Assistant to the Preparedness and Response Coordinator Because our department currently only consists of eight members, all employees are involved in frontline activities such as managing and administering COVID-19 testing sites.	1388.8890	4.000	9.000	MTH	50,000.00	50,000.00
	COVID Testing Coordinator	3000.0000	1.000	9.000	MTH	27,000.00	27,000.00
Total for Personal Services (Incl Salary & Wages)						138,650.00	138,650.00

Grant Budget Detail for COVID-19 Response Grant - 2022
 Agency: Village of Oak Park
 Application: COVID-19 Response Grant - 2022

3/1/2022

	Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested
2	Fringe Benefits						
	FICA	0.0000	6.200	81000.000		5,022.00	5,022.00
	Medicare	0.0000	1.450	81000.000		1,174.50	1,174.50
	Retirement	0.0000	8.000	81000.000		6,480.00	6,480.00
	Health Insurance	0.0000	20.000	81000.000		16,200.00	16,200.00
Total for Fringe Benefits						28,876.50	28,876.50
3	Travel						
4	Equipment						
	Portable Generator	1.0000	1500.000	0.000	UNT	1,500.00	1,500.00
	Mobile Wireless Equipment	1.0000	4000.000	0.000	UNT	4,000.00	4,000.00
	Notes : Cradlepoint Access points or multiple hotspots						
	12v Van Canopy	1.0000	3080.000	0.000	UNT	3,080.00	3,080.00
	Portable Vehicle-Mounted Lighting	2.0000	3348.000	0.000	UNT	6,696.00	6,696.00
	Industrial fan	2.0000	800.000	0.000	UNT	1,600.00	1,600.00
Total for Equipment						16,876.00	16,876.00
5	Supplies						
	Rain Proofing Materials (Lamination)	1.0000	200.000	0.000	UNT	200.00	200.00
	Rain Protectors for tablets	11.0000	35.000	0.000	UNT	385.00	385.00
	Raincoats for Staff	10.0000	15.000	0.000	UNT	150.00	150.00
	Folding Table	2.0000	115.000	0.000	UNT	230.00	230.00

Grant Budget Detail for COVID-19 Response Grant - 2022
 Agency: Village of Oak Park
 Application: COVID-19 Response Grant - 2022

3/1/2022

	Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested
	Branded Tablecloth	2.0000	120.000	0.000	UNT	240.00	240.00
	Advertisement Signage (stake in ground)	1.0000	5000.500	0.000	UNT	5,000.50	5,000.50
	PPE Storage Rack	3.0000	400.000	0.000	UNT	1,200.00	1,200.00
Total for Supplies						7,405.50	7,405.50
6	Contractual Services						
	Communications consultant Contact Details : Theresa Chapple-McGruder 123 Madison St., Oak Park, Il,60302, Phone : 7083585496	0.0000	0.000	0.000		37,000.00	37,000.00
7	Occupancy - Rent and Utilities						
8	Telecommunications						
9	Training and Education						
Total Program Expenses						228,808.00	228,808.00
TOTAL DIRECT EXPENSES						228,808.00	228,808.00
INDIRECT EXPENSES							
Indirect Costs							
1	Indirect Costs						
	De Minimis Rate – up to 10%	0.0000	10.000	211915.210		21,192.00	21,192.00
Total Indirect Costs						21,192.00	21,192.00
TOTAL INDIRECT EXPENSES						21,192.00	21,192.00

Grant Budget Detail for COVID-19 Response Grant - 2022
Agency: Village of Oak Park
Application: COVID-19 Response Grant - 2022

3/1/2022

	Line Item	Qty	Rate	Units	UOM	Total Amount	Amount Requested
TOTAL EXPENDITURES						250,000.00	250,000.00

Grant Budget Summary for COVID-19 Response Grant - 2022
 Agency: Village of Oak Park
 Application: COVID-19 Response Grant - 2022

3/1/2022

	Category	Total Amount	Amount Requested	Narrative
DIRECT EXPENSES				
Program Expenses				
1	Personal Services (Incl Salary & Wages)	138,650.00	138,650.00	These positions will assist in managing COVID-19 Management and Testing Operations. A full time program manager will be hired to manage COVID-19 testing sites, a COVID-19 intern will be hired to assist existing staff and Hazard Pay will be used to supplement key staff who are placed at increased risk due to their COVID-19 response duties. Hazard Pay will be paid hourly for hours worked under hazardous conditions.
2	Fringe Benefits	28,876.50	28,876.50	The fringe benefits for the COVID response manager: FICA 6.2% Med 1.45% IMRF 8% * Health ins. 20% **
3	Travel	0.00	0.00	
4	Equipment	16,876.00	16,876.00	Equipment will be used to supplement the Oak Park Mobile Unit in engaging with the community during all weather scenarios and evening details such as community evening events. This includes lighting, generators, fans, and coverage from the elements. It also allows for technology upgrades so that additional device capacity can be utilized.
5	Supplies	7,405.50	7,405.50	The majority of items will be used to protect personnel, materials, and technology from all weather during mobile field testing operations. Folding tables, tablecloths, and signage will aid in the advertisement and management of a mobile testing site. PPE racks will be used to store PPE used to protect staff during testing operations.
6	Contractual Services	37,000.00	37,000.00	We will work with a communications consultant to create social media messaging and community campaigns to increase knowledge of and participation in testing

Grant Budget Summary for COVID-19 Response Grant - 2022
 Agency: Village of Oak Park
 Application: COVID-19 Response Grant - 2022

3/1/2022

	Category	Total Amount	Amount Requested	Narrative
				events.
7	Occupancy - Rent and Utilities	0.00	0.00	
8	Telecommunications	0.00	0.00	
9	Training and Education	0.00	0.00	
Total Program Expenses		228,808.00	228,808.00	
TOTAL DIRECT EXPENSES		228,808.00	228,808.00	
INDIRECT EXPENSES				
Indirect Costs				
1	Indirect Costs	21,192.00	21,192.00	10% of our direct costs is the total for indirect costs
Total Indirect Costs		21,192.00	21,192.00	
TOTAL INDIRECT EXPENSES		21,192.00	21,192.00	
TOTAL EXPENDITURES		250,000.00	250,000.00	

Source of Funds for COVID-19 Response Grant - 2022
 Agency: Village of Oak Park
 Application: COVID-19 Response Grant - 2022

3/1/2022

Source of Funds

	Category	Total Amount	Amount Requested	Narrative
1	Source of Funds			
	Fees and Collections	0.00	0.00	
	State Agreement	250,000.00	250,000.00	
	Local	0.00	0.00	
	Federal	0.00	0.00	
	Other	0.00	0.00	
	Total Source of Funds	250,000.00	250,000.00	
	Totals	250,000.00	250,000.00	

1. Section - A Indirect Cost Information

If your organization is requesting reimbursement for indirect costs on line 17 of the Budget Summary, please select one of the following options. (if no reimbursement is requested, please leave blank)

- 1) Our Organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our Federal Cognizant Agency. A copy of this agreement will be provided to the State of Illinois' Indirect Cost Unit for review and documentation before reimbursement is allowed. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations.

If this option is selected, please provide basic Negotiated Indirect Cost Rate Agreement information using the blue arrow upload feature.

Your Organization may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for your Organization to be reimbursed for Indirect Costs from the State of Illinois, your Organization must either:

A Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from our State Cognizant Agency on an annual basis.

B Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.

C Use a Restricted Rate designated by programmatic or statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs)

- 2a) Our Organization currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c).
- 2b) Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. Our Organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b). The initial ICRP will be sent to the State of Illinois' Indirect Cost Unit.

NOTE: (Check with your State of Illinois Agency for information regarding reimbursement of indirect costs while your proposal is being negotiated)

- 3) Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or a State of Illinois agency and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68).
- 4) For Restricted Rate Programs (check one) -- Our Organization is using a restricted indirect cost rate that:
- Is included as a "Special Indirect Cost Rate" in our NICRA (2 CFR 200Appendix IV (5)
 - Complies with other statutory policies (please specify):

The Restricted Indirect Cost Rate is %

1 Required Attachments

a. Organization W-9

[120727_0_772_W-9 VIO 030220.pdf](#)

b. Sub-Contractor / Sub-Grantee Disclosure

[120728_0_19_IDPH Subcontractor and Sub-grantee Disclosure Form-signed.pdf](#)

Risk Assessment Questionnaire Information

In response to the requirements of 2 CFR 200.205, the awarding agency is required to review the programmatic risk posed by applicants. Four risk categories are assessed through this questionnaire:

1. Quality of management systems and ability to meet the management standards;
2. History of performance;
3. Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audit; and
4. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on awardees.

GO TO NEXT PAGE TO START

1. Quality of Management Systems and ability to meet the management standards

1.1 Do you have written policies and procedures that guide program delivery on the topics of:

- a. Quality assurance Yes No
- b. Program outcome tracking and reporting mechanisms Yes No
- c. Relevant documentation of services/goods delivered Yes No
- d. Staff performance management policies and procedures Yes No
- e. Complaint/grievance resolution policies and procedures Yes No
- f. Safeguarding funds, property and other assets against loss from unauthorized use or disposition Yes No
- g. Management of grant terms Yes No
- h. Participant eligibility, if applicable Yes No NA

1.2 Do you have internal controls that govern program delivery on the topics of:

- a. Quality assurance reporting Yes No
- b. Appropriate (to industry) supervision of staff Yes No
- c. Unit costs analysis and management Yes No
- d. Accreditation/licensing compliance program Yes No NA

1.3 Does the organization have written standards of conduct covering real or perceived conflict of interest related to actions of employees engaged in the selection, award or administration of contracts supported by grant awards? Yes No

1.4 How many years of experience does the project leader have managing the scope of services required under this program?

- More than five years
- One to five years
- Less than one year

1.5 Does the organization have a time and effort system for tracking program-specific work performed? Yes No

If "NO", go to question 1.6. If "YES", complete 1.5 a., b., and c.

- a. The system records all time worked, including time not charged to awards Yes No
- b. The system includes signed-off by the employee and a supervisor Yes No
- c. The system includes an approved methodology Yes No NA
- Question is not applicable because grants are based on a set rate or a per unit of service
- 1.6 Does the organization have controls for invoicing grants paid based on a rate or unit of service? Yes No N
A
- 1.7 Does the organization apply the same standard for match requirements as it does for expenses? Yes No N
A
- 1.8 To what extent are you able to produce periodic performance reports to communicate program outcomes externally?
- Performance reports are an established part of grant management procedures
- Performance data reporting is being developed as part of grant management procedures
- We do not currently report performance data within our grant management

2. History of Performance

- 2.1 How many years of experience does your organization have with grants of comparable scope and/or capacity?
- More than five years
- One to five years
- Less than one year
- No Experience (GO TO QUESTION 2.4)
- 2.2 If your organization has experience with grants of comparable scope and/or capacity, provide a brief description of similar projects, goals, and outcomes; specify the applicable year:
- The Oak Park Health Department has been receiving CDC/IDPH grants for many years. Additionally, the Village as a whole routinely receives Federal and State grants. The Health Department employs it's own part-time grant manager to oversee these grants. In addition to the grants we are currently applying for, the following are currently standing grant:
- Cities Readiness Initiative
Public Health Emergency Preparedness
Family Case Management
Illinois Tobacco-Free Community
Public Health Institute of Metropolitan Chicago
Contact Tracing
Mass Vaccination
- FOR IDPH Reviewers ONLY: Was the applicants response to Q 2.2 satisfactory?** Yes No N
A
- 2.3 During your last two fiscal years, how frequently has your organization submitted project performance reports on time?
- Always
- Reported late up to three times
- Reported late four or more times
- Not Applicable – not a requirement of awards previously received

2.4 **Have there been any significant changes in your organization in the last fiscal year related to:**

- a. Leadership responsibilities Yes No
- b. Significant program / grant initiative(s) Yes No
- c. Structural / re-organizations Yes No
- d. Fiscal changes Yes No
- e. Statutory or regulatory requirements Yes No
- f. Other Yes No

2.5 Provide a brief explanation for all "YES" responses to question 2.4.

New Health Director, Dr. Theresa Chapple-McGruder, has taken over the health department beginning May 2021.

FOR IDPH Reviewers ONLY: Was the applicants response to Q 2.5 satisfactory? Yes No N/A

- 2.6 Will the organization utilize a sub-grantee/sub-recipient / sub-award to manage, administer or complete the project? Yes No

(IF "NO", GO TO QUESTION 2.10)

2.7 **What responsibilities does the sub-grantee/sub-recipient/sub-award perform?**

- a. Participant eligibility determination Yes No
- b. Performance reporting Yes No
- c. Program delivery functions Yes No
- d. Fiscal reporting Yes No
- e. Other Yes No

If 'Yes' selected for 2.7 e (Other), please provide details

2.8 What percentage of grant funds does the organization pass on to sub-grantees / sub-recipients / sub-awards?

- Less than 10%
- 10-20%
- More than 20%

- 2.9 **Does your organization have an implemented policy for sub-grantee monitoring?** Yes No

If NO, go to 2.10. If YES, does it include:

- a. On-site review Yes No
- b. Review of prior monitoring Yes No
- c. Desk / Quantitative review Yes No

2.10 **Do you obtain prior written approval from the funding agency when:**

- a. The scope or objective of the program changes Yes No

- b. Key personnel specified in the application change Yes No
- 2.11 Does your organization have performance measure that tie to financial data? Yes No

3. Reports and Findings from Audits performed under Subpart F - Audit Requirements of this part or the reports and findings of any other available audit

- 3.1 During the last two fiscal years, has your organization been out of compliance with programmatic terms and conditions of awards?
- Organization has not been audited; Go to Question 3.6
- No occurrences of non-compliance; Go to Question 3.6
- One to three occurrences of non-compliance
- Four or more occurrences of non-compliance

- 3.2 If your organization had at least one occurrence of non-compliance with programmatic terms and conditions, summarize each occurrence.

FOR IDPH Reviewers ONLY: Was the applicants response to Q 3.2 satisfactory? Yes No N A

- 3.3 Have corrective actions been implemented within the specified timeframe? Yes No

- 3.4 Provide explanation for any corrective actions that were not implemented within the timeframe specified and for any corrective actions that remain open.

FOR IDPH Reviewers ONLY: Was the applicants response to Q 3.4 satisfactory? Yes No N A

- 3.5 Have there been conflicts of interest-related findings within the last two fiscal years? Yes No

a. If NO, go to question 3.6

b. If YES, specify the conflict of interest-related finding and you response to the finding.

FOR IDPH Reviewers ONLY: Was the applicants text response to Q 3.5 b. satisfactory? Yes No N A

- 3.6 Has your organization been subject to conditional approvals due to program issues? Yes No

a. If NO, to go question 4.1.

b. If YES, specify the terms of the special conditions and whether or not the special condition is still applicable.

FOR IDPH Reviewers ONLY: Was the applicants text response to Q 3.6 b. satisfactory? Yes No N A

4. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on awardees.

- 4.1 To what extent does your organization have policies to ensure programmatic expenses are reasonable, necessary and prudent (sensible)?
- Policies are implemented & followed
- Policies are not fully implemented

- The organization does not currently have these types of policies
- 4.2 To what extent does your organization have policies to ensure programmatic activities are allowable?
- Policies are implemented & followed
- Policies are not fully implemented
- The organization does not currently have these types of policies

4.3 To what extent is your organization able to comply with all statutory requirements of this program?

- Fully able to comply with all statutory requirements
- With the following exception(s), the organization is able to comply:

a. Text response of exception(s)

FOR IDPH Reviewers ONLY: Was the applicants text response to Q 4.3 a. satisfactory? Yes No N/A

4.4 Has the organization been out of compliance with any statutory, regulatory, or other requirements of grant funding within the last two fiscal years? Yes No

a. If YES, provide explanation. Text response.

FOR IDPH Reviewers ONLY: Was the applicants text response to Q 4.4 a. satisfactory? Yes No N/A

APPLICANT CERTIFICATION - Page 1 of 2

The Certification page is to be completed after the application is completed, validated, error-free and the application has moved to the 'AUTHORIZED OFFICIAL CERTIFICATION' stage. Select HELP icon to view instructions.

NOTE: Effective March 1, 2016 Applicants are no longer required to upload a signed Applicant Certification (Section 8) page in EGrAMS. Effective for Fiscal Year 2017 grants, this section now includes a second page for Financial Certification.

By signing this application, I certify

1. to the statements contained in the list of certifications* and
2. that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 218, Section 1001)

(*) The list of certifications and assurances is available electronically and/or in Section F of the Notice of Funding Opportunity, if applicable.

Signature of Authorized Representative: Theresa Chapple

First Name: Theresa Last Name: Chapple Prefix: Dr
Telephone #: (708) 358-5483 Fax #:
Email: chansen@oak-park.us
Title: Health Department Director
Date Signed: 02/18/2022

FINANCIAL CERTIFICATION - Page 2 of 2

- By signing below, I certify to the best of my knowledge and belief that all the details in the budget are true, complete and accurate and that any false, fictitious, or fraudulent information or the omission of any material fact, could result in the immediate termination of my grant award(s).

Institution / Organization: Village of Oak Park Health Department
Name of Official: Dr. Theresa Chapple-McGruder
Title: Health Department Director
Date of Execution: 02/18/2022
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