

**FUNDING GRANT AGREEMENT BETWEEN THE VILLAGE OF OAK PARK
AND OAK PARK RIVER FOREST CHAMBER OF COMMERCE**

THIS FUNDING GRANT AGREEMENT (hereinafter referred to as “Agreement”) is entered this ___ day of February, 2025, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the “Village”) and Oak Park River Forest Chamber of Commerce, an Illinois not-for-profit corporation (hereinafter referred to as “Grantee”).

RECITALS

WHEREAS, the Grantee is an Illinois not-for-profit corporation organized for the purpose of supporting the business community of Oak Park and River Forest; and

WHEREAS, Section 10 of Article 7 of the 1970 Constitution of the State of Illinois authorizes units of local government to contract and otherwise associate with individuals, associations, and corporations in any manner not prohibited by law or by ordinance; and

WHEREAS, units of local government entering into such agreements may use their credit, revenues, and other resources to pay costs and to service debt related to activities which promote a public purpose; and

WHEREAS, the Village has determined that it is in the public interest to provide the Grantee with a grant of funds for the Grantee to provide programs that support Oak Park’s business community and promote Oak Park’s economic vitality, such programs set forth in Exhibit 2 (hereinafter referred to as the “Project”).

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the Village and the Grantee agree as follows:

1.0 RECITALS INCORPORATED.

1.1. The above recitals are incorporated herein as though fully set forth.

2.0 TERM OF AGREEMENT.

2.1. Grantee shall perform the Project pursuant to this Agreement beginning on March 1, 2025 and ending on December 31, 2025, unless earlier terminated by either party as set forth herein.

3.0 PAYMENTS TO GRANTEE.

3.1. In consideration of the Grantee undertaking and performing the Project, the Village shall pay to Grantee a total amount of \$250,250, payable in monthly sums as set forth in Exhibit 1, provided that the Grantee has performed its obligations pursuant to this Agreement.

At the end of each month, Grantee shall submit an invoice for the monthly sum due to the Village, together with a progress report, and upon review of each invoice and report, and subject to the provisions of this Agreement, the Village agrees to immediately issue the monthly sum due, and not later than thirty (30) days.

3.2. Payments pursuant to this Agreement are subject to availability of funds and their appropriation and authorized expenditure pursuant to applicable law. The Grantee shall cease operations of the Project without penalty or liability, if, the Village or any other funding source fails to appropriate, budget or otherwise make available sufficient funds for this grant. In the event of termination of this Agreement for any reason, or in the event the Village is unable to provide sufficient funds, the Village agrees to reimburse Grantee the amounts already expended.

3.3. Payments to Grantee under this Agreement shall be made payable in the name of Grantee and sent to the following person and place, or directly deposited into a financial account maintained by the Grantee:

Executive Director
Oak Park River Forest Chamber of Commerce
141 S Oak Park Ave #3
Oak Park, Illinois 60301

Grantee may change the person to whom payments are sent, or the place to which payments are sent, by delivering 30 days prior written notice pursuant to Section 22.0 of this Agreement.

3.4. The Village's financial obligation under this Agreement shall not exceed the grant amount set forth in Section 3.1 of this Agreement.

4.0 SCOPE OF SERVICES.

4.1. The Grantee shall perform the services and make a good faith effort to achieve the goals set forth in the description of services attached hereto as Exhibit 2 and made a part hereof.

5.0 GRANTEE'S AUTHORITY.

5.1. Grantee warrants that it is the real party in interest to this Agreement, that it is not acting for or on behalf of an undisclosed party, and that it possesses the legal authority to apply for this grant and to execute this Agreement. Any person binding the Grantee shall, when required, provide written evidence of the legal authority for his or her agency. The Grantee acknowledges that it has read, understood and agreed to all provisions of this Agreement.

6.0 GRANTEE'S RESPONSIBILITIES.

6.1. In connection with the foregoing and other actions to be taken under this Agreement, Grantee hereby designates its Executive Director, as its authorized representative who shall have the power and authority to make or grant or do all things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of Grantee and with the effect of binding Grantee. The Village is entitled to rely on the full power and authority of the person executing this Agreement on behalf of Grantee as having been properly and legally given by the Grantee. Grantee shall have the right to change its authorized representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 24.0 of this Agreement.

6.2. Grantee shall provide the Village with a copy of its current strategic plan which shall include the date of adoption of the plan with the date of said plan's last adoption and any updates/amendments to the plan. If a schedule is in place to update Grantee's strategic plan on a regular basis, Grantee shall provide the Village with the schedule. If Grantee does not have an adopted strategic plan, Grantee shall provide the Village with a schedule showing when a strategic plan shall be adopted and said schedule shall be provided to the Village six months prior to the expiration of the term of this Agreement.

6.3. **Branding and Marketing Program.** Grantee shall cooperate with the Village's branding and marketing program coordinated by the Village's Communications Department by participating in the marketing meetings when deemed necessary by both parties, scheduled by the Village. As needed and when agreed upon by both parties, the Grantee shall utilize the materials developed pursuant to the marketing meetings in the Grantee's marketing materials to the public when communicating to the public the activities of the Grantee.

6.4 **Disaster Recovery Plan.** Upon occurrence of a significant disruption to Grantee's core business ("Force Majeure Event"), Grantee shall, as soon as reasonably practicable, notify the Village of the Force Majeure Event, its effect on performance, and how long Grantee expects it to last. Thereafter, Grantee shall update that information as reasonably necessary. During a Force Majeure Event, Grantee shall use reasonable efforts to limit damages to the Village and to resume its performance under this Agreement. Notwithstanding the foregoing, the Village shall have the right to terminate this Agreement immediately if Grantee is unable to resume performance of this Agreement within a reasonable period of time as determined by the Village in its sole discretion.

7.0 STATUS OF GRANTEE AND GRANTEE'S PERSONNEL OR CONTRACTED AGENTS.

7.1. Grantee shall be an independent contractor to the Village. Grantee shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the Project.

7.2. All technical, clerical, and other personnel necessary for the performance required by this Agreement shall be Grantee's employees, or contracted agents, and shall in all respects be subject to Grantee's rules and regulations governing its employees. Neither the Grantee, nor its personnel, nor its contracted agents shall be considered to be agents or employees of the Village.

7.3. WORK PRODUCT OWNERSHIP. Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information developed in whole or part by the Grantee in connection with the Project shall be the exclusive property of the Grantee.

8.0 THE GRANTEE'S BUSINESS ORGANIZATION.

8.1. During the term of this Agreement, Grantee shall maintain its registration to do business in the State of Illinois with the Illinois Secretary of State, and be incorporated as an Illinois not-for-profit corporation. Grantee shall also be registered with the United States Internal Revenue Service and approved to operate as a tax-exempt organization pursuant to 26 U.S.C. § 501(c)(6), commonly referred to as "501(c)(6)," as amended.

8.2. Grantee shall hire and maintain a qualified and competent staff to provide all management and administrative services necessary to accomplish the Project.

8.3. Grantee's Board of Directors shall oversee the expenditure of the funding grants provided pursuant to this Agreement.

8.4. Grantee shall operate in accordance with this Agreement, Grantee's articles of incorporation and by-laws, and actions of Grantee's board of directors.

9.0 FINANCIAL RECORDS.

9.1. At any time during the term of this Agreement, the Village shall have the right to examine Grantee's financial records with reasonable notice, during regular business hours, with regard to the funds provided pursuant to this Agreement. The Village's requests for information may be based on requests from federal or state regulatory agencies, other governmental agencies, courts of law, consultants hired by the Village or other parties, which in the Village's opinion, require the information.

9.2. Grantee is accountable for all Village disbursed funds under this Agreement. Grantee's financial management system shall be structured to provide for accurate, current, and complete disclosure of the expenditure of all funds provided by the Village under this Agreement. Grantee shall maintain effective control and accountability over all funds disbursed and equipment, property, or other assets acquired with Village funds. Grantee shall keep records sufficient to permit the tracing of funds to a level of expenditure adequate to ensure that funds have not been unlawfully spent.

9.3. Grantee shall maintain for a minimum of five (5) years following the latter of the expiration or termination of this Agreement, or longer if required by law, adequate books, records, and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with this Agreement. All books, records and supporting documents related hereto shall be available for inspection and audit by the Village, or any duly authorized Village representative, and Grantee agrees to cooperate fully to accomplish any such audit. Grantee shall provide full access to all relevant materials and to provide copies of same upon request.

9.3.1. Grantee shall cooperate with the Village and provide the Village, when requested, with access to data, information and documentation pertaining to the Project.

9.3.2. The Village shall have the right to audit any records necessary to permit evaluation and verification of the Grantee's compliance with the requirements of this Agreement throughout the term of the Agreement and for a period of five (5) years after any payment, or longer if required by law.

9.3.3. Grantee shall provide the Village with copies of all requested records in a computer-readable format (if available) as well as hard copy.

9.4. If any of the services to be performed under this Agreement are subcontracted, Grantee shall include in all subcontracts a provision that the Village, or any duly authorized representative of the Village, shall have full access to and the right to examine any pertinent books, documents, papers and records of any subcontractor involving transactions related to this Agreement for a period of five (5) years from the later of the expiration or termination of this Agreement.

10.0 PROCUREMENT OF CONSTRUCTION AND PROFESSIONAL SERVICES; ACQUISITION OF EQUIPMENT.

10.1. The Grantee shall procure all construction and professional services, and acquire assets and materials financed in whole or in part with grant funds provided hereunder, through written, contractual agreement(s), where reasonably practicable.

11.0 UNEXPENDED FUNDS

11.1. Any unexpended funds provided by the Village pursuant to this Agreement shall be maintained in a federally insured account by Grantee and shall be returned to the Village within thirty (30) days of the expiration of this Agreement.

11.2. Upon dissolution of Grantee's corporation or termination of this Agreement, any unexpended funds originally provided by the Village to Grantee shall be immediately returned to the Village. Funds which have already been obligated by Grantee at the time of the dissolution of Grantee's corporation or at the time of Grantee's receipt of the Village's notice to terminate this Agreement shall not be considered as "unexpended funds" for purposes of this Section 11.0.

12.0 LEGAL COMPLIANCE.

12.1. In addition to complying with the statutes and regulations specifically referenced in this Agreement, Grantee is responsible for determining the applicability of, and complying with, any other laws, regulations or ordinances.

12.2. Grantee shall 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.

12.3. Grantee shall take affirmative 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 affirmative action, including but not limited to the following: employment, upgrading, demotion or transfer, termination, rates of pay, other forms of compensation, or selection for training, including apprenticeship.

12.4. All applicable federal, state and local laws, rules and regulations applicable to this Agreement shall be deemed to be included in this Agreement as though fully set forth herein. Except where expressly required by applicable laws and regulations, the Village shall not be responsible for monitoring Grantee's compliance.

12.5. Grantee certifies that it shall comply with all applicable provisions of federal, state and local law in its performance of this Agreement.

12.6. The Village is authorized to conduct reviews and conduct other procedures or practices regarding Grantee's compliance with this Section 12.0. Grantee agrees to post, in conspicuous places available to employees and applicants for employment or distribute to

employees and applicants for employment, notices setting forth the non-discrimination provisions of this Section 12.0.

13.0 TERMINATION; SUSPENSION.

13.1. This Agreement may be terminated without cause by either party upon providing ninety (90) days written notice pursuant to Section 22.0 of its intention to terminate this Agreement.

13.2. During the term of this Agreement, and subject to Section 13.3 below, the Village may terminate this Agreement for cause or suspend payments of grant funds due to: (1) use of funds in a manner inconsistent with this Agreement; (2) Grantee's failure to submit required documents pursuant to this Agreement; (3) Grantee's submission of materially incorrect or incomplete reports; or (4) Grantee's failure to perform in accordance with this Agreement.

13.3. In the event the Village elects to terminate this Agreement for cause or to suspend payments under this agreement for any reason set forth in this Agreement, the Village shall provide written notice pursuant to Section 22.0 to Grantee of its intention to terminate this Agreement for cause or suspend payments if Grantee fails to cure the noted deficiency within thirty (30) days after receipt of the notice. The written notice shall provide Grantee with a description of the alleged deficiency, and Grantee shall be afforded an opportunity to refute the statement of deficiency set forth in the notice prior to the Village's termination or suspension of payments. If Grantee fails to adequately refute the alleged deficiency, or fails to correct the deficiency within thirty (30) days of the Village's notice, the Village may terminate or suspend payment of any funds to be provided pursuant to this Agreement.

13.4. In the event a lack of funding occurs in full or in part, the Village shall give the Grantee written notice pursuant to Section 22.0, which shall set forth the effective date of full or partial termination, or if a change in funding is required, setting forth the change in funding and changes in the approved budget.

13.5. In the event of termination of this Agreement pursuant to this Section, invoices that have already been submitted and/or those funds already expended, in accordance with such terms as set forth in 3.1 and 3.2, shall be paid by the Village within thirty (30) days of the notice of termination.

14.0 INDEMNIFICATION AND INSURANCE.

14.1. To the fullest extent permitted by law, Grantee shall defend, indemnify and hold harmless the Village and its officials, officers, agents, employees and volunteers against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, including, but not limited to, reasonable attorneys' fees and court costs (hereinafter

referred to as "Claims") which may accrue against the Village and its officials, officers, agents, employees and volunteers to the extent arising out of Grantee's performance of this Agreement, except for the negligence of the Village and its officials, officers, agents, employees, or volunteers.

14.2. Grantee shall, at Grantee's expense, secure and maintain in effect throughout the duration of this Agreement, insurance of the following kinds and limits set forth in this Section 14.0. Grantee shall furnish Certificates of Insurance to the Village before starting work pursuant to this Agreement. All insurance policies shall be written with insurance companies licensed or authorized to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless fifteen (30) days prior written notice is given to the Village.

14.3. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(A) **Commercial General Liability:**

- i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 1,000,000.00
Personal Injury	\$ 1,000,000.00
- iii. Cover all claims arising out of Grantee's operations or premises, anyone directly or indirectly employed by Grantee.

(B) **Workers' Compensation:**

- i. Workers' compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who work on the Services, and in case work is sublet, Grantee shall require each subcontractor similarly to provide workers' compensation Insurance. In case employees engaged in hazardous work under this Agreement are not protected under workers' compensation insurance, Grantee shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

- (C) The Village and its officers, officials, agents, employees and volunteers shall be named as additional insureds on all insurance policies identified herein except workers' compensation. Grantee shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village and its officers, officials, agents, employees, and volunteers.

14.4. The Village and Grantee agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

14.5. Grantee understands and agrees that any insurance protection required by this Agreement or otherwise provided by Grantee shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village as herein provided. Grantee waives and agrees to require its insurers to waive its rights of subrogation against the Village and its officers, officials, agents, employees, and volunteers.

15.0 COVENANT NOT TO SUE.

15.1. Grantee forever releases and discharges the Village and its officials, officers, agents, employees and volunteers from all claims, demands, damages, actions or causes of action which arise out of the Village's performance of this Agreement.

15.2. Grantee covenants not to sue or otherwise bring any action in law or equity against the Village and its officials, officers, agents, employees or volunteers for any claims, loss, damage, expense, debt or liability of any nature whatsoever which the Grantee may sustain arising out of the Village's performance of this Agreement.

16.0 NON-WAIVER OF RIGHTS.

16.1. Any failure on the part of the Village to exercise any right under this Agreement shall not be construed as a waiver of that right.

17.0 NON-ASSIGNMENT AND SUCCESSORS IN INTEREST.

17.1. This Agreement shall not be assigned, sublet, or transferred by either party hereto.

17.2. The parties each bind themselves and their successors, and assigns to the other party of this Agreement and to the successors, and assigns of such other party in respect to all covenants of this Agreement.

17.3. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the Village or any officer or agent of the Grantee, nor shall it be construed as giving any right or benefits hereunder to anyone other than the Village and Grantee.

18.0 MODIFICATION AND AMENDMENT.

18.1. This Agreement may only be amended or modified by a written instrument, signed by the parties hereto, other than modifications required by changes in federal or state law or regulations or required by Village ordinance applicable to this Agreement. No amendment or modification of this Agreement shall be valid or enforceable unless in writing and signed by the authorized representatives of the parties.

18.2. This Agreement is subject to such modifications as the Village determines may be required by changes in federal, state or local law or regulations. Any such required modification shall be incorporated into and be part of this Agreement as if fully set forth herein. The Village shall notify the Grantee of any change in law or regulation which it has notice.

19.0 CONFLICT OF INTEREST.

19.1. The Grantee shall establish safeguards to prohibit its officers, directors, agents and employees from using Village funds for their own private use.

19.2. No Village officer or employee may be hired or paid with funds derived directly or indirectly through this Agreement.

19.3. The parties acknowledge and agree that Village officers and employees may serve as directors and volunteers of the Grantee and their service shall not be deemed to be a conflict of interest.

19.4. Grantee covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the Project pursuant to this Agreement. Grantee further covenants that in the performance under this Agreement, no person having a conflict of interest shall be employed by Grantee.

20.0 NO COLLUSION.

20.1. Grantee hereby represents and certifies that Grantee is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Grantee is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS

5/33E-1 *et seq.* Grantee hereby represents that the only persons, firms, or corporations interested in this Agreement are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Grantee has in procuring this Agreement, colluded with any other person, firm, or corporation, then Grantee shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Agreement shall, at the Village's option, be null and void and subject to termination by the Village.

21.0 GOVERNING LAW AND VENUE.

21.1. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

21.2. Venue for any action brought pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

22.0 NOTICE.

22.1. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or by electronic transmission to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

If to the Village:

Village Manager
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302
Email: villagemanager@oak-park.us

If to Grantee:

Executive Director
Oak Park River Forest Chamber of Commerce
141 S Oak Park Ave #3
Oak Park, Illinois 60301
Email: dmarionburton@oprfchamber.org

22.2. Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

22.3. Notice by email transmission shall be effective as of date and time of email transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event email notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

23.0 ENTIRE AGREEMENT.

23.1. This Agreement represents the entire agreement between the parties and supersedes all previous communications or understandings, whether oral or written.

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

24.0 SAVINGS CLAUSE.

24.1. 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.

25.0 CAPTIONS AND PARAGRAPH HEADINGS.

25.1. Captions and paragraph headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.

26.0 AUTHORIZATIONS

26.1. Grantee's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by Grantee's board of directors or its by-laws to execute this Agreement on its behalf. The Village Manager and Village Clerk hereby warrant that they have been lawfully authorized by the Village Board to execute this Agreement. Grantee and the Village shall deliver, upon request, to each other at the respective time such entities cause their authorized agents to affix their signatures hereto copies of all articles of incorporation, bylaws, resolutions, ordinances or other documents required to legally evidence the authority to so execute this Agreement.

27.0 HEADINGS AND TITLES.

27.1. The headings or titles of any provisions of this Agreement are for convenience or reference only and are not to be considered in construing this Agreement.

28.0 COUNTERPARTS; FACSIMILE OR PDF SIGNATURES.

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

28.2. A facsimile or pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

29.0 EFFECTIVE DATE.

29.1. The effective date of this Agreement as reflected above shall be March 1, 2025.

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

IN WITNESS WHEREOF the parties to this Agreement by their signatures acknowledge they have read and understand this agreement and intend to be bound by its terms as of the date first written above.

VILLAGE OF OAK PARK

**OAK PARK RIVER FOREST
CHAMBER OF COMMERCE**

By: Kevin J. Jackson
Its: Village Manager

By:
Its:

Date: _____, 2025

Date: _____, 2025

ATTEST

ATTEST

By: Christina M. Waters
Its: Village Clerk

By:
Its:

Date: _____, 2025

Date: _____, 2025

Funding Grant Agreement
 Oak Park River Forest Chamber of Commerce
 Exhibit 1

Funding Schedule

Monthly Bills are Paid in Arrears and Submitted and Paid the Following Month

MONTH	GENERAL FUND MONTHLY DONATION	CUMMULATIVE DONATION
March	25,025	-
April	25,025	50,050
May	25,025	75,075
June	25,025	100,100
July	25,025	125,125
August	25,025	150,150
September	25,025	175,175
October	25,025	200,200
November	25,025	225,225
December	25,025	250,250
Total Monthly Payments	\$250,250	\$250,250

EXHIBIT 2
SCOPE OF SERVICES AND PROGRAM GOALS

Oak Park Chamber of Commerce will perform the following services:

1. **First Friday's:**
 - a. Scope of Services
 - (A) Promote and coordinate the *First Friday's* Special Events.
 - a. Facilitate four (4) First Friday events in 2025 to be held July 4th, August 1st, September 5th, and October 3rd
 - b. Coordinate with the Village's Public Works Department to work on the closure of the following four business areas: Chicago Avenue (East) by Austin; Madison Street; Southtown District; and the Pleasant District on S. Marion.
 - i. A site plan for all four (4) events must be submitted by March 31, 2025. This submission must include a narrative explaining why the four areas were selected.
 - c. Promote the tourism in Oak Park and economic vitality in the Village. Encouraging visitors to explore restaurants, retail stores and service providers in the corresponding business district.
 - d. The Chamber is to provide live music performances, street performers and family-friendly activities during the duration of the events.
 - e. All First Friday events must align with the Village's requirements on special events, especially on sustainability and DEI.
 - f. Complete a special event permit application, including insurance details, by April 15th for all four events.
 - g. Conduct a survey for attendees to provide feedback on the event.

- h. The Chamber is responsible for contracting the refuse and sanitary collection services and any additional external services, with coordination from the Public Work's department. The Village will cover the expenses of the services as reflected in Exhibit D.

b. Reporting Metrics

(A) For each of the four (4) events, the Chamber must report the following information to the Village, when submitting invoices for reimbursement.

- a. A map reflecting the layout of the special event. The map must be labeled, reflecting where vendors are set up, musical performance spaces accessible portable restrooms, and any other components at the Special Event.
- b. A certificate of insurance for each musical performance and street performance at the Special Event.
- c. A list of vendors that participated at the Special Event, highlighting which business district their business is located.
- d. Reports must include the total estimated number of attendees.
- e. The Chamber is to report on the feedback received on the surveys and the connection made with residents.
- f. A copy of the marketing done for the event. If any marketing was done on social media, include the number of impressions the post received.

2. **Black and Latine Business Support Network**

a. Scope of Services

(A) Promote and coordinate the *Black and Latine Business Support Network*.

- a. Implement a support system for Black and Latine-owned businesses and prospective businesses in Oak Park; with no fewer than eight (8) half day sessions for two (2) tracks- a total of sixteen (16) sessions over the span of eight (8) months.

- b. Implement a two-track cohort model that targets both new/emerging and established businesses, based on the description in exhibit D.
- c. Coordinate educational sessions, along with peer-to-peer problem solving opportunities.
- d. Conduct a qualitative survey for attendees to give constructive feedback on the support network.

b. Reporting Metrics

(A) Black and Latine Business Support Network: Metrics must be reported on a monthly basis to the Village, for the duration of the program.

- a. List of businesses that have inquired about the program and those who have registered for the cohort or sessions.
- b. Curriculum created and material presented to the businesses.
- c. The number of participants in each of the sessions.
- d. Feedback received from the qualitative survey conducted.

3. Youth Internship Program

a. Scope of Services

(A) Implement and coordinate a *Youth Internship Program*.

- a. Implement two sessions of a Youth Internship Program, one offered in the Summer of 2025 (May-August) and the second to be Fall of 2025 (September-December).
- b. Outline eligibility for the program to be youth with a primary residence in Oak Park.

b. Reporting Metrics

(A) Items should be reported after each month of each of the two (2) sessions held.

- a. Outreach plan done to inform the youth of the program.
- b. The number of youth interns in the program and which business they are interning in, categorized by business district.

- c. The wages being paid to the interns, with supporting documentation of payments made.
- d. Survey youth and businesses regarding their experience with the program.

Reimbursements

The Oak Park River Forest Chamber of Commerce shall submit an invoice to the Village for reimbursement on a monthly basis, as reflected in the payment schedule. Each invoice shall be accompanied with the following documentation:

- I. Copies of invoices and receipts of any operational expenses made by the Chamber, for the three programs.
- II. Report highlighting the metrics outlined in exhibit 2, with all supporting documentation.
- III. Timesheets for any Chamber personnel time on the programs, that breaks down the time spent on each of the programs.