

SUBRECIPIENT GRANT AGREEMENT

THIS SUBRECIPIENT GRANT AGREEMENT (hereinafter referred to as the “Agreement”) is entered into as of the day of _____ September, 2023 between the VILLAGE OF OAK PARK, Illinois (hereinafter referred to as the “Village”) and HEPHZIBAH CHILDREN’S ASSOCIATION, an Illinois not-for-profit corporation (hereinafter referred to as the “Subrecipient”).

RECITALS

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

WHEREAS, Subrecipient has applied to the Village for CDBG funds for the 2023 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 (hereinafter collectively referred to as “the Project”) are set forth in the Subrecipient’s Program Year 2023 Community Development Block Grant Program Proposal attached hereto and incorporated herein by reference as Exhibit A (hereinafter the “Subrecipient’s Proposal”).

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

C. The funds to be provided by the Village to Subrecipient pursuant to this Agreement shall be used to partially pay salary costs for one full-time Behavior Interventionist for the agency's Public Services project. A total of 50 persons (50 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 twenty-one thousand dollars (\$21,000) (hereinafter referred to as 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 2023 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 monthly for the first quarter (a separate invoice for October, November and December, 2023, respectively) and at least quarterly for the last three quarters of the Program Year, as defined below. Final project invoices must be submitted to the Village no later than October 31, 2024. Any invoices submitted after October 31, 2024 shall not be paid by the Village.

5. PROGRAM YEAR.

A. The Subrecipient shall perform the Project beginning October 1, 2023 and ending on September 30, 2024 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2024. 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 the Code of Federal Regulations at 2 CFR 200.

C. The Subrecipient shall comply with the following in its performance of the Project:

1. Not discriminate against any worker, employee, or applicant, or any member of the public because of race, religion, disability, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, nor otherwise commit an unfair employment practice;

2. Take action to ensure that applicants are employed without regard to race, religion, handicap, creed, color, sex, age, sexual orientation, status as a

disabled veteran or Vietnam era veteran, or national origin, with such action including, but not limited to the following: employment, upgrading, demotion or transfer, termination, rates of pay, other forms of compensation, selection for training, including apprenticeship; and

3. The Village's Reaffirmation of Equal Employment Opportunity Policy ("EEO"), attached hereto and incorporated herein by reference as Exhibit C.

D. Subrecipient agrees not to violate any state or federal laws, rules or regulations regarding a direct or indirect illegal interest on the part of any employee or elected officials of the Subrecipient in the Project or payments made pursuant to this Agreement.

E. Subrecipient agrees that, to the best of its knowledge, neither the Project nor the funds provided therefore, nor the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 of Title 5 of the United States Code, otherwise known as the "Hatch Act."

F. Subrecipient shall be accountable to the Village for compliance with this Agreement in the same manner as the Village is accountable to the United States government for compliance with HUD guidelines.

G. The Village, as a condition to Subrecipient's receipt of Grant Funds, requires Subrecipient, when applicable, to assist in the completion of an environmental review as needed for the Project.

H. Subrecipient shall permit the authorized representatives of the Village, HUD, and the Comptroller General of the United States to inspect and audit all data and reports of Subrecipient relating to its performance of this Agreement.

I. Subrecipient agrees and authorizes the Village to conduct on-site reviews, examine personnel and employment records and to conduct other procedures or practices to assure compliance with these provisions. The Subrecipient agrees to post notices, in conspicuous places available to employees and applicants for employment, setting forth the provisions of this non-discrimination clause.

J. The Village will provide technical assistance as needed to assist the Subrecipient in complying with the Act and the rules and regulations promulgated for implementation of the Act.

K. The Project shall be administered in accordance with all applicable federal, state, and local laws, codes, ordinances, and regulations, including the federal Davis-Bacon Act and related acts, requirements, environmental regulations, and all conditions and exhibits attached

hereto. Eligible costs are limited to those associated with the scope of the Project described herein. It is mutually understood that allocated funds are to be expended by the Subrecipient. The Subrecipient shall provide documentation to the Village as required to sufficiently document financial compliance, the beneficiaries of the Project, and compliance with applicable laws concerning equal opportunity and non-discrimination. This Agreement is subject to the completion of the environmental review in accordance with 24 CFR Part 58 and HUD regulations set forth in 24 CFR Part 58, as amended. The Village shall receive approval of a "Request for Release of Funds" from HUD before the Subrecipient enters into any written contracts pursuant to this Agreement. If the environmental review requires conditions to mitigate any environmental impacts, the Village shall enter into an agreement with any applicable purchaser and ensure any conditions set forth in the environmental review shall be undertaken.

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 timesheets, billings, and other documentation used in the preparation of said Progress Reports required pursuant to Section 7(C) below shall be made available for inspection, copying, or auditing by the Village at any time, during normal business hours.

B. Subrecipient's documents and records pursuant to this Agreement shall be maintained and made available during the Project Period and for three (3) years after completion of the Project. The Subrecipient shall give notice to the Village of any documents or records to be disposed of or destroyed and the intended date after said period, which shall be at least 90 days after the effective date of such notice of disposal or destruction. The Village shall have 90 days after receipt of any such notice to give notice to the Consultant not to dispose of or destroy said documents and records and to require Consultant to deliver same to the Village. The Subrecipient shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of Grant Funds passing in conjunction with the Agreement. The Agreement and all books, records and supporting documents related to the Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Subrecipient agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this subsection shall establish a presumption in favor of the Village for recovery of any Grant Funds paid by the Village under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Subrecipient shall make the documents and records available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Project as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois

Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

C. Quarterly Progress Reports & Final Report. Subrecipient shall prepare and submit a quarterly Progress Report to the Village reporting on the status of the Project. Project progress is to be implemented based on the Project timeline set forth in the Proposal, attached hereto and incorporated herein as Attachment A. The information provided in the Progress Reports shall be forwarded to the United States Department of Housing and Urban Development and shall be made available to the Village’s Community Development Citizen Advisory Committee in order to determine the success or failure of the Project.

All Progress Reports, unless otherwise specifically noted, shall be due by the 15th day of the month following the end of each quarter and shall contain data obtained during the preceding three months. The Subrecipient shall be required to submit a final report at the end of the Project in lieu of the last Progress Report.

The following schedule shall be applicable:

1 st Quarter: October-December, 2023	Progress report due by January 15, 2024
2 nd Quarter: January–March, 2024	Progress report due by April 15, 2024
3 rd Quarter: April–June, 2024	Progress report due by July 15, 2024
4 th Quarter: July–September, 2024	Progress report/Final report due by October 15, 2024

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
Hephzibah Children's Association
1144 Lake Street, Fifth Floor
Oak Park, Illinois 60301

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

HEPHZIBAH CHILDREN’S ASSOCIATION

Name: Kevin J. Jackson
Title: Village Manager

Name:
Title:

Date: _____, 2023

Date: _____, 2023

ATTEST

ATTEST

Name: Christina M. Waters
Title: Village Clerk

Name:
Title:

Date: _____, 2023

Date: _____, 2023

EXHIBIT A
SUBRECIPIENT'S PROPOSAL

Submission #48

[View](#) [Edit](#) [Delete](#)

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Submission information

Form: [Village of Oak Park Community Development Block Grant \(CDBG\) Submission Form](#)
Submitted by hephzibah2
Thu, 2023-02-23 18:20
172.16.0.102

1. Applicant Information

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

A. Organization Information

1. Organization Name

Hephzibah Children's Association

2. Organization Mailing Address

1144 Lake Street, Fifth Floor

3. Organization Phone Number

708-649-7140

4. Executive Director

Merry Beth Sheets

5. Executive Director's Email Address

mbsheets@hephzibahhome.org

6. FEIN #

36-2167096

7. Unique Entity Identifier (UEI#)

LSN4MT7P2YJ8

8. Project Manager/Primary Contact

Jim Woywod

9. Did you attend the mandatory PY2023 grants workshop?

Yes

B. Agency Overview

1. Background and Need

Hephzibah has a rich and esteemed history of caring for vulnerable children and helping families in need. Hephzibah is Oak Park's oldest social service agency, founded in 1897 when village resident Mary Wessels opened her home to two young boys. Later, when a local orphanage was destroyed by fire, Mary took in a dozen orphans and made it her calling to care for society's most vulnerable children. She named the children's home after her mother as an expression of her mission to create a nurturing haven for children in need. At Hephzibah, these children found safety, sustenance, comfort, and love. What began with the group home has grown and expanded over the years to meet the changing needs of the community and clients. With a focus on keeping children safe by strengthening, healing, and keeping families together, we provide both prevention and intervention child welfare services. Hephzibah is recognized statewide for its innovative and responsive programming for children and families in great need.

Illinois ranks low in the nation regarding removal rate of children from their homes and has the longest length of stay in foster care among all 50 states. Thus, by the time Illinois children come into institutional or residential home care like to Hephzibah, they have been exposed to and endured significant, severe, and sustained trauma related to abuse and neglect. As the only designated Qualified Residential Treatment Program in Illinois for young children ages 3-11, Hephzibah Home meets or exceeds all state and federal requirements, providing the most comprehensive level of therapeutic services, care, and support for young children experiencing the serious psychological, emotional, behavioral, and physical effects of extreme trauma. No other agencies in the Illinois DCFS system provide the high level of care and services Hephzibah offers for this especially fragile population.

The goal of the Hephzibah Home is to provide for the psychological, emotional, and physical needs of young children traumatized by severe abuse and neglect, and to integrate and deliver treatment and services that facilitate and support each child's long road to recovery. Hephzibah provides the children with the therapeutic care and support they need; a safe, stable, and nurturing living environment; essential academic support and resources; and additional enrichment opportunities. Each year, up to 50 children ages 3-11 reside in the home for six months to several years depending on individual need. While at Hephzibah Home all children receive significant therapy to process the traumatic experiences they have endured and wraparound educational support to ensure academic progress.

The children who come to Hephzibah have been removed from their homes due to extreme abuse and neglect, following multiple failed foster placements and/or psychiatric hospitalizations. Traumatized children have high needs and they require intensive support in order to progress toward healing. The children have clinical levels of depression, anxiety and/or aggression, and many suffer from malnutrition, medical neglect, limited social skills and serious academic deficiencies. All of the children are current or former youth in care of the State of Illinois and meet state and federal guidelines for extremely low income.

The long-term consequences of child abuse include improper brain development; impaired cognitive and social-emotional skills; lower language development; high-risk for medical and psychological conditions; and alcoholism and drug abuse. The long-term behavioral and economic consequences show a strong correlation to higher risks of teen pregnancy, criminal behavior, dropout rates, and increased health, medical, child welfare, criminal justice, and special education costs. In addition to the trauma of severe physical and sexual abuse and neglect the children have experienced, they also have serious educational deficits. Low-income children face a number of disadvantages, particularly with regard to education. Poverty reduces a child's readiness for school because it leads to poor physical health and motor skills, diminishes a child's ability to concentrate and remember information, and reduces attentiveness, curiosity, and motivation. In addition, research shows that parental involvement and support is critical to academic achievement. Because of the trauma they have experienced, inconsistent schooling and lack of parental engagement, when children come to Hephzibah Home, they are typically two or more grades behind in reading and math. Approximately 50 percent of the children attend Oak Park District 97 schools -- nearly all receive special education services. The remaining 50 percent attend therapeutic schools.

Hephzibah has a long history of successfully managing publicly funded projects. Currently, nearly two-thirds of the agency's funding comes from government contracts, with the vast majority from the Illinois Department of Children and Family Services and Illinois Department of Human Services. Hephzibah has received funding from CDBG in the past including facility improvement projects for Hephzibah Home and programmatic funding to support services for the home's Art Therapy Program, Hephzibah's Family Support Program, and the Day Care Program. Hephzibah reported on these projects in an accurate and timely fashion. We do not anticipate any issues with regard to reporting data to the Village of Oak Park.

Hephzibah collaborates with a wide range of local agencies to ensure that children and families receive appropriate care and services. Hephzibah works very closely with Oak Park District 97 regarding the education of children in Hephzibah Home and with our Day Care Program located at each of the eight Oak Park elementary schools. Hephzibah works collaboratively with numerous local agencies including:

- The Children's Clinic of Infant Welfare Society of Oak Park River Forest
- Community Mental Health Board of Oak Park
- Housing Forward
- Oak Park Township
- Oak Park Park District
- Oak Park Youth Services
- New Moms
- Sarah's Inn
- TASC
- Housing Forward

2. Type of Organization

Non-profit

3. CDBG Eligible Populations

- Abused children
- 51% or more low/moderate income persons
- Mental health

4. Type of services offered

Hephzibah delivers prevention and intervention child welfare services through three primary programs: Hephzibah Home, Family Based Services, and Day Care Services. The organization maintains the highest level of professional accreditation by Social Current Council on Accreditation and Hephzibah is recognized statewide for our comprehensive, transformative programming that far exceeds state requirements; a highly trained and experienced staff; and strong and engaged community support. Embedded in our mission and operations is a commitment to provide for needs of every child who comes to us; thus, our services meet or exceed state requirements.

Hephzibah Home is the only Qualified Residential Treatment Program in Illinois designated to care for the most extreme cases of abuse and neglect of young children, ages 3-11. Hephzibah Home provides a loving, caring, safe environment for up to 50 young children each year, while they receive the essential intensive therapy, educational services, and wraparound support services needed to heal and to begin the long journey to recovery. The children come to us following multiple failed foster placements and/or psychiatric hospitalizations. Each child has endured an emotional roller coaster of multiple failed placements, and for many, Hephzibah is their first experience living in a safe, stable and supportive home. Approximately two-thirds of the children are from Metropolitan Chicago, with the remainder from throughout Illinois.

Hephzibah's Family Based Services delivers care to nearly 200 foster care children and families who require extensive behavioral and psychological support; intensive case management and support services for nearly 300 low-income families in crisis due to poverty, substance abuse, domestic violence, homelessness, mental health concerns, and other factors; a Positive Parenting abuse and neglect prevention program; and an adoption program for children who cannot return to their biological families. Hephzibah staff members stabilize, strengthen, enhance, and preserve family life by providing services that help families in crisis and enable children to remain safely at home.

For more than 40 years, Hephzibah has provided after-school and full-day summer day care services for more than 700 school-aged children from over 500 families. The children and families are from diverse socioeconomic backgrounds, fulfilling a critical need in the Oak Park community for affordable, school-age day care. Hephzibah offers a nurturing, enriching, and dynamic day care experience for children in grades K-5 after school, on school holidays, and during the summer months. Activities are designed to help children achieve their full social, emotional, and intellectual potential by fostering the development of a wide variety of skills, as well as social competence and a positive self-image. Fees are assessed on a sliding scale and offset by financial aid when necessary to ensure that

every family in our community has access to high-quality day care. Hephzibah prioritizes admission for low-income families.

5. How is Diversity, Equity, and Inclusion (DEI) incorporated in your request for CDBG funds?

Hephzibah values diversity among its clients and staff, and is committed to promoting a work environment for all employees that accepts and supports each individual staff member. All employees are expected to be sensitive and responsive to the cultural differences within the staff and client populations, and to help promote a climate of mutual understanding and appreciation of diversity. Hephzibah's Diversity Committee meets on regular basis and we advocate for and support diversity in our organization through ongoing assessment, increased awareness and education to embrace a respectful, multicultural and inclusive environment for employees and the clients we serve. In addition, the agency's Core Values statement reflects our commitment to Diversity, Equity and Inclusion. It states "We value, advocate for, and support diversity throughout all levels of our organization. We embrace a respectful, multicultural, and inclusive environment for employees and the clients we serve. We are committed to a diverse and inclusive culture, which solicits multiple perspectives and views and is free of bias and discrimination."

6. Did you return any CDBG funds in PY2021?

No

If you returned funds, please explain why

C. Project Narrative

1. Project Title

Education and Behavioral Support and Services for Young Children Traumatized by Extreme Abuse and Neglect

2. Project Description

Funding from a Community Development Block Grant (CDBG) Public Services grant will be used to support the work of Hephzibah's behavior interventionist who works 1-1 with the Hephzibah Home children attending Oak Park District 97 public schools providing the appropriate supports and behavior interventions required to enhance learning for all children in the classroom. This position is unique as it allows for behavioral support and advocacy for Hephzibah children that is fully integrated within the individual classrooms and schools and has district level support.

In addition to the trauma of severe physical and sexual abuse and neglect that the children referred to Hephzibah have experienced and their emotional, psychological, behavioral, and medical needs, they also have serious educational deficits. Additionally, all are extremely low income, and we know that poverty reduces a child's readiness for school because it leads to poor physical health and motor skills, diminishes a child's ability to concentrate and remember information, and reduces attentiveness, curiosity, and motivation. Research also shows that parental involvement and support is critical to academic achievement. As a result, because of the trauma they have experienced, inconsistent schooling, and lack of parental engagement, when children come to Hephzibah Home, they are typically two or more grades behind in reading and math. Approximately 50 percent of the children attend Oak Park District 97 schools -- nearly all receive special education services. The remaining 50 percent attend therapeutic schools.

Hephzibah works closely with District 97 to meet the educational needs of the children living in Hephzibah Home. To address their educational needs, Hephzibah employs two, full-time staff dedicated to educational support and enrichment. The team provides year-round intensive, individualized support, complementary academic programming, and necessary in-school behavioral supports. These supports not only assist children in meeting academic benchmarks, but also help build their confidence and engagement in their work. The goals of our education enrichment program are to assist children in advancing toward age-appropriate academic benchmarks and to build a strong foundation for learning focused on reading and math skills. The education team is the academic advocate for each child and works in collaboration with all District 97 schools and the therapeutic schools our children attend. Hephzibah's behavior interventionist provides year-round, 1-1 support, including in-school behavioral support services for children attending District 97 schools to ensure stability and academic progress within each academic

environment. She also plans and manages the 10-week Summer Academic Enrichment Program for all children in Hephzibah Home.

3. Project Location (if different from above)

946 North Boulevard, Oak Park, and eight Oak Park District 97 elementary schools.

D. Approach

Hephzibah's behavior interventionist provides 1-1 in-classroom support for Hephzibah children in all District 97 elementary schools to help maintain positive participation in the classroom. Because of the abuse and neglect they have endured, the emotions and behaviors of the children can be easily triggered, hindering their ability to participate in classroom learning. The behavior interventionist works directly with children when they exhibit behaviors or emotions that impede or disrupt learning and classroom activities, or present physical or emotional harm to themselves or other students and teachers within the school environment. She facilitates each child's successful completion of the school day and is the liaison between classroom teachers, school social workers, and school administrators with Hephzibah Home's clinical and supervisory staff regarding support for the individual needs of each child. She supports the educational needs of children including daily school attendance, regular communication with schools, and supportive involvement with each school's administrative team and student support personnel. In addition, the behavior interventionist works with the schools to secure scholarships for Hephzibah children to participate in after-school arts and enrichment clubs and activities such as dance, cooking, sports, and crafts.

The behavior interventionist assesses the individual needs of each child and provides specific care and services to meet each child's needs. The behavior interventionist's strategies and activities include:

1) Intake. When a new child comes to Hephzibah, the behavior interventionist meets with the child to learn about his/her interests, fears, expectations, etc. and to explain her role and the process for attending school. To prepare the child for attending school, she takes the child prior to the first day for a tour and to meet the teachers, support staff and administrators the child will encounter. On the first day of school, she accompanies the child, and, while not immediately present in the classroom, remains in close proximity to provide support, when needed.

2) Behavior Support and Modification. The behavior interventionist is called to the classroom when a Hephzibah child experiences an emotional or behavioral response or crisis, and the teacher or crisis prevention intervention (CPI-trained) staff are not able to successfully address the situation to permit instruction and learning to continue uninterrupted. Throughout the school day, the interventionist travels between schools providing immediate response – an estimated 40 interventions, including between 5-10 significant interventions, each week – to de-escalate the situation and assist the child in re-integrating into the classroom and lessons. When appropriate and necessary, the interventionist works with the teacher and other students to calm the learning environment and allow instruction to resume.

The interventionist also works with school staff on establishing positive behavior motivators for Hephzibah children. For example, children may be motivated toward safe behavior by earning private lunchtime with staff, extra recess time, or other individual time rewards.

3) Training. The behavior interventionist works closely with school administrators, resource staff, and teachers on identifying triggers that can lead to emotional and behavioral crises, and also provides training on how to avoid and/or respond to triggering behavior. For example, because language referencing parents and families is often a trigger for children traumatized by abuse and neglect, teaching and resource staff are guided on appropriate alternatives (i.e., caregivers, adults in your home, etc.)

4) Summer Academic Enrichment. The behavior interventionist plans, organizes, and operates the 10-week Summer Academic Enrichment Program for all Hephzibah Home children. The program supports learning, especially math and reading skills, and helps children advance toward age-appropriate academic levels and avoid the typical "summer slide" in learning.

The behavior interventionist monitors the children's functioning in the classrooms, providing intervention in accordance with DCFS Licensing Standards, Medicaid requirements, and Hephzibah policy, and follows all guidelines outlined by DCFS and Department of Mental Health/Developmental Disabilities documenting clinically acceptable and mental

health focused interventions. Consistent with the national objective of serving low- and moderate-income persons, all of the children are youth in the care of the State of Illinois and meet state and federal guidelines for extremely low income.

The behavior interventionist is sensitive to the needs and expectations of all children who come to Hephzibah. As part of the intake and assessment process, the children are invited to define their relationship and how they want to refer to her support role. For instance, some children prefer to call her their “mom”, “auntie,” or “sister.” Each child is supported in how he/she chooses to define his/her own family whether it is their Hephzibah family, their family of origin or a fictitious family.

As the primary school liaison, the behavior interventionist is the child’s and the school’s contact for all projects and activities ensuring that the children have the supplies/clothing/materials needed to actively participate and assimilate into classroom and school activities. For example, if a holiday or school celebration includes bringing in objects, materials, photographs or supplies that represent a child’s ethnicity or family tradition, the behavior interventionist ensures that the child has an appropriate contribution.

She is essential in facilitating positive, engaged classroom learning for Hephzibah children and all children in the classroom. All children in classrooms with Hephzibah children benefit as teachers are able to continue lessons without interruption while the behavior interventionist attends to the needs of the Hephzibah children. There are no other organizations, services, or individuals providing this service in Oak Park District 97 schools.

Total Oak Park Low/Moderate Income Persons Served Annually

50

Persons served form

[py_2023_persons_served_1.xlsx](#)

E. Budget Narrative

1. Total CDBG dollars requested

\$ 30,000

2. Total project budget

\$ 59,843

3. Budget description

The Behavior Interventionist position is full-time providing behavioral and academic support and services for all children residing in Hephzibah Home.

Of her salary, benefits, and taxes totaling \$59,843, Hephzibah is seeking 50.1%, or \$30,000 from CDBG. The remainder of the personnel costs, \$29,843 will be funded through grants from private foundations and general contributions.

Therefore, for a total project budget of \$59,843, Hephzibah is seeking \$30,000, or 50.1%, from CDBG.

All of the children served (100 percent) have experienced extreme abuse and neglect, are residents of Oak Park, and meet all state and federal poverty guidelines. Hephzibah relies solely on grants and private philanthropy to support the behavioral interventionist role deemed an essential service for Oak Park children attending District 97 schools and district staff.

Budget Worksheet

[py_2023_cdbg_project_budget_-_other_revenue_summary_002_final.pdf](#)

F. Program Eligibility

1. Meeting Outcomes

Services are provided for all children who reside in Hephzibah Home annually. As displayed in the Logic Model, for the period from October 2023 through September 2024, Hephzibah expects to provide services for up to 50 children ages 3-11. All children are referred for services from the Illinois Department of Child and Family Services or the Department of Healthcare and Family Services and remain in Hephzibah's care for a minimum of six months to several years depending on individual need. An estimated 50% will be African American, 30% Caucasian, 10% Biracial, and 10% Hispanic. 100% of the children are residents of Oak Park and all meet the state and federal guidelines for extremely low income.

Regarding delivery of services, Hephzibah utilizes various evidence-based clinical approaches including Trauma-Focused, Cognitive Behavior Therapy (TF-CBT), Attachment, Self-Regulation and Competency (ARC), and Sensory Motor Arousal Regulation Treatment Model (SMART) to address the specific needs of the children living in Hephzibah Home, as well as children in foster care. Specialty therapists are trained in TF-CBT and SMART, and they utilize appropriate interventions and strategies in their sessions when appropriate. ARC is a treatment framework for caregivers to children who have endured complex and chronic trauma. All Hephzibah Home staff members are trained in the ARC model.

Hephzibah utilizes three measurement tools to assess progress for children in the home: the IM+CANS (Illinois Medicaid Comprehensive Assessment of Needs and Strengths) which is completed upon admission and then every six months until discharge; the Vineland Adaptive Behavior Checklist is completed 60 days after admission and then every six months up until discharge; and the Achenbach Brief Problem Monitor-Parent Form is completed monthly prior to the child being seen by the psychiatrist.

Hephzibah has a significant focus on providing culturally competent services to children that the agency serves. These include hiring a diverse staff (see attached EEO Form), having staff attend trainings in cultural competency and working with diverse populations, and having program directors monitor the provision of services with a focus on identifying issues involving culturally competent services.

In addition to mandated school district testing and assessments, Hephzibah uses the Woodcock Johnson (for children who are able to read) and the Dynamic Indicators of Basic Early Literacy Skills (for non-readers) to identify and assess student academic skills. Both have a demonstrated high degree of reliability and validity.

Hephzibah tracks and documents all significant interventions including behavior incident reports, physical management reports, and suspensions. Academic progress is tracked using grade-level school and district testing. Summer academic progress is tracked by an external evaluator using appropriate pre- and post-testing programs.

The outputs for the behavior interventionist from the Logic Model include:

- intake and assessment services for each new child who comes to Hephzibah;
- essential in-school behavior supports and intervention to facilitate learning;
- daily communication with Hephzibah Home clinical and supervisory staff;
- training and support to school personnel;
- as-needed response and follow-up communication with children, families, and school personnel.

Following DCFS-mandated reporting guidelines, Hephzibah Home Director Jim Woywod has primary responsibility for assuring the timely and accurate collection, analysis, and reporting of data. He collects and reports on all significant events that occur in school and in the home, including physical management reports, behavior incident reports, and school suspensions. Behavior interventionist Mary (Molly) Pyne is involved in an estimated 40 interventions each week ranging from brief support interactions with children to significant crisis interventions that may involve physical restraint and lead to school suspension and is responsible for collecting the data. The grants manager, Tina Weinheimer, works with the Hephzibah Home director and behavior interventionist to assure the timely and accurate reporting of data to the Village of Oak Park.

2. Successes and challenges

Hephzibah is committed to providing comprehensive, individualized behavioral and educational support to ensure that children who reside in Hephzibah Home are integrated into the educational environment and demonstrate successful academic progression. We accomplish this by delivering a comprehensive range of academic enrichment activities to support and advance learning year-round.

Challenges to meeting our intended outcomes include:

- the severity of the trauma that children who come to Hephzibah have endured;
- the lengthy and complicated advocacy process for accessing the essential special education services that Hephzibah children require; and
- the ongoing complications and restrictions presented by the COVID pandemic.

We know that the pandemic disrupted the referral, admitting and discharge processes, and exacerbated the children's learning deficits, and compounded their emotional and behavioral trauma. Longer lengths of stay resulted in lower service numbers, and access to and participation in essential wraparound supports and activities for the children was limited due to health precautions.

Hephzibah successfully meets these challenges thanks to our comprehensive, transformative programming; our highly trained and experienced staff; and strong and engaged community support. Hephzibah's academic support team successfully advocates for the academic needs of each child resulting in:

- Improved educational outcomes for Hephzibah Home children.
- Successful educational advocacy and securing IEPs for children who come to Hephzibah without an IEP.
- Increased number of days in attendance.
- Positive relationships and collaboration between Hephzibah staff and District 97 staff and teachers.

Hephzibah anticipates that while some health restrictions will continue, our partnerships with volunteer and corporate groups will gradually resume pre-pandemic operations, referrals for care from DCFS will increase, and the children's pandemic-specific behavioral challenges will dissipate. While Hephzibah will continue to serve the community's most severely traumatized young children and provide services that meet the individual needs of each child, we know that the resumption of off-site activities and wraparound services will support their therapeutic progress, increase positive behaviors, and improve their social emotional development. This progress will ultimately reduce the length of time children remain in care in Hephzibah Home.

3. Intended accomplishments

Hephzibah provides children with the therapeutic care and support they need; a safe, stable, and nurturing living environment; essential academic support and resources; and additional enrichment opportunities. The intended accomplishments are that each child makes the necessary therapeutic, emotional, behavioral, and academic progress needed to successfully transition from Hephzibah Home to a family-based environment with either biological family members or specialty foster care families.

In the short term, children will be prepared for the academic environment, and they will have the supports needed to improve their behavior. Teachers will have a stabilized environment that promotes learning for all students in the classroom.

In the long term, Hephzibah children will demonstrate improved positive behaviors, social-emotional development, and increased ability to express their emotions in a positive and healthy way.

4. Project management process

All children are referred to Hephzibah Home through the Illinois Department of Children and Family Services, the Illinois Department of Healthcare and Family Services, or the Illinois Department of Education because they require the highest level of care to address their trauma resulting from extreme abuse and neglect. The children have severe behavioral and emotional conditions requiring long-term residential therapeutic care and support. This is an internal referral process and no external marketing plan is appropriate or needed.

Hephzibah continues to collaborate with the Illinois Department of Children and Family Services and other state agencies on identifying opportunities to serve greater numbers of young children requiring different levels of therapeutic care and support.

5. Income Documentation

All children who come to Hephzibah Home are current or former youth in care of the State of Illinois. They reside in Hephzibah Home for a minimum of six months to several years depending on individual need. 100% of the children are residents of Oak Park and they meet all state and federal guidelines for extremely low income.

6. Procurement and Management Process

Hephzibah Children's Association maintains the highest level of professional accreditation by the Social Current Council on Accreditation and is recognized statewide for our comprehensive, transformative programming that meets or exceeds state requirements. Hephzibah is licensed by the Illinois Department of Children and Family Services as a Child Welfare Agency, Group Home, and Child Care Institution. To maintain accreditation and licensure, Hephzibah must demonstrate compliance with all local, state, and federal laws and regulations, as well as meet/exceed quality assurance standards.

Hephzibah administers child satisfaction surveys for all children at quarterly intervals and conducts discharge interviews with each child to assess their likes, dislikes, experiences, and sentiments about what they learned, how they improved, and things they would change. Responses to the question "What have you learned at Hephzibah?" include:

"Homework, being nice to people, and helping people."

"How to use my coping skills, taking a bath, listening to music and coloring."

"That it is safe here."

"To manage my emotions and to stay calm."

"Take a break and take walks to help me calm down."

"That sometimes you can't get everything you want."

"Math and to ask for help when I need it."

"Listening, following directions, no throwing things, no getting restrained."

"How to be nice and be helpful."

"To eat vegetables and do art."

"To cope with my anger and my sadness in a safe way."

"To do good things so that I can go home."

2. Attachments

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

Timeline

[py_2023_timeline_form_2.pdf](#)

Logic model

[py_2023_cdbg_logic_model_1.pdf](#)

Articles of Incorporation and By-Laws

[hephzibah_articles_of_incorporation_and_bylaws.pdf](#)

Non-Profit Determination (IRS Letter)

[irs_determination_letter.pdf](#)

List of Board of Directors

[fy_2023_board_of_directors.pdf](#)

Organizational Chart

[final_fy_2023_organization_charts_combined.pdf](#)

Resumes

[resumes_mbs_jw_rw_mp.pdf](#)

Financial Statement and Audit

[hca_fy_22_final_audited_report_and_financial_statements.pdf](#)

Conflict of interest statement

[conflict_of_interest_statement_3-2023.pdf](#)

Anti-lobbying statement

[lobbying_statement_2023.pdf](#)

EEO Form

[py_2023_eeo_report_chart_003_for_cdbg.pdf](#)

Statement of ADA Compliance

[americans_with_disabilities_act_statement_of_compliance_2023.pdf](#)

Support Statements**Project client evaluation tool**

[project_client_evaluation_tool_statement_2023.pdf](#)

Beneficiary Form

[py_2023_cdbg_beneficiary_form_2.pdf](#)

Certificate of insurance

[certificate_of_insurance_3-2023.pdf](#)

3. Proposal Agency Information and Verification**Name of Authorized Official of Applicant Organization**

Merry Beth Sheets

Title of Authorized Official of Applicant Organization

Executive Director

Date of Submittal

Fri, 2023-03-10

Do you have a CDBG application guide?

Yes

Affirmation

I agree

[Previous submission](#) [Next submission](#)

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 2 CFR 200.
- h. The conflict of interest prohibitions set forth in 24 CFR 570.611.
- i. The eligibility of certain resident aliens requirements in 24 CFR 570.613.
- j. The Architectural Barriers Act and Americans with Disabilities Act requirements set forth in 24 CFR 570.614.
- k. The Uniform Administrative Requirements in 2 CFR 200.
- l. Executive Order 11063, Equal Opportunity in Housing, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Section 60.

3. All procurement actions and subcontracts shall be in accordance with applicable local, State and Federal law relating to contracting by public agencies. For procurement actions requiring a written contract, Subrecipient may, upon the Village's specific written approval of the contract instrument, enter into any subcontract or procurement action authorized as necessary for the successful completion of this Agreement. Subrecipient will remain fully obligated under the provisions of this Agreement notwithstanding its designation of any third party to undertake all or any of the Project. Subrecipient may not award or permit an award of a contract to a party that is debarred, suspended or ineligible to participate in a Federal program.

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

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

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

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

APPENDIX V

REAFFIRMATION STATEMENT

MARCH 31, 1997

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

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

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

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

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



Carl Swenson
Village Manager



PY 2023 CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Hephzibah Children’s Association
Project Name	Education and Behavioral Support and Services for Oak Park Children Traumatized by Extreme Abuse and Neglect

Goal Statement: To provide comprehensive, individualized behavioral and educational support for Hephzibah children to ensure successful progression and integration in the academic setting.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Behavior Interventionist Hephzibah Group Home Staff District 97 school administrators, resource staff and teachers	Child intake and assessment In-school behavior support and crisis intervention Daily communication with group home clinical and supervisory staff In-school and summer academic support and enrichment Training and support for District 97 school personnel	40 Total unduplicated persons served (without regard to income or residency) 100 Extremely Low, Low and Mod-Income Persons served 40 Oak Park persons served 100 Extremely Low, Low and Mod-Income Oak Park Persons Served	Prepare children for school environment Support children in crisis to improve behavior Support teachers and student to promote learning Communicate with Group Home and District 97 personnel Inform/respond to parents Support and deliver year-round academic learning	Increase positive behaviors Facilitate learning and academic progress Stabilize the learning environment to promote learning Improve social-emotional development Increase ability to express emotions in healthy, positive ways Facilitate learning to increase confidence and engagement in learning	Track significant events including behavior incident reports, physical management reports, and suspensions. Pre- and post-testing for Summer Academic Enrichment Program District 97 Standardized Testing, progress reports and report cards Attendance reports

	Response and follow-up with other children, teachers, and parents of children in the classroom				
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PY 2023 Timeline, CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Hephzibah Children's Association
Project Name	Education and Behavioral Support for Oak Park Children Traumatized by Extreme Abuse and Neglect

Timeframe		Activity	Person Responsible
Month 1	October	CDBG funding cycle begins – begin data collection for new project year and first quarter	Behavior Interventionist
		Provide daily in-classroom services and crisis intervention for all Hephzibah children attending District 97 schools	Behavior Interventionist
Month 2	November	Provide daily in-classroom services and crisis intervention for all Hephzibah children attending District 97 schools.	Behavior Interventionist
		Facilitate Institute Day training for D97 staff, as requested	Behavior Interventionist
Month 3	December	Provide daily in-classroom services and crisis intervention for all Hephzibah children attending District 97 schools.	Behavior Interventionist
Month 4	January	Provide daily in-classroom services and crisis intervention for all Hephzibah children attending District 97 schools.	Behavior Interventionist
		Submit CDBG First Quarter Report	Grants Manager
		Initiate planning and preparation for Summer Academic Enrichment Program including curriculum planning, testing, contracts for external resources, etc.	Behavior Interventionist

<p>Month 5 February</p>	<p>Provide daily in-classroom services and crisis intervention for all Hephzibah children attending District 97 schools.</p> <p>Planning and preparation for Summer Academic Enrichment Program</p>	<p>Behavior Interventionist</p> <p>Behavior Interventionist</p>
<p>Month 6 March</p>	<p>Provide daily in-classroom services and crisis intervention for all Hephzibah children attending District 97 schools.</p> <p>Planning and preparation for Summer Academic Enrichment Program</p>	<p>Behavior Interventionist</p> <p>Behavior Interventionist</p>
<p>Month 7 April</p>	<p>Provide daily in-classroom services and crisis intervention for all Hephzibah children attending District 97 schools.</p> <p>Submit CDBG Second Quarter Report</p> <p>Planning and preparation for Summer Academic Enrichment Program</p>	<p>Behavior Interventionist</p> <p>Grants Manager</p> <p>Behavior Interventionist</p>
<p>Month 8 May</p>	<p>Provide daily in-classroom services and crisis intervention for all Hephzibah children attending District 97 schools.</p> <p>End of school year planning and District 97 administration and teacher consultations</p> <p>Planning and preparation for Summer Academic Enrichment Program</p>	<p>Behavior Interventionist</p> <p>Behavior Interventionist</p> <p>Behavior Interventionist</p>
<p>Month 9 June</p>	<p>Pre-testing for Summer Academic Enrichment Program</p> <p>Start of 10-week Summer Academic Enrichment Program for all group home children.</p>	<p>External Education Evaluator</p> <p>Behavior Interventionist and team of special education teachers, staff, and volunteer tutors.</p>

<p>Month 10 July</p>	<p>Summer Academic Enrichment Program continues.</p> <p>Submit CDBG Third Quarter Report</p>	<p>Behavior Interventionist and team of special education teachers, staff, and volunteer tutors.</p> <p>Grants Manager</p>
<p>Month 11 August</p>	<p>End of Summer Testing for Academic Enrichment Program</p> <p>End of Summer Academic Enrichment Program activities and reporting.</p> <p>Meet with school administrators, social worker, support staff and individual teachers for each child</p> <p><u>Ongoing throughout academic year:</u> Provide daily in-classroom services and crisis intervention for all Hephzibah children attending District 97 schools.</p> <p><u>Ongoing:</u> Individual meetings and preparations with new children and students demonstrating increased need for support.</p> <p><u>Ongoing:</u> Commence IEP testing and reevaluation processes for each new child.</p> <p><u>Ongoing:</u> Data collection and reporting of significant events including Behavioral Incident Reports, Physical Management Reports, Suspensions.</p> <p><u>Ongoing as needed throughout academic year:</u> At request of school administration, attend and/or present at school institute days and trainings</p>	<p>Behavior Interventionist and team of special education teachers, staff, and volunteer tutors.</p> <p>Behavior Interventionist</p> <p>Behavior Interventionist</p> <p>Behavior Interventionist</p> <p>Behavior Interventionist</p> <p>Education Coordinator and Behavior Interventionist</p> <p>Behavior Interventionist</p> <p>Behavior Interventionist</p>

Month 12 September	Provide daily in-classroom services and crisis intervention for all Hephzibah children attending District 97 schools. Finalize Summer Academic Enrichment Program Report	Behavior Interventionist Behavior Interventionist
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**WORKBOOK CONTAINS BOTH THE PROJECT BUDGET & THE OTHER REVENUE SUMMARY.
COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL**

PY 2023 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
				Funding Source:					
<i>Personnel Costs</i>									
Salaries	\$43,528	\$24,000	55%		\$19,528			\$19,528	45%
Benefits	\$7,091	\$3,600	51%		\$3,491			\$3,491	49%
Taxes	\$9,224	\$2,400	26%		\$6,824			\$6,824	74%
Other (Identify)	\$0	\$0	#DIV/O!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/O!					\$0	0%
<i>Subtotal: Personnel Costs</i>	\$59,843	\$30,000	50%		\$29,843	\$0	\$0	\$29,843	50%
<i>Operating Costs:</i>									
Rent/Lease	\$0	\$0	#DIV/O!					\$0	0%
Utilities	\$0	\$0	#DIV/O!					\$0	0%
Telephone	\$0	\$0	#DIV/O!					\$0	0%
Postage	\$0	\$0	#DIV/O!					\$0	0%
Supplies	\$0	\$0	#DIV/O!					\$0	0%
Mileage	\$0	\$0	#DIV/O!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/O!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/O!					\$0	0%
<i>Subtotal: Operations</i>	\$0	\$0	#DIV/O!		\$0	\$0	\$0	\$0	0%
<i>Professional/Services</i>									
Consultant	\$0	\$0	#DIV/O!					\$0	0%
Engineering	\$0	\$0	#DIV/O!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/O!					\$0	0%
<i>Subtotal: Professional Services</i>	\$0	\$0	#DIV/O!		\$0	\$0	\$0	\$0	0%
TOTAL (all categories)	\$59,843	\$30,000	50%		\$29,843	\$0	\$0	\$29,843	50%

PY 2022 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?
Private Grants	Grants	\$29,843	Pending	Unknown		Private
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$29,843				

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

PY 2023 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
				Funding Source:					
<i>Personnel Costs</i>									
Salaries	\$43,528	\$16,800	39%		\$26,728			\$26,728	61%
Benefits	\$7,091	\$2,520	36%		\$4,571			\$4,571	64%
Taxes	\$9,224	\$1,680	18%		\$7,544			\$7,544	82%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Personnel Costs	\$59,843	\$21,000	35%		\$38,843	\$0	\$0	\$38,843	65%
<i>Operating Costs:</i>									
Rent/Lease	\$0	\$0	#DIV/0!					\$0	0%
Utilities	\$0	\$0	#DIV/0!					\$0	0%
Telephone	\$0	\$0	#DIV/0!					\$0	0%
Postage	\$0	\$0	#DIV/0!					\$0	0%
Supplies	\$0	\$0	#DIV/0!					\$0	0%
Mileage	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Operations	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
<i>Professional/Services</i>									
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)	\$59,843	\$21,000	35%		\$38,843	\$0	\$0	\$38,843	65%

PY 2022 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?
Private Grants	Grants	\$38,843	Pending	Unknown		Private
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where applicable		\$38,843				

Agency Name: Hephzibah Children's Association

PY 2023 CDBG

a. Revised Budget Description

The Behavior Interventionist position is full-time providing behavioral and academic support and services for all children residing in Hephzibah's Group Home. Of her salary, benefits, and taxes totaling \$59,843, Hephzibah is seeking 35%, or \$21,000 from CDBG. The remainder of the personnel costs, \$38,843 will be funded through grants from private foundations and general contributions.

Therefore, for a total project budget of \$59,843, Hephzibah is seeking \$21,000, or 35%, from CDBG.

All of the children served (100 percent) have experienced extreme abuse and neglect, are residents of Oak Park, and meet all state and federal poverty guidelines. Hephzibah relies solely on grants and private philanthropy to support this essential service for Oak Park children attending District 97 schools and district staff.

Exhibit D: PY 2023 Quarterly Report Form, Oak Park CDBG Program

Subrecipient:	
Project Name:	
Prepared by:	Email:

Accomplishment Narrative: Describe your successes and challenges meeting your project goals this quarter, or for entire year if at the Final stage.

Beneficiaries by Race and Ethnicity	Q1		Q2		Q3		Q4		TOTAL	
	RACE	ETHNICITY	RACE	ETHNICITY	RACE	ETHNICITY	RACE	ETHNICITY	RACE	ETHNICITY
	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic	<i>(Including Hispanic)</i>	Hispanic
White									0	0
Black/African American									0	0
Asian									0	0
American Indian or Alaska Native									0	0
Native Hawaiian or Other Pacific Islander									0	0
American Indian or Alaska Native AND White									0	0
Asian AND White									0	0
Black/African American AND White									0	0
American Indian /Alaska Native AND Black/African American									0	0
Other Multi-Racial									0	0
0	0	0	0	0	0	0	0	0	0	0

Income Levels					
The total should equal the number from the Race and Ethnicity count above.	Q1	Q2	Q3	Q4	Total
Extremely low (0-30% of median income)					0
Low (31-50%)					0
Moderate (51-80%)					0
Non-Low/Moderate (81%+)					0
Total	0	0	0	0	0
Percent Low/Moderate	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

	Total Oak Park Resident Beneficiaries	Total Oak Park Extremely Low/Low/Moderate Income Beneficiaries (0-80% median income)
Q1		
Q2		
Q3		
Q4		
Total	0	0

Project Goals	
Total of all persons benefitting (without regard to income or residency)	0
Number of all Extremely Low, Low and Moderate Income persons to be served	0
Percentage of LMI benefit	#DIV/0!
Number of all Oak Park persons benefitting	
Percentage of Oak Park persons benefitting	#DIV/0!
Number of Extremely Low, Low and Moderate Income Oak Park persons to be served	0