

ORIGINAL

SUBRECIPIENT GRANT AGREEMENT

THIS SUBRECIPIENT GRANT AGREEMENT (hereinafter referred to as the “Agreement”) is entered into as of the day of _____ September, 2024 between the VILLAGE OF OAK PARK, Illinois (hereinafter referred to as the “Village”) and Y.E.M.B.A., INCORPORATED, 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 “the Act”); and

WHEREAS, Subrecipient has applied to the Village for CDBG funds for the 2024 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 2024 Community Development Block Grant Program Proposal attached hereto and incorporated herein by reference as Exhibit A (hereinafter referred to as 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 staff to provide mentoring, empowerment and training services to minority youth, grades 6-8. A total of 150 persons (76 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-six thousand five hundred dollars (\$26,500) (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 2024 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, 2024, 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, 2025. Any invoices submitted after October 31, 2025 shall not be paid by the Village.

5. PROGRAM YEAR.

A. The Subrecipient shall perform the Project beginning October 1, 2024 and ending on September 30, 2025 (hereinafter referred to as the "Program Year").

B. The Project shall be completed no later than September 30, 2025. 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, 2024	Progress report due by January 15, 2025
2 nd Quarter: January–March, 2025	Progress report due by April 15, 2025
3 rd Quarter: April–June, 2025	Progress report due by July 15, 2025
4 th Quarter: July–September, 2025	Progress report/Final report due by October 15, 2025

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:

Community Services Administrator
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302

For Subrecipient:

Executive Director
Y.E.M.B.A., Incorporated
218 Lake Street
Oak Park, Illinois 60302

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

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

20. COUNTERPARTS; FACSIMILE OR PDF SIGNATURES. This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement. A facsimile or pdf copy of this Agreement and any signature(s) thereon will be considered for all purposes as an original.

21. CAPTIONS AND SECTION HEADINGS. Captions and section headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.

22. NON-WAIVER OF RIGHTS. No failure of any Party to exercise any power given to it hereunder or to insist upon strict compliance by any other Party with its obligations hereunder, and no custom or practice of the Parties at variance with the terms hereof, shall constitute a waiver of that Party's right to demand exact compliance with the terms hereof.

23. ATTORNEY'S OPINION. If requested, the Subrecipient shall provide an opinion by its attorney in a form reasonably satisfactory to the Village Attorney that all steps necessary to adopt this Agreement, in a manner binding upon the Subrecipient have been taken by the Subrecipient.

24. BINDING AUTHORITY. The individuals executing this Agreement on behalf of the Parties represent that they have the legal power, right, and actual authority to bind their respective Party to the terms and conditions of this Agreement.

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

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

Y.E.M.B.A., INCORPORATED

Name: Kevin J. Jackson
Title: Village Manager

Name:
Title:

Date: _____, 2024

Date: _____, 2024

ATTEST

ATTEST

Name: Christina M. Waters
Title: Village Clerk

Name:
Title:

Date: _____, 2024

Date: _____, 2024

EXHIBIT A
SUBRECIPIENT'S PROPOSAL

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

*Village of Oak Park
 Personnel Manual*

Adopted 2/31/97

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

[Home](#) > [Village of Oak Park Community Development Block Grant \(CDBG\) Submission Form](#) > [Webform results](#) > Submission #80

Submission information

Form: [Village of Oak Park Community Development Block Grant \(CDBG\) Submission Form](#) ^[1]

Submitted by yemba

Fri, 2024-03-01 09:13

172.16.0.102

Applicant Information

Provide the following information about your organization and the project your organization is proposing.

A. Organization Information

1. Organization Name

Y.E.M.B.A., Inc.

2. Organization Mailing Address

218 Lake St., Oak Park, IL 60302

3. Organization Phone Number

7087196701

4. Executive Director

Edward Redd

5. Executive Director's Email Address

eredd@yemba-inc.org

6. Unique Entity Identifier (UEI#)

ERASP45MBA67

7. Project Manager/Primary Contact for proposal

Edward Redd

8. Did you attend the mandatory PY2024 grants workshop?

Yes

If yes, who from your organization attended?

Edward Redd

What is your organization's fiscal year?

FY2024

B. Agency Overview

1. Background and Need

Mission and Purpose: The mission of YEMBA (Youth Educational Mentoring Basketball Association), Inc. is to educate our youth mentally, physically and spiritually with a lifelong learning and service experience through group mentorship that will equip them with

knowledge and tools for leadership development and success in life. YEMBA aims to deter our youth from pursuing the wrong paths by providing them with the knowledge and support they need to strengthen their mind, body and spirit.

YEMBA employs a diverse staff that reflects the communities and cultures of the youth we serve, as those with backgrounds similar to our young people are often better able to develop the mentor relationships that are foundational to our work. Our staff members form trusting, credible relationships with students—many of whom come to our programs with significant trust issues—and their effectiveness as positive, relatable role models enables them to engage and retain youth in crucial services.

History: YEMBA is a 16+ year-old organization focused on empowering youth through life skills mentoring in Oak Park. At its inception, YEMBA's goal was to provide structured life skill mentoring and basketball lessons for local youth. Over time, YEMBA expanded programming to include evidence-based mentoring with a focus on building solid relationships between schools, students and parents for a stronger community.

In 2022, YEMBA acquired a new site in Oak Park—a 2,000 sq. ft. space with specialized facilities to engage young people in out-of-school time programs, with our focus particularly on growing opportunities for high school students. The new site offers expanded space and computer equipment students need to succeed academically, and is located about five blocks from Oak Park River Forest High School (OPRFHS) – providing a convenient after-school meeting space for our high school participants.

Organizational Capacity: YEMBA currently has one full-time and six part-time employees, with support from three administrative consultants. YEMBA is the proud recipient of 2023 CDBG Public Services and Public Facilities grant awards. Our small but high-impact team is fully capable of, and commits to, complying with all reporting requirements for the CDBG grant program in 2024. This may include completion and submission of quarterly reports and billing requests, quarterly quality management reports, income documentation for program participants, reporting on turnover in personnel or if salary adjustments have occurred, and any other financial, programmatic or management reports that are needed by the Village of Oak Park.

YEMBA currently manages multiple five- and six-figure competitive private corporate/foundation and public grants and service contracts with the village, county and state. Besides CDBG awards, other grants and contracts include, but are not limited to:

- Cook County Justice Advisory Council: Cook County Gun Violence Prevention and Reduction Grant, 2022-2025
- Illinois Criminal Justice Information Authority: State Appropriation grant and pass-through grant from the Laureus USA Foundation, 2023-2024
- Illinois Department of Human Services: pass-through grant from the Alternative Schools Network, 2023-2024

In the organization's history, YEMBA has not been required to obtain an annual audit because its total revenue was under the threshold of the audit requirement.

Organizational Collaboration: YEMBA's mentorship programs serve at-risk middle and high school students in Oak Park in close collaboration with Oak Park Elementary School District 97, Oak Park River Forest School District 200, the Community Mental Health Board of Oak Park, Dominican University and various other community stakeholders.

YEMBA leadership is involved with vital community collaborations (Oak Park Elementary School District 97's Vision 97 4All committee, the Community Mental Health Board of Oak

Park's Multicultural Health and Behavior Advocacy committee and the Community Foundation of Oak Park River Forest's Success of All Youth group) that work to address the challenges the community has around issues of equity.

In addition to school and community-based partners with similar goals, YEMBA collaborates with a robust network of government agencies, service providers and other community stakeholders. Our close partnership with these diverse stakeholders ensures that public awareness of our services is high, and that as a broader community we may ensure wraparound services are provided to offer a continuum of care for families in need. Other key collaborators include:

- Dominican University, which provides financial literacy workshops for our youth
- TASC – Strive for Success, which provides care coordination for youth
- Riveredge Hospital, offering mental health services for youth whose needs are outside of the scope of YEMBA's programs
- Oak Park River Forest Food Pantry, offering healthy snacks
- UIC Jane Addams School of Social Work, which partners with YEMBA to provide interns
- Oak Park Police Department

2. Type of Organization

Non-profit

3. Does your organization meet the national objective of benefitting low to moderate income persons?

Yes

4. CDBG Eligible Populations

51% or more low/moderate income persons

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

YEMBA has 16+ years of experience providing culturally responsive services for at-risk youth of color in Oak Park, and as a result, understands the complex individual and social barriers that impact this population, as well as its tremendous potential, given adequate supports that serve to equitably level the playing field.

YEMBA is represented by African American leadership, with an experienced Executive Director, Edward Redd. In 2022, Mr. Redd completed AMPT: Advancing Nonprofits' Antiracist Restorative Practice Cohort. Over eight months, this training experience provided capacity-building tools, skills and competencies to help YEMBA's leadership enhance and integrate an equity lens through which all programs are envisioned, in alignment with the organization's mission.

YEMBA's Board of Directors grew in 2023. The current Board consists of seven members with racial/ethnic representation more closely matching that of our students—86% of members are Black, and 14% are White—an important step towards meeting diversity, equity and inclusion goals.

YEMBA's five-year strategic plan identifies the strategies YEMBA is working towards that relate to our ongoing work to advance racial equity in Oak Park, include building more partnerships with diverse community groups that represent BIPOC youth. Also, BUILD continues to seek to make capital improvements to our one-year-old site by building out a new community meeting room, which would at least triple the site's capacity while adding opportunities to host community meetings and forums as part of YEMBA's overall work to

YEMBA's CDBG request fully integrates diversity, equity and inclusion by targeting support for mentorship programs that support positive youth development and mental health for predominantly BIPOC students. Programs provide at-risk students with positive mentoring relationships, substance abuse prevention, social-emotional skill-building, financial literacy and linkage to wraparound services to help them develop resilience, avoid risky behaviors, and succeed in school and beyond. Preliminary service demographics for the 2023-24 school year show that so far, for those students for whom data is available, 69% of participating students are African American, 14% are Multiracial, 8% are Latinx, 3% are Asian, 3% are White and 3% identify as another race/ethnicity.

6. Does your organization have a DEI policy?

No

DEI policy

7. Did you return any CDBG funds in PY2022?

No

If you returned funds, please explain why

C. Project Narrative

1. Project Title

Mentoring Empowerment Program (MEP) and Summer Empowerment Program (SEP)

2. Project Description

YEMBA respectfully requests \$40,000 in program grant funds from the Village of Oak Park's CDBG program to support our mentorship programs that target the self-esteem and social-emotional needs of at-risk youth—MEP and SEP. Through these vital programs, YEMBA expects to serve at least 150 at-risk youth from Oak Park in the coming year – an increase from our projections for the previous year.

Grant support is especially needed to cover operational needs for the programs including personnel, food and commencement ceremony costs. Renewed grant funds would go a long way towards enabling YEMBA to maintain the stability we need to provide high-quality mentoring services that meet the social-emotional needs of Oak Park youth and families in the wake of COVID-19 and the ensuing mental health crisis that continues to impact our young people.

Summary of Programs: MEP is a school-based group mentoring program, utilizing a focused curriculum to teach middle school students valuable life skills that promote success, equity and access. Recognizing the elementary-to-middle and middle-to-high school transitions as critical stages in youth development, YEMBA provides students in grades 6-8 with a foundation for social-emotional learning and character development.

Participants' needs are among the greatest in their schools and may include academic and/or behavioral challenges. Youth are referred with the intention to build their capacity for success in a supported and intentionally structured manner.

The goal of MEP is to ensure that mentees are armed with the knowledge, leadership skills and decision-making tools to support a successful transition from an elementary school environment to a middle school system and educational culture—and for them to flourish and excel throughout the remainder of their scholastic career into adulthood. The program is

designed to empower, educate, expose and provide positive experiences that will offer mentees opportunities to exercise their own leadership skills as acquired through various workshops. Workshops are offered for Percy Julian and Gwendolyn Brooks middle schoolers two days weekly (per school) for three hours and are focused on three core components: 1) leadership development, 2) substance abuse education, and 3) financial literacy. The program serves approximately 100 students annually.

YEMBA also offers SEP, a program which targets supportive services to Oak Park youth as they endeavor to make critical educational transitions. YEMBA launched SEP in 2022 to help middle schoolers transition to high school; offering workshops on time and stress management, as well as study skills and financial literacy. Additional activities included OPRFHS tours to help students learn how to navigate the building and to introduce them to student services and activities, and other enriching field trips.

During the past summer, SEP positively impacted 10 at-risk youth. All participants were eligible for free or reduced-price lunch, indicating that they reside in low-to-moderate income households. Over the course of six weeks, YEMBA delivered a total of 24 four-hour sessions. Students engaged in activities to help them build time, resource and stress management as well as communication skills. Workshops encouraged students to craft a social contract with guidelines for safe engagement with their peers, take part in team-building sports and recreation activities, develop study skills and journal on social-emotional topics of importance to them. Youth also took part in horizon-expanding field trips—including visits to the DuSable Black History Museum, Roosevelt University and Dark Matter Coffee.

Funding from CDBG in 2024 will increase the total number of youth we can welcome into SEP programming to 50, and will ensure we can continue the high quality and impactful programming programs that will help address service gaps and needs for support.

Over the course of six weeks, YEMBA will facilitate workshops and activities that educate and expose incoming freshmen to the culture and environment of OPRFHS as well as postsecondary planning during the summer months, when exposure to, and participation in, high-risk behavior among youth typically peaks. Offering extra support to students during this critical stage will impact longer-term outcomes such as increasing the percentage of freshmen who are on-track academically and advancing graduation and college attendance rates. The program's goal is to provide BIPOC students who are transitioning from 8th grade to high school with the tools they need to become successful members of society.

Further, CDBG funds will enable YEMBA to pilot a new facet of SEP—a summer program which will target services to rising 6th graders for summer of 2024, and run for four weeks, beginning July 1, after the Oak Park District 97 Summer School program has ended. The program will build off our successful partnership with the district, who has already pledged a portion of funding for the project, and enroll students from the eight feeder elementary schools in Oak Park.

Mirroring the same format as SEP for rising 9th graders, this transformative program tailored for 6th graders will aim to equip them with tools and skills that are most critical for middle school success. Our program will focus on three essential skills: personal mindset, effective planning for success and strong communication skills. We recognize the critical juncture of the transition to middle school and believe that providing a holistic learning experience staffed by impactful mentors during the summer break will equip mentees for a successful academic journey and personal growth.

Sessions will also focus on building STEM learning skills, in collaboration with STEM Forward, a national collaborative which focuses on promoting STEM education and careers

to all students through collaboration with business, education, government and the community. Overall, programming for this group of students will be provided four days/week, for four hours/session, for a total of 16 sessions offered in July.

The overarching purpose of expanding SEP is to make an impact on students early, before they have transitioned to the middle school environment, to proactively ensure they are acclimated to the next level of academic preparation for college and career. By ensuring they develop relationships with YEMBA early on, we can also ensure that they are ready to master critical developmental periods alongside their peers and adult mentors they can trust.

3. Project Location (if different from above)

Same as above/Julian and Brooks Middle Schools

4. Which eligible activity will be reached/met through this project with CDBG funds?

Youth Services (05D)

5. Describe how your proposed program will meet the eligible activity with CDBG funds

Our proposal for grant support for MEP and SEP meet all eligibility requirements for Village of Oak Park CDBG funds. These programs will:

- Provide new services and demonstrate a quantifiable increase in youth enrollment
- Positively impact the Oak Park community by providing youth services (100% of participants are expected to reside in Oak Park)
- Align to overarching strategic planning initiatives in Oak Park, including District 97's development of their "Portrait of an Oak Park 8th Grade Graduate" and the Community Mental Health Board's strategic plan—enhancing the mental health and developmental potential of Oak Park's BIPOC youth
- Provide services to a majority of youth who reside in low-to-moderate income households

With regard to our alignment to District 97 planning, YEMBA has taken a leadership role in bringing BIPOC families to the table and providing expert input as the District advances in its goal to develop their strategic plan—re-envisioning the skills, traits and social-emotional abilities that students need to succeed.

Within the schools, YEMBA's programs offer the Tier 1 and Tier 2 interventions aligning to the Multi-Tiered System of Support (MTSS) framework, to proactively provide support broadly across the student body while also giving special attention to selected students in a targeted manner to reduce learning or behavioral difficulties as soon as they are identified.

Program staff work directly with school social workers who are often overburdened by high levels of student trauma and need. Mentors also have begun working with the schools' Student Success Coaches to ensure that quality, coordinated care is available for youth in need. The overarching goals of these efforts are to strengthen linkage with school day programming to embed our work more deeply within the educational ecosystem.

Regarding our alignment to the Community Mental Health Board's strategic plan, YEMBA leadership has participated in input sessions that have provided insight during the plan's development. YEMBA has also committed to conducting an active listening session with youth and will compile data from this session to present to the CMHB, supporting and enhancing our efforts to serve as a mental health resource. The goals of these efforts are to help the Board better understand the overall picture of youth mental health in Oak Park's BIPOC communities, which are unfortunately at a disadvantage as compared to their white counterparts.

D. Approach

YEMBA provides targeted social-emotional development to identified high-risk youth in Oak Park. Community-level data collected by the Community Foundation of Oak Park/River Forest's Success of All Youth (SAY) group in 2020 indicates that in the wake of COVID, community-based organizations have identified that the most pressing current issues affecting our youth are: mental health and social emotional wellness (70% of respondents), racial equity (65% of respondents), and achievement and opportunity gaps (45% of respondents)—the very issues YEMBA's programs are designed to tackle.

According to OPRFHS' 2022 Illinois Youth Survey, nearly one-third of students said they did not have access to a caring adult. Disciplinary infraction data by race/ethnicity show that BIPOC youth continue to be at a disadvantage – 231 Black students vs. only 110 White students were subject to disciplinary actions in 2023. In turn, these higher rates lead to reduced opportunities for BIPOC youth to benefit from college and career opportunities, without additional support.

The vast majority of YEMBA's participants are BIPOC youth. In Oak Park, youth continue to feel the impact of a history of racist policies that have permeated schools and other community institutions. Seeking better opportunities for their children, families often move from neighboring Austin on Chicago's highly underserved West Side—an area that must contend with some of the city's most challenging economic, educational and crime-related conditions—only to meet with major inequities in their adoptive community.

YEMBA recognizes that the social determinants of health are critical factors that impact exposure to trauma and the mental health of our youth. Our work is directly embedded in local ecosystems for health and education, with YEMBA often playing a role in providing a voice for our BIPOC families.

While YEMBA's programs are not clinical in nature, they address social and community context, aligning to objectives from the U.S. Department of Health and Human Services' Healthy People 2030 plan, including:

- Increasing the proportion of adolescents who have an adult they can talk to about serious problems
- Increasing the proportion of children and adolescents who show resilience to challenges and stress
- Increasing the proportion of adults who talk to friends or family about their health

We recognize that upstream factors in Oak Park, such as diminished access to social support from adults from similar backgrounds and the presence of discrimination, have indirect impacts on the mental health of youth—our work aims to tackle root causes of these compromised outcomes.

Distinctive among youth programs in Oak Park, YEMBA leadership and staff come from backgrounds similar to the young people we serve, and as a result, our mentors are able to form trusting, credible relationships with youth, some of whom come to our program with significant trust issues. We are not aware of any other current organization or programs in the Oak Park community specifically designed to provide mentoring services for at-risk minority youth.

Is this a new or a quantifiable increase in the level of existing service from a PY23 program?

Yes

Total Oak Park Low/Moderate Income Persons Served Annually

76

Persons served form

py24_persons_served_1.xlsx [2]

E. Budget Narrative**Budget Worksheet**

2_yemba_public_services_py_2024_cdbg_project_budget_-_other_revenue_summary_1.xlsx [3]

1. Total CDBG dollars requested

\$ 40,000

2. Total project budget

\$ 467,724

3. Budget description

YEMBA would allocate \$36,000 in CDBG funds for salary support for administrative and program staff, including support for Executive Director, Mentors and Program Managers. Please find resumes/job descriptions for these staff members attached. This portion of funding will represent 90% of our total request. YEMBA would also allocate \$2,400 for food and refreshments for our youth participants. This portion of funding will represent 6% of our total request. YEMBA would also allocate \$1,600 for costs related to the commencement ceremonies we host for MEP and SEP participants to celebrate their accomplishments. This portion of funding will represent 4% of our total request.

F. Program Eligibility**1. Meeting Outcomes**

YEMBA will aim to achieve the following outcomes during PY2024:

1. At least 100 middle school youth enroll in MEP; at least 75% of participants will attend two or more workshops.

Staff persons responsible: Executive Director, Program Director, Program Manager, Mentors
2. 100% of MEP youth will increase their knowledge pertaining to leadership, healthy choices and financial literacy.

Staff persons responsible: Executive Director, Program Director, Program Manager, Financial Literacy Intern, College & Career Readiness Intern

3. SEP for rising 9th graders will serve approximately 20 incoming OPRFHS freshmen; SEP for rising 6th graders will serve approximately 30 students who are transitioning out of Oak Park feeder elementary schools.

Staff persons responsible: Executive Director, Program Manager, Mentors

4. At least 75% complete the summer program and rate their experience as 8.5 or better on a scale of 1 (lowest score) to 10 (highest score); via post-test survey, at least 75% of parents will report that their child had a positive experience in SEP.

Staff persons responsible: Executive Director, Program Manager, Mentors

2. Successes and challenges

To date, YEMBA has experienced some challenges with collecting racial/ethnic/household income for all of our participants, which has reduced the number of beneficiaries we can report. Overall, YEMBA served 52 Oak Park youth during the PY2023/Q1 reporting period, but we were only able to count 31 beneficiaries towards our totals for CDBG services, because these were the only students for whom efforts to collect demographic/financial info were successful.

YEMBA's program and back-office teams are still understaffed, which has in some cases impeded our progress in performing outreach to families, which in turn slows our efforts to collect information for grant reporting. In response, YEMBA has recently started working with an experienced Operations Consultant, Jennifer Mathis, who has assisted with administrative initiatives, such as conducting the job search for our open staff positions, since October.

Still, until we have a more robust program staffing team, YEMBA is limited in our ability to connect and conduct outreach with students and families, and solidify a more consistent presence at our school sites. Our staff have also needed to make adjustments to out-of-school time sessions to ensure that the timing of our programs does not conflict with popular student activities like basketball and other school athletic teams.

YEMBA currently has open job postings for two Program Managers – one to staff middle school programming, and one to focus on services for high schoolers. YEMBA is seeking Licensed Clinical Social Workers (LCSWs) with an emphasis on Early Childhood, Youth Development, or a related field to fill these positions. In addition, YEMBA is seeking to hire a Fiscal Administrator to oversee financial management. Jobs have been posted prominently on YEMBA's website, and through NPO.net as well as other sources.

With new program staff on board, we have plans to foster a supportive parent network, building off of our previous successes and expertise in organizing predominantly BIPOC families for important District informational sessions and events. In the future, our goal is to coordinate and provide comprehensive, wraparound parent resources including adult financial literacy trainings, information about mental health and other family-oriented enrichment sessions.

3. Intended accomplishments

YEMBA's intended goals, objectives and outcomes are as follows:

Goal 1: Through MEP, enroll middle school youth over the course of the school year, with most participants attending two or more workshops.

Objectives: Targeted outreach efforts directed from our program staff and District 97 schools take place on a continual basis to recruit 6th, 7th and 8th graders in Oak Park; Life skills workshops take place twice a week for each middle school served.

Outcomes: At least 100 middle school youth enroll in MEP; Each mentoring session is documented and recorded with dates, times and list of attendees; Weekly workshops are recorded with the number of students in attendance—at least 75% of participants will attend two or more workshops.

Goal 2: Youth enrolled in MEP acquire essential life skills while also gaining valuable insights and experiences through their mentor relationship.

Objectives: MEP mentors provide personal development education, specifically addressing leadership characteristics, the dangers of substance abuse and financial literacy; Youth complete a pre and post-test quiz to evaluate subject material retention and the overall progress of the mentee, as well as post-program surveys measuring the impact of their mentor relationship

Outcomes: 100% of MEP youth will increase their knowledge pertaining to leadership, healthy choices and financial literacy, as demonstrated through post-test student surveys.

Goal 3: Provide BIPOC students who are transitioning from 8th grade to high school with the tools they need to become successful members of society.

Objectives: Help students become acclimated with their local high school, classroom resources, school resources, extracurricular activities, school staff and administrators; equip students with tools related to time, resource and stress management, and communication skills; provide students with a safe space where we can address a variety of topics related to social emotional learning.

Outcomes: At least 20 incoming OPRFHS freshmen participate in the program; at least 75% of students who enroll in SEP remain engaged for the full course of the program; at least 80% of youth completing post-test surveys will rate their experience with the program at 8.5 or higher on a scale of 1 (poor experience) to 10 (great experience); at least 80% of surveyed parents will indicate they are likely to refer other families to SEP.

Goal 4: Equip BIPOC students who are transitioning from elementary to middle school with tools and skills that are critical for middle school success.

Objectives: Equip students with tools related to personal mindset, effective planning for success, and strong communication skills; create a supportive and inclusive environment where mentees feel encouraged to express themselves; combine educational content with engaging activities, games and projects to make the summer learning experience both enriching and enjoyable; provide parents with resources and strategies to support their child's ongoing development and reinforcing the lessons learned during the summer program.

Outcomes: At least 30 incoming 6th graders participate in the program; at least 75% of students who enroll in SEP remain engaged for the full course of the program; at least 80% of youth completing post-test surveys will rate their experience with the program at 8.5 or higher on a scale of 1 (poor experience) to 10 (great experience); at least 80% of surveyed parents will indicate they are likely to refer other families to SEP.

4. Project management process

YEMBA receives referrals directly from its partner schools, including Percy Julian and Gwendolyn Brooks Middle Schools, to aid in enrolling students whose needs are among the greatest in their schools and may include academic and/or behavioral challenges. Youth are referred with the intention to build their capacity for success in a supported and intentionally structured manner.

Our staff members commit dedicated hours to family outreach and communication efforts that are needed to ensure our students don't "fall through the cracks" during the hours and days our programs are not in operation – these efforts are built into our mentors' roles. To strengthen these outreach efforts and ensure they are effective, YEMBA is developing and strengthening relationships with a collaborative table of local partners to ensure comprehensive, wraparound supports that exist outside of the scope of YEMBA's offerings are available for youth, and that our staff can refer families who are in need to any of these additional community resources.

5. Income Documentation

YEMBA serves an area where significant poverty, unemployment and economic distress exist. As an economically and racially diverse community, Oak Park is home to thousands of families who face challenges that can lead youth down the wrong paths, including employment and financial insecurity, disengagement from school, housing instability and stress-related behavioral health issues. At least 51% of YEMBA participants reside in low- and moderate-income Census tracts, as identified by the American Community Survey 5-Year 2011-2015 Low- and Moderate-Income Summary Data (HUD FY18).

YEMBA collects family income data through school intake forms at program enrollment. In addition, YEMBA is now also tracking family income information using the Village of Oak Park's low- and moderate-income areas map. YEMBA maintains policies and procedures that safeguard the confidentiality of our students and families, such as never releasing full names to our funding partners. We maintain electronic participant records in a central location to ensure accuracy and completeness of files.

6. Procurement and Management Process

YEMBA's quality management processes are overseen by Founder/Executive Director Edward Redd, an experienced civic leader who has successfully conducted mentoring programs in Austin and Oak Park for 16+ years. YEMBA's Board of Directors is a governance board that has oversight of the organization. It has fiscal responsibility for YEMBA and provides strategic planning and direction.

Among other quality assurance processes, to ensure the ongoing safety of our program participants, all YEMBA staff participate in training around child abuse and neglect mandated reporting (and receive background checks) upon hire. All staff members also participate in orientation, including training on safeguarding youth, annually prior to the start of the academic/program year. Our Board of Directors is also made aware of safety policies on a regular basis.

YEMBA's procurement and management process is spelled out in the organization's bylaws. This includes provision of an accounting system that segregates expenditures by funding source, a record retention policy that aligns to federal requirements, a conflict-of-interest policy and other administrative safeguards. As noted above, in the organization's history, YEMBA has not been required to obtain an annual audit because its total revenue was under the threshold of the audit requirement.

YEMBA's team is capable of, and commits to, complying with all reporting requirements for the CDBG grant program. This may include completion and submission of quarterly reports and billing requests, quarterly quality management reports, income documentation for program participants, reporting on turnover in personnel or if salary adjustments have occurred, and any other financial, programmatic or management reports that are needed by the Village of Oak Park.

To ensure continuous program quality improvement, YEMBA acquires feedback through surveys to parents and our student mentees at the end of each program year. We use the following tools:

Tool # 1 – Program Student Evaluation Survey – This is a survey to be completed by the student to assess the effectiveness of the program. The survey is used as a metric to examine the effectiveness of the program.

Tool # 2 – Program Parent Evaluation Survey – This is a survey to be completed by the parent(s) of the mentee(s). This is utilized as a metric to evaluate the progress of the mentee outside the confines of program.

YEMBA then uses the feedback that has been collected to make our programs more efficient and effective during the next academic year. We collect and summarize learning that is generated throughout the year and share this learning with our team and community through multiple avenues—including letting our families know what we have accomplished and how we have consistently improved our services each year.

7. Public Facility Improvement Details

Attachments

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

Timeline

2_2024_timeline_public_services.docx [4]

Logic model

3. py24_cdbg_logic_model_ps.docx [5]

Articles of Incorporation and By-Laws

4. _art_of_incorp_bylaws_yemba.pdf [6]

Non-Profit Determination (IRS Letter)

5. _irs_determination_letter.pdf [7]

List of Board of Directors

6. _board_members_contact_listing_2023.pdf [8]

Organizational Chart

7. _yemba_organizational_chart_2024.pdf [9]

Resumes

jds_and_res_with_ak.pdf [10]

Financial Statement and Audit

9. _financial_statement_audit.pdf [11]

Conflict of interest statement

10. _coi_statement.pdf [12]

Anti-lobbying statement

11. _anti_lobbying.pdf [13]

EEO Form

12. _py24_eeo_report_chart_yemba.doc [14]

Statement of ADA Compliance

ada_compliance.pdf [15]

Support Statements

Project client evaluation tool

15. _evaluation_tools.pdf [16]

Beneficiary Form

this_attachment_does_not_apply_for_public_service_grants.docx [17]

Certificate of insurance

17. _yemba_coi_school_district_97_2023-24.pdf [18]

3. Proposal Agency Information and Verification

Name of Authorized Official of Applicant Organization

Edward Redd

Title of Authorized Official of Applicant Organization

Executive Director

Date of Submittal

Fri, 2024-03-01

Do you have a CDBG application guide?

Affirmation

I agree

Source URL:<https://www.oak-park.us/node/3346/submission/42375>**Links**

[1] <https://www.oak-park.us/village-oak-park-community-development-block-grant-cdbg-submission-form> [2] https://www.oak-park.us/sites/default/files/webform/py24_persons_served_1.xlsx [3] https://www.oak-park.us/sites/default/files/webform/2_yemba_public_services_py_2024_cdbg_project_budget_-_other_revenue_summary_1.xlsx [4] https://www.oak-park.us/sites/default/files/webform/2_2024_timeline_public_services.docx [5] https://www.oak-park.us/sites/default/files/webform/3_py24_cdbg_logic_model_ps.docx [6] https://www.oak-park.us/sites/default/files/webform/4_art_of_incorp_bylaws_yemba.pdf [7] https://www.oak-park.us/sites/default/files/webform/5_irs_determination_letter.pdf [8] https://www.oak-park.us/sites/default/files/webform/6_board_members_contact_listing_2023_0.pdf [9] https://www.oak-park.us/sites/default/files/webform/7_yemba_organizational_chart_2024_0.pdf [10] https://www.oak-park.us/sites/default/files/webform/jds_and_res_with_ak_0.pdf [11] https://www.oak-park.us/sites/default/files/webform/9_financial_statement_audit.pdf [12] https://www.oak-park.us/sites/default/files/webform/10_coi_statement_0.pdf [13] https://www.oak-park.us/sites/default/files/webform/11_anti_lobbying.pdf [14] https://www.oak-park.us/sites/default/files/webform/12_py24_eeo_report_chart_yemba.doc [15] https://www.oak-park.us/sites/default/files/webform/ada_compliance_2.pdf [16] https://www.oak-park.us/sites/default/files/webform/15_evaluation_tools.pdf [17] https://www.oak-park.us/system/files/webform/this_attachment_does_not_apply_for_public_service_grants.docx [18] https://www.oak-park.us/system/files/webform/17_yemba_coi_school_district_97_2023-24.pdf

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

*Village of Oak Park
 Personnel Manual*

Adopted 3/31/97

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.	

[illegible]

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

Exhibit E: PY 2024 Final Report Form, Oak Park CDBG Program
FINAL REPORT COMPONENT (Please explain even if you exceeded goals)

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

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

Total All funds	0
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Signature of Authorized Official	Typed or Printed Name	Date