

## SUBRECIPIENT GRANT AGREEMENT

**THIS SUBRECIPIENT GRANT AGREEMENT** ("Agreement") is entered into as of the day of \_\_\_\_\_ October, 2018 between the VILLAGE OF OAK PARK, Illinois (hereinafter the "Village") and NEW MOMS, INC., an Illinois not-for-profit Corporation (hereinafter the "Subrecipient").

### **RECITALS**

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

**WHEREAS**, Subrecipient has applied to the Village for CDBG funds for the 2018 Program Year; and

**WHEREAS**, the Village has considered and approved the application of Subrecipient and hereby agrees to distribute to Subrecipient a portion of the total CDBG funds allotted to the Village by HUD, with the portion distributed to Subrecipient being in the amount provided in this Agreement and upon the conditions set forth herein; and

**WHEREAS**, the Village and Subrecipient, acting through their respective Boards are each authorized to enter into this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. **INCORPORATION OF RECITALS.** The foregoing recitals are incorporated into this Agreement as though fully set forth herein.

2. **SCOPE OF SERVICES.**

A. Subrecipient's project schedule and project budget (collectively referred to as "the Project") are set forth in the Subrecipient's Program Year 2018 Community Development Block Grant Program Proposal, attached hereto and incorporated herein by reference as Exhibit A (hereinafter the "Subrecipient's Proposal").

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

C. The funds to be provided by the Village to Subrecipient pursuant to this Agreement shall be used to partially pay salary costs for two New Moms employees (Project Manager and Family Support Specialist). A total of 80 persons (74 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 Seventeen Thousand, Three Hundred and Sixty Two Dollars (\$17,362) (hereinafter the "Grant Funds") to be paid in accordance with the terms of this Agreement. The Subrecipient acknowledges and agrees that only those budget line items and percentages that appear in its Program Year 2018 Project Budget will be considered for reimbursement through the Grant Funds.

B. The Grant Funds shall not be used for ineligible or unallowable costs, including costs incurred prior to the effective date of this Agreement as defined herein. In the event the Village does not receive the Grant Funds from HUD, the Village shall not provide the Grant Funds, or any other funds, to Subrecipient.

**4. PAYMENT.**

A. The Village shall make all Grant Funds payments on a reimbursement basis. To request a payment of Grant Funds, the Subrecipient must submit a request for payment to the Village in the form of an invoice, together with such supporting documentation as the Village deems necessary in its discretion to support the invoice. The Village shall only reimburse the Subrecipient for approved expenditures to the maximum of the allocated Grant Funds for the Project.

B. The Village may refuse to reimburse the Subrecipient if the Subrecipient is not in compliance with any applicable law, rule or regulation or this Agreement. In such case, the Village shall assist the Subrecipient to bring the Project into compliance.

C. The Subrecipient shall submit invoices to the Village for reimbursement at least quarterly. Final project invoices must be submitted to the Village no later than October 31, 2019. Any invoices submitted after October 31, 2019 shall not be paid by the Village.

**5. PROGRAM YEAR.**

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

B. The Project shall be completed no later than September 30, 2019. Project costs shall not be incurred after the Program Year.

C. If the Subrecipient is delayed in the completion of the Project by any cause legitimately beyond its control, it shall immediately, upon receipt and knowledge of such delay, give written notice to the Village and request an extension of time for completion of the Project. The Subrecipient shall request an extension from the Village in writing at least thirty (30) days before the end of the Program Year. The Village shall either grant or deny the request for an extension in its discretion and shall provide notice to the Subrecipient of its grant or denial of the request.

D. The Subrecipient shall return any funds not expended by the end of the Project to the Village. All funds obligated or committed by the Subrecipient to contractors, suppliers, etc. during the Program Year must be expended by the end of the Program Year unless an extension has been given to the Subrecipient. The Subrecipient shall have 30 days after the close of the Program Year to request reimbursement for costs incurred for the Project, unless an extension has been granted pursuant to this Agreement.

**6. COMPLIANCE WITH LAWS AND REGULATIONS.**

A. The Subrecipient shall comply with the applicable provisions Housing and Community Development Act of 1974, 42 U.S.C. § 5301 *et seq.* (hereinafter referred to as the "Act"), and all applicable rules and regulations promulgated under the Act by the Department of Housing and Urban Development (HUD), including, but not limited to 24 CFR Part 570, and all other applicable federal, state, county and local government laws, ordinances or regulations which may in any manner affect the performance of this Agreement, including but not limited to those set forth herein, and those identified in the document titled "Assurances," attached hereto and incorporated herein by reference as Exhibit B.

B. The Subrecipient shall comply with the applicable administrative requirements set forth in Title 24, Part 570.502 of the Code of Federal Regulations

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

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

2. Take action to ensure that applicants are employed without regard to race, religion, handicap, creed, color, sex, age, sexual orientation, status as a disabled veteran or Vietnam era veteran, or national origin, with such action including, but not limited to the following: employment, upgrading, demotion or transfer, termination, rates of pay, other forms of compensation, selection for training, including apprenticeship; and

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

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

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

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

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

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

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

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

**7. REPORTING AND RECORD KEEPING.**

**A. Subrecipient's Maintenance of Required Records.**

Subrecipient shall maintain records to show actual time devoted and costs incurred in connection with the Project. Upon fifteen (15) days' notice from the Village, originals or certified copies of all time sheets, billings, and other documentation used in the preparation of said Progress Reports required pursuant to Section 7(C) below shall be made available for

inspection, copying, or auditing by the Village at any time, during normal business hours.

B. Subrecipient's documents and records pursuant to this Agreement shall be maintained and made available during the Project Period and for three (3) years after completion of the Project. The Subrecipient shall give notice to the Village of any documents or records to be disposed of or destroyed and the intended date after said period, which shall be at least 90 days after the effective date of such notice of disposal or destruction. The Village shall have 90 days after receipt of any such notice to 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 <sup>st</sup> Quarter: October-December, 2018	Progress report due by January 15, 2019
2 <sup>nd</sup> Quarter: January-March, 2019	Progress report due by April 15, 2019

3<sup>rd</sup> Quarter: April–June, 2019  
4<sup>th</sup> Quarter: July–September, 2019

Progress report due by July 15, 2019  
Progress report/Final report due by October 15, 2019

Each quarterly Progress Report and the Final Report shall include information regarding activity compliance pursuant to the national objective criteria set forth in 24 C.F.R. Section 208 (2) and 570 and in Section 2 - Scope of Services. See the attached formats Exhibits D & E. The Village may request additional reports from the Subrecipient as necessary to comply with any applicable federal law requirements.

D. Penalty for Late Submission of Quarterly Reports or Final Report. In the event the Subrecipient does not provide the Village with any report within the required time period, the Village shall withhold \$25.00 from the Grant Funds for each business day the report remains overdue. Funds charged for failure to submit a required report shall be deducted from the total Grant Funds and the amount allocated to reimburse for the scope of services shall be reduced accordingly. It is the Subrecipient's sole responsibility to be aware of the reporting schedule and to provide the Village with timely reports.

E. Subrecipient will keep and maintain such records and provide such reports and documentation to the Village as the Village deems necessary to further its monitoring obligations.

## 8. MONITORING AND PERFORMANCE DEFICIENCIES.

A. Village Project Monitoring. The Village will monitor the Subrecipient's planning and implementation of the Project on a periodic basis to determine Subrecipient's compliance with all laws, rules and regulations and to determine whether Subrecipient is adequately performing and operating the Project in accordance with the approved Project guidelines. Subrecipient acknowledges the necessity for such monitoring and agrees to cooperate with the Village in this effort by providing all requested records and information and allowing such on-site visits as the Village determines is necessary to accomplish its monitoring function.

B. Performance Deficiency Procedures. The Village may take such actions as are necessary to prevent the continuation of a performance deficiency, to mitigate, to the extent possible, the adverse effects or consequences of the deficiency, and to prevent a recurrence of the deficiency. The following steps outline the general procedure the Village will use when it becomes aware of a performance deficiency. The Village is not bound to follow these steps. Depending on the seriousness of the deficiency, the Village may take any steps it deems necessary to address the deficiency, including immediate termination of the Project and any other remedies available by law.

1. When an issue involving a performance deficiency arises, including performance reporting requirements, the Village will first attempt to resolve the issue by

informal discussions with the Subrecipient. The Village will attempt to provide Technical Assistance, to the maximum extent practicable, to help the Subrecipient successfully resolve the performance issue.

2. If discussion does not result in correction of the deficiency, the Village will schedule a monitoring visit to review the performance area that must be improved. The Village will provide the Subrecipient with a written report that outlines the results of the monitoring. Generally this report will include a course of corrective action and a time frame in which to implement corrective actions.
3. If, despite the above efforts, the Subrecipient fails to undertake the course of corrective action by the stated deadline, the Village will notify the Subrecipient in writing that its Project is being suspended. CDBG funds may not be expended for any Project that has been suspended.
4. The Village's written suspension notice will include a specified, written course of corrective action and a timeline for achieving the changes. Generally, corrective action plans will require a 15 to 60 day period of resolution (depending upon the performance issue).
5. The Village may lift a suspension when the performance issue has been resolved to the satisfaction of the Village. The Village will release a suspension by written release signed by the Village Manager or her designee.

C. Unresolved Performance Deficiencies. Subrecipient's failure, in whole or in part, to meet the course of corrective action to have a suspension lifted, shall constitute cause for termination pursuant to the procedures set forth in Section 9 below.

## 9. TERMINATION.

This Agreement may be terminated as follows:

A. By Fulfillment. This Agreement will be considered terminated upon fulfillment of its terms and conditions.

B. By Mutual Consent. The Agreement may be terminated or suspended, in whole or in part, at any time, if both parties consent to such termination or suspension. The conditions of the suspension or termination shall be documented in a written amendment to the Agreement.

C. Lack of Funding. The Village reserves the right to terminate this Agreement, in whole or in part, in the event expected or actual funding from the Federal government or other sources is withdrawn, reduced or eliminated.

D. For Cause. The Village may terminate this Agreement for cause at any time. Cause shall include, but not be limited to:

1. Improper or illegal use of funds;
2. Subrecipient's suspension of the Project; or
3. Failure to carry out the Project in a timely manner.

E. Termination for Illegality. This Agreement shall be subject to automatic termination due to the Subrecipient's improper or illegal use of the Grant Funds. Notice of termination for illegality shall be provided by the Village to Subrecipient pursuant to Section 18 below.

#### 10. REVERSION OF ASSETS.

A. At the termination of this Agreement, Subrecipient shall transfer to the Village any CDBG funds on hand, and any accounts receivable attributable to the use of CDBG funds.

B. Any real property under Subrecipient's control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to Subrecipient in the form of a loan) in excess of \$25,000 must be either:

1. Used to meet one of the national objectives in Section 570.208 for a period of five years after the expiration of the agreement, or for such longer period of time as determined to be appropriate by the recipient; or
2. If not so used, Subrecipient shall then pay to the Village an amount equal to the current market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of, or improvement to, the property, which payment shall be considered program income to the Village, as required by law. Such change in use or property disposition will be reported to the Village within 30 days of the intent to dispose of said property. Promissory notes, deeds of trust or other documents may additionally be negotiated as a term for receipt of funds.

C. If Subrecipient intends to dispose of any real property acquired and/or improved with CDBG funds, Subrecipient must report, in writing, to the Village, such intent to dispose of said property 30 days prior to the negotiation and/or agreement to dispose of said property.

D. For a period of 5 years after the Project Year, Subrecipient will provide the Village with an annual report inventorying all real property acquired or improved with CDBG



funds and certifying its use in accordance with the CDBG National Objectives.

**11. REMEDIES.**

A. In the event of any violation or breach of this Agreement by Subrecipient, misuse or misapplication of funds derived from the Agreement by Subrecipient, or any violation of any laws, rules or regulations, directly or indirectly, by Subrecipient and/or any of its agents or representatives, the Village shall have the following remedies:

1. The Subrecipient may be required to repay the Grant Funds to the Village;

2. To the fullest extent permitted by law, the Subrecipient will indemnify and hold the Village harmless from any requirement to repay the Grant Funds to HUD previously received by the Subrecipient for the Project or penalties and expenses, including attorneys' fees and other costs of defense, resulting from any action or omission by the Subrecipient; and

3. The Village may bring suit in any court of competent jurisdiction for repayment of Grant Funds, damages and its attorney's fees and costs, or to seek any other lawful remedy to enforce the terms of this Agreement, as a result of any action or omission by the Subrecipient.

**12. INDEPENDENT CONTRACTOR.** Subrecipient is and shall remain for all purposes an independent contractor and shall be solely responsible for any salaries, wages, benefits, fees or other compensation which she may obligate herself to pay to any other person or consultant retained by her.

**13. NO ASSIGNMENT.** Subrecipient shall not assign this Agreement or any part thereof and Subrecipient shall not transfer or assign any Grant Funds or claims due or to become due hereunder, without the written approval of the Village having first been obtained.

**14. AMENDMENTS AND MODIFICATIONS.**

A. The nature and the scope of services specified in this Agreement may only be modified by written amendment to this Agreement approved by both parties.

B. No such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Subrecipient.

**15. SAVINGS CLAUSE.** If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its

requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

**16. ENTIRE AGREEMENT.**

A. This Agreement sets forth all the covenants, conditions and promises between the parties.

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

**17. GOVERNING LAW, VENUE AND SEVERABILITY.**

A. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance. Venue for any action brought pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

B. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

**18. NOTICES.**

A. All notices or invoices required to be given under the terms of this Agreement shall be given by United States mail or personal service addressed to the parties as follows:

For the Village:

Grants Supervisor  
Village of Oak Park  
123 Madison Street  
Oak Park, Illinois 60302

For Subrecipient:

Executive Director  
New Moms, Inc.  
5317 W. Chicago Avenue  
Chicago, IL 60651

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**

**NEW MOMS, INC.**

\_\_\_\_\_  
Name: Cara Pavlicek  
Title: Village Manager

\_\_\_\_\_  
Name:  
Title:

Date: \_\_\_\_\_, 2018

Date: \_\_\_\_\_, 2018

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
Name: Vicki Scaman  
Title: Village Clerk

\_\_\_\_\_  
Name:  
Title:

Date: \_\_\_\_\_, 2018

Date: \_\_\_\_\_, 2018

**EXHIBIT A  
SUBRECIPIENT'S PROPOSAL**

[Home](#) » [Village of Oak Park CDBG Public Services Proposal](#) » [Webform results](#)

# Submission #40

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## Submission information

Form: [Village of Oak Park CDBG Public Services Proposal](#)  
Submitted by newmoms  
Mon, 2018-02-26 13:47  
173.95.191.44

### 1. Applicant Information

#### A. Organization Information

##### 1. Organization Name

New Moms

##### 2. Organization Mailing Address

5317 W Chicago Avenue, Chicago, IL 60651

##### 3. Organization Phone

773-252-3253

##### 4. Executive Director

Laura Zumdahl

##### 5. Email Address

lzumdahl@newmoms.org

##### 6. FEIN #

36-3265804

##### 7. DUNS #

60-7230323

#### B. Project Information

##### 1. Proposed Project Name

Family Support Oak Park

**2. Proposed Project Address**

405 S. Euclid Avenue  
Oak Park, IL 60302

**3. Project Manager/Primary Contact**

Gail Shelton

**4. Secondary Contact**

Anne Schulz

**5. Proposed Project Phone Number**

773-252-3253

**6. Email Address**

aschulz@newmoms.org

**C. Type of Organization**

Private non-profit

**D. Project Overview****2. Total project budget**

\$ 331,960

**1. Total CDBG dollars requested**

\$ 25,000

**3. Total Low/Moderate Income Persons Served Annually**

74

**4. Brief project description and purpose**

Family Support services are designed to meet the challenging needs of high-risk low income and adolescent mothers. Services are delivered through weekly/biweekly home visits, focused on child health and development, family safety, and fostering positive, language-rich parent-child relationships. Mothers are encouraged to participate in one of two weekly parent support groups, which are designed to promote community among isolated single moms while providing education on critical life and parenting topics. Whenever appropriate, staff make referrals to appropriate resources.

**5. Population Served**

51% or more Low/Moderate Persons

**E. Priority Addressed**

Programs for Youth/Children

**Other**

## 2. Project Narrative

### I. Background & Need

When they come to us, our participants are desperate to be great mothers, but most have no idea of what that might look like. Many were themselves children of adolescent parents, resulting in two generations of kids having kids. Family Support services aims to stop this cycle before it reaches a third generation. Among the Oak Park mothers we serve, 77% are low income, and 65% are extremely low income. Single women head up 58.5% of Oak Park families living in poverty, compared to 43.1% in all of Illinois. Regardless of income level, adolescent mothers face significant psychological vulnerabilities. They are at high risk for dropping out of high school—national research shows that less than 40% of teen mothers will finish high school, regardless of income level--and among black and teen mothers, only 37% will complete high school (<http://www.ncsl.org/research/health/teen-pregnancy-affects-graduation-rates-postcard.aspx>). Most are unemployed, and feel disconnected from their communities. Young moms who have just given birth are particularly vulnerable—they often feel isolated, unsure of themselves, and underprepared for parenthood. Nationally, 20% of teen mothers will enter a repeat pregnancy by their 20th birthday, which dramatically impacts their abilities to remain in school or engage in the workforce (<https://www.cdc.gov/vitalsigns/teenpregnancy/>).

Our participants' children are at extremely high risk for negative outcomes associated with abuse, neglect, developmental and language delays, poor educational and health outcomes, and long-term poverty—indeed, national research shows that over 75% of unmarried teen mothers will receive welfare within 5 years of becoming a parent (Couchenour, Donna & Chrisman, J. Kent, *The SAGE Encyclopedia of Contemporary Early Childhood Education*, SAGE Publications, 2016: 1350). Sons of teen mothers are almost 3 times more likely than sons of non-teens to become incarcerated, while daughters are 83% more likely to themselves become mothers by age 18 ([https://thenationalcampaign.org/sites/default/files/resource-primary-download/child\\_well-being.pdf](https://thenationalcampaign.org/sites/default/files/resource-primary-download/child_well-being.pdf)). Well-publicized data on the “30 Million Word Gap” suggests that by age 4, children of affluent families will be exposed to 30 million more words than children in families on welfare—meaning without intervention, the language development of poor children is unlikely to ever catch up to their peers (<http://literacy.rice.edu/thirty-million-word-gap>).

Living in poverty has a lifelong impact on mothers and children. Without intervention, mothers struggle to remain engaged in school, and struggle to obtain and retain employment. These families are at high risk for homelessness, extremely likely to enter repeat unplanned pregnancies (increasing the time spent in poverty), unlikely to access preventative care for mother and child, including prenatal care for mothers.

Because families are living in crisis, children are likely to be hyper-vigilant—unable to trust that their mothers can provide for their needs, children cannot focus on school or play. Children are at high risk for health issues including both food insecurity and obesity, as a result of inadequate nutrition. Further, because mothers have little time to focus on child development, as well as limited knowledge about child developmental needs, children are not likely to hear as many words, be read to regularly, or be given access to adequate developmental materials. Many will have immature fine and gross motor skills due to lack of exercise and developmental play (for example, many will not have held a crayon by age three). Without intervention, children facing developmental or language delays are unlikely to be referred for evaluation. By kindergarten, many children in poverty have already fallen behind their peers, and will be named “problem children.” This is an extremely difficult label to shake, and most will face lifetimes of educational underachievement.



Although we serve families who are extremely vulnerable, we serve youth before the age of onset for most chronic substance abuse, mental health, and incarceration issues—meaning rapid, lasting change is possible. Child welfare involvement costs society an average of \$63,871 annually per child in the United States (preventchildabuse.org), and we know that lifetime earnings for mothers decrease significantly if mothers do not complete high school. We also know that each subsequent pregnancy dramatically impacts a young mother's ability to complete high school and retain employment. Additionally, we know that young families living in crisis are unlikely to access preventative care, and are more likely to access urgent care or the emergency room for minor issues--and because they cannot pay for the treatment they receive, this creates a large cost burden to society. Our programs are designed to comprehensively meet the needs of each family—"wrapping" them with services, to ensure long-term stability. Serving these families now creates a dramatic cost savings to society—if we serve them while they are young and capable of meaningful change, they will not require services in 5, 10, or 50 years.

Finally, there is a significant level of mental illness amongst this population, and most of the families require a significant amount of case management activity outside of the home visits and groups to help them remain stable in meeting basic needs. There are frequent referrals to service providers in the community dealing with high level mental health issues for the parents, early intervention child development, housing, food, utilities etc. These same organizations refer clients to New Moms to assist in the tasks of improving the effectiveness of parenting practices for struggling families.

## II. Approach

### a. Purpose

Family Support Oak Park (FSOP) program is, at its heart, a program for youth and children. The program staff is dedicated to improving the lives, both in the short and long term, of teen and low-income mothers and their children. The staff utilizes evidence-based parenting intervention models, Parents as Teachers (PAT) and the Chicago Parent Program (CPP), thus building a strong foundation for the program interventions. By providing intensive case management support to parents, FSOP aims to end the cycle of teen parenthood, and the negative effects it has on both mothers and children. At a minimum, the FSOP program is a two-generation intervention, serving both the mother and the child. With our adolescent moms, the intervention frequently involves three generations, as the mother's parent(s) are frequently involved. FSOP focuses on helping young mothers learn parenting skills, gain financial stability via work and school support, stop generational cycles of abuse, and learn advocacy skills so that they can meet their children's needs outside of New Moms. As the majority of our mothers are either extremely low, or low income, our programs naturally meet the national objective of serving low- and moderate-income persons in the Village of Oak Park.

### b. Target Populations

FSOP meets the needs of a unique and highly underserved population: high-risk, young (age 13 – 24) and low-income mothers and their children. Program materials and home visiting topics are tailored to the specific needs of each family, while group topics are relevant to the general needs of the members. Program staff members have the expertise to be able to communicate the learning content to parents at many different learning levels, as many of our mothers have learning disabilities of varying degrees. The FSOP program contains a racial and ethnic profile that is more diverse than that reported in the Oak Park 2010 census. FSOP mothers are 41%

Black/African American, 14% Multi-racial, 18% Hispanic, 20% Caucasian/White, and 7% Asian. New Moms makes significant efforts to employ staff members that reflect the cultural make-up of the families involved in each program. Staff members at our Oak Park office alone represent Black/African American, Hispanic, multi-racial, and white families. Additionally, one staff member has first-hand experience with teen parenting. The Parents as Teachers curriculum is evidence based for families from diverse cultures, while the Chicago Parent Program (CPP) curriculum brings DVD scenarios that show a very diverse set of families in real life settings. The CPP material was filmed using real families from the West and South sides of Chicago, and primarily Black and Hispanic families. Materials for the Chicago Parent Program are available in both English and Spanish, as is the Parents as Teachers curriculum. The environment at the Oak Park office is likewise reflective of the cultures of the families we serve. Reading material and the décor purposefully reflects a diverse array of family cultures and types. Our Oak Park office also serves families with economic diversity in programs outside the FSOP program.

### **c. Strategies**

The FSOP program addresses the Oak Park community's need for parenting education and supports to high-risk, low-income and teen parents using the evidence-based programs "Parents as Teachers" and the "Chicago Parent Program." There is a strong correlation between a child's ability to read by third grade and their future success in school (Pfannestiel, Judy & Zigler, Edward, *The Parents As Teachers Program: Its Impact on School Readiness and Later School Achievement – A Research Summary*, Yale University, 2007). Parents who nurture and are engaged in their child's early learning have children who are better prepared to succeed in school. Key findings cited by Pfannenstiel and Zegler in their 2007 summary of research in early childhood education indicate that "Participation in Parents As Teachers predicts children's school readiness and third grade achievement regardless of income." Parents in the program are more likely to read to their children earlier in life, and are more likely to enroll their child in a preschool program both of which increase the child's ability to succeed in school (Ibid.).

Nobel Laureate, Dr. James Heckman, points out that there is a real danger to a community if under privileged children remain in an environment that creates deficits in skills and abilities that increase the use of public funds (Heckman, James J., *The Heckman Equation: Invest in Early Childhood Development: Reduce Deficits, Strengthen the Economy*, University of Chicago, 2012). Heckman notes that a critical time to shape cognitive skills, attentiveness, motivation, self-control and sociability is during the period from birth to age five.

In addition to the PAT curriculum, the FSOP staff members also use the Chicago Parent Program. CPP is an evidence-based and video-formatted group-parenting program developed and tested by the Rush University School of Nursing. Not only is it designed to be culturally consistent with low-income, African-American, and Latino populations (of which most our teens are a part), but it is proven to be effective among those communities (Breitenstein, Susan M., et.al., *The Chicago Parent Program: Comparing 1-Year Outcomes for African American and Latino Parents of Young Children*, Res. Nurs. Health 2012 Oct; 35(5): 475-489). Using these programs with one of the highest risk population in the Oak Park community, teen and low-income mothers, not only ensures that the parent will succeed, but also ensures that the child will have equal access to a quality education.

The FSOP program goals include 1) reducing parental isolation by building healthy social

connections among the group; 2) developing parental understanding and skills related to realistic child development expectations, thus reducing the likelihood of child abuse; 3) engaging in early literacy activities with the babies and toddlers to promote school readiness; 4) strengthening the parent/child bond; 5) assisting the mothers in meeting basic family needs, including furthering their own education and employment; 6) providing connections to higher level mental health services and other community resources as needed; and 7) ensuring parental well-being. Both PAT and the CPP were developed from a strong theoretical evidence base model of "Behavioral Parent Training." This theory blends behavioral and cognitive theories of change and positive parent/child relationship development. All evidence based parenting interventions rely on this theory. (Oregon Social Learning Group).

Mothers are referred into the program by many community partners. Referrals for the program are largely obtained from other community social service organizations targeting low-income families. These include Federally Qualified Health Centers, including Oak Park's own Children's Clinic, WIC offices, Oak Park River Forest High School counselors, homeless providers, food pantries and others. The most common referral sources are the WIC program, the Children's Clinic, PCC Wellness, family physicians, Thrive, Pillars, OPRF High School, Wonder Works, and OPRF libraries. Increasingly, teen parents are referring their fellow teens; this reflects the fact that teen parents often know within their age cohort that a peer is pregnant long before they come to the attention of the high school or other system.

Once the referral is received by New Moms, our Parent Education & Outreach Coordinator reaches out to the family within 72 business hours to assess the need and interests of the mother. An in-person appointment is scheduled with the mother, and is typically held within one week of the initial contact. The Oak Park staff describes the program structure and services to the family. The FSOP program offers a comprehensive array of services that includes groups, home visits, case management, childcare during program events, a family meal, and transportation. The FSOP program provides support to overcome the barriers that frequently prevent a family from receiving the help they need, primarily child care, transportation, and time. Inviting staff into one's home via a formal 'home visit' requires a significant level of trust on behalf of the mother. It often takes up to 2 months after referral for the mother to feel comfortable allowing staff to come into their home setting, this is particularly true of mothers with the highest levels of psychological vulnerability. Because mothers quickly develop trust with their peers in the group setting, and accordingly with the FSOP staff members, this comfort level is often achieved sooner than 2 months. The group activities involve a two-hour time span and begin with a family meal. This meal is provided for both the parent and the child, and allows our staff to observe parent/child interaction and model and mentor in vivo. Following the meal, the children go to age appropriate child development classrooms where they are engaged in activities supporting their literacy and motor skill development. During this time the mothers participate in a support/education group that addresses child development, parenting skills and parental well-being topics. At times, mothers have indicated that they cannot attend group meetings due to a lack of transportation. By offering free cab service to and from the Oak Park office, this barrier is successfully removed. For certain participants, home visiting can be a challenge. A mother might not want the program staff to come her house because of other persons who live there, or because she does not have stable housing. Other mothers cite lack of time to participate in a home visit. Our FSOP staff conducts relentless outreach to engage these reluctant participants. They are available to do what is necessary to see their client, including meeting them at the Oak Park office, community locations, the participant's work place, the laundromat, even while providing a ride to work.

Mothers receive an average of four parenting group sessions and two home visits per month. Services can increase or decrease in intensity to meet the needs of each individual family. Many of the families require additional contact through telephone support or additional visits during times of increased stress and crisis. Mothers may participate in FSOP from the time of their pregnancy until the time a child completes kindergarten. This allows the child to be firmly and successfully anchored in their academic setting before the family leaves the program. Thus, there is a 6-year window of time when a family may participate in the program. The vast majority of families do not require this length of program support. The mean length of time in the program is two years. The focus is on helping the families develop their skills to the point that they are successfully independent.

d. Timeline

Use the attached chart format with applicant having the ability to complete the fields.

### III. Outcomes & Evaluation

#### a. Goal Statement

This program assists low income and adolescent mothers facing significant psychological vulnerabilities and/or high-risk factors, ensuring that they receive the education, support, and linkages needed, in order to parent effectively from pregnancy through kindergarten.

#### b. Narrative

##### 1. Ensuring Outputs/Outcomes

The outputs and the outcomes for the Parenting and Family Support program are achieved utilizing highly trained Family Support Specialist (FSS) staff to implement the program. The staff members are responsible for completing the assessments on both the parents and children at prescribed times during program implementation. During the intake session and during the next two months families complete the Life Skills Progression instrument; the Parental Stress Scale, the Edinburgh Postnatal Depression inventory (if in the post-partum time frame), and, for the child(ren), the Ages and Stages Questionnaires. These assessments are then repeated after the recommended amount of time has passed. The FSS staff members give their home visiting clients the PAT Parent Satisfaction Survey twice a year to ascertain the impact of the program from a qualitative perspective. FSS staff members also distribute the Group Connection Feedback survey quarterly to assess the effectiveness of the group meeting and activities.

We gather real-time data on our participants using Social Solutions' acclaimed Efforts to Outcomes (ETO) case management evaluation software. Not only does the ETO database act as the central repository for all data related to mothers and their children, it also makes accurate tracking of outcomes possible. Data collected in ETO includes: demographics, high-risk factors, income level, child's birth weight, child development screening dates and referrals, medical history of child, group meeting attendance records, home visit case notes (including location of visit), and more. New Moms conducts continuous quality improvement activities measuring actual output to goals on a monthly basis for set program metrics. In addition, we hold ourselves to nationally set PAT benchmarks for home visit

dosage assessment and completion rates. We use a point system to regulate our program and staff capacity. For participants, points are assigned according to the frequency of home visits necessary to produce the best outcome. Staff points, on the other hand, are assigned according to the number of hours a week they are expected to work. Each family is then assigned to a FSS staff member, according to the number of points that FSS has available for services. This system ensures that each family is assigned an FSS who has adequate time to dedicate to that family's specific needs.

The ETO data is also used to drive the direction of future home visit activities and group meeting discussions. At times, it can also point out additional needs the participant may have so that the FSS can provide appropriate counseling. Often the data will point to an issue that the mother has not indicated in discussion, and can further open the lines of communication.

All data is reviewed/audited first by our Director of Performance Management during a monthly review of collected data, and then by the Assistant Director of Oak Park Programs. If the data indicates that outputs are not as expected, the Director of Performance Management increases her level of review to identify where problems exist, and works with the leadership team to correct them. The reports to the Village of Oak Park are compiled by the Assistant Director of Oak Park Programs, Director of Performance Management, and the Director of Finance.

## **2. Documenting Income**

Services at New Moms are provided solely on a voluntary basis on behalf of the clients. Each client discloses her family income during the intake process, and signs the intake form certifying that her statements are true. Later, income is verified by one of the following means: proof of SNAP, proof of living in Section 8 Housing, a recent pay stub, or the past year's tax returns. New Moms maintains strict confidentiality standards regarding client's identifiable information. We have written board-approved policies & procedures, governing the actions of all employees and volunteers. Employees are given an employee handbook as part of our orientation process, and are required to sign a code of conduct, which includes guidelines on client confidentiality, workplace behavior, and agency policies. Because we serve children & minors, both staff and volunteers are required to submit to background checks, and complete a mandatory training, orienting them to agency policies & programs. Staff members are trained in Illinois Mental Health Code level confidentiality practices and all client records and data are kept in secure and locked files in both paper and electronic formats.

## **3. Evaluation Process**

New Moms utilizes a quality assurance process to ensure that services are having the maximum intended impact on the parents and children enrolled in its programs. At our Oak Park office, the Assistant Director of Oak Park Programs is responsible for implementing this process. The programs are evaluated in terms of functional impact on participants via the assessment instruments listed above. This ensures that there is a quantitative marker for clients and staff to gauge their progress. Carefully reported ETO data allows for thorough, ongoing evaluation of both program-specific and agency-wide program goals and outcomes that inform continuous quality improvement activities. The program participants contribute a more qualitative perspective through surveys aimed at highlighting the successes of the program in addition to the areas that need improvement. Every 3 months, each participant completes a group satisfaction survey, and every 6 months, she completes a home visiting

client satisfaction survey. Taken together, these two surveys cover participants' experiences in both the group aspect and home visit aspect of the program. Participants answer a set of questions designed to give a somewhat quantitative picture of their experience as whole (answers are given on a 1-5 Likert scale), and then, in the narrative portion, are encouraged to describe their likes and dislikes, and to offer ideas to improve the effectiveness, of the FSOP program. Starting on his or her first day, a New Moms staff member is introduced to the open door policy that the President and Directors take very seriously. Management is always interested in discussing programs, outcomes, and concerns with staff. Additionally, each team at New Moms conducts a minimum of monthly team meetings, and everyone participates in the quarterly all-staff Town Hall meetings. In the most recent client satisfaction surveys, families told us that they want more group topics on stress management and financial literacy and that they love when we take field trips. To address this feedback we have scheduled a banking partner to do a financial literacy series during parent support group, have several stress reduction workshops planned, and have also scheduled several groups at community/parks & recreation locations such as the Oak Park library where we advantage of story time.

#### IV. Organization Capacity

##### a. Mission & Experience

Incorporated in 1983, New Moms' mission is to "express the love of God by surrounding young moms (aged 13-24) and their children with all they need to transform their lives." We provide housing and supportive services for homeless families in Chicago (with an Oak Park permanent supportive housing facility under construction); individualized case management and group support services focused on developing parenting skills, child health and development monitoring, and doula services to support healthy birth outcomes in Oak Park and Chicago; and job-readiness training, paid transitional jobs, and permanent employment placement assistance in Chicago. Although we were founded out of a church, we do not require clients to declare a faith or participate in religious activities. Any faith-based activities are advertised as such, and are entirely optional.

During our most recently completed fiscal year New Moms served 287 young mothers and their 361 children. 83% of parents were practicing positive parenting skills as measured by the Life Skills Progression Scale, 93% of parents and children met key health indicators (subsequent pregnancy, birth weight, immunizations and medical insurance), 82% of families obtained stable housing, and 73% of parents obtained a minimum of a high school diploma/GED by program exit. New Moms has managed publicly funded contracts continuously since 1988 and has successfully managed CDBG projects with the Village of Oak Park, the City of Chicago Department of Family and Support Services and Cook County. We employ highly trained staff to ensure that we are able to meet the needs of clients with a wide array of parenting difficulties. The 'average' Oak Park staff member has nearly 20 years of experience in the field of child and family services. When former clients of the organization are asked about its impact on them, a majority of them literally state "[they] saved my life when my child was small."

##### b. Ability to Meet Reporting Requirements

New Moms has extensive prior experience with HUD and CDBG program reporting and requirements. We have had had a HUD Continuum of Care homeless services contract for

\$248,000 annually for our transitional housing program for homeless youth that we have successfully administered and renewed every year since 1998. We have been in full compliance and never had a finding on a HUD audit and have always drawn down 100% of our award and have never missed a reporting deadline. Additionally, New Moms has successfully managed a City of Chicago CDGA (CSBG/CDBG) contract for workforce services through the Department of Family and Support Services since 2012. We have accurately and promptly complied with all monthly fiscal and program reports, and always had clean audits. Our Oak Park office (formerly Parenthesis) is in the second year with a Cook County CDBG contract to provide services to families outside of Oak Park and Chicago, after having successfully completed the reporting, management, and audit in PY 2015. Finally, we have managed Village of Oak Park CDBG funded programs for many years in the Oak Park community. There have been no issues with reporting since New Moms assumed the contract from Parenthesis in 2016.

#### **c. Collaboration with Others**

New Moms (formerly Parenthesis) has long standing partnerships with most of the current child serving organizations in Oak Park, both public and private. New Moms has formal referral relationships with child care organizations, the local WIC office, the local park districts, the high school, the Federally Qualified Health Center (Children's Clinic), Wonder Works, the Club House, Thrive and Pillars mental health agencies, Hephzibah Children's Association, Sarah's Inn, Housing Forward, and several local governmental bodies. These partnerships typically involve reciprocal referrals, with New Moms referring out to meet client needs and the other organizations referring to New Moms to assist with parenting issues.

### **V. Budget Narrative**

#### **a. Budget Description**

New Moms is requesting \$25,000 to cover 8% of the total cost of the Family Support Oak Park (FSOP) program. The Oak Park members of the FSOP program represent between 53% - 60% of the total enrollees in all Oak Park programs, depending on current enrollment numbers. Currently, Oak Park residents comprise 58% of total participants. Thus, total "Project Expenses" are calculated at 58% of the Oak Park office's total budget. These costs include all salaries, benefits, taxes, indirect costs, supplies, and professional services.

Around 85% of the FSOP program expenses are comprised of the salaries and wages, plus taxes and benefits, for the entire Oak Park office staff. Full time staff members receive health insurance, dental insurance, simple matching IRA, and vacation/sick time as benefits. The salaries and wages of our highly trained program staff alone are over 70% of our personnel costs. We currently have one project manager and four family support specialists who work on the FSOP program.

Our Project Manager, Gail Shelton, holds a full time position (1.0 FTE) and earns \$64,178 per year. Ms. Shelton currently spends 58% of her time on the Oak Park portion of the FSOP program. Thus, \$37,223 of her salary is used for FSOP services. We ask that CDBG's portion of this allocation be 56%, or \$20,840.

One of our Family Support Specialists, Noemy Cespedes, holds a part-time position (0.50

FTE) and earns \$23,920 per year. Ms. Cespedes currently spends 30% of her time on the Oak Park portion of the FSOP program. Thus, \$7,176 of her salary is used for FSOP services. We ask that CDBG's portion of this allocation be 58%, or \$4,160.

While we are not requesting CDBG fund any of our other program staff, the following four Family Support Specialists also work on the Oak Park portion of the FSOP program:

1. Kimm Pilditch: 1.0 FTE, \$49,275 salary, 90% of her time on the Oak Park portion of the FSOP program.
2. April Aviles: 0.50 FTE, \$18,720 salary, 35% of her time on the Oak Park portion of the FSOP program.
3. Tiffany Rowland: 0.15 FTE, \$7,391 salary, 60% of her time on the Oak Park portion of the FSOP program.

**b. Alternate Revenue Sources**

New Moms has a well-balanced mix of both public and private funding including support from individuals, businesses, private foundations and special events. However, if New Moms does not receive the requested funding the number of Oak Park families served will need to be reduced.

3. Attachments

**Timeline**

[new moms timeline py18.docx](#)

**Logic Model**

[new moms logic model py18 vopcdbg.docx](#)

**Articles of Incorporation and By-Laws**

[new moms articles of incorporation and by-laws.pdf](#)

**Non-Profit Determination (IRS Letter)**

[new moms irs letter.pdf](#)

**List of Board of Directors**

[fy2018 board of directors.docx](#)

**Organizational Chart**

[org chart - 2.26.2018.pdf](#)

**Resumes**

[new moms resumes py18.pdf](#)

**Financial Statement and Audit**

[new moms py18 budget and audit-compressed.pdf](#)

**Conflict of Interest Statement**



[new moms conflict of interest statement pv18.pdf](#)

**Conflict of Interest Statement AND Anti-Lobbying Statement**

[new moms lobbying statement py18.pdf](#)

**EEO Form**

[new moms eeo report chart pv18.pdf](#)

**Statement of ADA Compliance**

[new moms statement of ada compliance pv18.pdf](#)

**Intake Documentation**

[new moms intake form.py18.pdf](#)

**Support Statements**

**Budget Worksheet**

[new moms - budget worksheet.xlsx](#)

4. Proposal Agency Information & Verifications

**1. Name of Authorized Official of Applicant Organization**

Laura Zumdahl

**2. Title of Authorized Official of Applicant Organization**

President & CEO

**3. Date of Submittal**

Thu, 2018-03-01

**4. Affirmation**

I agree

[Previous submission](#)

[Next submission](#)



PY 2018 CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	New Moms
Project Name	Family Support Oak Park

Goal Statement: Teen and Low-income single Mothers with psychological vulnerabilities receive the education, support and linkages they need in order to become effective parents to children from pregnancy through kindergarten.

Inputs	Outputs			Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term		
1. Highly trained Staff 2. Family Meals 3. Home Visits 4. Child Development Staff 5. Literacy Materials & academic problem solving for parents education 6. Transportation 7. Flexible Staff Hours	1. Support & Education Groups; case management 2. Observation and modeling during family meals 3. Family and developmental assessments & 1:1 or 1:2 parenting education 4. Age appropriate child development teaching & child care 5. Mentoring parents on engaging	80 Total unduplicated persons served (without regard to income or residency) 74 Extremely Low, Low and Mod-Income Persons served 74 Oak Park persons served 68 Extremely Low, Low and Mod-Income Oak	1. Parents learn new parenting skills and are linked to resources. Parental stress is reduced. 2. Both parents and children meet key health indicators related to subsequent pregnancy, immunizations and medical home. 3. Child and family functioning is monitored; parents receive needed individual support & linkages; child	1. Improved parental role functioning & reduced parental isolation. 2. Young families learn new ways to interact and enjoy each other. Nutrition habits are improved. 3. Parents develop increased confidence in their effective parenting skills; adverse generational family patterns are improved;	1. 70% of participants, enrolled in services for a minimum of 6 months, show a reduction on their Parental Stress Scale. 2. 90% of parents and children meet key health indicators. 3. Referrals are tracked; 100% of child ASQ scores that are in the suspect range are referred for follow-up. 4. Number of books distributed to families during home visits; parent's report of reading activity. 5. Transportation services are tracked	

	<p>children in reading activities</p> <p>6. Overcoming barriers to group participation</p> <p>7. Overcoming barriers to home visiting</p>	<p>Park Persons Served</p>	<p>development is monitored.</p> <p>4. Parents read to and with their children daily &amp; families start home libraries.</p> <p>5. Families with transportation barriers are able to participate in programming.</p> <p>6. Families with time and location barriers are able to receive home visiting services.</p>	<p>children receive services for developmental delays.</p> <p>4. Children develop improved social skills and progress developmentally.</p> <p>5. Parents learn to engage children in interactive reading; children develop a love of learning; children are prepared for formal education; parents continue their own education &amp; workforce development.</p> <p>6. Families develop financial capacity to become independent regarding transportation.</p> <p>7. Parents learn that even with limited time and/or resources, taking time for themselves and their families is beneficial.</p>	<p>6. A minimum of 75% of expected home visits are completed each month.</p>
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PY 2018 Timeline, CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	New Moms
Project Name	Family Support Oak Park

Timeframe	Activity	Person Responsible
Month 1	<ol style="list-style-type: none"> <li>1. Weekly/twice monthly home visits &amp; case management</li> <li>2. Weekly Parent Support Groups &amp; Family Meals</li> <li>3. Child assessments</li> <li>4. Parent well-being assessments</li> </ol>	<ul style="list-style-type: none"> <li>• Family Support Specialist</li> </ul>
Month 2	<ol style="list-style-type: none"> <li>1. Weekly/twice monthly home visits &amp; case management</li> <li>2. Weekly Parent Support Groups &amp; Family Meals</li> <li>3. Child assessments</li> <li>4. Parent well-being assessments</li> </ol>	<ul style="list-style-type: none"> <li>• Family Support Specialist</li> </ul>
Month 3	<ol style="list-style-type: none"> <li>1. Weekly/twice monthly home visits &amp; case management</li> <li>2. Weekly Parent Support Groups &amp; Family Meals</li> <li>3. Child assessments</li> <li>4. Parent well-being assessments</li> <li>5. Group Connection Feedback survey</li> <li>6. Home visiting Parent Satisfaction Survey</li> <li>7. Quality Assurance Program Review</li> <li>8. VOP CDBG Billing &amp; Quarterly Reporting</li> </ol>	<ul style="list-style-type: none"> <li>• Family Support Specialist</li> <li>• Asst Dir of OP Programs &amp; Dir of Performance Mgmt</li> <li>• Dir of Finance &amp; Asst Dir of OP Programs</li> </ul>
Month 4	<ol style="list-style-type: none"> <li>1. Weekly/twice monthly home visits &amp; case management</li> <li>2. Weekly Parent Support Groups &amp; Family Meals</li> <li>3. Child assessments</li> <li>4. Parent well-being assessments</li> </ol>	<ul style="list-style-type: none"> <li>• Family Support Specialist</li> </ul>

Month 5	<ol style="list-style-type: none"> <li>1. Weekly/twice monthly home visits &amp; case management</li> <li>2. Weekly Parent Support Groups &amp; Family Meals</li> <li>3. Child assessments</li> <li>4. Parent well-being assessments</li> </ol>	<ul style="list-style-type: none"> <li>• Family Support Specialist</li> </ul>
Month 6	<ol style="list-style-type: none"> <li>1. Weekly/twice monthly home visits &amp; case management</li> <li>2. Weekly Parent Support Groups &amp; Family Meals</li> <li>3. Child assessments</li> <li>4. Parent well-being assessments</li> <li>5. Group Connection Feedback survey</li> <li>6. Quality Assurance Program Review</li> <li>7. VOP CDBG Billing &amp; Quarterly Reporting</li> </ol>	<ul style="list-style-type: none"> <li>• Family Support Specialist</li> <li>• Asst Dir of OP Programs &amp; Dir of Performance Mgmt</li> <li>• Dir of Finance &amp; Asst Dir of OP Programs</li> </ul>
Month 7	<ol style="list-style-type: none"> <li>1. Weekly/twice monthly home visits &amp; case management</li> <li>2. Weekly Parent Support Groups &amp; Family Meals</li> <li>3. Child assessments</li> <li>4. Parent well-being assessments</li> </ol>	<ul style="list-style-type: none"> <li>• Family Support Specialist</li> </ul>
Month 8	<ol style="list-style-type: none"> <li>1. Weekly/twice monthly home visits &amp; case management</li> <li>2. Weekly Parent Support Groups &amp; Family Meals</li> <li>3. Child assessments</li> <li>4. Parent well-being assessments</li> </ol>	<ul style="list-style-type: none"> <li>• Family Support Specialist</li> </ul>
Month 9	<ol style="list-style-type: none"> <li>1. Weekly/twice monthly home visits &amp; case management</li> <li>2. Weekly Parent Support Groups &amp; Family Meals</li> <li>3. Child assessments</li> <li>4. Parent well-being assessments</li> <li>5. Group Connection Feedback survey</li> <li>6. Home visiting Parent Satisfaction Survey</li> <li>7. Quality Assurance Program Review</li> <li>8. VOP CDBG Billing &amp; Quarterly Reporting</li> </ol>	<ul style="list-style-type: none"> <li>• Family Support Specialist</li> <li>• Asst Dir of OP Programs &amp; Dir of Performance Mgmt</li> <li>• Dir of Finance &amp; Asst Dir of OP Programs</li> </ul>

Month 10	<ol style="list-style-type: none"> <li>1. Weekly/twice monthly home visits &amp; case management</li> <li>2. Weekly Parent Support Groups &amp; Family Meals</li> <li>3. Child assessments</li> <li>4. Parent well-being assessments</li> </ol>	<ul style="list-style-type: none"> <li>• Family Support Specialist</li> </ul>
Month 11	<ol style="list-style-type: none"> <li>1. Weekly/twice monthly home visits &amp; case management</li> <li>2. Weekly Parent Support Groups &amp; Family Meals</li> <li>3. Child assessments</li> <li>4. Parent well-being assessments</li> </ol>	<ul style="list-style-type: none"> <li>• Family Support Specialist</li> </ul>
Month 12	<ol style="list-style-type: none"> <li>1. Weekly/twice monthly home visits &amp; case management</li> <li>2. Weekly Parent Support Groups &amp; Family Meals</li> <li>3. Child assessments</li> <li>4. Parent well-being assessments</li> <li>5. Group Connection Feedback survey</li> <li>6. Quality Assurance Program Review</li> <li>7. VOP CDBG Billing &amp; Quarterly Reporting</li> </ol>	<ul style="list-style-type: none"> <li>• Family Support Specialist</li> <li>• Asst Dir of OP Programs &amp; Dir of Performance Mgmt</li> <li>• Dir of Finance &amp; Asst Dir of OP Programs</li> </ul>

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

**COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL**

**PY 2018 PROPOSED PROJECT BUDGET.** Project budget must include the entire project funding even if CDBG

is only funding a portion of the activity. You must limit your amount/percentage of Oak Park CDBG

funds requested to match or be less than the proportional amount of Oak Parkers to Non-Oak Parkers served.

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue -List Source	Other Revenue -List Source	Other Revenue - List Source	Total Other Revenues	Other Revenues % of Costs
Please ensure that percentages, subtotals & totals are listed.				Funding Source:	Contracts/ Grants	Donations/Contributions	Fee for Service		
<b>Personnel Costs</b>									
Salaries	\$236,908	\$25,000	11%		\$164,647	\$0	\$47,261	\$211,908	89%
Benefits	\$28,429	\$0	0%		\$4,048	\$24,381	\$0	\$28,429	100%
Taxes	\$18,123	\$0	0%		\$0	\$18,123	\$0	\$18,123	100%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
<b>Subtotal: Personnel Costs</b>	<b>\$283,460</b>	<b>\$25,000</b>	<b>9%</b>		<b>\$168,695</b>	<b>\$42,504</b>	<b>\$47,261</b>	<b>\$258,460</b>	<b>91%</b>
<b>Operating Costs:</b>									
Rent/Lease	\$16,514	\$0	0%		\$0	\$16,514	\$0	\$16,514	100%
Utilities	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Telephone	\$3,129	\$0	0%		\$0	\$3,129	\$0	\$3,129	100%
Postage	\$512	\$0	0%		\$0	\$512	\$0	\$512	100%
Supplies	\$4,028	\$0	0%		\$0	\$4,028	\$0	\$4,028	100%
Mileage	\$1,958	\$0	0%		\$0	\$1,958	\$0	\$1,958	100%
Expensed Equipment	\$930	\$0	0%		\$0	\$930	\$0	\$930	100%
Printing/Copying	\$3,228	\$0	0%		\$0	\$3,228	\$0	\$3,228	100%
<b>Subtotal: Operations</b>	<b>\$30,299</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$30,299</b>	<b>\$0</b>	<b>\$30,299</b>	<b>100%</b>
<b>Professional/Services</b>									
Consultant	\$9,379	\$0	0%		\$0	\$9,379	\$0	\$9,379	100%
Engineering	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
Technology	\$8,822	\$0	0%		\$0	\$8,822	\$0	\$8,822	100%
<b>Subtotal: Professional Services</b>	<b>\$18,201</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$18,201</b>	<b>\$0</b>	<b>\$18,201</b>	<b>100%</b>
<b>TOTAL (all categories)</b>	<b>\$331,960</b>	<b>\$25,000</b>	<b>8%</b>		<b>\$168,695</b>	<b>\$91,004</b>	<b>\$47,261</b>	<b>\$306,960</b>	<b>92%</b>

**PY 2018 CDBG OTHER REVENUE SUMMARY**

This chart provides more information about "Other Revenue" sources that were listed above in columns F, G & H.

Please fully complete this table. The columns are self-explanatory

1	2	3	4	5	6	7
FUNDING SOURCE	LOAN OR GRANT?	FUNDING AMOUNT	FUNDING STATUS	DATE AVAIL.	FUNDING RESTRICTIONS	TYPE: Federal, State/Local or Private?
CDBG - Cook County	Grant	\$8,120	Approved	10/1/2017 - 9/30/2018	Excludes OP, Cicero, Berwyn, Chicago	Local
OPRF Youth Services	Grant	\$6,960	Approved	4/1/2017 - 3/31/2018	OP & RF adolescent residents	Local
River Forest Township	Grant	\$2,610	Approved	4/1/2017 - 3/31/2018	RF residents	Local
United Way	Grant	\$14,500	Approved	7/1/2017-6/30/2019	Berwyn, Cicero, FP, OP, Maywood, Melrose Park only	Private
Private Foundations	Grant	\$136,505	Approved	Current - end date varies by foundation	Unrestricted	Private
CMHB of Oak Park	Fee for Service	\$47,261	Approved	4/1/2017 - 3/31/2018	OP only	Local
Donations/Special Events	Donation	\$91,004	On-going	Current	Unrestricted	Private
		\$0				
<b>TOTAL, where applicable</b>		<b>\$306,960</b>				



## PY 2018 CDBG

### a. Revised Budget Description

Describe each CDBG cost in detail (e.g. specific positions, % FTE, % of time spent on the CDBG portion of the project, type of supplies).

Focus on the Village of Oak Park CDBG portion of the project, and show the *percentage* of each category charged to this budget. The percent CDBG to total project budget should be approximately equal to or less than the percent of total Oak Park persons served to total persons served.

Our Project Manager, Gail Shelton, holds a full time position (1.0 FTE) and earns \$66,103 per year. Ms. Shelton currently spends 58% of her time on the Oak Park portion of the FSOP program. Thus, \$38,340 of her salary is used for FSOP services. CDBG's portion of this allocation is approximately 34.5%, or \$13,221.

One of our Family Support Specialists, Noemy Cespedes, holds a part-time position (0.50 FTE) and earns \$24,638 per year. Ms. Cespedes currently spends 30% of her time on the Oak Park portion of the FSOP program. Thus, \$7,391 of her salary is used for FSOP services. CDBG's portion of this allocation is 56.03%, or \$4,141.

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

**COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL**

**PY 2018 REVISED 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 Revenue % of Costs
Please ensure that percentages, subtotals & totals are listed.				Funding Source:	Contracts/ Grants	Donations/Contributions	Fee for Service		
<b>Personnel Costs</b>									
Salaries	\$236,908	\$17,362	7%		\$172,285	\$0	\$47,261	\$219,546	93%
Benefits	\$28,429	\$0	0%		\$993	\$27,436	\$0	\$28,429	100%
Taxes	\$18,123	\$0	0%		\$0	\$18,123	\$0	\$18,123	100%
Other (Identify)	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Other (Identify)	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
<b>Subtotal: Personnel Costs:</b>	<b>\$283,460</b>	<b>\$17,362</b>	<b>6%</b>		<b>\$173,278</b>	<b>\$45,559</b>	<b>\$47,261</b>	<b>\$266,098</b>	<b>94%</b>
<b>Operating Costs:</b>									
Rent/Lease	\$16,514	\$0	0%		\$0	\$16,514	\$0	\$16,514	100%
Utilities	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Telephone	\$3,129	\$0	0%		\$0	\$3,129	\$0	\$3,129	100%
Postage	\$512	\$0	0%		\$0	\$512	\$0	\$512	100%
Supplies	\$4,028	\$0	0%		\$0	\$4,028	\$0	\$4,028	100%
Mileage	\$1,958	\$0	0%		\$0	\$1,958	\$0	\$1,958	100%
Expensed Equipment	\$930	\$0	0%		\$0	\$930	\$0	\$930	100%
Printing/Copying	\$3,228	\$0	0%		\$0	\$3,228	\$0	\$3,228	100%
<b>Subtotal: Operations:</b>	<b>\$30,299</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$30,299</b>	<b>\$0</b>	<b>\$30,299</b>	<b>100%</b>
<b>Professional/Services</b>									
Consultant	\$9,379	\$0	0%		\$0	\$9,379	\$0	\$9,379	100%
Engineering	\$0	\$0	0%		\$0	\$0	\$0	\$0	0%
Technology	\$8,822	\$0	0%		\$0	\$8,822	\$0	\$8,822	100%
<b>Subtotal: Professional Services</b>	<b>\$18,201</b>	<b>\$0</b>	<b>0%</b>		<b>\$0</b>	<b>\$18,201</b>	<b>\$0</b>	<b>\$18,201</b>	<b>100%</b>
<b>TOTAL (all categories)</b>	<b>\$331,960</b>	<b>\$17,362</b>	<b>5%</b>		<b>\$173,278</b>	<b>\$94,059</b>	<b>\$47,261</b>	<b>\$314,598</b>	<b>95%</b>

**PY 2018 COBG 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?
CDBG - Cook County	Grant	\$8,120	Approved	10/1/2017 - 9/30/2018	Excludes OP, Cicero, Berwyn, Chicago	Local
OPRF Youth Services	Grant	\$6,960	Approved	4/1/2017 - 3/31/2018	OP & RF adolescent residents	Local
River Forest Township	Grant	\$2,610	Approved	4/1/2017 - 3/31/2018	RF residents	Local
United Way	Grant	\$14,500	Approved	7/1/2017 - 6/30/2019	Berwyn, Cicero, FP, OP, Maywood, Melrose Park only	Private
Private Foundations	Grant	\$141,088	Approved	Current - end date varies by foundation	Unrestricted	Private
CMHB of Oak Park	Fee for Service	\$47,261	Approved	4/1/2017 - 3/31/2018	OP only	Local
Donations/Special Events	Donation	\$94,059	On-going	Current	Unrestricted	Private
		\$0				
<b>TOTAL, where applicable</b>		<b>\$314,598</b>				

## EXHIBIT B - ASSURANCES

Subrecipient hereby certifies that it will comply with the regulations, policies, guidelines and requirements with respect to the acceptance and use of Grant Funds in accordance with the Housing and Community Development Act of 1974 ("Act"), as amended, and will receive Grant Funds for the purpose of carrying out eligible community development activities under the Act, and under regulations published by the U.S. Department of Housing and Urban Development at 24 CFR Part 570. Also, Subrecipient certifies with respect to its receipt of Grant Funds that:

1. Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the person identified as the official representative of Subrecipient to execute the agreement, all understandings and assurances contained therein, and directing the authorization of the person identified as the official representative of Subrecipient to act in connection with the execution of the agreement and to provide such additional information as may be required.
2. Subrecipient shall conduct and administer the Project for which it receives Grant Funds in compliance with:
  - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and implementing regulations issued at 24 CFR Section 1 (24 CFR 570.601(a)(1));
  - b. Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), as amended; and that the Subrecipient will administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing (24 CFR 570.601(a)(2))
  - c. Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959-1963 Comp., p. 652; 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing), and implementing regulations in 24 CFR part 107. [24 CFR 570.601(b)].
  - d. Section 109 of the Housing and Community Development Act, prohibiting discrimination based on of race, color, national origin, religion, or sex, and the discrimination prohibited by Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Age Discrimination Act of 1975 (P.L. 94-135), as amended and implementing regulations when published. (24 CFR 570.602);
  - e. The employment and contracting rules set forth in (a) Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR 1964-1965 Comp. p. 339; 3 CFR, 1966-1970 Comp., p. 684; 3 CFR, 1966-1970., p. 803; 3 CFR, 1978 Comp., p. 230; 3 CFR, 1978 Comp., p. 264 (Equal Employment Opportunity), and Executive Order 13279 (Equal Protection of the Laws for Faith-Based and Community Organizations), 67 FR 77141, 3 CFR, 2002 Comp., p. 258; and the implementing regulations at 41 CFR chapter 60; and

f. The employment and contracting rules set forth in Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR part 135; 24 CFR 570.607.

g. The Uniform Administrative Requirements and Cost Principles set forth in 24 CFR 570.610

h. The conflict of interest prohibitions set forth in 24 CFR 570.611.

i. The eligibility of certain resident aliens requirements in 24 CFR 570.613.

j. The Architectural Barriers Act and Americans with Disabilities Act requirements set forth in 24 CFR 570.614.

k. The uniform administrative requirements in 24 CFR 570.502

l. Executive Order 11063, Equal Opportunity in Housing, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Section 60;

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

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

4. It has adopted and is enforcing:

a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction; against any individuals engaged in non-violent civil rights demonstrations; and

b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

5. To the best of its knowledge and belief no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an

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

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

APPENDIX V

REAFFIRMATION STATEMENT

MARCH 31, 1987

**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

**Exhibit D: PY 2018 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 <i>All unduplicated persons served during the reporting period should be included. Do not count a person in more than one quarter. If a person identifies as Hispanic, they also need to be counted under a race White</i>	Q1		Q2		Q3		Q4		TOTAL	
	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic	RACE (Including Hispanic)	ETHNICITY Hispanic
Black/African American										
Asian										
American Indian or Alaska Native										
Native Hawaiian or Other Pacific Islander										
American Indian or Alaska Native AND White										
Asian AND White										
Black/African American AND White										
American Indian /Alaska Native AND Black/African American										
Other Multi-Racial	0	0	0	0	0	0	0	0	0	0

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

Project Goals	Total
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	0%
Number of all Oak Park persons benefitting	0
Percentage of Oak Park persons benefitting	0%
Number of Extremely Low, Low and Moderate Income Oak Park persons to be served	0

**Exhibit E: PY 2018 Final Report Form, Oak Park CDBG Program**  
**FINAL REPORT COMPONENT (Please explain even if you exceeded goals)**  
 Did the beneficiary number change from the number proposed in the original application? If so, why?

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

Signature of Authorized Official	Typed or Printed Name	Date