

SUBRECIPIENT GRANT AGREEMENT

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

RECITALS

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

WHEREAS, Subrecipient has applied to the Village for CDBG funds for the 2023 Program Year; and

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

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

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

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

2. SCOPE OF SERVICES.

A. Subrecipient’s project schedule and project budget (hereinafter collectively referred to as “the Project”) are set forth in the Subrecipient’s Program Year 2023 Community Development Block Grant Program Proposal attached hereto and incorporated herein by reference as Exhibit A (hereinafter 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 for employee compensation, postage fees for the recipient's books, shipping supplies, and facility insurance. A total of 3,000 persons (800 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 seven thousand dollars (\$7,000) (hereinafter referred to as the "Grant Funds") to be paid in accordance with the terms of this Agreement. The Subrecipient acknowledges and agrees that only those budget line items and percentages that appear in its Program Year 2023 Project Budget will be considered for reimbursement through the Grant Funds.

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

4. PAYMENT.

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

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

C. The Subrecipient shall submit invoices to the Village for reimbursement monthly for the first quarter (a separate invoice for October, November and December, 2023, respectively) and at least quarterly for the last three quarters of the Program Year, as defined below. Final project invoices must be submitted to the Village no later than October 31, 2024. Any invoices submitted after October 31, 2024 shall not be paid by the Village.

5. PROGRAM YEAR.

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

B. The Project shall be completed no later than September 30, 2024. Project costs shall not be incurred after the Program Year.

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

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

6. COMPLIANCE WITH LAWS AND REGULATIONS.

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

B. The Subrecipient shall comply with the applicable administrative requirements set forth in the Code of Federal Regulations at 2 CFR 200.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. REPORTING AND RECORD KEEPING.

A. Subrecipient's Maintenance of Required Records. Subrecipient shall maintain records to show actual time devoted and costs incurred in connection with the Project. Upon fifteen (15) days' notice from the Village, originals or certified copies of all timesheets, billings, and other documentation used in the preparation of said Progress Reports required pursuant to Section 7(C) below shall be made available for inspection, copying, or auditing by the Village at any time, during normal business hours.

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

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

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

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

The following schedule shall be applicable:

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

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

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

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

8. MONITORING AND PERFORMANCE DEFICIENCIES.

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

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

1. When an issue involving a performance deficiency arises, including performance reporting requirements, the Village will first attempt to resolve the issue by informal discussions with the Subrecipient. The Village will attempt to provide Technical Assistance, to the maximum extent practicable, to help the Subrecipient successfully resolve the performance issue.
2. If discussion does not result in correction of the deficiency, the Village will schedule a monitoring visit to review the performance area that must be improved. The Village will provide the Subrecipient with a written report that outlines the results of the monitoring. Generally this report will include a course of corrective action and a time frame in which to implement corrective actions.
3. If, despite the above efforts, the Subrecipient fails to undertake the course of corrective action by the stated deadline, the Village will notify the Subrecipient in writing that its Project is being suspended. CDBG funds may not be expended for any Project that has been suspended.
4. The Village's written suspension notice will include a specified, written course of corrective action and a timeline for achieving the changes. Generally, corrective action plans will require a 15 to 60 day period of resolution (depending upon the performance issue).

5. The Village may lift a suspension when the performance issue has been resolved to the satisfaction of the Village. The Village will release a suspension by written release signed by the Village Manager or her designee.

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

9. TERMINATION.

This Agreement may be terminated as follows:

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

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

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

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

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

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

10. REVERSION OF ASSETS.

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

B. Any real property under Subrecipient's control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to Subrecipient in the form of

a loan) in excess of \$25,000 must be either:

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

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

D. For a period of 5 years after the Project Year, Subrecipient will provide the Village with an annual report inventorying all real property acquired or improved with CDBG funds and certifying its use in accordance with the CDBG National Objectives.

11. REMEDIES.

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

1. The Subrecipient may be required to repay the Grant Funds to the Village;
2. To the fullest extent permitted by law, the Subrecipient will indemnify and hold the Village harmless from any requirement to repay the Grant Funds to HUD previously received by the Subrecipient for the Project or penalties and expenses, including attorneys' fees and other costs of defense, resulting from any action or omission by the Subrecipient; and
3. The Village may bring suit in any court of competent jurisdiction for repayment of Grant Funds, damages and its attorney's fees and costs, or to seek any other lawful remedy to enforce the terms of this Agreement, as a result of any action or omission by the

Subrecipient.

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

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

14. AMENDMENTS AND MODIFICATIONS.

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

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

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

16. ENTIRE AGREEMENT.

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

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

17. GOVERNING LAW, VENUE AND SEVERABILITY.

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

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

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

18. NOTICES.

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

For the Village:

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

For Subrecipient:

Executive Director
Our Future Reads
909 N. Marion 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

OUR FUTURE READS

Name: Kevin J. Jackson
Title: Village Manager

Name:
Title:

Date: _____, 2023

Date: _____, 2023

ATTEST

ATTEST

Name: Christina M. Waters
Title: Village Clerk

Name:
Title:

Date: _____, 2023

Date: _____, 2023

EXHIBIT A
SUBRECIPIENT'S PROPOSAL

Submission #60

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

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

[Print](#) [Resend e-mails](#)

Submission information

Form: [Village of Oak Park Community Development Block Grant \(CDBG\) Submission Form](#)
Submitted by Our Future Reads
Mon, 2023-03-13 11:51
172.16.0.102



1. Applicant Information

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

A. Organization Information

1. Organization Name

Our Future Reads Incorporated

2. Organization Mailing Address

909 N Marion St Oak Park, IL, 60302

3. Organization Phone Number

773-969-9676

4. Executive Director

Franklin Taylor

5. Executive Director's Email Address

Franklin@ourfuturereads.com

6. FEIN #

86-3511807

7. Unique Entity Identifier (UEI#)

P27PNQJEXG78

8. Project Manager/Primary Contact

Franklin Taylor - franklin@ourfuturereads.com

9. Did you attend the mandatory PY2023 grants workshop?

Yes

B. Agency Overview

1. Background and Need

Our Future Reads (OFR) was founded in March 2021. The OFR mission statement is – “To empower curious minds by providing access to the world of literature and knowledge.”

In terms of reporting, we hold a Board meeting each quarter to make sure the Executive Director is staying up to date and is on top of all metrics including financials, how the programs are doing, and how the volunteer team is progressing. They always put together a slide deck and it is distributed to the Board members.

Over the past year, we have collaborated with over 10 organizations, received 10,000+ donated books, donated 3,000+ books, worked with 2,000+ individuals, received over \$10,000 in donations, and have a successful reading rate of 85% (number of recipients who finish a book)! We have kept our promise to let the curious be curious by donating books to the individuals of our partnered organizations quarterly. We continue to have a strong response to our efforts. One recipient at SisterHouse said, “I have been enjoying the books so much! I get through them in just a few days. I am looking forward to the next round of mystery books you give us!” That testimony made all our hearts warm and shows that our program has been working.

Currently, The Access Program, our main program, is bound by the other nonprofit organizations that we work with, but we would like to directly work with our recipients. In order to do that, we are introducing Mission Curiosity. Mission Curiosity is an online bookstore that allows our recipients to directly choose the books they want to read. Once the books are chosen we will ship them directly to the recipients. To accomplish this task, we will continue to partner with other nonprofit organizations but instead of dropping off the books in a centralized location, we will ship them directly to the recipients so that they can easily receive and truly read what they are interested in. This new program will allow us to make more frequent donations to our recipients, receive even more feedback, as well as increase the number of people we serve. Mission Curiosity will allow us to provide services outside of the nonprofit partners we have and provide books to all in need.

2. Type of Organization

Non-profit

3. CDBG Eligible Populations

51% or more low/moderate income persons

4. Type of services offered

Currently, we offer personalized libraries for each of our recipients through The Access Program. We accomplish this by partnering with other nonprofit organizations and sending out a genre survey to their members. We then match the members’ requests with books in our inventory. The non-profit agencies with whom we partner, distribute up to 3 books per donation cycle to the participants of The Access Program, hence after individual recipients have amassed book choices, they can read and pass along those books in their personal libraries.

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

DEI is ingrained into OFR. Not only do we provide books in an equitable manner, but we also have a plethora of diversity amongst our recipients and the books they receive. Additionally, we build a team with DEI in mind. We accomplish this by receiving applications without indication of race, ethnicity, sex, and gender. We ask our recipients an identical set of questions without additional input so that we can have a fair and equitable process. Finally, We make sure to have a balanced number of candidates in the hiring process.

6. Did you return any CDBG funds in PY2021?

Was not a PY 2021 subrecipient

If you returned funds, please explain why

C. Project Narrative

1. Project Title

Mission Curiosity

2. Project Description

Mission Curiosity will offer a wide range of free books to those who do not have the means or access to a large number of books in their lives. Our goal with Mission Curiosity is to donate 100+ books to each household in need. Mission Curiosity is an online bookstore where the recipients can choose any book within our catalog and have it delivered directly to their address.

In order to increase our inventory and fulfill the requests, we will continue to take in donated books from members of the Chicagoland community through word-of-mouth and also by soliciting large book banks for books that would otherwise be recycled. With the CDBG funds, we will hire a part-time employee to manage inventory and also ship out the books when requests come in, as well as cover the costs for shipping the books. This will allow us to 1) continue to accept and donate books, 2) continue to develop a robust inventory management system, and 3) help those who seek books through Mission Curiosity build a personal library of 100+ books for their household.

3. Project Location (if different from above)

Chicagoland Area

D. Approach

Mission Curiosity serves to increase access to books, promote literacy, and increase the literacy rate in Oak Park and the Chicagoland area. Mission Curiosity empowers people to expand their knowledge and gain new skills along the way. At the moment over 1,000,000 people in the Chicagoland area are financially insecure and unable to afford books to read for knowledge and pleasure. What sets Mission Curiosity apart from other services, organizations, and regular book donations is that our recipients personally curate a selection of books for themselves based on their interests. This creates a high likelihood that the books will pique their curiosity and ultimately be read and added to the recipients' personal library collection. We not only provide books for children but also for adult readers who would like to satisfy their interest and curiosity through reading. The adult reader community is often forgotten, yet so important for their and their children's success in becoming avid readers and expanding their knowledge and breadth of understanding.

Total Oak Park Low/Moderate Income Persons Served Annually

600

Persons served form

[py_2022_persons_served_ofr - sheet1-2.pdf](#)

E. Budget Narrative

1. Total CDBG dollars requested

\$ 12,000

2. Total project budget

\$ 46,420

3. Budget description

The Mission Curiosity program's main costs will come from employee compensation, as well as postage fees for the recipient's books. Employee compensation is based upon a wage of \$15/hour for the time spent managing the books in inventory and then also packaging up the books to be sent to the recipients for 10 hours/week. The shipping fees are based on an estimated cost of how much UPS ground shipping would cost for a 2 lb package to be shipped from Oak Park to the location of the most populous organization we work with, The Carole Robertson Center in Little Village, Chicago. The estimated cost of postage and shipping is \$10 per package. Given that we have donated 3,000 books on average per year that cost will be significant. However, we are hoping to condense some of the orders into one. Supplies will also be a significant cost since we must buy a considerable number of boxes to ship out the books, amounting to approximately \$1 a box on average, depending on the range of sizes we will need. Additionally, we pay

insurance for the facility out of which we operate, at a cost of \$1,500 a year. The Our Future Reads + Mission Curiosity website is going to cost around \$2,000 per year considering there will be many users and a large database stored in the cloud associated with it. Amazon Web Services will power the websites and store the information for us. In all, Mission Curiosity will be supported by CDBG, additional donations from fundraising events throughout the year, additional grants from foundations, and book sales from those that do not fall into the moderate to low-income categorization according to HUD.

Budget Worksheet

[py_2023_cdbg_project_budget_-_other_revenue_summary.xlsx](#)

F. Program Eligibility

1. Meeting Outcomes

The Project Manager will reach out to the organizations to determine the number of participants, and send each organization a genre request survey for the recipients to complete. Additionally to bolster the numbers they will post ads in the local paper and talk with local community representatives to spread the word about the program. The Project Staff is then responsible for taking in the orders and selecting the books that will then be shipped to the recipients. Once the books are packed up, the Project Staff will ship them through the mail to the recipient. Within the website, recipients will be able to provide feedback on the process as well as a review of the book they received. Finally, the Project Manager will analyze the feedback to see where we can make improvements in the future and ensure a smooth process for our recipients. This process is repeated each time there is an order request that comes into us and the feedback is reviewed monthly.

2. Successes and challenges

We have had tremendous success this year adding 3 new recipient organizations to our main program, The Access Program, which is where the CDBG funds are currently helping us. We are aiming to have a total of 15 organizations in the program by the end of the year. We have also expanded our volunteer program with 20+ new people on the team. Finally, we have donated around 3,000 books to our recipients. The biggest challenge that we have faced is turnover with our contacts at partnered organizations. Luckily we have always been able to stay in contact, but we have had to reach out many times to certain organizations, being unaware that the existing staff had moved on or new leadership had taken over. Additionally, sometimes the new staff is unfamiliar with OFR, and we basically start from scratch, having to re-create the partnership. Although these challenges occur, we are persistent and do not let them set us back from fulfilling our mission.

3. Intended accomplishments

In the short term, we intend to first roll out access to this new program to our current partnered organizations' members. We will fulfill the literary interests of the participants by giving them the exact books they request and introducing new and exciting topics to the participants who would otherwise never discover them. We strive to spark curiosity in reading and ultimately introduce 100+ books to the household. This approach also provides an opportunity to share books among siblings and parents and have them available as children transition into adulthood and their interests expand.

In the long term, we intend to improve the access to books and the literacy rate of all participants. Additionally, we seek to foster a love of books, literacy, and learning, as well as improve the participants' technical skills through newly discovered ideas, systems, and processes. OFR wants participants to associate reading with pleasure, self-learning, and discovery, rather than simply school and hard work. Once Mission Curiosity reaches all our current recipients, we will focus on establishing new partnerships and working with community leaders in order to reach those who do not belong to the nonprofit organizations we currently work with.

4. Project management process

OFR gains participants by directly asking organizations around Oak Park and the Chicagoland area whether the participants of their programs would like to access books through Mission Curiosity. We also rely on word-of-mouth around our mission to spread from the organizations we work with, book donors, and social media followers to other organizations in order to get their participants in our program. Additionally, to access recipients that are not at nonprofit organizations, we will advertise in local newspapers and talk with community leaders to spread the word

about free books with our Mission Curiosity program. To meet our short-term goals, we will ensure that each recipient receives their requested book/s, reads them, and then ask them whether they are satisfied with the process and book. We will confirm this through our feedback surveys. To meet our long-term goals, our donation efforts will occur throughout the year, and with the feedback survey, we will continue to improve upon our process. Over time, these book donations will improve the participants' literacy rates as well as foster a love for books, literacy, and learning not only for them but for those around them.

5. Income Documentation

We work directly with the directors of the participants' organizations to determine the household income of the participants that specifically live in Oak Park. The directors send over a list of how many participants from Oak Park fall under the low/moderate-income level. We keep this information confidential by only receiving numbers and no participant names or any other identifiers. To determine how many participants actually fall under that criteria, we send the organizations an overview of the HUD Income Limits for the given year as a reference. We rely on our partnered organizations to ensure the accuracy and completeness of the income documentation. Additionally for those outside of the nonprofit organizations, there is a form requiring disclosure of income level in order to gain access to the Mission Curiosity catalog.

6. Procurement and Management Process

For project management, in order to gauge the participants in our program, we will directly reach out to the organizations we work with and ask how many people from their programs will be participating. Additionally, our website will be able to track the number of recipients and the exact books they request, and all other tracking measures. Through this collected information from the organizations and our website, we can determine the total number of participants as well as the total number of books we will need to provide for our program. To follow federal regulations, we will review the legislation before and during the time period of the activities taking place by ensuring the participants fall within compliance of the HUD limits. We comply with all local regulations by knowing the rules of the grant and having our records in-house in case they need to be called on for review. We also confirm with our participating organizations the number of participants, as well as Oak Park residency. Our website will ultimately confirm the addresses of the recipients. Quality management is done by reviewing and eliminating books that are deemed not of high enough quality to be donated to our agency participants. We vet our Board and Volunteers in order to keep the highest quality service possible. With respect to the feedback, we provide participants with a survey to indicate how the program meets their needs. Using this feedback we improve upon our services throughout the duration of the grant and into the future.

2. Attachments

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

Timeline

[timeline_form_ofr-1.pdf](#)

Logic model

[logic_model_ofr-1.pdf](#)

Articles of Incorporation and By-Laws

[ofr_aoi_print-merged.pdf](#)

Non-Profit Determination (IRS Letter)

[ofr501-c-3.pdf](#)

List of Board of Directors

[our_future_reads_incorporated_board_members.pdf](#)

Organizational Chart

[organizational_chart_ofr-1.pdf](#)

Resumes

[franklintaylor_resume1-merged.pdf](#)

Financial Statement and Audit

[generaljournal.html](#)

Conflict of interest statement

[coi_statement-1.pdf](#)

Anti-lobbying statement

[anti-lobbying_statement_ofr-1.pdf](#)

EEO Form

[eeo_report_chart_ofr-1.pdf](#)

Statement of ADA Compliance

[ada_compliance_statement_ofr-1.pdf](#)

Support Statements**Project client evaluation tool**

[our_future_reads_feedback_form.pdf](#)

Beneficiary Form

[cdbg_beneficiary_form_ofr-1.pdf](#)

Certificate of insurance

[bop_acord_greenplanmanagement_01_27_2023_p101402303-782880244656-1.pdf](#)

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

Franklin Taylor

Title of Authorized Official of Applicant Organization

Executive Director

Date of Submittal

Mon, 2023-03-13

Do you have a CDBG application guide?

Yes

Affirmation

I agree

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

EXHIBIT B - ASSURANCES

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

1. Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the person identified as the official representative of Subrecipient to execute the agreement, all understandings and assurances contained therein, and directing the authorization of the person identified as the official representative of Subrecipient to act in connection with the execution of the agreement and to provide such additional information as may be required.

2. Subrecipient shall conduct and administer the Project for which it receives Grant Funds in compliance with:

a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and implementing regulations issued at 24 CFR Section 1 (24 CFR 570.601(a)(1));

b. Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), as amended; and that the Subrecipient will administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing (24 CFR 570.601(a)(2))

c. Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959-1963 Comp., p. 652; 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing), and implementing regulations in 24 CFR part 107. [24 CFR 570.601(b)].

d. Section 109 of the Housing and Community Development Act, prohibiting discrimination based on of race, color, national origin, religion, or sex, and the discrimination prohibited by Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Age Discrimination Act of 1975 (P.L. 94-135), as amended and implementing regulations when published. (24 CFR 570.602);

e. The employment and contracting rules set forth in (a) Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR 1964-1965 Comp. p. 339; 3 CFR, 1966-1970 Comp., p. 684; 3 CFR, 1966-1970., p. 803; 3 CFR, 1978 Comp., p. 230; 3 CFR, 1978 Comp., p. 264 (Equal Employment Opportunity), and Executive Order 13279 (Equal Protection of the Laws for Faith-Based and Community Organizations), 67 FR 77141, 3 CFR, 2002 Comp., p. 258; and the implementing regulations at 41 CFR chapter 60; and

- f. The employment and contracting rules set forth in Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR part 135; 24 CFR 570.607.
- g. The Uniform Administrative Requirements and Cost Principles set forth in 2 CFR 200.
- h. The conflict of interest prohibitions set forth in 24 CFR 570.611.
- i. The eligibility of certain resident aliens requirements in 24 CFR 570.613.
- j. The Architectural Barriers Act and Americans with Disabilities Act requirements set forth in 24 CFR 570.614.
- k. The Uniform Administrative Requirements in 2 CFR 200.
- l. Executive Order 11063, Equal Opportunity in Housing, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Section 60.

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

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

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

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

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

APPENDIX V

REAFFIRMATION STATEMENT

MARCH 31, 1997

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

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

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

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

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



Carl Swenson
Village Manager



PY 2023 CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Our Future Reads Incorporated
Project Name	Mission Curiosity

Goal Statement: Knowledge has no price tag. Everyone deserves access to literacy and knowledge.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Literacy Organization Franklin Taylor Project Manager Brian Heuss Project Staff Matthew Herbst Project Staff Jared Taylor Project Staff Parle Roe-Taylor Project Staff	-Convert the current program recipients into Mission Curiosity recipients. -Delivery of the books that our recipients have requested to their addresses. -Utilize data from the feedback surveys in order to improve the book donation process.	2,500 Total unduplicated persons served (without regard to income or residency) 2,500 Extremely Low, Low and Mod-Income Persons served 800 Oak Park persons served 800 Extremely Low, Low and Mod-Income Oak Park Persons Served	-Participants will build a personal library with the books received from donations. -Fulfill the literacy interests of the participants by giving them books that they are interested in and expanding their knowledge and increasing skills. -Introduce new and exciting topics to participants who would otherwise never discover them -Introduce more books to the household.	-Improve the literacy rate of the participants -Create the possibility of reading for knowledge and pleasure. -Foster a love of reading and learning -Improve the participant's technical skills through newly discovered ideas, systems, and processes. -Have the participants dissociate the thought of reading from school/hard work. -Spark lifelong curiosity through reading that can be passed on to different generations. -Create a collection of over 100 books in a household.	-Answers from the feedback form will indicate if the participants were satisfied with and read the book they received. -Participants will indicate an increase in their literacy levels and satisfaction with reading the books they received through the feedback forms.



PY 2023 Timeline, CDBG Public Services

As with all application components, please carefully read the Instructions

Organization	Our Future Reads Incorporated
Project Name	Mission Curiosity

Timeframe	Activity	Person Responsible
Month 1	Talk with nonprofit organizations to get the existing members into the Mission Curiosity Program	Project Manager
Month 2	Set up profiles and make sure all the members of the organizations have access to the platform and can select the books that fit them.	Program Manager
Month 3	Start taking in orders, packing, and then shipping out all the books that are requested by our recipients.	Program Manager and Program Staff
Month 4	Once the operations are flowing, the project manager will start reaching out to community leaders, churches, etc to widen the reach of the program.	Program Manager and Program Staff
Month 5	We will similarly work with individuals to make sure they have the right access to the Mission Curiosity platform and can receive the books they would like.	Program Manager and Program Staff
Month 6	The Project Manager will continue to reach out to more towns, organizations, etc to further the reach of the program. All the while, the orders will be taken in	Program Manager and Program Staff

	and shipped out by the project staff. Also at Month 6, we will send out a feedback form to see how the program has been progressing for the recipients.	
Month 7	At this point, we will have received feedback on the process and will iterate on improvements either with the actual interface or process times of orders, etc.	Program Manager and Program Staff
Month 8	Throughout the year, we will continue to establish partnerships with new recipients and areas to get the furthest reach. We will continue to ship out the orders.	Program Manager and Program Staff
Month 9	At Month 9, we will send out another feedback form to improve on the process from month 6. We will continue to develop the program and ship out the orders.	Program Manager and Program Staff
Month 10	Again, we will review the feedback forms, and communicate with our recipients to improve the process. Additionally continuing to talk with new groups of recipients to expand the program.	Program Manager and Program Staff
Month 11	In Month 11, we will continue to take in orders, grow our recipient base, and ship out all the book requests that have come in.	Program Manager and Program Staff
Month 12	Finally, we will review the feedback forms that have been sent out and received throughout the year to make a large upgrade/update at the end of the year. We will review	Program Manager and Program Staff

	<p>the metrics for our recipients to check whether the program has been successful and how we have grown over the year. (This is not the end of our program. We will still continue to grow our recipient base and deliver the book orders as we move forward and continue to grow the organization.)</p>	
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**WORKBOOK CONTAINS BOTH THE PROJECT BUDGET & THE OTHER REVENUE SUMMARY.
COMPLETE BOTH SECTIONS AND ATTACH THIS DOCUMENT TO YOUR PROPOSAL**

PY 2022 PROPOSED PROJECT BUDGET. Project budget must include the entire project funding even if CDBG is only funding a portion of the activity. You must limit your amount/percentage of Oak Park CDBG funds requested to match or be less than the proportional amount of Oak Parkers to Non-Oak Parkers served.

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue - List Source	Other Revenue - List Source	Other Revenue - List Source	Total Other Revenues	Other Revenues % of Costs
				Funding Source:	Donations	Events	Grants		
<u>Personnel Costs</u>									
Salaries	\$7,800	\$2,500	32%				\$5,300	\$5,300	68%
Benefits	\$0	\$0	#DIV/0!					\$0	0%
Taxes	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Personnel Costs	\$7,800	\$2,500	32%		\$0	\$0	\$5,300	\$5,300	68%
<u>Operating Costs:</u>									
Rent/Lease	\$0	\$0	#DIV/0!					\$0	0%
Utilities	\$0	\$0	#DIV/0!					\$0	0%
Telephone	\$120	\$0	0%		\$120			\$120	100%
Postage	\$30,000	\$7,000	23%		\$5,000		\$18,000	\$23,000	77%
Supplies	\$5,000	\$2,500	50%		\$2,500			\$2,500	50%
Mileage	\$0	\$0	#DIV/0!					\$0	0%
Insurance	\$1,500	\$0	0%		\$1,500			\$1,500	100%
Website	\$2,000	\$0	0%		\$2,000			\$2,000	100%
Subtotal: Operations	\$38,620	\$9,500	25%		\$11,120	\$0	\$18,000	\$29,120	75%
<u>Professional/Service</u>									
Consultant	\$0	\$0	#DIV/0!					\$0	0%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal:	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
TOTAL (all	\$46,420	\$12,000	26%		\$11,120	\$0	\$23,300	\$34,420	74%

PY 2022 CDBG OTHER REVENUE SUMMARY

This chart provides more information about "Other Revenue" sources that were listed above in columns F, G & H. Please **fully** complete this table. The columns are self-explanatory

1	2	3	4	5	6	7
FUNDING SOURCE	LOAN OR	FUNDING	FUNDING	DATE	FUNDING	TYPE:
Monetary Donors	Donation	\$10,000	Secured	Current	Unrestricted	Private
Donation Events	Donation	\$10,000	Pending	Pending	Unrestricted	Private
Foundation Grants	Grant	\$10,000	Pending	Pending	Unknown	Private
Monetary Donors	Donation	\$15,000	Pending	Pending	Unrestricted	Private
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where		\$45,000				

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

PY 2022 PROPOSED PROJECT BUDGET. Project budget must include the entire project funding even if CDBG is only funding a portion of the activity. You must limit your amount/percentage of Oak Park CDBG funds requested to match or be less than the proportional amount of Oak Parkers to Non-Oak Parkers served.

	1	2	3		4	5	6	7	8
Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost		Other Revenue - List Source	Other Revenue - List Source	Other Revenue - List Source	Total Other Revenues	Other Revenues % of Costs
				Funding Source:	Donations	Events	Grants		
<u>Personnel Costs</u>									
Salaries	\$10,000	\$3,700	37%				\$7,210	\$7,210	72%
Benefits	\$0	\$0	#DIV/0!					\$0	0%
Taxes	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal: Personnel Costs	\$10,000	\$3,700	37%		\$0	\$0	\$7,210	\$7,210	72%
<u>Operating Costs:</u>									
Rent/Lease	\$0	\$0	#DIV/0!					\$0	0%
Utilities	\$0	\$0	#DIV/0!					\$0	0%
Telephone	\$120	\$0	0%		\$120			\$120	100%
Postage	\$10,000	\$2,000	20%		\$5,000		\$3,000	\$8,000	80%
Supplies	\$5,000	\$1,300	26%		\$3,700			\$3,700	74%
Mileage	\$0	\$0	#DIV/0!					\$0	0%
Insurance	\$1,500	\$0	0%		\$1,500			\$1,500	100%
Website	\$2,000	\$0	0%		\$2,000			\$2,000	100%
Subtotal: Operations	\$18,620	\$3,300	18%		\$12,320	\$0	\$3,000	\$15,320	82%
<u>Professional/Service</u>									
Consultant	\$0	\$0	#DIV/0!					\$0	0%
Engineering	\$0	\$0	#DIV/0!					\$0	0%
Other (Identify)	\$0	\$0	#DIV/0!					\$0	0%
Subtotal:	\$0	\$0	#DIV/0!		\$0	\$0	\$0	\$0	0%
TOTAL (all	\$28,620	\$7,000	24%		\$12,320	\$0	\$10,210	\$22,530	79%

PY 2022 CDBG OTHER REVENUE SUMMARY

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

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

1	2	3	4	5	6	7
FUNDING SOURCE	LOAN OR	FUNDING	FUNDING	DATE	FUNDING	TYPE:
Monetary Donors	Donation	\$10,000	Secured	Current	Unrestricted	Private
Donation Events	Donation	\$10,000	Pending	Pending	Unrestricted	Private
Foundation Grants	Grant	\$10,000	Pending	Pending	Unknown	Private
Monetary Donors	Donation	\$15,000	Pending	Pending	Unrestricted	Private
		\$0				
		\$0				
		\$0				
		\$0				
TOTAL, where		\$45,000				

Our Future Reads Incorporated
909 N. Marion St. Oak Park, IL 60302
OurFutureReads.com
Info@OurFutureReads.com
(773) 969-9676



Budget Description

Salaries: 1-2 part-time employees that work 10 hours each week at a rate of \$15 an hour. They will be sorting and packing the books for all recipients. 100% of their time and effort will go toward furthering Mission Curiosity in which we received CDBG funds. We are assigning 37% of the funds to our ask of \$10,000 for their salary, \$3,700.

Postage: Cost of postage to send the books to Oak Park recipients. Our budget sets aside \$10,000 with 20%, \$2,000, going toward CDBG efforts.

Supplies: Boxes, tape, label machine, etc. Everything that goes into the packing and shipping of the requests for mission curiosity. Our budget asks for \$5,000 of which 26%, \$1,300, will go toward our CDBG efforts.

This is a complete list of the activities/materials which the budget will fund. In total, the CDBG funds go to 24% of our budget. This is lower than the percentage of Oak Park clients we will service. 800 Oak Park / 3000 Total - 26%.

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

Subrecipient:	
Project Name:	
Prepared by:	Email:

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

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

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

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

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