

## SUBRECIPIENT GRANT AGREEMENT

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

### RECITALS

**WHEREAS**, the Village has applied for Emergency Solutions Grant (ESG) Funds from the United States Department of Housing and Urban Development (hereinafter called "HUD") as provided by Stewart B. McKinney Homeless Assistance Act, as amended (hereinafter "the Act"), 42 U.S.C.A 11371, *et. seq.*; and

**WHEREAS**, Subrecipient has applied to the Village for ESG 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 ESG 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 ESG 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 assist 1,020 persons (218 Oak Park persons) experiencing, or at risk of, homelessness by partially covering Emergency Shelter, Homelessness Prevention, Rapid Re-Housing and Street Outreach costs. Subrecipient will continue to be allowed to use ESG funds to increase the housing options for homeless Oak Park clients by expanding the Rapid Re-Housing settlement area beyond the Village of Oak Park. Such clients living in shelters will need to come from Oak Park or Oak Park shelters.

**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 One Hundred and Sixteen Thousand, Four Hundred and Ninety Six Dollars (\$116,496) (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. The activities to be conducted pursuant to this agreement are generally described as follows:

<u>ACTIVITY NUMBER</u>	<u>ACTIVITY TITLE</u>	<u>ACTIVITY COSTS</u>
S18-2	Emergency Shelter	\$28,614
S18-3	Homelessness Prevention	\$26,737
S18-4	Rapid Re-Housing	\$40,340
S18-5	Street Outreach	\$20,805

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) 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 Proposals, 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	Progress report due by July 15, 2019
4 <sup>th</sup> Quarter: July–September, 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 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. ESG PROGRAM COMPLIANCE.**

A. Compliance with Regulations. Subrecipient shall become familiar with and agrees to comply with the ESG program regulations set forth at 24 CFR Part 576 and applicable related federal regulations, including but not limited to 24 CFR Part 5, 24 CFR Part 84, and 24 CFR Part 85; and applicable Office of Management and Budget (OMB) Circulars referenced within the regulations. Subrecipient also agrees to comply with all other applicable federal, state and local laws, regulations, and policies governing the funds provided under this Agreement.

B. Coordinated Service Delivery. Subrecipient shall coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the Oak Park area covered by the Continuum of Care or area over which the services are coordinated to provide a strategic,

community-wide system to prevent and end homelessness for the area as set forth at 24 CFR § 576.400(b).

- C. System and Program Coordination with Mainstream Resources  
Subrecipient must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible as set forth at 24 CFR § 576.400(c).
- D. Centralized or Coordinated Assessment. Subrecipient shall work with the Continuum of Care to ensure that the screening, assessment and referral of program participants are consistent with the written standards required by the Village. A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system as set forth at 24 CFR § 576.400(d).
- E. Client Evaluation. Subrecipient shall conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under §576.400(d) and the written standards established under §576.400(e).
- F. Re-Evaluations for Homelessness Prevention and Rapid Re-Housing Assistance. Subrecipient must re-evaluate the program participant's eligibility and the types and amounts of assistance the program participant needs not less than once every 3 months for program participants receiving homelessness prevention assistance, and not less than once annually for program participants receiving rapid re-housing assistance as outlined in 24 CFR §576.401(b).
- G. Annual Income. When determining the annual income of an individual or family, Subrecipient must use the standard for calculating annual income under 24 CFR §5.609 as outlined in 24 CFR §576.401(c).
- H. Connecting Program Participants to Mainstream and other Resources. Subrecipient must assist each program participant, as needed, to obtain appropriate supportive services as outlined in 24 CFR §576.401(d).
- I. Housing Stability Case Management. Subrecipient must follow the requirements for housing stability case management outlined in 24 CFR §576.401(e).

- J. Terminating Assistance. If a program participant violates program requirements, Subrecipient may terminate the assistance in accordance with a formal process established by Subrecipient that recognizes the rights of individuals affected. Subrecipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases as outlined in 24 CFR §576.402.

**9. SHELTER AND HOUSING STANDARDS.**

- A. **Lead-based Paint Remediation and Disclosure.** The Lead-Based Paint Poisoning Prevention Act, 42 U.S.C.A 4821-4826, the residential lead-Based Paint Hazard reduction Act of 2993, 42 U.S.C.A 4851-4856, and implementing regulations at 24 CFR Part 35, subparts A, B, H, J, K, M and R apply to all shelters assisted under ESG program and all housing occupied by program participants.
- B. **Minimum Standards for Emergency Shelters.** Any building for which Emergency Solutions Grant funds are used for conversion, major rehabilitation, or other renovation, must meet state or local government safety and sanitation standards, as applicable, and the minimum safety, sanitation and privacy standards listed in 24 CFR §576.403(b)(1-11).
- C. **Minimum Standards for Permanent Housing.** Subrecipient cannot use ESG funds to help a program participant remain or move into housing that does not meet the minimum habitability standards provided in 24 CFR §576.403 (c) (1-10).

**10. MATCHING FUNDS.**

Subrecipient shall match the funds provided in this Agreement on a dollar for dollar basis as required by HUD in the ESG regulations, 24 CFR §576.201. Subrecipient will provide the Village with the source and amount of matching funds. The Village will determine whether those funds are eligible as matching funds in accordance with HUD regulations, policies, or directives. In the event the Village determines that Subrecipient's matching funds are not in compliance with HUD regulations, policies, or directives, the Village may, in its sole discretion, either: i) suspend this Agreement; or ii) reduce the total funding amount set forth in the approved Budget so that the approved funding matches the amount of the Subrecipient's eligible matching funds, if any.

**11. 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. ESG 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 12 below.

## 12. 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 contract, 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 21 below.

## 13. REVERSION OF ASSETS.

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

B. If Subrecipient intends to dispose of any real property acquired and/or improved with ESG 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 ESG funds and certifying its use in accordance with the ESG regulations.

**14. 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.

**15. 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.

**16. 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.

**17. 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.

**18. 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.

**19. 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.

**20. 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.

**21. 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  
Housing Forward  
851 S. 9<sup>th</sup> Avenue  
Maywood, IL 60153

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

**22. 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.

**23. COUNTERPARTS.** 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.

24. **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.

25. **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.

26. **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.

27. **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**

**HOUSING FORWARD**

\_\_\_\_\_  
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 Emergency Solutions Grant Submission Form](#) » [Webform results](#)

## Submission #32

[View](#)[Edit](#)[Delete](#)[Previous submission](#)[Next submission](#)[Print](#)[Resend e-mails](#)

### Submission information

Form: [Village of Oak Park Emergency Solutions Grant Submission Form](#)

Submitted by pads

Tue, 2018-03-13 10:43

173.161.13.193

### 1. Applicant Information

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

#### A. Organization Information

##### 1. Organization Name

Housing Forward

##### 2. Organization Mailing Address

1851 S. 9th Avenue

[www.housingforward.org](http://www.housingforward.org)

##### 3. Organization Phone Number

708-338-1724

##### 4. Executive Director

Lynda Schucler

##### 5. Email Address

[lschucler@housingforward.org](mailto:lschucler@housingforward.org)

##### 6. FEIN #

36-3876660

##### 7. DUNS #

79-822-9725

#### B. Project Information

**1. Proposed Project Name**

PADS Shelter Program

**2. Proposed Project Address**

1851 S. 9th Avenue, Maywood, IL 60153

**3. Proposed Project Manager/Primary Contact**

Armando Smith, 708-338-1724 ext. 222

**4. Secondary Project Contact**

Lynda Schueler, 708-338-1724 ext 223

**5. Proposed Project Phone Number**

708-338-1724

**6. Proposed Project Email Address**

asmith@housingforward.org

**C. Type of Organization**

Private non-profit

**D. Partner Organization Information**

If you are partnering with one or more agencies for this proposal, complete the following section for each agency.

**1. Partner Organization Name**

**2. Partner Organization Address**

**3. Partner Contact Person**

**4. Partner Contact Person Phone**

N/A

**5. Partner Email Address**

**6. Partner Type of Organization**

**7. Partner's FEIN#**

**E. Project Overview**

**1. Total ESG dollars requested**

\$ 30,500

**2. Total project budget**

\$ 146,554

**3. Total Persons Served Annually**

571 total individuals (66 Oak Park Residents)

**4. Project Location(s)**

Six PADS Shelters are located in Oak Park. And additional 3 sites are located in Forest Park, Berwyn and Franklin Park.

**5. Hours of Service**

PADS Shelter is available seven days a week from 7:30 pm to 6:45 am, with a two week gap in late May.

**6. Project Description/Purpose**

Since 1992, Housing Forward has been the sole provider of emergency shelter for individuals and families facing homelessness in Oak Park. What began as a crisis response to the growing problem of homelessness in Oak Park, River Forest and Forest Park, Housing Forward's PADS Shelter continues to be a safety net for those in our community that are without housing. During the 2016/2017 shelter season (Sept-May), we provided food and shelter to 571 unduplicated adults and children – an increase of 21% from the previous shelter season. While the number of individuals needing shelter increases, the average length of stay maintained at 29 nights of stay on average. The result, we helped 723 individuals, an increase of 59%, both due to the increase in individuals and maintained length of stay and because our shelter sites were at capacity. This precipitous increase guided us in our decision to seek out additional shelter sites to provide for this need. One factor leading to the upturn from shelter season 2015-2016 was the increase in families accessing the shelter. In 2016, there were double the number of children in the shelters. The number of senior citizens served in the shelter this past season was 5%, veterans at 6% and disabled individuals were 42% of those served.

The PADS Emergency Shelter (mid-September to mid-May) provides overnight shelter to homeless men, women and families from across west Cook County. The program intentionally incorporates community resources into shelter operations. The shelters are supported by more than 1,000 Housing Forward volunteers and 40+ support congregations at 9 rotating sites to provide food and shelter for 40-70 homeless individuals every night of the week during shelter season.

During the 2017 summer Transitional Shelter (June – Sept.), the program provided food, shelter and case management services to 63 persons. Between both programs, we provided a record 14,949 nights of shelter and 44,847 meals.

**7. Proposed Activity**

Emergency Shelter

**2. Project Narrative****I. Background and Need**

Since 1992, Housing Forward has been the sole provider of emergency shelter for individuals and families facing homelessness in Oak Park. What began as a crisis response to the growing problem of homelessness in Oak Park, River Forest and Forest Park, Housing Forward's PADS Shelter

continues to be a safety net for those in our community that are without housing. During the 2016/2017 shelter season (Sept-May), we provided food and shelter to 571 unduplicated adults and children – an increase of 21% from the previous shelter season. While the number of individuals needing shelter increase, the average length of stay increased from maintained at 29 nights of stay on average. The result, we 723 individuals, an increase of 59%, both due to the increase in individuals and maintained length of stay and because our shelter sites were at capacity. This indication guided us in our decision to seek out additional shelter sites to provide for the increased need. One factor leading to the upturn from shelter season 2015-2016 was the increase in families accessing the shelter. In 2016, there were double the number of children in the shelters. The number of senior citizens served in the shelter this past season increased by 5%, veterans by 6% and disabled individuals by 42%.

During the 2017 summer Transitional Shelter (June – Sept.), we provided food, shelter and case management services to 63 persons. Between both programs, we provided 14,949 nights of shelter. Without the PADS Shelter Program, these individuals would have had to travel long distances to find a place to sleep, or be forced to take shelter in places not meant for human habitation.

## II. Approach

### a. Meeting Needs

From mid-September through mid-May, Housing Forward's PADS Shelter program serves 40 to 70 individuals each night at nine rotating sites, six of which are located in the Village of Oak Park. The program also is an access point to an array of supportive services offered at Housing Forward designed to reduce a client's length of homelessness. The summer PADS Transitional Shelter program operates for a full 15 weeks (June to mid-Sept.) seven days a week at seven sites (five of them in Oak Park), and is designed to foster sustained stability by providing a combination of short-term shelter and supportive services for 15 participants nightly.

All of Housing Forward's PADS Shelter clients are homeless, and thus, are a presumed benefit population which meets the CDBG National Objective of serving low and moderate-income persons in the Village of Oak Park.

### b. Target Population

Individuals and families accessing the PADS Emergency Shelter are homeless and extremely low-income who have turned to Housing Forward to address their most basic human needs: shelter, hunger, and safety. Beyond homelessness, they are often suffering through co-occurring conditions and crises. It could be the loss of a job, or an issue of domestic violence coupled with a chronic illness or disability, mental health crisis, or substance abuse problem. Often they lack access to care and a support system, and in relying upon Housing Forward, they are connected to a network of community services that can assist them in addressing the varied causes of their homelessness. Housing Forward PADS Emergency Shelter staff and volunteers exhibit cultural competence and responsiveness and have established trainings and orientation with our stated values and policies about inclusion to ensure that staff and volunteers reflect the population of those seeking shelter.

The individuals and families who seek shelter at PADS are demographically diverse:

- 91% are adults; 9% are children
- 6% are U.S. Military Veterans
- 42% of the adults have a serious disabling condition (medical, mental illness and/or substance abuse disorder)

- 12% are survivors of domestic violence

Agency-wide, our homeless clients are racially diverse:

- 78% of those served identify their ethnicity as NonHispanic/Non-Latino
- 61% of clients identify their race as Black/African American, 19% as White, 1% as American Indian/Alaskan Native, 2% as Native Hawaiian or other Pacific Islander, 1% as Asian and the remaining 16% refused to identify.

All of our shelter clients are homeless, and are therefore a presumed benefit population. No populations are explicitly excluded from the program, although we are unable to serve registered sex offenders due to the presence of children in the shelter. Failure to follow shelter rules may also result in being banned from the program. In either of these situations, the individual is provided with alternate options for service (e.g. information about shelters that accept sex offenders and transportation to these facilities or a referral to a more appropriate Housing Forward program).

Housing Forward is also committed to provided services in a culturally competent manner. In 2015, we developed a cultural competency plan in accordance with guidelines set forth by the Illinois Department of Human Services. Housing Forward employs bilingual staff members and volunteers, and staff are trained to utilize a translation service over the phone when language is a barrier to service delivery.

### **c. Strategies**

Housing Forward does not actively recruit clients for the PADS Emergency Shelter, however, those seeking shelter can access site location and hours from a calendar on our website, by phone and at referring partner agencies. In addition, our shelter brochure is mailed in early September to 600+ potential referring organizations including municipalities, police departments, township, libraries, social service organizations and congregations.

When an individual or family arrives at our shelter for the first time, he or she meets with an In-Reach Worker or social work intern to complete a fourpage intake and assessment form. These questions gather information about the guest's demographics, education and income, household status, last residence, public benefits and emergency contacts. During this interview, Housing Forward assesses if the client self-identifies as having special needs (e.g. substance abuse, medical condition, mental illness). At the conclusion, the guest receives a Housing Forward I.D. card, the "Shelter Rules" (to sign), an "Information Packet" about Housing Forward's programs including Employment and Supportive Services program, and an Information & Referral card listing services at other area agencies.

Staff are trained on the principals of "Harm Reduction", an evidence-based best practice, a method used to reduce the negative consequences generally associated with substance use, but can be utilized with any behavior that poses risk of harm. The basic principles are the adoption of a non-judgmental and non-coercive attitude towards individuals engaging in behaviors that carry known risks and the understanding that it is necessary to meet people "where they are at" in regards to readiness to change such behaviors. Staff are also trained on "Trauma Informed Care" recognizing that homelessness by its very nature is traumatic and that those we serve are likely to have experienced a traumatic event that has directly or indirectly affected their homelessness.

Once settled in the shelter for the evening, dinner is served by a group of volunteers and staff

scan client ids off the shelter log into HMIS. After dinner and before lightsout in the shelter at 10 p.m., In-reach staff and social work interns provide one-on-one assistance to clients. A few times a week there are additional on-site services available. Every Monday evening, volunteer medical residents from Loyola Medical Center and nurses staff the shelter's medical clinic. One a month, in collaboration with the Chicago Volunteer Legal Services, the shelter offers an onsite legal clinic . The shelter also has an art therapy group 2x a month.

In the morning, clients receive breakfast after putting away their sleeping pad and linens. Upon leaving the shelter by 6:45 a.m., clients are provided with a sack lunch and their id is returned to them. The volunteers clean the kitchen, dining and sleeping areas, and bathrooms and done by 7:30 a.m. The same routine happens at each site over the course of 241 consecutive nights throughout the shelter season.

Any new intakes that are completed at the shelter are then inputted the next day into the Homeless Management Information System (HMIS) database. All intakes are reviewed for completeness by the the Outreach & Engagement Manager. At a weekly case conferencing meeting led by the Supportive Services Manager and involving the In-reach, Outreach and Support Center case managers, the group review new clients, progress of existing clients and assignment are made for staff to perform targeted outreach and follow-up to particular clients.

The operations of the PADS Shelter and Transitional Shelter (liaison to each shelter site, ordering supplies, managing laundry service, etc.) are managed by the Shelter Manager, Dale Nowicki. The program is also supported by 1000+ volunteers. Volunteer administration, recruitment and training is managed by our Volunteer & Outreach Manager, Tonisha Daniels.

For the PADS Transitional Shelter, openings in the program are posted in the Maywood Support Center prior to the start of the summer. Up to 12 PADS Transitional Shelter clients are selected, through after an application and interview, to participate in this program. An additional three emergency beds are available for persons who are newly homeless. The structure is different from the PADS shelter environment in that clients are responsible for participating in the setup and cleanup of the shelter space, for maintaining their own laundry and for participating in meal preparation and cleanup. They are required to participate in individual and grouplevel life skills classes. For example, those with income must save 30% of their income, and life skills classes emphasize budgeting and money management.

Clients also have regular interaction with Housing Forward's Supportive Services and Employment Readiness case managers, for goalsetting and guidance toward achievement of selfsufficiency and sustained independent living.

There is no limit to the length of stay, though Housing Forward emphasizes early intervention to alleviate a person's need for longterm shelter. Clients are required to visit the Support Center after seven nights in the PADS Shelter to begin the process of working with a case manager on their transition from homelessness.

Further, Housing Forward's Emergency Assistance program (including Homeless Prevention and Shelter Diversion services) diverts from the shelter those individuals and families who are at risk of homelessness but have not yet lost their housing.

#### d. Written Standards

### 1. Evaluation Polices and Procedures

All new clients are seen by a case manager and complete an intake. The eligibility requirements for the PADS Shelter program are to be homeless and to be aged 18 or above if not accompanied by a parent or legal guardian. During the course of the intake the case manager gathers information about past housing and homeless services. Individuals are allowed up to seven nights stay without taking part in case management. After seven days, participants must provide information so that staff can verify their homelessness and past housing history.

## **2. Coordination with Other Providers**

Housing Forward is taking bold steps to strengthen our work in the community and to advance service coordination across suburban Cook County. Housing Forward has recently taken a leadership role in the advancement of service coordination after being selected to lead suburban Cook County's Coordinated Entry (CE) system, now called Entry Point. Through Entry Point, single adults, families, veterans and youth experiencing homelessness will be matched to services and housing based on their preferences and level of need.

Housing Forward has demonstrated experience and leadership in the field. For instance, Housing Forward trains peer agencies in using evidence-based practices including housing first, harm reduction, mental health first aid, trauma informed care and motivational interviewing as approaches to working with vulnerable and high-risk populations. We also maintain formal partnerships with 17 agencies and connections with over 30 community partners including: Cook County Health and Hospital Systems, Hines VA, Heartland Alliance, Thresholds, Thrive Counseling Center and others.

## **3. Prioritization**

Not applicable.

## **4. Determining Participants' Costs**

Not applicable.

## **5. Length of Assistance**

Not applicable.

## **6. Type, Amount and Duration of Services**

Not applicable.

### **III. Program Eligibility**

#### **a. Goal Statement**

The goal of the PADS Shelter program is to provide immediate, temporary crisis response to individuals experiencing homelessness, reduce the length of their homelessness and ultimately help them regain housing stability.

#### **b. Documentation**

##### **1. Outputs and Outcomes**

The Director of Operations and Client Services is responsible for ensuring that all programs are working to achieve their stated outcomes. For the PADS Shelter Program, the In-Reach staff are responsible for collecting data on participants and entering that data into the HMIS system within 48 hours of a intake/case management session. The Outreach and Engagement Manager (the direct supervisor of the In-Reach workers) reviews the HMIS report on a weekly basis to ensure that the data is entered in a timely manner. At the end of the month the Performance Evaluator prepares a data quality report on clients served and provides it to the Outreach & Engagement Manager to correct any errors or deficiencies. On a quarterly basis the Alliance to End Homelessness in Suburban Cook County conducts a data quality check. Housing Forward is required to submit a report stating that all HMIS information is entered correctly. In addition, a member of our staff attends the monthly meeting of the HMIS User group.

## **2. Income Documentation**

All clients served during the PADS Shelter Program are a presumed benefit population. There are no income eligibility guidelines for this program.

## **3. Evaluation Process**

The Manager of Outreach and Engagement, Holly Rotman-Zaid, reviews with the In Reach staff on a weekly basis, their progress in entering case management data (new clients and clients in the shelter). She also confirms these entries by reviewing reports in HMIS. The Performance Evaluator, Tammy Verticchio, reviews HMIS reports on a monthly basis. The Director of Operations and Client Services also reviews the report and addresses an ongoing data issues with the Managers as necessary. At the end of each quarter, the leadership team which includes all program managers and the executive team, compare the results of the quarter against objectives, and propose corrective actions if needed.

In the past, we have updated the admission policies for the PADS Emergency Shelter and many of the changes: restructuring the “banned client” policy, clarifying the intake process, among others, were informed by the evaluation process including client’s feedback. Client complete satisfaction surveys at the end of the Shelter season and the Transitional Shelter season.

## **IV. Organizational Capacity**

### **a. Mission and Experience**

#### **1. Experience**

Housing Forward has offered emergency shelter, housing and homeless prevention services to low-income clients facing (or experiencing) a housing crisis in west Cook County since 1992. Over the past 26 years, we have developed a unique, integrated approach that to date has transformed the lives of more than 17,000 people. Housing Forward’s manages a variety of federal, state, and local public funding and is accustomed to public financial and reporting requirements.

Housing Forward has a team of 47 employees that provide a full continuum of services that includes preventative emergency assistance, street outreach, emergency shelter, wraparound supportive services, job readiness training, and supportive housing to

clients. Housing Forward is the only social service agency in west Cook County with a comprehensive "housing + services" solution for transitioning individuals and families out of homelessness. Our Supportive Housing program offers permanent solutions to resolve homelessness and also provide for the long-term stability of clients and prevent a relapse of homelessness.

Housing Forward has demonstrated experience and leadership in the field. For instance, Housing Forward trains peer agencies in using evidence-based practices including housing first, harm reduction, mental health first aid, trauma informed care and motivational interviewing as approaches to working with vulnerable and high-risk populations. We also maintain formal partnerships with 17 agencies and connections with over 30 community partners including: Cook County Health and Hospital Systems, Hines VA, Heartland Alliance, Thresholds, Thrive Counseling Center and others.

Lynda Schueler, Housing Forward's Executive Director, is a founding member of the Alliance to End Homelessness in Suburban Cook County and has been with Housing Forward for 18 years. She holds a Master's Degree in Public Administration. Armando Smith, Housing Forward's Director of Operations & Client Services, has been with the agency since November 2014 and supervises the six direct service programs that comprise Housing Forward's integrated solution to homelessness. Mr. Smith is a Licensed Clinical Social Worker (LCSW) with 38 years of experience.

Our staff includes several veteran case managers and program supervisors, most of whom have advanced degrees in relevant fields (one RN, two MAs, an MPH, an MPA, an MS, and an LCSW). In addition, our case management interns (who are pursuing Masters of Social Work degrees at area universities) work in the shelters and at the Maywood Support Center.

## **2. Reporting Requirements**

Housing Forward's FY18 annual budget of \$7.3 million is a diverse mix of federal, state, local, private sector funds and in-kind resources. Government sources include the Corporation for National and Community Service; U.S. Department of Housing and Urban Development via the Supportive Housing Program, the Village of Oak Park (CDBG & ESG), the Cook County Department of Planning (CDBG & ESG), and the City of Berwyn (CDBG); U.S. Department of Veterans Affairs; Community Services Block Grant (CSBG), Proviso Township Mental Health Commission; Community Mental Health Board of Oak Park Township; Illinois Department of Human Services; and the Federal Emergency Management Agency.

Housing Forward's reputation for solid and effective programming with sound fiscal and programmatic oversight has made possible the continued expansion and diversification of public and private funding sources over the years. Housing Forward maintains a Finance and Administration department that includes one Director, one FTE accounting specialist, two FTE grants accountants and an office manager. Our accounting and administrative infrastructure allows us to center regulatory compliance as a core principle and facilitates efficient management of large-scale public grants. The agency also has one FTE Compliance Manager and one FTE Performance Evaluator. Our fiscal and program policies, approved by the Board of Directors, incorporate procedures to ensure compliance with funding rules and regulations at all levels of the

program. Housing Forward's Director of Operations & Client Services and Director of Finance & Administration are responsible for the program and fiscal compliance, respectively. These positions are supervised by the agency Executive Director, Lynda Schueler, who has final oversight and accountability of the program. These policies have resulted in total compliance with all regulations in the past, and will be used going forward to maintain program integrity.

### **3. Collaboration**

Housing Forward was selected by the Alliance to End Homelessness in Suburban Cook County to lead the development and implementation of a Coordinated Entry system, now called "Entry Point" for suburban Cook County that standardizes and expedites the process by which people experiencing homelessness or who are at imminent risk of homelessness. In partnership with eight other homeless provider agencies, Housing Forward is providing training on best practices of using a low-barrier, housing first approach to working with the population.

The advancement of service coordination as well as building community support for addressing homelessness remains a core strategy of Housing Forward's Board of Directors and Leadership team in our efforts to end homelessness in the Oak Park area. Since the launch of the Oak Park Homelessness Coalition in 2016, Housing Forward continues to be a lead partner that brings together public servants, schools, social services agencies, businesses, and other stakeholders to educate the public about homelessness and implement coordinated strategies for addressing homelessness in Oak Park.

Other partners include Chicago Volunteer Legal Services, Loyola University Health Sciences Division & Health System, Oak Park & River Forest Food Pantry, Rush Oak Park Hospital, Hines VA, and Oak Park Township. Partners for Supportive Housing are Hines VA Hospital, South Suburban PADS, Thresholds, Thrive, Heartland Alliance Health,, Oak Park Residence Corporation, Oak Park Housing Authority, and BEDS Plus Care. For Housing Forward's PADS Shelter program, the agency is supported by site congregations (in Berwyn, Franklin Park, Forest Park and Oak Park). The agency also partners with West Suburban Medical Center and Rush Oak Park Hospital for laundry services. For Emergency Assistance, Housing Forward partners with Catholic Charities and the Salvation Army. The Employment Program partners with Inspiration Corporation and Oak Park Township.

## **V. Budget Narrative**

### **a. Budget Description**

**TOTAL: \$30,500**

Shelter Operations – \$11,500

Shelter Rent \$6,000 – Supportive Service space for homeless individuals and families to get basic needs met (i.e. showering, receive mail, make phone calls, receive case management, etc.)

Shelter Supplies \$3,500 – Shelter laundry services to clean shelter sheets, blankets and towels.

Hotel Vouchers \$2,000 – Hotel Vouchers for clients when shelter is not available for families and/or clients with disabilities.

Essential Services – \$19,000

In-Reach Engagement Specialist – One FTE Shelter Case Manager will spend 100% of their time providing case management and linkage services in the emergency shelters to homeless individuals and families at \$34,475. 21.75% of their salary (\$7,500) will be billed to ESG project.

Support Center Case Manager – One FTE Support Center Case Manager will spend 100% of their time providing case management and linkage services in the emergency shelters to homeless individuals and families at \$35,020. 21.42% of their salary (\$7,500) will be billed to ESG project.

Transportation \$4,000 – transportation for homeless clients to job trainings, interviews, employment, shelter sites, medical appointments.

#### **b. Alternative Revenue Sources**

Housing Forward works to mitigate the risk of eliminated or decreased public funding for the shelter by securing support from private funders, and shoring up the support of its grassroots donor base (whose support is particularly strong in Oak Park.) Housing Forward is the only provider of emergency and summer transitional shelter in the Village of Oak Park. The closest service alternatives are located in LaGrange and the City of Chicago. If the PADS Shelter did not receive funding, or received reduced funding for this program, it is likely that we would have to reduce the length of the shelter season.

### 3. Attachments

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

#### **Articles of Incorporation/Bylaws**

[articles of incorporation and bylaws.pdf](#)

#### **Non-profit determination (IRS letter)**

[irs letter of determination - housing forward 2015.pdf](#)

#### **List of Board of Directors**

[2017-18 board contact list.pdf](#)

#### **Organizational Chart**

[2018 org chart.pdf](#)

#### **Resumes**

[resumes.pdf](#)

#### **Financial Statement and Audit**

[2015-2016 audit final.pdf](#)

**Statement of ADA Compliance**

[housing forward statement of ada compliance signed.pdf](#)

**Budget Worksheet**

[es -budget.xlsx](#)

**Logic Model**

[housing forward pads shelter logic model esg.pdf](#)

**Timeline**

[housing forward esg shelter 2018-2019 timeline.pdf](#)

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

[conflict of interest and anti-lobbying statements.pdf](#)

**EEO Form**

[eeo report chart.pdf](#)

**Intake Documentation**

[housing forward pads shelter intake documentation.pdf](#)

**Support Statements**

4. Proposal Agency Information and Verification

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

Janet Gow

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

Director of Development & Communications

**3. Date of Submittal**

Tue, 2018-03-13

I agree

[Previous submission](#)

[Next submission](#)



PY 2018 ESG Logic Model

Organization	Housing Forward
Project Name	PADS Shelter program (ESG)

Goal Statement: The goal of the PADS Shelter program is to provide immediate, temporary crisis response to individuals experiencing homelessness.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
<p>PADS Shelter Manager</p> <p>Three In-Reach Staff</p> <p>Three Bachelor Level Social Work Students</p> <p>A core group of trained volunteers that provide support and assistance to participants</p> <p>Nine congregations that donate space to the program – mid-Sept-May.</p> <p>Seven congregations donate space from June-mid Sept.</p> <p>Congregations and community groups that provide three meals for each participants</p>	<p>Outreach to engage clients</p> <p>Outreach to recruit volunteers</p> <p>Volunteer training</p> <p>Operate the shelter seven nights per week and offer services (medical, counseling, etc.) as indicated.</p> <p>Provide basic service and case management while in Shelter.</p> <p>Offer long term case management to clients who request services.</p>	<p>500 Total unduplicated persons served (without regard to income or residency)</p> <p>500 Low/Moderate Income individuals served</p> <p>60 Oak Park residents served</p> <p>60 Low/Moderate Income Oak Park residents served</p> <p>Less than 3% of individuals who present for shelter will be turned away due to space</p>	<p>Persons experiencing homelessness will have a place to sleep each night</p> <p>Some clients will engage in case management and be linked to other services including housing</p>	<p>Participants will use the PADS Shelter and Transitional Shelter (summer) as a gateway to supportive services that will lead to stability by working to remove barriers to housing</p> <p>Participants will build long_term case management relationship that will assist them in achieving goals</p>	<p>500 clients will receive basic food (43,500 meals) and shelter (14,500)</p> <p>350 clients from the shelter will connect to the Support Center for basic services (showers, mail services, hygiene products, etc.)</p>

<p>Medical professionals that provide medical screenings and health education classes.</p> <p>Linens and other bedding supplies</p> <p>Personal Hygiene supplies</p>	<p>Submit monthly and quarterly reports as indicated.</p>				
--	---	--	--	--	--



PY 2018 ESG Timeline

Organization	Housing Forward
Project Name	PADS Shelter program

Timeframe	Activity	Person Responsible
Month 1 October	Ensure that all Shelter locations are ready for the opening of the season.	Shelter Manager
	Ensure that staff, and interns are prepared for seasons.	Outreach and Engagement Manager
	Ensure that all Shelter volunteers are in place,	Volunteer and Outreach Manager and Shelter Manager
	Complete registration process for all clients.	In-reach staff
	Provide Shelter to clients.	In reach Staff and Shelter Volunteers
	Provide case management to shelter clients who request it.	Shelter In-reach case managers
Month 2 November	Complete registration process for all new clients.	In-reach staff
	Provide shelter to clients.	In reach Staff and Shelter Volunteers
	Provide case management to shelter clients who request it.	Shelter In-Reach Case Managers
	By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.	Outreach and Engagement Manager
	Prepare and submit to the Board of Directors a monthly report of clients in the program	Director of Operations

	<p>and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	Director of Finance and Admin
Month 3 December	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers In Reach Shelter Case Managers</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 4 January	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Managers</p> <p>Outreach and Engagement Manager</p>

	<p>Perform quarterly review of all programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park a quarterly report.</p> <p>Bill Village of Oak Park for services.</p>	<p>Senior Management Team</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
<p>Month 5 February</p>	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In-Reach Case Managers</p> <p>Outreach and Engagement Manager</p>

	<p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 6 March	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Managers</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 7 April	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Managers</p> <p>Outreach and Engagement Manager</p>

	<p>Perform quarterly review of all programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report.</p> <p>Bill Village of Oak Park for services.</p>	<p>Senior Management Team</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
<p>Month 8 May</p>	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Managers</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>

	<p>and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	Director of Finance and Admin
Month 9 June	<p>Nightly Rotational Shelter season Ends; Transitional Summer Shelter begins</p> <p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it</p> <p>Complete registration process for clients in the Summer Transitional Shelter</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Manager</p> <p>Shelter Manager and In-Reach staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 10 July	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Managers</p>

	<p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
<p>Month 11 August</p>	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients if they request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Perform quarterly review of all programs at the Senior Management Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Respond to the Alliance to End Homelessness in Suburban</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Managers</p> <p>Outreach and Engagement Manager</p> <p>Senior Management Team</p> <p>Director of Operations</p> <p>Director of Operations</p>

	<p>Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report</p> <p>Bill Village of Oak Park for services.</p>	<p>Director of Operations</p> <p>Director of Finance and Admin</p>
<p>Month 12 September</p>	<p>Complete registration process for all new clients.</p> <p>Provide shelter to clients.</p> <p>Provide case management to shelter clients who request it.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>In-reach staff</p> <p>In reach Staff and Shelter Volunteers</p> <p>Shelter In Reach Case Managers</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>

**2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables**

**Table 1: PY 2018 ESG Proposed Activity Budget**

Complete only for this specific ESG Activity; Be very specific.

<b>PY 2018 ESG ACTIVITY BUDGET</b> (Be specific & entitle line items according to ESG regulations.)	<b>Total PY 2018 Costs</b> (Oak Park ESG & all other sources)	<b>Itemized Oak Park</b> <b>PY 2018 ESG Activity</b>
<b>RAPID RE-HOUSING ACTIVITY COSTS:</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$146,554.00</b>	<b>\$30,500.00</b>
(Specify Eligible Costs): Case Management	\$75,697.00	\$15,000.00
(Specify Eligible Costs): Shelter Costs	\$53,457.00	\$9,500.00
(Specify Eligible Costs): Transportation	\$13,400.00	\$4,000.00
(Specify Eligible Costs): Hotel Vouchers	\$4,000.00	\$2,000.00
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>STREET OUTREACH ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$146,554.00</b>	<b>\$30,500.00</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.  
List all grants funding received or expected to be available for operating this activity.

PY 2018 FUNDING SOURCE (Note if this is part of your <u>Match</u> )	Type of funding - Other Federal, State/Local or Private?	Amount (\$)	Has funding been approved? (Yes/No)
Cook County ESG	Federal	\$24,000.00	No
FEMA	Federal	\$30,000.00	No
Village of Oak Park CDBG	Federal	\$17,000.00	No
Berwyn CDBG	Federal	\$6,000.00	Yes
United Way	Private	\$20,000.00	Yes
Private Contributions	Private	\$19,054.00	Yes
Inkind	InKind	\$461,000.00	Yes
<b>TOTAL - OTHER GRANTS</b>		<b>\$577,054.00</b>	

Match  
Match

## PY 2018 ESG

### a. Revised Budget Description

Describe each ESG cost in detail (e.g. specific positions, % FTE, % of time spent on the ESG portion of the project, type of supplies). Focus on the ESG portion of the project, and show the percentage of each category charged to this budget. Be extremely detailed with regard to the type of ESG cost involved, per the HUD ESG regulations.

**TOTAL: \$28,614**

#### **Shelter Operations – \$9,614**

Shelter Rent \$4,114– Supportive Service space for homeless individuals and families to get basic needs met (i.e. showering, receive mail, make phone calls, receive case management, etc.)

Shelter Supplies \$3,500 – Shelter laundry services to clean shelter sheets, blankets and towels.

Hotel Vouchers \$2,000 – Hotel Vouchers for clients when shelter is not available for families and/or clients with disabilities.

#### **Essential Services – \$19,000**

In-Reach Engagement Specialist – One FTE Shelter Case Manager will spend 100% of their time providing case management and linkage services in the emergency shelters to homeless individuals and families at \$34,475. 21.755% of their salary (\$7,500) will be billed to ESG project.

Support Center Case Manager – One FTE Support Center Case Manager will spend 100% of their time providing case management and linkage services in the emergency shelters to homeless individuals and families at \$35,020. 21.417% of their salary (\$7,500) will be billed to ESG project.

Transportation \$4,000 – transportation for homeless clients to job trainings, interviews, employment, shelter sites, medical appointments.

**2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables**

**Table 1: PY 2018 ESG Revised Activity Budget**

Complete only for this particular ESG Activity; Be very specific.

PY 2018 ESG ACTIVITY BUDGET (Be specific & entitle line items according to ESG regulations.)	Total PY 2018 Costs (Oak Park ESG & all other sources)	Itemized Oak Park PY 2018 ESG Activity
<b>RAPID RE-HOUSING ACTIVITY COSTS:</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$146,554.00</b>	<b>\$28,614.00</b>
(Specify Eligible Costs): Case Management	\$75,697.00	\$15,000.00
(Specify Eligible Costs): Shelter Costs	\$53,457.00	\$7,614.00
(Specify Eligible Costs): Transportation	\$13,400.00	\$4,000.00
(Specify Eligible Costs): Hotel Vouchers	\$4,000.00	\$2,000.00
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>STREET OUTREACH ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$146,554.00</b>	<b>\$28,614.00</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

PY 2018 FUNDING SOURCE (Note if this is part of your <u>Match</u> )	Type of funding - Other Federal, State/Local or Private?	Amount (\$)	Has funding been approved? (Yes/No)
Cook County ESG	Federal	\$24,000.00	No
FEMA	Federal	\$30,000.00	No
Village of Oak Park CDBG	Federal	\$17,000.00	No
Berwyn CDBG	Federal	\$6,000.00	Yes
United Way	Private	\$20,000.00	Yes
Private Contributions (Match)	Private	\$19,054.00	Yes
Inkind (Match)	InKind	\$461,000.00	Yes
<b>TOTAL - OTHER GRANTS</b>		<b>\$577,054.00</b>	

[Home](#) » [Village of Oak Park Emergency Solutions Grant Submission Form](#) » [Webform results](#)

## Submission #35

[View](#)[Edit](#)[Delete](#)[Previous submission](#)[Next submission](#)[Print](#)[Resend e-mails](#)

### Submission information

Form: [Village of Oak Park Emergency Solutions Grant Submission Form](#)

Submitted by pads

Wed, 2018-03-14 16:54

173.161.13.193

### 1. Applicant Information

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

#### A. Organization Information

##### 1. Organization Name

Housing Forward

##### 2. Organization Mailing Address

1851 S. 9th Avenue, Maywood, IL 60153

##### 3. Organization Phone Number

708-338-1724

##### 4. Executive Director

Lynda Schueler

##### 5. Email Address

lschueler@housingforward.org

##### 6. FEIN #

36-3876660

##### 7. DUNS #

79-822-9725

#### B. Project Information

##### 1. Proposed Project Name

Homeless Prevention

**2. Proposed Project Address**

6634 W. Roosevelt Road, 2nd Floor, Oak Park, IL 60304

**3. Proposed Project Manager/Primary Contact**

Armando Smith, 708-338-1724 ext. 222

**4. Secondary Project Contact**

Lynda Schueler, 708-338-1724 ext 223

**5. Proposed Project Phone Number**

708-338-1724

**6. Proposed Project Email Address**

asmith@housingforward.org

**C. Type of Organization**

Private non-profit

**D. Partner Organization Information**

If you are partnering with one or more agencies for this proposal, complete the following section for each agency.

**1. Partner Organization Name**

**2. Partner Organization Address**

**3. Partner Contact Person**

**4. Partner Contact Person Phone**

Not applicable

**5. Partner Email Address**

**6. Partner Type of Organization**

**7. Partner's FEIN#**

**E. Project Overview**

**1. Total ESG dollars requested**

\$ 28,500

**2. Total project budget**

\$ 187,780

**3. Total Persons Served Annually**

185 total individuals in 93 households (30 Oak Park Residents in 15 households)

#### **4. Project Location(s)**

Housing Forward's Oak Park office on 6634 W. Roosevelt Road, 2nd Floor, Oak Park, IL 60304

#### **5. Hours of Service**

Services are available M, Th, Fr 9 am-3 pm; Tu 9 am-1 pm and 3 pm -7 pm; Wed 9 am -1 pm  
Closed Sat and Sun

#### **6. Project Description/Purpose**

Housing Forward's Homeless Prevention program began in 2001 and was designed to help vulnerable and at-risk of homelessness individuals and families remain in their current housing by offering one-time financial assistance that resolves their crisis. Program participants are referred to the program after being pre-screened by the Homeless Prevention Call Center Housing Forward to complete an intake and assessment. Upon approval for financial assistance the household is also assisted with short-term case management and aftercare services (i.e. post-assistance).

Individuals and families who participate in Homeless Prevention are at "imminent" risk of homelessness and are often undergoing a temporary economic crisis. They benefit from Housing Forward's Homeless Prevention program by avoiding the physical and emotional trauma of homelessness through the immediate resolution of their crisis, and connection to services like Employment Readiness or financial literary education, to prevent future recurrence of a crisis.

#### **7. Proposed Activity**

Homelessness Prevention

## 2. Project Narrative

### **I. Background and Need**

Rising rents and stagnant wage growth are contributing to a crisis of eviction in west Cook County for low-income individuals and families. Of Oak Park's population of 52,080, 40% of our residents are renters. The Heartland Alliance Social Impact Center's 2016 Poverty Fact Sheet reports that in the Oak Park senate district, 20,238 people are living in poverty and 7,012 live in extreme poverty. Households that pay over 30% of their gross income are considered to be rent overburdened. In Oak Park, 5,511 households, 44.41% of renters in Oak Park, are said to be severely rent-burdened. On average, families in poverty in Oak Park have an annual income at \$10,010 under the federal poverty line. The growing cost of rent in our region exceeds wage growth, and the ongoing lack of affordable housing is contributing to housing instability in our community.

Housing Forward's provision of Homeless Prevention funds continues to grow to meet the demand created by these economic conditions. In 2017, we prevented 93 households from becoming homeless, by either providing financial assistance or stabilization services, or some combination of the two.

## II. Approach

### a. Meeting Needs

Housing Forward's Homeless Prevention program is designed to decrease the number of individuals who become homeless by providing short-term assistance. Almost half of persons served by our Homeless Prevention program are children; two-thirds of adults served tend to be women. By helping participants take the necessary steps to stabilize their housing, the Prevention program addresses the immediate financial crisis as well as offering an opportunity to address the root causes of these families' instability. The costs of this assistance are far lower than the costs of re-housing a homeless family, or allowing a family to become homeless and end up in the Emergency Shelter.

### b. Target Population

The homeless prevention program relies on a rigorous and expansive screening and assessment program in order to target high risk clients for this assistance. Every client who comes into contact with the agency is screened for their potential to participate in our prevention programs. Clients who have near to sufficient income to resolve their crisis, have an alternate housing plan, or qualify when assistance is unavailable are referred to Short-term Stability Services case management in order to resolve their crisis through referrals and help with problem-solving. Clients who meet the criteria and are deemed the highest risk (i.e. lowest income, actual court date for eviction, multiple years of housing instability) will be prioritized for services. In addition, clients who are eligible and need further assistance are engaged in Aftercare case management, and follow-up is contacted to ensure that a recurrence of their crisis is avoided.

Housing Forward is also committed to provided services in a culturally competent manner. In 2015, we developed a cultural competency plan in accordance with guidelines set forth by the Illinois Department of Human Services. Housing Forward employs bilingual staff members and volunteers, and staff are trained to utilize a translation service over the phone when language is a barrier to service delivery.

### c. Strategies

Households who are at "imminent" risk of homelessness (e.g. a 5-day eviction notice, living precariously in a doubled up situation and that is housing ending, etc.) are referred to the county-wide, centralized intake the Homelessness Prevention Call Center (877)426-6515. Households are pre-screened for eligibility and referred to a portal agency that provides prevention services in their geographic area (Housing Forward rotates screening calls with the Homelessness Prevention Call Center, with two other west suburban agencies five days a week). Households referred to Housing Forward are intaked by the Homeless Prevention Case Manager, who conducts a case management appointment to determine eligibility.

To determine eligibility, households must 1) show proof that they are at imminent risk of homelessness; 2) have had a temporary economic crisis beyond their control, the crisis has been resolved and they can resume payments; and 3) demonstrate that their household income is at or below 30% of area median income. If a client is deemed eligible, and all documentation is provided and verified, the client will be enrolled in the program for financial assistance. The Homeless Prevention Specialist will ensure eligibility by obtaining income verification, documentation for 'at risk of becoming homeless, but for this assistance' from the participant and then verifying the information with the current landlord. If the participant is deemed to

need more than one-time financial assistance, they will receive short term stabilization/case management services.

#### d. Written Standards

##### **1. Evaluation Policies and Procedures**

All calls are pre-screened by the Homeless Prevention Call Center and referred to the Homeless Prevention Specialist who completes a screening form. The eligibility requirements for the programs are that the applicant is experiencing a housing crisis: i.e. about to be evicted, and has no other financial resources and has proof of an economic hardship. During the course of the assessment, the Homeless Prevention Specialist informs the caller of the required documents needed to establish the housing crisis and the timeline for submission. Once those are submitted the application is processed and a decision is made as to eligibility.

##### **2. Coordination with Other Providers**

Housing Forward is taking bold steps to strengthen our work in the community and to advance service coordination both locally and across suburban Cook County. For the past year, Housing Forward has led housing coordination efforts after being selected to lead suburban Cook County's Coordinated Entry (CE) system, now called Entry Point. Through Entry Point, single adults, families, veterans and youth experiencing homelessness will be matched to services and housing based on their preferences and level of need.

Housing Forward has demonstrated experience and leadership in the field. For instance, Housing Forward trains peer agencies in using evidence-based practices including housing first, harm reduction, mental health first aid, trauma informed care and motivational interviewing as approaches to working with vulnerable and high-risk populations. We also maintain formal partnerships with 17 agencies and connections with over 30 community partners including: Cook County Health and Hospital Systems, Hines VA, Heartland Alliance, Thresholds, Thrive Counseling Center and others.

##### **3. Prioritization**

Participants must be defined as 'at-risk of homelessness' vs. 'literal homeless' as a factor in determining if they are eligible for Homeless Prevention services. Homeless Prevention eligible participants must also have enough income to pay their rent past the initial assistance..

Delinquent rent may be paid to a landlord on behalf of a client who is at imminent risk of losing their housing. The reason for the delinquency should be beyond the client's control. Financial mismanagement is not a reason beyond the client's control.

Guidelines for Assistance:

- \* The client must present a fully executed 5-day notice or court order for eviction and meets the other eligibility guidelines for Homelessness Prevention Services.
- \* It should also be determined if the client will be capable of maintaining their housing after receiving assistance. If not, eviction cannot be prevented and assistance should not be provided.
- \* The client must verify sufficient income.
- \* The rent should not exceed 50% of the household income.
- \* A client who is more than one month delinquent or whose rental payment exceeds the maximum amount allowable must first pay the difference between the amount owed and the amount P.A.D.S. will pay. This must be demonstrated with valid documentation, such as

receipts for payment, canceled checks, or a statement from the mortgage holder stipulating that payment has been made. No funds will be released until the documentation is on file. This policy has been implemented because partial payment of a delinquent rent may not be enough to prevent eviction. If special terms are negotiated for partial payment, documentation is needed from the landlord that the payment arrangement is satisfactory.

#### **4. Determining Participants' Costs**

The Homeless Prevention Specialist will work with the household to outline the client's own efforts to supplement prevention assistance funds and plan of action on strategies the client will implement to prevent future delinquencies. The rent and utility calculation forms are completed to determine how much a client is able to pay based on their income and the landlord's willingness to offer a payment plan from the tenant.

#### **5. Length of Assistance**

Funds applied for under Homeless Prevention are to be used to assist households that have received eviction notice or notices of termination of utility services. The following conditions must be met:

- The inability of the family to make the required payment(s) must be the result of a sudden reduction in income.
- the assistance must be necessary to avoid eviction of the family or termination of services to the family.
- there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and
- the assistance must not supplant funding from preexisting homeless prevention activities from any other sources.

Once these conditions are met, the Homeless Prevention Case Manager will determine how much assistance the household is eligible to receive based on how much is owed and the household's own ability to contribute.

#### **6. Type, Amount and Duration of Services**

As stated previously, the type, amount and duration of assistance is determined by HUD and the municipal entity managing the program.

### **III. Program Eligibility**

#### **a. Goal Statement**

The goal of the Homeless Prevention program is to provide a one-time intervention of financial assistance that stabilizes individuals and families and prevents them from going through the traumatic experience of homelessness.

#### **b. Documentation**

##### **1. Outputs and Outcomes**

The Director of Operations and Client Services is responsible for ensuring that all programs are working to achieve their stated outcomes. For the Homeless Prevention Program, the Prevention Case Manager is responsible for collecting data on participants and entering that

data into the HMIS system within 48 hours of an intake/case management session. The Stability Services Program Manager (the direct supervisor of the HP staff) reviews the HMIS report on a weekly basis to ensure that the data is entered in a timely manner. At the end of the month the Performance Evaluator prepares a data quality report on clients served and provides it to the Program Manager to correct any errors or deficiencies.

On a quarterly basis the Alliance to End Homelessness in Suburban Cook County conducts a data quality check. Housing Forward is required to submit a report stating that all HMIS information is entered correctly. In addition, a member of our staff attends the monthly meeting of the HMIS User group.

## **2. Income Documentation**

To determine eligibility, households must 1) show proof that they are at imminent risk of homelessness; 2) have had a temporary economic crisis beyond their control, the crisis has been resolved and they can resume payments; and 3) demonstrate that their household income is at or below 30% of area median income. If a client is deemed eligible, and all documentation is provided and verified, the client will be enrolled in the program for short term assistance. Clients who meet the risk factors for most imminent risk of losing their housing (i.e. lowest income, actual court date for eviction, etc), are prioritized for services.

## **3. Evaluation Process**

The Stability Services Program Manager, Romiesha Tucker, reviews with the HP case manager, on a weekly basis, her progress in entering the data (new clients, and ongoing clients.) She also confirms these entries by reviewing reports in HMIS. The Performance Evaluator, Tammy Verticchio, reviews HMIS reports on a monthly basis. The Housing Director and the Director of Operations and Client Services also review the report and addresses an ongoing data issues with the Managers as necessary. At the end of each quarter, the leadership team which includes all program managers and the executive team, compare the results of the quarter against objectives, and propose corrective actions if needed.

## **IV. Organizational Capacity**

### **a. Mission and Experience**

#### **1. Experience**

Housing Forward has offered emergency shelter, housing and homeless prevention services to low-income clients facing (or experiencing) a housing crisis in west Cook County since 1992. Over the past 26 years, we have developed a unique, integrated approach that to date has transformed the lives of more than 17,000 people. Housing Forward's manages a variety of federal, state, and local public funding and is accustomed to public financial and reporting requirements.

Housing Forward has a team of 47 employees that provide a full continuum of services that includes preventative emergency assistance, street outreach, emergency shelter, wraparound supportive services, job readiness training, and supportive housing to clients. Housing Forward is the only social service agency in west Cook County with a comprehensive "housing + services" solution for transitioning individuals and families

out of homelessness. Our Supportive Housing program offers permanent solutions to resolve homelessness and also provide for the long-term stability of clients and prevent a relapse of homelessness.

Housing Forward has demonstrated experience and leadership in the field. For instance, Housing Forward trains peer agencies in using evidence-based practices including housing first, harm reduction, mental health first aid, trauma informed care and motivational interviewing as approaches to working with vulnerable and high-risk populations. We also maintain formal partnerships with 17 agencies and connections with over 30 community partners including: Cook County Health and Hospital Systems, Hines VA, Heartland Alliance, Thresholds, Thrive Counseling Center and others.

Lynda Schueler, Housing Forward's Executive Director, is a founding member of the Alliance to End Homelessness in Suburban Cook County and has been with Housing Forward for 19 years. She holds a Master's Degree in Public Administration. Armando Smith, Housing Forward's Director of Operations & Client Services, has been with the agency since November 2014 and supervises the six direct service programs that comprise Housing Forward's integrated solution to homelessness. Mr. Smith is a Licensed Clinical Social Worker (LCSW) with 38 years of experience.

Our staff includes several veteran case managers and program supervisors, most of whom have advanced degrees in relevant fields (one RN, two MAs, an MPH, an MPA, an MS, and an LCSW). In addition, our case management interns (who are pursuing Masters of Social Work degrees at area universities) work in the shelters and at the Maywood Support Center.

## **2. Reporting Requirements**

Housing Forward's FY18 annual budget of \$7.3 million is a diverse mix of federal, state, local, private sector funds and in-kind resources. Government sources include the Corporation for National and Community Service; U.S. Department of Housing and Urban Development via the Supportive Housing Program, the Village of Oak Park (CDBG & ESG), the Cook County Department of Planning (CDBG & ESG), and the City of Berwyn (CDBG); U.S. Department of Veterans Affairs; Community Services Block Grant (CSBG), Proviso Township Mental Health Commission; Community Mental Health Board of Oak Park Township; Illinois Department of Human Services; and the Federal Emergency Management Agency.

Housing Forward's reputation for solid and effective programming with sound fiscal and programmatic oversight has made possible the continued expansion and diversification of public and private funding sources over the years. Housing Forward maintains a Finance and Administration department that includes one Director, one FTE accounting specialist, two FTE grants accountants and an office manager. Our accounting and administrative infrastructure allows us to center regulatory compliance as a core principle and facilitates efficient management of large-scale public grants. The agency also has one FTE Compliance Manager and one FTE Performance Evaluator. Our fiscal and program policies, approved by the Board of Directors, incorporate procedures to ensure compliance with funding rules and regulations at all levels of the program. Housing Forward's Director of Operations & Client Services and Director of Finance & Administration are responsible for the program and fiscal compliance, respectively. These positions are supervised by the agency Executive Director, Lynda

Schueler, who has final oversight and accountability of the program. These policies have resulted in total compliance with all regulations in the past, and will be used going forward to maintain program integrity.

### **3. Collaboration**

Housing Forward prides itself on building collaborative partnerships, both within the homeless provider network and across sectors, to improve access to services and beyond an often silo-ed service delivery system. Housing Forward has a formal partnerships with numerous organizations including - Chicago Volunteer Legal Services, Loyola University Health Sciences Division & Health System, Oak Park & River Forest Food Pantry, and Oak Park Township. Partners for Supportive Housing are Hines VA Hospital, Cook County Health and Hospital System, South Suburban PADS, Thresholds, Thrive, Heartland Alliance Health, Oak Park Residence Corporation, Oak Park Housing Authority, and BEDS Plus Care. For Housing Forward's PADS Shelter program, the agency is supported by site congregations (in Berwyn, Franklin Park, Forest Park and Oak Park). The agency also partners with West Suburban Medical Center and Rush Oak Park Hospital for laundry services. For Emergency Assistance, Housing Forward partners with Catholic Charities, CEDA and the Salvation Army. The Employment Program partners with the Cara Program, Inspiration Corporation and Oak Park Township.

In 2017, Housing Forward was selected by the Alliance to End Homelessness in Suburban Cook County to lead the development and implementation of a Coordinated Entry system, now called "Entry Point" for suburban Cook County that standardizes and expedites the process by which people experiencing homelessness or who are at imminent risk of homelessness. In partnership with eight other homeless provider agencies, Housing Forward is providing training on best practices of using a low-barrier, housing first approach to working with the population.

The advancement of service coordination as well as building community support for addressing homelessness remains a core strategy of Housing Forward's Board of Directors and Leadership team in our efforts to end homelessness in the Oak Park area. Since the launch of the Oak Park Homelessness Coalition in 2016, Housing Forward continues to be a lead partner that brings together public servants, schools, social services agencies, businesses, and other stakeholders to educate the public about homelessness and implement coordinated strategies for addressing homelessness in Oak Park. Housing Forward partners with Catholic Charities and the Salvation Army. The Employment Program partners with Inspiration Corporation and Oak Park Township.

## **V. Budget Narrative**

### **a. Budget Description**

TOTAL: \$28,500

Case Management \$10,500

One FTE Prevention Specialist salary at \$40,000 annually. The Prevention Specialist will spend 100% of their time screening and assessing at risk individuals and families for

homeless prevention referrals and linkage to other services and 26.25% of their salary will be billed to the ESG Project.

Housing Relocation and Stabilization \$4,000 – Provide assistance with Security Deposits for individuals and families at risk of homelessness.

Financial Assistance \$13,500

Short-term Tenant Based rental assistance \$4,500 – Assistance with up to three months of tenant based rental assistance

Rent arrears assistance \$9,000 – Assistance with past due rental assistance to prevent eviction.

**b. Alternative Revenue Sources**

Housing Forward works to mitigate the risk of eliminated or decreased public funding for our Rapid Re-Housing program by securing support from private funders, and shoring up the support of its grassroots donor base (whose support is particularly strong in Oak Park.) If funding is not received at the level requested, it is likely that we would have to reduce the number of households Housing Forward could assist.

Housing Forward will meet the match requirements by this request in the amount of ESG funds awarded with the sources of this match from private funding.

**3. Attachments**

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

**Articles of Incorporation/Bylaws**

articles of incorporation and bylaws.pdf

**Non-profit determination (IRS letter)**

irs letter of determination - housing forward 2015.pdf

**List of Board of Directors**

2017-18 board contact list.pdf

**Organizational Chart**

2018 org chart.pdf

**Resumes**

resumes.pdf

**Financial Statement and Audit**

2015-2016 audit final.pdf

**Statement of ADA Compliance**

housing forward statement of ada compliance signed.pdf

**Budget Worksheet**

[hp\\_budget.xlsx](#)

**Logic Model**

[housing\\_forward\\_homeless\\_prevention\\_logic\\_model.docx](#)

**Timeline**

[housing\\_forward\\_homeless\\_prevention\\_2018\\_timeline.docx](#)

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

[conflict\\_of\\_interest\\_and\\_anti-lobbying\\_statements.pdf](#)

**EEO Form**

[eeo\\_report\\_chart.pdf](#)

**Intake Documentation**

[homelessness\\_prevention\\_intake\\_forms.pdf](#)

**Support Statements**

4. Proposal Agency Information and Verification

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

Janet Gow

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

Director of Development & Communications

**3. Date of Submittal**

Wed, 2018-03-14

I agree

[Previous submission](#)

[Next submission](#)



Organization	Housing Forward
Project Name	Homeless Prevention (ESG)

Goal Statement: The goal of the Homeless Prevention program is to provide a one-time intervention of financial assistance that stabilizes individuals and families and prevents them from going through the traumatic experience of homelessness.

Inputs	Outputs		Outcomes		Measurement/ Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/ Long Term	
Prevention Program Manager	Screen referrals from coordinated call center or from walk-in center to determine eligibility	130 people in 40 households will be provided with financial assistance (Total; all municipalities)	Individuals and families will avoid becoming homeless.	Individuals will stay housed and remain stable in their housing.	Number of individuals who receive assistance
One full-time prevention Case Manager	Process applications of eligible candidates including collecting and submitting of documents	20 Oak Park residents in 6 households will be provided with financial assistance	Clients will accept referrals to address any issues that may be barriers to retaining their housing.	Stable housing prevents exacerbation of other crises and affords an opportunity to regain financial stability.	Number of individuals who receive assistance that are still in their housing after six months.
One full time prevention specialist					
One full time Short-term Stability Services Case Manager	Follow up with individuals who have left the program, three, six and nine months after termination or graduation.				
Homeless Prevention Assessment Form	Submit monthly and quarterly reports as indicated.				
Funds to provide assistance to qualified individuals					



PY 2018 ESG

Organization	Housing Forward
Project Name	Homeless Prevention

Timeframe	Activity	Person Responsible
Month 1	<p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p>	<p>Call Center</p> <p>Prevention Case Manager</p> <p>Stability Services Case Manager</p> <p>Prevention Case Manager</p> <p>Director of Operations and Client Services</p>
Month 2	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Call Center</p> <p>Prevention Case Manager</p>

	<p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Stability Services Case Manager</p> <p>Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>
<p>Month 3</p>	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Call Center</p> <p>Prevention Case Manager</p> <p>Stability Services Case Manager</p> <p>Prevention Case Manager</p> <p>Director of Operations and Client Services</p>

	<p>Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Program Manager and Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>
<p>Month 4</p>	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Prepare and submit to the Village of Oak Park a quarterly</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Call Center</p> <p>Prevention Case Manager</p> <p>Stability Services Case Manager</p> <p>Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Client Services and</p>

	<p>report that includes billing.</p> <p>Bill Village of Oak Park for services</p>	<p>Operations</p> <p>Director of Finance and Admin</p>
Month 5	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Call Center</p> <p>Prevention Case Manager</p> <p>Stability Services Case Manager</p> <p>Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>
Month 6	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services</p>	<p>Program Manager</p>

	<p>from the previous month with the appropriate disposition. By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Program Manager</p> <p>Call Center</p> <p>Prevention Case Manager</p> <p>Stability Services Case Manager</p> <p>Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>
<p>Month 7</p>	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p>	<p>Program Manager</p> <p>Program Manager</p>

	<p>Screen referrals to determine eligibility Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Prepare and Submit to the Village of Oak Park a quarterly report.</p> <p>Bill Village of Oak Park for services</p>	<p>Call Center</p> <p>Prevention Case Manager</p> <p>Stability Services Case Manager</p> <p>Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Client Services and Operations</p> <p>Director of Finance and Admin</p>
<p>Month 8</p>	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Call Center</p>

	<p>clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Prevention Case Manager</p> <p>Stability Services Case Manager</p> <p>Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>
<p>Month 9</p>	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Call Center</p> <p>Prevention Case Manager</p> <p>Stability Services Case Manager</p>

	<p>scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>
<p>Month 10</p>	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Call Center</p> <p>Prevention Case Manager</p> <p>Stability Services Case Manager</p> <p>Prevention Case Manager</p> <p>Director of Operations and Client Services</p>

	<p>report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Submit to the Village of Oak Park a quarterly report</p> <p>Bill Village of Oak Park for services.</p>	<p>Program Manager and Director of Operations and Client Services</p> <p>Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>
<p>Month 11</p>	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Call Center</p> <p>Prevention Case Manager</p> <p>Stability Services Case Manager</p> <p>Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p>

	<p>significant variance.</p> <p>Bill Village of Oak Park for services.</p>	Director of Finance and Admin
Month 12	<p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all homeless prevention services from the previous month with the appropriate disposition.</p> <p>By the 5<sup>th</sup> of the month, submit to the Director of Operations the spreadsheet summary of all aftercare encounters from the previous month with the appropriate disposition.</p> <p>Screen referrals to determine eligibility</p> <p>Provide case management and process payment for eligible clients.</p> <p>Provide stability services for ineligible clients</p> <p>Provide after care follow up to discharged clients as scheduled.</p> <p>Schedule monthly training for staff on relevant topics.</p> <p>Prepare and submit to the Board of Directors a monthly report of prevention and aftercare calls, with an explanation of and improvement plan for any significant variance.</p> <p>Prepare and submit to the Village of Oak Park a quarterly report that includes billing.</p> <p>Bill Village of Oak Park for services.</p>	<p>Program Manager</p> <p>Program Manager</p> <p>Call Center</p> <p>Prevention Case Manager</p> <p>Stability Services Case Manager</p> <p>Prevention Case Manager</p> <p>Director of Operations and Client Services</p> <p>Program Director and Director of Operations and Client Services</p> <p>Program Manager and Director of Operations and Client Services</p> <p>Director of Finance and Admin</p>

**2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables**

**Table 1: PY 2018 ESG Proposed Activity Budget**

Complete only for this specific ESG Activity; Be very specific.

<b>PY 2018 ESG ACTIVITY BUDGET</b> (Be specific & entitle line items according to ESG regulations.)	<b>Total PY 2018 Costs</b> (Oak Park ESG & all other sources)	<b>Itemized Oak Park PY 2018 ESG Activity</b>
<b>RAPID RE-HOUSING ACTIVITY COSTS:</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$187,780.00</b>	<b>\$28,500.00</b>
(Specify Eligible Costs): Case Management/ Housing Stabilization	\$52,780.00	\$10,500.00
(Specify Eligible Costs): Security Deposits and Housing Location Salary	\$22,500.00	\$4,500.00
(Specify Eligible Costs): Short-Term Rental Assistance	\$22,500.00	\$4,500.00
(Specify Eligible Costs): Rent Arrears Assistance	\$90,000.00	\$9,000.00
<b>STREET OUTREACH ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$187,780.00</b>	<b>\$28,500.00</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

PY 2018 FUNDING SOURCE (Note if this is part of your <u>Match</u> )	Type of funding - Other Federal, State/Local or Private?	Amount (\$)	Has funding been approved? (Yes/No)
Cook County ESG	Federal	\$35,000.00	No
CSBG - CEDA	Federal	\$50,000.00	Yes
Cicero ESG	Federal	\$35,000.00	Yes
Private Contributions	Private	\$39,280.00	Yes
<b>TOTAL - OTHER GRANTS</b>		<b>\$159,280.00</b>	

Match

## PY 2018 ESG

### a. Revised Budget Description

Describe each ESG cost in detail (e.g. specific positions, % FTE, % of time spent on the ESG portion of the project, type of supplies). Focus on the ESG portion of the project, and show the percentage of each category charged to this budget. Be extremely detailed with regard to the type of ESG cost involved, per the HUD ESG regulations.

TOTAL: \$26,737

Case Management \$8,000 – One FTE Prevention Specialist salary at \$40,000 annually. The Prevention Specialist will spend 100% of their time screening and assessing at risk individuals and families for homeless prevention referrals and linkage to other services and 20% of their salary will be billed to the ESG Project.

Housing Relocation and Stabilization \$5,000 – Provide assistance with Security Deposits for individuals and families at risk of homelessness.

Financial Assistance \$13,737 –

Short-term Tenant Based rental assistance \$4,000 – Assistance with up to three months of tenant based rental assistance

Rent arrears assistance \$9,737 – Assistance with past due rental assistance to prevent eviction.

**2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables**

**Table 1: PY 2018 ESG Revised Activity Budget**

Complete only for this specific ESG Activity; Be very specific.

PY 2018 ESG ACTIVITY BUDGET (Be specific & entitle line items according to ESG regulations.)	Total PY 2018 Costs (Oak Park ESG & all other sources)	Itemized Oak Park PY 2018 ESG Activity
<b>RAPID RE-HOUSING ACTIVITY COSTS:</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$187,780.00</b>	<b>\$26,737.00</b>
(Specify Eligible Costs): Case Management/ Housing Stabilization	\$52,780.00	\$8,000.00
(Specify Eligible Costs): Security Deposits and Housing Location Salary	\$22,500.00	\$5,000.00
(Specify Eligible Costs): Short-Term Rental Assistance	\$22,500.00	\$4,000.00
(Specify Eligible Costs): Rent Arrears Assistance	\$90,000.00	\$9,737.00
<b>STREET OUTREACH ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$187,780.00</b>	<b>\$26,737.00</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

PY 2018 FUNDING SOURCE (Note if this is part of your <u>Match</u> )	Type of funding - Other Federal, State/Local or Private?	Amount (\$)	Has funding been approved? (Yes/No)
Cook County ESG	Federal	\$35,000.00	No
CSBG - CEDA (Match)	Federal	\$50,000.00	Yes
Cicero ESG	Federal	\$35,000.00	Yes
Private Contributions	Private	\$41,043.00	Yes
<b>TOTAL - OTHER GRANTS</b>		<b>\$161,043.00</b>	

[Home](#) » [Village of Oak Park Emergency Solutions Grant Submission Form](#) » [Webform results](#)

# Submission #34

[View](#)[Edit](#)[Delete](#)[Previous submission](#)[Next submission](#)[Print](#)[Resend e-mails](#)

## Submission information

Form: [Village of Oak Park Emergency Solutions Grant Submission Form](#)

Submitted by pads

Wed, 2018-03-14 12:14

173.161.13.193

## 1. Applicant Information

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

### A. Organization Information

#### 1. Organization Name

Housing Forward

#### 2. Organization Mailing Address

1851 S. 9th Avenue, Maywood, IL 60153

#### 3. Organization Phone Number

708-338-1724

#### 4. Executive Director

Lynda Schueler

#### 5. Email Address

lschueler@housingforward.org

#### 6. FEIN #

36-3876660

#### 7. DUNS #

79-822-9725

### B. Project Information

#### 1. Proposed Project Name

Rapid Re-Housing

**2. Proposed Project Address**

1851 S. 9th Avenue, Maywood, IL 60153

**3. Proposed Project Manager/Primary Contact**

Lynda Schueler, 708-338-1724 ext 223

**4. Secondary Project Contact**

Armando Smith, 708-338-1724 ext 222

**5. Proposed Project Phone Number**

708-338-1724

**6. Proposed Project Email Address**

asmith@housingforward.org

**C. Type of Organization**

Private non-profit

**D. Partner Organization Information**

If you are partnering with one or more agencies for this proposal, complete the following section for each agency.

**1. Partner Organization Name**

**2. Partner Organization Address**

**3. Partner Contact Person**

**4. Partner Contact Person Phone**

Not applicable

**5. Partner Email Address**

**6. Partner Type of Organization**

**7. Partner's FEIN#**

**E. Project Overview**

**1. Total ESG dollars requested**

\$ 43,000

**2. Total project budget**

\$ 221,511

**3. Total Persons Served Annually**

40 total individuals in 25 households, 12 Oak Park Residents in 7 households

#### **4. Project Location(s)**

Housing Forward's Headquarters and Support Center is located at 1851 S. 9th Avenue in Maywood. Housing specific case management and other services will occur at the Housing Forward office and in the client's homes.

#### **5. Hours of Service**

RRH case management services will be provided 7.5 hours per day, 5 days a week (M-F, 8am to 4:30 pm)

#### **6. Project Description/Purpose**

Rapid ReHousing (RRH) minimizes the trauma of homelessness for individuals and families experiencing a housing crisis by moving them quickly from homelessness into stable, permanent housing as quickly as possible. Participants are offered short to medium-term rental assistance coupled with tailored case management and services that will prepare them for sustaining their housing after the rental assistance ends.

RRH reduces the length of time an individual or family spends in the PADS Emergency Shelter, or on the streets, provides services in order to address underlying causes of their crisis, and facilitates the retention of housing over the long term. The costs associated with providing this service are far lower than the costs of keeping them in the shelter over long periods. Data from the U.S. Interagency Council on Homelessness indicates that nationwide, 70% of households served by RRH are successfully housed and do not return to an emergency shelter.

In 2017, Housing Forward moved 80 individuals in 53 households out of the shelter and provided 12,701 nights of stable housing using this low-cost, high-impact assistance.

#### **7. Proposed Activity**

Rapid Rehousing

## **2. Project Narrative**

### **I. Background and Need**

Rapid Re-Housing (RRH) is an intervention, informed by a Housing First approach that is a critical part of a community's effective homeless crisis response system. Through Rapid Rehousing, individuals and families experiencing a housing crisis are rapidly connected to stable housing through a client-centered assistance that may include time-limited financial assistance and targeted supportive services. RRH helps individuals and families living on the streets or in the emergency shelter solve the practical and immediate challenges to obtaining permanent housing while reducing the amount of time they experience homelessness, avoiding a near-term return to homelessness, and linking them to community resources that enable them to achieve housing stability in the long-term.

While the PADS Emergency Shelter is an effective tool in combating homelessness in the short-term, it is not a viable long-term solution. While a client is in the shelter, they tend to operate in "survival mode." Their primary focus and concern is for addressing their immediate, most basic needs. Clients are better able to address a crisis and adopt or resume behavior that facilitates self-

sufficiency once the immediate need for safe and stable housing is addressed. There is also a tremendous need for beds in the Emergency Shelter. In 2017, Housing Forward was in the unfortunate position of having to turn-away individuals seeking shelter 723 times, over the course of 241 nights, due to capacity limits. If a client is eligible for permanent housing, it is crucial to get them into the housing as quickly as possible, so that others in immediate need can use the Emergency Shelter. The RRH program addresses these problems by transitioning clients as quickly as possible from homelessness back into a stable housing situation.

## II. Approach

### a. Meeting Needs

Rapid Re-housing helps individuals and families experiencing homelessness locate housing, participate in home-based case management to promote housing retention and gain access to community resources they require to be successful. The program provides support, linkages to services, opportunities to increase income, and crisis resolution to homeless clients whose situation lends itself to a quick resolution and transition to self-sufficiency.

Rapid Re-housing also will decrease the number of homeless households with children by diverting homeless families from the emergency shelter to minimize the negative ramifications of their homelessness while immediately working toward resolution of the causes of that crisis via case management and supportive services.

Although they may have many additional challenges and service needs, the majority of families and individuals experiencing homelessness become homeless due to a financial crisis or other crisis that leads to the loss of housing. Addressing homelessness for these households primarily entails addressing their housing barriers to help them return to permanent housing. Most families experiencing homelessness are not significantly different from other low-income families. Most have had recent experience living in permanent housing, and can return and remain housed without long-term supportive services. RRH focuses on identifying and building upon the strengths of families to maintain their own housing.

Since October 2009, when the RRH services began at Housing Forward, 430 people have been stabilized through this program. It has very effectively filled a gap for that segment of the homeless population whose alternatives had previously been limited to extended stays in the Emergency Shelter. Given the finite number of shelter beds in our service area (turnaways increased 146% in the 2016-2017 shelter season), our RRH program has been an ideal solution for preventing chronic or prolonged homelessness among clients who require only a short or medium-term intervention.

### b. Target Population

The target populations for RRH are homeless individuals and families who do not require the long-term support offered by our permanent supportive housing program. The program can also be used to support temporary or “bridge housing” (i.e. less than 90 days) for those who have long-term housing needs and have been approved for a permanent housing subsidy, but the housing has yet to be secured. Most of the participants served in RRH have experienced an isolated, unexpected event (loss of a job, an eviction, an illness, domestic violence, etc) which led to their homelessness. The participants are staying in the Emergency Shelter because they have nowhere else to turn, and are qualified and motivated to return to housing as quickly as possible. In many cases, families are prioritized in the program, because the shelter

environment is not suitable for children. The trauma of homelessness for children threatens both their physical and mental health outcomes, and is detrimental to their performance in school. RRH shortens their stay in the shelter, and prevents a worsening of outcomes for vulnerable children and their families.

Housing Forward is also committed to providing services in a culturally competent manner. Staff undergo monthly trainings that address, among other things, issues of culturally competent service provision. In 2015, we developed a cultural competency plan in accordance with guidelines set forth by the Illinois Department of Human Services. Housing Forward employs volunteers and staff who are bilingual and we currently utilize a translation service over the phone when language is a barrier to service delivery.

### **c. Strategies**

Housing Forward uses a low barrier approach to assisting clients who are eligible for RRH funding. All potential candidates are screened for eligibility and then referred to the program. When deemed eligible, participants in the program will have access to and will be encouraged to engage with the Housing Navigator in order to secure housing. Barriers to housing are identified during the intake and assessment process, and then addressed by assisting clients with resolving any issue that may hinder their ability to secure housing (i.e. addressing credit issues, communicating about potential criminal background issues, etc). A full-time Housing Navigator will assist clients to find and secure housing in the community they can afford and the proximity to work, transportation, and local amenities. Participants will be eligible for ongoing emergency services (Emergency Shelter or other temporary housing), supportive services and case management via our day-time Support Center, employment readiness and basic needs services. Once housed, participants are assigned to a case manager to develop a plan for maintaining housing and to offer wraparound services, including linkages and referrals to other services as needed, that they may need to remain stable.

### **d. Written Standards**

#### **1. Evaluation Policies and Procedures**

Eligibility for the Rapid Re-housing program is established by HUD. The individual or head of household must meet HUD's definition of literally homeless. They must also have a verifiable source of income, or the potential to gain income to eventually take over the lease of the apartment.

RRH requires clients to meet with a case manager not less than once per month and must be re-evaluated quarterly. The Case Manager must document that the Client lacks sufficient resources and support networks necessary to retain housing without assistance and the types and amounts of assistance that s/he needs to retain housing. The program requires that program clients notify their case manager of changes in their income or other circumstances (e.g., changes in household composition) that affect their need for assistance. When notified of a relevant change, the program must reevaluate the program client's eligibility and the amount and types of assistance that s/he needs.

#### **2. Coordination with Other Providers**

Housing Forward has a program manual that describes the role of the case managers and the requirement of coordinating services with community-based organizations and mainstream services. The role of the case manager is described as providing direct services

to program participants; to develop and implement individual service plans; assist clients in identifying and achieving personal goals; facilitate groups and activities; teach and/or assist tenants in developing self-sufficiency plans, communication and self-advocacy skills; make referrals to community-based services; assist tenants in accessing and maintaining entitlements/benefits; advocate for needed services; and assist tenants in meeting the obligations of tenancy.

In addition, Housing Forward is taking bold steps to strengthen our work in the community and to advance service coordination both locally and across suburban Cook County. Housing Forward is a leader in the Oak Park Homelessness Coalition, a 30+ member Coalition of stakeholders and includes area social service agencies that are likely to serve or interface with the population. The Coalition's Service Intersection Workgroup, in particular, is working to improve inter-agency coordination of services for mutual clients and a standardized assessment process to address the holistic needs of clients.

For the past year, Housing Forward has also led housing coordination efforts after being selected to lead suburban Cook County's Coordinated Entry (CE) system, now called Entry Point. Through Entry Point, single adults, families, veterans and youth experiencing homelessness will be matched to services and housing based on their preferences and level of need.

Housing Forward has demonstrated experience and leadership in the field. For instance, Housing Forward trains peer agencies in using evidence-based practices including housing first, harm reduction, mental health first aid, trauma informed care and motivational interviewing as approaches to working with vulnerable and high-risk populations. We also maintain formal partnerships with 17 agencies and connections with over 30 community partners including: Cook County Health and Hospital Systems, Hines VA, Heartland Alliance, Thresholds, Thrive Counseling Center and others.

### **3. Prioritization**

Housing Forward's program manual defines the policies and procedures for documenting RRH and HP eligibility. RRH participants must meet HUD's definition of "literally homeless" and are often referred to the program directly from the PADS Emergency Shelter. Clients who are eligible for Homeless Prevention are at risk of losing their housing, but are not yet homeless so they would not qualify for this assistance and would not be staying in the shelter. Participants found eligible for RRH do not qualify for Homeless Prevention services as they have already lost their housing.

### **4. Determining Participants' Costs**

In RRH, the client pays a portion of the rent directly to a landlord and the agency provides a rental subsidy to the landlord on the client's behalf. There are two agreements governing this arrangement: a lease, and a housing assistance payment contract. The lease is between the client and the landlord. The housing assistance payments contract is between the agency, i.e., Housing Forward and owner or landlord and governs the payment of rental assistance.

Housing Forward makes rental assistance payments to the owner or landlord based on the difference between the total rent and the amount paid by the program client. Housing Forward is not responsible for the portion of the rent not paid by the client if they miss a

rent payment in any given month. Housing Forward is also not responsible for compliance with any other requirements of the lease, though it may provide supportive services to the client focused on meeting lease requirements.

Rapid Re-housing participants are required to pay 30% of their gross income to be applied toward their rent. Participants are also required to pay utilities not included in the rent.

#### **5. Length of Assistance**

The RRH Case Manager must determine the amount and type of assistance that the individual or family will need to (re)gain stability in permanent housing. Assistance may not exceed HUDs requirements and ranges from three months to 24 months. The amount of the assistance is set not to exceed the Fair Market Rate (FMR) and will be adjusted if the rent increases at the end of the lease, but not to exceed the FMR. Levels of assistance is based on short term (0-3 months) or medium assistance (4-24 months).

#### **6. Type, Amount and Duration of Services**

As stated previously, the type, amount and duration of assistance is determined by HUD and the entitlement community managing the program. Levels of assistance is based on short term (0-3 months) or medium assistance (4-24 months); HP assistance is intended to support rent arrears.

### **III. Program Eligibility**

#### **a. Goal Statement**

The goal of the Rapid Re-housing program is to quickly re-house and to reduce the length of stay in the Emergency Shelter system for homeless individuals and families by providing easy access to stable housing and supportive services.

#### **b. Documentation**

##### **1. Outputs and Outcomes**

The Director of Operations and Client Services is responsible for ensuring that all programs are working to achieve their stated outcomes. For the Street Outreach and Engagement Program, the Street Outreach and Engagement staff are responsible for collecting data on participants and entering that data into the HMIS system within 48 hours of an intake/case management session. The Outreach and Engagement Manager (the direct supervisor of both the Street Outreach team and the Shelter InReach workers) reviews the HMIS report on a weekly basis to ensure that the data is entered in a timely manner. At the end of the month the Performance Evaluator prepares a data quality report on clients served and provides it to the Outreach & Engagement Manager to correct any errors or deficiencies. .

On a quarterly basis the Alliance to End Homelessness in Suburban Cook County conducts a data quality check. Housing Forward is required to submit a report stating that all HMIS information is entered correctly. In addition, a member of our staff attends the monthly meeting of the HMIS User group.

##### **2. Income Documentation**

There are four eligibility criteria for participation in this program. Rapid Rehousing participants: 1.) are “literally homeless” per HUD guidelines, 2.) are able to show they have the capacity to take over their lease in 12 months or less, 3.) have consistent verifiable income sufficient to sustain rent after completion of the program (if they don’t have the ability to work), and 4.) are willing to participate in case management.

### **3. Evaluation Process**

The Supportive Housing Director, Patricia Stokes, reviews with the case manager, on a weekly basis, her progress in entering the data (new clients, and ongoing clients.) She also confirms these entries by reviewing reports in HMIS. The Performance Evaluator, Tammy Verticchio, reviews HMIS reports on a monthly basis. The Director of Operations and Client Services also reviews the report and addresses an ongoing data issues with the Managers as necessary. At the end of each quarter, the leadership team which includes all program managers and the executive team, compare the results of the quarter against objectives, and propose corrective actions if needed. The Compliance, Monitoring and Evaluation Manager, David Flint, is responsible for overseeing program evaluation and participant feedback. Participant feedback surveys are confidential and available both on-line and in written form. The results of the evaluations are shared with the program departments and the Organizational Development committee of the agency’s board of directors.

## **IV. Organizational Capacity**

### **a. Mission and Experience**

#### **1. Experience**

Housing Forward has offered emergency shelter, housing and homeless prevention services to low-income clients facing (or experiencing) a housing crisis in west Cook County since 1992. Over the past 26 years, we have developed a unique, integrated approach that to date has transformed the lives of more than 17,000 people. Since 2009, we have provided Rapid Re-Housing to 430 individuals through this program. Housing Forward’s manages a variety of federal, state, and local public funding and is accustomed to public financial and reporting requirements.

Housing Forward has a team of 47 employees that provide a full continuum of services that includes preventative emergency assistance, street outreach, emergency shelter, wraparound supportive services, job readiness training, and supportive housing to clients. Housing Forward is the only social service agency in west Cook County with a comprehensive "housing + services" solution for transitioning individuals and families out of homelessness. Our Supportive Housing program offers permanent solutions to resolve homelessness and also provide for the long-term stability of clients and prevent a relapse of homelessness.

Housing Forward has demonstrated experience and leadership in the field. For instance, Housing Forward trains peer agencies in using evidence-based practices including housing first, harm reduction, mental health first aid, trauma informed care and motivational interviewing as approaches to working with vulnerable and high-risk populations. We also maintain formal partnerships with 17 agencies and connections with over 30 community partners including: Cook County Health and Hospital Systems, Hines VA, Heartland Alliance, Thresholds, Thrive Counseling Center and others.

Lynda Schueler, Housing Forward's Executive Director, is a founding member of the Alliance to End Homelessness in Suburban Cook County and has been with Housing Forward for 19 years. She holds a Master's Degree in Public Administration. Armando Smith, Housing Forward's Director of Operations & Client Services, has been with the agency since November 2014 and supervises the six direct service programs that comprise Housing Forward's integrated solution to homelessness. Mr. Smith is a Licensed Clinical Social Worker (LCSW) with 38 years of experience.

Our staff includes several veteran case managers and program supervisors, most of whom have advanced degrees in relevant fields (one RN, two MAs, an MPH, an MPA, an MS, and an LCSW). In addition, our case management interns (who are pursuing Masters of Social Work degrees at area universities) work in the shelters and at the Maywood Support Center.

## **2. Reporting Requirements**

Housing Forward's FY18 annual budget of \$7.3 million is a diverse mix of federal, state, local, private sector funds and in-kind resources. Government sources include the Corporation for National and Community Service; U.S. Department of Housing and Urban Development via the Supportive Housing Program, the Village of Oak Park (CDBG & ESG), the Cook County Department of Planning (CDBG & ESG), and the City of Berwyn (CDBG); U.S. Department of Veterans Affairs; Community Services Block Grant (CSBG), Proviso Township Mental Health Commission; Community Mental Health Board of Oak Park Township; Illinois Department of Human Services; and the Federal Emergency Management Agency.

Housing Forward's reputation for solid and effective programming with sound fiscal and programmatic oversight has made possible the continued expansion and diversification of public and private funding sources over the years. Housing Forward maintains a Finance and Administration department that includes one Director, one FTE accounting specialist, two FTE grants accountants and an office manager. Our accounting and administrative infrastructure allows us to center regulatory compliance as a core principle and facilitates efficient management of large-scale public grants. The agency also has one FTE Compliance Manager and one FTE Performance Evaluator.

Our fiscal and program policies, approved by the Board of Directors, incorporate procedures to ensure compliance with funding rules and regulations at all levels of the program. Housing Forward's Director of Operations & Client Services and Director of Finance & Administration are responsible for the program and fiscal compliance, respectively. These positions are supervised by the agency Executive Director, Lynda Schueler, who has final oversight and accountability of the program. These policies have resulted in total compliance with all regulations in the past, and will be used going forward to maintain program integrity.

## **3. Collaboration**

Housing Forward prides itself on building collaborative partnerships, both within the homeless provider network and across sectors, to improve access to services and beyond an often silo-ed service delivery system. Housing Forward has a formal partnerships with numerous organizations including - Chicago Volunteer Legal Services, Loyola University Health Sciences Division & Health System, Oak Park & River Forest Food Pantry, , and Oak Park Township. Partners for Supportive Housing are Hines VA

Hospital, Cook County Health and Hospital System, South Suburban PADS, Thresholds, Thrive, Heartland Alliance Health, Oak Park Residence Corporation, Oak Park Housing Authority, and BEDS Plus Care. For Housing Forward's PADS Shelter program, the agency is supported by site congregations (in Berwyn, Franklin Park, Forest Park and Oak Park). The agency also partners with West Suburban Medical Center and Rush Oak Park Hospital for laundry services. For Emergency Assistance, Housing Forward partners with Catholic Charities, CEDA and the Salvation Army. The Employment Program partners with the Cara Program, Inspiration Corporation and Oak Park Township.

In 2017, Housing Forward was selected by the Alliance to End Homelessness in Suburban Cook County to lead the development and implementation of a Coordinated Entry system, now called "Entry Point" for suburban Cook County that standardizes and expedites the process by which people experiencing homelessness or who are at imminent risk of homelessness. In partnership with eight other homeless provider agencies, Housing Forward is providing training on best practices of using a low-barrier, housing first approach to working with the population.

The advancement of service coordination as well as building community support for addressing homelessness remains a core strategy of Housing Forward's Board of Directors and Leadership team in our efforts to end homelessness in the Oak Park area. Since the launch of the Oak Park Homelessness Coalition in 2016, Housing Forward continues to be a lead partner that brings together public servants, schools, social services agencies, businesses, and other stakeholders to educate the public about homelessness and implement coordinated strategies for addressing homelessness in Oak Park.

## V. Budget Narrative

### a. Budget Description

**TOTAL: \$43,000**

**Case Management \$3,500 – One FTE Rapid Re-Housing Case Manager salary at \$35,000 annually. The Rapid Re-Housing Case Manager will spend 100% of their time providing case management to individuals and families who are homeless and 10.00% of their salary will be billed to the ESG Project.**

**Housing Relocation and Stabilization Services \$3,500**

**Housing Location \$3,500 – One FTE Housing Locator salary at \$35,000 annually. The Housing Locator will spend 100% of their time locating housing for homeless individuals and families for placement and 10% of their time will be billed to the ESG Project.**

**Security Deposits \$4,000 – To provide assistance for Security Deposits.**

**Financial Assistance \$32,000**

**Short-term Tenant Based rental assistance \$12,000 – Assistance with up to three months of tenant based rental assistance**

Mid-term Tenant Based rental assistance \$20,000 – Assistance with 4 to 12 months of tenant based rental assistance

**b. Alternative Revenue Sources**

Housing Forward works to mitigate the risk of eliminated or decreased public funding for our Rapid Re-Housing program by securing support from private funders, and shoring up the support of its grassroots donor base (whose support is particularly strong in Oak Park.) If funding is not received at the level requested, it will directly reduce the number of households Housing Forward can assist.

Housing Forward will meet the match requirements by this request in the amount of ESG funds awarded with the sources of this match from Project WISH funding.

**3. Attachments**

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

**Articles of Incorporation/Bylaws**

articles of incorporation and bylaws.pdf

**Non-profit determination (IRS letter)**

irs letter of determination - housing forward 2015.pdf

**List of Board of Directors**

2017-18 board contact list.pdf

**Organizational Chart**

2018 org chart.pdf

**Resumes**

housing forward rrh resumes 2018.pdf

**Financial Statement and Audit**

2015-2016 audit final.pdf

**Statement of ADA Compliance**

housing forward statement of ada compliance signed.pdf

**Budget Worksheet**

rrh budget.xlsx

**Logic Model**

housing forward 2018 rrh logic model 2.docx

**Timeline**

housing forward rrh 2018 timeline.docx

**Conflict of Interest Statement/Anti-Lobbying Statement**  
[conflict of interest and anti-lobbying statements.pdf](#)

**EEO Form**  
[eeo report chart.pdf](#)

**Intake Documentation**  
[rrh intake documentation.doc](#)

**Support Statements**

4. Proposal Agency Information and Verification

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

**2. Title of Authorized Official of Applicant Organization**  
Director of Development & Communications

**3. Date of Submittal**  
Wed, 2018-03-14

I agree

[Previous submission](#)

[Next submission](#)



Organization	Housing Forward
Project Name	Rapid Re-Housing (ESG)

Goal Statement: The goal of the Rapid Re-housing program is to quickly re-house and to reduce the length of stay in the Emergency Shelter system for homeless individuals and families by providing easy access to stable housing and supportive services.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Supportive Housing Director  One housing case manager  Pt. time housing navigator  Intake forms  Funds for financial assistance	Accept applications from housing referrals sources.  Process applications for assistance.  Provide ongoing support and case management services.  Submit monthly and quarterly reports as indicated.	40 Total unduplicated persons in 25 households served (without regard to income or residency)  12 Oak Park residents in 7 households served	Recently homeless individuals and families will be quickly housed.  Individuals and families will receive housing location assistance and case management to quickly move out of homelessness	Removing barriers to homelessness and quickly providing assistance return individuals to stability and allow them to contribute to society.	Number of individuals that are housed  Number of individuals that successfully graduate out of the program.  Number of individuals who engage in case management and supportive services.



Organization	Housing Forward
Project Name	Rapid Re- Housing

Timeframe	Activity	Person Responsible
Month 1	Screen all referrals from internal and external sources.	Rapid Rehousing Case Manager
	Complete intakes on all appropriate referrals.	Rapid Rehousing Case Manager Supportive Housing Director
	Approve for housing all appropriate clients that complete intake process.	Housing Navigator
	Work with approved clients to find housing.	Housing Navigator and Rapid Rehousing Case Manager
	Assist clients in the moving process.	Rapid Rehousing Case Manager
	Provide on-going case management to clients that are housed.	Rapid Rehousing Case Manager
	Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.	
Month 2	Screen all referrals from internal and external sources.	Rapid Rehousing Case Manager
	Complete intakes on all appropriate referrals.	Rapid Rehousing Case Manager
	Approve for housing all appropriate clients that complete intake process.	Supportive Housing Director
	Work with approved clients to find housing.	Housing Navigator

	<p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
<p>Month 3</p>	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p>



	<p>Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Perform quarterly review of all programs at the Leadership Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report.</p> <p>Bill Village of Oak Park for services.</p>	<p>Leadership Team</p> <p>Director of Operations</p> <p><i>Director of Operations</i></p> <p><i>Director of Operations</i></p> <p>Director of Finance and Admin</p>
<p>Month 5</p>	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p>

	<p>appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
<p>Month 6</p>	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Housing Navigator</p> <p>Housing Navigator and Rapid</p>

	<p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 7	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p>

	<p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Perform quarterly review of all programs at the Leadership Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report.</p> <p>Bill Village of Oak Park for services</p>	<p>Supportive Housing Director</p> <p>Leadership Team</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
<p>Month 8</p>	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p>

	<p>appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Supportive Housing Director</p> <p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
<p>Month 9</p>	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager Supportive Housing Director</p> <p>Housing Navigator</p>

	<p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 10	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing. Assist clients in the moving process.</p> <p>Provide on-going case</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p>

	<p>management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Perform quarterly review of all programs at the Leadership Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the</p>	<p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Leadership Team</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
--	--	--

	<p>Village of Oak Park, a quarterly report.</p> <p>Bill Village of Oak Park for services.</p>	
Month 11	<p>Screen all referrals from internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Director of Housing</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 12	Screen all referrals from	Rapid Rehousing Case Manager

	<p>internal and external sources.</p> <p>Complete intakes on all appropriate referrals.</p> <p>Approve for housing all appropriate clients that complete intake process.</p> <p>Work with approved clients to find housing.</p> <p>Assist clients in the moving process.</p> <p>Provide on-going case management to clients that are housed.</p> <p>Provide appropriate support to clients that are being discharged from project and refer to After-care Case Manager.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all nights of shelter and client encounters from the previous month with the appropriate disposition.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and nights of shelter, with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services.</p>	<p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Housing Navigator</p> <p>Housing Navigator and Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Rapid Rehousing Case Manager</p> <p>Supportive Housing Director</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
--	---	---

**2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables**

**Table 1: PY 2018 ESG Proposed Activity Budget**

Complete only for this specific ESG Activity; Be very specific.

<b>PY 2018 ESG ACTIVITY BUDGET (Be specific &amp; entitle line items according to ESG regulations.)</b>	<b>Total PY 2018 Costs (Oak Park ESG &amp; all other sources)</b>	<b>Itemized Oak Park PY 2018 ESG Activity</b>
<b>RAPID RE-HOUSING ACTIVITY COSTS:</b>	<b>\$221,511.00</b>	<b>\$43,000.00</b>
(Specify Eligible Costs): Case Management/ Housing Stabilization	\$65,511.00	\$7,000.00
(Specify Eligible Costs): Security Deposits and Housing Location Salary	\$12,000.00	\$4,000.00
(Specify Eligible Costs): Short-Term Rental Assistance	\$36,000.00	\$12,000.00
(Specify Eligible Costs): Mid-Term Rental Assistance	\$108,000.00	\$20,000.00
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>STREET OUTREACH ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$221,511.00</b>	<b>\$43,000.00</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

PY 2018 FUNDING SOURCE (Note if this is part of your <u>Match</u> )	Type of funding - Other Federal, State/Local or Private?	Amount (\$)	Has funding been approved? (Yes/No)
Cook County ESG	Federal	\$37,000.00	No
United Way	Private	\$20,000.00	Yes
Cicero ESG	Federal	\$38,000.00	No
HUD - SSPADS	Federal	\$83,511.00	Yes
<b>TOTAL - OTHER GRANTS</b>		<b>\$178,511.00</b>	

Match

## PY 2018 ESG

### a. Budget Description

Describe each ESG cost in detail (e.g. specific positions, % FTE, % of time spent on the ESG portion of the project, type of supplies). Focus on the ESG portion of the project, and show the percentage of each category charged to this budget. Be extremely detailed with regard to the type of ESG cost involved, per the HUD ESG regulations.

and of financial assistance for tenant based rental assistance.

**TOTAL: \$40,340**

**Case Management \$7,000** – One FTE Rapid Re-Housing Case Manager salary at \$35,000 annually. The Rapid Re-Housing Case Manager will spend 100% of their time providing case management to individuals and families who are homeless and 20.00% of their salary will be billed to the ESG Project.

**Housing Relocation and Stabilization Services \$7,500** –

Housing Location \$3,500 – One FTE Housing Locator salary at \$35,000 annually. The Housing Locator will spend 100% of their time locating housing for homeless individuals and families for placement and 10% of their time will be billed to the ESG Project.

Security Deposits \$4,000 – To provide assistance for Security Deposits.

**Financial Assistance \$25,840** –

Short-term Tenant Based rental assistance \$9,000 – Assistance with up to three months of tenant based rental assistance

Mid-term Tenant Based rental assistance \$16,840 – Assistance with 4 to 12 months of tenant based rental assistance

**2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables**

**Table 1: PY 2018 ESG Proposed Activity Budget**

Complete only for this specific ESG Activity; Be very specific.

<b>PY 2018 ESG ACTIVITY BUDGET (Be specific &amp; entitle line items according to ESG regulations.)</b>	<b>Total PY 2018 Costs (Oak Park ESG &amp; all other sources)</b>	<b>Itemized Oak Park PY 2018 ESG Activity</b>
<b>RAPID RE-HOUSING ACTIVITY COSTS:</b>	<b>\$221,511.00</b>	<b>\$40,340.00</b>
(Specify Eligible Costs): Case Management/ Housing Stabilization	\$65,511.00	\$7,000.00
(Specify Eligible Costs): Security Deposits and Housing Location Salary	\$12,000.00	\$7,500.00
(Specify Eligible Costs): Short-Term Rental Assistance	\$36,000.00	\$9,000.00
(Specify Eligible Costs): Mid-Term Rental Assistance	\$108,000.00	\$16,840.00
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>STREET OUTREACH ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$221,511.00</b>	<b>\$40,340.00</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

PY 2018 FUNDING SOURCE (Note if this is part of your <u>Match</u> )	Type of funding - Other Federal, State/Local or Private?	Amount (\$)	Has funding been approved? (Yes/No)
Cook County ESG	Federal	\$37,000.00	No
United Way	Private	\$20,000.00	Yes
Cicero ESG	Federal	\$38,000.00	No
HUD - SSPADS (Match)	Federal	\$86,171.00	Yes
<b>TOTAL - OTHER GRANTS</b>		<b>\$181,171.00</b>	

[Home](#) » [Village of Oak Park Emergency Solutions Grant Submission Form](#) » [Webform results](#)

## Submission #33

[View](#)[Edit](#)[Delete](#)[Previous submission](#)[Next submission](#)[Print](#)[Resend e-mails](#)

### Submission information

Form: [Village of Oak Park Emergency Solutions Grant Submission Form](#)

Submitted by pads

Tue, 2018-03-13 17:21

173.161.13.193

### 1. Applicant Information

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

#### A. Organization Information

##### 1. Organization Name

Housing Forward

##### 2. Organization Mailing Address

1851 S. 9th Avenue, Maywood, IL 60153

##### 3. Organization Phone Number

708-338-1724

##### 4. Executive Director

Lynda Schueler

##### 5. Email Address

lschueler@housingforward.org

##### 6. FEIN #

36-3876660

##### 7. DUNS #

79-822-9725

#### B. Project Information

##### 1. Proposed Project Name

Street Outreach

**2. Proposed Project Address**

1851 S. 9th Avenue, Maywood, IL 60153

**3. Proposed Project Manager/Primary Contact**

Armando Smith, 708-338-1724 ext. 222

**4. Secondary Project Contact**

Lynda Schueler, 708-338-1724 ext 223

**5. Proposed Project Phone Number**

708-338-1724

**6. Proposed Project Email Address**

asmith@housingforward.org

**C. Type of Organization**

Private non-profit

**D. Partner Organization Information**

If you are partnering with one or more agencies for this proposal, complete the following section for each agency.

**1. Partner Organization Name**

**2. Partner Organization Address**

**3. Partner Contact Person**

**4. Partner Contact Person Phone**

Not applicable

**5. Partner Email Address**

**6. Partner Type of Organization**

**7. Partner's FEIN#**

**E. Project Overview**

**1. Total ESG dollars requested**

\$ 23,000

**2. Total project budget**

\$ 95,520

**3. Total Persons Served Annually**

401 total individuals served (200 Identified in Oak Park)

#### **4. Project Location(s)**

Outreach specific activities will happen at a variety of places located in Oak Park, including, but not limited to: Austin Gardens, Scoville Park, the Oak Park Public Main Library, the CTA Green and Blue Line trains, Metra station, Downtown Oak Park, as well as any place where we are informed that potential clients may be residing.

#### **5. Hours of Service**

The Street Outreach team is mobile in the community 5 days a week. Hours vary and occur on a rolling basis.

#### **6. Project Description/Purpose**

The Street Outreach program is designed to outreach individuals and families who are homeless and residing in a place not meant for human habitation (i.e. parks, cars, etc) in the Oak Park area. The goal of the program is to link the most vulnerable and/or service-resistant individuals to supportive services where their basic and long-term needs can be met and eventually move them into supportive housing.

#### **7. Proposed Activity**

Street Outreach

## **2. Project Narrative**

### **I. Background and Need**

Outreach and Engagement is intended and designed to be mobile, flexible and person-centered and to meet homeless individuals where they are both physically and emotionally. Geographically, this could be any place that feels safe and familiar to them - in the shelter, on the streets or on public transportation. Referrals from local municipal services (police departments, libraries, township staff,) enable the Street Outreach team to make contact with unsheltered homeless persons living in places not meant for human habitation (e.g. abandoned buildings, parks, cars and forest preserves) primarily in Oak Park, Berwyn, Cicero, Maywood, Schiller Park and Franklin Park. Street homelessness is both visible and hidden in Oak Park. The visibility is most prevalent in the downtown/business areas of Oak Park, but often times persons are found hidden from view in parks and cars. Individuals experiencing chronic homelessness and may be more resistant to engagement are more likely to suffer from a disabling condition such as a behavioral health disorder, chronic illness, or physical impairment than the rest of the population. The worsening of these conditions can be both a cause and effect of prolonged homelessness. A history of homelessness over any period can be a significant barrier to accessing and sustaining safe, stable housing.

Housing Forward works to link these individuals with our Supportive Services program to begin addressing basic needs (shelter, food, showers and clothing) and personal barriers to sustained housing (e.g. health and income.) Supportive Housing staff and the Street Outreach team collaborate on identifying the best supportive housing opportunities for them. In 2017, the Street Outreach team connected with a total of 401 individuals; 144 individuals were provided with basic

needs (only); 165 folks outreached were engaged in case management; 29 were linked to medical, mental health or substance abuse programs, 30 were housed; 20 were linked to income/benefits.

## II. Approach

### a. Meeting Needs

Housing Forward is the only agency offering Street Outreach services in the Oak Park area. Our Street Outreach team engages with individuals and families who previously were not connected to services. These individuals may not be connected to services because they were either not aware of those services or because they chose not to access them. The ultimate goal is linkage to safe, suitable housing, first by way of building a trusting relationship, then meeting their basic needs and addressing health or disability issues that compromise their stability. This program enables Housing Forward to reach homeless individuals that would not otherwise present to the PADS Shelter, perhaps because of concerns about stigma or safety, and therefore are not connected to resources that will return them to stable housing.

The Street Outreach team uses a variety of engagement techniques to assist clients in building trust and rapport with Housing Forward staff. They have established a visible presence and contact routines in targeted areas at various times of day and evening, providing bag lunches and personal care items, and conducting assessments. The Outreach and Engagement process can take weeks or even months of sustained relationship building efforts before the desired outcomes of engagement in case management services and linkage with supportive housing are achieved.

### b. Target Population

The target population is non-service seeking individuals and families who are residing in a place not meant for human habitation in the Oak Park area. Our Street Outreach services are designed to serve all homeless populations, excluding unaccompanied homeless youth under the age of 18 who are referred to township or youth-serving organizations. Any individual or household who is outreached and identified as a special sub-population (family, domestic violence or youth) will immediately receive a safety screen and given linkage and referrals appropriate to meet their needs.

In 2017, the breakdown of Street Outreach clients were: 55% male, 43% female; 61% African American, 19% White, 1% American Indian or Alaska Native; 1% Asian. 78% of clients served were Non-Hispanic/Non-Latino. 100% of clients served were over the age of 18. 100% of project clients qualify as extremely low income.

It is often difficult to determine the exact length of homelessness among chronically homeless individuals on the street. We have encountered clients who had been homeless for as little as one week, as well as several clients who had been homeless for 20 years or more. The only way to verify this information is to talk to family members, police departments, etc. Housing Forward is also committed to provided services in a culturally competent manner. Staff undergo monthly trainings that address, among other things, issues of culturally competent service provision. In 2015, we developed a cultural competency plan in accordance with guidelines set forth by the Illinois Department of Human Services. Housing Forward employs volunteers and staff who are bilingual and we currently utilize a translation service over the phone when language is a barrier to service delivery.

### **c. Strategies**

The Street Outreach and Engagement team includes two fulltime specialists, and one .5FTE Outreach & Engagement Manager. These staff members are responsible for going into the communities of Oak Park, Berwyn and Cicero and engaging individuals they encounter. Staff members adhere to and model interpersonal strategies in order to successfully engage and build trust with those they interact with. Street Outreach workers must be flexible, non-judgmental, respectful, assertive, patient, resourceful, client-centered, independent and cautious (as necessary) in order to do their job effectively.

Housing Forward's Street Outreach model is based on the premise of meeting individuals experiencing homelessness "where they are." Geographically, that could be a place they frequent, where they have familiarity and feel safe – whether on the streets or public transportation, in a library or at the forest preserve. Determining the less visible emotional, physical and mental health aspects of "where they are" has been crucial to the success of Housing Forward's outreach efforts.

The Street Outreach team conducts outreach during the early morning, afternoon and early evening hours, with established contact routines for the "hot spots" in the community. The frequency and level of services varies widely among clients according to each one's needs or desires and are not limited. Behind the scenes, case managers work daily with Housing Forward's Street Outreach team, sharing information to expedite clients' transition out of homelessness. The Street Outreach team, though highly mobile, plays an active role in this collaborative communications system remotely via cell phones and in person via their participation in formal, weekly case management meetings at which managers discuss active caseloads and client progress toward health, income and housing goals.

Research shows that persons who are chronic and on the street are often severely disabled by mental illness, addiction or a physical impairment. They are frequently in a chronic state of loss and trauma, with a very narrow, short-term focus on their own survival. They will engage only when they feel safe and comfortable, thus the outreach process begins with a "contact routine," an offer of coffee, a bag lunch or personal care items on a regular basis over weeks or months until a trusting relationship has formed. As this develops, the Street Outreach team conducts ongoing needs assessments through both observation and interviewing techniques based on five factors: reflective listening, experience validation, acknowledgement of self-determination, identification of "needs" and "wants," and reframing techniques to help the person see their potential for change.

Once the person is fully engaged, they are linked with Housing Forward's Supportive Services case managers to begin addressing their basic needs (shelter, food, showers and clothing), as well as Supportive Housing staff to identify the most appropriate interim, transitional and permanent housing opportunities. The process from outreach to engagement to service linkage is tailored to each individual, but the objective is always the same – access to services and permanent housing.

The Street Outreach program takes a harm reduction model when engaging with clients. Clients are not required to have any days of sobriety or medication compliance (if applicable) before they engage. Services include outreach and engagement, crisis case management and linkage to basic needs and housing services. Street outreach clients will have access to all PADS Shelters, supportive services and supportive housing, and will be encouraged to link to

more intensive basic needs and case management services. Staff are also trained on “Trauma Informed Care” recognizing that homelessness by its very nature is traumatic and that those we serve are likely to have experienced a traumatic event that has directly or indirectly affected their homelessness.

#### d. Written Standards

##### **1. Evaluation Policies and Procedures**

There are no eligibility requirements as individuals and families are encountered on the streets and in public places where they receive information, support and basic supplies (personal hygiene items, water, food, gloves, etc.). If the person is interested in ongoing services, and/or if the Street Outreach team member continues to encounter the person on the street, they will conduct a brief assessment to determine their eligibility for other programs of the agency, and help them collect the necessary documents.

##### **2. Coordination with Other Providers**

Housing Forward is taking bold steps to strengthen our work in the community and to advance service coordination both locally and across suburban Cook County.

Housing Forward is a leader in the Oak Park Homelessness Coalition, a 30+ member Coalition of stakeholders and includes area social service agencies that are likely to serve or interface with the population. The Coalition’s Service Intersection Workgroup, in particular, is working to improve inter-agency coordination of services for mutual clients and a standardized assessment process to address the holistic needs of clients.

For the past year, Housing Forward has also led housing coordination efforts after being selected to lead suburban Cook County’s Coordinated Entry (CE) system, now called Entry Point. Through Entry Point, single adults, families, veterans and youth experiencing homelessness will be matched to services and housing based on their preferences and level of need.

Housing Forward has demonstrated experience and leadership in the field. For instance, Housing Forward trains peer agencies in using evidence-based practices including housing first, harm reduction, mental health first aid, trauma informed care and motivational interviewing as approaches to working with vulnerable and high-risk populations. We also maintain formal partnerships with 17 agencies and connections with over 30 community partners including: Cook County Health and Hospital Systems, Hines VA, Heartland Alliance, Thresholds, Thrive Counseling Center and others.

##### **3. Prioritization**

Not applicable.

##### **4. Determining Participants’ Costs**

Not applicable.

##### **5. Length of Assistance**

Not applicable.

##### **6. Type, Amount and Duration of Services**

Not applicable.

### III. Program Eligibility

#### a. Goal Statement

The goal of the Street Outreach program is to engage service-resistant people living in places not meant for human habitation case management designed to break down their barriers to housing stability.

#### b. Documentation

##### 1. Outputs and Outcomes

The Director of Operations and Client Services is responsible for ensuring that all programs are working to achieve their stated outcomes. For the Street Outreach and Engagement Program, the Street Outreach and Engagement staff are responsible for collecting data on participants and entering that data into the HMIS system within 48 hours of a intake/case management session. The Outreach and Engagement Manager (the direct supervisor of the InReach workers) reviews the HMIS report on a weekly basis to ensure that the data is entered in a timely manner. At the end of the month the Performance Evaluator prepares a data quality report on clients served and provides it to the Outreach & Engagement Manager to correct any errors or deficiencies.

On a quarterly basis the Alliance to End Homelessness in Suburban Cook County conducts a data quality check. Housing Forward is required to submit a report stating that all HMIS information is entered correctly. In addition, a member of our staff attends the monthly meeting of the HMIS User group.

##### 2. Income Documentation

All clients served during the Street Outreach Program are a presumed benefit population. There are no income eligibility guidelines for this program.

##### 3. Evaluation Process

The Manager of Outreach and Engagement, Holly Rotman-Zaid, reviews with the Street Outreach team on a weekly basis, their progress in entering case management data (new persons encountered and ongoing interactions). She also confirms these entries by reviewing reports in HMIS. The Performance Evaluator, Tammy Verticchio, reviews HMIS reports on a monthly basis. The Director of Operations and Client Services also reviews the report and addresses an ongoing data issues with the Managers as necessary. At the end of each quarter, the leadership team which includes all program managers and the executive team, compare the results of the quarter against objectives, and propose corrective actions if needed.

### IV. Organizational Capacity

#### a. Mission and Experience

##### 1. Experience

Housing Forward has offered emergency shelter, housing and homeless prevention services to low-income clients facing (or experiencing) a housing crisis in west Cook County since 1992. Our Street Outreach team has been working in the community since 2012. Over the past 26 years, we have developed a unique, integrated approach that to date has transformed the lives of more than 17,000 people. Housing Forward's manages a variety of federal, state, and local public funding and is accustomed to public financial and reporting requirements.

Housing Forward has a team of 47 employees that provide a full continuum of services that includes preventative emergency assistance, street outreach, emergency shelter, wraparound supportive services, job readiness training, and supportive housing to clients. Housing Forward is the only social service agency in west Cook County with a comprehensive "housing + services" solution for transitioning individuals and families out of homelessness. Our Supportive Housing program offers permanent solutions to resolve homelessness and also provide for the long-term stability of clients and prevent a relapse of homelessness.

Housing Forward has demonstrated experience and leadership in the field. For instance, Housing Forward trains peer agencies in using evidence-based practices including housing first, harm reduction, mental health first aid, trauma informed care and motivational interviewing as approaches to working with vulnerable and high-risk populations. We also maintain formal partnerships with 17 agencies and connections with over 30 community partners including: Cook County Health and Hospital Systems, Hines VA, Heartland Alliance, Thresholds, Thrive Counseling Center and others.

Lynda Schueler, Housing Forward's Executive Director, is a founding member of the Alliance to End Homelessness in Suburban Cook County and has been with Housing Forward for 18 years. She holds a Master's Degree in Public Administration. Armando Smith, Housing Forward's Director of Operations & Client Services, has been with the agency since November 2014 and supervises the six direct service programs that comprise Housing Forward's integrated solution to homelessness. Mr. Smith is a Licensed Clinical Social Worker (LCSW) with 38 years of experience.

Our staff includes several veteran case managers and program supervisors, most of whom have advanced degrees in relevant fields (one RN, two MAs, an MPH, an MPA, an MS, and an LCSW). In addition, our case management interns (who are pursuing Masters of Social Work degrees at area universities) work in the shelters and at the Maywood Support Center.

## **2. Reporting Requirements**

Housing Forward's FY18 annual budget of \$7.3 million is a diverse mix of federal, state, local, private sector funds and in-kind resources. Government sources include the Corporation for National and Community Service; U.S. Department of Housing and Urban Development via the Supportive Housing Program, the Village of Oak Park (CDBG & ESG), the Cook County Department of Planning (CDBG & ESG), and the City of Berwyn (CDBG); U.S. Department of Veterans Affairs; Community Services Block Grant (CSBG), Proviso Township Mental Health Commission; Community Mental Health Board of Oak Park Township; Illinois Department of Human Services; and the Federal Emergency Management Agency.

Housing Forward's reputation for solid and effective programming with sound fiscal and programmatic oversight has made possible the continued expansion and diversification of public and private funding sources over the years. Housing Forward maintains a Finance and Administration department that includes one Director, one FTE accounting specialist, two FTE grants accountants and an office manager. Our accounting and administrative infrastructure allows us to center regulatory compliance as a core principle and facilitates efficient management of large-scale public grants. The agency also has one FTE Compliance Manager and one FTE Performance Evaluator. Our fiscal and program policies, approved by the Board of Directors, incorporate procedures to ensure compliance with funding rules and regulations at all levels of the program. Housing Forward's Director of Operations & Client Services and Director of Finance & Administration are responsible for the program and fiscal compliance, respectively. These positions are supervised by the agency Executive Director, Lynda Schueler, who has final oversight and accountability of the program. These policies have resulted in total compliance with all regulations in the past, and will be used going forward to maintain program integrity.

### **3. Collaboration**

Housing Forward was selected by the Alliance to End Homelessness in Suburban Cook County to lead the development and implementation of a Coordinated Entry system, now called "Entry Point" for suburban Cook County that standardizes and expedites the process by which people experiencing homelessness or who are at imminent risk of homelessness. In partnership with eight other homeless provider agencies, Housing Forward is providing training on best practices of using a low-barrier, housing first approach to working with the population.

The advancement of service coordination as well as building community support for addressing homelessness remains a core strategy of Housing Forward's Board of Directors and Leadership team in our efforts to end homelessness in the Oak Park area. Since the launch of the Oak Park Homelessness Coalition in 2016, Housing Forward continues to be a lead partner that brings together public servants, schools, social services agencies, businesses, and other stakeholders to educate the public about homelessness and implement coordinated strategies for addressing homelessness in Oak Park.

Other partners include Chicago Volunteer Legal Services, Loyola University Health Sciences Division & Health System, Oak Park & River Forest Food Pantry, Rush Oak Park Hospital, Hines VA, and Oak Park Township. Partners for Supportive Housing are Hines VA Hospital, South Suburban PADS, Thresholds, Thrive, Heartland Alliance Health,, Oak Park Residence Corporation, Oak Park Housing Authority, and BEDS Plus Care. For Housing Forward's PADS Shelter program, the agency is supported by site congregations (in Berwyn, Franklin Park, Forest Park and Oak Park). The agency also partners with West Suburban Medical Center and Rush Oak Park Hospital for laundry services. For Emergency Assistance, Housing Forward partners with Catholic Charities and the Salvation Army. The Employment Program partners with Inspiration Corporation and Oak Park Township.

## V. Budget Narrative

### a. Budget Description

TOTAL: \$23,000

Outreach Services - One FTE Street Outreach Team Member salary at \$34,575 annually. The Street Outreach Team Member will spend 100% of their time providing outreach in Oak Park and 66.52% will be billed to the ESG Project.

### b. Alternative Revenue Sources

Housing Forward has the largest Street Outreach team in suburban Cook County and is the only provider in the Village of Oak Park. Housing Forward works to mitigate the risk of eliminated or decreased public funding for our Street Outreach and Engagement program by securing support from private funders, and shoring up the support of its grassroots donor base (whose support is particularly strong in Oak Park.) If funding is not received at the level requested, it is likely that we would have to reduce the amount of time spent conducting Street Outreach in the Village. Currently, we have one staff member who is dedicated solely to Oak Park.

Housing Forward will meet the match requirements by this request in the amount of ESG funds awarded with the sources of these match funds as a grant from a private foundation funder.

## 3. Attachments

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

### Articles of Incorporation/Bylaws

articles of incorporation and bylaws.pdf

### Non-profit determination (IRS letter)

irs letter of determination - housing forward 2015.pdf

### List of Board of Directors

2017-18 board contact list.pdf

### Organizational Chart

2018 org chart.pdf

### Resumes

resumes street outreach.pdf

### Financial Statement and Audit

2015-2016 audit final.pdf

### Statement of ADA Compliance

[housing forward statement of ada compliance signed.pdf](#)

**Budget Worksheet**

[outreach budget.xlsx](#)

**Logic Model**

[housing forward street outreach logic model.docx](#)

**Timeline**

[housing forward street outreach timeline.docx](#)

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

[conflict of interest and anti-lobbying statements.pdf](#)

**EEO Form**

[eeo report chart.pdf](#)

**Intake Documentation**

[housing forward intake documentation.pdf](#)

**Support Statements**

4. Proposal Agency Information and Verification

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

Janet Gow

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

Director of Development & Communications

**3. Date of Submittal**

Wed, 2018-03-14

I agree

[Previous submission](#)

[Next submission](#)



Organization	Housing Forward
Project Name	Street Outreach (ESG)

Goal Statement: The goal of the Street Outreach program is to engage service-resistant people living in places not meant for human habitation and to provide them with case management designed to break down their barriers to housing stability.

Inputs	Outputs		Outcomes		Measurement/Indicator for Short Term Outcomes
	Activities	Participation	Short Term	Intermediate/Long Term	
Manager of Outreach and Engagement  Two full time outreach workers  Basic hygiene supplies  Funds to provide immediate needs (food, blankets, etc.)	Conduct outreach in the street and in public places in communities in the western suburbs  Provide individuals encountered with basic supplies, resources and supplies  Make appropriate referrals if indicated  Submit monthly and quarterly reports	350 Total unduplicated persons served (without regard to income or residency)  126 Oak Park persons served	Individuals on the street will receive basic supplies.  Outreach workers will engage some of these individuals and build relationship with them	Some individuals on the street will decide to leave the streets and engage in case management.  Some of the clients will apply for housing assistance  The number of clients that are housed	The number of clients encountered on the streets,  The number of clients encountered on the streets that engage in ongoing contacts with outreach workers.  The number of basic supplies distributed on the streets.  The number of clients engaged in case management.



Organization	Housing Forward
Project Name	Street Outreach

Timeframe	Activity	Person Responsible
Month 1 October	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>Bill Village of Oak Park for services.</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach staff</p> <p>Director of Finance</p>
Month 2 November	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>

	Bill Village of Oak Park for services	Director of Finance and Admin
Month 3 December	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
Month 4 January	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach Staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>

	<p>report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Perform quarterly review of all programs at the Leadership Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report.</p> <p>Bill Village of Oak Park for services</p>	<p>Leadership Team</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
<p>Month 5 February</p>	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach Staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>

	<p>report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Director of Finance and Administration</p>
Month 6 March	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach Staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Administration</p>
Month 7 April	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach Staff</p>

	<p>to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Perform quarterly review of all programs at the Leadership Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report.</p> <p>Bill Village of Oak Park for services.</p>	<p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Leadership Team</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Finance and Administration</p>
<p>Month 8 May</p>	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero. Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach Staff</p>

	<p>to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Administration</p>
Month 9 June	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach Staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>
Month 10 July	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p>	<p>Outreach staff</p> <p>Outreach staff</p>

	<p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Perform quarterly review of all programs at the Leadership Meeting and provide suggestions to the Director of Operations for program improvement.</p> <p>Respond to the Alliance to End Homelessness in Suburban Cook County's request for confirmation on the preceding three months Point in Time Count for clients in the program. Provide confirmation of the data in HMIS system or correct any errors reported by the Alliance.</p> <p>Prepare and submit to the Village of Oak Park, a quarterly report.</p> <p>Bill Village of Oak Park for services.</p>	<p>Outreach Staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Leadership Team</p> <p>Director of Operations</p> <p>Director of Operations</p> <p>Director of Finance and Administration</p>
<p>Month 11 August</p>	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p>	<p>Outreach staff</p>

	<p>Enroll clients in case management</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for services</p>	<p>Outreach staff</p> <p>Outreach Staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p> <p>Director of Finance and Admin</p>
<p>Month 12 September</p>	<p>Encounter and provide services to clients on the streets and other public places in Oak Park, Berwyn and Cicero.</p> <p>Enroll clients in case management.</p> <p>Refer clients to appropriate housing program.</p> <p>By the 5th of the month, submit to the Director of Operations the spreadsheet summary of all clients served, from the previous month.</p> <p>Prepare and submit to the Board of Directors a monthly report of clients in the program and total number of encounters with an explanation of and improvement plan for any significant variance.</p> <p>Bill Village of Oak Park for</p>	<p>Outreach staff</p> <p>Outreach staff</p> <p>Outreach Staff</p> <p>Outreach and Engagement Manager</p> <p>Director of Operations</p>

	services	Director of Finance and Admin
--	----------	-------------------------------

**2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables**

**Table 1: PY 2018 ESG Proposed Activity Budget**

Complete only for this specific ESG Activity; Be very specific.

<b>PY 2018 ESG ACTIVITY BUDGET</b> (Be specific & entitle line items according to ESG regulations.)	<b>Total PY 2018 Costs</b> (Oak Park ESG & all other sources)	<b>Itemized Oak Park PY 2018 ESG Activity</b>
<b>RAPID RE-HOUSING ACTIVITY COSTS:</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>STREET OUTREACH ACTIVITY</b>	<b>\$95,520</b>	<b>\$23,000</b>
(Specify Eligible Costs): Outreach & Engagement	<b>\$95,520</b>	<b>\$ 23,000</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$95,520</b>	<b>\$23,000</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

PY 2018 FUNDING SOURCE (Note if this is part of your <u>Match</u> )	Type of funding - Other Federal, State/Local or Private?	Amount (\$)	Has funding been approved? (Yes/No)
Chicago Community Trust	Private	\$38,530.00	Yes
Community Mental Health Board of OP	Local	\$33,990.00	Yes
<b>TOTAL - OTHER GRANTS</b>		<b>\$72,520.00</b>	

Match

## **PY 2018 ESG**

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

Describe each ESG cost in detail (e.g. specific positions, % FTE, % of time spent on the ESG portion of the project, type of supplies). Focus on the ESG portion of the project, and show the percentage of each category charged to this budget. Be extremely detailed with regard to the type of ESG cost involved, per the HUD ESG regulations.

**TOTAL: \$20,805**

**Outreach Services - One FTE Street Outreach Team Member salary at \$34,575 annually. The Street Outreach Team Member will spend 100% of their time providing outreach in Oak Park and 60.174% will be billed to the ESG Project.**

**2 ESG Proposal Budget Worksheet Components: Budget & Other Funding Tables**

**Table 1: PY 2018 ESG Revised Activity Budget**

Complete only for this specific ESG Activity; Be very specific.

<b>PY 2018 ESG ACTIVITY BUDGET</b> (Be specific & entitle line items according to ESG regulations.)	<b>Total PY 2018 Costs</b> (Oak Park ESG & all other sources)	<b>Itemized Oak Park PY 2018 ESG Activity</b>
<b>RAPID RE-HOUSING ACTIVITY COSTS:</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>EMERGENCY SHELTER ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>HOMELESS PREVENTION ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
<b>STREET OUTREACH ACTIVITY</b>	<b>\$95,520</b>	<b>\$20,805</b>
(Specify Eligible Costs): Outreach & Engagement	<b>\$95,520</b>	<b>\$20,805</b>
(Specify Eligible Costs):		
<b>HMIS ACTIVITY</b>	<b>\$0.00</b>	<b>\$0.00</b>
(Specify Eligible Costs):		
(Specify Eligible Costs):		
(Specify Eligible Costs):		
<b>TOTAL ACTIVITY BUDGET</b>	<b>\$95,520</b>	<b>\$20,805</b>

**Table 2: Other Funding Details for the Proposed ESG Activity**

Please list the funding sources for Other ESG Activity Funding and other information about this funding.

List all grants funding received or expected to be available for operating this activity.

PY 2018 FUNDING SOURCE (Note if this is part of your <u>Match</u> )	Type of funding - Other Federal, State/Local or Private?	Amount (\$)	Has funding been approved? (Yes/No)
Chicago Community Trust	Private	\$38,530.00	Yes
Comm. Mental Health Board of OP (Match)	Local	\$36,185.10	Yes
<b>TOTAL - OTHER GRANTS</b>		<b>\$74,715.10</b>	

**EXHIBIT B  
ASSURANCES**

Subrecipient hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements with respect to the acceptance and use of ESG funds in accordance with the McKinney Act and Federal regulations at 24 CFR Part 576, as amended. Also, Subrecipient certifies with respect to the grant 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 the Subrecipient to act in connection with the execution of the agreement and to provide such additional information as may be required.
  
2. The grant will be conducted and administered 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 labor standards requirements as set forth in 24 CFR Section 570.603, Subpart K and HUD regulations issued to implement such requirements;
  
  - f. The environmental requirements listed in 24 CFR 58, and the lead based paint regulations listed in 24 CFR 35, Subpart K.

- g. The flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973 (P.C. 93-234) as required by 24 CFR 570.605;
  - h. The displaced persons regulations contained in 24 CFR 570.606.
  - i. 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
  - j. 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.
  - k. The notification, inspection, testing and abatement procedures concerning lead-based paint set forth in 24 CFR Section 570.608;
  - l. The prohibition on the use of debarred, suspended or ineligible contractor set forth in 24 CFR part 5. (24 CFR 570.609)
  - m. The Uniform Administrative Requirements and Cost Principles set forth in 24 CFR 570.610
  - n. The conflict of interest prohibitions set forth in 24 CFR 570.611.
  - o. The eligibility of certain resident aliens requirements in 24 CFR 570.613.
  - p. The Architectural Barriers Act and Americans with Disabilities Act requirements set forth in 24 CFR 570.614.
  - q. The uniform administrative requirements in 24 CFR 570.502
  - r. Executive Order 11063, Equal Opportunity in Housing, as amended by Executive Orders 11375 and 12086, and implementing regulations at 41 CFR Section 60;
  - s. The regulations concerning the use of program income as set forth in 24 CFR Section 570.504;
3. When a grant is awarded in excess of \$100,000, the Project will comply with all

applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, and Executive Order 11738. The provision shall require reporting of violations to the Village, HUD, and to the USEPA Assistant Administrator for Enforcement (EN-329);

4. It has developed its application so as to give maximum feasible priority to activities which benefit low and moderate income persons or aid in the prevention or elimination of slums or blight; the application may also include activities which Subrecipient certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
5. 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, the 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. The Subrecipient will remain fully obligated under the provisions of this contract Agreement notwithstanding its designation of any third party to undertake all or any of the Project. The 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.

The 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".

6. It is following the current Village Consolidated Plan, which has been approved by HUD pursuant to 24 CFR Section 91.500;
7. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under section 106 of the Act or with amounts resulting from a guarantee under section 108 of the Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (1) funds received under section 106 of the Act are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Title I of the Act; or (2) for purposes of assessing any amount against properties owned and occupied by the Village to comply with the requirements of subparagraph (1).
8. 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;
9. 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 any 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

**VILLAGE OF OAK PARK, EXHIBIT D:**

**ESG QUARTERLY REPORT, PROGRAM YEAR 2018**

**QUARTER \_\_\_\_\_**

**ACTIVITY \_\_\_\_\_**

**AGENCY \_\_\_\_\_**

**Section I, NARRATIVE - Describe Quarter Outcomes: \_\_\_\_\_**

**Section II**

**HOUSEHOLD INFORMATION**

Using HMIS data, to the extent that it is available, complete the following table:

Adults \_\_\_\_\_

Children \_\_\_\_\_

Don't Know/Refused \_\_\_\_\_

Missing Information \_\_\_\_\_

**TOTAL (Unduplicated if possible) \_\_\_\_\_**

**Section III**

**GENDER INFORMATION**

Using HMIS data, to the extent that it is available, complete the following table:

Male \_\_\_\_\_

Female \_\_\_\_\_

Transgendered \_\_\_\_\_

Unknown \_\_\_\_\_

**TOTAL (Unduplicated if possible) \_\_\_\_\_**

**Section IV.**

Using HMIS data, to the extent that it is available, complete the following table:

**NUMBER OF PERSONS IN HOUSEHOLDS**

Under 18	_____
18-24	_____
Over 24	_____
Don't Know/Refused	_____
Missing Information	_____
<b>TOTAL (Unduplicated if possible)</b>	_____

**Section V**

**SPECIAL POPULATIONS SERVED**

Using HMIS data, to the extent that it is available, list the number of persons for each subpopulation you serve:

**SUBPOPULATION**

Veterans	_____
Victims of Domestic Violence	_____
Elderly	_____
Persons with HIV/AIDS	_____
Chronically Homeless	_____

**PERSONS WITH DISABILITIES**

Severely Mentally Ill	_____
Chronic Substance Abuse	_____
Other Disability	_____
<b>TOTAL (Unduplicated if possible)</b>	_____

**Section VI**

**RACE/ETHNICITY**

**Race and Hispanic Origin of Beneficiaries (Unduplicated if possible)**

**Number Served For Quarter: \_\_\_\_\_**

Single Race Categories

\_\_\_\_\_ **White** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **African-American or Black** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **Asian** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **American Indian/Alaskan Native** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **Native Hawaiian /Other Pacific Islander** (Number Hispanic: \_\_\_\_\_)

Multi-Race Categories

\_\_\_\_\_ **American Indian/Alaskan Native & White** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **Asian & White** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **African-American or Black & White** (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ **Amer Indian/Alaskan Native & Afr-Amer or Black** (Number Hisp: \_\_\_\_\_)

\_\_\_\_\_ **Other Multi-Racial** (Number Hispanic \_\_\_\_\_)

\_\_\_\_\_ **TOTAL (TOTAL HISPANIC \_\_\_\_\_)**

**Section VII (For Shelter activities only)**

**SHELTER UTILIZATION**

Please list all emergency shelter beds, whether or not they are ESG-funded.

Number of Beds - Rehabbed \_\_\_\_\_

Number of Beds - Conversion \_\_\_\_\_

Total Number of bed-nights available \_\_\_\_\_

Total Number of bed-nights provided \_\_\_\_\_

*This Report Completed by (name/title): \_\_\_\_\_*

**VILLAGE OF OAK PARK, EXHIBIT E:**  
**ESG FINAL REPORT, PROGRAM YEAR 2018**

ACTIVITY \_\_\_\_\_

AGENCY \_\_\_\_\_

**Section I, NARRATIVE - Describe Activity Outcomes for the Program Year:**

\_\_\_\_\_

**Section II**

**HOUSEHOLD INFORMATION**

Using HMIS data, to the extent that it is available, complete the following table:

Adults \_\_\_\_\_  
Children \_\_\_\_\_  
Don't Know/Refused \_\_\_\_\_  
Missing Information \_\_\_\_\_  
TOTAL (Unduplicated if possible) \_\_\_\_\_

**Section III**

**GENDER INFORMATION**

Using HMIS data, to the extent that it is available, complete the following table:

Male \_\_\_\_\_  
Female \_\_\_\_\_  
Transgendered \_\_\_\_\_  
Unknown \_\_\_\_\_  
TOTAL (Unduplicated if possible) \_\_\_\_\_

**Section IV.**

Using HMIS data, to the extent that it is available, complete the following table:

<u>NUMBER OF PERSONS IN HOUSEHOLDS</u>	
Under 18	_____
18-24	_____
Over 24	_____
Don't Know/Refused	_____
Missing Information	_____
<b>TOTAL (Unduplicated if possible)</b>	_____

**Section V**

**SPECIAL POPULATIONS SERVED**

Using HMIS data, to the extent that it is available, list the number of persons for each subpopulation you serve:

<u>SUBPOPULATION</u>	
Veterans	_____
Victims of Domestic Violence	_____
Elderly	_____
Persons with HIV/AIDS	_____
Chronically Homeless	_____
<u>PERSONS WITH DISABILITIES</u>	
Severely Mentally Ill	_____
Chronic Substance Abuse	_____
Other Disability	_____
<b>TOTAL (Unduplicated if possible)</b>	_____

**Section VI**

**RACE/ETHNICITY**

**Race and Hispanic Origin of Beneficiaries (Unduplicated if possible)**

Number Served For Quarter: \_\_\_\_\_

Single Race Categories

\_\_\_\_\_ White (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ African-American or Black (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ Asian (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ American Indian/Alaskan Native (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ Native Hawaiian /Other Pacific Islander (Number Hispanic: \_\_\_\_\_)

Multi-Race Categories

\_\_\_\_\_ American Indian/Alaskan Native & White (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ Asian & White (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ African-American or Black & White (Number Hispanic: \_\_\_\_\_)

\_\_\_\_\_ Amer Indian/Alaskan Native & Afr-Amer or Black (Number Hisp: \_\_\_\_\_)

\_\_\_\_\_ Other Multi-Racial (Number Hispanic \_\_\_\_\_)

\_\_\_\_\_ TOTAL (TOTAL HISPANIC \_\_\_\_\_)

**Section VII (For Shelter activities only)**

**SHELTER UTILIZATION**

Please list all emergency shelter beds, whether or not they are ESG-funded.

Number of Beds - Rehabbed \_\_\_\_\_

Number of Beds - Conversion \_\_\_\_\_

Total Number of bed-nights available \_\_\_\_\_

Total Number of bed-nights provided \_\_\_\_\_

**PROG. YR. EXPENDITURES** (Complete appropriate sections for this activity)

**Section VIII**

**EXPENDITURES FOR ESG HOMELESS PREVENTION OR RAPID RE-HOUSING**

Rental Assistance \$ \_\_\_\_\_

Housing Relocation and Stabilization Services – Financial Assistance \$ \_\_\_\_\_

Housing Relocation and Stabilization Services – Services \$ \_\_\_\_\_

**TOTAL (HP OR RRH) \$ \_\_\_\_\_**

**Section IX**

**EXPENDITURES FOR ESG EMERGENCY SHELTER**

ESG E.S. Essential Services \$ \_\_\_\_\_

ESG Operations \$ \_\_\_\_\_

**TOTAL (Shelter) \$ \_\_\_\_\_**

**Section X**

**EXPENDITURES FOR OTHER GRANT COMPONENTS (STREET OUTREACH AND/OR HMIS)**

Street Outreach \$ \_\_\_\_\_

HMIS \$ \_\_\_\_\_

**Section XI**

**MATCH SOURCE (for this ESG activity)**

Other Non-ESG HUD Funds \_\_\_\_\_

Other Federal Funds \_\_\_\_\_

State Government \_\_\_\_\_

Local Government \_\_\_\_\_

Private Funds \_\_\_\_\_

Other \_\_\_\_\_

Fees \_\_\_\_\_

Program Income \_\_\_\_\_

**TOTAL MATCH AMOUNT** \_\_\_\_\_

*This Report Completed by:* \_\_\_\_\_

**Section VI, Please Sign and Date the Form**

Signature of Authorized Official

Typed or Printed Name

Date

\_\_\_\_\_