



HOPE Fair Housing Center
202 W. Willow Ave, Suite 203
Wheaton, IL 60187

HOPE Fair Housing Center
202 W Willow Ave, Ste 203
Wheaton, IL 60187
630-690-6500 x114
michael.chavarria@hopefair.org
www.hopefair.org

January 10, 2025

Village of Oak Park
ATTN: Jonathan Burch, Assistant Village Manager
and Neighborhood Services Director
123 Madison St.
Oak Park, Illinois 60302

Subject: Proposal for Fair Housing Testing and Education Services 2025

I. Executive Summary

HOPE Fair Housing Center (HOPE) proposes a robust program to advance the Village Board's Goals. This proposal will particularly target Board Goal priorities centered around Racial Equity and Vibrant, Diverse, and Connected Neighborhoods, as well as to bolster the successes of the Village's decades worth of innovative public policies which have fostered diversity, inclusion, and resisted the patterns of residential segregation found elsewhere within the Chicago Metropolitan region. Over its 56-year history HOPE has perfected its Fair Housing Investigation tactics through collaborations with the US Department of Housing and Urban Development, the US Department of Justice, and many of the nation's leading fair housing enforcement and/or research groups. HOPE's methodologies have proven time and again to provide admissible evidence in state and federal courts as well as local, state, and federal administrative law venues. To meet the Village's needs HOPE will lean into its expertise as the State's oldest and largest organization dedicated solely to creating greater housing opportunities for all.

Through this project HOPE's "testing" efforts will include an environmental scan to assess local housing providers' screening policies and identify policies in violation of federal, state, or local



(630) 690 – 6500



info@hopefair.org



hopefair.org

fair housing laws and determine which policy types are having the largest impact on limiting access to the Village; use GIS mapping to articulate and visualize the impacts of those policies identified; utilizing the environmental scan HOPE will coordinate with the village to identify violation types, protected class types, and rental screening practices which should be further evaluated for compliance through testing and other appropriate civil rights investigative methodologies; use the investigative findings to issue reports and make recommendations to the Village; and take appropriate legal actions when necessary to address discriminatory practices identified within the Village.

In addition to identifying and responding to discrimination through investigations, HOPE will help realize the Village's goal to improve equity and inclusion via increased compliance with fair housing laws through thoughtful, engaging, and targeted in-person educational events for the community. HOPE will host a three-part educational series comprised of three unique 90-minute courses. All training will be rooted in a review of the law and related case law, HUD and CFPB guidance, industry best practices, and local examples of discrimination documented by HOPE or its partners. Two of those training courses will be topic specific with the topic(s) to be determined in collaboration with the Village based on the environmental scan and investigative findings; the third "capstone" training course will be a session focused on best practices and strategies to implement those items learned in the prior trainings into housing providers' policies, practices, application screening, and third party vendor selection (e.g. tenant screening company).

II. Understanding of the Project Requirements

HOPE appreciates the Village's long-time commitment to fostering a diverse and inclusive community and understands that the Village now aims to reinforce that commitment by ensuring private housing providers do not interfere with the Village's successes through non-compliance with fair housing laws. Our team understands that the Village seeks to increase compliance with fair housing laws to foster a diverse, inclusive, and welcoming community. Advancing racial equity and promoting fair housing practices has been the core focus of our work for the past 56 years.

Through decades of experience HOPE has determined that addressing fair housing violations requires tact and there is no one-size fits all solution, instead a variety of tactics are needed, including but not limited to policy change, incentivizing industry behavior change, advocacy, mediation, community education, and when necessary, legal challenges to compel compliance with the law. HOPE's proposal is intended to assess compliance with fair housing laws within the village and provide the Village with the information and tools necessary to take comprehensive and nuanced actions to address any compliance issues identified through fair housing testing.

HOPE recognizes the importance of aligning the fair housing testing and education strategies with the Village Board's Goals to achieve measurable improvements in fair housing compliance

within Oak Pak. HOPE has also successfully completed similar projects for the Village, allowing it to draw upon these direct experiences to inform our approach for the proposed project. This history of collaboration positions us to anticipate challenges and develop effective solutions tailored to the Village's unique needs. By leveraging proven strategies and aligning our efforts with the Village's goals, HOPE is confident in its ability to support a more equitable and welcoming community.

III. Proposed Solution

A. Activities Description

HOPE proposes a robust and thoughtful approach to meet the Village's needs.

Recognizing the need to collaborate with the Village staff to identify protected classes and violation types to investigate within the community, HOPE will first conduct an environmental scan to aid in making these determinations. This scan will include a review of at least 30 housing providers' rental application policies to assess all application screening criteria that risks violating fair housing laws (e.g. fees for service animals, conviction/arrest record screening, occupancy limits, prior homelessness or public housing residency, citizenship requirements, eviction record prohibitions, minimum income and credit requirements, language barriers, etc.). This scan will culminate with a comparison of policies to identify the most pervasive fair housing issues to provide training on and to structure fair housing tests to further investigate. Further, GIS mapping will be completed to offer the Village a visualization of the impact and resulting market share that is limited by these policy barriers to ensure further that this project's efforts concentrate on the most pressing issues.

Through monthly meetings and by utilizing the environmental scan, HOPE and the Village will identify the topics requiring further testing. Once identified, HOPE will conduct 50 tests throughout the project period to assess how housing providers are implementing those policies. Tests will be conducted in a diverse manner representative of how the average consumer is likely to interact with a prospective housing provider, including in-person, telephonic, and virtual interactions to further ascertain how policies are implemented and what other fair housing barriers may exist. These findings will be regularly reported twice during the project period (by 6/30/25 and 12/31/25). Reporting on findings will also include summaries on how the issues identified interfere with residents' fair housing rights and the Village's goals, as well as provide recommendations to the Village on possible remedies within the Village's powers. Additionally, findings will be evaluated by HOPE to determine if enforcement actions are necessary based on the extent of discrimination identified. Such civil rights enforcement actions may be taken if deemed necessary by the facts identified.

Further utilizing the environmental scan and some but not all test findings (some investigations will be ongoing throughout the entire project period) to work with the Village to identify the

educational topics that will be most beneficial to improving access and inclusivity within the Village's housing market. HOPE proposes hosting a training series comprised of three in-person sessions geared toward housing providers. The first two sessions will focus on improving understanding of the law through customized curriculum on selected topics, engaging presentations, handouts and reference material for further learning, and in-depth questions and answers. The final or "capstone" training will focus on teaching participants how to implement what was previously taught into practice. Through its recent contract with the Village, HOPE learned from many local housing providers that they need the most help in understanding how to conduct individualized assessments of their applicants and how to incorporate requirements under what are sometimes nuanced and nebulous laws and regulations into everyday business policies and applicant screening practices. This third training session is designed to directly address those calls for additional support from the community's housing providers. By saving this type of training for the last session, attendees will have the prerequisite understanding of the law necessary to engage in a more hands-on training regarding implementation.

HOPE will work with the Village early to identify the dates of the 3 trainings so they can be marketed efficiently and effectively with support from the Village. In addition to the Village's marketing support, HOPE will advertise and promote the trainings across its outreach mediums including newsletters, eblasts, direct invitations to partners, and paid targeted social media ads. In the event that the environmental scan does not provide the necessary information to identify training topics, then HOPE will develop a survey which the Village can disseminate to its registered landlords. The survey will solicit input from housing providers to determine the most prescient fair housing topics further training is needed on. By taking this approach, HOPE and the Village can ensure that topics are thoughtfully selected to address the community's most pressing needs. HOPE will remain available to attendees for follow-up assistance and consultation on the matters included in the trainings after the training dates and throughout the project period. Results and observations from each training course will be included in the regular reporting.

All trainings will be held on mutually agreed upon dates at mutually agreed upon locations. All training locations will be conveniently located within the Village and accessible to persons with disabilities and those utilizing public transit. HOPE recommends at the time of this proposal submission that trainings be held monthly during the months of August – October. This time frame is intended to synchronize with the housing market fluctuations and after the school year begins to ensure housing providers have capacity to attend after the busy season slows down.

B. Statement of Work Deliverables & Estimated Timeline

To realize the goals of the Village under this RFP, HOPE will undertake the below listed activities within the project period. All educational activities will take place within the geographic boundaries of Oak Park, IL. All testing under this project will be limited to housing providers operating rental housing services within Oak Park, IL.

The Contractor will undertake the following **testing and educational activities** during the contract term:

Year 1

Task	Target Completion by
<ul style="list-style-type: none"> Meet with Village Monthly to discuss the status of the testing work, including relevant preliminary findings. 	Monthly throughout project period
<ul style="list-style-type: none"> Begin 13 wrap around tests to determine compliance rate changes since 2023-2024 testing and educational efforts. 	60 days
<ul style="list-style-type: none"> Assess application screening criteria of 30 housing providers. 	90 days
<ul style="list-style-type: none"> Compile application screening criteria into an environmental scan including analysis of non-compliant policies to identify trends, and including GIS mapping visualizing market impact. Provide scan to Village. 	90 days
<ul style="list-style-type: none"> The Village, with input from the Contractor and utilizing the environmental scan will determine the topics to be tested. 	120 days
<ul style="list-style-type: none"> Conduct 37 tests of housing providers <ul style="list-style-type: none"> Testing will include methods reflective of all the ways that tenants seek to lease units or interact with housing providers. A housing provider may be the subject of testing for multiple topics a year. 	121 days – 12/31/2025
<ul style="list-style-type: none"> Draft and issue to Village a qualitative report on findings from the testing, recommended actions for the Village to address any issues found, and recommendations on future issues that should be tested. The report will not include the names of housing providers or testers. 	6/30/25 & 12/31/25

<ul style="list-style-type: none"> The Contractor will file appropriate formal legal actions if necessary. These legal actions may occur outside of the project period. 	Ongoing
<ul style="list-style-type: none"> Review and revise the Village's existing Fair Housing training materials to ensure accuracy with legal updates. 	12/31/25
<ul style="list-style-type: none"> The Village, with input from the Contractor and utilizing the environmental scan and findings from YTD testing under the project will determine the topics to be included in the training series and the dates of those trainings. <ul style="list-style-type: none"> If the environmental scan and preliminary testing findings do not sufficiently identify the topics to facilitate trainings on, then HOPE will develop a survey of housing providers to solicit input on topics to be disseminated by the Village. 	5/30/25
<ul style="list-style-type: none"> Develop new or refine existing training materials for training series. 	6/1/25 - 10/31/25
<ul style="list-style-type: none"> With support from the Village, market training series to Oak Park Housing Providers. 	7/1/25
<ul style="list-style-type: none"> Conduct a training series including three 90-minute in-person Fair Housing trainings to housing providers. 	8/1/25 - 10/31/25

Year 2-3

Task	Target Completion by
<ul style="list-style-type: none"> Remain available to present and discuss prior project year findings to Village Board and sister agencies. 	Ongoing throughout both years.

<ul style="list-style-type: none"> • Remain available to provide consultation to Village to review and advise on any policy proposals resulting from the findings of this project. 	Ongoing throughout both years.
<ul style="list-style-type: none"> • Meet with Village Monthly to discuss the status of the testing work, including relevant preliminary findings. 	Monthly throughout project period
<ul style="list-style-type: none"> • The Village, with input from the Contractor and utilizing the prior environmental scan and prior project testing findings will determine the topics to be tested. 	60 days of each year
<ul style="list-style-type: none"> • Conduct 50 tests of housing providers <ul style="list-style-type: none"> ○ Conduct wrap around tests to determine compliance rate changes since prior project years testing and educational efforts. ○ Begin additional tests to determine compliance with fair housing laws. ○ Testing will include methods reflective of all the ways that tenants seek to lease units or interact with housing providers. ○ A housing provider may be the subject of testing for multiple topics a year. 	61 days – 12/31 of each year
<ul style="list-style-type: none"> • Draft and issue to Village a qualitative report on findings from the testing, recommended actions for the Village to address any issues found, and recommendations on future issues that should be tested. The report will not include the names of housing providers or testers. 	June 30 & December 31 of each year
<ul style="list-style-type: none"> • The Contractor will file appropriate formal legal actions if necessary. These legal actions may occur outside of the project period. 	Ongoing

<ul style="list-style-type: none"> Review and revise the Village's existing Fair Housing training materials to ensure accuracy with legal updates. 	12/31 of each year
<ul style="list-style-type: none"> The Village, with input from the Contractor and utilizing the environmental scan and findings from YTD testing under the project will determine the topics to be included in the training series and the dates of those trainings. <ul style="list-style-type: none"> If the environmental scan and preliminary testing findings do not sufficiently identify the topics to facilitate trainings on, then HOPE will develop a survey of housing providers to solicit input on topics to be disseminated by the Village. 	5/30 of each year
<ul style="list-style-type: none"> Develop new or refine existing training materials for training series. 	6/1 - 10/31 of each year
<ul style="list-style-type: none"> With Support from the Village market training series to Oak Park Housing Providers. 	7/1 of each year
<ul style="list-style-type: none"> Conduct a training series including three 90-minute in-person Fair Housing trainings to housing providers. 	8/1 - 10/31 of each year

IV. Qualifications and Experience

A. Organization and Staff

HOPE is a recognized IRS 501(c)(3) non-profit organization and established Qualified Fair Housing Organization (as defined by HUD). For decades HOPE has received HUD-FHIP funding and has managed significant investigation, enforcement, education, and outreach activities. Nine staff, including HOPE's most experienced members, will be assigned to this project at varying levels to meet all deliverables. All staff receive regular training on fair housing law, investigation methodologies, and community engagement strategies. For a list of staff and brief description of their experiences please see the attached "Staff List."

Established 56 years ago, HOPE has gained extensive experience serving victims of discrimination within Oak Park and working alongside the Village in its efforts to foster diversity and prevent discrimination. As the State of Illinois' oldest and largest fair housing organization, HOPE is uniquely situated to conduct testing to identify illegal housing discrimination within the Village of Oak Park through a variety of civil rights investigative methodologies developed across the organization's history. Investigative methodologies which will be employed have been accepted by the highest courts, leading research entities, the US Department of Justice, US Department of Housing and Urban Development, and have been perfected through decades of experience and collaboration with HOPE's peers across the country. Furthermore, HOPE adheres to the highest ethical standards for community engagement and non-profit management.

B. Recent Similar activities

Throughout 2022-2023 alone, HOPE's education and outreach activities provided training to approximately 25,000 individuals through a variety of mediums including group trainings, special events, and educational videos. In that same time frame HOPE assisted 944 households with housing and fair housing matters. Each year HOPE and its staff conduct hundreds of fair housing tests to determine compliance with the law. Every investigation is treated with the upmost care, and findings are evaluated with the highest level of scrutiny prior to taking action. Nothing better demonstrates the rigorous standards utilized by HOPE and its team than its recent legal successes illustrating our methodologies are tried and tested forms of confronting discrimination. For example, in the single year of 2022 HOPE reached three historic fair housing settlements relying on testing evidence:

1. On February 7th, 2022, HOPE Fair Housing Center - along with the National Fair Housing Alliance (NFHA) and 17 other fair housing organizations throughout the country - reached a landmark \$53 million agreement with Fannie Mae (formally known as the Federal National Mortgage Association) to resolve a case arising from allegations that Fannie Mae treated foreclosed homes in communities of color unfavorably.
2. On February 17th, 2022, HOPE filed a federal lawsuit alleging that B&A Associates and other named defendants/related entities violated the Fair Housing Act by enforcing a blanket ban policy denying renters with a perceived and/or actual record of arrest or conviction. The lawsuit alleged the blanket ban policy had a disparate impact on Black households when they turned a Black tenant away from tenancy due to a purported arrest record. HOPE's client, Mr. Robert Johnson was forced to move out of his apartment during the pandemic in 2021, after he was a model tenant for years while living at the Villages of Maples apartment complex in Lisle, IL. In May 2022, the parties settled the lawsuit for a monetary award of \$235,000 to HOPE and its client, and the Defendants adhered to a policy change that removed blanket bans on arrest and conviction records at all their properties.

3. On April 29th, 2022, HOPE Fair Housing Center along with the National Fair Housing Alliance (NFHA), South Suburban Housing Center, Open Communities, and six other fair housing organizations from throughout the country announced a \$4 million settlement of a federal court complaint with Redfin, one of the nation's largest real estate services companies. The complaint successfully put an end to alleged racially discriminatory practices.

C. Administrative and Financial Controls

For over twenty years, HOPE has effectively managed multiple FHIP grants awarded by the US Department of Housing and Urban Development along with several non-FHIP contracts and projects ensuring timely performance and quality deliverables. To do this, HOPE uses tracking tools to manage activities between projects. Trainings, events, and partnerships are tracked in an Education and Outreach log, while enforcement activities are captured in an online database that tracks intakes, test results, cases, and outcomes. Testing is also recorded in a Test Log which filters for date, location, protected class, and other characteristics. Further, staff time is managed in Journyx Time Keeping & Expense software. *Journyx* allows HOPE to track staff time and activity accurately and contemporaneously by cost center. Each quarter, staff audit reporting data to ensure we are on track with deliverables across projects and that all activities are correctly assigned.

HOPE manages and staffs each of its projects by 1) reviewing all Statements of Work (SOW) to ensure tasks are assigned and staffed for all projects; 2) distributing the SOW for each project to appropriate staff at the beginning of each quarter and assigning tasks; 3) creating a labor distribution chart for employees as part of its annual budgeting process to ensure no staff member is assigned more than 100% across funding sources and also that staff is fully utilized; 4) using the fund accounting system, which assigns each grant or project its own cost center; and 5) monitoring staff hours, including time and effort by activity and by grant through *Journyx*. Staff complete timekeeping daily and submit timesheets biweekly. HOPE can generate reports of staff time and expense by specific grant or project, allowing HOPE to track, for example, time on a fair housing investigation or specific outreach activity. Time entry utilizes unique cost centers that are assigned to each grant/funder in *Journyx*, which can then be compared to the labor distribution chart and used for accurate reporting. HOPE's Deputy Director and accounting consultants review and approve timesheets to ensure allocations are accurate, and time reporting is appropriate.

D. Summary

HOPE has also successfully completed similar projects for the Village of Oak Park, allowing it to draw upon direct experience working within this municipality to inform the approach for the proposed project. This history of collaboration ensures that HOPE is well-positioned to deliver effective, community-centered solutions tailored to the Village's specific needs. HOPE's extensive experience in the area makes it the most qualified contractor in the region. HOPE has successfully implemented inclusive policies, engaged diverse communities, administered

community investment/development programs, and ensured equitable access to housing opportunities for all individuals, regardless of race or socioeconomic status.

V. Pricing and Budget

HOPE has prepared this proposal utilizing the cost estimates below. Upon project start, the costs associated with specific tasks will ebb and flow in a fashion typical to small businesses and nonprofits. Nonetheless the costs will remain within the \$50,000 budget.

<u>Labor - Testing</u>	<u>Estimated Cost</u>
OP Market Review	\$ 519.00
Screening Policy Review (30 Housing Providers)	\$ 5,190.00
Test Coordination (50 tests)	\$ 17,005.50
Test Analysis (50 tests)	\$ 2,595.00
GIS Reporting of market restrictions	\$ 725.80
Contract Management & Reporting	\$ 725.80
Project oversight and supervision	\$ 1,851.50
Monthly status meetings w/ Oak Park (investigative staff)	\$ 579.10
Senior staff investigation review, guidance, and staff consultation	\$ 964.00
<u>Labor - Education</u>	
In-person Trainings (3)	\$ 2,727.00
Marketing Materials Creation	\$ 427.32
Review & Revise OP's training materials	\$ 368.60
Project oversight and supervision	\$ 737.20
Senior staff training review, guidance, and staff consultation	\$ 482.00
Monthly status meetings w/ Oak Park (education staff)	\$ 1,158.20
Labor Total	\$ 36,056.02
<u>Other costs - Education</u>	
Targeted Social Media ads (Trainings)	\$ 300.00
Food, Beverages, printing for attendees	\$ 600.00
<u>Other costs - Education</u>	
Test Stipends (phone)	\$ 4,850.00
Test Stipends + expenses \$20 expenses	
Other Costs Total	\$ 5,750.00
<u>Indirect (Overhead)</u>	
Costs of doing business: software, accounting, facilities, equipment, supplies, etc (19.6% of direct costs)	\$ 8,193.98
Total Costs Labor + Other + Indirect	\$ 50,000.00

VI. Additional Information

HOPE is excited to continue to serve the Village of Oak Park by providing comprehensive fair housing services to the community. As a result of its robust history of independent work supporting individuals within Oak Park, and recent successes in partnership with Oak Park under its 2023 and 2024 contracts, HOPE is highly informed on local issues and fair housing issues, and ultimately well situated to execute this proposed project with great success.

This proposal was prepared by HOPE in its best effort to provide a project aligned with the Village's RFP. Items contained within this proposal can be negotiated further with HOPE, if upon review by the Village it is determined modifications would be beneficial to obtain the Village's goals.

VII. Terms and Conditions

HOPE Fair Housing Center, if selected, wishes to utilize the same contract terms and conditions as utilized in its 2023 Testing Project completed for the Village of Oak Park.

Upon review of the Request for Proposals, HOPE has identified a few points of concern we wish to negotiate if selected. Section I.F. "Information Data" of the RFP indicates all data and records obtained or prepared under the project will be exclusively owned by Oak Park without restriction. This proposes two significant dilemmas to satisfactorily achieve the Village's goals.

1. HOPE requires shared ownership of data and records. Without shared ownership this would inhibit our ability to enforce violations and utilize these past records to support households alleging discrimination. E.g. Section V "Statement of Work to Be Performed" states the contractor will file appropriate legal actions, if necessary. To do this HOPE needs ownership of the records produced under the project (i.e. testing evidence). Additionally, if after the project is completed HOPE were contacted by someone alleging discrimination in Oak Park, and we previously investigated that housing provider under the project, then we'd need to be able to use that information again to support this hypothetical future victim of discrimination within Oak Park.
2. HOPE's methodologies are proprietary and represent the culmination of more than five decades of work. Further, in order to effectively enforce civil rights, especially fair housing rights, it is paramount that we remain covert and that our protocols, strategies, and the identities of our testers is concealed. Our ability to continue to serve victims of discrimination is at risk if our testing protocols, forms, or tester identities become public record as these are trade secrets integral to being able to covertly uncover civil rights violations. Section V of the RFP states we can exclude some information from the biannual reports to this effect, but if the Village owns all the records produced under the

project, then that sensitive information would nonetheless become public and FOIA-able.

In this regard, HOPE requests that if considered for this contract that the Village and HOPE negotiate and identify agreeable terms to satisfy both parties' interests. For decades HOPE has conducted similar projects for County governments, local municipalities, and the US Department of Housing and Urban Development and is able to model its data and information sharing in a fashion that has been accepted by those entities to ensure both parties' interests are protected.

VIII. Conclusion HOPE understands and values the Village's dedication to increasing compliance with fair housing laws in order to foster a diverse, inclusive, and welcoming community. Advancing racial equity and promoting fair housing practices has been the core focus of HOPE's work for the past 56 years. HOPE is ready to serve the Village and its residents through the proposed project in the continued pursuit of greater housing opportunities for everyone in Oak Park. HOPE welcomes further communication to discuss the proposed project.

IX. Contact Information

HOPE is available to answer any questions, provide further clarification, or discuss this proposal and any of its elements further. Please direct responsive communications to the below listed agents:

Primary Contact

Michael Chavarria, Executive Director

Michael.chavarria@hopefair.org

630-690-6500 x114

Secondary Contact

Josefina Navar, Deputy Director

Josefina.navar@hopefair.org

630-690-6500 x112

Attachments:

- Section VII Organization of Firm and supporting docs:
 - Bylaws authorizing Executive Director to execute contracts
 - Board Resolution dated December 12, 2021 naming current Executive Director
- Section VII Compliance Affidavit
- Section VIII M/W/DBE Status and EEO Report
- Section VIII References and List of Entities
- Staff List and Brief Description of Experience



MICHAEL CHAVARRIA

Executive Director

SECTION VI
ORGANIZATION OF FIRM

Please fill out the applicable section:

A. Corporation:

The Contractor is a corporation, legally named H.O.P.E. INC. d/b/a HOPE Fair Housing and is organized and existing in good standing under the laws of the State of Center Illinois. The full names of its Officers are:

President Florentine Rendon

Secretary Maria Padilla

Treasurer N/A

Registered Agent Name and Address: Michael Chavarria 202 W. Willow Ave, STE 203
Wheaton, IL 60187

The corporation has a corporate seal. (In the event that this Proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

B. Sole Proprietor: - N/A

The Contractor is a Sole Proprietor. If the Contractor does business under an Assumed Name, the

Assumed Name is _____, which is registered with the Cook County Clerk. The Contractor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership: - N/A

The Contractor is a Partnership which operates under the name _____

The following are the names, addresses and signatures of all partners:

_____ Signature	_____ Signature
--------------------	--------------------

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates: The name and address of any affiliated entity of the business, including a description of the affiliation: N/A

Signature of Owner

[THIS SPACE LEFT INTENTIONALLY BLANK]

BY-LAWS of
HOPE Fair Housing Center
202 W. Willow Ave., #203
Wheaton, Illinois 60187

ARTICLE I

SECTION 1. The name of this corporation is HOPE Fair Housing Center. Its principal office will be located in the State of Illinois.

ARTICLE II

Purpose

SECTION 1. This Corporation is organized under the Illinois General Not for Profit Corporation Act. The purpose of the Corporation is to promote fair and affordable housing, and fair lending and insurance opportunities through advocacy, education, enforcement, outreach, research and training.

ARTICLE III

Board of Directors

SECTION 1. **Number, Qualifications and Term of Office.** The affairs of the Corporation shall be governed by a Board of Directors composed of three to nine persons, all of whom shall be residents of Illinois and shall support the purposes of the Corporation as stated herein. Each Director shall hold office for a term of 12 or 24 months as designated by the Directors or otherwise provided herein or until his or her successor is duly elected. There shall be no limit on the number of terms of any director or officer.

SECTION 2. **Election of Directors.** The Directors shall elect their successor Directors at the annual meeting of the Board of Directors or, when and as needed for expansion or replacement, and the persons chosen to be Directors shall be elected by a plurality of the votes cast at such meeting, a quorum being present.

SECTION 3. **GENERAL Powers and Duties.** The property, business and affairs of the Corporation shall be managed by its Board of Directors, and the Board of Directors may exercise all such powers of the Corporation as are not by law, or by the Articles of Incorporation or by these By-Laws, directed or required to be exercised in another manner than by action of the Board of Directors. Except as prohibited by law, the Board of Directors may delegate portion of such of its powers as it sees fit to the Executive

See
proceedings
Board
Resolution

Director, Officers of the Corporation or any committee of the Corporation upon proper resolution.

SECTION 4. Vacancies and Increases. Any vacancy occurring or increase desired in the Board of Directors may be filled by the Board of Directors. Each Director so elected to fill a vacancy shall be elected to hold the remaining term of the person or she succeeds.

SECTION 5. Removal of Directors. At any regular or special meeting duly called, any Director may be removed with or without cause by the affirmative vote of a majority of the total number of Directors of the Corporation.

SECTION 6. Resignations. Any Director may resign at any time by giving a written notice to the President or Secretary of the Corporation. Such resignation shall take effect at the time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Such time of resignation shall be on or after the date the notice is given as provided above.

SECTION 7. Compensation. No Compensation shall be paid to Directors for their services as Directors. No remuneration shall be paid to a Director for services performed by him or her for the Corporation in any other capacity unless a resolution authorizing such remuneration shall be adopted by the Board of Directors. Reasonable out-of-pocket expenses may be reimbursed up to \$1,000.00 per calendar year without additional Board approval.

SECTION 8. Regular Meetings. Regular meetings of the Board of Directors may be held at such times and dates as shall be determined, from time to time by a majority of the Directors, but at least four such meetings shall be held during each fiscal year. Notice of regular meetings of the Board of Directors shall be given to each Director, personally or by mail, telephone, electronic media, or FAX transmission, at least three days prior to the day set fourth for such meeting.

SECTION 9. Special Meetings. Special meetings of the Board of Directors may be called by the President or any two Directors with three days notice to each Director, given personally or by mail, telephone, electronic media, or FAX transmission, which notice shall state the time, place and purpose of the meeting.

SECTION 10. Annual Meeting. An annual meeting of the Board of Directors shall be held on a date to be selected by the Board of Directors for the purpose of electing the Officers and the Directors, receiving the annual report from the Executive Director and reviewing the audited financial statement. The meeting shall be held within six months of the close of the fiscal year.

SECTION 11. Place of Meetings. All meetings referred to in these by-laws may be held physically or virtually. The location of all physical meetings shall be at such place in DuPage, Kane or Cook Counties in Illinois as the Board of Directors may designate. All meetings may allow for virtual attendance, using any electronic platform(s) as the Board

of Directors may designate, unless a majority of Directors objects in writing to said attendance at least 24 hours before the scheduled meeting.

SECTION 12. Waiver of Notice. Before or at any meeting of the Board of Directors, any Director may, in writing, waive notice of such meeting and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a Director at any meeting of the Board shall be a waiver of notice by him of the time and place thereof. If all the Directors are present at any meeting of the Board, no notice shall be required and any business may be transacted at such meeting. Where all of the Directors unanimously approve and sign a corporate resolution or authorization (which is to be included in the minute book), this shall be recognized as proper corporate action taken at a duly authorized meeting, without proceeding under the previous hereof, that would otherwise be applicable for calling and holding Directors meetings.

SECTION 13: Quorum. At all meetings of the Board of directors, fifty-one percent (51%) of the Directors shall constitute a quorum for the transaction of business, and the acts of the majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors. If, at any meeting of the Board of Directors, there is a quorum present, the majority of those present may adjourn the meeting from time to time. At any such adjourned meeting any business which might have been transacted at the meeting as originally called may be transacted without further notice.

SECTION 14. Action by Consent. Any action required to be taken at a meeting of the Board of Directors, or any other action which may be taken at a meeting of the Board, may be taken without a meeting if a consent in writing or by electronic media, setting forth the action so taken, shall be signed by all of the Directors.

SECTION 15. Fidelity Bonds. The Board of Directors may require that any officers and employees of the Corporation handling or responsible for corporate or trust funds shall furnish adequate fidelity bonds. The premiums on such bonds shall be paid by the Corporation.

ARTICLE IV

Committees

SECTION 1. Executive Committee and Other Committees of Directors. The Board of Directors by resolution adopted by a majority of all Directors may appoint an Executive Committee of not less than three Directors which shall have and may exercise the authority of the Board of Directors in the management of the Corporation in the interim between meetings of Directors, except as prohibited by law.

The Board of Directors, by resolution adopted by a majority of the Directors present at a meeting at which a quorum is present may designate one or more other committees each of which shall consist of two or more Directors and may include persons who are not

directors, which have and exercise portions of the authority of the Board of Directors in the management of the Corporation if so authorized by the Board of Directors.

SECTION 2. Special Committees. The Board of Directors, by resolution duly adopted, may appoint special committees not having and exercising the authority of the Board of Directors to aid and assist the Board in the management of the affairs of the Corporation. Such committees may be comprised of Directors or persons who are not Directors.

SECTION 3. Term of Office and Vacancies. Committee members shall serve at the pleasure of the Board of Directors. Vacancies may be filled by appointments made in the same manner as provided in the case of original appointments.

ARTICLE V

Officers

SECTION 1. Designation. The officers of the Corporation shall be a President and a Secretary and may consist of one or more Vice Presidents, an Assistant Secretary and a Treasurer, all of whom shall be elected by the Board of Directors.

SECTION 2. Election of Officers. The officer of the Corporation shall be elected by the Board of Directors at the annual meeting of the Corporation and, as needed, at any subsequent meeting of the Board of Directors. Each office holder shall hold office until the expiration of his or her term as Director or that officer's resignation or removal by the Board of Directors.

SECTION 3. Removal of Officers. Upon affirmative vote of a majority of the Board of Directors, any officer may be removed, either with or without cause, and his successor elected at any regular meeting of the Board of Directors, or at any special meeting of the Board called for such purpose.

SECTION 4. President. The President shall be the principal executive officer of the Corporation and shall in general supervise and control all of the activities and affairs of the Corporation. The President shall preside at all meetings of the Board of Directors; may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors have authorized to be executed, except in cases where the signing of any execution thereof shall be expressly delegated by the Board of Directors or by these by-laws or by statute to some other office or agent of the Corporation; shall have the power to accept gifts, donations, devises and bequests made to the Corporation; shall by and with the consent and approval of the Board of Directors, have the power to appoint an Executive Director who shall be responsible to the Board for management and administration of the overall operating functions of the organization; shall have the authority to appoint Directors and non-Directors to ad-hoc committees, having a term of not more than six (6) months, for the purpose of handling temporary projects and

assignments, and reporting back to the Board before their adjournment; and in general shall perform all duties as may be prescribed by the Board of Directors from time to time.

SECTION 5. Vice President, if any. The Vice President, or Vice Presidents in the order of their seniority, shall have all the powers and perform all the duties of the president in the absence or incapacity of the President. The Vice President shall also perform such duties as may be assigned to him or her from time to time by the Board of Directors.

SECTION 6. Secretary. The Secretary shall keep the minutes of the meetings of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the Corporation records and of the seal of the Corporation and see that seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these by-laws; keep a register of the post office and electronic media address of each Director which shall be furnished to the Secretary by such Director; certify which Directors are eligible to vote; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

SECTION 7. Treasurer, if any. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for moneys due and payable to the Corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such banks, trust companies or other depositories as shall be approved by the Board of Directors, and in general perform all duties as from time to time may be assigned to him or her by the President or by the Board of Directors. In the absence of a Treasurer, the Executive Director shall complete these duties.

ARTICLE VI

Amendments

These by-laws may be altered, amended or repealed and new by-laws may be adopted by a majority of the Board of Directors present at any regular or special meeting at which a quorum is present provided that at least three days written notice of intention to alter, amend or repeal or to adopt new by-laws at such meeting has been delivered.

ARTICLE VII

Corporate Seal

The Board of Directors may provide a suitable corporate seal, which seal shall be in the charge of the Secretary. If so directed by the Board of Directors, a duplicate of the seal may be kept and used by the Treasurer or any assistant secretary.

ARTICLE VIII

Fiscal Management

SECTION 1. Fiscal Year. The fiscal year of the Corporation shall begin the 1st day of January of each year and end on the 31st day of December. The commencement date of the fiscal year herein established shall be subject to change by the Board of Directors should corporate practice subsequently dictate. An Annual budget shall be prepared by the Executive Director and submitted to the Board of Directors for approval prior to the beginning of the next fiscal year.

SECTION 2. Books and Accounts. Books and accounts of the Corporation shall be kept open to inspection by any Director and shall be kept under the direction of the Treasurer, if any, or by the Executive Director with a system of accounts approved by the Board of Directors.

SECTION 3. Auditing. At the closing of each fiscal year, the books and records of the Corporation shall be audited by a Certified Public Accountant selected by the Board of Directors.

SECTION 4. Execution of Corporate Documents. With the prior authorization of the Board of Directors, all notes, contracts, and instruments of indebtedness shall be executed on behalf of the Corporation by any two officers or the Executive Director plus one officer of the Corporation.

ARTICLE IX

Contracts, Checks, Deposits and Funds

SECTION 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and



on behalf of the Corporation and such authorization may be general or confined to specific instances.

SECTION 2. Checks, Drafts, etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation in such manner as shall from time to time be determined by resolution of the Board of Directors. For checks, drafts, etc., over and above the amount of \$5,000.00, such instruments shall be signed by one officer AND a second officer or the Executive Director.

ARTICLE X

Property and Investments

SECTION 1. Property. All property, whether real, personal or mixed, received by the Corporation by bequest, devise, gift, grant, or otherwise, shall be held by the Corporation or disposed of by it on such terms and conditions, not inconsistent with the Articles of Incorporation or the terms, if any, of any bequest, devise, gift, grant or other instrument, as Directors shall determine.

SECTION 2. Investments. Unless otherwise specified by the terms of a particular gift, bequest or devise, grant or instrument, the funds of the Corporation may be invested, from time to time, in such manner as the Board of Directors may deem advantageous without regard to restrictions applicable to trustees or trust funds.

ARTICLE XI

Income, Political Activities, Operational Limits, Dissolution Clause

SECTION 1. Inurement of Income. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

SECTION 2. Legislative or Political Activities. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or lobbying or otherwise attempting to influence legislation and the Corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

SECTION 3. Operational Limitations. Notwithstanding any other provisions of these articles, the Corporation shall not carry on any other activities not permitted to be carried on, (a) by a corporation exempt from federal income tax under Section 501(c) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), or (b) by a corporation, contributions to which are

deductible under Section 170(c) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

SECTION 4. Dissolution Clause. Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the County, in which the principal office of the Corporation is then located, exclusively for such purpose or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII

Indemnification of Directors, Officers and Employees

Each person who at any time is or shall have been a Director, officer, employee or agent of this Corporation, or is or shall have been serving at the request of the Corporation as a Director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, shall be indemnified by this Corporation in accordance with and to the full extent permitted by the General Not for Profit Corporation Act of Illinois as in effect at the time of adoption of this by-law or as amended from time to time. The foregoing right of indemnification shall not be deemed exclusive of any other rights to which a person seeking indemnification may be entitled under any by-law, agreement, vote of members or disinterested Directors or otherwise. If authorized by the board of Directors, the Corporation may purchase and maintain insurance on behalf of any person to the full extent permitted by the General Not for Profit Corporation Act of Illinois as in effect at the time of the adoption of this by-law or as amended from time to time.

ARTICLE XIII

Non-Discrimination

This Corporation recognizes the rights of all persons to equal opportunity in employment, compensation, promotion, education, positions of leadership and power, and shall not at any time discriminate against any employee, applicant for employment, Director, officer, contractor or any other person with whom it deals because of upon race, color, religion, national origin, gender, sexual orientation, age, disability, familial status, or any other class protected under federal, state, or local discrimination laws, if otherwise qualified.



202 W. Willow Ave., Suite 203, Wheaton, IL 60187

Alton J. Mitchell
President

Evelyn Sangulnetti
Executive Director

Phone: 630-690-6500

Fax: 630-690-6586

TTY: 630-690-6553

BOARD RESOLUTION

On December 12, 2021, at a Special meeting of the Board of Directors of the HOPE Fair Housing Center, the Board approved the job offer detailed in the following resolution.

RESOLVED:

The Board of Directors of the HOPE Fair Housing Center has offered Mr. Michael Chavarria the position of Executive Director, effective Monday, January 10, 2022. Pursuant to Section 3 of its By-Laws Michael Chavarria's appointment will include all the fiduciary duties, rights, and responsibilities, financial and otherwise, associated with this position.

The Board received Mr. Chavarria's acceptance of that position on December 13, 2021, and now certifies that said resolution has not been modified or revoked as of this date.

Signed:

A handwritten signature in dark ink, appearing to read 'Florentina Rendon', written over a horizontal line.

Florentina Rendon, Secretary
Board of Directors
HOPE Fair Housing Center

A handwritten signature in dark ink, appearing to read 'January 18, 2022', written over a horizontal line.

Date

SECTION VII
COMPLIANCE AFFIDAVIT

I, MICHAEL CHAVARRIA, (Print Name) being first duly sworn on oath depose and state:

1. I am the (title) EXECUTIVE DIRECTOR of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. I have examined and carefully prepared this Proposal based on the request and have verified the facts contained in the Proposal in detail before submitting it;
3. The Proposing Firm is organized as indicated above on the form entitled "Organization of Proposing Firm."
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 related to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code related to "Proposing Requirements."
6. The Proposing Firm has completed the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Proposing Firm nor its affiliates are barred from enter into an agreement with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Proposing Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Proposing Firm under the agreement in civil action.
8. I am familiar with Section 13-312 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference.
Also complete the attached EEO Report or Submit an EEO-1.

¹ Affiliates means: (i) any subsidiary or parent of the agreeing business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the agreeing business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the agreeing business entity.

9. I certify that the Firm is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702

Signature: M. Chavarria

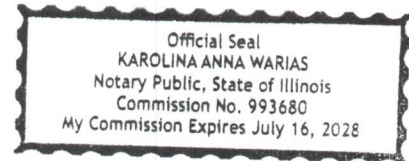
Name and address of Business: H.O.P.E. INC. d/b/a HOPE Fair Housing Center
202 W. Willow Ave, Ste 203 Wheaton, IL 60187

Telephone 630-690-6500 x114 E-Mail michael.chavarria@hopefair.org

Subscribed to and sworn before me this 10 day of January, 2025.

Keller
Notary Public

- Notary Public Seal -



[THIS SPACE LEFT INTENTIONALLY BLANK]

SECTION VIII
M/W/DBE STATUS AND EEO REPORT

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Proposal.

1. Contractor Name: H.O.P.E. INC. d/b/a HOPE Fair Housing Center
2. Check here if your firm is:
- ☐ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
 - ☐ Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
 - ☐ Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
 - ☒ None of the above -Non profit (no private ownership)

[Submit copies of any M/W/DBE certifications]

3. What is the size of the firm's current stable work force?

10 Number of full-time employees

_____ Number of part-time employees

4. Similar information will be requested of all sub-contractors performing work pursuant to the applicable agreement. Forms will be furnished to the lowest responsible contractor with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: 

Date: 01/10/2025

EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Proposal. An incomplete form will disqualify your Proposal.

An EEO-1 Report may be submitted in lieu of this report

Contractor Name H.O.P.E. INC. d/b/a HOPE Fair Housing Center

Total Employees 10

Job Category	Total # of Empl.	Total Males	Total Females	Black	Males				Females				Total Minorities
					Hispanic	American Indian	Alaskan Native	Asian & Pacific Islander	Hispanic	American Indian	Alaskan Native	Asian & Pacific Islander	
Officials & Managers	2	1	1		1				1				
Professionals	8	3	5	1					3				
Technicians													
Sales Workers													
Office & Clerical													
Semi-Skilled													
Laborers													
Service Workers													
Management Trainees													
Apprentices													

This completed and notarized report must accompany your Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your Proposal may disqualify you from consideration.

Michael Chavarria, being first duly sworn, deposes and says that he/she is

(Name of Person Making Affidavit)

Executive Director of H.O.P.E. INC. d/b/a HOPE Fair Housing Center
and that the above EEO
(Title or Officer)

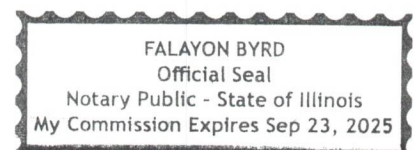
Report is true and accurate and is submitted with the intent that it be relied upon.

Falayon Byrd

1-9-25

Michael Chavarria

1/9/25



**SECTION IX
REFERENCES AND LIST OF ENTITIES
FOR WHICH SERVICES HAVE BEEN PERFORMED**

Contractors shall furnish at least three (3) entities, preferably municipalities, that have used the Contractor's for similar services within the last three (3) years.

REFERENCES:

1. Name of Entity US Department of Housing and Urban Development

ADDRESS Office of Fair Housing and Equal Opportunity
77 West Jackson Boulevard, Chicago, IL 60604-3507

CONTACT Karla Harper, Grant Technical Monitor

**PHONE AND
EMAIL ADDRESS** 202-655-1421 Karla.L.Harper@hud.gov

**WORK
PERFORMED** Ms. Harper serves as the grant officer over all of HOPE's HUD Fair Housing

grants. HOPE has performed dozens of grants to assist victims of
discrimination, investigate fair housing violations, and develop and implement
educational campaigns. Currently Ms Harper oversees 3 of HOPE's grants
totaling \$1.5 million.

2. Name of Entity DuPage County

ADDRESS 421 N. County Farm Road, Room 2-800, Wheaton, IL 60187

CONTACT Julie Hamlin, Community Development Manager

**PHONE AND
EMAIL ADDRESS** 630-407-6527 Julie.Hamlin@dupagecounty.gov

**WORK
PERFORMED**

HOPE has for years received funding through DuPage County's CDBG program.

HOPE provides services to victims of discrimination within Dupage County,

conducts complaint based and systemic investigations, and provides
comprehensive education and outreach services. Additionally HOPE
provides technical assistance to DuPage Staff.

3. Name of Entity

Illinois Department of Human Services Division of Rehabilitation Services

ADDRESS

600 E Ash St, Building 400, Springfield, IL 62703

CONTACT

Cassie Laird , Senior Public Service Administrator

**PHONE AND
EMAIL ADDRESS**

217-558-4485 Cassie.Laird@illinois.gov

**WORK
PERFORMED**

HOPE performed a 6-month \$300k project for the State. Activities included developing

and implementing a new comprehensive methodology to investigate

appraisal discrimination, education and outreach activities, administering a
security deposit assistance program, and a home modification program to
ensure physical accessibility for persons with disabilities.

**LIST OF MUNICIPALITIES OR GOVERNMENT AGENCIES FOR WHICH THE
CONTRACTOR HAS PROVIDED SERVICES DURING THE PAST FIVE (5) YEARS IF
NOT NAMED ABOVE.**

1. Municipality

City of Aurora

ADDRESS

44 E Downer Place, Aurora, IL 60505

CONTACT

Amy Munro, Redevelopment Coordinator

**PHONE AND
EMAIL ADDRESS**

630-256-3323

MunroA@aurora.il.us

**WORK
PERFORMED**

HOPE completed a CDBG project in 2024 and launched a HOME ARP project shortly

after. Work includes receiving complaints of discrimination and investigating the allegations, counseling clients on their rights, running educational campaigns, and providing direct training to their community members, housing providers, and other grantees. Services are provided in English and Spanish. Under the current project, HOPE additionally supports their AFFH planning activities.

2. Municipality

ADDRESS

CONTACT

**PHONE AND
EMAIL ADDRESS**

**WORK
PERFORMED**

Attachment: HOPE Fair Housing Center Staff List & Experience

Isabel Anderson, Outreach Coordinator, FT employee at 41% (850 hours over 12 months)

Anderson joined HOPE in 2023 as Outreach Coordinator. Anderson is responsible for collaborating with the Outreach Department to plan and deliver trainings on fair housing rights and responsibilities to a variety of stakeholders. Anderson has been integral in the outreach and education completed since her employment, including the events under HOPE's prior Education & Outreach grant with the Village. She has conducted many educational trainings, attended a variety of tabling & community events, and updated HOPE's core fair housing trainings to include new guidance and interactive activities for maximum audience participation in large events. She will leverage these skills as she develops and conducts new trainings under this project. Anderson came to HOPE from a film nonprofit in Omaha where she developed skills in public speaking, curriculum development, event planning, social media management, and community engagement through leading educational film series. Anderson has expanded her fair housing knowledge through attending Fair Housing School hosted by the National Fair Housing Alliance (NFHA) in November 2024 and has attended trainings hosted by National Fair Housing Training Academy.

June Bishop, Investigations Coordinator

Bishop has been with HOPE for fourteen years. She previously held the role of Intake Specialist, managing and tracking HOPE's inquiries, interviewing clients with fair housing allegations, and making recommendations to the enforcement team for investigation. In her current role as Investigations Coordinator, she conducts market reviews, coordinates a large portion of HOPE's testing investigations, and completes analysis of investigations. Bishop has many years of experience coordinating complex testing investigations such as lending, sales, rental, and design & construction. Bishop has received training from Investigative Support for Testing and Enforcement Programs (ISTEP), NFHA, and NFHTA throughout her years at HOPE to expand her fair housing and test coordination expertise. Bishop was additionally trained by the Urban Institute to coordinate tests for its Deaf/Hard of Hearing Research Project.

Michael Chavarria, Executive Director

Chavarria joined HOPE in January 2022 as the Executive Director. He has over ten years of fair housing experience. Prior to joining HOPE, Chavarria served as Fair Housing Education and Outreach Manager at Housing Choice Partners where he led multiple HUD Fair Housing Initiatives Program (FHIP) funded Education and Outreach programs as Project Manager. During his time at Oak Park Regional Housing Center as the Fair Housing Education and Outreach Manager, Chavarria created new and updated existing fair housing educational trainings for 100+ local government officials and nearly 500 housing industry professionals; created and distributed fair housing educational materials to 2,000+ individuals and 100+ social service organizations; and coordinated an educational fair housing conference for jurisdictions participating in a regional Assessment of Fair Housing. At the start of his fair housing career, Chavarria worked with South Suburban Housing Center where he conducted fair housing/lending complaint intakes and investigations; managed a multi-year fair housing investigation; hosted educational workshops; and designed and distributed fair housing educational materials. Chavarria also has experience presenting fair housing information at conferences and public forums to large, diverse audiences, such as at ISTEP's 2023 national conference "ISTEP for Housing," local Village board meetings, the University of Illinois at Chicago's Fair Housing Conference in 2024, and more. He will bring

these skills in presentation to support the current project. Chavarria has received extensive fair housing training throughout his career, including both the fundamental and intermediate “Fair Housing School” trainings through the National Fair Housing Alliance, basic and intermediate Test Coordinator trainings through the ISTEP program, and many other HUD, NFHTA, and fair housing legal trainings, including HUD’s most recent conference for grantees at which he attended the financial management track to improve his understanding of financial reporting and audit requirements (2 CFR Part 200) under federal grants. In his different roles, Chavarria has also developed strong skills in managing, reporting on, and overseeing project implementation using federal funds.

Blake Mitchell, Associate Director of Enforcement

Mitchell has worked at HOPE since 2020 in various roles. Starting as the Intake Specialist, he gained invaluable hands-on experience with how fair housing violations present themselves in the communities HOPE serves. Then, as an Investigations Coordinator, Mitchell conducted many fair housing investigations and developed new methodologies for investigating emerging and complex fair housing issues such as Source of Income, real estate appraisal bias, and habitability insurance. Mitchell oversaw and conducted much of the testing and analysis of HOPE’s previous testing project with the Village of Oak Park, making him additionally knowledgeable of this service area. Mitchell has received training from ISTEP, NFHA, and NFHTA throughout his years at HOPE to expand his fair housing and test coordination expertise. Mitchell has also conducted approximately forty complex appraisals tests involving only a few subject properties, making him one of the most knowledgeable investigators in the nation on this emerging topic, and he is regularly invited to speak at industry events to provide his expertise, and to provide input to government agencies. He currently holds the role of Associate Director of Enforcement.

Sasha Mothershead, Special Projects and Grant Manager

Sasha Mothershead joined HOPE in 2023. Prior to her role as Special Projects and Grants Manager, she was HOPE’s Fair Housing Specialist. In this role, Mothershead led testing investigations, conducted intakes, and drafted administrative complaints. She additionally created key components of four emerging topic self-advocacy toolkits and trained community members and service providers on how to use them under a recently completed and competitive HUD Education & Outreach “Striving for Equity” grant. Mothershead has experience writing, working under, applying for, and reporting on HUD, CDBG, and philanthropic grants. Mothershead has received fair housing training through NFHTA, ISTEP, and NFHA, and has received grant management training through DePaul University's School of Continuing and Professional Studies. Mothershead currently oversees and reports on all HOPE’s active grants and will use this experience to ensure efficient and accurate reporting on this grant.

Josefina Navar, Deputy Director

Navar served as HOPE’s Director of Enforcement since 2019 and moved into the Deputy Director role in 2022. Navar has conducted and overseen numerous complex testing and non-testing investigations for differential treatment and disparate impact based on federal, state, and local protected classes; filed complaints and represented complainants through the administrative process with HUD and the local FHAP agency; and engaged in brief advocacy and mediation on behalf of dozens of clients with disabilities needing assistance with reasonable accommodation requests. Prior to joining HOPE, Navar spent 10 years with the Chicago Lawyers’ Committee for

Civil Rights (CLCCR) where she worked as the Testing and Outreach Coordinator, and later, Senior Fair Housing Investigations Coordinator. Navar has received training from ISTEP, NFHA and NFHTA throughout her years at HOPE and CLCCR to expand her fair housing and test coordination expertise. Navar also has experience presenting fair housing information at conferences to large, diverse audiences, such as speaking at the University of Illinois, Chicago Fair Housing Conference in 2023 and at the National Housing Law Project's Housing Justice Network Conference in 2024.

Sofia Partida, Fair Housing Analyst

Partida joined HOPE's team in 2024. She previously held the role of Test Coordinator at Legal Aid Chicago where she designed and helped launch their fair housing testing program, trained and recruited testers, developed and conducted fair housing investigations, and spearheaded complex multi-organization investigations. Prior to her time at Legal Aid Chicago and during her time studying at Columbia University (New York) she served as the Deputy News Editor of the Columbia Daily Spectator. Currently in her role as HOPE's Fair Housing Analyst, Partida is responsible for researching emerging law and fair housing best practices, designing and implementing complex investigations, and analyzing and making recommendations based on investigative findings. She has received comprehensive fair housing training through NFHA's Fair Housing School, as well as training from ISTEP, NFHTA, HUD, and similar entities.

Cameron Rapata, Communications Coordinator

Rapata joined HOPE in 2023 as Communications Coordinator. He plays a significant role in developing all outreach materials and publications and has already expanded HOPE's reach by garnering 324,750 online impressions in a 12-month period, providing graphic design updates to print & advertising materials, and creating five informational fair housing videos. Under other projects, Rapata developed expertise in advertising to magnify outreach to HOPE's large, diverse audience base. Rapata came to HOPE with over 3 years of robust expertise in nonprofit digital communications, graphic design, and video production. He has received training from ISTEP, NFHTA, and from working under the guidance of more experienced staff. In his work developing videos and handouts under a previous project, Rapata also developed specialized expertise in fair housing topics such as source of income, disability rights, appraisal bias, and disparate impact matters such as arrest & conviction and eviction records.

Jocelyn Rios, Associate Director of Outreach

Rios has worked at HOPE for approximately three years. Prior to being Associate Director of Outreach, Rios was HOPE's Outreach Coordinator and in this role she organized and conducted dozens of fair housing education trainings throughout the State. Rios played a pivotal role in expanding HOPE's service area to central and southern counties in the State of Illinois that were previously underserved. Her outreach in those counties led to quantifiable increases in intakes to HOPE from those areas. In Rios's current role as Associate Director of Outreach, she supervises the outreach team staff and provides direction and oversight for all external communications, fair housing trainings, and public facing materials. Rios' fair housing knowledge has enabled HOPE's outreach department to grow its training curriculum to provide trainings and social media outreach on complex and emerging fair housing topics such as source of income, appraisal bias, and issues of disparate impact such as crime free housing and nuisance ordinances, eviction, and arrest & conviction screening. She has also been involved in successfully executing HOPE's last three

Annual Fair Housing Conferences, which increased in size due in part to her dutiful outreach and planning. Rios's experience in planning and executing large audience events will allow her to successfully promote, plan, and oversee the training series under this project proposal. Rios has received significant training to expand her fair housing expertise, including the National Fair Housing Alliance's (NFHA) Fair Housing School and NFHTA trainings.