

SUBRECIPIENT GRANT AGREEMENT

THIS SUBRECIPIENT GRANT AGREEMENT (hereinafter referred to as the “Agreement”) is entered into as of the day of _____ September, 2024 between the VILLAGE OF OAK PARK, Illinois (hereinafter referred to as the “Village”) and HEPHZIBAH CHILDREN’S ASSOCIATION, an Illinois not-for-profit corporation (hereinafter referred to as the “Subrecipient”).

RECITALS

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

WHEREAS, Subrecipient has applied to the Village for CDBG funds for the 2024 Program Year; and

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

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

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

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

2. SCOPE OF SERVICES.

A. Subrecipient’s project schedule and project budget (hereinafter collectively referred to as “the Project”) are set forth in the Subrecipient’s Program Year 2024 Community Development Block Grant Program Proposal attached hereto and incorporated herein by reference as Exhibit A (hereinafter referred to as the “Subrecipient’s Proposal”).

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

C. The funds to be provided by the Village to Subrecipient pursuant to this Agreement shall be used to provide therapeutic and academic support and services for young children traumatized by severe abuse and neglect. A total of 40 persons (40 Oak Park persons) will benefit.

3. ALLOCATION OF FUNDS.

A. The Village shall distribute to Subrecipient as Subrecipient's portion of the total grant received by the Village from HUD a maximum of twenty-six thousand dollars (\$26,000) (hereinafter referred to as the "Grant Funds") to be paid in accordance with the terms of this Agreement. The Subrecipient acknowledges and agrees that only those budget line items and percentages that appear in its Program Year 2024 Project Budget will be considered for reimbursement through the Grant Funds.

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

4. PAYMENT.

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

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

C. The Subrecipient shall submit invoices to the Village for reimbursement monthly for the first quarter (a separate invoice for October, November and December, 2024, respectively) and at least quarterly for the last three quarters of the Program Year, as defined below. Final project invoices must be submitted to the Village no later than October 31, 2025. Any invoices submitted after October 31, 2025 shall not be paid by the Village.

5. PROGRAM YEAR.

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

B. The Project shall be completed no later than September 30, 2025. Project costs shall not be incurred after the Program Year.

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

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

6. COMPLIANCE WITH LAWS AND REGULATIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. REPORTING AND RECORD KEEPING.

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

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

herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

C. Quarterly Progress Reports & Final Report. Subrecipient shall prepare and submit a quarterly Progress Report to the Village reporting on the status of the Project. Project progress is to be implemented based on the Project timeline set forth in the Proposal, listed below. 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 timeline shall be applicable:

1 st Quarter: October-December, 2024	Progress report due by January 15, 2025
2 nd Quarter: January-March, 2025	Progress report due by April 15, 2025
3 rd Quarter: April-June, 2025	Progress report due by July 15, 2025
4 th Quarter: July-September, 2025	Progress report/Final report due by October 15, 2025

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

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

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

8. MONITORING AND PERFORMANCE DEFICIENCIES.

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

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

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

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

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

9. TERMINATION.

This Agreement may be terminated as follows:

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

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

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

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

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

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

10. REVERSION OF ASSETS.

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

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

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

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

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

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

11. REMEDIES.

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

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

Subrecipient.

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

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

14. AMENDMENTS AND MODIFICATIONS.

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

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

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

16. ENTIRE AGREEMENT.

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

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

17. GOVERNING LAW, VENUE AND SEVERABILITY.

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

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

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

18. NOTICES.

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

For the Village:

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

For Subrecipient:

Executive Director
Hephzibah Children's Association
1144 Lake Street, Fifth Floor
Oak Park, Illinois 60301

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

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

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

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

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

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

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

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

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

VILLAGE OF OAK PARK

HEPHZIBAH CHILDREN'S ASSOCIATION

Name: Kevin J. Jackson
Title: Village Manager

Name:
Title:

Date: _____, 2024

Date: _____, 2024

ATTEST

ATTEST

Name: Christina M. Waters
Title: Village Clerk

Name:
Title:

Date: _____, 2024

Date: _____, 2024

**EXHIBIT A
SUBRECIPIENT'S PROPOSAL**

Submission information

Form: Village of Oak Park Community Development Block Grant (CDBG) Submission Form ⁽¹⁾
Submitted by hephzibah2
Thu, 2023-02-23 18:20
172.16.0.102

Applicant Information

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

A. Organization Information

1. Organization Name

Hephzibah Children's Association

2. Organization Mailing Address

1144 Lake Street, Fifth Floor

3. Organization Phone Number

708-649-7140

4. Executive Director

Merry Beth Sheets

5. Executive Director's Email Address

mbsheets@hephzibahhome.org

6. Unique Entity Identifier (UEI#)

LSN4MT7P2YJ8

7. Project Manager/Primary Contact for proposal

Jim Woywod

8. Did you attend the mandatory PY2024 grants workshop?

Yes

If yes, who from your organization attended?

Tina Weinheimer, Grants Manager

What is your organization's fiscal year?

July 1, 2023 to June 30, 2024

B. Agency Overview

1. Background and Need

Hephzibah has a rich and esteemed history of caring for vulnerable children and helping families in need. Hephzibah is Oak Park's oldest social service agency, founded in 1897 when village resident Mary Wessels opened her home to two young boys. Later, when a local

orphanage was destroyed by fire, Mary took in a dozen orphans and made it her calling to care for society's most vulnerable children. She named the children's home after her mother as an expression of her mission to create a nurturing haven for children in need. At Hephzibah, these children found safety, sustenance, comfort, and love. What began with the group home has grown and expanded over the years to meet the changing needs of the community and clients. With a focus on keeping children safe by strengthening, healing, and keeping families together, we provide both prevention and intervention child welfare services. Hephzibah is recognized statewide for its innovative and responsive programming for children and families in great need.

In addition to Hephzibah Home, Hephzibah provides innovative prevention and intervention family-based services including:

- Specialty and traditional foster care services for nearly 200 foster care children and their foster families;
- intensive case management and support services for nearly 300 low-income families in crisis;
- a positive parenting abuse and neglect prevention program;
- after-school and summer day care services for nearly 700 children; and
- an adoption program for children who cannot return to their biological families.

Hephzibah's mission is to help children thrive and families flourish through innovative, community-based programs.

Illinois ranks among the lowest in the nation regarding removal rate of children from their homes and has the longest length of stay in foster care among all 50 states. Thus, by the time Illinois children come into residential care like to Hephzibah, they have been exposed to and endured significant, severe, and sustained trauma related to abuse and neglect. As the only Qualified Residential Treatment Program in Illinois designated to care for the most extreme cases of abuse and neglect of young children ages 3-11, Hephzibah Home meets or exceeds all state and federal requirements, providing the most comprehensive level of therapeutic services, care, and support for young children experiencing the serious psychological, emotional, behavioral, and physical effects of extreme trauma. No other agency in the Illinois DCFS system provides the high level of care and services Hephzibah offers for this especially fragile population.

The goal of Hephzibah Home is to provide for the psychological, emotional, and physical needs of young children traumatized by severe abuse and neglect, and to integrate and deliver treatment and services that facilitate and support each child's long road to recovery. Hephzibah provides the children with the therapeutic care and support they need; a safe, stable, and nurturing living environment; essential academic support and resources; and additional wrap-around and enrichment opportunities. Each year, up to 40 children ages 3-11 reside in the home for six months to several years depending on individual need. While at Hephzibah Home all children receive significant therapy to process the traumatic experiences they have endured and wrap-around educational support to ensure academic progress.

Hephzibah has a long history of successfully managing publicly funded projects. Currently, nearly two-thirds of the agency's funding comes from government contracts, with the vast majority from the Illinois Department of Children and Family Services and Illinois Department of Human Services. Hephzibah has received funding from CDBG in the past including facility improvement projects for Hephzibah Home and programmatic funding to support services for the home's Art Therapy Program, Hephzibah's Family Support Program, and the Day Care Program. Hephzibah reported on these projects in an accurate and timely fashion. We do not anticipate any issues with regard to reporting data to the Village of Oak Park.

Hephzibah collaborates with a wide range of local agencies to ensure that children and families receive appropriate care and services. Hephzibah works very closely with Oak Park District 97 regarding the education of children in Hephzibah Home and with our Day Care Program located at each of the eight Oak Park elementary schools. Hephzibah works collaboratively with numerous local agencies including:

- The Children's Clinic of Infant Welfare Society of Oak Park River Forest
- Community Mental Health Board of Oak Park
- Housing Forward
- Oak Park Township
- Park District of Oak Park
- Oak Park Youth Services
- New Moms
- Sarah's Inn
- TASC

2. Type of Organization

Non-profit

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

Yes

4. CDBG Eligible Populations

- Abused children
- 51% or more low/moderate income persons
- Mental Health

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

Hephzibah values diversity among its clients and staff, and is committed to promoting a work environment for all employees that accepts and supports each individual staff member. All employees are expected to be sensitive and responsive to the cultural differences within the staff and client populations, and to help promote a climate of mutual understanding and appreciation of diversity. Hephzibah's Diversity Committee meets on regular basis and we advocate for and support diversity in our organization through ongoing assessment, increased awareness and education to embrace a respectful, multicultural and inclusive environment for employees and the clients we serve. In addition, the agency's Core Values statement reflects our commitment to Diversity, Equity and Inclusion. It states "We value, advocate for, and support diversity throughout all levels of our organization. We embrace a respectful, multicultural, and inclusive environment for employees and the clients we serve. We are committed to a diverse and inclusive culture, which solicits multiple perspectives and views and is free of bias and discrimination."

6. Does your organization have a DEI policy?

Yes

DEI policy

[fy24_hca_dei_statement_final.pdf](#) ^[2]

7. Did you return any CDBG funds in PY2022?

No

If you returned funds, please explain why

C. Project Narrative

1. Project Title

Therapeutic and Academic Support and Services for Young Children Traumatized by Extreme Abuse and Neglect

2. Project Description

Funding from a Community Development Block Grant (CDBG) Public Services grant will be used to support the advanced therapeutic care and academic enrichment services provided to up to 40 young children traumatized by abuse and neglect and who reside in Hephzibah Home each year. The children who come to Hephzibah are current or former youth in care of the State of Illinois and meet all state and federal poverty guidelines.

By the time children come into residential care like Hephzibah, they have been exposed to and endured significant, severe, and sustained trauma related to abuse and neglect. The children come to Hephzibah following multiple failed foster placements and/or psychiatric hospitalizations. Traumatized children have high needs and require intensive support in order to progress toward healing. The long-term physical, psychological, behavioral, and economic consequences of child maltreatment are well documented and include improper brain development; impaired cognitive and social-emotional skills; and lower language development. Children who come to Hephzibah have clinical levels of depression, anxiety and/or aggression, have been medically neglected, suffer the effects of malnutrition, exposure to alcohol or other drugs, and have poor physical and dental hygiene. Most of the children have limited cognitive, emotional, and social skills, and all have academic deficiencies due to inconsistent schooling, lack of parental involvement, and the trauma of abuse and neglect.

Embedded in Hephzibah's mission is a commitment to provide for the needs of every child in our care, and Hephzibah is the only Qualified Residential Treatment Program in Illinois designated to care for the most extreme cases of abuse and neglect of young children ages 3-11. While at Hephzibah, children receive the essential therapeutic care and services they need to begin their long journey toward recovery, including advanced Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) and Sensory Motor Arousal Regulation Treatment Model (SMART), to address the specific needs of the children living in Hephzibah Home. Our therapists are trained in TF-CBT and SMART, and they utilize appropriate interventions and strategies in their sessions, as appropriate. All staff are trained in Attachment, Self-Regulation, and Competency (ARC), a therapeutic framework for caregivers to follow when caring for children who have endured complex, chronic trauma. The children also receive art, pet, music/dance, and play therapy; occupational therapy; year-round educational enrichment; and an array of wraparound services. Our specialty therapists are trained in various therapeutic techniques, and all staff members are trained in working with children who have experienced trauma. Hephzibah's education support and services team provides year-round programming and enrichment services with the goals of assisting children in advancing toward age-appropriate academic benchmarks and to build a strong foundation for learning focused on reading and math skills.

Additionally, all of the children are extremely low income and we know that poverty reduces a child's readiness for school because it leads to poor physical health and motor skills, diminishes a child's ability to concentrate and remember information, and reduces attentiveness, curiosity, and motivation. Research also shows that parental involvement and support is critical to academic achievement. As a result, because of the trauma they have experienced, inconsistent schooling, and lack of parental engagement, when children come to Hephzibah Home, they are at least two or more grades behind in reading and math. Approximately 50 percent of the children attend Oak Park District 97 schools and nearly all

receive special education services. The remaining 50 percent attend therapeutic schools. The education team is the academic advocate for each child and works in collaboration with all District 97 schools and the therapeutic schools our children attend. As needed, Hephzibah staff provide in-school behavioral support services for children attending District 97 schools to ensure stability and academic progress within each academic environment. Hephzibah's education support specialist manages the after-school Homework Helpers program as well as plans and manages the 10-week Summer Academic Enrichment Program for all children in Hephzibah Home.

Our goal is to provide for each child's psychological, emotional, and physical needs, and to integrate and deliver services that facilitate and support their recovery from abuse and neglect, ultimately preparing them for return to family life with biological family members or in loving foster and adoptive homes.

3. Project Location (if different from above)

946 North Boulevard, Oak Park, and eight Oak Park District 97 elementary schools.

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

- Youth Services (05D)
- Services for Abused and Neglected (05N)
- Mental Health Services (050)

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

Hephzibah provides services that meet several eligible activities, including youth services, services for abused and neglected, and mental health services. We deliver prevention and intervention child welfare services through three primary programs: Hephzibah Home, Family Based Services, and Day Care Services. The organization maintains the highest level of professional accreditation by Social Current Council on Accreditation and Hephzibah is recognized statewide for our comprehensive, transformative programming; a highly trained and experienced staff; and strong and engaged community support. Embedded in our mission and operations is a commitment to provide for needs of every child who comes to us; thus, our services meet or exceed state requirements.

Hephzibah Home is the only Qualified Residential Treatment Program in Illinois designated to care for the most extreme cases of abuse and neglect of young children, ages 3-11. Hephzibah Home provides a loving, caring, safe environment for up to 40 young children each year, while they receive the essential intensive therapy, educational services, and wraparound support services needed to heal and to begin the long journey to recovery. The children come to us following multiple failed foster placements and/or psychiatric hospitalizations. Each child has endured extreme trauma, and for many, Hephzibah is their first experience living in a safe, stable and supportive home. Approximately 70 percent of the children are from Metropolitan Chicago, with the remainder from counties throughout Illinois.

D. Approach

Hephzibah Home is the only Qualified Residential Treatment Program in Illinois designated to care for the most extreme cases of abuse and neglect of young children, ages 3-11, thus there are no other providers in the state providing the high level of care and services that Hephzibah offers for this particularly fragile population. Illinois currently ranks among the last in the nation regarding the removal rate of children from their homes because of concern for their health and safety. Illinois also has the longest length of stay in foster care among all 50 states. Thus, by the

time children come into residential care in Illinois, such as Hephzibah Home, they have been exposed to and endured significant, severe, and sustained trauma related to abuse and neglect.

Children are referred to Hephzibah Home through the Illinois Department of Children and Family Services, the Illinois Department of Healthcare and Family Services, or the Illinois Board of Education because of our experience caring for the most severely traumatized children in Illinois and our reputation for delivering individualized care and support to meet the needs of each child. Hephzibah's team of experienced clinicians delivers evidence-based clinical approaches to address the specific needs of the children and are trained in caring for children who have endured complex and chronic trauma.

The children residing in Hephzibah Home have high needs, and they require intensive treatment and support to progress toward healing. They have clinical levels of depression, anxiety and/or aggression, malnutrition, medical neglect, limited social skills, and serious academic deficiencies. The long-term consequences of child abuse include improper brain development; impaired cognitive and social-emotional skills; lower language development; high risk for medical and psychological conditions; and alcoholism and drug abuse. The long-term behavioral and economic consequences show a strong correlation to higher risks of teen pregnancy, criminal behavior, dropout rates, and increased health, medical, child welfare, criminal justice, and special education costs.

Our clinical team includes a psychologist, a psychiatrist, a clinical coordinator, and a full-time, licensed behavior analyst dedicated to addressing the significant behavioral needs of the children, and who conducts small group interventions and social skill development. All our clinicians are experts in trauma and working with young children. Hephzibah has an on-site registered nurse who, in addition to addressing emergent medical needs of the children, handles medication monitoring and dispensing, and the needs of medically complex children. Our full-time transition specialist works directly with each child and their parents/caregivers or potential parent/caregiver, providing parent coaching, family therapy, and transition services to support a care plan for each child upon discharge.

The children reside in Hephzibah Home from a minimum of six months to several years depending on individual need. As residents of Oak Park, all children attend Oak Park District 97 schools or area therapeutic schools. All of the children require significant therapy to process the traumatic experiences they have endured including multiple layers of abuse and neglect. Our specialty therapists are trained in and utilize evidence-based, therapeutic techniques, and all staff members are trained in working with children who have experienced trauma.

Our goals are to provide for the psychological, emotional, and physical needs of the severely traumatized children in our care; integrate and deliver treatment and services that facilitate and support each child's recovery from abuse and neglect; and prepare each child for a return to family life with biological family members or in loving foster and adoptive homes.

We accomplish these goals by providing the therapeutic care and support children need; a safe, stable, and nurturing living environment; essential academic support and resources needed to make up low academic performance due to trauma and inconsistent schooling; and additional enrichment and socialization opportunities to help the children integrate into their community.

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

No

Total Oak Park Low/Moderate Income Persons Served Annually

40

Persons served form

[py24_persons_served.xlsx](#) [3]

E. Budget Narrative

Budget Worksheet

[py24_cdbg_project_budget - other_revenue_summary.xlsx](#) [4]

1. Total CDBG dollars requested

\$ 50,000

2. Total project budget

\$ 4,665,007

3. Budget description

Funding from CDBG will be applied toward the salaries of therapeutic and academic support staff responsible for meeting the psychological, emotional, educational, and physical needs of the severely traumatized in Hephzibah Home in Oak Park. Contracts for services from DCFS and other partners provide only a portion of the services and support we offer at Hephzibah Home, leaving a budget deficit for FY 2024 of \$221,253. Therefore, Hephzibah must appeal to additional funding sources such as CDBG to supplement these necessary services we provide for severely abused and neglected children.

Of the \$3,333,330 spent on salaries, benefits, and taxes for staff working in this program, Hephzibah is seeking \$50,000 or 1.5% from CDBG. The remainder of personnel and program costs will be funded through contracts with DCFS, IDHS, ISBE, private foundations, and individual contributions. No other Village of Oak Park funding supports these outstanding program expenses. Therefore, for a total project budget of \$4,665,007, Hephzibah is seeking \$50,000, or 1.1%, from CDBG.

All of the children served (100 percent) have experienced extreme abuse and neglect, are residents of Oak Park, and they meet all state and federal poverty guidelines.

F. Program Eligibility

1. Meeting Outcomes

Services are provided for all children who reside in Hephzibah Home annually. As displayed in the Logic Model, for the period from October 2024 through September 2025, Hephzibah expects to provide services for up to 40 children ages 3-11. All children are referred for services from the Illinois Department of Child and Family Services, the Department of Healthcare and Family Services, or the Illinois State Board of Education, and remain in Hephzibah's care for a minimum of six months to several years depending on individual need. An estimated 50% will be African American, 30% Caucasian, 10% Biracial, and 10% Hispanic. 100% of the children are residents of Oak Park and all meet the state and federal guidelines for extremely low income.

Regarding delivery of services, Hephzibah utilizes various evidence-based clinical approaches including Trauma-Focused, Cognitive Behavior Therapy (TF-CBT), Attachment, Self-Regulation and Competency (ARC), and Sensory Motor Arousal Regulation Treatment Model (SMART) to address the specific needs of the children living in Hephzibah Home, as well as children in foster care. Specialty therapists are trained in TF-CBT and SMART, and

they utilize appropriate interventions and strategies in their sessions when appropriate. ARC is a treatment framework for caregivers to children who have endured complex and chronic trauma. All Hephzibah Home staff members are trained in the ARC model.

Hephzibah utilizes two measurement tools to assess progress for children in the home: the IM+CANS (Illinois Medicaid Comprehensive Assessment of Needs and Strengths) which is completed upon admission and then every six months until discharge; and the Vineland Adaptive Behavior Checklist is completed 60 days after admission and then every six months up until discharge.

Hephzibah has a significant focus on providing culturally competent services to children that the agency serves. These include hiring a diverse staff (see attached EEO Form), having staff attend trainings in cultural competency and working with diverse populations, and having program directors monitor the provision of services with a focus on identifying issues involving culturally competent services.

In addition to mandated school district testing and assessments, Hephzibah uses the Woodcock Johnson (for children who are able to read) and the Dynamic Indicators of Basic Early Literacy Skills (for non-readers) to identify and assess student academic skills. Both have a demonstrated high degree of reliability and validity.

Hephzibah tracks and documents all significant interventions including behavior incident reports, physical management reports, and suspensions. Academic progress is tracked using grade-level school and district testing. Summer academic progress is tracked by an external evaluator using appropriate pre- and post-testing programs.

The outputs from the Logic Model include:

- 100% of children admitted to programs will be given assessments administered by trained staff at 30 days and then every six months or at discharge, IM+CANS is completed by social workers on day of admission and then every six months
- Provide weekly therapy to 100% of children living in Hephzibah Home; provide pet therapy services to rotational cohorts of six clients per cohort.
- Provide support to residential counselors and social workers; provide individual support to children
- Provide afterschool homework support four days a week; conduct 10-week summer reading program including a two-week intensive summer Reading Academy
- Each child receiving clinical services will have their case reviewed on a regular basis to inform ongoing case treatment option decisions
- 100% of direct care staff will receive the training necessary to do their jobs.

Following DCFS-mandated reporting guidelines, Hephzibah Home Director Jim Woywod has primary responsibility for ensuring the timely and accurate collection, analysis, and reporting of data. Grants Manager Tina Weinheimer works with the Hephzibah Home director to ensure the timely and accurate reporting of data to the Village of Oak Park.

2. Successes and challenges

Hephzibah is committed to the psychological, emotional, and physical needs of young children traumatized by severe abuse and neglect, and to integrating and delivering treatment and services that facilitate and support each child's long road to recovery. Hephzibah provides the children with the therapeutic care and support they need; a safe, stable, and nurturing living environment; essential academic support and resources; and additional wrap-around and enrichment opportunities.

Despite the ongoing residual effects of the COVID-19 pandemic, Hephzibah's core

programming has remained consistent. Recent achievements and accomplishments include:

- Hephzibah Home is the only Qualified Residential Treatment Program in Illinois designated to care for severely traumatized young children ages 3-11, and in the past year we made many enhancements to meet the specialized and individual needs of the children in care and to reduce the length of stay. The enhancements included increasing clinical, therapeutic, and residential counselor staff; enhancing staff training; and strengthening family therapy and transition services to support children and families upon discharge.
- We completed a comprehensive renovation and rehab of Hephzibah Home's first floor, including a new welcome reception area, a new security system, family visiting spaces, and a new gross motor therapy room.
- We enhanced our Garden Therapy Program to support Hephzibah's healthy eating initiative and introduce the children in the group home to growing and harvesting vegetables, as well as making healthy food choices.
- We doubled the number of foster and intact families we are serving and instituted a new evidence-based prevention program.
- The number of children in foster care achieving permanency through adoption, legal guardianship, or return to biological family continues to grow. During the past two years, 40 children were placed with forever families – the result of a continuing investment in the therapeutic supports and services that our foster children and families need to succeed.

Challenges to meeting our intended outcomes include:

- the severity of the trauma that children who come to Hephzibah have endured; and
- the ongoing complications and restrictions presented by the COVID pandemic.

Because traumatized children have high needs and require intensive, comprehensive, and sustained support, when they enter Hephzibah Home, they experience many months of stabilization, evaluation, and therapeutic care. We know that the pandemic disrupted the referral, admitting, and discharge processes, compounded their emotional and behavioral trauma, and exacerbated the children's learning deficits. Longer lengths of stay resulted in lower service numbers, and access to and participation in essential wraparound supports and activities for the children was limited due to health precautions.

Like all social service programs across the country, Hephzibah continues to experience the residual effects of the COVID pandemic and is seriously impacted by the workforce crisis and rising inflation. Our operating costs continue to rise, presenting additional financial burdens for the agency. Though Hephzibah anticipates a 13.4 percent funding gap in FY 2024, with the support of our philanthropic partners, we will continue to provide exceptional 24/7 care to Illinois' most vulnerable and highest-needs children.

Hephzibah successfully meets these challenges thanks to our comprehensive, transformative programming; our highly trained and experienced staff; and strong and engaged community support. In addition, Hephzibah successfully advocates for the academic needs of each child resulting in:

- Improved educational outcomes for Hephzibah Home children.
- Successful educational advocacy and securing IEPs for children who come to Hephzibah without an IEP.
- Increased number of days in attendance.
- Positive relationships and collaboration between Hephzibah staff and District 97 staff and teachers.

Hephzibah anticipates that referrals for care will increase, and the children's pandemic-

specific behavioral challenges will dissipate, resulting in increased positive behaviors, improved social-emotional development, and improved educational outcomes. This progress will ultimately reduce the length of time children remain in care in Hephzibah Home.

3. Intended accomplishments

Hephzibah provides children with the therapeutic care and support they need; a safe, stable, and nurturing living environment; essential academic support and resources; and additional enrichment opportunities. The intended accomplishments are that each child makes the necessary therapeutic, emotional, behavioral, and academic progress needed to successfully transition from Hephzibah Home to a family-based environment with either biological family members or specialty foster care families.

In the short term, the children will

- demonstrate stabilized behaviors as evidenced by a decrease in interventions and a decrease in psychiatric hospitalization;
- demonstrate healthy trauma adjustment and positive social behaviors; and
- experience increased reading proficiency and comprehension scores.

In the long term, post-discharge the children will

- experience increased placement stabilization in a family environment;
- develop lifelong healthy coping skills and experience emotional well-being;
- develop independent and adaptive life skills for maintaining healthy relationships; and
- develop enhanced self-esteem and increased academic skills.

4. Project management process

All children are referred to Hephzibah Home through the Illinois Department of Children and Family Services, the Illinois Department of Healthcare and Family Services, or the Illinois Department of Education because they require the highest level of care to address their trauma resulting from extreme abuse and neglect. The children have severe behavioral and emotional conditions requiring long-term residential therapeutic care and support. This is an internal referral process and no external marketing plan is appropriate or needed.

Hephzibah collaborates with the Illinois Department of Children and Family Services and other state agencies on identifying opportunities to serve greater numbers of young children requiring different levels of therapeutic care and support.

5. Income Documentation

All children who come to Hephzibah Home are current or former youth in care of the State of Illinois. They reside in Hephzibah Home for a minimum of six months to several years depending on individual need. 100% of the children are residents of Oak Park and they meet all state and federal guidelines for extremely low income.

6. Procurement and Management Process

Hephzibah Children's Association maintains the highest level of professional accreditation by the Social Current Council on Accreditation and is recognized statewide for our comprehensive, transformative programming that meets or exceeds state requirements. Hephzibah is licensed by the Illinois Department of Children and Family Services as a Child Welfare Agency, Group Home, and Child Care Institution. To maintain accreditation and licensure, Hephzibah must demonstrate compliance with all local, state, and federal laws and regulations, as well as meet/exceed quality assurance standards.

Hephzibah administers child satisfaction surveys for all children at quarterly intervals and

conducts discharge interviews with each child to assess their likes, dislikes, experiences, and sentiments about what they learned, how they improved, and things they would change. Responses to the question "What have you learned at Hephzibah?" include:

"Homework, being nice to people, and helping people."

"Taking deep breaths, walking away, and picturing something else to focus on until I'm calm."

"Writing in my journal and take a break and talk to staff."

"Go to the Sensory Room or Gross Motor Room when I need it."

"To scream into my pillow or hit my bed when I get mad."

"To sleep and to ask for hugs."

"How to use my coping skills, taking a bath, listening to music and coloring."

"That it is safe here."

"To manage my emotions and to stay calm."

"Take a break and take walks to help me calm down."

"That sometimes you can't get everything you want."

"Math and to ask for help when I need it."

"Listening, following directions, no throwing things, no getting restrained."

"How to be nice and be helpful."

"To eat vegetables and do art."

"To cope with my anger and my sadness in a safe way."

"To do good things so that I can go home."

7. Public Facility Improvement Details

Attachments

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

Timeline

[py24_timeline_form.pdf](#) ^[5]

Logic model

[py24_cdbg_logic_model.pdf](#) ^[6]

Articles of Incorporation and By-Laws

[hephzibah_articles_of_incorporation_and_bylaws.pdf](#) ^[7]

Non-Profit Determination (IRS Letter)

[irs_determination_letter.pdf](#) ^[8]

List of Board of Directors

[fy_2024_board_of_directors.pdf](#) ^[9]

Organizational Chart

[hca_and_hh_org_charts.pdf](#) ^[10]

Resumes

[resumes.pdf](#) ^[11]

Financial Statement and Audit

[fy_2023_final_audited_report_and_financial_statement.pdf](#) ^[12]

Conflict of interest statement

[conflict_of_interest_statement_2024.pdf](#) ^[13]

Anti-lobbying statement

[lobbying_statement_2024.pdf](#) [14]

EEO Form

[py24_eeo_report_chart_for_cdbg_2.24.24.pdf](#) [15]

Statement of ADA Compliance

[americans_with_disabilities_act_statement_of_compliance_2024.pdf](#) [16]

Support Statements**Project client evaluation tool**

[project_client_evaluation_tool_statement_2024.pdf](#) [17]

Beneficiary Form

[py24_cdbg_beneficiary_form.pdf](#) [18]

Certificate of insurance

[hca_certificate_of_insurance.pdf](#) [19]

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

Merry Beth Sheets

Title of Authorized Official of Applicant Organization

Executive Director

Date of Submittal

Fri, 2023-03-10

Do you have a CDBG application guide?

Yes

Affirmation

I agree

Source URL:<https://www.oak-park.us/node/3346/submission/40202>

Links

[1] <https://www.oak-park.us/village-oak-park-community-development-block-grant-cdbg-submission-form> [2] https://www.oak-park.us/sites/default/files/webform/fy24_hca_dei_statement_final.pdf [3] https://www.oak-park.us/sites/default/files/webform/py24_persons_served.xlsx [4] https://www.oak-park.us/sites/default/files/webform/py24_cdbg_project_budget_-_other_revenue_summary.xlsx [5] https://www.oak-park.us/sites/default/files/webform/py24_timeline_form_1.pdf [6] https://www.oak-park.us/sites/default/files/webform/py24_cdbg_logic_model_1.pdf [7] https://www.oak-park.us/sites/default/files/webform/hephzibah_articles_of_incorporation_and_bylaws_6.pdf [8] https://www.oak-park.us/sites/default/files/webform/irs_determination_letter_11.pdf [9] https://www.oak-park.us/sites/default/files/webform/fy_2024_board_of_directors.pdf [10] https://www.oak-park.us/sites/default/files/webform/hca_and_hh_org_charts.pdf [11] https://www.oak-park.us/sites/default/files/webform/resumes_7.pdf [12] https://www.oak-park.us/sites/default/files/webform/fy_2023_final_audited_report_and_financial_statement.pdf [13] https://www.oak-park.us/sites/default/files/webform/conflict_of_interest_statement_2024.pdf [14] https://www.oak-park.us/sites/default/files/webform/lobbying_statement_2024.pdf [15] https://www.oak-park.us/sites/default/files/webform/py24_eeo_report_chart_for_cdbg_2.24.24.pdf [16] https://www.oak-park.us/sites/default/files/webform/americans_with_disabilities_act_statement_of_compliance_2024.pdf [17]

https://www.oak-park.us/sites/default/files/webform/project_client_evaluation_tool_statement_2024.pdf [18]
https://www.oak-park.us/system/files/webform/py24_cdbg_beneficiary_form_0.pdf [19] https://www.oak-park.us/system/files/webform/hca_certificate_of_insurance.pdf

EXHIBIT B - ASSURANCES

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

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

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

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

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

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

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

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

APPENDIX V

REAFFIRMATION STATEMENT

MARCH 31, 1997

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

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

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

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

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



Carl Swenson
Village Manager

Exhibit D: PY 2024 Quarterly Report Form, Oak Park CDBG Program

Subrecipient:	
Project Name:	
Prepared by:	Email:

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

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

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

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

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

Exhibit E: PY 2024 Final Report Form, Oak Park CDBG Program

FINAL REPORT COMPONENT (Please explain even if you exceeded goals)

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

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

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